

Rules & Regulations, with some Bylaws included

Explanation – What are these rules?

They are condo expectations – our rules collected in one place, re-stated and unified.

Firstly – the Bylaws and Declarations tell us our condo requirements. Secondly, our Boards of Directors add more rules as situations arise. These are called “rules and regulations.” *Refer to Sec 9, Bylaws.* Because Bylaws and Declarations are hard to read, please find a table of contents for easy searching. Small italics show where each rule came from – that’s how each rule gets its basic authority.

Although the Board cannot change any Bylaws or Declarations, it can offer them in an alternative, easier form to assist owners. *Bylaws IV sec 2, 3 (m, n) and Declarations 8*

The purpose of this format is accessibility and clarity. Otherwise, rules would remain difficult to find and not very useful to us. Regulations should be easy to follow, all together, and legally viable. Here, the owner has a quick overview and direct path to specific knowledge.

Every social group needs laws, rules and expectations. Our documents form a “cooperative living” contract that we accept and agree to when we buy a condo. Let’s use this contract wisely. If you have a problem, you should attempt the tried-and-true method of speaking in a friendly way with your neighbor before going further.

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1. **Individual units** – Residents must maintain the inside of units in good condition. *Article 8 Sec 1* Common areas adjacent to units must be kept neat and clean, with no rubbish. Owners must coordinate with the Association in managing their common areas. *Sec 2.1* If a unit owner is at fault, the owner must reimburse the Association. *Sec 2.4* Condo units may be used as residential only. If a unit is rented, the owner must follow rental rules in the Bylaws. Tenants must comply with all Rules and Bylaws. *Sec 3.1*. Changes to individual units are allowed, so long as they do not impact the Association’s interest. **Plans for flooring changes that affect sound must be discussed with the Board.** *Sec 3.2 and 2.1 (d) and Board rule Oct 2017* Owner shall provide a key to Board of Directors upon request, for emergency entry into the unit. *Declarations Sec 16.1* Owner is responsible for water line from inside unit to outside meter. *Declarations Sec 3.2.b.4* The Board strongly recommends that all units have a working fire extinguisher. *August 2020*
2. **Common spaces** and general use of all spaces – Keep common spaces clear. Using common spaces for normal purposes is allowed but subject to Board approval. Such use must also consider the rights of other unit owners. *Sec 4.2* Trees and shrubs may not be altered without prior Board approval. *Sec 4.3* All disputes about the landscape shall go to the Board for arbitration. *Sec 4.4* No nuisances or annoyances are allowed, and residents have a right to peaceful enjoyment. **No smoking allowed.** *Sec 5.1 and Board rule Sept. 2015* No improper, offensive or unlawful use will be made of any part of condominium property. Areas must be kept clean and sanitary, and be free of fire hazard. *5.2* Actions by owners in units and in common areas may not result in cancellation of insurance or be in

