



Welcome Packet

We, as the Board of Directors of the Oak Park Townhouses and Homeowner's Association would like to welcome you to our community.

Our board is:

President	Karen Romero
Vice President	Rory Randall
Treasurer	Michael Shuttleworth
Member at Large	Diana Strand
Member at Large	Paul Avallone

Our Board of Directors meets on the 3rd Wednesday of every month via Zoom.

We welcome all our members at the meetings. It is a chance to learn more about our community and perhaps to help.

Our management company is:

Sterling Management Group

977 Willagillespie Road, Eugene, OR 97401

Kendall Williams, Katie Yow and Billy Benner

Kendall@sterlingmanagement.net /

Katie@sterlingmanagement.net /

Billy@sterlingmanagement.net

If you would like to be on the email distribution list for notices, please contact Sterling Management.

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Please visit our new website at www.oakparktownhouses.com

Rules and Regulations for Oak Park Townhouses Association

1. **SPEED LIMITS:** Maximum speed allowed in the complex is 10 mph.
2. **PARKING:** Oak Park residents may park only in their designated spots (in proper carports or garages. Cars may be parked in front of garages, if they do not stick out into roadways, but parking inside the garage is preferable. Please limit parking in visitors to 24 hours. Never park where it blocks emergency vehicles!
3. **PETS:** Dogs and cats are welcome, but owners are responsible for cleaning up all waste. There is a \$50 fine if you do not clean up after your pet. The City of Eugene leash laws mandate that all dogs must be on a leash. Please consider others---use a leash and clean up after your pets.
4. **NOISE RESTRICTIONS:** It is our policy to restrict loud music, television, and loud parties after 10 p.m. Please respect others.
5. **TRASH & RECYCLING:** Units #1--6 & #37--73, please store your trash and recycling bins out of sight, to improve the appearance of the complex. Units #7--36 & #74 follow Recycling Rules on the two recycling areas for your use.
6. **WORK REQUESTS:** Notice some work or repair that needs to be done in the common areas of the complex? Please contact Sterling Management, or place a service request through your online portal. Be sure to include your name and unit #. Please refer to page 6 for maintenance responsibilities if a service request pertains to your own home.
7. **CHANGES TO THE UNIT EXTERIOR:** Please do not make changes to the outside structure of your unit. This includes additions, paint color, fencing, gates, and any other modification to your unit. We are trying to maintain the architectural character of the Community. Satellite dishes are only approved if on the deck of the residence, and no dishes may be attached to the outside of the unit. This can cause damage to the outside structure of the building.
 - a. We have an Architectural Committee that will be glad to assist you. Complete the form following the instructions. With any request for exterior changes please include maps, diagrams, or drawings to clarify your request.
8. **HOA DUES:** We cannot operate without your due's payment each month. The dues payment operates the pool, provides exterior maintenance, landscaping, sewer, and water. All dues are payable monthly to Sterling Management. There is a direct payment form included for your use.
9. **WATER CONSUMPTION:** Water consumption is an increasing expense for the Association. There was an increase of over 26% in 2014. Please consider your water usage.
10. **FIREPLACES:** It is the homeowners' responsibility for annual preventative chimney cleaning. Chimneys that are not maintained can cause fires. If you have a fireplace and wish to make any changes, contact Sterling for details prior to any work!!

Rules and Regulations for the Pool & Sauna

- **There is no lifeguard at any time.** Use of the pool and pool area is at your own risk.
- The pool is for residents.
- Anyone 14 years and under **must have** an adult present while in the pool area.
- Babies and toddlers must wear specific swim diapers. Normal diapers are not allowed due to sanitary purposes.
- Proper swimwear is required for use of the pool and sauna.
- The use of deck chairs and tables is on a first-come first serve basis.
- Running, rough housing or horseplay is **not allowed**.
- No bicycles, motorized toys, skateboards or similar items are allowed in the pool area.
- **No diving** into the pool is allowed.
- **No pets** of any kind are allowed in the pool area or the pool.
- Food and beverages are allowed in the pool area but not inside the pool. No glass containers of any kind are permitted in the pool area. Please clean up after yourself.
- **No alcohol** is allowed in the pool area.
- Absolutely no smoking or vaping around the pool or within the facilities.
- No personal barbecues are to be brought to the pool area.
- Very important -Please use waterproof or water resistance suntan lotion only. **Absolutely no baby oil.** Baby oil/lotion/etc. are very damaging to the pool water and equipment.
- Please shower prior to use of pool or sauna. Showers are located in the bathrooms of the east entrance of the rec room.
- Anyone not able to swim on his or her own is required to wear a life jacket or similar device.
- The pool and sauna cannot be rented for private use.
- No electrical items are permitted in the pool area except by the use of maintenance personnel.
- Please limit your guests to 4 people. Residents must accompany guests.
- The pool divider must always be connected across the pool, unless you are swimming laps. If you move the divider, please return it when your laps are completed.

