

Gabriel Commons Association Information for Owners March 2026

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.

- 1. Documents:** For your information and convenience, this packet contains:
 - a. A directory of owners and residents.
 - b. The Gabriel Commons General Rules (these apply to all owners, residents and guests).
 - c. The Pool Rules.
 - d. The current Declaration of Unit ownership.
 - e. The current By-Laws.
 - f. The current Resolutions.
 - g. Forms and Community Information
 - An **Architectural Review Form**, to be used if you are planning to make modifications to your unit.
 - An **Architectural Review** summary of condo rules related to homeowner improvements.
 - **Information about Association Management Services NW**, our property management company.
 - A **Mortgage Company Information Form**. Please fill this out and submit it to the Board within 30 days of closing.
 - An **Insurance Information Form**. Please fill this out and submit it to the Secretary within 30 days of closing.
 - A **Storage/Minor Alteration Request Form** to use if you want to seek permission to store personal items in the attic or crawlspace adjacent to your unit.
 - A **Pool Authorization Request Form** to use if you want to authorize nonresident guests to use the pool without your presence.
 - h. General Information
 - Link to the city building permit guide
 - Trash, recycling, compost, and yard debris
 - A list of local service providers
 - Information about Multnomah Village

If you can't find a document, or want to check for the latest version, all items except are posted on the GCA website.

2. Board of Directors: The five-member Board of Directors, elected by the homeowners, is the governing body of the Gabriel Commons Association. Each member serves a term of two years. The terms are normally staggered to provide continuity, so that each year there are either two or three positions vacated by Board members whose terms have expired. New Board members to fill these positions are elected at the Annual Meeting. Current Board members are identified in the Directory and on the website.

3. Board Meetings: The Board of Directors meets every month or as needed. The date, time, and location of each Board meeting is announced in the previous meeting's minutes, distributed to unit owners, and posted on the GCA website. In addition, the Board sends email notifications about upcoming meetings. Homeowners are encouraged to attend the Board meetings.

4. Annual Meeting: There is one annual meeting of the homeowners; the actual date and time for the upcoming year are posted on the GCA website calendar and in the Board minutes. The Board sends announcements to homeowners prior to the meeting. New Board members are elected at the Annual Meeting. In addition, the Board reports the year's activities and expenditures and may recommend changes to the monthly dues, reserve fund contributions, and special assessments, if any. We urge all homeowners to attend, participate, and vote. If you are unable to attend, there is a mechanism for you to submit your proxy or an absentee ballot.

5. Association Dues and Fees: Each owner is assessed annual Association Dues, payable by the month, which cover operating expenses including, among other things, HOA insurance, maintenance and repairs, garbage and recycling, water and sewer. Each unit also contributes to the Association Reserve Fund, which ensures that funds will be available for future replacements and major repairs of our buildings, infrastructure and grounds. In addition, special assessments may be made from time to time for particularly costly investments.

6. Property Management: The Board of Directors has contracted with Association Management Services NW to provide all financial management, 24/7 common area emergency service response, information requests, and referrals for service vendors. AMS-NW is the agency that collects our dues and pays our bills. Monthly payments can be paid by check or automatic withdrawal from the account of your choice. For more information, refer to AMS-NW under Forms and Community Information in this Handbook.

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

8. Social Events: You are cordially invited to our social events.

The Social Committee distributes email announcements of the events, with details, just prior to each of these events, which are:

- **Summer Pool Socials:** At various times during the summer, announced by the Social Committee. Participants gather at the pool for drinks, potluck snacks, socializing, and swimming.
- **Halloween Party:** Usually the Saturday before Halloween. Spooky beverages are served and prizes are awarded for the best costumes. Children are especially welcome at this party.
- **January Progressive Dinner:** On a Saturday late in January, but subject to change. Residents volunteer their homes for one course of a dinner, and participants go from house to house consuming the various courses. Each participant contributes in some way – providing their home, bringing some food, or helping to host.

No-host Happy Hours on the South Lawn during the summer.

Occasional summer croquet games on the lawn West of the entrance driveway

Occasional concerts during Happy Hour

9. Work Parties: You are cordially invited to participate in work parties. Past work parties have raked leaves, cut blackberries, planted native plants, and readied the pool for opening and closing. You have an opportunity to do your part to help our community while enjoying the camaraderie of your neighbors. At a minimum, work parties include the following:

- **Pool Opening:** Usually on a weekend prior to the actual opening of the pool, but after the winter pool cover has been removed. Activities include readying the pool for opening; cleaning the pool deck; getting out the furniture, cleaning it, and setting it out; cleaning the restroom and stocking it with supplies; cleaning the pool house and tidying it up; and cleaning the sink and refrigerator.
- **Pool Closing:** Occurs soon after the pool has officially closed for the season (Labor Day, or later if good weather continues) Activities include organizing the pool house and storing furniture, toys and equipment, winterizing the pool, and installing the winter cover.

- **Naturescaping/Landscaping:** Activities include planting, digging, moving soil and rocks, and whatever is needed to implement various projects throughout the Commons.