- violation of law. 5.3 No salt will be used to treat snow and ice. *Board rule adopted August 2020*
- Firepits and charcoal grills on decks are prohibited. Electric, propane and gas grills are allowed. *Board rule adopted January 2021* The board strongly recommends notifying your neighbor prior to grilling, especially when grilling on first floor units. *August 2020*
3. **Signs** – No ads or signs may be posted other than authorized ones, and unit “for sale” or “for lease” signs are allowed. *Sec 6 (a)*
 4. **Noise** – Owners, occupants and guests shall exercise extreme care about noise that may disturb other residents. *6 (b)* The use of pianos, drums, amplified strings or other such instruments is not allowed at any time. Electronic keyboards are permitted subject to rules governing noise and hours of use. Headphones are encouraged when electronic keyboards are used. *Board rule adopted 12/15/17* Quiet Time will be from 10 pm to 8 am *Board rule adopted August 2020*
 5. **Pets** – All pet requirements in the Bylaws shall be followed. *6 (c)* Residents must respect dog policies regarding civil infractions. Refer to the requirements of the State of Oregon and of Marion County. *Marion County Code 6.05.050* The Board has adopted more pet rules. (a) No commercial uses such as breeding pets (b) Dogs must be on leash and under control when outdoors. (c) Owners are responsible for picking up and disposing of animal waste, and must relay this to anyone else taking care of their pets. (d) Use caution about the boundaries of neighboring properties. (e) Animals should not be left on a deck when no one is at home. (f) Neighbors with pet disputes will first try to work this out in a neighborly way. (g) All pets must be registered with the Board, requiring prior approval before you bring a pet to our condo community. *Board rules adopted July 2017* (h) Only two places are approved for dog pooping or peeing – on the west side of the driveway near the entrance, and in the redwood trees area. *Board rule adopted January 2021* (i) There is a 25-pound weight limit for pets. *Board rule adopted August 2020*
 6. **Hanging and shaking** – No hanging of garments, rugs or similar items *6 (d)* No shaking or beating of mops, rugs or similar items *6 (e)*
 7. **Garbage** – Garbage, trash and other waste shall be disposed of properly. Bins will be kept in garages except when pick-up happens. See Bylaws for more specific requirements. *6 (f)*
 8. **Outside installation** – All outside wiring, awnings, antennas or similar installations must have prior approval from the Board of Directors. *6 (g)* No exterior antennas are allowed except those installed by the Association. *6 (h)*
 9. **Color and style** – Owners will defer to the Board as to the uniform appearance of units, including painting, type and color of doors, screens, railings, awnings, etc. *Sec 2.3* Curtains and drapes shall be generally white or as approved by the Board *Section 6 (i)* Windows do not all have to be the same style but do have to be white to maintain uniformity. *Board rule adopted 2016* Homeowners do not need approval to replace their windows so long as the new windows are white. (Future) screen / security doors must be white. Homeowners can pick their own style. *Board rule adopted August 2020*
 10. **Parking** – Refer to the Bylaws for a number of parking rules, speed 5 mph, etc. *6 (j) (k)*
 11. **Storage tanks** – No storage of petrol or other products is allowed in the ground or on the outside of buildings unless approved by the Association. *6 (l)*

12. **Commercial activities** – Most commercial activities are prohibited in units and on the property without consent of the Board. Certain personal and professional business is allowed. Refer to the Bylaws for more detail. *6 (m)*
13. **Restrictions on violators** – Failure by an owner (or family or invitees) to comply with a rule may result in denial of use of a common element facility. *6 (n)*
14. **The lake** – (a) The Association will carry out lake inspections. (b) No facilities, damming or alterations are allowed, with certain exceptions (c) No dumping or draining into the lake (d) No swimming (e) No boating except that which the Association permits (f) No boat storage, except as the Board designates (g) No motorized boats (h) No ice skating (i) Association operates spillways, does maintenance of drains, cleans lake. (j) Association may need to lower the lake. (k) How the Association is to re-fill the lake (l) Non-natural re-filling is allowed. (m) Fishing only if allowed by the Board *Sec 7*
15. **Rules put into effect** – Various rules may be adopted by the Board of Directors and may be ratified by vote of the unit owners. A copy of a changed rule or rules will be delivered to every owner and then be binding on owners. *Sec 8*
16. **Enforcement** – The Board of Directors will first try to resolve a situation informally with conversation. If this does not work, the Board may issue a written notice – for violation of rules or for non-compliance with Bylaws or Declarations. The notice shall be hand-delivered, in person by a “server” appointed by the Board. This notice shall have the date of violation, say which rule or article was violated, and give evidence that supports this. The owner may want to protest the notice of violation and present contrary evidence. If so, the owner has ten (10) calendar days to comply with, or appeal the written notice. An appeal must be in writing to the Board and include the date of appeal. (a) IF NOTICE IS NOT APPEALED – If the Board’s written notice is not appealed in a timely manner, and if the violation or non-compliance has not yet been settled to the Board’s satisfaction, the Board may levy a fine – that is, assess the owner. Amount of the fine should be in proportion to the seriousness, damage done by or frequency of the rules violation, not to exceed \$25 per day if repeated and ongoing, nor to be in excess of \$500 for a single violation. The Board will determine the amount of the fine from a “schedule of fines,” and if a violation is one-time only, or on-going. (b) If the total of estimated damage or harm amounts to more than \$500, the Board may issue a new notice of violation or non-compliance and the enforcement process will begin anew. If damages exceed \$1,000 for one violation the Board may consider other options. (c) IF NOTICE IS APPEALED – If the violation notice is appealed by the owner, the Board shall set a time and place which is convenient for all, for the Board to meet with the owner or (and) owner’s representative. The Board must, within five (5) calendar days of the date the owner appeals, schedule such meeting, and shall keep a record (notes) of the meeting. The purpose of the meeting will be to try to resolve the situation with good-faith communication. (d) If the appeal meeting does not result in resolution, the Board may issue a fine. If the Board issues a fine, it must follow the guidelines stated above as in the case that the owner does not appeal. (e) UNPAID FINE – If a fine has not been paid and falls overdue by more than three months after it was assessed, the Board may attach the unpaid amount as a lien on the owner’s condo. All steps of this enforcement procedure will be kept

confidential by the Board and Association officers. Executive sessions may be held to discuss matters, and notes of such meetings will be kept. *Board rule adopted January 2021.*