**Any person not observing the pool and sauna rules will receive a warning letter.
Further infractions will result in their key to the pool being confiscated.**

****Very Important!!** Call 911 in an emergency!**
Swim safely and have fun.

Instructions for the Recycling Centers

The recycling areas are for the exclusive use of Oak Park member Units 7-36 & 74. Royal Refuse is your service provider, and these are the following instructions under our agreement to provide garbage and recycling service.

Plastics: Rinse and clean containers and discard lids. No need to remove labels.

Aluminum and Tin Cans: Rinse and clean containers thoroughly. No need to remove labels.

Office paper, Newspaper and Magazines: Must be clean and free of food residue. Do not put used paper towels and tissues in the recycle bin.

Cardboard: Flatten all cardboard boxes and remove tape.

Glass Bottles and Jars: Rinse and clean containers and discard lids. No need to remove labels. Place your glass in the blue, "glass only" bin for recycling.

Hazardous Waste: Do not dispose of hazardous waste in this recycling area. Please contact Royal Refuse for instructions. No petroleum products, paint, pesticides, herbicides, solvents, or thinners.

The recycling center is provided for the disposal of daily household garbage. The following disposal is not allowed and is the responsibility of the resident.

- Furniture
- Christmas trees
- Hazardous Waste
- Appliances

Please use your good judgment and respect your neighbors. Everything you place in the recycling area must fit in the bin and meet the requirements as described above.

Residents have been disposing of furniture and other large items that do not meet the criteria for our recycling area. Please report any issues that you may observe to Sterling Management Company. If this continues, it will increase the cost of your garbage bill, as the Association will be billed additional disposal fees.

Thank you for your cooperation. The recycling areas have been successful in improving the appearance of the property.

Maintenance Responsibilities

From the board Oak Park Townhouses Homeowners' Association

The Board of Directors received a request for an easy reference designating the responsibility for property maintenance. Please see the list below and always refer to the By-Laws of the Association for further clarification.

Maintenance	Homeowners' Responsibility	HOA Responsibility
Roof and Gutter Cleaning		HOA
Patios Front and Back	Homeowner	
*Decks	Homeowner	
*Windows	Homeowner	
*Exterior Doors	Homeowner	
*Outdoor Lighting on Buildings	Homeowner	
**Interior Mechanics of each unit	Homeowner	
Chimneys, Exterior		HOA
***Chimneys Interior, Annual	Homeowner	
***Dryer Vents, Annual	Homeowner	
Outdoor Lighting Common Areas		HOA
House Numbers		HOA
Exterior Painting		HOA
Landscape in Common Areas		HOA
*Landscape in Private Areas	Homeowner	
*Landscape on dividers between garages	Homeowner	
Irrigation Common Areas		HOA
Irrigation in Private Areas	Homeowner	
Water, Sewer and Storm Water		HOA
Curbs and Streets		HOA
Visitor Parking		HOA
Pool Maintenance		HOA
****Pool Supervision	Homeowner	
Insurance Buildings, Hazard		HOA
*****Insurance Unit Interior	Homeowner	

All maintenance items are () must be approved by submitting an Architectural Request form prior to any work performed. Work must be performed by a licensed, bonded, and insured contractor. The HOA reserves the right to maintain a uniform and cohesive appearance for the Oak Park property.

**All interior mechanical maintenance including hot water heaters, washer and dryers, kitchen appliances, toilets, and sinks are the responsibility of the Homeowner to perform regular maintenance.

