

A photograph of a snowy winter scene. In the foreground, there are several trees heavily laden with snow, their branches drooping under the weight. The snow is a bright white, contrasting with the dark, snow-covered branches. In the background, a house with a dark roof and some windows is visible, partially obscured by the trees. The sky is a pale, overcast grey. The overall atmosphere is quiet and cold.

Tate Homeowners' Guide

2023

NOTES

Changes from 2022

New Board Directors

Addition of New Residents

New Telephone Numbers

New E-mail Addresses

New Chairs/Co Chairs to committees

Name Correction for Sophia

Recycling page 12 changes to plastics and labels

Page 23 correction “ which shall consist OF three to five.....

Page 24, Building Committee, When warranted, the Building Committee Chair will coordinate...

To avoid masculine pronoun

Page 14 link added to HVAC,Honeywell Vision Pro TH8000 Operating Manual,
manualslib.com

Page 31, fourth paragraph: IF at any time.

Change from Dean's name to John where appropriate.

Eugene



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WELCOME TO THE TATE

The following notes give information about the Tate Condominium which we hope will help you to feel at home. Under the heading "Homeowners' Manual", these notes are available on our website thetateeugene.com for your ongoing reference. This information shall be reviewed and updated, with all residents' input, by the Tate Board of Directors.

Our condominium is professionally managed by Bennett Management Company (BMC). Your monthly Homeowner's Association (HOA) assessment fees are paid directly to BMC. Should you find that you have urgent matters of concern with the physical and mechanical aspects of your apartment, please contact BMC at 541-485-6991. The Tate Board of Directors is also available to field these concerns and advise accordingly. Current Board members are John Fisher, Meredith Compton, Mark Hudson, Lauren Dame, and Dean Kortge

All Tate apartments are sold with one (1) deeded parking space and one (1) deeded locked storage unit. A few homeowners own one (1) additional parking space and one (1) additional storage unit. However, at the least, three (3) tax lots are associated with each apartment and should be recognized when applying for loans and/or settling taxes.

Also, please remind your guests that The Tate is a totally NON-SMOKING building and building site. This includes all apartments and their patio/balcony areas, as well as all resident parking and communal outdoor terraces and gardens.

ACCESSING THE TATE WEBSITE

In order to access the Tate website, go to the URL thetateeugene.com (please bookmark it or save it to your favorites). Click on the LOGIN button at the top of the page to access resident only pages. Once logged in, all the pages in the residents only menu should be available. If one doesn't remember their password, click on the LOGIN link on the home page and then on the "forgot password" link at the bottom of the page which opens. Follow the instructions to set a new password.

NOTE: This free web hosting account allows only 50 members, so not every couple or family member in the Tate HOA has their own login. Members of the same household should use the same login info. The email address is the user name, but the password for this site is NOT your email password (unless you set it that way, which you should not!). The email address is just an identifier for this site, and it is not connected to your email (except that it allows you to receive messages at that address). You can set a unique password for this site, which pairs with the email address to give access.

You will find the following information on the Tate website:

Calendar	Members Directory
HOA Board and Committees	Tate FAQ
Minutes of HOA Board meetings	Homeowners' Manual
Service Providers	Information for Contractors/Service Workers
Declaration and Bylaws	Important Documents
Reimbursement Form	Tate Photo Album
History of the Tate	Tate Security Cameras

BUILDING ACCESS AND SECURITY

Apartment Keys - Two (2) distinctly different apartment door keys are issued to each homeowner; one key unlocks your hallway front door and the other unlocks your PELLA sliding door(s) from your balcony or terrace patio. The key to the **front door** of your apartment is stamped (T01 to T47) in order to identify its matching apartment. It is a high-security key which cannot readily be duplicated. This key unlocks the handset lock and deadbolt on your apartment door, as well as the deadbolt on your deeded storage closet. Additionally, it gives you access to the common storage closet #13 which holds various supplies and equipment such as HVAC filters and gardening tools provided for homeowners' use. Your apartment key will also unlock the two (2) exterior pedestrian gates which give access to the fenced parking and garden property; one gate is located at the Northwest end of the fenced property by the North Garden and the other gate is located at the Southeast end of the fenced property next to the vehicular rolling gate. Each **PELLA sliding door** has a separate Schlage security lock set. This is particularly important for security in each apartment which has a patio on the second floor terrace on the West side of the building. It is important for owners of all of the apartments to note that it is **possible to accidentally lock yourself out on your patio or deck**. To avoid this, you might want to place a key in safe place on your patio/balcony. There are two security locking mechanisms on the the PELLA doors. First, there is a latch in the handle which is operated manually from inside the apartment and with the Schlage key from the outside. Secondly, there is a deadbolt at the door base which is operated manually from inside the apartment. If the door handle is turned to lock you will not be able to get back in if you leave without a key. All told, the number of door keys initially given to each homeowner for the hallway and balcony/patio doors might vary subject to the previous owner's possession.

