

The Jefferson Condominium New Resident Handbook



September 29, 2022

“Welcome to The Jefferson”

Coast Property Management Statement

On behalf of Coast Property Management, we would like to welcome you. We are pleased that you have chosen our community as your home and are sure you will soon appreciate all the benefits at The Jefferson that promote a comfortable, healthy and vibrant living environment.

Enclosed you will find essential information about your new building, services available to you and tips about how to access those services and navigate your way around your community.

It is our sincere desire that you are completely happy living at The Jefferson. A warm welcome to you and your family. We hope you are already starting to feel at home in your new neighborhood.

In addition to the manager and Board of Directors, our resident portal is an excellent resource. Please take a minute to register at www.jeffersoncondosresidents.com.

Statement from The Jefferson Board of Directors

The Jefferson is a wonderful place to live. One of the things that makes it great is the dedication and hard work of so many of our owners. This guidebook is the result of collaboration between the Board of Directors, our volunteer committees, and Coast Management. In it you will find helpful information on a variety of topics, from basic information about building security, trash/recycling bicycle parking to building documents and committee information.

Of course, no one guide can cover everything, so there are references in here to our Bylaws, Declaration, and website, all good resources with additional information. And if you ever have any questions that you can't find the answers to, contact information for all the Board members and for Coast Management is provided. We are always happy to help answer your questions (or dig around for more information if needed). You can always bring your questions and issues to committee or Board meetings, too. Most committees meet every month or two, and the Board generally meets every month.

We all love to call this building our home. Thank you for following the rules and guidelines in this handbook, and for doing your part to help make this a great community to live in.

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Section 1: Contact Information

Jefferson Board Members

| | | | |
|------------------------------|-------------------|--------------|--|
| Chair | Alex Oreschak | 971-285-4638 | oreschaka@gmail.com |
| Treasurer | Diane Arendt | 503-758-9040 | dsarendt@gmail.com |
| Secretary | Reilly Martin | 515-681-5908 | reillyzlab@gmail.com |
| Director | John Kochis | 805-729-3349 | kochisjohn1@gmail.com |
| Commercial Space Director | Michael Weinstock | | mweinstock@yahoo.com |

Coast Management Personnel

| | | | |
|-------------------|----------------------|--------------|--|
| Site Manager | Nicki Pesceone | 971-865-0689 | npesceone@coastmgt.com |
| Site Mgr Asst. | William (Chip) Mabry | 503-710-5423 | william.mabry@coastmgt.com |
| Regional Manager | Bre Wende | 971-347-3987 | bwende@coastmgt.com |
| | | Ext # 1504 | |
| Building Engineer | Tyrone Watkins | 971-401-9256 | tyrone.watkins@coastmgt.com |

(Post building related issues on BuildingLink for quickest response)

ON CALL AFTER HOURS INFORMATION

After hours and on weekends, please call 971-915-1858

When you call please leave a voicemail and it will route to the person on call. The building engineer will call as soon as he gets the call. Please wait at least 20 min before you attempt to call again.

If you have any trouble reaching us, please send an email to coastpdx911@coastmgt.com and one of our managers will contact you right away.

Section 2: Move In and Move Out Information/Policy

Schedule A Move

- To schedule a move, call the Property Manager and request a date and four-hour time range for the move. Schedule a move at least two weeks (10 working days) in advance. The Property Manager will schedule the move if the requested time and date is available. Otherwise, the Property Manager will work with you to identify an acceptable date and time; at the discretion of the Property Manager, a shorter time frame can potentially be accommodated, so long as a security service can be reserved within that shorter time period.
- Moves must be completed between 8:00 AM and 5:00 PM.
- No more than two moves per day will be allowed. Therefore, it is advisable to schedule a move as far ahead as possible.

Move-In & Move-Out Fees

- For rentals, move fees will be billed to the unit owner's account. For sales, move fees will be charged during the closing process. Please make checks payable to "Jefferson COA." The unit owner is responsible for paying the fee, which will apply equally to moves by both owners and tenants. The current fee is \$300 per move.
- The fee defrays administrative costs and the hiring of a security service.
- Even if movers fail to appear, or if some other delay occurs, the full move fee will still be charged, as the Association has incurred expenses in initiating the move. If the unit owner or renter reschedules a move, or cancels, some of the fees may be nonrefundable or transferable to a new date. A second charge will be levied for the security services portion of the rescheduled move.
- Any damage to the common areas of the building that are caused by the owner/renter or their movers will be invoiced separately to the unit owner.

Monitoring & Security

- The security service will monitor the security of the building during the move, ensuring building accesses are closed and secured. Security personnel will also monitor any damage done to the building as a result of the move.
- If a security service is not available at the requested time, or the security service fails to show, the Property Manager will provide a staff member to facilitate the move. The full move fee will still be charged, as the cost of providing the staff member is similar to the cost of security services.
- Owners/renters are fully responsible for the actions of any moving company or other individuals assisting in the move. All individuals involved in a move shall follow Association rules and regulations, posted requirements, and applicable laws, executive orders, or other government rules or regulations. If violations occur, the owner may be charged a \$500 fee for each unique type of violation, at the discretion of the Board of Directors.
- At no time may any entries to the building be left open and unattended. If this occurs, a \$1000 fee will be charged to the owner.
- Please contact the Property Manager to report building security violations.

Loading/Unloading/Parking

- Unit owner or renter is responsible for identifying an appropriate location for the moving truck to park. The association is NOT responsible for any tickets or towing as a result of improperly parked vehicles during a move.
- There is a loading dock within the upper garage that may be used for loading/unloading during a move, so long as the moving truck remains within the painted striping area and does not obstruct entry or exit, and does not prevent the garage gates from closing. If the garage gates are propped open, the owner is subject to the unattended building entry fee of \$1000. This space is also subject to a restriction that it may not be used between the hours of 6-8am and 4-6pm. You must also schedule use of this space with the property manager while you are scheduling your move.
- The NARA parking lot (accessed off of 18th Avenue, just north of our building entrance) is a private lot, and may NOT be used by movers.
- The best option is to request a 4 Day Residential Move Permit from the City of Portland (link below). This will allow you to reserve on-street non-metered parking areas for a fee. There are non-metered zones on Jefferson, 17th, or Madison: <https://www.portlandoregon.gov/transportation/article/691523>

Packing Material

- At the end of the move, or at the end of each day, if unpacking takes longer than one day, the corridors and elevator must be cleared of all debris.
- Packing materials must not be disposed of in the garbage chute. These materials must be thrown out or recycled in the trash room, located on the upper level of the parking garage. Flatten all boxes and place materials in the appropriate containers.
- If your material cannot be placed in the trash or recycle bins, please contact the Property Manager to arrange a special pick-up at the owner's expense.

