

SYLVAN HEIGHTS WELCOMES YOU!

The board and staff of Sylvan Heights Condominium Association welcomes you and wants you to gain the most from your living experience at Sylvan Heights. The enclosed materials are designed to help you in the following ways:

- Understand the concept of condominium living.
- Describe the available Sylvan Heights facilities, services, and policies.
- Outline ways to become involved in the Association.
- Explain maintenance and insurance responsibilities.
- Detail the Sylvan Heights Crime Prevention Program.
- Furnish commonly needed telephone numbers related to living at Sylvan Heights.

Please Sign and return to the Association Office

ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the Sylvan Heights Welcome Book which includes the policies and procedures for the Association as updated by the Board of Directors at the October 8th, 2002 meeting of the Board.

I understand that it is my responsibility to read the handbook and contact a Board Member or the Association Administrator if I have questions or need help in understanding the information in it.

I understand that these policies supersede all prior policies and procedures; and that these policies may be changed at any time, without prior notice at a meeting of the Sylvan Heights Board of Directors.

I understand that it is my responsibility to check with the administrator or a Board member to be sure that I have current information about any particular item of policy or procedure.

Signature of Owner/Tenant

Unit Number

Date

Please Sign and return to the Association Office

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Profile of Community Living

Condominium ownership provides freedom from responsibility, many of which are assumed the Homeowners Association. Through your purchase of a Sylvan Heights unit you have automatically become a member of the association of Unit Owners of Sylvan Heights. You have become a member of a business which must make business decisions, a mini government which must provide services and enact rules, and a judicial body which must enforce covenants or levy fines for the violation of covenants. By becoming a member of the Association, you also agree to abide by regulations that, if followed, will contribute to harmonious community living and to increased value to your property and to that of all owners.

Condominiums and Apartments What's the difference?

The primary distinction between a condominium and an apartment is ownership. A condominium is your own private property, which means that you have all the rights, as well as the responsibilities of ownership. These rights and responsibilities differ from those of a renter in the following ways:

- ◆ Unlike an apartment where the manager takes care of all maintenance, any interior upkeep at Sylvan Heights is the individual owners' responsibility.
- ◆ Owners who rent their units are responsible for the conduct of their renter's; for example, noise levels, parking space problems, inappropriate items on decks.
- ◆ Renters should refer all problems directly to the individual owner of their particular unit. This includes inside maintenance matters as well as complaints about common facilities. Urgent problems may be referred to the Sylvan Heights office for assistance.
- ◆ If the situation is one which should be brought to the attention of the Board or management, it is the owner's, not the residents, responsibility to do so.
- ◆ When the owners receive notice about work to be done, such as exterior painting, it is the owner's responsibility to notify the occupants of their unit so that they will be prepared for any inconvenience.

Area Information

Cable/Broadband/DSL AT&T provides cable and internet broadband services for this area. For installation and service questions please call 503-452-4149.

Qwest is the provider of telephone and DSL connections and they can be reached by calling 1-888-452-6200.

Tri-Met Tri-met bus #20 stops at the Sylvan Heights entrance on Barnes road. Busses run every 15 minutes during the work day, but less often in the evenings and weekend. For additional information please contact Tri-Met at 503-238-7433.

Shopping Centers Grocery stores, postal services etc. are available at:

- Barnes/Miller Shopping Center (just north of here on Barnes Rd.) which offers 24 hr. Groceries, Chase Bank, dry cleaners, Starbucks, Postal Annex, liquor store and several restaurants.
- Petercourt Shopping Center (corner of Cedar Hills and Barnes Rd.), Cedar Hills Shopping Center (corner of 217 and 26).

General Policies

As approved by the Sylvan Heights Board of Directors
October 8, 2002

Condo Registration: All Sylvan Heights residents are to register with the Association within seven days of moving in or the owner will incur a late registration fine on \$100 per month. Sellers are obliged to inform the Association of unit sale and to provide the name on the new owner and the transition date. The new resident will need to provide information stating place of employment, work and home phone numbers, mortgage holder, and car registration. They must also verify that they have read a copy of the Sylvan Heights Policies and Procedures and that they agree to abide by these regulations. Registration forms and copies of the policies and Procedures may be obtained at the Sylvan Heights office.

Temporary residents and guests who will stay At Sylvan heights for over two weeks are also asked to register at the Sylvan Heights office.

