

RULES OF CLUB ESTATES EAST

Revised November 2024

Item	Rule
Absences	Residents should notify their court captains or another resident if they plan to be gone for more than a few days. They should also arrange for someone to pick up mail, newspapers, and notices that are delivered to the slots by the front door.
Alcoholic drinks	Alcoholic drinks are not allowed on the clubhouse grounds at any time.
Birds	See "Wild Animals"
Buying a Unit	<ol style="list-style-type: none">1. Units may only be bought by those at least 55 years of age (proof of age must be presented before purchase.)2. Children under the age of 18 may not reside in the unit on a permanent basis.3. The new owner must read the bylaws and declaration and meet with the Board prior to the final purchase agreement being signed.
Clubhouse, Animals	Animals are only allowed in the clubhouse during brief visits such as for pick-ups or deliveries. Assistance animals may be allowed at the discretion of the Board. (Because the CEE clubhouse is private, not public property, CEE is not subject to government regulations regarding assistance animals.)
Clubhouse, Events	All events must be hosted by an owner/resident. The owner must complete the application process. Refer to the "Clubhouse Use Policy" posted below the calendar on the clubhouse bulletin board. Note: The owner/resident must always be in the clubhouse during the event. The resident is responsible for opening and closing the clubhouse. The clubhouse key shall not be given to anyone else.
Clubhouse, Sales	If an owner wants to use the clubhouse for selling items, the request will be reviewed by the Board. If there is an organization associated with the sale, it must follow all CEE rules pertaining to the use of the clubhouse. If the associated organization has insurance, it should send a copy of the certificate of insurance to the responsible Board member.

Item	Rule
Damage to CEE property caused by resident	If a resident damages any CEE property, CEE (not the resident) will hire the contractor to do the repair, but the resident will be financially responsible.
Donations	Donations made to CEE are used for improvements relating to the use of the clubhouse (such as tables and chairs when needed, or cleaning/ replacing the carpet.) An exception includes when a donation is made for a specific purpose.
Garage/Estate Sales	No garage sales are allowed. One estate sale (of up to three days) per resident is allowed. Signs/balloons for these may be put on CEE property. See "Signs and Balloons."
Garbage	All garbage must be contained in bags inside the blue garbage bin, which has a blue lid with no sticker on it. An extra fee will be charged if: <ol style="list-style-type: none"> 1) The bin is too full for the lid to close fully 2) Items are left outside the bin 3) The bin weighs over 50 lbs. <p>Note: Residents should not pay the garbage collector directly for extra fees. Take garbage bins to the curb before 6:00 a.m. on Tuesdays. Where applicable, place garbage bins on the west side of your driveway and recycle bins on the east side of your driveway.</p>
Garden Refuse	All garden refuse (weeds, branches, dead plants, etc.) should be deposited in yard waste bags or yard waste bins at the back of each carport area. The debris should not be left loose, as the wind can scatter it all over. Plants should have the dirt knocked off the roots before being discarded. The landscapers will pick up the material on their next working day.
Disposing of old furniture and appliances	Call Waste Connections for information on how to dispose of these items.
Keys: Clubhouse/ Pool, East Perimeter Gate	The clubhouse key opens the clubhouse front door, pool gate, and the east perimeter gate. This key shall not be given or loaned to anyone and should always remain in the possession of the owner. Please ensure each door and gate are securely locked.