Should you require duplicate keys or fobs for family members and/or other authorized users, the Tate's management company, Bennett Management Company (BMC), is authorized to make duplicates. **The key is a unique blank therefore you must contact BMC.** A fee is associated with this duplication and will be charged to your HOA account. Likewise, please feel free to contact BMC if you have any problems with any of the locks and/or your keys. **If you are locked out of your apartment, you may contact one of the master key holders, Jean Tate, Jim Weston, John Fisher, BOD Chair or Chair of the Building Committee for assistance.** **Alternatively, for a fee, you may call the Bennett Management Company, 541-485-6991, for help.**

Building Access Fob - You will be issued at least one (1) building access “fob” which opens each of the seven (7) locked pedestrian entrances to the building proper. These include the main entrance, the entry to the mailroom lobby from the garage, exterior entry to the North and South stairwells, the North and South exterior access to the garage and entry from the garage to the North stairwell. You may request additional fobs for authorized long and/or short term use. Homeowners will be assessed a fee for each additional fob issued to them. All fobs are issued and monitored by the Bennett Management Company (BMC).

Secured Parking Entry System - A remote control garage entry “gate transmitter” is assigned to every unit. There are two (2) active buttons on your transmitter. The larger button opens the parking lot rolling gate and the second smaller button, is programmed to open one of three (3) garage parking bay coil grill gates. The coil grill will automatically close approximately 15 seconds after it has been opened with the device. To override the transmitter from the inside there are buttons to the left of each gate which will allow you to raise and lower the gate. (**Hint:** if you want to keep the coil grill gate open for a prolonged period, use the manual button to open the gate partially and then push “**Stop**” button. **Please do not forget to close the gate again once you have completed your task.**) In the event of a power failure, the chain to the left of each gate (as you face out to the driveway) will release the motor clutch in order that the the gate can be lifted or lowered manually. The gate transmitter also acts as a fob, giving access to all fob-keyed entries. Additional authorized gate transmitters may be purchased for a fee from BMC.

NOTE; If your key, fob or gate transmitter is lost or stolen, please **REPORT THIS LOSS IMMEDIATELY** to Bennett Management Company, 541-485-6991. The fob and/or gate transmitter will immediately be deactivated. If found, it can be reactivate.

Condominium Front door Key Pad - The computerized DoorKing telephone entry device in the entry foyer on the south wall will display your name to visitors who can then push the “Call” button to ring your registered phone. Alternatively, your visitors can simply enter your apartment number on the keypad and the device will ring your phone. If you receive such a call (even if it is on your mobile telephone, and you are not at home), you can talk with your visitor for about 60 seconds before the system terminates the call. You can also see who is calling you by using the [live video feed](http://thetateeugene.com) provided on the Tate’s website thetateeugene.com (Instructions are given below under **Exterior and interior Video Monitoring**). If you recognize your visitor and you wish to allow him/her to enter the building, simply push the number 9 on your telephone’s keypad. This will transiently unlock the front door while

simultaneously terminating the phone call. Please tell your visitor everything they need to know about finding you in the building before you activate the unlocking mechanism. Your use of the front door key pad is voluntary. Upon your request, your name and number will be added to this electronic directory at the main entry key pad. It is BMC's responsibility to program this for you. You will be asked to provide your apartment number, the spelling of your first and last name and your selected phone number. This information will be programmed into the telephone activated entry system within five (5) business days. You may register only one telephone number. Using a cell phone number will allow you to answer and open the door when you are traveling through a cell phone remote service region. If your phone number changes, please notify the property management company, BMC, in order to update the phone pad roster.

At your request, this new telephone number will be added to the Tate residents' telephone list which appears on our website. It is also possible for you to personally update your telephone and email information on the Tate website at any time. The directory is located on the "Residents Only" page; therefore, only Tate residents access this information.

Exterior and Interior Video Monitoring - There are several cameras located around the property and in the entry foyer. You may access the video images for all of the available cameras by following the instructions below.

1. Go to thetateeugene.com
2. Click on "residents only" and log in using your email and a password you create.
3. Scroll down to "view security cameras". Log in with "admin" and password "admin". You will be able to access four Tate security cameras with locations in the main lobby as well as various surrounding outside areas including the gated parking area.
4. Click on one of the camera feeds to expand it. Controls for scrolling through the archived footage are at the bottom of the screen. You can scroll backward in time, select previous days, and download video clips of selections. Please contact Robert Davis, rdavis@uoregon.edu, with [questions](#).

Personal Security Precautions - For your safety, when entering and leaving the building, please be alert and make sure that the doors are shut and latched behind you. In the garage, It is essential that the coil grill is completely shut before you exit the garage on foot and/or in your vehicle. In general, try to be aware of anyone entering behind you when you pass, in either direction, through the rolling gate and the garage coil grills. In any case, If you do not recognize individuals gaining access to the secured building areas, it is usually easy to ask whom they are visiting.

