

Welcome to McNary Highlands

Congratulations on making McNary Highlands your home. McNary Highlands offers residents the quiet and security of a well-planned and well-constructed complex. McNary Highlands also is a people-friendly community. In that spirit, the members of the McNary Highlands Rules Committee have created this rules handbook to explain how we maintain our community through the McNary Highlands Condominium Association. We hope the handbook will answer any questions you might have about living at McNary Highlands.

Please note that in formulating the rules in this handbook we held to the principle of common sense and the ideal of mutual respect. These rules are not intended to restrict or regulate one's private life or freedom, but rather to reinforce the idea that the proximity of our units requires all residents, guests and pets to behave considerately and courteously to help ensure a harmonious living environment. With your assistance, cooperation and consideration, McNary Highlands can continue to provide the high-quality, carefree living environment that we all enjoy.

Please also note that to foster community at McNary Highlands requires participation. Therefore, we encourage owners, tenants and other residents to participate in meetings and social activities.

2010–2011 Rules Committee

Dena Barnes; Mary Briggs; Penny Christensen; Beth Erlendson; Connie Guist, Facilitator; Shawn Howard; Martha Maroney; Carol Steele; Ken Sutton. Supported by many homeowners, especially Molly French, Patty Nelson, Lorraine and Taylor Reese, Jeff Ryder, Pat Segars and Gille and Connie Wilbanks.

Overview

In this section of the handbook you will find information about the “nuts and bolts” of the McNary Highlands Rules: their origins and the authorities behind them, the rule-related paperwork required of owners, how complaints are filed and rules are enforced, and more. Later in this handbook you will find a listing and explanation of the rules themselves.

If you have questions or concerns about the content of this handbook, please contact our property-management company (PMC) by email or telephone; contact information is in the Appendix of this handbook and on the Contacts webpage of the Association website (www.mcnaryhighlands.com). The PMC will direct your questions or concerns to the McNary Highlands Board of Directors for their consideration.

Finally, please consider the following as you review this handbook:

Each **OWNER** (aka “homeowner” or “unit owner”) is a member of the McNary Highlands Condominium Association and shares ownership with all other owners of all common land and facilities, which are operated and maintained by the Association. Each owner is obligated to abide by McNary Highlands Rules as set forth in the legal documents listed below and in this handbook. Each owner also pays a share of the Association expenses and has a voice in the decisions affecting the Association, and is strongly encouraged to attend Association meetings and participate to the fullest extent.

Each **TENANT** (aka “renter” or “leasee”) is equally obligated to abide by the rules of McNary Highlands Condominium Association as set forth in the legal documents listed above and this handbook. Tenants with concerns and/or problems are encouraged to contact their landlord or the PMC.

ALL RESIDENTS of McNary Highlands, including owners and their family members; tenants and their family members; housemates; house sitters; house guests and other temporary residents; and other parties, such as repair and maintenance personnel, are obligated to follow the McNary Highlands Rules.

Origins and Authorities

The origins of and authorities for the McNary Highlands Rules are two documents published by the McNary Highlands Condominium Association (also known as and referred to in those documents as the McNary Highlands Home Owners Association): the McNary Highlands Home Owners Association Bylaws and the McNary Highlands Home Owners Association Covenants, Conditions and Restrictions (CC&Rs). The rules are an addition to and not a substitution for the rules listed in the Bylaws and CC&Rs. When there is a conflict, the Bylaws and CC&Rs will prevail over the McNary Highlands Rules.

Please also note that other documents speak to many of the issues discussed in this document, but in more specific terms. These documents include the Oregon Condominium Act 2009 (ORS Chapter 100); Mountain Park Declaration of Restrictions, Guidelines and Clarifications; Mountain Park Home Owners Association Covenants, Conditions and Restrictions (CC&Rs) and Bylaws; McNary Highlands Condominium Declaration; McNary Highlands Home Owners Association Bylaws; McNary Highlands

Home Owners Association CC&Rs; and subsequent Board decisions. In the event of a conflict between this handbook and any of these other documents, the other document takes precedence.

Definitions and Abbreviations

Association: The McNary Highlands Condominium Association, aka the McNary Highlands Home Owners Association ("HOA" in casual reference).

Balcony: A platform and guardrail on the outside of a building, with access from an upper floor window or door.

Board of Directors: The Board of Directors of the McNary Highlands Condominium Association (aka "Board"), elected in accordance with the Association Bylaws and CC&Rs.

Bylaws: The McNary Highlands Home Owners Association Bylaws.

CC&Rs: The McNary Highlands Home Owners Association Declaration of Covenants, Conditions and Restrictions.

Clutter: A crowded and untidy collection of things, an untidy state.

Common Area: Any part of the complex's visible grounds and buildings. This includes but is not limited to the exterior walls, foundations, roofs, chimneys and common elements such as doors and windows of the buildings; walkways, entrance ways, decks that are part of entrance ways, exterior railings and stairs, parking lots, roadways, parking-lot islands, carports, carport storage, light poles, bulletin boards, mailboxes, landscaped areas, trees, irrigation sprinkler system, underground utilities and TV, telephone and communication cable runs. Although doors, windows, private decks and balconies are limited common elements, they have a visual impact on the common area and are regulated by the Association.

Deck: A platform-like structure and guardrails, usually made of lumber and with no roof, attached to a house.¹

HOA: Casual reference to the McNary Highlands Condominium Association.

HOA Rules: Casual reference to the McNary Highlands Rules.

Landlord: An owner who rents out his/her/their entire unit.

Limited common elements: Doors, windows, private decks and balconies are limited common elements. Limited common elements have a visual impact on the common area and are regulated by the Association.

Management: The property-management company (PMC) of the McNary Highlands Condominium Association. The PMC acts on behalf of the Board of Directors as their authorized agent.

McNary Highlands Rules: The rules contained in this document. The current version of this document can be found in the Documents section of the HOA website (www.mcnaryhighlands.com).

Non-owner resident: Any resident of McNary Highlands who is not an owner, e.g., a tenant, housemate or house sitter.

Owner: An owner of a given unit at McNary Highlands; can be one or more individuals.

Patio: A paved, usually roofless area adjoining and belonging to a house.¹

PMC: The property-management company hired by the Association.

Porch: A covered shelter for the entrance of a building, a veranda.¹

Property manager: The PMC employee or team of employees assigned to manage McNary Highlands at any given time.

Recreational vehicle: Any vehicle whose primary purpose is a motor home, travel trailer, fifth wheel, camper, jet ski, boat, boat trailer, snowmobile or like device.

Resident: Someone who resides at McNary Highlands, either permanently (e.g., owner, tenant, family member or housemate of owner or tenant) or temporarily (e.g., house sitter, long-term house guest). Can be one or more individuals (e.g., a couple or family).

Rules Enforcement Fee: Any charge levied, after due process, against an owner who is found to be in violation of the rules or whose tenant or other non-owner resident is found to be in violation of the rules.