Fee for Unscheduled Moves

There will be a \$1000 fee for unscheduled moves. This fee will be charged to all owners of record who do not schedule their moves – or have their tenants schedule their moves – at least two weeks (10 working days) in advance.

Single Item Exemption

- There will be no charge for moving single items such as couches.
- However, the Property Manager must be notified at least two working days in advance so that elevator pads can be installed. Failure to request elevator pads will incur a charge of \$200.

Furnished Unit Exemption

For sale or rental of fully furnished units where no security service is needed, there will be a reduced fee of \$150 charged. The owner must verify in writing that the unit is being rented or sold fully furnished, and that no security service will be required. If move circumstances change and a security service is required, the owner will be charged the full move fee. If the conditions of the move are misrepresented, the owner will be charged a \$1000 fee.

Staging A Unit For Sale

Staging of a unit may require the presence of a security service and associated charge, depending on the level of furniture moving required. Coordinate any staging of a unit for sale with the Property Manager at least two weeks (10 working days) in advance to determine if a fee is required. At no time during the staging of a unit for sale or any open house event may any entries to the building be left open and unattended. If the move is not coordinated with the Property Manager, or the building entries are left open and unattended, a \$1000 fee will be charged to the owner.

Summary of Charges/Fees

- Move-In Fee: \$300
- Move-Out Fee: \$300
- Unscheduled Move Fee: \$1,000
- Failure to request elevator pads: \$200
- Furnished Move Fee: \$150
- Mis-representation of furnished move: \$1,000
- Unattended access fee: \$1,000
- Other violations during move: \$500 each

JEFFERSON CONDOMINIUM GARAGE, STORAGE, AND PARKING SPACE USE POLICY

The lower and upper parking levels are for the exclusive use of owners or tenants, for parking motorized vehicles and bicycles in parking spaces belonging to the unit owner. Owners may permit non-resident family members, guests, or small delivery vehicles to use their parking spaces only while visiting the owner or tenant. Owners and tenants are responsible for ensuring that only they and their family members or guests access the garage. Owners and tenants may permit other owners and tenants (and, by extension, their non-resident family members, guests, or small delivery vehicles) to use their parking spaces. Owners shall take care when entering and exiting the garage to ensure that no unauthorized individuals enter the garage.

Unauthorized Parking

No vehicle may protrude from its deeded plat dimensions so as to hinder access to another parking space or a vehicle passage in the garage. There shall be no parking in any areas outside marked and numbered parking spaces.

Short-term parking in the loading zone in the upper garage is permitted within the posted hours ONLY for the transfer of items to/from the elevator with the driver close by, or for moving vehicles during authorized moves. Contractors, vendors, and repairmen are prohibited from parking in the loading zone, except as authorized by the management company.

Vehicles blocking parking spaces or left unattended in the Common Elements in the garage are subject to towing and storage at the vehicle owner's expense. Owners or tenants are responsible for having unauthorized motor vehicles towed from their owned/assigned space(s). Per Section 7.6(g) of the Bylaws, trailers, truck campers, motorcycles, boats or boat trailers, or other recreational vehicles or trucks rated as one ton or more are not allowed by rule, but may be considered on a case-by-case basis via a written request to the Board of Directors.

Loading/Unloading

There is a loading dock within the upper garage that may be used for moving (per the Move In Move Out Policy), short-term loading/unloading, or delivery of large items, so long as the vehicle remains within the painted striping area and does not obstruct entry or exit. This space is subject to a restriction that it may not be used between the hours of 6-8am and 4-6pm. You must also schedule use of this space with the property manager. While a vehicle is parked in the loading dock, the vehicle shall display the owner or tenant's unit number on the dashboard. In the event that the property manager is unreachable, use of the loading dock is permitted at your own risk; if another owner has reserved the loading dock and shows proof of reservation with the property manager, you are required to move your vehicle so that they can utilize the loading dock.

The loading dock is not to be used for parking for contractors working in your unit, with the exception of short-term parking to deliver large items or supplies. Contractors should utilize street parking or the owner's designated parking space.

Items Other Than Motor Vehicles Allowed in Parking Spaces.

1. Bicycles may be mounted in an Owner's parking space in accordance with the attached Bicycle Parking Policy, as approved by the Board of Directors.
2. Per the First Amendment to the Declaration (December 9, 2009), "Subject to applicable governmental regulations, except for Parking Units PU-9,32-34 and 45-51, wall mounted, over car hood, storage lockers not exceeding 3 feet high, 2 feet deep and 7 to 8 feet wide may be installed in Parking Units, provided that the fire sprinklers are not blocked by the storage locker, any storage equipment has been approved by the Board of Directors and no hazardous substances may be stored without the prior written approval of the Board."
3. Small, collapsible shopping carts or strollers may be stored within parking spaces, so long as they are stored in their collapsed form and do not cause vehicles to protrude from their parking spaces, which generally extend to the end of the white stripes, but are described in full detail in the plat map and individual deeds.

Any vehicles or items in the garage are kept there at their owners' risk. Care shall be taken by owners/tenants to ensure that their belongings are properly stored and secured.

Approval of Storage Lockers and Bicycle Racks

The Board of Directors designates the Building and Grounds Committee as the approval authority for storage lockers and bicycle racks. Owners who would like to install storage lockers or bicycle racks shall contact the Building and Grounds Committee to begin the approval process.

Items Prohibited in Parking Spaces.

Motor oil, gasoline, and other hazardous chemicals are prohibited from being stored in the garage, even within approved storage lockers. Other items that the Fire Marshall disallows are also prohibited. Other items must be stored in an approved storage locker.

The Board of Directors shall require removal of any inoperative vehicle, or any vehicle in an extreme state of disrepair, or any other equipment or item improperly stored in parking units. A notice will be posted to the vehicle or item. The owner/tenant will be given ten (10) days to remove the vehicle or item, or present a response or explanation to the Board. If the Board receives no response after ten (10) days, the vehicle or item will be considered abandoned. The Board may, in its discretion, disposition the vehicle or item, up to and including disposal.

Leaks, Oil Spills, and Cleaning.

Automobiles and motorcycles will be maintained to prevent oil and other fluids from leaking onto any part of the Common Elements or Unit parking spaces. Oil drip pans may be used only temporarily until the leak problem is repaired. Leaks of fluid from motor vehicles will be repaired at the owner's expense within 30 days of the date when the Owner is informed of the problem.

After 30 days, the Board of Directors may authorize cleaning and will charge the expense to the unit owner.

The Association provides for periodic cleaning of the garage. A notice of planned cleaning will be distributed by the management company. Owners and tenants must ensure that their vehicles are removed from their parking spaces during the cleaning period.

Owners are responsible for cleaning any oil or other spills within their parking space, or any spills that originate in their parking space and extend to other parking spaces or common elements. Vehicle repair and maintenance is prohibited within the parking garage.

Enforcement of Rules. Violations of this policy should be reported in accordance with the “Enforcement of Rules and Fines” policy.