Exterior Security Patrol - The Tate, in the past, contracted a Patrol Service which provided service between 8pm and 6am. This service has been cancelled until further notice. If you see individuals in the entrance that you are concerned about please use another entrance and contact others in the building if you need assistance. Do not approach these individuals your safety is always the primary concern.

MAIL PICKUP AND DELIVERY

Entry lobby mailboxes, with keys, are assigned to each apartment. Typically, two (2) keys are assigned to each apartment mailbox and given to the homeowner(s) upon requesting mail service. If a package (or large collection of mail) has been delivered to you, it might be placed in one of the larger mail box compartments. The key to this larger compartment will be placed in your mailbox. When you open the large compartment to retrieve your package, the key will be retained in the lock. Some deliveries might be brought to your door; however, this service is inconsistent and unpredictable. Packages are frequently left, unsecured, in the Mail Room. Should you have difficulty accessing your mailbox, it will be necessary to notify the Eugene Post Office for assistance.

COMMUNAL SPACES

Laurel Fisher Gallery - The Laurel Fisher Gallery is our community Living Room. It is located on the first floor adjacent to the main entrance foyer and lobby. Residents use it to graciously greet visitors, hold every 3rd Friday a gathering and invited public get-togethers and receptions, play games, conduct literary and theatre gatherings and monthly Homeowners' Association meetings in person or on zoom. Exhibits of work by Oregon local artists are organized by the Tate Art Committee and these exhibits change in a regularly recurring order. The gallery is a very agreeable and hospitable place given its natural light and view to a landscaped exterior garden. A lending library of books is available from bookshelves on the west wall. There is a unisex restroom which may be used by visitors and residents alike. Additionally, an efficiency kitchen with serving bar, coupled with a gas fireplace, offer convenience and comfort to gathering there. The fireplace is operated manually by a switch, to right of the fireplace, and should be kept off when the room is unoccupied. You are welcome to reserve the Gallery using the signup sheet posted on the Bulletin Board next to the lobby mail boxes. Please be considerate of the amount of time you reserve.

Lobbies and Hallways - In general, the lobby and hallway spaces are maintained by BMC through Brothers Janitorial Services (under contract with BMC). Furnishings and wallhangings provided by residents in their respective apartment level hallways and elevator lobbies are subject to the explicit consent of all residents of the given floor. These hallway and lobby objects should be placed with maintenance and fire code requirements in mind.

Elevators - Our elevators will retain their pleasant functionality if we all remember not to mar the wooden paneling by leaning or scraping hard or sharp objects (such as shopping carts or baggage) against it. Whenever you move furniture or other large objects into or out of your apartment, please use the HOA elevator protective pads on the walls of elevator. These pads are located in storage closet #13. You may hang and remove them in the elevator on your own. If needed, assistance with retrieving and hanging the pads is available through Bennett Management Company for a fee.

New owners, please see **Rules & Regulations in this guide regarding moving in and out of your apartment**. If extended exclusive use of an elevator is required for moving, it is possible to convert the operation of the elevator to "Service Mode" allowing the door to remain open until you actually push the button to call a particular floor. The car will go to the selected floor, and the door will open and remain open until the operation is repeated. Please consult BMC personnel (541-485-6991) for Elevator stop keys or contact Susan Koontz, Brothers Janitorial Services, John Fisher, BOD Chair or Jean Tate (contact information can be found on the member directory page on the Tate website).

If you are temporarily trapped in the elevator, the door fails to open, or the car stops between floors, there is an emergency call button in each car which will connect you by telephone to a monitoring service. The service will take the necessary steps to resolve the emergency. The best course is to make yourself as comfortable as possible and wait to be "rescued". There is an intercom system located only on the first floor between the two elevators which will allow communication with individuals inside the elevator.

Stairwells - At the North and South ends of the Tate, stairwells give vertical access to all floors and provide secure entry into and out of the building for daily use as well as safe exit in the event of fire or other emergencies requiring the evacuation of the building. The North stairwell has one (1) ground level fob-keyed door from the North garden and the other directly from the secure garage parking and storage units area.

