

Gabriel Commons Association
FAQs for New Owners
4/22/26

This document, and other current information, can be found on the Gabriel Commons website, www.gabrielcommons.org.

Welcome to Gabriel Commons! We hope you enjoy living here. These FAQs concern information that previous new owners have told us they would have appreciated knowing immediately after their home purchase. The sources for this information are the Gabriel Commons governing documents (the Declaration, the By-laws, and the Rules).

Note: These FAQs are not a substitute for our governing documents. Please read the latter in their entirety as soon as possible.

Our complex is managed by an elected Board of Directors, who employs a management company, AMS-NW, to take care of our finances and maintenance. Owners must access the AMS-NW portal (<https://ams-nw.com/>) in order to set up monthly fee payments, read monthly budget reports, and request maintenance and repairs.

Contact information for AMS-NW is as follows:

Gabriel Commons HOA
16520 SW Upper Boones Ferry Rd, Suite 250
Portland, OR 97224
<https://ams-nw.com>
Tel: 503-858-1219

1. Is there anything I need to do right after I buy my condo?

Yes! Within 30 days of closing, you must submit to the Board:

- a. A completed Mortgage Information Form; and
- b. A completed Unit Owners Insurance Information Form.

You can find these forms on the Gabriel Commons website, www.gabrielcommons.org.

2. What if I want to do remodeling at my condo before I move in?

Before you start any work, you must submit to the Board the following:

- a. A completed Architectural Review Request (ARR) form. You can find this form on the Gabriel Commons website. Please submit the completed form to AMS-NW.
- b. Any and all City of Portland permits that are necessary for your project. To find out about permits, go to: <https://www.portlandoregon.gov/bds/index.cfm?a=93126>.

After the work is completed, you must submit any and all applicable inspection reports to AMS-NW.

Note: Gabriel Commons unit owners must use only licensed and bonded contractors unless they are going to do the work themselves. (By-laws 8.10)

3. What if I plan to rent out my condo?

No more than 35% of our units may be rented at any one time. (Section 7.2.1 of By-Laws)

As the owner and landlord, you must:

- a. Provide the Board with names and contact information for your renters.
- b. Ensure that your renters obtain insurance to cover their personal property.
- c. Ensure that your renters comply with the Gabriel Commons General Rules and the Pool Rules. You, as the owner, are responsible for any infringements by your renters.

4. Are there any rules about pets?

Yes! If you or your tenants or guests have pets, please note:

- a. Pets may not roam at large
- b. Pets must be on a leash when outdoors
- c. Owners must pick up their pets' droppings

Note: Coyotes have frequently been sighted in the Commons, presenting a danger to unattended pets.

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5. Where can I park? Where can my tenants and guests park?

- a. You and your tenants must park in the spaces in front of your garage. Do not park in the Guest Parking spaces.
- b. The Guest Parking spaces are for your guests, and for any contractors or service people you hire to work on your unit.
- c. If there are no Guest Parking spaces available, guests and contractors and service people must park in your driveway or on Canby St.
- d. No one may park anywhere along the circular roadway that provides access to our complex. This roadway is designated as a fire lane and must be kept clear at all times for access in case of fire or other emergency. By parking along the roadway, you are possibly endangering others in our community if emergency vehicles cannot get through, plus risking a fine of up to \$500.

Note: You, as the owner, are responsible for any parking infringements by your guests, tenants, and service people.

6. What if my condo needs repairs or maintenance?

Please sign into the AMS Northwest portal (<https://ams-nw.com>).
Then click on Maintenance and Submit New Request

7. What about garbage, recycling, and yard debris?

- a. Each unit has a gray bin for garbage, a yellow bin for glass recycling, a green bin for yard debris/compost and a blue bin for commingled recycling.

b. Garbage pickup day is every other Friday. Recycling and yard debris pickup day is every Friday. Garbage is usually picked up very early. A good rule is to have your garbage out the night before pickup day.

c. Please bring in your garbage and recycling containers on the same day as pickup. If you will not be home to do that, please arrange for a neighbor to do it for you.

d. For information as to what can be placed in garbage, recycling, and yard debris/compost containers, please refer to the recycling information provided by Waste Management.

8. How do I access the swimming pool? What are the rules?

a. Normally the pool opens around Memorial Day and closes sometime after Labor Day, depending on weather and attendance.

b. The gate to the pool is kept locked when no one is using the pool. Residents are provided with the combination; please do not share it with nonresidents. Lock the gate if you are the last person to leave.

c. Residents must accompany their nonresident guests at the pool unless special arrangements have been made. For more information, refer to the Pool Authorization Request Form on the website under Pool.

d. Please sign in on the sheet posted on the pool house door.

e. Please read and observe the Pool Rules also posted on the pool house door.