Section 3: General Building Information

Door Access Codes & Fob information

Building Security is of high priority at The Jefferson. It is important that you keep your access information private and do not allow “strangers” admission to the building. Report any lost fobs/transmitters or malfunctions to management immediately.

Guest Entry:

When a guest calls from the call box at the front door, you can buzz people into the building by using the MyQ Community App or by pressing nine (9) on your phone key pad. This will open the front door for seven seconds. **Tip:** If you have a phone where you can program rings, set the ring from the front door to a different sound to designate it as the call box.

Entry Code:

You have the ability to designate a five (5) digit code for existing entry key pads throughout the building (elevator and garage stairway doors). It is suggested that you memorize this code so that you always have access to the building, even without your keys. **DO NOT GIVE THIS CODE TO OTHERS.**

Building Access:

Entry Fob:

Your Entry Fob can be used to enter the building and access the stairwells and elevator from the garages. Hold your Fob near the sensory device.

Front Door: The receiver is located to the right of the front door next to the call box. You need to lay the fob directly on the keypad. It needs to be touching it.

Elevator and Stairwells: The receiver is most effective near the numbers of the key pad.

Garage Door Transmitter:

For entry, aim the transmitter at the entrance door and press the button.

Your Garage Transmitter can also be used as a building door entry fob.

Note: You must be near the door for the transmitter to work. For exiting the parking garage, approach the garage door and use your transmitter to open the door.

Reminder: Stop and Wait for Garage Gates to Close:

As you enter and exit the parking garage, it is extremely important that you watch the gate close all the way through your rear-view mirror to ensure that unwanted visitors do not “piggyback” in behind you. This is a very important piece of the security of the building as failing to do so can expose the parking garage to unwanted prowlers and thieves. This also applies to bicycles and motorcycles.

Garage Door Transmitter Batteries:

The Garage Door Transmitters run on batteries. If the door does not activate when you press the button, this is an indication that the battery needs replacement. You can use a coin to open your garage door transmitter and obtain the battery type. The batteries used in these types of transmitters are available at most stores.

Additional Fobs and Transmitters:

Additional fobs and garage door transmitters can be purchased from the management team by owners of the unit only and are usually available within 1 to 2 days of a request. Renters and tenants need to contact the owner of their unit to have them supply management with a written request for additional access equipment.

*Entry fobs are \$25.00 each and garage openers are \$50.

Trash Rooms, Recycling, Garbage Room Chutes Information

There is a trash and recycling room on the ground level inside the upper level garage (to the right when you are in the garage and facing the garage door gates). Residents must bring their recyclables here for disposal.

When using the garbage room trash chute, you must press the black button and turn the handle. After you put the trash down the chute be sure the chute door is completely closed. IF the red light is on it means that someone is either using the trash chute door on another floor OR someone has not closed the door properly and the system is locked. If this occurs you can either wait or check the other floors to be sure their chute doors are completely closed. A door left open prevents all other floors from using the trash chute.

Floors 2-5 have a trash chute access door in a closet on the west end of the hallway. Please use heavy-duty bags for all garbage and be sure that they are tied securely. **Be sure to close the garage chute door completely (the red light will turn off) as no other floors can use the chute if all doors are not secured.**

Recycling:

Please be sure to recycle your glass items in the appropriate bin in the trash room where separate containers accommodate paper/cardboard/plastic, light bulbs, batteries, and glass. Magnets showing items which can and cannot be recycled are available upon request from Coast Management

Hazardous waste materials are taken twice a year to the City of Portland disposal site located in NW Portland. If you have additional needs for other types of disposal, please contact the Property Manager.

Floor Garbage Room Key Storage Information

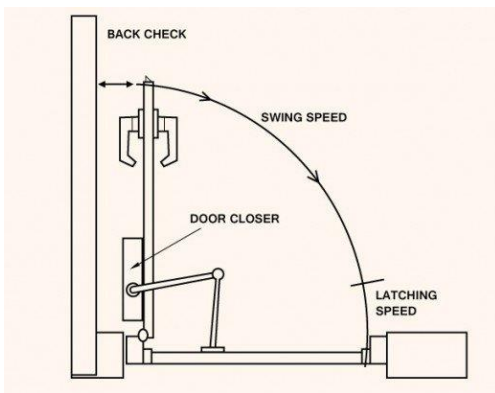
Your Board of Directors approved the installation of unit key lock boxes in the trash rooms on each floor for added convenience in the event of a resident lock out or emergency.

For increased security, each condominium unit was assigned a lock box number different from their actual unit (your lockbox number does not match your unit number). Contact management to obtain your assigned lock box number and instructions for use.

Unit Door Adjustment Instructions and Unlocking information:

How to Adjust your front door:

The website link below explains in detail how to adjust your unit door to swing shut more slowly. In the photos below, one of the dials circled in red controls the swing speed (how fast the door closes from fully open to within about five degrees of closed) and the other controls the latch speed (how fast the door closes for those last few inches).



Complete instructions at to: <https://dengarden.com/home-improvement/Door-Closer-Adjustment>

Unlocking your front door to re-enter without a key:

In case you want to run to the garbage room , for example, you can unlock your door so you can re-enter without a key. Simply press the bottom of that toggle switch (circled in red) down. When you want to relock press the toggle switch back up.



USPS Package Mail Box Instructions

If you get a package delivered by USPS (Postal System), they will either leave the package in the mail room or place a key in your mailbox. Take that key to the boxes in the upper garage (through the door from the building lobby). The number on the key attachment will tell you which mailbox your package is in. Insert and turn the key in the TOP keyhole of that box. Once you have retrieved your package, close the mailbox door. The key will stay in that keyhole.

BuildingLink Community Website

BuildingLink is an internet-based property management service for the residents of The Jefferson Condominiums. Through this web service, you can access important building and Association documents, submit and track repair requests, read management notices, correspond with management, register your pet, view the community calendar, post notices to your building's resident bulletin board, and more.

To log in and begin to use BuildingLink, open your Internet browser and go to <http://www.jeffersoncondosresidents.com>. Log in using the username and password that is sent to you by the management company after you move in. If you have trouble logging in to BuildingLink for the first time, please contact the management company.

Once you have logged in, you can access the edit profile tab to change your password or to change any of the preferences that control how BuildingLink will work for you (emergency instructions, email notification preferences, etc.). Please make sure that your email address is correct so that you can be reached successfully through the system.

For additional convenience, iPhone and Android users can download the BuildingLink app.

If you need help using the website or wish to submit a question to BuildingLink, log in and click on the "HELP" button at the top of your screen. For questions regarding your property that are not related to the website, please contact your property manager.

A/C Roof Unit – Roof Access Information

The HVAC units for the condominiums on floors 2-5 are located on the roof. The maintenance and repair for these HVAC units are the responsibility of the homeowner. There is a lock box at the top of the east stairwell leading to the roof. In it are keys to access the roof and the air handlers up there. They are labeled. Please contact management to obtain the code for the lockbox.