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Keys: Resident	It is recommended to provide a spare house key to a trusted neighbor or another person who lives nearby in case of an emergency. The location of the spare key should be noted on the emergency card kept in the CEE office.
Landscape: Trees for Common Property	<p>If a resident would like to donate a tree to be planted on the grounds:</p> <ol style="list-style-type: none"> 1. Submit a yellow slip 2. The Board will review the request. Approval will be at the discretion of the Board. 3. Approved requests will be referred to Grounds person. 4. The Grounds person will arrange with the landscapers for obtaining/ planting the tree. 5. A payment for all costs associated with the tree donation will be made to the HOA.
Landscape: Trees, shrubs, and flowers adjacent to units	The planting beds immediately adjacent to a unit may be maintained by the resident. Otherwise, CEE will prune shrubs and spray herbicides unless directed not to by the resident. Though not recommended, if the resident wishes to plant a tree, the proposed new tree must be approved by the HOA. Ideally, there should be a one-foot space between plants and condo walls. If there are trees or shrubs that should be removed, the resident should submit a yellow slip.
Lights (Exterior)	CEE is responsible for replacing the lights attached to the carports. Submit a yellow slip if one of these lights requires attention. Lights on the exterior of the condos are the responsibility of the owner.
Lost items	If a lost item is found on CEE property, it will be placed in the office until claimed by the owner. There is a list for posting lost and found items on the clubhouse bulletin board.
Monthly dues	The monthly HOA fees are due the 1 st of each month. A late fee will be charged if they are not paid by the 10 th of the month.
Non-repair issues	If a resident has a concern that they wish to be addressed by the Board (something not appropriate for a yellow slip), they should write a letter to the Board and deposit it in the black drop box by the office. It would be helpful to describe all factors involved and supply possible recommendations.

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Parking Restriction	Unattended owner or guest parking is prohibited in the driveway entrances into the carports. Attended parking is defined as active loading/unloading.
Patios, area within the enclosure, and awnings	The owner is responsible for maintaining the patio, the area adjacent to the patio and within the enclosure, the awning, and gutters/downspouts associated with the awning. The owner is responsible for any introduced landscaping within the enclosure. Only containerized trees (not planted trees) are permitted within the enclosure. CEE is responsible for the cinder block wall and gutters/downspouts on the carports and condominium roofs.
Pets	<ol style="list-style-type: none"> 1. Only feed pets inside the residence to avoid attracting wild and/or stray animals. 2. Pets should not make excessive noise that is annoying to other residents. (See bylaws.) 3. All dog waste must be picked up and disposed of properly.
Plumbing	CEE is responsible for water pipes from outside to the shutoff valve under each unit. Pipes from the shutoff valve to inside the unit are the resident's responsibility. Sewer lines under the unit are the resident's responsibility. Sewer lines extending out from the foundation are CEE's responsibility.
Pool	See "Pool Regulations." (Separate document)
Recycling	<p>All recyclables should be placed in the bin with the black lid that has a sticker on it. Shredded paper should be sealed in a bag before placing it in the bin. Exception: Glass should be placed in a yellow bin or other container. The bin(s) should be taken to the curb before 6:00 a.m. on Tuesdays.</p> <p>For more information on what can be recycled, check the "Portland Recycles" brochure on Clubhouse bulletin board.</p>
Remodeling	Per the bylaws, any plans for structural changes inside the unit must be submitted to the Board for approval, using the yellow slip procedure. (This includes wiring or plumbing but not such things as painting or floor and window coverings.) A copy of any necessary building permit should be submitted to the Board.
Renting a unit	Residents may rent their unit after the rental agreement and the potential renter have been approved by the Board. The unit cannot be rented for less than 30 days or more than a year at a time. The

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	renter must be at least 55 years old and must follow all CEE rules and procedures. The owner is ultimately responsible for all issues, financial and other, related to the renter.
Repairs to common areas	<p>The bylaws should be consulted to determine what repairs are the responsibility of the Association. If a resident notices outside repairs or maintenance issues:</p> <ol style="list-style-type: none"> 1. Complete a yellow slip for each item and submit it to the Board. 2. The Board will decide how to handle the repair. If payment is involved, the Board will obtain bids if necessary and handle the repair as it deems best.
Satellite dishes	A yellow slip describing the proposed location should be submitted prior to the installation of a satellite dish. Dishes must not be placed on the tile roofs or in any way damage CEE property.
Selling a unit	Notify the Board member responsible for housing if you are selling your unit. The Board maintains a waiting list of potential buyers. Sellers are encouraged to contact potential buyers before offering the unit to the general public.
Sheds, gates, porch railings	The HOA is responsible for repairing original sheds, patio gates, and porch railings. Owners (former or current) who have altered the design and/or construction materials or have removed any of these features are responsible for repairs or replacement at their expense. CEE is not responsible for replacing a shed removed by an owner. When a property is sold, it is the buyer's responsibility to require the seller to provide a shed.
Signs/balloons	<p>Unit Sales: Realtors may place a sign in the window of a unit for sale and at the CEE entrance; signs/handout boxes may be placed in the flower bed of the unit. Balloons may be placed at the unit for sale and at the CEE entrance when an open house is being held.</p> <p>Estate Sales: Signs/balloons may be placed at the unit and at the CEE entrance for estate sales.</p>
Smoking	Smoking is not allowed in the clubhouse, within 10 feet outside of a clubhouse entrance, or within 10 feet of the attached garages.
Speed limit	The speed limit on CEE property is 15 mph. Visitors should be reminded to observe the limit.