***Interiors of chimneys and dryer vents are a fire hazard if not properly maintained. An annual inspection and cleaning are required to prevent chimney and dryer lint fires.

****Please read and observe the pool rules. There is no lifeguard on duty. It is the responsibility of each Homeowner to know the rules and follow them, keeping in mind the enjoyment of all residents.

*****All Homeowners are required to maintain an insurance policy covering the \$20,000.00 deductible of the Association and contents of their unit. Copy of the current policy must be on file with Sterling Management.

Information Regarding Garages and Carports

Assigned parking spaces are as follows.

Unit Number	Parking Space
Unit #7	H
Unit #8	J
Unit #9	K
Unit #10	L
Unit #11	M
Unit #12	N
Unit #13	EE
Unit #14	DD
Unit #15	AA
Unit #16	BB
Unit #17	CC
Unit #18	Z
Unit #19	Y
Unit #20	X
Unit #21	W
Unit #22	V
Unit #23	U
Unit #24	T
Unit #25	S
Unit #26	R
Unit #27	Q
Unit #28	P
Unit #29	O
Unit #30	D
Unit #31	I
Unit #32	E
Unit #33	C
Unit #34	F
Unit #35	B
Unit #36	A

Parking Designations

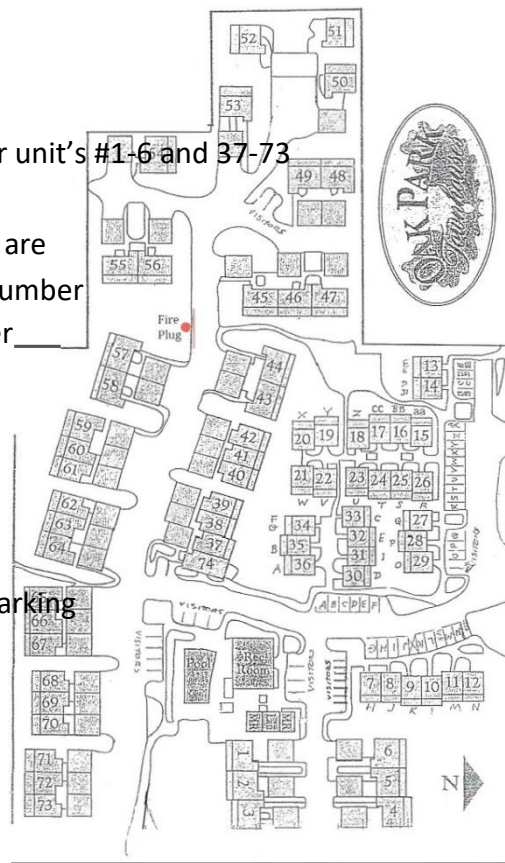
Parking is in garages for unit's #1-6 and 37-73

Carport parking spaces are marked with the unit number and parking space letter _____

Visitor parking is noted

10 MPH speed limit

Fire plug is noted, no parking



Parking on the Property at Oak Park

RESOLUTION OF THE OAK PARK TOWNHOUSES HOMEOWNERS' ASSOCIATION, INC.

Re: Parking on the property at Oak Park

No Parking in fire lanes. This includes all curbs on the property, as the streets are not wide enough to accommodate free flow of traffic.

Visitor parking is intended for Oak Park visitors. Any car left in a visitor's parking spot for more than 48 hours will be towed at the owner's expense.

No Parking in front of garages if vehicle will obstruct free flow of traffic. Parking in the garage is preferred and prevents vandalism and theft.

No resident shall obstruct the free flow of traffic to/from another unit's access at any time.

Carports are assigned to units. Unauthorized parking in another owner's space is prohibited. Unauthorized vehicles will be towed at the owner's expense.

No storage of vehicles is permitted on the property unless stored inside a garage.

No repairs and maintenance of vehicles to be performed on the property unless all work is done inside a garage.

It is preferred by the Association that with the increasing cost of water, an Association expense, vehicles are washed at a carwash that recycles the water, to keep our monthly assessments to owners at current levels.

The Board requires that owners comply with established parking rules. **The Board of Directors will in the future, expect all residents and owners to be informed of the rules. It is the responsibility of the homeowner to be informed of these rules and to ensure that any renters in their units are informed of these rules.**

Infractions of any rule as described above will be resolved as follows.