Monthly Assessments: Monthly assessments are due by the 1st of each month with a late payment fee of \$25 additionally due for assessments not received by, or postmarked by, the 15th of each month. (As per Oregon Condominium Law, 100.45(4(j))

Common Areas: The common elements of Sylvan Heights will be used for the functioning of the Association and for the enjoyment of the units. Each unit owner is to keep the limited common elements which pertain to his or her unit in a neat, clean and sanitary condition. The use, operation and maintenance of the common elements Sylvan Heights will not be obstructed, damaged or unreasonably interfered with by any unit owner.

Confidentiality: Neither the Association Administrator nor the board members will give out confidential information regarding residents, such as their unit number or telephone numbers, nor can they deliver personal messages to residents for a third party.

Commercial Use Prohibited: Sylvan Heights is to be occupied for residential use only. Commercial activity which draws foot or vehicular traffic, noise or groups of people to the groups expressly forbidden although commercial activity relating to the sale or rental of units is permitted. (As per By-laws VII 5/a page 17)

Right of Entry: The agents or management and any contractor or workman authorized by management with proper identification, may enter a unit, patio or carport at any reasonable hour of the day for any purpose permitted under the terms of the Declaration of Covenants, Conditions and Restrictions, By-laws or Management Agreement. Except in the case of emergency, entry will be made by prearrangement with the owner. Residents who leave their unit for over two weeks are asked to inform the Sylvan Heights office.

Responsibility for Damages: The Association shall pursue timely action for repair of, or collection for, damages to common elements or limited use common elements caused by neglect or mis-use by and owner or tenant. The expense of restoration and rehabilitation of such damaged elements, to the satisfaction of the Association, is the responsibility of the unit owner. Following due process, the Association may expedite the repairs and bill the unit owner. (As per Bylaw VII/5/1)

Building/Unit Policies

Exterior or Interior Improvements: Any interior or exterior improvements involving structural modifications or with a cost of \$500 or more requires the approval of the Board of Directors prior to implementation. (As per By-laws VIII/2/c) This is to protect the sound transmission ratings between walls shared by more than one unit as well as to protect the structural integrity of the buildings. This includes exterior lighting, flooring of any kind, signal transmitting, and signal sending devices. (As per By-laws VII/2)

Unit owners making improvements are to obtain all proper building permits from the county and are to be submitted with the request for an architectural alteration. Unit owners also need to inform the Sylvan Heights office regarding the increased value to the unit so proper insurance adjustments can be made.

Waterbeds: Waterbeds may not be placed in any unit except with the prior consent of the Board of Directors and providing proof of waterbed insurance. The unit owner is then responsible for all damages to any unit or the common elements which might be caused by the waterbed. (As per By-laws VII/5/1)

Unit Maintenance and Repair: All maintenance and/or repairs to any unit will be made by the owner. This includes windows, doors, skylights, any plumbing, heating or air conditioning fixtures, telephones, water heaters, fans, lighting fixtures and lamps, fireplaces, refrigerators, dishwashers, ranges, or other appliances and accessories that may be in or connected with the unit.

Offensive or Unlawful Activities: No owner shall make or permit any noises that disturb or annoy the occupants of any of the units or engage in any activities that will interfere with the rights, comfort, or convenience of other owners. (As per By-laws VII/1/a)

Windows Decks and Outside Walls: In order to preserve the attractive appearance of the condominium, the Board of Directors may regulate the nature of items which may be placed in or on windows, decks and the outside walls so as to be visible from other units, the common elements, or outside the condominium. Garments, rugs, laundry and other similar items may not be hung from windows, facades or decks. (As per By-laws II/5/f)

Use of Barbecues: Due to the fire danger, lighter fluid is not allowed to be used in starting a barbecue.

Insurance: The association carries insurance which provides coverage for the common element property. It does not cover parts of the buildings which are an individual unit owner's responsibility. Generally speaking, this means everything within the unit, including the interior surface of the walls (paint and or wallpaper). It is the residents responsibility to carry and insurance policy that covers the possessions within the unit. The general term for this type of coverage is tenant/homeowner insurance.