Tenant: A non-owner resident of a property at McNary Highlands who has a formal, signed agreement with the owner or owner's agent; can be one or more individuals.

Third party: A guest, employee or contractor of an owner or non-owner resident while on the premises of McNary Highlands property. Can be one or more individuals (e.g., a worker, a group of workers from a given business).

Unit: A condominium home at McNary Highlands.

¹Source: DK Illustrated Oxford Dictionary, 1998.

Property Management Company (PMC)

Our property-management company (PMC) is Community Management Inc. (CMI), an Oregon Corporation whose mission is to work with condominium homeowners' associations to provide needed services to owners and other residents. A property-management team from CMI is assigned to work closely with our Board of Directors and residents to help ensure maintenance of a pleasant environment. CMI has the flexibility to meet our Association's changing requirements. The primary role of CMI is to implement the decisions and policies established by the Board. Here are some of the services provided by CMI:

- Preparation of financial statements
- Preparation for and attendance at monthly board meetings and the annual homeowners meeting
- Collection of assessments
- Enforcement of Association rules
- Maintenance of Association records

- Securing of quotes and provision of information to the Board for Association insurance coverage
- Provision of answers to questions from owners, tenants and other residents
- Processing of owner requests
- Provision of 24-hour emergency services
- Maintenance of buildings and landscape

Emergency Services

For emergency medical concerns, law-enforcement matters or fire emergencies, call 9 1 1. For other urgent matters that arise after-hours and on weekends, you can use the 24-hour emergency response service provided by the PMC, by calling 503-233-0300.

Here is what you can expect when you call this service:

- **If your call is not an actual emergency**, you are given the option of calling again during office hours or leaving a voice-mail message for the PMC.
- **If your call requires an emergency response that must take place before the next business day**, you are instructed to dial 0 to have your call transferred to an emergency answering service. The emergency service will then contact the PMC person who is on-call at that time, and that person will attempt to contact you within 5 to 10 minutes. Please stay off your phone so the on-call representative can get through to you. If for whatever reason you do not receive their call within 10 minutes, call the PMC again and inform the emergency service that the on-call person has not responded.

To avoid undue costs to the Association, please reserve using the emergency service for a genuine, Association-related emergency problem whose resolution cannot wait until the next business day.

Maintenance and Maintenance Requests

The PMC helps coordinate repairs, maintenance and landscaping of the common areas of our complex. The staff inspects the property periodically and works with the Board of Directors to ensure that our maintenance needs and expectations are met.

When you notice something in the common areas that needs repair, please call the PMC or use the PMC Service-Request Form (www.communitymgt.com/services/request_forms/service_form).

Calls received during the PMC's office hours of 9:00 a.m. to 5:00 p.m. Monday through Friday are routed to the appropriate person. If the person you want to speak with is unavailable, you have the option of leaving a voice-mail message, asking to speak with another person who may be able to assist you or emailing our contact at PMC (see contact information in the Appendix of this handbook). If you do not receive a timely response, you can contact the Board directly (mcnaryhighlandsboard@mcnaryhighlands.com) or via the HOA website (www.mcnaryhighlands.com) with the repair request.

New Owners – Introducing Yourself to the PMC

If you are a new owner, the most important step in your establishing your relationship with the PMC is setting up your record with the Association; this enables the PMC to meet its responsibility of informing the Association of changes in the ownership of any unit. You establish this relationship by completing the Resident-Information Form, described in detail later in this section, and returning it to the PMC within two weeks of closing escrow. This form, along with other required paperwork, is available on the HOA website (www.mcnaryhighlands.com). If you make an error in filling out the form and realize it only after having mailed it to the PMC, please contact the PMC immediately.

Paying Your Monthly HOA Fees to the PMC

The PMC provides accounting services for the McNary Highlands Condominium Association, including the collection of monthly fees (aka “HOA fees”). If you have questions about your account, please include your account number and “McNary Highlands” on your correspondence, just as you would on any payment. Your account number is “44” followed by your unit number. Payment options are outlined in the following and on the PMC website (www.communitymgt.com/payment_options).

Payment online: You can pay your monthly HOA fees online with an electronic E-Check at no cost, and payment made by 7:00 p.m. Pacific Time is applied to your account the following business day. You also can make an online payment using a credit or debit card (Master Card, Discovery or VISA) at the cost of a 3 percent bank-convenience fee. Payments made by 11:59 p.m. Pacific Time are applied to your account the following business day.

Payment via ACH: You can set up an automatic payment program (ACH) through the PMC (www.communitymgt.com/payment_options) or through your bank’s own such system, which will automatically withdraw your fee for each month directly from your bank account. To enroll in the automatic payment program, download an ACH Form from the PMC website, print the form, fill it out and send it back to CMI with a voided check enclosed. Once you are enrolled in the automatic payment program, fees will be withdrawn from your bank account monthly. Fees are withdrawn on the 8th of each month (or the following business day should the 8th fall on a weekend/holiday). If you wish to be removed from the program, you must notify CMI in writing.

Payment via traditional mail: If you wish to pay your monthly HOA fees using a personal check and traditional mail, you will use payment coupons, which the PMC mails to every owner who is not enrolled in its ACH program. The PMC mails these coupons in a booklet just before the beginning of each calendar year. Simply include the appropriate month’s payment coupon and your check and return them in the envelope provided as part of the coupon booklet.

Note that it is essential for owners to pay monthly HOA fees on time. Fees are due on the first of the month and considered delinquent if not received at the post office box by the 10th of the month. If you are going to be out of town, please prepay your account. If you forget and pay your fee late, use the appropriate coupon just as you would if you had paid on time. The PMC will send a reminder only if your payment is not received by

the 20th of the month. Inform the PMC immediately if your payment records do not agree with the PMC's records so that corrections can be made.

Communications with the PMC and the Board

Please note that for the McNary Highlands Rules to work as they are intended, every resident of McNary Highlands must be informed of what they are and how they are enforced. For this reason, the McNary Highlands Condominium Association Rules Handbook (this document) and the Receipt-of-Rules Acknowledgment Form (through which owners acknowledge that they have received the rules handbook) are available on the HOA website (www.mcnaryhighlands.com).

