

# RULES OF CLUB ESTATES EAST

(April, 2014)

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Item	Procedure
Absences	Residents should notify their court captains or other resident if they plan to be gone for more than a few days. They should also make arrangements for someone to pick up mail, newspapers, and notices that are delivered to the slots by the front door.
Alcoholic drinks	No type of alcoholic drink is allowed on the clubhouse grounds at any time.
Birds	See "Wild Animals"
Buying a Unit	<ol style="list-style-type: none"><li>1. Units may only be bought by those at least 55 years of age (proof of age must be presented before purchase.)</li><li>2. Children under the age of 18 may not reside in the unit on a permanent basis.</li><li>3. The new owner must read the bylaws and declaration and meet with the Board prior to the final purchase agreement being signed.</li></ol>
Clubhouse, Animals	No animals are allowed in the clubhouse at any time, except assistance animals, which may be allowed at the discretion of the Board. (Because our clubhouse is private--not public--property, we are 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. <b>Note:</b> The owner/resident must be in the clubhouse at all times during the event. The resident is the one who is to open and close the clubhouse. The clubhouse key is not to 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 is to send a copy of the certificate of insurance to the responsible Board member.
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.) The exception is when a donation is made for a specific purpose.
Garage/Estate Sales	No garage sales are allowed. One estate sale (of up to two days) per resident is allowed. Signs/balloons for these may be put on CEE property.
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: 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. <b>Note:</b> Residents should not pay the garbage collector directly for extra fees. Garbage bins are to be taken to the curb before 6:00 a.m. on Tuesdays.
Garden Refuse	All garden refuse (weeds, branches, dead plants, etc.) should be put in bags at the back of the carport area. The debris should not be left loose, as the wind can scatter it all over. (Formerly) potted plants should have the dirt knocked off the roots before being discarded. The landscapers will pick up the material on their next working day.
Getting rid of old furniture and appliances	Call Waste Connections for information on how to dispose of these items. (The phone number is on the back of the CEE directory.)
Keys	The <u>clubhouse key</u> is not to be given or loaned to anyone but should only be in the possession of the owner. It is a good idea to give a spare <u>house key</u> to a trusted neighbor or other person who lives nearby in case of emergency. The key's whereabouts should be listed on the emergency card kept in the CEE office.
Lights (exterior)	CEE is responsible for replacing the lights attached to the carports. Submit a yellow slip if one of these lights is out. Lights on individual units are not CEE's responsibility.
Lost items	If an apparently lost item is found on CEE property, it will be put 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 <sup>st</sup> of each month. A late fee will be charged if they are not paid by the 10 <sup>th</sup> 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 slip it under the office door. It would be helpful to describe all factors involved and possible recommendations.

Patios, enclosures & awnings	These are the responsibility of the owner to maintain. This includes anything attached to the awning or cinder block walls, such as downspouts. (The cinder block wall is the responsibility of CEE.)
Patio, trees inside	Trees are not to be planted within patios. Any removal of trees there is the responsibility of the resident.
Pets	<ol style="list-style-type: none"> <li>1. Feeding pets must be done inside a unit to avoid attracting wild and/or stray animals.</li> <li>2. Pets must not make noise that is annoying to other residents. (See bylaws.)</li> <li>3. Dog owners must pick up all dog waste.</li> </ol>
Planting trees	<p>If a resident would like to donate a tree to be planted on the grounds:</p> <ol style="list-style-type: none"> <li>1. Submit a yellow slip</li> <li>2. The Board approves or disapproves request.</li> <li>3. Approved request is referred to Grounds person.</li> <li>4. Grounds person makes arrangements with landscapers.</li> <li>5. The resident makes payment for the tree and associated costs to the Grounds person.</li> </ol>
Plants and shrubs around units	Patios and flower beds around units are to be maintained by residents. This includes weeding, hand pruning, and keeping patios free of debris. (Ideally, there should be one foot of space between shrubs/plants and walls.) If there is a shrub in the flower beds around a unit that the resident would like removed, a yellow slip should be submitted. The resident is responsible for replacing/planting any shrubs or plants.
Plumbing responsibility	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 resident's responsibility. Sewer lines under the unit are resident's responsibility. Sewer lines from the foundation out are CEE's responsibility.
Pool	Follow "Pool Regulations" sheet.
Recycling	<p>All recyclables should be placed in the bin with the black lid that has a sticker on it. <b>Exception: Glass</b> 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 out a unit	It is possible for a resident to rent out 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 renter must be at least 55 years old and not likely to be a detriment to CEE. The renter 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	The bylaws should be consulted to determine what repairs are the responsibility of the Association. If a resident notices outside repairs or maintenance issues: <ol style="list-style-type: none"> <li>1. Complete a yellow slip for each item and submit it to Board.</li> <li>2. The Board will decide how to handle the repair.</li> <li>3. If payment is involved, the Board will obtain bids if necessary and handle the repair as it deems best.</li> </ol>
Satellite dishes	A yellow slip should be submitted prior to the installation of a satellite dish, describing the proposed location. Dishes must not be placed on the tile roofs or in any way damage CEE property.
Selling a unit	If a unit is to be sold, the Board member responsible for housing should be notified. Potential buyers on the waiting list must be contacted before offering the unit to the general public for sale.
Sheds, gates, & porch railings	The HOA is responsible for repair of sheds, gates, and porch railings, but the repairs will be done according to the design of the CEE board. If an owner wants a design different from the one chosen by the board, the repair will be at the owner's expense. (NOTE: Club Estates East will repair wooden sheds originally supplied by CEE, but not sheds that have been replaced by an owner.) 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	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. Signs/balloons may be placed at the unit and at the CEE entrance for estate sales.
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 of time, 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, must not be fed.  
Exception regarding birds: 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 type 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)