Water shutoff	If the water needs to be turned off at the sidewalk valve, the resident should alert neighbors who will be affected prior to the event. If water shutoff is necessary for a longer period, the shutoff valve located under each unit should be used. (When possible, a yellow slip should be submitted before events requiring water shutoff.)
Wild Animals	Wild animals, including squirrels and raccoons, must not be fed. It is acceptable to put out a hanging bird feeder, preferably with a device underneath to catch falling birdseed. It is not acceptable to put loose seed or other types of food (such as bread or nuts) anywhere on CEE property.
Winterizing	Between Oct. 31 and March 31, foundation vents should be covered, and outdoor faucets should be drained to avoid burst pipes.

NOTE:

Failure to comply with these rules may result in the following actions (per the bylaws):

- The Board may send a letter to the resident notifying them that they are not conforming to a specific rule and requesting that they do so.
- The resident may request a meeting with the Board to discuss the issue.
- The Board may levy a fine against the resident if they continue to fail to comply with the rule.

(Rules compiled as of April 2014, including amendments voted on at annual meeting 4/7/14)

(Revised Sept and Oct 2019, to update day of garbage and recycling pickup)

(Revised May 2024, to include parking restriction)

(Revised June 2024, general editing and clarifications)

(Revised July 2024, to include recycling shredded paper)

(Revised November 2024, to increase number of days from 2 to 3 for estate sales)



Transfer Fee Policy

Purpose:

The Transfer Fee Policy is designed to outline the fees and procedures associated with the transfer of property ownership within the HOA. Transfer fees help cover administrative expenses related to ownership changes, including updating records; providing required documentation; coordinating with appraisers, lenders, inspectors, and realtors; and ensuring compliance with HOA governing documents.

1. Transfer Fee Definition

A Transfer Fee is a one-time fee charged to the buyer or seller of a property within the HOA community when ownership is transferred. This fee is intended to cover the administrative costs associated with processing the transfer.

2. Applicability

The Transfer Fee applies to all property transfers within the HOA, including:

- Sales of property
- Transfers due to inheritance, gifts, or other changes in ownership

This fee does not apply to title changes due to divorce, legal separation, or refinancing unless specified otherwise in HOA governing documents.

3. Fee Amount

The Transfer Fee is set by the HOA Board and may be reviewed annually to ensure it reflects actual administrative costs. The current Transfer Fee is \$1,200 per transfer. Any adjustments to this fee will be communicated to HOA members in advance and updated in the HOA's fee schedule.

4. Property Management Fees

Community Management, Inc. (CMI), the property management company for Club Estates East Condominiums will bill the buyer for reports provided to lenders/sellers/refinance agents as follows:

Price	Type of Report	Purpose
\$275	Resale Report	Resale Certificate-Used Primarily in Washington Association Documents and HOA Account Information
\$275	Escrow Report with Document	Association Documents and HOA Account Information
\$175	Lender Report	Condo Questionnaire – Used for Mortgages or Refinances
\$150	Community Association Documents	Seller’s Packet – Association Documents
\$250/Pay at Closing	Change in Ownership Fee	Database Administration
\$200/Pay at Closing	Escrow Report	HOA Account Information Requested by Title Companies
\$75	Assessment/Covenant Report	Used by Title for Refinances-Gives Only Current Account Information

5. Payment Responsibility

The Transfer Fee is typically the responsibility of the buyer, unless otherwise agreed upon in the property’s purchase agreement. Payment must be made to the HOA at or before the time of closing.