Required Paperwork

Receipt-of-Rules Acknowledgment Form (required)

With the Receipt-of-Rules Acknowledgment Form, the owner informs the PMC that they have received the rules handbook. Additionally, when an owner rents out their unit, they inform the PMC that they have also given a copy of the handbook to the tenant. The same rule applies when an owner or tenant takes a housemate or the owner enlists the services of a long-term house sitter: the owner must inform the PMC that they have given a copy of the handbook to the housemate or house sitter. In all cases involving "receiving parties" (tenants, housemates and long-term house sitters), the form must be signed by both the owner and the receiving party and the owner remains responsible for returning the form to the PMC. *Failure of the owner to supply this signed document to the PMC within 21 days of move-in (the owner him/herself, a tenant or another non-owner resident) will result in an immediate \$100 fine to the owner.*

The Receipt-of-Rules Acknowledgment Form is also required of owners (and tenants, housemates or long-term house sitters, as applicable) *whenever there is a published change to the rules*. In the case of such a change, a notice will be sent to all owners, via surface mail. Within 21 days of publication of that notice, owners are required to complete and return the form; owners who also have tenants, housemates, and/or long-term house sitters are required to inform them of the rule change and include their signatures on the form. *Failure of the owner to supply this signed document to the PMC within 21 days of publication of the rule change will result in an immediate \$100 fine to the owner.*

Please note that independent of receiving (or not receiving) a copy of the rules handbook or notice of a rules change from the unit owner, all non-owner residents are required to comply fully with the rules when moving in, moving out or at any time in between. Note also that if there is any dispute between an owner and a tenant (or any other non-owner resident) regarding compliance with these rules or any other matter, the dispute and its resolution are between those parties and those parties only. Neither the Association nor the PMC involves itself in such disputes.

Resident-Information Form (required)

With the Resident-Information Form, the owner provides the PMC with essential information about the resident(s) of their unit, whether the resident is the owner, a tenant, a long-term house sitter or otherwise. This information includes emergency

contacts, pet types and sizes, automobile license-plate numbers and so on. Owners are responsible for keeping this information up to date, so whenever there is a significant change to the information, the owner is advised to fill out a new form and return it to the PMC. *Failure of the owner to supply this signed document to the PMC within 21 days of move-in (the owner him/herself, a tenant or another non-owner resident) will result in an immediate \$100 fine to the owner.*

Residency-Change Form (required as indicated)

With the Residency-Change Form, the owner informs the PMC of an anticipated or actual change in the residency of a given unit, in all cases except when that change would occur as part of a change in ownership. (This is because when ownership changes hands, paperwork generated by the selling and buying parties serves the same purpose).

Here are some common scenarios in which this form is required:

- An owner is moving out and the property is being put up for sale or rent
- A tenant is moving in
- A tenant is moving out and another tenant is moving in
- A tenant is moving out and an owner is moving back in
- An owner or tenant is taking a housemate
- An owner is moving out and a long-term house sitter is moving in (or vice versa)

Failure of the owner to supply this signed document to the PMC within 21 days of move-in of a new resident, in all cases except when the new resident is a new owner, will result in an immediate \$100 fine to the owner.

Other Communications

Owners and other residents can contact the PMC directly, by phone or email, or indirectly, through the Board of Directors. PMC contact information is in the Appendix of this handbook and in the Contacts webpage of the HOA website (www.mcnaryhighlands.com). Board members can be contacted at mcnaryhighlandsboard@mcnaryhighlands.com.

Owners are encouraged to communicate with Board members directly by attending monthly board meetings and the annual homeowners meeting. Notices of the date, time and place of board meetings are posted on the bulletin boards near the mailboxes 72 hours prior to the meeting date. The annual homeowners meeting is usually held in April and special notice is sent to all owners prior to the meeting. Periodically, newsletters or other methods of communication related to the Association may be sent to owners by email or traditional mail. Owners who rent out their units are responsible for keeping their tenants informed.

While every member of the Association is encouraged to attend board meetings and has the opportunity to comment at a designated time, bear in mind that the Board conducts its business according to parliamentary procedure. Board agendas, minutes and meeting dates are posted on the HOA website and on the community bulletin boards.

Insurance

If your mortgage lender requests proof of insurance coverage for the McNary Highlands Condominium Association, please mail a copy of that request directly to the Association's insurance agent for processing (see contact information in the Appendix of this handbook). If for whatever reason you have sent the request for proof of coverage to the PMC, our property manager there will forward it to the insurance agent for you.

Owner/Resident Insurance

As an owner within the McNary Highlands Condominium Association, you are required to carry homeowners' insurance with the HOA listed as a named insured on your policy. You can obtain contact information from the Appendix of this handbook or directly from the PMC.

In simple terms, the HOA's insurance policy covers damage to the structure, exterior walls, studs, roof, plumbing, electrical and other elements installed inside of the walls at the time of original construction or as subsequently approved by the Board. The policy does not cover items like plumbing fixtures or the valves inside the unit, flooring, carpets, paint or the wallboard or other wall coverings. It also does not cover any other thing normally or routinely installed in the wallboard itself, such as outlet boxes, switches, electrical cover plates or light fixtures whether or not they are installed in the wallboard or affixed to a stud or other support.

The insurance you are required to carry is to cover those elements typically installed in the interior of your unit, such as wallboard, plumbing fixtures and light fixtures. If significant or complete destruction of the building(s) occurs, your policy must be adequate to rebuild the interior of your unit to a level where it may be reoccupied once the structure has been repaired. You must also carry liability insurance to cover damage caused to other persons or property.

It is important to understand that the Association's policy does not cover personal liability or the personal effects of an owner or other resident. Nor does it cover loss of rental or other income in any form. The Association's insurance policy also does not cover costs for an alternative residence if yours cannot be occupied due to damage to the unit. You and/or your tenant are strongly encouraged to purchase insurance to cover personal liability or loss of personal effects or income.

Damage to Interior of Units

The HOA makes a good-faith effort to maintain the common elements of McNary Highlands. Damage may occur to your unit because of conditions beyond the control of the HOA. For example, a tree might blow over during a storm and damage the side of the building, the interior wall and contents of the unit. The HOA's insurance covers damage to the tree, the exterior wall, gutters, insulation, utilities and other elements in the wall. It does not cover the interior wall board or fixtures in the wall board such as electrical boxes. It also does not cover improvements such as tile work or paint. Another example would be damage to your unit due to a leak in the roof. While the HOA makes a good-faith effort to monitor and repair the roof regularly, undetected leaks are possible.

Deductible

The HOA insurance policy has a deductible, the current amount of which is available from the PMC. You are strongly encouraged to maintain insurance to cover that amount for damage to common property by you or parties for whom you are responsible.

Insurance Liability During Freezing Weather

The Association does not consider any expense involved with thawing pipes as a valid claim against the Association's insurance policy. In simple terms, this means that you, as one of the insured under the McNary Highlands Condominium Association master insurance policy, are responsible for taking whatever action is required to prevent water lines from freezing. In most cases, you can do this by keeping the water dripping at all faucets and maintaining a heat source (at least 55 degrees Fahrenheit) in your unit.

If a water line freezes, you must inform the PMC at 503-233-0300 immediately. This is because resolving the issue may require shutting off the water to the whole building, inconveniencing residents of other units in the building. To thaw water lines, you must contract with a plumber at your own expense except in the event where the Board of Directors authorizes the PMC to provide emergency response for this.