Insurance: Nothing shall be done or kept in any unit or in the common elements which will increase the cost of insurance on the common elements. No owner shall permit anything to be done or kept in his/her unit or in the common elements which will result in cancellation of insurance on any unit or any part of the common elements. (As per By-law VII/5/k)

On the Grounds

Recreational Vehicles: Trailers, truck campers, boats, motorcycles, boat trailers, or other recreational vehicles, or vehicles in a state of disrepair are not permitted on the Sylvan Heights grounds except in designated areas or with the consent of the Board of Directors or Association Administrator.

For safety reasons, recreational equipment or vehicles may not be operated in the common areas. Recreational vehicles include, but are not limited to bicycles, skateboards, go carts, toys, etc. Common areas are defined as walkways, streets, drives, parking lots, carports, stairs, clubhouse, and all amenities. Bicycle riding for the purpose of directly entering or leaving the property is allowed. (As per By-laws VII/5/g)

Signs: Unless written approval is first obtained from the Board of Directors, no sign of any kind will be displayed to the public view on or from any unit of the common elements.

Trash: No garbage, trash or other waste will be kept on any part of the property except in sanitary containers in the designated areas. Please do not leave items outside the dumpsters since our garbage service will not pick these items up.

Parking/Vehicle Registration

Registration: For security reasons all vehicles are to be registered. Information needed includes: make of car, model, year, license number, unit number, and name of resident. Each vehicle will be issued a Sylvan Heights decal to be placed in the lower drivers side area of the rear window.

Additional Parking: Each unit is allowed two parking spaces, one assigned covered. Residents will be charged \$20 per month for each additional space. All RV's, campers, boats, etc. must be parked in designated RV parking areas. The charge for these spaces is \$20 per month. Motorcycles are considered the same as a car.

No Parking areas: Streets within the complex are considered fire lanes by the State Fire Marshall and parallel parking is not allowed except in front of buildings 119 and 121. Violations of parking regulations will result in towing. Cars that are parked in designated RV spots, do not have a Sylvan Heights parking sticker, or has expired plates are also subject to towing.

Visitors

Responsibility: Condo owners and renters are responsible for the actions of their guests.

Guest Parking: guests may park in any of the uncovered parking areas. Guests are not to park in covered areas or on the street, even for short periods of time. Violators are subject to towing.

Guest Use of Recreational Areas: Because the Sylvan Heights recreational facilities are intended for the use of residents, owner/residents should limit themselves to no more than two guests per unit. All guests using the recreational facilities must be accompanied by a Sylvan Heights resident.

Pets

Sylvan Heights permits on one domestic cat or other small domestic pet. **Dogs are not permitted on the condominium property.** Id tags are required for the cats and they are not allowed to run free on the property. (As per By-law VII/5/d)

Clubhouse and Recreation Facilities

All persons using the recreational facilities do so at their own risk. Sylvan Heights Association is not responsible for accidents or injuries suffered, nor loss of, or damage to, personal property.

Each unit will be issued a recreation room key which allows entry to the clubhouse and use of the other recreational facilities. It is the responsibility of the owners to supply keys to their renters. A \$50 fee will be charged for replacement of any lost clubhouse key.

Sylvan Heights requires that occupants and guests under 14 years of age be under the direct supervision of a person 18 years of age or older when using the recreational facilities including the pool, spa, and sauna.

Clubhouse

Residents may reserve the lounge and kitchen at the Clubhouse with a deposit of \$200 which is completely refundable if the premises are left in a clean and neat condition, plus \$35 for use of the clubhouse which is non-refundable. The meeting room is also available for \$15 plus a \$50 refundable deposit. The entire upstairs area may be rented for \$50 plus a refundable deposit of \$250. Group size should be 40 or less. Reserve two weeks in advance via the Sylvan Heights Office with a follow-up in writing. The renter will receive a written confirmation of date and time. The clubhouse is a no smoking facility.

Pool, Sauna, and Spa

Non-swimmers and children under 14 years of age shall not use the pool or spa unless a lifeguard is present or a responsible adult observer (18 years of age or older) is present.

Bathers shall take a cleansing shower before entering the pool or spa.

No person shall bring, throw or carry food, drink, smoking material, trash, debris, or any other foreign substances into the pool.

Proper bathing attire must be worn at all times while using the pool and spa. Nudity is not allowed.

There is to be no coed use of either sauna.

For sanitation purposes, children under two years of age or children in diapers are not allowed in the pool.