- First infraction will be a notification to the Owner of the infraction, with the opportunity to correct the problem.
- Second infraction will result in a \$50.00 fine to the Owner of the unit.
- Third infraction will result in a \$100.00 fine to the owner and the towing of the vehicle, with all towing expenses the responsibility of the owner.

The Board is authorized to tag vehicles not in compliance with above rules with a warning notice.

[Signed copy by board members is available on the website.](#)

Information Regarding Water Heaters

Recently, three water heater failures have occurred. This caused extensive interior damage. Since Oak Park was developed as a Homeowner's Association in 1998, it is important to check on the age and condition of your water heater.

- Make sure all piping is "code approved".
- Install a drain that will direct any water leaking from the hot water heater to the outside of your unit. (See below)

Helpful Hints:

Seriously, most people forget about their water heaters. Usually tucked away well out of traffic patterns in a storage closet, or in the corner of a garage, water heaters normally sit silently and do their jobs without a lot of fuss. But forgetting about them can be a big mistake.

What is the worst that can happen?

Unlike some systems in the house, when a water heater goes south on you, it does not always just stop working. In certain circumstances, you can find yourself standing in hundreds of gallons of water, the first 40 or so of which can be scalding hot. Worse yet you risk an explosion. A cold shower is looking rather good about now, eh?

Do not fret; this is just to impress on you the importance of keeping an eye on your water heater. An annual inspection, along with some simple, regular maintenance is usually all you need to worry about.

Preventative Maintenance and Safety

First, eyeball it. Water heaters have lots of rust protection inside, but little on the outside, so watch out for leaks. Also check for staining, flaking paint or corrosion on the surface of the tank. External rust can cause your tank to fail as well as internal rust.

Leaking tanks

Generally, this happens gradually, as the tanks age, and the water that leaks from the tank ends up on the floor, or in the drip pan under the water heater. Be sure there is a drip pan! The drip pan should have drainpipes attached to it to prevent it from damaging your flooring. Pan drains need to run (maintaining a positive slope) to a suitable location, where water will not damage the condo units.

Pressure---Temperature Relief Valves

The PTR valve is designed to open, and relieve excess pressure within the water heater, if the thermostat malfunctions. Unlike the gradually increasing flow caused by a leaking tank, when the PTR value opens, the water flow can be sudden and powerful. Therefore, if the PTR value is not connected to a professionally designed drainpipe, water can unexpectedly flood a home, damaging hardwood.

floors, vinyl flooring, carpeting, and even sheetrock walls, with no warning. Perhaps even worse, the floodwaters can damage other condo units in the same building, resulting in angry neighbors, and---possibly---legal action.

The drainpipe (3/4" diameter copper) should be installed to maintain a positive downward slope from the PTR valve to its outlet. The outlet should, ideally, be outside the building, with the end of the pipe pointing downwards, and no more than 6" above the ground, while keeping the length of the pipe as short as possible. Alternatively, the outlet can drain onto a garage floor instead of outside the building if the garage floor is lower than the floor inside the living space.

If the PTR valve is stuck in the closed position, thermostat malfunction can cause the water in the tank to boil, resulting in so much pressure that the tank can **explode**. While these explosions are uncommon, when they do occur, they can destroy buildings, and launch the water tanks as high as 1000 feet straight up. You did not misread that: **1000 feet!**

The reason these horrific explosions are uncommon is that properly functioning PTR Valves will prevent them. However, the PTR Valves *can* fail, usually due to mineral buildup, which can freeze them in the closed position. Therefore, it is *strongly* recommended that the PTR Valve be tested periodically. Various sources recommend testing them at one month, six months, or twelve-month intervals. Perhaps checking them every six months, when changing clocks and smoke detector batteries, would be an easy way to remember this simple test.

Important Safety Note: Hot water will drain from the line connected to the PTR valve when you open it. Make sure the drainpipe outlet is in a place where this water will not damage anything!