Reporting a Claim

An owner or other resident who needs to submit an insurance claim must first contact the PMC. The PMC, which acts as the Association's representative, will then present the claim to the HOA's insurance agent. The agent will accept claims only from the PMC and not directly from owners.

Mailboxes and Community Bulletin Boards

A new owner at McNary Highlands should contact the PMC to obtain the mailbox number for their unit. For security reasons, the owner is advised to replace the lock on their mailbox. For information on how to do this, owners should contact the post office.

Community bulletin boards are located next to the mailbox units. Notices and communications on PMC or Association letterhead or other items approved by the Board may be posted; all other postings are prohibited.

When a Rules Violation Occurs

The first course of action in a rule-related conflict should be an attempt to resolve it on friendly terms between neighbors. If no resolution occurs, there is a clearly defined process to follow, described in detail here. Note that the ultimate responsibility for rules compliance by the resident(s) lies with the owner(s) or owner(s)' agent. Any fines imposed for rules violations accrue against the owner(s), not the tenant(s) or other resident(s).

Complaints

Complaints regarding the actions of owners and other residents or third parties that breach the Bylaws, CC&Rs or McNary Highlands Rules should be made in writing, signed by the complainant or by a Board member, and submitted online or by traditional mail to the PMC.

- The identity of the complainant shall be kept confidential to preserve their privacy and protect their well-being.
- Unsigned or anonymous complaints received by the PMC and the Board of Directors will be disregarded.
- Any complaint that carries within it a threat to harm to persons and/or property will be referred to law-enforcement authorities.
- The Board of Directors has authorized the PMC to enforce all Rules unless a particular provision indicates otherwise. It is the responsibility of the PMC and the Board of Directors to decide which complaints constitute actual violations and whether and how to respond to them.

Once a complaint is received by the PMC, our property manager will forward the complaint to the Board for action. If requested by the complainant, the PMC manager also will forward a copy of the complaint to the owner (and/or owner's agent) to whom the complaint is directed. If, after adequate investigation, either Board members or the PMC manager determine that a rule has been violated, they will issue a written warning to that owner (and/or the owner's agent) and the enforcement procedure outlined below will be initiated. If the owner does not correct the violation in a timely manner, the Board may impose a fine or pursue other action. Failure to correct a violation within a time frame given by the PMC or the Board of Directors will constitute a repeat violation of the same rule.

Note that when a rule-related conflict is directly precipitated by a tenant or other non-owner resident (e.g., house sitter, housemate, long-term house guest), the owner remains the responsible party. The owner also is responsible for paying for any enforcement fees that result from rules violations by non-owner residents and for seeking reimbursement for said fines. By providing a copy of the McNary Highlands Rules to tenants and other non-owner residents and reviewing the document with them before or at the time of move-in, owners can help to avoid such conflicts in the first place.

Note that all of the above also apply in the case of non-owner violations of the Oregon Condominium Act, the rules of the Mountain Park Condominium Association and any released bylaws, declarations, rules or regulations.

Enforcement

Enforcement of rules violations proceeds as follows:

First violation: The PMC at the direction of the Board of Directors shall send a written notification to the owner and, as applicable, the non-owner resident. This notification shall explain the violated rule(s) and penalties that shall be assessed for further violations of the rule(s) and the deadline for compliance.

Second violation: The PMC at the direction the Board of Directors shall inform the owner of any fines and issue a damage-assessment fee, if applicable, equal to the cost to be incurred by McNary Highlands in repairing the damage.

Subsequent violations: For each subsequent violation, the PMC at the direction of the Board of Directors shall levy additional fines, plus an additional damage assessment, if appropriate.

Nonpayment or late payment of monetary fines: All fines will be added to the following month's HOA fees and shall bear the same penalties as the fee itself for late payment. If the fine is not been paid within 90 days of the due date, the Board reserves the right to file a lien.

Once a Rules Enforcement Fee reaches \$250, the Board can file a lien against the owner. In addition to the Rules Enforcement Fee, the unit owner also shall be responsible for the costs of preparing, filing and foreclosing the lien. Irrespective of whether legal proceedings are instituted, the owner also is responsible for the costs of any other legal or equitable remedy, including but not limited to attorney fees.

Note that a fine shall be imposed as a disciplinary action only after the owner and, if applicable, non-owner resident, is sent notice by the PMC of the fine and the reason(s) for it, at least 10 working days prior to its effective date.

Hearings

Any owner receiving a notice of a violation of any of the Rules and who desires to contest the violation, Rules Enforcement Fee or lien may submit a written explanation to the Board of Directors, in care of the PMC. The property manager must receive such notice by the compliance deadline stated on the written notice. Any owner who provides a written explanation also shall have an opportunity for a hearing before the Board of Directors, if requested in writing on or before the compliance deadline specified in the written notice. If the owner provides said explanation or requests a hearing, the imposition of Rules Enforcement Fees, attorney fees and/or other costs will be deferred until after a majority of the Board of Directors issues a final ruling.

Up until the effective date of the fine, the owner (along with, if applicable, the non-owner resident) has the opportunity to be heard orally or in writing by the PMC and the Board of Directors in closed session regarding whether the fine shall be levied.

Collection of Enforcement Fees

Rules Enforcement Fees, including costs, incurred by a unit owner will be collected as delinquent assessments according to the terms of the Declaration, Bylaws and Condominium Act, as may be applicable. Details of the Rules Enforcement Fees are in the Appendix of this handbook.

Making a Change to the Rules

All rules are in effect until changed through the following process:

1. An owner who wants to change, eliminate or add a rule submits his or her request to the Board of Directors.
2. The Board of Directors considers the proposed change at a subsequent board meeting.
3. If the Board of Directors adopts the change in either its original language or after modification, the HOA Rules will be modified as prescribed in the McNary Highlands Home Owners Association Bylaws.
4. Within 30 days of rule-change approval, the Board will inform all McNary Highlands owners of the change. Within 60 days of the rule-change approval, the owner who submitted the request for the change must acknowledge that he or she has been so informed, by returning the Receipt-of-Rules Acknowledgment form to the PMC. The PMC will keep this form in the owner's file.

In case of an emergency (e.g., an immediate possibility of McNary Highlands property damage or an immediate threat to the health or security of a McNary Highlands resident), the Board of Directors can change a rule instantly and for the duration of the emergency. The Board will post any emergency change to Rules in the common area near the mailboxes as soon as possible after the change is made.

McNary Highlands Rules

The following are the rules of the McNary Highlands Condominium Association, organized in topic sections. If you have questions about a given rule or rule section, please contact the PMC or the Board.

Air-Conditioning

Portable air-conditioning units that vent through an open window or sliding door are allowed, but must be installed so the venting is not unsightly. Air-conditioning units that extend beyond the internal walls of a unit or are located in/on the common elements are prohibited.

To reduce internal temperatures during hot weather, residents are encouraged to use methods that do not increase noise, change the external appearance of the unit, or in any way impose on other residents.

