



Fountains at Summerfield Condominiums

Welcome Homeowners!

This section contains basic information about our wonderful condominium association.

Please visit the clubhouse office to pick up a key to the clubhouse. The clubhouse staff will also provide a Summerfield phone book. There is also an annual assessment for the Summerfield Civic Association due at the beginning of the year. If you have questions regarding the yearly assessment, please contact the Summerfield office at (503) 620-0131.

Page 2 – Monthly assessments are due on the 1st of every month. The assessment includes water/sewer, television basic cable, garbage/recycling, outside lighting, monthly entryway cleaning, outside windows, landscaping, building and street maintenance, and insurance.

Page 3 – Collection Policy outlines late fees and interest charges.

Page 4 – Miscellaneous rules and resolutions that have been adopted by the Board.

Page 5 – Homeowners and association responsibilities.

Page 6 – Recommended maintenance and service providers.

American Benefits is our insurance carrier; homeowners are responsible for insurance for unit interiors and personal belongings.

New owners will call Comcast Cable at 1-888-824-8264 to have the cable turned on; our account number is 8778103030229301. You will not be charged for this service; be sure to tell them that you are in the Fountains at Summerfield and that you fall under our Homeowners Contract. Comcast does charge a minimal fee if you require assistance in connecting the cable box.

· **Chair - Barbara Stayton 503 968-0738** · **Treasurer - Donna Allen 503 351-5651**

· **Secretary - Carolyn Fennern** · **Landscaping - Maryann Smith** · **Maintenance - Glenn Jay**

Located at Summerfield Drive and 114th Court Tigard, Oregon 97224

Mailing address: 15685 SW 116th Avenue PMB 105 King City, Oregon 97224

MONTHLY ASSESSMENT

The monthly assessment for the Fountains of Summerfield is \$245. The fee is due by the 10th of each month. Please mail to:

**The Fountains PMB105
15685 SW 116th Avenue
King City, OR 97224**

If you have questions regarding additional payment options, please contact Treasurer Donna Allen at (503) 351-5651 or email to fountainstreasurer@yahoo.com.

<u>Amount</u>	<u>Expense Per Unit – Per Month</u>
\$5.60	Outside Lighting/Electricity
\$58.98	Water/Sewer
\$7.86	Pride Disposal Garbage/Recycling
\$34.23	Lawn Service& Trimming
\$10.60	Plants/Trees/Irrigation Maintenance
\$8.04	General Building/Grounds Maintenance/Repair
\$2.22	Gutter Cleaning/Repair
\$0.38	Lighting-Outside/Hallways/Doorbells
\$2.46	Entryway Cleaning
\$1.71	Window Cleaning
\$0.74	Pest Control
\$27.11	Comcast Cable
\$3.01	Professional Fees
\$12.62	Building/ Liability Insurance
\$0.36	Board Office Supplies
\$0.58	Annual Meeting & Picnic
\$0.05	Miscellaneous
\$67.10	Reserve Transfer
\$0.44	Tax - Federal
\$0.15	Tax - State of Oregon
\$0.76	Contingency Fund
\$245.00	TOTAL

COLLECTION POLICY

1. **AMOUNTS PAYABLE TO THE ASSOCIATION** include, but are not limited to, regular assessments, special assessments, repairs to the common area that are an owner's responsibility, legal fees and other costs associated with collection of funds on behalf of the Association.
2. **PAYMENT SCHEDULE.** The regular assessment is due and payable on the first of each month and, if not received or postmarked by the tenth of the month, will be considered past due.
3. **LATE FEES, NSF & INTEREST CHARGES.**
 - A late fee of \$25 will be charged after the 10th of the month on all delinquent balances.
 - A \$10 NSF (Non-Sufficient Funds) charge will apply to any returned check.
 - Any balance older than 30 days will incur a further charge of \$25 per month until paid.
 - In the event that a unit owner fails to pay an installment of an assessment when it is due, the Board may, after 10 days written notice, declare the defaulting unit owner's entire annual or special assessment due immediately and interest thereafter shall accrue on the entire assessment at twelve percent (12%) per annum until paid. (Bylaws, Article VIII, Section 5) The late fee continues to accrue in addition to the 12% interest per annum.
4. **ORDER OF CREDITING PAYMENTS.** Payments received shall be first applied to assessments owed, then to late charges or collection expenses.
5. **PROCESS FOR DELINQUENCY NOTIFICATION.** For all balances that are thirty (30) days past due, the following notification process applies:
 - **FIRST NOTICE** of Past Due charges including detail of assessments, late fees, NSF charges, and other charges that apply will be sent to an owner whose balance is thirty (30) days past due.
 - **SECOND NOTICE** of Past Due Charges including detail of assessments, late fees, NSF charges and other charges that apply will be sent to an owner whose balance is sixty (60) days past due.
 - **10-DAY DEMAND** for Payment including detail of assessments, late fees, NSF charges and other charges that apply will be sent to an owner whose balance is seventy five (75) days past due. This Notice will recite intent to turn the matter over to an attorney for collection enforcement if balance is not paid within 10 days. Attorney actions include but are not limited to filing a lien against the owner's property, a personal judgment against the owner and property foreclosure.
6. **LEGAL SERVICES.** If a delinquent account is referred to an attorney for collection, the owner shall be charged the Association's reasonable attorney fees and related costs.
7. **OTHER CHARGES.** The Association may charge the owner for:
 - Foreclosure action or deed in lieu of foreclosure.
 - Notification, filing and satisfying liens.
 - Enforcement of the Association's Rules, Bylaws, Declaration or Policies.
 - Costs of litigation.
 - Repairs to the Association's common areas that result from the acts of owners, tenants or guests.
 - Owner Bankruptcy.