Please report any broken or malfunctioning equipment to the Sylvan Heights Office as soon as possible.

No person shall swim alone. No person shall use the spa pool alone.

No person suffering from a communicable disease transmissible via water or under the influence of an intoxicating liquor or drug shall use the pool or spa.

SPA WARNINGS: Pregnant women should not use the spa without consulting their physician. Elderly persons and those suffering from heart disease, diabetes, or high blood pressure or taking prescription drugs should consult their physician before using the spa. Persons should spend no more than 15 minutes in the spa in any one session.

Tennis Courts

The tennis courts are for the use of residents of Sylvan Heights and are available from 9 a.m. to 10 p.m. daily. Guests may use the courts only if playing with a resident. Courts are available on a first come, first serve basis.

All players must wear appropriate clothing and must show identification upon request. To protect the court surface, no black-soled shoes are allowed.

Problems

Tenants should refer all problems directly to the individual owner of the particular unit. This includes inside maintenance matters as well as complaints about common facilities. If the situation is one to be brought to the attention of the Board, it is the owner's, not the resident's, responsibility to do so. Urgent problems may be referred to the Sylvan Heights Office for assistance.

Renters Responsibility

Owners are responsible for notifying tenants of the need to register within seven days of moving in. If the tenants are not registered within seven days after occupancy, the owner of the unit will be fined \$100 per month on non-registration.

In the event of three documented violations of the Policies, Procedures, or By-Laws by a tenant, the owner will be asked to evict the tenant. For the protection of everyone at Sylvan Heights, it is recommended that owners should conduct a minimum background check of all prospective tenants before granting occupancy. This should include previous landlord, previous and present employment and a credit check.

No owner may lease or rent less than the entire unit and no unit owner may rent his/her unit for transient or hotel purposes. (As per By-law VII/5/h).

FINES

Commercial activities	\$100
Obstruction of use of common elements	\$100
Offensive or unlawful activities	\$100
Animals	\$50
Exterior lighting, noise making, antennas	\$50
Windows, decks, outside walls	\$50
Trailers, campers, boats, etc.	\$50
Leasing and rental of units violations	\$100
Signs	\$50
Dumping of trash, garbage, etc.	\$50
Insurance	\$100
Waterbeds (including insurance)	\$50
Non-registration	\$100 per month
Replace lost Clubhouse/ Mailbox key	\$50
Late monthly assessment fee	\$25

RIGHT TO MODIFY POLICIES AND PROCEDURES: The Board of Directors from time to time may adopt, modify, or revoke such rules and regulations governing the conduct of persons and the operation and use of the units and common elements as it may deem necessary or appropriate in order to assure the peaceful and orderly use and enjoyment of the unit owners present in person or by proxy, at any meeting, the notice of which shall have stated that such modification or revocation of rules and regulation will be under consideration. A copy of the rules and regulation, upon adoption, and a copy of each amendment, modification or revocation thereof, shall be delivered by the secretary to each unit owner and shall be binding upon all unit owners and occupants of all units from the date of delivery. (As per By-laws VII/5/n).

ARCHITECTURAL REVIEW GUIDELINES

The following guidelines establish procedure for obtaining a permit for additions, alterations, or improvements as stated below: (ByLaws of the Association of Unit Owners of Sylvan Heights, article VII, Paragraph 2)

ADDITIONS, ALTERATIONS, OR IMPROVEMENTS. A unit owner shall not, without first obtaining written consent of the Board of Directors, make or permit to be made, any

structural alteration, improvement, or addition in or to his unit, or in or to the exterior of the buildings or any other general or limited common elements. The Board of Directors may refer the matter to any architectural control committee or similar committee established for this purpose.

A unit owner shall make no repair or alteration or perform any other work on his unit which would jeopardize the soundness or safety of the property, or reduce the value thereof or impair any easement or hereditament unless the written consent of the Board of Directors is obtained. A unit owner shall not paint or decorate any portion of the exterior of the buildings or other general or limited common elements without first obtaining written consent of the Board of Directors or any committee designated by the Board of Directors for such purpose.