The testing procedure really is quite easy and straightforward. Rather than describing it, here are some handy---dandy links: <http://www.ksl.com/?sid=23271741> (Please note that the water heater in this video has no drain pan. This is only allowable if the water heater is in an area that won't be damaged by water, such as a garage) and <http://www.dummies.com/how---to/content/testing---your---water---heater---temperature---and---pressure.html>

NOTE: If you have never performed these tasks before, it is a good idea to hire a technician to do it for you the first time and ask them to show you how to do it yourself. While it is not excessively complicated, there are potential hazards involved. The risks of doing it incorrectly are great in comparison to a minimal service fee. When you see what is involved, you may feel confident that you can do it yourself; otherwise, let the pros do it.

Information Regarding Grills and Safety

PROTECT YOUR HOME AND SURROUNDINGS WHILE GRILLING



An increased potential for fire exists when precautions are not taken while using gas, charcoal and propane grills and deep fryers, especially in multi-family dwellings. Look at the potential fire hazards that can arise from improper use, as well as a list of ways to best protect your home and those around you.

Fire Hazards

- Windblown grill embers near structures
- Careless disposal of charcoal briquettes
- Igniting lighter fluid under porch overhangs
- Unattended grills that tip over
- Gas leaks, part failures, blocked tubes, cracked and brittle hose or overfilled propane tanks.
- Proximity to structures or combustibles, such as vinyl siding, wood decks and window coverings around open windows and doors.

Tips for Practicing Grill Safety

- Always use your grill on a non-combustible surface away from any buildings.
- Never operate a grill inside any building, such as a garage or shed.
- Only use approved propane tanks that have been filled by a professional.
- Never leave hot grills or other open-flame devices unattended.
- Routinely check all operating parts for wear and tear; replace when needed.
- If you live in a multi-family dwelling make sure to use your grill in the designated grilling area, away from decks, balconies, garages or any other location near a building. Make sure to review the grilling and storage guidelines put into place by our landlord or property manager.

*DISCLAIMER – For more information about American Family’s Safety Counseling Services visit www.amfam.com

Checklist for Owners of Rentals to Follow

Prior to renting your property the following is a list of requirements as per the Oak Park By-Laws. Please complete prior to occupancy.

Provide the following to the new tenant:

1. Copy of the By-Laws.
2. Welcome Packet
3. Current Tenant profile form (see below)

Provide completed copies of the following to Sterling Management:

1. Current tenant profile form (see below), which includes signed acknowledgment of receipt of the above information.
2. A copy of your current lease

Submit to Sterling Management

Property Owner Profile

Owner Name(s): _____ Unit Number: _____

Mailing Address: _____

Email Address: _____

Phone 1: _____ Phone 2: _____

Number of Occupants: Adults - _____ Dependents - _____

Number of Pets: _____

Type: _____ Size: _____ Description: _____

Type: _____ Size: _____ Description: _____

Emergency Contact Name and Number

Name: _____

Relationship: _____

Contact Info: _____

Auto Information

Make/Model: _____ Color: _____

License Plate: _____ Tags: _____

Make/Model: _____ Color: _____

License Plate: _____ Tags: _____

Electronic Mailing (email & text): _____ Yes _____ No

Mortgage (if any) Name and Contact Information: _____

Proof of Insurance – Policy Number: _____

Insurance Company Name and Phone Number: _____

“As per our by-laws, please add Oak Park, Care of Sterling Management Group, 977 Willagillespie Road, Eugene, OR 97401, as an additional interest to your policy.”

Tenant Profile

Owner Name(s): _____ Unit Number: _____

Property Manager (if any): _____

Contact: Phone - _____ Email - _____

Tenant Name(s): _____

Email(s): _____

Phone(s): _____

Number of Pets: _____

Type: _____ Size: _____ Description: _____

Type: _____ Size: _____ Description: _____

Emergency Contact Name and Number

Name: _____

Relationship: _____

Contact Info: _____

Auto Information

Make/Model: _____ Color: _____

License Plate: _____ Tags: _____

Second Auto if Applicable

Make/Model: _____ Color: _____

License Plate: _____ Tags: _____

Renter's Insurance Company and Policy Number: _____

Insurance Company and Contact: _____

Signature(s) of Receipt of Welcome Packet and Bylaws: _____

Submit to Sterling Management

Communication

The goal of the Board is to increase communication and information by email. Please take a minute to fill out the information below so that we can update and/or add your email to our files. This will provide you an opportunity to receive the minutes, notices, and information about the community by email.