Common Areas

Sidewalks and driveways are to be used exclusively for entrance to and departure from units and as identified elsewhere in the rules. Sidewalks and driveways shall not be obstructed or used for other purposes.

No resident shall bring or store within any unit or part of the common elements any explosive or flammable substance hazardous to persons or property. These substances include but are not limited to gasoline, propane (except that which is properly stored for use in an outdoor barbecue), gunpowder, kerosene, naphtha and benzene.

Littering is prohibited in the common areas including behind, in front of, and between buildings. Litter includes but is not limited to beer and soda cans, bottles, paper and cigarette butts. Smoking materials shall not be thrown from, discarded or extinguished onto any parking area, landscaped area, patio, balcony, walkway or other common area.

Through the Landscape-Request Form found at the HOA website (www.mcnaryhighlands.com), a majority group of owners in a given building can propose to the Board a landscape plan for the area immediately outside their building. Under advisement of the HOA's currently designated landscaping contractor, the Board will approve or deny the plan based on four factors: aesthetics, costs (initial costs, ongoing costs and potential remediation costs), practicality and safety.

Individual residents shall not place any items in the non-landscaped dirt areas or other common areas without prior approval of the Board. With Board approval, birdfeeders are allowed in common areas, but there can be no more than one per unit, and it must be marked with the responsible party's unit number. Regular birdfeeders must use only non-germinating seed and must be placed directly over ground cover. Hummingbird feeders must be placed over a hard surface or bark dust. Birdfeeders of any kind may not be hung from a building.

The resident responsible for a given birdfeeder must keep the area under it clean so as to avoid attracting rats and other vermin and to prevent damaging common-area elements. If a feeder is not maintained or becomes a nuisance, the Board will communicate that to the resident responsible (or, if that person is a tenant, the unit

owner) and request removal of the feeder. If the resident responsible or unit owner is non-compliant, the Board has discretion to dispose of the feeder.

Holiday decorations must be removed no later than 30 days after the holiday.

Except as specifically authorized by the Board, exterior installations in general are prohibited. This includes but is not limited to wiring for electricity or telecommunications (telephone, Internet, cable television), antennae, air-conditioning units or other devices. Note that this prohibition is not limited to exterior installation but includes any installation that has an exterior component, e.g., a device installed in the attic or interior of a unit that protrudes from the roof or walls, respectively.

Window guards, awnings, screen doors and exterior shades may be installed only with prior consent of the Board.

Decks, Patios, Porches and Balconies

Decks, patios, porches and balconies, as well as windows and other areas visible from the outside, must be kept neat and free of clutter. They may not create a barrier or a safety hazard.

As noted in the McNary Highlands Home Owners Association Bylaws, decks, patios, porches and balconies may be used for storage of "suitable" outdoor furniture, including chairs, tables and barbecues/grills, as well as plant stands and satellite dishes that are free-standing and allow water drainage underneath them. In addition, the back decks (balconies) of second- and third-floor units in buildings 1, 2, 3 and 4 may be used for storage of bicycles, as long as they are not visible to external viewers above the deck railing. Storage of any other kind is prohibited on decks, patios, porches and balconies.

Storage of any kind is prohibited on entryway decks, walkways and exterior stairways of any unit and any building, except as noted in the McNary Highlands Association bylaws.

Garments, blankets, rugs, laundry and similar items may not be hung from decks, patios, porches and balconies, or from windows. A non-penetrating strap or hook for hanging flowerpots and planters on the inside of a ledge or rail is allowed, but with that single exception nothing at all may be placed on top of a ledge or rail.

One freestanding hummingbird feeder may be placed on the deck of a given unit, but only if the resident keeps the area below it clean so that ants and other pests are not attracted.

Firewood

Firewood may be stored in carports and garages along the cement walls, in keeping with fire-code regulations designed to help deter pests and rodents from gaining access to the buildings. Firewood may not be stored under stairwells, on walkways or on balconies.

Garbage and Recycling

The doors to the enclosures surrounding the garbage/trash containers (aka "dumpsters") must be kept closed.

The dumpsters themselves are only for normal, non-recyclable household trash and garbage. Whenever possible, wet garbage should be deposited in the kitchen-sink disposal rather than in the dumpsters.

All trash and garbage should be bagged before being deposited into dumpsters. Items such as animal litter and baby diapers must be wrapped and tightly secured in plastic bags before being deposited into the dumpsters.

Fireplace and barbecue ashes must be fully extinguished for at least 72 hours before being placed in dumpsters.

All trash and garbage must be placed inside the dumpsters and not on top of them, beside them or on the ground inside or outside of the dumpster enclosure.

Large items including but not limited to furniture, electronics, appliances and remodeling debris may not be placed in, on, beside or around dumpsters or the enclosed dumpster areas. Residents who wish to dispose of such items are responsible for arranging their removal.

Residents are encouraged to be earth-friendly and recycle or reuse. For recycling guidelines and information not found in this document, please refer to the Allied Waste Services (formerly Rossman Sanitary Service) website (www.lakeoswego.disposal.com/services_recycling.aspx).

Items for recycling must be placed in the recycling bin provided for each unit. At this writing, the scheduled pickup for recycled items is Monday morning. The bin must be placed immediately outside of the unit's garage (for units with attached garages) or between carport stalls, with at least two feet between the bin and the structure. Bins may be placed no earlier than 24 hours preceding the scheduled pickup and removed no later than 24 hours following the scheduled pickup.

Recyclable items, including cardboard boxes, should not be placed in dumpsters because they reduce the space available for actual trash and garbage and, in some cases, can result in the Association's having to pay an extra cost for additional trash pickup. Instead, cardboard boxes should be flattened and placed inside the recycling bins.

If there is a problem with your assigned bin or you need a replacement bin, please contact Allied Waste Service directly. See contact information at the HOA website (www.mcnaryhighlands.com) and in the Appendix of this handbook. Also in the Appendix are further details on recycling.

General Exterior

Entryway areas, including screen and security doors, and patio doors must have a white exterior surface similar to the rest of the doors in the complex.

Window coverings must be white on the exterior side, in good working order and not in need of repair. Any needed repairs to window coverings should be made as soon as possible.

With the exception of season-appropriate holiday displays, it is prohibited to hang, display or otherwise place items on the outside walls, doors, windows, walkways,

ceilings of walkways or roof of the condo buildings, or on any other common element without prior written consent of the Board. Items subject to this prohibition include but are not limited to banners, flags, signs (except as defined in this handbook), awnings, canopies, shutters, storm windows and doors and radio or television antennae.

Lawful Use

Each unit can be used exclusively for residential purposes, with the exception of a home office as defined in the Mountain Park Home Owners Association Bylaws.

Any resident with a home office must have the appropriate City of Lake Oswego and/or Multnomah County/City of Portland business license.

