

RULES AND REGULATIONS OF CLUB ESTATES EAST

Revised December 2025

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 By-laws and Declarations 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.
Insurance	The Owner is required to supply a copy of the Declaration page of their Homeowner's Insurance. Club Estates East must be listed as a Loss Payee.

Item	Rule
Keys: Clubhouse/ Pool, East Perimeter Gate	The clubhouse key opens the clubhouse front door, pool gate, and the east perimeter gates. 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.
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	If a resident would like to donate a tree to be planted on the grounds: <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.
Landscape: Mulch	The use of artificial or synthetic mulch or coarse bark mulch (1-3 inches or more) are not environmentally friendly and can be easily dispersed by the wind. Therefore, these products can no longer be placed on CEE grounds.
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.

Item	Rule
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 15 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.
Parking Restriction	<p>Unattended owner or guest parking is prohibited in the driveway entrances into the carports. Attended parking is defined as active loading/unloading.</p> <p>No recreational vehicles, campers, trailers, boats, boat trailers, and/or vehicles in disrepair may be parked or stored on CEE property without the prior written approval of the Board of Directors. Vehicles in violation will be posted with a 72-hour notice before towing.</p>
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	<p>An owner is allowed to keep domestic pets in accordance with the HOA Rules. Domestic pets are defined as animals traditionally kept in households for companionship, including but not limited to dogs, cats, birds, fish, rabbits, and other small, domesticated mammals or reptiles that are legally permitted and commonly recognized as pets.</p> <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 By-laws.) 3. All dog waste must be picked up and disposed of properly.

Item	Rule
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	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. For more information on what can be recycled, check the "Portland Recycles" brochure on Clubhouse bulletin board.
Remodeling	Per the By-laws, 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 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	The By-laws should be consulted to determine what repairs are the responsibility of the Association. If a resident notices outside repairs or maintenance issues: 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.

Item	Rule
Selling a unit	<p>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.</p>
Sheds, gates, porch railings	<p>The HOA is responsible for the repair, maintenance, and replacement of original sheds, patio gates, and porch railings. Owners may not alter the design, materials, or configuration of, or remove, any of these features located on common property without prior written approval from the Board. When Board approval is granted, the HOA remains responsible for future repair, maintenance, and replacement of the approved feature; therefore, any approved modification must comply with community design guidelines and be consistent with the HOA's budget constraints. If repair or replacement costs exceed the HOA's budget limitations, the unit owner may elect to pay the additional cost. Any alteration, removal, or modification of common elements made without Board approval will require the unit owner to restore the affected area to its original condition, at the owner's expense.</p>
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	<p>Smoking is not allowed in the clubhouse, within 10 feet outside of a clubhouse entrance, or within 10 feet of the attached garages.</p>
Speed limit	<p>The speed limit on CEE property is 15 mph. Visitors should be reminded to observe the limit.</p>
Water shutoff	<p>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.)</p>

Item	Rule
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.

NOTE:

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

- The Board may send a letter to the owner notifying them that they are not conforming to a specific rule and requesting that they do so.
- The owner may request a meeting with the Board to discuss the issue.
- The Board may levy a fine against the owner 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)
(Revised March 2025, to ban the use of synthetic mulch and define pets)
(Revised June 2025, to amend parking restriction)
(Revised December 2025, to amend HOA dues grace period, include insurance requirements and edit rules concerning sheds/railings/gates)