Dues Information: Payment Dates, Options, and Late Fees

All homeowners are required to pay monthly COA fees. These fees support a pro-rata share of exterior building maintenance, interior common area maintenance, janitorial services, operating supplies and equipment, insurance premiums, common area and building provided utilities (trash/recycling, water/sewer, common area electricity, and gas), The Jefferson's professional property management team, and maintenance/replacement reserves. The Jefferson maintains a 30-year reserve fund for exterior and interior common area cost responsibilities relating to repair or replacement of building components.

There are 3 options for HOA payments:

- Mail a Check or Money Order
- Use Your Bank's On-Line Bill Pay System
- Use the CondoCafe Payment Portal

Paying by Check, Money Order, or Online Bill Pay

- To pay by check or money order, please mail your payments to the address listed below.
- To pay through your bank's Online Bill Pay feature, please log in to your online banking account and update the payee's address as listed below.

**Coast Property Management
P.O. Box 60034
City of Industry, CA 91716**

Checks **MUST** be made payable to the association name **Jefferson C.O.A.** and **NOT** Coast Property Management. Remember to include your unit number in the notes section of your check or your Online Bill Pay settings.

◆ **Paying by Condo Café Payment Portal:**

As a valuable member of the Jefferson community, we would like to introduce you to our CONDOCafe payment portal developed by Coast Property Management software partner, Yardi Systems. The Yardi CONDOCafe Portal™ provides a more efficient and informative method of managing your association payment account.

The Yardi CONDOCafe Portal provides owners these great features:

- View current account information & online statements
- Indicate how payments are to be applied
- Submit one-time or recurring online payments by: ACH payment directly from your bank account, or by bank debit or credit card (a credit card fee is charged)

The HOA requests that all owners register with this Portal. As of August 1, 2021, all dues, other assessment, and fees may be paid through CONDOCafe. Payment by check may be accepted by special arrangement. If you have special circumstances, please contact the Management office.

You will need following information for registration:

- **Your Registration Code is:**
- **First and Last Name:**
- **Email on file:**

NOTE: You cannot register on a phone, tablet, or iPad. You must register on a laptop or personal computer. Once registered, you can access via other devices.

Registration: Please either click or Copy and Paste the following URL in your Browser:

<https://coastmgt.securecafe.com/residentservices/coast-condominiums/userlogin.aspx>

- For your first/registration visit, please TO GO THE WEBSITE LISTED ABOVE TO REGISTER.
- Fill out the PERSONAL DETAILS
- Part of the verification process is to use the first three fields, not just the phone number.
- Your registration code is: t000----

Fill out the ACCOUNT INFORMATION, all fields are required Please use the email address listed in this letter:

- If you see no email listed, please register using any email of your choice.
- If you want to use a different email address, please contact Management before you register, so it can be updated first.

Complete the USER VERIFICATION security CAPTCHA. In addition to checking the box, you may need to click on the link to review the terms and conditions.

1. Click Register. A confirmation will display stating a verification email has been sent.
2. Verification: If you do not receive the activation email in your inbox within 10 minutes of registering, check your Junk/Spam folder.
3. Locate the activation email sent and click on the provided link to finalize registration.

Contact your manager anytime should you require additional instruction to Establish your CONDOCafe account.

Landlord Expectations

All owners who lease or rent their units shall promptly notify the Association/Managing Agent in writing of the names of all tenants and members of the tenants' family occupying such units and shall provide the Association with a complete copy of the lease or rental agreement 7 days prior to move-in, and shall work with the management company to schedule their tenants' move in accordance with the Association's move in - move out policy (see Page 5 of this document or go to Building Link for updated rules). The landlord is also responsible for ensuring that their tenant(s) follow all Association policies.

Any owner who wishes to lease or rent his/her unit must:

1. Present a written lease (for a term not less than 30 days) to the Association and/or Managing Agent.
2. Execute the lease or rental for the entire unit with the understanding that nowhere within their unit can space be used for transient, hotel, or airbnb purposes.
3. Promptly notify the Association of the address and phone number where they can be reached, even if they've hired a managing agent.
4. Provide their tenant/s with a copy of the Bylaws, and Association rules and regulations which shall be a default under the lease or rental agreement, regardless of whether the lease or rental agreement so provides.
5. In the event of a tenant default to fulfill their obligation, the owner immediately shall take all actions to cure the default including, if necessary, eviction.

Unit Owners' Insurance Needs

Unit owners should purchase a condominium owner's policy, also known as an HO-6, in order to provide coverage for things such as personal property (including furniture), personal liability (for no less than \$500,000), and additional living expenses (in the event your unit is uninhabitable due to a covered loss), as well as loss assessment coverage.

The condominium association master policy carries a **\$10,000 deductible**. In the event of a claim the association will seek to recover that deductible from the unit owners involved in the claim. Your responsibility for the deductible may be insured by your individual policy, subject to your own deductible, though you may need to add building coverage. Some insurers cover the claim under the loss assessment. Ask your personal insurance agent.

If you would like specific information regarding the master policy, contact the management company. The association's current master policy is also available on BuildingLink.

Bicycle Parking

Residents have three options for storing bicycles on the property:

- In-Unit
- Community Bike Racks
- Parking Space Bike Racks

There are 18 (eighteen) community bicycle rack spaces (nine spaces each in the upper and lower garages). Spaces are assigned annually through a permit process. Owners and residents may contact the management company to be placed on the waitlist for an open space. Priority shall be given to those owners and residents whose parking spaces are unable to accommodate a wall-mounted bicycle rack (PU-5, 22, 38, 40, 45-47, 50, and 53) or residents who are physically unable to utilize the wall-mounted rack.

Owners interested in installing a bike rack in their parking space may contact the management company.

The association's bicycle parking policy and the community bike rack permission agreement are attached at the end of this handbook.

Miscellaneous

- Unit Windows are cleaned yearly, usually in May or June.
- Decks and Balconies are cleaned every other year, however, yearly if budget allows. This is done at the same time the windows are cleaned.
- Unit and Building Fire Alarm Systems are tested yearly, generally in January.