- Your HOA Board

_____ Yes, I would like to receive emails about my community, Oak Park Townhouses

Owner Name(s): _____ Unit Number: _____

Mailing Address: _____

Email Address: _____

Telephone: _____ Cell: _____

For your privacy and security all Oak Park community email blasts are blind copied from Sterling Management and the Board.

Please visit our new website at www.oakparktownhouses.com

Oak Park Request for Approval Architectural Committee Application

Date Submitted: _____ Vendor: _____
Property Owner: _____ Name: _____
Property Address: _____ CCB: _____
Phone Number: _____ License: _____
Email: _____ Bond: _____
Project Duration: _____ Waiver of Liability: _____

My request refers to the following type of improvement(s) – (Check all that apply)

- ☐ Exterior finishes
- ☐ Fence/deck
- ☐ Landscape
- ☐ Patio covering/awning
- ☐ Other: _____

With this application, please include a simple drawing (see example) of where work will take place on your property in relation to your lot line and home. If you plan on building **ANY** structure, please include the following information:

- Measurements (height, width, depth)
- Color (paint/stain samples)
- Type of material(s) used
- Design (sample photo)

Approval is based on conformance with the “Declaration of Protective Covenants, Conditions and Restrictions” (CC&R’s) and neighborhood aesthetics. Approval by the Architectural Committee is not representation of the structural integrity of a project; drainage issues and existing slopes are crucial elements of exterior changes and should be strongly considered in the installation of any materials.

I understand the approval of the Architectural Committee (AC) must be obtained before I can proceed with any project. I understand that approval by the (AC) does not constitute approval by the local building department or any other agency which may require prior approvals. I understand that I must re-submit for approval if any changes/modifications are to be made. I agree to complete the improvements promptly and respectfully, minimizing neighborhood disturbance as much as possible.

Date: _____ Homeowner Signature: _____

	Architectural Committee Decision (AC Use)
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Dear Homeowner,

To protect the harmony, curb appeal and property values of the community certain regulations have been incorporated into the "Declaration of Protective Covenants, Conditions and Restrictions" (CC&R's). It is your obligation to comply with all the documents and procedures established for Oak Park Townhouses.

The Architectural Committee (AC) must approve **ANY** exterior improvements **PRIOR** to commencement of the work. "Request for Approval" shall be submitted as follows:

- Complete the attached application.
- Prepare a written description of the project (including measurements and materials used)
- Prepare a visual description of the project (including site plan, see example below) and sample photos of design and color, if applicable.
- Once application and supporting documentation are complete, submit the application packet to Sterling Management Group at 977 Willagillespie Road Eugene, Oregon 97401

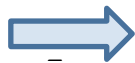
Below is an excerpt from the Oak Park CC&R's regarding the submission and approval process for the AC.

Submission of Plans

Before the initiation of construction upon any lot the owner thereof shall first submit to the AC a complete set of plans and specifications for the proposed improvements, including site plans, grading plans, landscape plans, floor plans depicting room sizes and layouts, exterior colors and any other information deemed necessary by the AC for the performance of its function pursuant to the procedure outlines in the architectural manual. In addition, the owner shall submit the identity of the individual or company intended to perform the work projected commencement and completion dates. All documents of bond, insurance, and general contractor license.

Plan Review

Upon receipt by the AC of all the information required, it shall have twenty one days in which to review said plans and present to the Board, the proposed improvements will be approved if, in the sole opinion of the AC's review and the Board's approval 1) the improvements will be of an architectural style and material that are compatible with the other structures in the property 2) the improvements will not violate any restrictive covenant or encroach upon any easement or cross building set back lines 3) the improvements will not result in the reduction in property value, use or enjoyment of any of the property 4) the individual or company intended to perform the work is acceptable to the AC and 5) the improvements will be substantially completed including all cleanup, within 3 months of the date of commencement. If the AC fails to issue the Board's written approval or rejection within twenty-one days of its receipt of the last of the materials or documents required to complete the owner's submission the Board's approval, shall be deemed to have been granted without further action.



Start Date: _____
Completion Date: _____
Architectural Committee Final Inspection: _____