With the exception of a home office as defined by the current Mountain Park Home Owners Association Bylaws, no commercial activities of any kind shall be carried on in any unit or in any other portion of the condominium without the consent of the Board, except activities relating to the rental or sale of units. Such consent shall not be unreasonably denied by the Board. This provision, however, shall not be construed so as to prevent or prohibit an owner from maintaining his or her professional personal library, keeping personal business or professional records or accounts, handling personal business or professional telephone calls, or conferring with business or professional associates, clients, or customers in his or her unit, as long as such activities do not impact the Association in any fiscal and/or legal manner, do not materially increase the number of people visiting the condominium, and do not reasonably interfere with other owners' rights.

Noise

Residents are required to keep device noise (e.g., that of musical instruments, radio, television, amplifiers, loudspeakers, power tools, exercise equipment) at a level that does not unreasonably disturb residents of other units.

Residents are required to keep pet noise at a level that does not unreasonably disturb residents of other units. (See the Pets section for additional detail.)

Residents are asked to refrain from running and jumping in units and entryways, as noise carries between floors. In buildings 1–4, treadmills and similar equipment are prohibited in all units except those on the ground floor because such equipment cannot be operated without disturbing residents in units below.

Owners who wish to install burglar alarms, security systems and other noise-generating devices must receive written consent of the Board prior to installing the devices by filling out an Architectural Review/Change Request Form, found at the HOA website (www.mcnaryhighlands.com), and returning it to the PMC. Note that this restriction does not apply to smoke alarms and carbon-monoxide detectors.

Bare concrete floors are prohibited in McNary Highlands because bare concrete transmits noise easily and disturbs neighbors. Hardwood, laminate and tile floors must have a sound-deadening membrane or other sound-attenuating technology approved by the Board installed beneath them.

Wind chimes are prohibited on the exterior of any building and in the common areas.

Construction and renovation projects may be conducted exclusively between the hours of 8:00 a.m. and 8:00 p.m. As a courtesy, the owner undertaking a renovation should advise his or her neighbors of possible disruptive noise.

Quiet hours are between 10:00 p.m. and 8:00 a.m.

Parking

Enclosed garages are to be used for parking and/or storing vehicles. At least one vehicle per unit in buildings 5–8 must regularly use the unit garage for parking, as there are too few outdoor spaces for residents in those buildings to park all vehicles outdoors.

A reserved covered parking space has been designated for each unit in buildings 1–4. These spaces are to be used for parking residents' vehicles. Unauthorized vehicles parking in reserved carport spaces may be towed at the vehicle owner's expense.

Uncovered parking spaces in front of the buildings are for use by residents, their guests and third parties on a first-come, first-served basis. Residents shall make every attempt to park in front of their own building.

Guests may park only in unassigned, open parking in front of buildings or be subject to towing.

Uncovered parking spaces are reserved for vehicles that are used on a regular basis, not for vehicle storage. A vehicle is considered "stored" if it is parked and not moved for more than seven days. For security purposes, when a resident intends to be away for more than seven days and must park a car in an uncovered space, they should notify the PMC in advance.

All vehicles parked in uncovered spaces or carports must be operable and currently licensed. No disabled vehicles shall be parked in uncovered parking spaces or carports for more than seven days. Bicycles, mopeds and motorcycles may be stored in the rear of the carports at the resident's risk. No securing devices may be installed in any part of the carport or asphalt pavement without prior approval of the Board.

Other uses of carports or parking spaces are prohibited without prior written consent of the Board of Directors.

Parking is allowed ONLY in areas marked as parking spaces.

Parking is prohibited in fire lanes, which are painted red and/or otherwise designated.

Routine parking of vehicles is limited to two vehicles per unit or one per resident up to a maximum of four per unit. Residents must register all such vehicles with the PMC by providing vehicle-related information on the Resident-Information Form.

Residents with garages may park in front of their garage but only temporarily, for loading and unloading purposes. Parking in front of garages is not allowed per Lake Oswego Fire Department regulations.

Note that parking of commercial vehicles belong to residents is more limited than parking of personal vehicles. Commercial vehicles may be parked in unmarked parking spaces, but only temporarily. Commercial vehicles requiring overnight parking must be kept inside garages or carports. In some cases, a resident may park a commercial

vehicle in an unmarked parking space overnight, but that requires an exemption from the Board.

Large utility vehicles are prohibited from being parked overnight unless specifically allowed by the Board of Directors for maintenance purposes and in accordance with Mountain Park Rules and Regulations.

Trailers and large recreational vehicles are prohibited from being parked on McNary Highlands property. The Mountain Park Condominium Association provides areas for long-term parking of such vehicles. For more information, please contact the Mountain Park Home Owners Association (find contact information in the Appendix of this handbook).

It is prohibited to change oil or perform other mechanical work on a vehicle on McNary Highlands common property, with the single exception of changing a tire.

Pets

McNary Highlands is a pet-friendly community that recognizes pets are valued family members for some residents. In order to maintain this policy and the livability of the community, all pet-owning residents must be aware of and adhere to the rules regarding pets.

Permission and registration: According to the McNary Highlands Home Owners Association Bylaws, to keep a pet on the premises a resident must obtain written permission from the Board. Such permission is granted implicitly when a resident registers their pet or pets with the PMC by filling out the pet-related information on the Resident-Information Form within 30 days of obtaining said pet. You can request this form from our property manager at the PMC or access it directly at the HOA website (www.mcnaryhighlands.com).

Type and size: Cats, dogs, fish and caged birds are allowed. No other animal may be kept on Association property without written approval of the Board. Please note that Mountain Park Home Owners Association CC&Rs and Bylaws specifically prohibit the keeping of exotic pets (e.g., snakes and other wild animals) within Mountain Park.

Up to two pets may reside in a given unit, only one of which may be a dog. Dogs must be of a breed that weighs no more than 30 pounds at maturity. *Note there is one exception to the rule regarding dog weight:* Current residents with dogs over the 30-pound weight limit may be grandfathered in for the life of the dog, but only with Board approval. After January 1, 2012, no new dogs that weigh or are anticipated to weigh more than 30 pounds are allowed.

In keeping with State of Oregon laws regarding assistance and therapy pets, or in extenuating circumstances, the Board might grant an exception to certain restrictions following a written request from the pet owner.

General requirements and restrictions:

Animals residing at McNary Highlands may not be kept, bred or otherwise used for any commercial purpose.

Outdoor cats must be spayed or neutered.

Residents may not allow a pet kept within their unit to make unreasonable noise or do anything that interferes with or jeopardizes the enjoyment of residents in other units or common areas. The owner of any animal that is consistently creating a nuisance by breaking the rules set herein will be asked to remove the pet permanently from the property.

In accordance with the State of Oregon and Lake Oswego leash laws, all dogs of residents or visitors shall be kept on a leash at all times while outside a unit and kept under control by their owners.

Pet owners must be aware of and adhere to all state and local laws pertaining to pet ownership.