Section 4: Jefferson Committee Members Contact Information

Building & Grounds Committee

| | | |
|----------|-------------------|--|
| Chairman | Steve Arendt | sdarendt@comcast.net |
| | Alex Oreschak | oreschaka@gmail.com |
| | Ellen Levine | edlevine2@gmail.com |
| | Tiferet Valentine | tsv68@comcast.net |
| | Kyle Martin | kylemartinarch@gmail.com |

Finance Committee

| | | |
|----------|--------------|--|
| Chairman | Diane Arendt | dsarendt@gmail.com |
| | Rick Levine | rlevine2010@gmail.com |
| | John Kochis | kochisjohn1@gmail.com |

Rules Committee

| | | |
|----------|---------------|--|
| Chairman | Byron Palmer | byronpdx@gmail.com |
| | Dan Kuhn | dawakuhn@yahoo.com |
| | Alex Oreschak | oreschaka@gmail.com |

Emergency and Earthquake Preparedness Committee

| | | |
|----------|--------------|--|
| Chairman | Ellen Levine | edlevine2@gmail.com |
| | Jason Hobson | jason.hobson@gmail.com |
| | Diane Arendt | dsarendt@gmail.com |

Section 5: Building and Grounds Committee

Statement of Purpose

The purpose of the Building and Grounds Committee (BGC) is to address the grounds, building, or landscaping needs of The Jefferson Condominium. The BGC has been established to review all applications for alterations, additions to, and improvements to condominium units in the building that could modify its structural integrity and/or affect other owners' units, or public or common spaces.

Homeowner's Guide to Unit Remodel/Improvement Rules

The Building and Grounds Committee and our Board of Directors (BoD) support homeowners' rights to modify their living space to suit their individual preferences. At the same time, there exists a need to preserve the integrity of building structure, safety systems, and other systems such as plumbing, electrical, ventilation, or mechanical systems, as well as common spaces, which are not owned by any individual unit owner. Protecting the building, common spaces, and basic or essential systems upholds the livability and market value of every unit in the building. All modifications/improvements to living spaces need to comply with local building and fire codes.

Accordingly, the following rules apply when homeowners seek to remodel, replace, or repair anything inside their living unit. Please do not schedule or make any payments to contractors or vendors for modifications/improvements to your unit without first obtaining approval from BCG in writing.

As a general rule, unit owners "own" the sheet rock, wall tiles, and finished flooring surface and anything inward from those surfaces in their unit. Any space behind, under, above, or outside the surfaces of living units is "common space." Any work done to common space needs BGC and, in some cases, BoD approval before work begins. With this definition of ownership, the following guidelines will help homeowners make informed decisions about work they propose to do to their units.

Any work that intrudes into common spaces without BGC approval in advance, places the unit owner at risk of fines or liens on their property if the unapproved work results in damage to any building systems that require HOA funds to repair.

The BoD's have approved the schedule to levy fines against unit owners found to be not compliant with B&G rules. *SEE NON-COMPLIANCE FINE STRUCTURE BELOW at the end of this Section.

WORK INFORM CATEGORY

The following are examples of work that does NOT require BGC approval but does require that the homeowner INFORM the BGC that the work will take place on a specific date. BGC will provide the unit owner with helpful information that will enable the homeowners to perform the work efficiently, safely,

and with consideration to their neighbors. Common examples of this kind of work include (but are not limited to):

- Painting
- Replacing or repairing original equipment in your owned space, such as dishwasher, water heater, heat pump, oven/stove top, sinks, countertops, faucets, etc.
- Installation of new shelving in closets or pantries
- Refinishing of cabinetry
- Flooring replacement

This short list includes only examples of work that falls into the INFORM category. If the work you want to do in your unit is not on this list but might fall into this category, reach out to any BGC member and we will make the appropriate determination.

WORK APPROVAL CATEGORY

These are examples of improvements that require approval of the BGC. The BGC may require professionals to be called upon for advice to the BGC. Such review and approvals are not for code compliance, but only for serviceability and maintainability with building systems and compatibility with common element design considerations. It is the owner's responsibility to ensure permits are acquired, copies are sent to BGC and building management, work is inspected by the City as needed, and permits are closed out.

The following are examples of work that requires BGC approval in advance. Common examples of this kind of work include (but are not limited to);

- Opening of any walls or ceilings into common spaces.
- Relocation of any interior walls.
- Any work that modifies electrical or plumbing or mechanical systems in your unit
- Replacement of any cabinetry.
- Replacement or permanent remodeling of any doors leading to any/all decks and balconies. Including the front door to your unit.
- Removal, remodel, or replacement of tubs, toilets, showers.
- Any work that requires entry into a neighboring unit to allow access to common spaces between the units.
- Any work in a parking space such as installation of a storage cabinet or bike racks (there are certain approved models, please inquire with BGC to purchase the correct model). Nothing in your parking stall can extend beyond the white lines that define your parking space.
- Any work that will be visible on your deck or balcony when completed. Permanent additions to decking are not permitted.
- Installation or modification of electrical, plumbing, water heater, mechanical, HVAC, and/or other utility connections.
- Penetration into perimeter walls between units, or into walls enclosing common shafts or mechanical systems between units.

- Any proposed penetration or drilling into cement floor or ceilings. Drilling is not allowed deeper than ¾ inch.

This list cannot anticipate every kind of work that would fall into the APPROVAL category. Reach out to any BGC member to review the proposed work and we will make the appropriate determination.

For any work or remodel in your unit that requires approval from BGC, the homeowner must fill out the Jefferson Condominium *WORK REQUEST FORM (Contact Coast Management or any member of BGC for the Work Request Form)*. The information on the form will enable BGC to consider your work request, and subsequently to approve, modify, or reject this work request. The *WORK REQUEST FORM* will require that you identify any contractors or vendor/subcontractors you might want to perform the work. The committee wants only expert, qualified trade persons performing work in our building.

PROCESS FOR SUBMITTING A WORK REQUEST

The Board and the BGC have adopted a process described in this document for the evaluation and approval of any owner's request to make alterations to a condominium unit.

- 1- Please contact a BGC member for the most current version of the application form.
- 2- Complete the application with a detailed description of the work and any supporting drawings or documentation, ideally with a floor plan indicating the proposed work. Submit the application to the BGC chairperson or any member of the BGC via email. Your application will then be referred to the entire committee for review.
- 3- The BGC will review your proposal within a target date of 14 days or sooner. You may be asked for additional information that could extend the review timeframe.
- 4- If the complexity of your project requires the BGC to seek legal counsel, architects, engineers, or other pertinent outside consultants, any associated costs will be borne by the unit owner. The owner will first be notified of the issues requiring outside expertise.

NON-COMPLIANCE FINE INFORMATION:

- **First offense:** Non-compliance with Building & Grounds Committee (BGC) rules pertaining to improvements/repairs inside Jefferson Condominiums is a **\$500 base fine** plus any additional charges if funds are needed to repair any damage caused by non-compliant work. The application of fines against non-compliant owners is not automatic. BGC will bring a recommendation to the Board to discuss and vote on the application of appropriate fines against owners identified to have violated BGC rules at routine meetings of the board.
- **Second and subsequent offense(s):** Non-compliance with Building & Grounds Committee (BGC) rules pertaining to improvements/repairs inside Jefferson Condominiums is a **\$1,000 base fine** plus any additional charges if funds are needed to repair any damage caused by non-compliant work. The application of fines against non-compliant owners is not automatic. BGC will bring a recommendation to the Board to discuss and vote on the application of appropriate fines against owners identified to have violated BGC rules at routine meetings of the board.

