

Gabriel Commons Association Information for New Owners April 2019

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 Superior Community Management**, 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
 - Permitting
 - Garbage and recycling
 - 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 (a) 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.

3. Board Meetings: The Board of Directors meets every month. 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. 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 often recommends 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 Superior Community Management to provide all financial management, 24/7 common area emergency service response, information requests, and referrals for service vendors. Superior 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 Superior Community Management under Forms and Community Information in this Handbook.

7. Maintenance and Repair: The Board of Directors has contracted with Mr. Maintenance, www.mrmaintenance.org, to provide us with maintenance and repair services. To submit a maintenance or repair request, go to www.gabrielcommons.org/

Community Information/Maintenance & Repair Request, fill it out, and submit it electronically..

8. Social Events: You are cordially invited to our social events. The actual dates for each year are set by the Social Committee and are posted on the GCA website calendar. 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.

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 pickup. Each unit is allowed to put out one garbage can, one blue recycling bin, and one yellow bin for glass recycling. The Association is billed for extra garbage cans, and the billing is passed on to the owner. We encourage everyone to recycle as much as possible. Garbage 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 Thursday and recycling day, Friday. Bad weather and holidays may delay pickup by one or more days. You are advised to have your garbage can out the night before pickup. 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. Yard Debris: There are three green yard debris bins located around the property; these are for the common use of Gabriel Commons residents and owners. (Our current landscaping contracting company hauls away its own debris at the end of each day, so they don't normally use our bins.)

- Please put your yard debris inside one of the green yard debris bins, and not in a pile or plastic bag beside the bin.
- Do not use your own yard debris bin, because doing so will incur extra charges by the garbage company, which will be passed on to you.
- Do not use these bins for pet waste.
- We can now add the following compostable items to the yard debris bins: Food scraps, eggshells, coffee grounds, paper napkins, paper towels, coffee filters, and tea bags. Put these items into a green composting bag before putting them in the yard debris bins.
- Leave the yard debris bin where you found it.

12. 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 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 in the event of a party.

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 should be kept indoors.

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.

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.

Reserve Study Committee. Meets every 4-5 years when a major Reserve Study is authorized by the Board. Assists the Board in fulfillment of its duties under state law with respect to reserve funding and planning. The full Board and a representative from property management sit on the committee. The Committee studies the current reserve categories and makes recommendations for the next five years to maintain, improve and plan for our infrastructure and grounds.

Governing Document Review Committee. Assures that the Governing Documents (the Declaration of Unit Owners, the By-laws and the Rules) are current with state law and remain relevant to the needs of the Gabriel Commons

Association. The Committee is charged with reviewing the current Governing Documents and Oregon Revised Statutes, Chapter 100 and making recommendations about the need for amendments or revision.

Emergency Preparedness Committee. Assists the owners and residents of Gabriel Commons in preparing for a natural disaster. In particular, the Committee reviews our master insurance policy to identify any changes needed to insure against natural disasters; calls meetings of the community to discuss appropriate response to disaster and actions that can be taken by individual owners to prepare for them; invites experts to these meetings; makes recommendations to the Board about actions needed to secure our buildings and prepare for a community response to an emergency.

Financial Task Force. The task force is charged with looking into how to finance the cost of siding replacement and seismic upgrades if and when these projects are approved by the owners.

Naturescaping/Landscaping: This committee is focused on naturescaping, which emphasizes native plants and trees in relatively naturalistic settings. The areas of Committee interest are those that are now predominantly populated by native species, including most of the central area (except lawns), the areas north and east of our roadway, and the area between 3851 and the roadway, Objectives are to reduce the need for maintenance, to reduce water runoff during heavy rains and direct water away from foundations and erosion-sensitive areas, and to help us to be environmentally friendly.

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:

- 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, most of 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.