Residents shall take their pets to the designated pet area(s) to relieve themselves as indicated in a map found in the Appendix of this handbook and at the HOA website (www.mcnaryhighlands.com). Landscaped common areas, balconies, walkways and parking lots shall not be used as areas for pets to relieve themselves.

Persons who walk pets are responsible for immediately picking up and bagging any droppings and disposing of them in the outdoor garbage dumpsters. Bagged droppings must be placed directly into the container and not tossed over the garbage enclosure wall.

Cat litter and other pet waste disposed of within the complex must first be placed in a sealed container of sufficient strength to prevent offensive odor or mess prior to disposal in the outdoor garbage dumpsters. Cat litter may not be disposed of in toilets.

Pets may not be left unattended on patios or balconies.

Pet food, kennels and litter boxes must be kept inside the resident's unit and not on patios, balconies or porches. Pet food in particular is problematic in that it may attract rodents or other wild animals.

Pet owners are responsible for the cost of repairing any damage to common areas that is caused by their pets.

Residents are responsible for the pets of house guests, and such pets are subject to the same restrictions as resident pets. In addition, pets of house guest may stay in the unit for no more than 14 days (consecutive or otherwise) in any one-year period without prior written permission of the Board.

Residents are required to keep pet noise to a level that does not unreasonably disturb residents of other units.

“Dangerous Animals”: With respect to issues regarding animal behavior, all common areas are deemed public property, not the property of individual owners or other residents. Animals in common areas are subject to all the regulations and laws pertaining to animals when outside their residence. The HOA will cooperate with all law-enforcement agencies in animal-related issues. All McNary Highlands residents will abide by all regulations currently in effect by the City of Lake Oswego, Multnomah County, the State of Oregon and all other relevant agencies.

If the HOA determines that an animal meets any of the definitions of a dangerous animal (or similar terms) of any of the above named jurisdictions or agencies, that animal may be banned from being outside the interior of the resident's unit except to travel directly to and from a vehicle while on a leash and under the firm control of the owner of the animal.

Enforcement: The first course of action regarding a violation of the pet rules should be an attempt to resolve it on friendly terms between neighbors. If the violation cannot be resolved in that manner, it should be resolved according to the process explained in the Enforcement section (in "When A Rules Violation Occurs") in this document.

Regarding dogs in particular, if the nature of a complaint involves personal injury or the imminent threat thereof, immediate arrangements for a hearing may be made, at the Board's discretion. If the Board determines that the pet named in the complaint is a nuisance or a danger to the McNary Highlands community and its residents, the Board may require the pet owner to remove the pet permanently by no later than 30 days following that determination. The Board has the authority to assess and collect fines for violations of rules pertaining to pets and to assess and collect amounts necessary to repair or replace damaged areas or objects.

Plants, Flowers and Pots

Where allowed, pots for growing flowers and other plants must have saucers under them and be raised at least three quarters of an inch from the ground surface (concrete or wood) to ensure proper drainage and air circulation. Owners will be charged for any repairs to correct water damage and/or failure to use pot stands or similar devices.

Individual residents shall not place any items in landscaped or non-landscaped dirt areas or other common areas, including the ground level outside of buildings 5, 6, 7 and 8.

Hanging baskets are allowed above unit decks, with specific limitations:

- Baskets must receive prior written approval from the Board.
- Installation mounts must be approved and installed by the PMC.
- No more than two such baskets are allowed per unit.
- Baskets must be well-maintained by the unit resident. If they are not, or if they become a nuisance or safety hazard, the Board has the sole discretion to dispose of them.

To request Board approval for baskets and PMC approval for mounts, use the McNary Highlands Landscape-Request Form, found at the HOA website (www.mcnaryhighlands.com).

Plumbing and Pipes

So as to reduce the risk of damage to individual and neighboring units, residents are reminded to do everything they can to prevent the pipes in their unit from freezing. If the outdoor temperature falls below freezing, especially for several days or more, residents

should open the cabinet doors below the kitchen sink, allow all faucets to drip and maintain a temperature of at least 55 degrees Fahrenheit at all times inside the unit

Several units have outside hose bibs/faucets. Residents of such units should try to prevent frozen pipes by “weatherizing” the outside hose bib/faucets. The process requires just three simple steps:

1. Locate the inside turn-off valve, most likely under the kitchen sink, and turn it off.
2. Open the outside hose bib/faucet to drain the pipe and faucet, and leave it open.
3. Cover the outside faucet with an insulating material.

When the danger of freezing is past, remove the cover, open the inside turn-off valve, and then close the outside faucet

Recreational Vehicles

Parking of recreational vehicles, motor homes, travel trailers, “fifth wheels,” boats, jet skis and their trailers is prohibited in McNary Highlands and other Mountain Park parking areas, except for loading and unloading of a duration less than several hours. Spaces for RV parking are provided through the Mountain Park Home Owners Association; contact them (see Appendix for contact information) for information on availability and other details.

Repairs and Improvements

The McNary Highlands Condominium Association is responsible for repairs to the exterior of the buildings and to the common areas of the complex. The owner is responsible for repairs to the interior of their unit from the wall studs inward. This includes but is not limited to windows; wall, floor and ceiling coverings such as wallboard, wallpaper, and flooring; electrical fixtures; electric heaters; switches, outlets and electrical boxes; circuit-breaker boxes; interior plumbing fixtures; water-supply valves and interior water-supply lines; water heaters; and bathroom and kitchen plumbing fixtures.

If work on plumbing in a given unit requires shutoff of the water supply to the unit, it is the owner’s responsibility to notify the PMC and residents of other units in the building. Because there is only one water-shutoff valve per building, the PMC will notify all residents in the building containing that unit at least one day in advance of the plumbing work. The location of the water-shutoff valve for each building is found on a property map found in the Appendix of this handbook and on the site plan webpage in the Documents section of the HOA website (www.mcnaryhighlands.com).

Prior to commencing any work on electrical and/or plumbing elements in a given unit or work that requires a permit, the owner must provide the PMC with information on the licensed contractor(s) to be used on the improvement(s). Any improvements made to the interior of a given unit and at a cost of more than \$1,000 must be reported to the PMC for Association insurance purposes.

Safety and Security

Your cooperation is essential to help ensure the safety and security of McNary Highlands. To report any suspicious activity, disturbances or persons trespassing on the property, please call 9 1 1.

Please note that soliciting is against the Association rules and the ordinances of the City of Lake Oswego. If a solicitor comes to your door, you are within your rights to inform them of the ordinance and encouraged to ask them to leave.

If you will be away from home for more than a few days, you are encouraged to inform the PMC. Include information about how you can be reached and who may have a key to let someone into your unit in the case of an emergency.