ADOPTED RULES AND RESOLUTIONS

NEW BUYER ASSESSMENT

September 2010 Revised December 2011

The Fountains at Summerfield Condominium Association is vested with power and authority to, and shall, assess and collect a new buyer fee assessment upon the Transfer of any individual unit. The new buyer fee assessment shall equal fifty and no/100 dollars (\$50.00). The new buyer fee assessment is the personal obligation of the purchaser, new title holder, or transferee, of the condominium unit.

PARKING

July 10, 2007

Every condominium unit has a single car garage assigned to it. There are a limited number of outdoor (guest) parking spaces. The garages are to be the **principal** parking locations of each unit owner. This means that whenever a unit owner (or owners) has (have) the use of only one auto, that auto should be parked primarily and principally in the assigned garage. If the owner(s) have has two autos, one should be parked in the garage and the other may be parked in any of the available outdoor spaces. Parking spaces are not assigned to a specific owner or building and are available on a first come basis.

PATIOS AND DECKS

July 2009

Article IX Section 5

The fifth paragraph is of particular importance as you consider your window coverings and the deck or patio attached to your unit. Currently the Board of the Home Owners Association (HOA) for The Fountains has determined that all awnings and umbrellas installed on the decks or patios must be Burgundy in color. All other colors or patterns are not allowed. In addition, these awnings must be maintained in a manner that contributes to the attractiveness of our complex. Awnings must be kept clean and neat. When they become faded, they must be replaced at the owners expense as faded awnings definitely detract from the attractive appearance we are trying to maintain.

Also with regard to decks and patios, feeding the wildlife here at the Fountains is prohibited. This includes ducks, squirrels and birds because of the costly ramifications they have on our property. Hummingbird feeders are allowed on individual deck and patio areas.

Article IX Section 6

April 2009

Open Dish Fire Pit Appliances are not permitted on decks and patios or within 10 feet of any building because of the potential fire hazard.

Article IX Section 6

July 2009

Smoking of tobacco products is not permitted in the Common and Limited Common Areas of the Fountains. This includes patios, decks, common entrance ways, and garages and all outdoor areas. This resolution protects our residents from the adverse effects of second hand smoke. This ban on smoking applies to all homeowners and their guests. Smoking is allowed only inside an individual unit.