6. Use of Funds

Revenue from Transfer Fees will be allocated to:

- Administrative expenses associated with ownership transfers
- HOA document preparation and record-keeping
- Updates to owner records and communications with new owners
- Potential contributions to the HOA’s reserves or operating budget, as deemed necessary by the Board

7. Procedure for Transfer

- Notification: The seller or their agent must notify the HOA of the pending transfer at least 14 days before the closing date.
- Required Documents: Both the buyer and seller must provide any necessary documentation as requested by the HOA or CMI to complete the transfer, including a completed transfer form, contact information, and proof of payment for the Transfer Fee.
- Fee Payment: The Transfer Fee must be paid to the HOA prior to, or at, the closing. Payment can be made by check or other accepted methods designated by the HOA.

9. Disclosure Requirements

The HOA will provide disclosure documents upon request, outlining the HOA's governing rules, financial condition, and any relevant policies affecting ownership and maintenance. The HOA may charge an additional fee for document preparation, which is separate from the Transfer Fee.

10. Exemptions and Waivers

The Board reserves the right to waive the Transfer Fee in special cases, such as:

- Transfers within immediate family due to inheritance or estate planning purposes.
- Hardship cases, as determined by the Board on a case-by-case basis.

11. Policy Review and Revisions

This Transfer Fee Policy will be reviewed periodically to ensure alignment with HOA goals, governing documents, and applicable state laws. Any modifications to the Transfer Fee amount or policy terms will require Board approval and notice to the members.

Effective Date:

This policy is effective as of December 9, 2024, and will remain in effect until amended by the HOA Board.



Competitive Bidding Policy

Purpose:

The purpose of this Competitive Bidding Policy is to ensure fair, transparent, and cost-effective selection of contractors, vendors, and service providers for projects and services funded by the HOA. This policy promotes accountability and stewardship of HOA funds while ensuring that contracts are awarded based on value, quality, and reliability.

1. Scope

This policy applies to all contracts and purchases exceeding \$15,000 (the threshold amount determined by the HOA Board), including but not limited to construction, landscaping, maintenance, and professional services.

2. Competitive Bidding Requirement

For projects or services exceeding the established threshold:

- The HOA Board will seek a minimum of two and preferably three competitive bids from qualified vendors or contractors.
- All bids must be in writing and include a detailed scope of work, itemized costs, timeline, and any warranties or guarantees.
- The HOA reserves the right to reject any bid that does not meet project requirements or budget.

3. Evaluation Criteria

Bids will be evaluated based on the following criteria:

- **Price:** Cost of the service or project and whether it falls within the HOA's budget.
- **Experience and Qualifications:** Vendor's relevant experience, reputation, and references.
- **Quality of Work:** Quality assurance measures, warranties, and past performance.
- **Timeliness:** Ability to meet the project's timeline and deliverables.
- **Compliance:** Compliance with licensing, insurance, bonding, and legal requirements.

4. Approval and Award Process

- The Board will review all bids and may request additional information or clarifications.
- After evaluation, the Board will select a contractor or vendor that provides the best value for the HOA, not solely based on price but on overall quality and reliability.
- The selected bid and a summary of the Board's decision will be recorded in meeting minutes.

5. Exceptions to Competitive Bidding

The Board may waive the competitive bidding requirement under the following circumstances:

- **Emergency Situations:** In cases where immediate action is needed to prevent property damage, ensure safety, or maintain essential services.
- **Single Source:** When only one qualified vendor is available for a specialized service or product.
- **Small Purchases:** Purchases or contracts below the established threshold amount.

6. Conflict of Interest

HOA Board members involved in the bidding or selection process must disclose any potential conflicts of interest with bidding vendors. Individuals with conflicts must recuse themselves from discussions and decision-making for that project.

7. Documentation and Record-Keeping

All bids, evaluation documents, and Board decisions must be documented and retained in HOA records for a minimum of seven years. These records will be accessible to HOA members upon request, per HOA document retention policies.

Effective Date:

This policy is effective as of December 9, 2024, and will remain in effect until amended by the HOA Board.