Thank you for your time and attention given to these guidelines.

Your Building & Grounds Committee

PRE-APPROVED VENDOR/CONTRACTOR REMODELING LIST

List of Suggested Vendors for Repairs/Maintenance:

| | | |
|--|----------------------------|--|
| ▪ Furnace & Heat Pump (A/C Unit) | Bruton Comfort Control | 503-626-7477 |
| ▪ Water Heater | Meticulous Plumbing | 503-208-2812 |
| ▪ Appliances | A Appliance Repair Service | 503-258-9635 |
| ▪ Appliances | Rad Appliance Service | 503-953-5006 |
| ▪ Fireplace | Fireside Home Solutions | 503-684-8535 |
| ▪ Toilet | Meticulous Plumbing | 503-208-2812 |
| ▪ Door Locksmith | Master Locksmith | 503-714-7019 |
| ▪ Store Front Doors (1 st & 5 th Flrs) | Dallas Glass (Jim Ross) | 503-589-4899 |
| ▪ Glass Windows | Benson Industries | 503-226-7618 |
| ▪ Cabinet Refinishing | Stan's Finish Shop | stansfinishshop@gmail.com |
| ▪ Inside Window Cleaning | Portland Window Cleaner | 503-927-9452 |
| ▪ Screen Repair/Replacement | ScreenMan: Marvin | 503-504-8479 |
| ▪ Painters | Custom Home Renovation | 503-915-4112 |

List of Suggested Vendors for Remodeling:

Portland Mechanical Construction, Inc.

2000 SE Hanna Harvester Drive
Milwaukie, OR 97222
Phone: (503) 656-7400

DeTemple Plumbing

5636 NE Hassalo St Portland, OR
Phone: 877-252-3820
Project Manager: Bids (503) 471-5244

Western Plumbing & Services

460 SW Tigard St, Tigard, OR 97223
Phone: (503) 639-5296

Section 6: Finance Committee

Statement of Purpose

The purpose of the Jefferson HOA Finance Committee is to oversee development of the annual budget. Additional work may include monthly account oversight, reserve fund planning, and process improvement recommendations. The committee is chaired by the Board Treasurer.

Monthly Activities

Account oversight is the monthly review of the status reports prepared by the HOA's management company. Committee members consider any irregularities or trends that may require adjustment and track monthly and year to date spending trends in relation to the budget. The Treasurer reports the committee's findings each month to the board.

Yearly Budget Activities

The Finance Committee works with the management company, beginning in October, to develop a budget for the following fiscal year (January-December) and makes a recommendation to the Board. These recommendations may include needed increases the operation portion of owner's HOA dues.

Reserve Study

The HOA contracts with a firm that has expertise in developing the 30-year Reserve and Maintenance Study as required by Oregon Statute. The Finance Committee meets at the end of the fiscal year with the firm and the management company to review the reserve study and upcoming maintenance requirements and recommend whether the reserve portion of HOA dues are adequate or require adjustment.

What do your HOA Dues Cover?

The HOA fees that you, as an owner, pay monthly go into two different accounts. Your fees are divided 75% into Operating Account and 25% into a Reserve Account.

The **Operating Account funds** are used for the daily operation of the condominium: Cleaning of the common areas, maintenance of the building, utilities (minus your electricity) as well as the Coast Management Team costs. You can find a list of operational costs on our website "Building Link".

The **Reserve Account funds pay** for capital costs as well as replacement of equipment integral to the building. An example of that is the replacement of the battery backup system in our garage. Each year a Reserve and Maintenance report for the next 30 years is prepared for the Board. Typically, the Board uses the upcoming next 5 years of the report to forecast and develop an annual budget.

Section 7: Rules Committee

Statement of Purpose

The purpose of the House Rules Committee is to create and review house rules within reason and in accordance with federal, state, and local laws and with The Jefferson's articles of incorporation, bylaws, and CCRs; and to make recommendations to the Board of Directors at least biannually or as required by the Board of Directors. The Committee has an advisory role, with no decision-making authority. Additional responsibilities include establishing and reviewing fees and the schedule of fines associated with violation of house rules.

House Rules at The Jefferson

The **Declaration Submitting Jefferson Condominiums to Condominium Ownership** ("Declaration") and the **Bylaws of Jefferson Condominium Owners Association** ("Bylaws") can be found on the Jefferson website, and provide a thorough baseline of rules and regulations for the association. Specifically, Article 7.6 of the Bylaws, which covers restrictions and requirements respecting use of condominium property, is highlighted in this Handbook. Additional rules and regulations have been and are periodically approved by the Board of Directors after being recommended by the House Rules Committee. These additional rules and regulations are documented in the **Book of Resolutions**, which is attached to this handbook and is also available on the Jefferson website.

Existing House Rules include:

- Collection of Unpaid HOA Assessments
- Move In – Move Out Policy
- Policies, Procedures, and Violations for the Use of Common Elements at the Jefferson Condominium
- Enforcement of Rules and Fines Policy

If you have any questions, House Rules Committee members, Board members, or the management company will work with you to provide an answer. Contact information is in Section 4 of this Handbook.

Restrictions and Requirements Respecting Use of Condominium Property (Article 7.6 of the Bylaws)

The following restrictions and requirements are in addition to all other restrictions and requirements contained in the Declaration and these Bylaws:

- (a) **Use of Units.** Units may only be used for those purposes authorized by Article 10 of the Declaration. No commercial activities of any kind shall be carried on in any Residential Unit without the consent of the board of directors of the Association, except activities relating to the rental or sale of units. This provision, however, shall not be construed so as to prevent or prohibit a Residential Unit owner from maintaining his or her professional personal library, keeping his or her personal business or professional records or accounts, handling his or her personal business or professional telephone calls, or conferring with business or professional associates, clients or customers, in such owner's Residential Unit.