**FOUNTAINS CONDOMINIUM ASSOCIATION
AREAS OF RESPONSIBILITY**

1	Association	Exterior siding and paint	Repair, replace, caulk and paint
2	Association	Gutters and downspouts	Repair, replace, clean, caulk and paint
3	Association	Roofs, roof flashings, vents	Repair, replace, including garages
4	Association	Perimeter wall studs and installation	Repair, replace
5	Association	Party wall studs (common walls)	Repair, replace
6	Association	Building floor and ceiling rafters, joints and / or trusses	Repair, replace
7	Owner	Perimeter wall interior sheetrock	Repair, replace
8	Owner	Unit interior wall sheetrock and finish	Repair, replace
9	Owner	Unit interior ceilings and floor	Finish, sheetrock, insulation, floor underlay
10	Owner	Unit fixtures and finishes	Appliances, cabinets, plumbing fixtures, floor coverings and window treatments
11	Owner	Unit entrance door and locks	Repair, replace door, door casing and locks
11a	Association	Unit entrance door	Paint, caulk, flash door trim
12	Association	Common area entry doors and locks	Repair, replace
13	Owner	Windows and sliding glass doors	Repair, replace
13a	Association	Exterior of windows, sliding glass doors and screens	Paint trim, caulk and flashings, repair or replace screens
14	Association	Electrical	Electric panels, meters, exterior outlets and fixtures, wiring from meters to units
14a	Owner	Electrical	Unit electric wiring, switches, fixtures & breaker switches, etc
15	Association	Plumbing	Common supply and drain lines, outside hose bibs and interior valves that control the water flow to the hose bibs and to the unit itself
15a	Owner	Plumbing and unit supply and drain from connection with common area	Unit water heater including gas or electrical lines, venting pipes and water heater supply valve
16	Association	Decks and patios	Repair, replace and paint; second floor deck surfaces and railing included
16a	Owner	Deck and patio awnings	Repair, replace
17	Association	Common area hallway, stairs, railings, glass, carpeting, lights and wall coverings	
18	Association	Sidewalk and steps, common area	Replace, repair, clean and paint safety stripes and railings
19	Association	Inset and pest control	Unit exteriors, attics; wood boring or stinging insects, animals
19a	Owner	Insect and pest control	Unit interiors
20	Owner	Water and smoke damage	Damage to unit interiors from unit or neighbor source
20a	Association	Water and smoke damage	Damage to unit interior from common area source
21	Association	Fireplace and chimney	Replace chimney cap, exterior brick maintenance
21a	Owner	Fireplace and chimney	Clean, interior repair of heating units and venting
22	Association	Common area trees, flowers, plants, shrubs, brick planters, boxes, etc and lawns	Maintain, remove, replace
23	Association	Streets and parking areas	Clean, re-stripe, repair and repave as needed
24	Association	Fences, bricks and wood; gates and walls	Repair, replace, refinish
25	Association	Signage – entry, street and address	Repair, replace, refinish
26	Association	Common area water lines, water lines, water valves, siphon valves, sprinkler heads, electric timers, drain lines, grates, electric panels, wiring, lights, junction boxes and switches	
27	Association	Garages	Maintain, repair, replace, paint as needed; original builder's doors, locks, hardware, weather stripping, electric timers, switches and light bulbs
28	Owner	Garages	Cleaning and safe storage of personal goods; maintenance of electric door openers with controls, hardware and attachment
29	Owner	Dryer vents, ducts	Clean, replace and repair

RECOMMENDED MAINTENANCE AND SERVICE PROVIDERS

These providers are familiar with the Fountains buildings. If you have questions, please send an email to fountainshoa@yahoo.com.

<u>AWNINGS</u>	Rose City Awnings	503-226-2761
<u>CONTRACTORS</u>	Allan Iboshi cell 503-201-9665	503-644-2732
	Daniel MacDonald	503-579-7779
	Westwood Construction	503-310-3439
<u>DOOR LOCKS</u>	Mike’s Lock & Safe (24 hour)	503-684-1475
<u>DRYER VENT CLEANING</u>	Top Hatter	503-639-1436
	Dr. Carpet, Air Duct, Dryer Vents, etc.	800-789-7619
<u>ELECTRIC</u>	Conduit Electric	503-692-1428
	Frahler Electric	503-639-4627
<u>EXTERMINATORS</u>	Killers Pest Control	503-625-6288
<u>GARAGE DOORS</u>	Please contact fountainshoa@yahoo.com	
	All About Doors	503-620-2453
<u>HANDYMAN</u>	Chris Allen	971-226-1453
<u>HEATING & COOLING</u>	Columbia Heating & Cooling	503-624-2704
	General Electric (Zone Line Heat Pumps)	800-626-2000
<u>PAINTING</u>	Lou’s Painting	503-968-1239
	John Tichener	503-310-5707
<u>PLUMBERS</u>	Jeff Seyle’s Plumbing	503-699-6665
	Rayborn Plumbing	503-692-4139
<u>WATER DAMAGE</u>	Service Master	503-639-4858
<u>WINDOWS</u>	Greg Arnson Window Washing	503-620-5855
	Affordable Glass	503-641-2400
	Oregon Window Installers	503-829-8117

Many of these recommended vendors provide a senior discount – always ask!
Please contact the Fountains Board at fountainshoa@yahoo.com for assistance or to discuss homeowner responsibilities vs association responsibilities.