10. Garbage and Recycling: Waste Management provides garbage, recycling, and yard debris/compost pickup. Each unit is allowed to put out one garbage can, one blue recycling bin, one glass bin and one yellow bin for glass recycling. We encourage everyone to recycle as much as possible. Garbage, yard debris/compost and recycling cans should be stored out of sight except on pickup day. Please take them in by the end of the day of pickup. If you will not be home to take them in, please arrange for a neighbor to do this for you. Currently, garbage pickup day is early every other Friday morning and recycling-compost/yard debris day, every Friday. Bad weather and holidays may delay pickup by one or more days. You are advised to have your garbage can out by 6:00 AM. If you have questions or issues, please contact Waste Management, Inc. 503 823-7700; Curbside Hotline 503 823 7270; website <http://wmnorthwest.com/portland/>

11. Parking: Please note these important regulations regarding parking.

Do not park along the circular roadway that accesses our units. This roadway is reserved by the city as a fire lane, which must be kept clear to provide access by fire trucks in the event of a fire. Violators compromise the safety of our homes and risk a fine of up to \$500 and/or having their cars towed.

- **You are responsible for ensuring that your guests and any service people you engage do not park along the roadway.**
- We are required to maintain a 20-foot wide passageway at every part of our roadway at all times. Violators are subject to fines.
- Guest parking spaces are reserved for guests **only** and **not** for owners or their tenants.
- Please park in your driveway, garage, or carport, and not on the roadway or in the guest parking spaces, as stated in the General Rules.
- Your guests and service people should park in your driveway, in the guest parking spaces, or on Canby Street.
- Some residents negotiate with their neighbors to use their extra parking spaces.

12. Speed Limit: Note that we have a 10 mph speed limit within the Commons. Please protect our children, pets and other pedestrians by observing this speed limit.

13. Pets: The Association permits dogs, cats, and birds, provided they do not run at large, as stated in the General Rules. Dogs must be kept on a leash, and you must pick up after them while on Commons property. Your dog must not be allowed to bark repeatedly if this results in written complaints from your neighbors. Cats must be kept indoors or on a leash.

14. Committees: These committees help with various aspects of Association operation.

Pool Committee: Maintains the pool throughout the year. Handles seasonal opening and closing of the pool; organizes volunteer maintenance teams; schedules daily chemical testing of the pool; monitors equipment; arranges replacement and repair of components. Meetings are once or twice a year or as needed.

Social Committee: Maintains the Owner's and Renter's handbooks; welcomes new owners and residents; organizes social events, such as the Pool Socials, the Halloween Party, and the Holiday Progressive Dinner; sponsors work parties on its own initiative or at the request of the Board or another Gabriel Commons committee. Meetings are once a month.

Landscaping Committee: This committee creates, updates, and maintains a landscaping plan for Gabriel Commons. The Committee monitors the appearance and health of the landscaped areas and makes recommendations. Committee members assist with managing the yard crew that does the mowing and blowing. The Committee also meets with professionals hired by the Association to do tree work, and acts as consultant for any landscaping issues. Meetings are once a month.

Owners are invited to become members of any of these committees; contact a Board member if you are interested. Owner participation is encouraged and is important to maintaining and enhancing our Commons.

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

- The pool gate is kept locked at all times. You can access the pool using the lock combination, which changes every year and is provided to owners and residents by the current Pool Chair.
- Please review the Pool Rules prior to using it.
- Note that residents must accompany any guests unless special arrangements have been made. For more information, refer to the **Pool Authorization Request Form** under **Forms and Community Information** in this handbook.
- Children under 14 must be accompanied by an adult owner or resident (age 18 or more).
- Our pool is entirely maintained and operated by resident volunteers. We urge you to consider joining the Pool Committee and/or the Pool Team, which performs daily tasks, such as opening and closing the pool for the day and performing chemical tests. No experience is necessary; training is provided, and help is always needed and much appreciated. If you use the pool or plan to use it, we urge you to contribute to its maintenance by joining the Pool Committee.

16. Rentals: If you plan to rent out your unit, please note the following:

- **The number of units that can be rented at any one time is limited by our By-Laws (section 7.2). No more than 35% of the units may be rented at any time.**
- **You must apply to the Board for permission to rent your unit. The Board must approve your request if it will not exceed the limit. If the limit is already reached, your request will be put on a waiting list. For more details, see By-Laws, section 7.2.**
- It is your responsibility to provide the Board with the names of all persons who will occupy your unit, along with telephone numbers and e-mail addresses.
- You must ensure that your renters have Renters Insurance, and provide this information to the Board.
- You are responsible for ensuring that your tenants comply with all GCA rules and regulations, which are found in the General Rules. Particularly noteworthy are the rules about parking, garbage containers, and pets.
- Renters may receive periodic e-mailings (for example, the Directory, announcements of social events and work parties, and other announcements as applicable).

17. Sale of unit: If you sell your unit, when the sale is complete you must provide the Board with the new owner's name and contact information.

18. Other rules that apply to all owners, residents and guests: These are given in the By-Laws, Declaration, Resolutions, General Rules, Pool Rules and Board minutes to be found on our website, www.gabrielcommons.org .

19. Help or Questions: The Social Committee is here to help you become integrated into our community. Please feel free to call us with any questions you might have. For a list of current Social Committee members, contact one of the Board members.