- (b) **Use of common elements.** The common elements shall be used for the furnishing of services and facilities for which the same are reasonably intended, for the enjoyment of the units. The use, operation and maintenance of the common elements shall not be obstructed, damaged or unreasonably interfered with by any unit owner.
- (c) **Offensive or unlawful activities.** No noxious or offensive activities shall be carried on in any unit nor shall anything be done in or placed upon any unit which interferes with or jeopardizes the enjoyment of other units or the common elements or which is a source of annoyance to residents. So long as commercially reasonable efforts to design and maintain ventilation systems of restaurants so as to reduce food odors, and so long as the restaurant operators diligently use commercially reasonable procedures to minimize emission of such odors, the emission of such odors in the normal course of restaurant operations shall not be deemed a violation of this provision. Unit occupants shall exercise extreme care not to make noises which may disturb other unit occupants, including the use of musical instruments, radios, televisions and amplifiers. Speakers for audio equipment may not be mounted on or against walls or floors without an adequate sound barrier to prevent vibration and transmission of bass sounds outside of the unit. Occupants may not discard or throw items out of windows or from decks, including, without limitation cigarettes or ashes. So long as commercially reasonable efforts are made in the operation of the restaurant to reduce noise transmission to Residential Units, noise resulting from the normal course of restaurant operations or other permitted commercial uses shall not be deemed a violation of this provision. No unlawful use shall be made of the Condominium nor any part thereof, and all valid laws, zoning ordinances, and regulations of all governmental bodies having jurisdiction thereof shall be observed. Owners and other occupants shall not engage in any abusive or harassing behavior, either verbal or physical, or any form of intimidation or aggression directed at other owners, occupants, guests, or invitees, or directed at the managing agent, its agents or employees, or vendors.
- (d) **Animals.** No animals or fowls shall be raised, kept or permitted within the Condominium or any part thereof, except domestic dogs, cats, and a reasonable number of other ordinary household pets kept within a unit. No such dogs shall be permitted to run at large, nor shall any dogs, cats or pets be kept, bred or raised for commercial purposes or in unreasonable numbers. Any inconvenience, damage or unpleasantness caused by such pets shall be the responsibility of the respective owners thereof, and owners shall be responsible for clean up and removal of wastes of their animals. No Rottweilers, Pit Bulls or Canary Island dogs are permitted within the Condominium. All pets shall be kept under reasonable control at all times and shall be carried or kept on a leash while outside a unit. Each Owner and occupant shall be responsible for seeing that his or her pets do not endanger health, make objectionable noise, or constitute a nuisance or inconvenience to the Owners and occupants of other units. The board of directors, after notice and a hearing, may require the permanent removal of any animal that the board determines to be a danger to the health and safety of any occupant in the Condominium, or otherwise to be a nuisance within the Condominium. The board may find that an animal is a nuisance if the animal or its owner continue to violate these Bylaws or the rules regulating pets after receipt by the Owner of a written demand from the board to comply with these Bylaws or the rules.
- (e) **Exterior lighting or noisemaking devices and antennas.** Except with the consent of the board of directors of the Association, no exterior lighting or noisemaking devices shall be installed or maintained on any unit. Seasonal holiday lighting and decorations are permissible if consistent with any applicable rules and regulations and if removed within 30 days after the celebrated holiday.

Exterior antennas, satellite receiver and transmission dishes and other communication devices shall not be permitted to be placed upon the general common elements, and may not be placed on any unit or limited common element except in accordance with rules established by the board of directors; provided, however, that the owner of a Commercial Unit may install antennas, satellite receiver and transmission dishes and other communication devices on the roof of the Condominium without board approval, provided such installation is in compliance with applicable law and with Eco-roof requirements, if applicable, and does not require any structural alterations, cause any structural damage or cause roof leaks. The owner installing any such device shall indemnify and hold harmless the Association and each other unit owner and unit lessee from any damage, loss or liability resulting from such installation.

- (f) **Windows, decks, patios and outside walls.** In order to preserve the attractive appearance of the Condominium the board of directors of the Association may adopt rules regulating the nature of items that may be placed in or on Residential Unit windows, decks, planters, and the outside walls so as to be visible from other units, the common elements, or outside the Condominium. Garments, rugs, laundry, sheets, reflective surfaces and other similar items may not be hung from windows, facades, planters or decks.
- (g) **Parking of Vehicles.** Except with the consent of the board of directors of the Association, no vehicle in an extreme state of disrepair, trailer, truck camper, motorcycle, boat or boat trailer, or other recreational vehicle or truck rated as one ton or more shall be on any portion of the Condominium. A vehicle shall be deemed in an "extreme state of disrepair" when the board of directors reasonably determines that its presence offends the occupants of the Condominium due to its appearance or continued inoperability.
- (h) **Signs.** No signs may be attached to the outside of the building or displayed to public view, except (i) signs pertaining to Commercial or Live/Work Units that are in compliance with any sign guidelines adopted by Declarant, as may be modified by a majority vote of the entire board of directors, and in compliance with applicable governmental regulations, (ii) signs used by Declarant to advertise units for sale or lease, or (iii) signs otherwise approved by the board of directors and in compliance with governmental regulations. Identification signs may be placed on the doors or adjacent walls of Residential Units only if authorized by regulations relating to size and appearance that may be adopted by the board of directors.
- (i) **Trash.** No part of any unit or any part of the common elements shall be used or maintained as a dumping ground for rubbish, trash, garbage, recycling materials or other waste. No garbage, trash, recycling materials or other waste shall be kept or maintained on any part of the property, except in sanitary containers in the designated areas.
- (j) **Insurance.** In the event any use shall lead to an increase in fire or other insurance premiums otherwise payable on the insurance obtained by the board of directors pursuant to Article 8 of these Bylaws, or insurance procured by an individual unit owner, the party causing such increase shall be liable for payment of the same to the board of directors or individual unit owner, as the case may be. The party so charged with increasing the premium cost shall have the right to contest the validity of such increase. A levy made against such unit owner for such increase in premiums may be enforced by the board of directors by adding the same to the common charges allocable to such unit owner.
- (k) **Water beds.** Water beds may not be placed in any unit, except with the prior consent of the board of directors. If such consent is given, the unit owner shall carry insurance covering damage caused

by the water bed and shall be responsible for all damages to any unit or the common elements that might be caused by the water bed.

- (l) **Washing Machines.** Each unit contains a washing machine hookup. The unit owner shall be responsible for all damages to any unit or the common elements that might be caused by the washing machine or leakage from the washing machine.
- (m) **Association rules and regulations.** In addition, the board of directors from time to time may adopt, modify, or revoke such rules and regulations governing the conduct of persons and the operation and use of the units and common elements as it may deem necessary or appropriate in order to assure the peaceful and orderly use and enjoyment of the Condominium property, including, without limitation, establishment of reasonable administrative fees, such as fees for new owner set-up and owner's packet, move-in and move-out fees, etc. Any action by the board of directors adopting, modifying or revoking any rule or regulation may be overruled by a vote of not less than 75 percent of the voting rights present, in person or by proxy, at any meeting, the notice of which shall have stated that such adoption, modification or revocation of rules and regulations will be under consideration. Any rules or regulations affecting the Commercial or Live/Work Units must be approved by the Commercial or Live/Work Directors, respectively. A copy of the rules and regulations, upon adoption, and a copy of each amendment, modification or revocation thereof, shall be delivered by the secretary promptly to each unit owner and shall be binding upon all unit owners and occupants of all units from the date of delivery.