In accordance with Oregon law (OAR 837-045-0045 [a] and [b]), every unit must have one smoke alarm on each level and outside the sleeping areas. Also in accordance with Oregon law (OAR 837-047-0120 and OAR 837-047-0130), every tenant-occupied unit must have a carbon-monoxide detector installed within 15 feet outside of each bedroom door.

Vehicles parked in fire lanes, including behind Building 8, will be towed at the vehicle owner's expense. Curbs painted red designate fire lanes.

Satellite Dishes

Satellite dishes larger than 20 inches in diameter are prohibited. Dishes up to 20 inches in diameter are allowed, but must be freestanding and not attached to any part of the building.

Signs

All signs must comply with guidelines and restrictions of the Mountain Park Home Owners Association Declaration of Restrictions, Guidelines and Clarifications. Per those guidelines, only three types of signs are allowed: those advertising a unit for rent or for sale, those advertising an open house and those advertising a garage sale. Note that only one "for rent" or "for sale" sign is allowed per property, and that sign can be displayed only in the window of the unit for rent or sale; it may not be displayed at the entrance to the community. Note also that "open house" and "garage sale" signs must follow guidelines of their own as outlined in the Mountain Park Home Owners Association CC&Rs and Declaration of Restrictions, Guidelines, and Clarifications.

No other signs are allowed.

Vehicles and Vehicle Maintenance/Repairs

Major repair or maintenance of an automobile is prohibited on the premises of McNary Highlands. Preventive or minor maintenance is allowed, but only inside the owner's carport space or garage.

Any vehicle that leaks fluid must be repaired immediately. The vehicle owner is responsible for the cost of all cleanup and asphalt repair made necessary by the leakage.

Disposal of crankcase oil is prohibited at McNary Highlands. Residents are warned that it is a violation of the State of Oregon laws to dispose of crankcase oil via non-approved methods. Violators may be fined up to \$1,000.

Washing vehicles is allowed, but all car-washing equipment must be removed and stored immediately after use.

Appendix

McNary Highlands Fines/Fees Schedule

The table below shows the violations most commonly occurring or most likely to occur at McNary Highlands and the fines or fees associated with each violation. The table does not include all violations for which a fine or fee may be imposed. Note that fines or fees are to be paid within 30 days or a lien may be placed on the unit.

#	Violation	Fine/Fee
1	Monthly maintenance dues paid later than the 10th of the month.	\$25 late fee added for each occurrence.
2A	Unlicensed, damaged or inoperable vehicles parked in or on uncovered McNary Highlands parking and other common areas.	1st violation a warning. 2nd violation \$50. 3rd and subsequent violations \$100.
2B	Vehicles causing damage to common element and/or areas of McNary Highlands.	
3A	Failure to receive Board Approval as required by the Rules for objects or decorations on exterior areas.	
3B	Non-white window coverings visible from common areas.	
4A	Pet waste disposed of improperly.	
4B	Pet off leash.	
4C	Failure to clean and maintain birdfeeders and surrounds.	
5	Improper disposal of any item(s) in common areas.	1st violation a warning. After 3 days, \$10 a day until compliance. 2nd violation and successive violations \$20 a day until compliance.
6	Excessive ongoing noise.	1st violation a warning. 2nd violation \$25. 3rd and successive violations \$50 for each occurrence.
7	Storage in carport of any items other than automobiles, firewood, approved recycling containers, bicycles, mopeds or motorcycles.	
8A	Visible clutter and/or storage on open balconies.	
8B	Failure to properly attach and maintain hanging plants.	
9	Tossing items from balconies or windows.	1st violation a warning. 2nd violation \$50. 3rd and successive violations \$100.

10	Failure to return Resident-Information Form within two weeks of closing escrow or within 10 working days of rent commencement date.	1st violation a warning. After one month, \$100 a month until compliance.
11	Failure to return Residency-Change and/or Rules Acknowledgment form within 10 working days of obtaining the document.	
12	Failure to provide proof of insurance.	
13	Parking in or otherwise obstructing fire lane.	1st violation a warning. 2nd violation payment of towing costs.

Community and Emergency Phone Numbers

Property Management Company (PMC):

CMI (Community Management Inc.)
 2105 SE 9th Avenue
 Portland, Oregon 97214
www.communitymgt.com

Daytime and general questions: Community Manager: Joel McDonell, 503-445-1211, joelm@communitymgt.com

Night/weekend and urgent questions: 503-233-0300

Insurance company for the Association:

CAU (Community Association Underwriters)
 Agent: Vern Newcomb, 503-292-1580

Mountain Park Home Owners Association: 503-635-3561, www.mtparkhoa.com

Allied Waste Services (formerly Rossman Sanitation Service): 503-636-3011, www.lakeoswego.disposal.com/services_recycling.aspx

Lake Oswego Police/Fire/Ambulance

Emergency: 9 1 1

Non-emergency (24 hours): 503-635-0238

Portland General Electric Emergency or Power Outage: 503-464-7777

Rules Committee Statement and Membership

This document contains the rules and regulations of McNary Highlands Condominium Association initially adopted by the Board of Directors on July 20, 1995. The Rules Committee reviewed and revised the Rules and Regulations and the Board of Directors approved revisions on July 28, 1997 and May 28, 1998, and in January 2003, June 2009, April 2010 and December 2011.

The Board approved the formation of a Rules Revision Committee in August 2010. The Committee undertook and completed a review and revisions in June 2011. To ensure consistency with the Association's legal documents, we, the members of the current Rules Committee, reviewed and consulted McNary Highlands Condominium Declaration, McNary Highlands Home Owners Association CC&Rs and Bylaws, Mountain Park Home Owners Association Declaration of Restrictions, Guidelines, and Clarifications, Mountain Park Home Owners Association CC&Rs and Bylaws, current McNary Condominium Association Rules, recent Board decisions and the current Oregon Condominium Act. In addition, we had a proposal of the revised rules reviewed by the Mountain Park Home Owners Association CC&R Director to ensure compliance, and in our deliberations we also used the HOA rules of a neighboring property, the Eaglescrest Condominiums, revised June 2010.

1995–96 Rules Committee

Connie Guist, Chair; Angela Belding; Gloria Golder; Diane Marshall; Kathy Rollo

1997–98 Rules Committee

Connie Guist, Chair; Pat Segars

1998–99 Rules Committee

Connie Guist, Chair; Pirjo Dewing; Martha Maroney; Pat Segars

2002–03 Rules Committee

Connie Guist, Chair

2009 Rules Committee

Ann Condon, Beth Erlendson, Ken Sutton

2010–2011 Rules Committee

Connie Guist, Facilitator; Dena Barnes; Mary Briggs; Penny Christensen; Beth Erlendson; Shawn Howard; Martha Maroney; Carol Steele; Ken Sutton; Connie and Gil Wilbanks

Map of McNary Highlands Condominiums

[Joel, please replace this page with the Map PDF.]

Recycling Information

[Joel, please replace this page with the three Recycling PDFs, in order (2,3,4).]