

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.

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 Insurance Information Form.

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

2. What if I want to do remodeling or other work on my condo before I move in?

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

- a. A completed Architectural Review Request (ARR) form. You can find this form on the Gabriel Commons website. Please send the completed form to Gabriel Commons Home Owners' Association, PO Box 19801, Portland, OR 97280 for processing and approval by the Board. For questions, contact the Board of Directors at the following link:

<http://gabrielcommons.org/contact/>.

- 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 Gabriel Commons Home Owners' Association, PO Box 19801, Portland, OR 97280 .

Note: Gabriel Commons unit owners should use only licensed and bonded contractors.

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

- a. It is strongly suggested that you encourage your renters to obtain insurance to cover their personal property.
- b. You must ensure that your renters observe the Gabriel Commons General Rules.
- c. 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.

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 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 condo owner, are responsible for any parking infringements by your guests, tenants, and service people.
6. What if my condo needs repairs or maintenance?
- Repairs and maintenance are handled by our maintenance company, MR Maintenance. To submit a maintenance request, go to <http://gabrielcommons.mrmaintenance.org/>.
7. What about garbage, recycling, and yard debris?
- a. Each unit has a green bin for garbage, a yellow bin for glass recycling, and a blue bin for commingled recycling.
 - b. The complex has a total of six green yard debris bins, scattered throughout the commons, which are for the use of all residents. Do not put pet waste or household garbage into these bins.
 - c. Waste Management does not provide composting service, because Gabriel Commons is designated as a commercial account.
 - d. Garbage pickup day is Thursday; recycling and yard debris pickup day is Friday. Garbage is usually picked up rather early. A good rule is to have your garbage out by 6:30 AM.
 - e. You must 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.
 - f. For information as to what can be recycled, please refer to the recycling information provided by Waste Management.
8. How do I access the swimming pool? What are the rules?
- a. 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; and lock the gate if you are the last person to leave.
 - b. Residents must accompany their nonresident guests at the pool.
 - c. Please sign in on the sheet posted on the pool house door.
 - d. Please read and observe the Pool Rules also posted on the pool house door.