Section 8: Emergency and Earthquake Preparedness Committee

Statement of Purpose

The purpose of the Emergency and Earthquake Preparedness Committee is (a) to build awareness and regularly update The Jefferson community about potential risks from an emergency/earthquake, as well as to provide on-going information about how residents can appropriately prepare for and survive disaster and (b) to identify building-wide issues and resources and to create an emergency plan for building-wide response in the event of an emergency/earthquake disaster. If you are interested in volunteering for this committee, contact one of the HOA Board members or your floor's point person.

Jefferson specific Emergency/Earthquake Information

- On a regular basis, informational posters about emergency and earthquake disaster readiness will be on display in the elevator and the bulletin board in the mailbox area of the lobby. The posters are also available on the Building Link website. They provide information such as how to build survival kits and make living quarters as safe as possible.
- Other resources include websites such as the City of Portland Bureau of Emergency Management (www.portlandoregon.gov/pbem); The Red Cross (redcross.org/cascades; public alerts for Portland – Vancouver (www.publicalerts.org).
- Within 24 hours after a major earthquake, an Earthquake Emergency Communication Node will be set up nearby, at Lincoln High School. OPB radio 91.5 may broadcast emergency messages from the City of Portland.
- The building has a battery backup system that will come on after an emergency/ earthquake and will operate stairwell and hallway lights and the elevator.
- An automatic gas shut-off valve will immediately shut off gas; service will not be restored until NW Natural can safely resume operation.
- DO NOT flush toilets. If water/sewer lines are damaged, waste could back up into your unit. The floor point person will provide you with two buckets and lids for your personal needs, as well as information about where/how to dump waste.
- Make sure your unit's fire alarm batteries are checked regularly and replaced on a yearly schedule.
- Be sure to check with your insurance agent to verify that you have coverage to pay for your part of the building deductible and for any damage to personal items in the event of an earthquake.
- In an effort to help after an emergency/earthquake, our committee has obtained a large first aid kit for each floor and a set of pee and poo buckets for each unit which will be distributed at that time.
- Each floor has a point person who will check on residents to see if they need any assistance. Make sure the point person on your floor has your contact information, including whether you have pets and/or need special assistance); this will assist in helping you in case of an emergency/earthquake disaster. The contact information will be kept confidential. An emergency contact sheet that can be filled out and provided to your floor's point person is provided below.

Floor Point Person:

2nd Floor: Ellen Levine

edlevine@gmail.com

3rd Floor: Byron Palmer

byronpdx@gmail.com

4th Floor: Jason Hobson

Jason.hobson@gmail.com

1st and 5th Floors: Diane Arendt

dsarendt@gmail.com

**The Jefferson Condominiums
HOMEOWNER EMERGENCY CONTACT SHEET
PLEASE COMPLETE AND RETURN**

| |
|--|
| HOMEOWNER(S) INFORMATION |
| Name of Owner(s): _____ |
| Property Address: _____ Unit # _____ |
| Mailing address: _____ (If different from property address) |
| Cell: _____ Home Phone: _____ Other: _____ |
| Email: _____ |
| Emergency Contact Information |
| Contact Name(s): _____ |
| Phone number(s): _____ |
| Can you offer any medical or other assistance in an emergency? <input type="checkbox"/> YES <input type="checkbox"/> NO |
| If Yes, what type of assistance: _____ |
| Name and description of pets: _____ _____ |
| This unit is used as a: |
| <input type="checkbox"/> Primary Residence <input type="checkbox"/> 2 nd Home <input type="checkbox"/> Rental to family member <input type="checkbox"/> Rental w/ lease agreement |
| <i>*If you checked the 3rd or 4th box, please fill out rental information below.</i> |

| |
|--|
| Occupant/Renter Information |
| Name of Occupant(s): _____ |
| Cell: _____ Home Phone: _____ Other: _____ |
| Email Address: _____ |
| Emergency Contact Information |
| Contact Name(s): _____ |
| Phone number(s): _____ |

| |
|---|
| <i>I permit the Emergency Committee and Management to use the provided information in the event of an emergency and certify this information to be true and accurate.</i> |
| Owner(s) Signature: _____ Date: _____ |
| Owner(s) Signature: _____ Date: _____ |

Section 9: Security and Emergencies

Be aware that there are Security cameras on the premises. These are for your safety and footage can be viewed in case of an incident.

Garage Security

When entering (in a Car or Cycle), and most importantly when exiting the garage, all cars must stop and wait for doors to close to ensure no intruder can enter the building.

THERE IS NO EXCUSE NOT TO WAIT FOR THE DOOR TO CLOSE THAT OUTWEIGHS RESIDENT SAFETY.

- If multiple cars are entering or exiting, it is the responsibility of the last car to stop and wait.
- When a car enters with you, please make your best effort to safely assess that the car is a resident and didn't just capitalize on the opportunity to break in. If you are unsure, contact Coast or immediately exit and call 911, whichever is most appropriate to the situation. When in doubt, exit and call 911.
- As with vehicles, if you enter or exit the garage on foot you must wait for the door to fully close to ensure someone does not enter when you're not looking.
- If you encounter an intruder, exit as quickly as possible and call 911. Tell them the intruder is still in the garage and probably not aware of how to exit so they can potentially be easily apprehended.
- We encourage all residents to walk the building and familiarize themselves with all the exits. Feel free to ask a board member to do a walk through with you.

The weakest link in building security is human behavior. We all play a part in keeping the building and our fellow neighbors safe.

Front Door Security

- When you are entering the front door of the building be sure to not let anyone else in unless you know they live in the building.

In Case of Emergency / Alarms

- If you as a resident hear the alarm, you should contact Coast (during daytime, that would be Nicki or Tim)
- After-hours, such as 5am on a weekday, and on weekends call 971-915-1858.
- When you call please leave a voicemail and it will route to the person on call. The building engineer will call as soon as he gets the call. Please wait at least 20 min before you attempt to call again.
- If you have any trouble reaching us, please send an email and one of our managers will contact you right away. coastpdx911@coastmgt.com
- We do not advise going to check alarms out yourself, in case there is a crime in progress / dangerous situation.
- **If you witness a crime in progress, you should get to a safe location and then call 911.**

We all love our community and neighborhood, and want to keep it clean, secure, and livable. With that in mind, below are resources to contact if you see something that threatens the collective safety and peace.

WHO TO CALL?

Emergency Police #: 911

Non-Emergency Police #: 503-823-3333

Excessive Noise Issues #: 503-823-7350

Graffiti Hotline #: 503-823-4842

(IF the Graffiti is on OUR building please put a work request on BuildingLink)

Illegal Camping #: 503-823-4000

Animal Services #: 503-988-7387

CCC Trash Pickup #: 503-224-7383

Coast Management (for other): #503-267-2009

WHAT TO REPORT?

- What activity is taking place?
- How many people are involved?
- What do they look like?
- What are they wearing?
- Is there an identifiable structure?
- TAKE PICTURES IF POSSIBLE AND ALWAYS BE SPECIFIC!

Most important is Safety, Crime Prevention, Sanitation and Security in our Community!