17. **Authority – Authority for rules explained.** Most of the basis for these rules is set out in Oregon condo law. Most of the rules here are re-stated Bylaws. They have been shortened for clarity. If any question arises, complete language in the Bylaws and Declarations shall prevail, and additional Bylaws and Declarations requirements must be complied with. The original documents cannot be changed by the Board. Only owners can do that, through the amendment process. Other rules result from official Board action. Some of them have likewise been simplified. The original Board rule shall prevail unless stated here otherwise. The sections on Enforcement and Schedule of Fines were submitted to owners for comments and were adopted by the Board. All these Bylaws and Declarations in consolidated format, and updated Rules and Regulations, are hereby approved by the Board of Directors January 12, 2021. *Bylaws IV sec 2, 3 (m, n) and Declarations 8*
The Board has given copies to all owners. *Article 8 Sec 8*

Attachment – schedule of fines

Schedule of Fines

Fines = \$25 for one-time only (LEAST), \$50 for one-time only (MEDIUM), all others as indicated

Other Bylaws and Declarations not listed below **FINE AT LEVEL OF SERIOUSNESS**

- Individual units – Residents must maintain the inside of units in good condition. *Article 8 Sec 1*
Common areas adjacent to units must be kept neat and clean, with no rubbish. Owners must coordinate with the Association in managing their common areas. *Sec 2.1* If a unit owner is at fault, the owner must reimburse the Association. *Sec 2.4* Condo units may be used as residential only. If a unit is rented, the owner must follow rental rules in the Bylaws. Tenants must comply with all Rules and Bylaws. (*Sec 3.1*)..... **\$50 (ALL)**
Changes to individual units are allowed, so long as they do not impact the Association’s interest. *Sec 3.2 and 2.1 (d)*..... **FINE AT LEVEL OF ASSN’s INTEREST**
Owner is responsible for water line from inside unit to outside meter. *Declarations Sec 3.2.b.4*
Owner shall provide a key to Board of Directors upon request, for emergency entry into the unit. *Declarations Sec 16.1*..... **\$50 (ALL) or may be assessed as on-going, rather than a one-time fine**
Common spaces and general use of all spaces – Keep common spaces clear. Using common spaces for normal purposes is allowed but subject to Board approval. Such use must also consider the rights of other unit owners. *Sec 4.2*..... **\$50 (ALL)**
Trees and shrubs may not be altered without prior Board approval. *Sec 4.3*
..... **FINE AT REPLACEMENT OR RESTORATION COST**
All disputes about the landscape shall go to the Board for arbitration. *Sec 4.4*..... **\$50**
No nuisances or annoyances are allowed, and residents have a right to peaceful enjoyment. *Sec 5.1*..... **FINE AT LEVEL OF DEPRIVATION**
No improper, offensive or unlawful use will be made of any part of condominium property.
..... **FINE AT LEVEL OF ASSN’s INTEREST**

Areas must be kept clean and sanitary, and be free of fire hazard. 5.2 Actions by owners in units and in common areas may not result in cancellation of insurance or be in violation of law.

5.3.....	FINE AT LEVEL OF SERIOUSNESS
No salt will be used to treat snow and ice. Board rule adopted August 2020.....	\$25
Firepits and charcoal grills on decks are prohibited. Electric, propane, gas grills are allowed.....	\$50
Signs	\$25
Noise	\$25 – REPEATED VIOLATIONS may incur MULTIPLE fines
Pets	\$50 (ALL) may be assessed as on-going, rather than a one-time fine
Hanging and shaking	\$25
Garbage	\$25
Outside installation	\$50
Color and style	\$25 (ALL)
Parking	\$25
Storage tanks	\$50
Commercial activities	FINE AT LEVEL OF SERIOUSNESS or INVOLVEMENT
Restrictions on violators	\$25
The lake	\$50 (ALL)

This schedule of fines is a board rule adopted January 2021..

Rules approved by Board of Directors January 12, 2021

Cinnamon Lakes Condo Association, Rees Hill Road SE, Salem,
Oregon 97306