The Architectural Review Committee will function in the following manner:

- The committee will consider only written requests. (See request form on following page.) The description of the project should include all information necessary for the committee to take action. Necessary data would include the: height, width, length, size, shape, color, and location of proposed improvement. Photographs or sketches of similar completed projects would also aid in the committee's consideration.
- Once all the request materials have been submitted, the committee will make every effort to respond to the request within 30 days.
- If a proposal is rejected, the applicant is free to request that the committee reconsider its position and is encouraged to present new or additional information which might clarify the request or demonstrate its acceptability. Final appeal may be made to the Board of Directors.

BECOME AN ACTIVE PARTICIPANT IN THE SYLVAN HEIGHTS ASSOCIATION

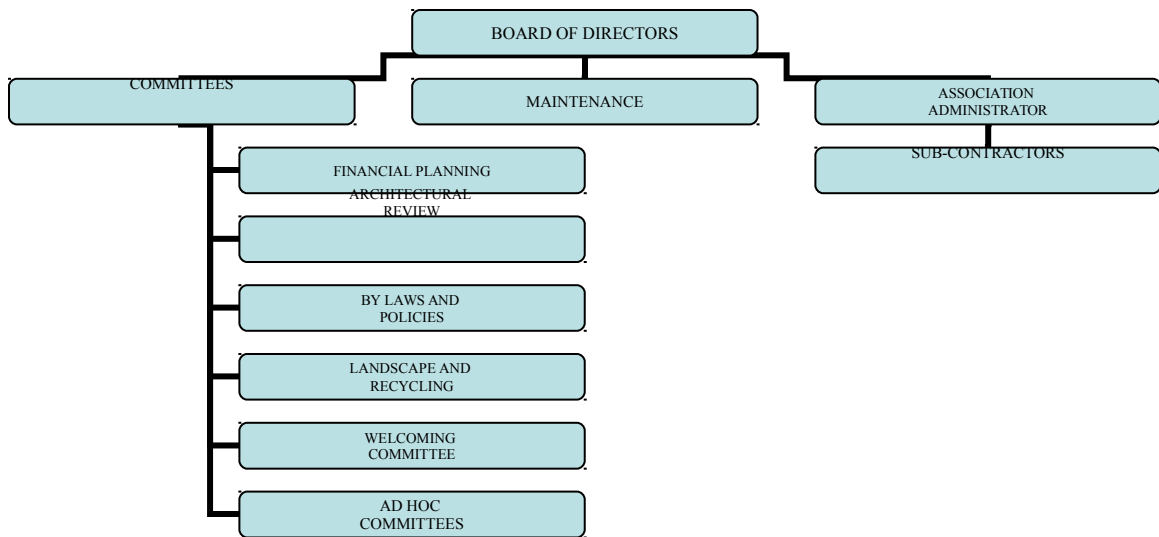
Read the Sylvan Heights Newsletter which is distributed each month to all owners and residents.

Attend Board Meetings and Residents Meetings. Board Meetings are held the second Tuesday of every month and Residents Meetings are held the first Tuesday of every month.

Attend the annual meeting held in January or February of each year.

Take advantage of opportunities to meet your neighbors at Sylvan Heights. Participate in Sylvan Heights community activities. Activities are announced through the newsletter.

Join a Sylvan Heights committee. See chart below. Contact any board member or the Sylvan Heights Administrator for further information about committees.



Community and Crime Prevention

Security at Sylvan Heights is based on an active community crime prevention program. This program is supported by the following team members: the Sylvan Heights Board, Washington County Sheriff's Office, nightly security patrols, on-site employees, and all residents of Sylvan Heights. The following commitments need to be made by all members of this team.

- REPORT any suspicious activity to the Sylvan Heights nightly patrol service at 359-5303 and 911
- LOCK all vehicles parked on the complex - day and night
- INSTALL AND USE adequate deadbolt locks on all doors. To provide proper protection, a deadbolt needs to have at least a one-inch throw. In addition, the screws holding the door jamb and strike plate need to be at least 2.5 inches long.
- PHOTOGRAPH or video tape all valuables and place photographs or video in a secure place such as a safety deposit box.

- KNOW YOUR NEIGHBORS
- PICK UP any flyers or papers left by front doors that indicate people are not home.
- REPORT ABSENCES from your unit that will be longer than two weeks to the Sylvan Heights Office. Alert your neighbors when you will be gone for shorter times.
- Sylvan Heights primary security goal is to deter, not apprehend, the criminal. The above actions support this goal. It is the responsibility of everyone to make the Sylvan Heights community a safe place in which to live.