The South stairwell has two (2) ground level entry points, one giving secure access from the exterior through a fob-keyed door and the other giving easy passage to and from the main entrance and mailbox lobbies. This South stairwell also gives access to the building's rooftop through a manually operated hatch which is kept closed and locked. **Access to the rooftop is limited to construction, maintenance and service activity authorized by BMC and/or the Chair of the BOD. Both stairwells are designated fire exits and areas of rescue. Stairwells should be kept clear of any objects which could impede and/or confuse their effective use in an emergency.**

Second Floor Outdoor Terrace - This terrace comprises a major communal space along the building's outer Westside edge railing plus the several smaller private homeowner spaces reserved for individual apartments. The common space is available for picnics, receptions and general enjoyment. A variety of herbs and vegetables have been planted by members of the community and are available for harvest by all residents. The private patio spaces, associated with apartments 203, 205, 207 and 209, are defined by brick planter boxes and metal gates. Although these "private patios" are not deeded to their respective apartment homeowner's, their designation as private patios should be respected by visitors to the communal terrace and garden area (individual unit balconies are owned by the HOA). When using the second floor terrace, please be mindful of **the tendency of many residents to retire early**. Also, please remember that, even though it is outdoors, **smoking is prohibited on this terrace**. There are two landscape zones on the terrace. The landscape in, and directly adjacent to the communal terrace area is maintained and refreshed by the HOA's Landscape Committee and BMC. This includes free-standing planters on the terrace floor and an 18-inch wide unmarked territory of planting immediately behind brick hardscape retaining walls adjacent to the common terrace area.

Owners of apartments 203, 205, 207, 209, are responsible for the private zone landscape directly in front of their dwelling up to the 18-inch common use set back area. In the “private zone”, as time passes, restrictions upon the height of mature plants and supporting structures might be revisited; please consult with the BOD on this matter of interest. In every case, **any attachment and/or other physical disturbance to the brick hardscape retaining walls requires approval by the BOD.**

North Garden - Landscaped in 2008, this is a lovely, cool, summer meeting place for gatherings with family and friends. Light weight chairs and tables are available to use for your comfort there. Should you wish to hold an event in the North Garden, you may reserve it using the calendar posted on the mailroom bulletin board.

Homeowners’ Association Storage Units #13, #26 and #36 - These storage closets are owned and governed by the HOA and provide storage space for items which provide collective benefits for all residents; they are not available for residents’ private storage purposes.

Storage closet #13, in the garage near the mailbox lobby door, is used to store an emergency kit, a small ladder, various gardening and hand tools, three (3) elevator protective pads, In addition, replacement air filters for your apartment’s HVAC system are stored here. All residents’ apartment door keys will open closet #13. However, storage closets #26 and #36, on the West wall of the garage, near #13, are only accessible with a Master Key. Closet #26 contains terrace umbrellas, holiday decorations and surplus HVAC filters. Closet #36 houses active electrical panels for the building, copies of original Tate building design, construction drawings as well as maintenance manuals for the building. As mentioned, access to storage closets #26 and #36 requires a Master Key. At this time, the Master Key holders are John Fisher, BOD Chair, Jean Tate, and Jim Weston.

Secure Bicycle Racks - Bicycle racks have been placed in the garage in parking space 26 in the south bay for use by all residents regardless of the location of their deeded parking spaces. Even though the garage is meant to be a secure place, thefts occurred before new security measures were put in place, so please secure your bikes if they are left in the racks. Likely, the most secure places for your bike are your storage closet and apartment.

Residential and Business Parking - For the most part, Tate residents park within the condominium's secured parking areas. Homeowners own, at the least, one deeded parking space located within the secure rolling gate. Depending upon their apartment's number, their deeded parking space is located under the outside canopy or within the building's garage in one of its three gated garage bays. Otherwise, Street parking is limited to two hours but long term permits for street parking can be purchased through the City of Eugene.

Commercial parking spaces both inside and outside the rolling gate are clearly marked and reserved during working hours for the commercial properties located on the ground floor of the Tate Condominium.

NOTE TO RESIDENTS: Please DO NOT park in the zone in front of the trash/recycling room.
 Please DO NOT park in the prohibited areas along the South border of the property near the blueberry garden.
 Please DO NOT park in the commercial spaces marked "reserved" and allocated to the ground-floor business owners, employees and guests.

Handicap Parking and Assisted Ambulatory Access - There are two designated handicap parking spaces on the Tate building site. One is reserved for use by residents and located in the covered parking garage near the fob-keyed door entry into the mailbox lobby. If you need to use this handicap parking space for an extended period of time please contact the Board of Directors. The other designated handicap parking space is located at the South end of the gated uncovered parking zone and is reserved for use by business owners and their guests. Otherwise, pedestrians entering the building through the main entrance are provided an electronic handicap access door operator. Other such electronic door controls are provided for assisted movement between the garage and mailbox lobby as well as for movement on and off of the second floor outdoor terrace and garden area. All told, the building meets general handicap building code requirements for access and movement in and out of the Tate and throughout the vertical stack of apartments.

GARBAGE, TRASH & RECYCLING

Trash/Recycle Room - At the Southeast corner of the elevator lobby, on each floor, there is the trash/recycling room with a garbage chute leading to a refuse bin on the ground floor.

Garbage should be enclosed securely in a plastic garbage bag and put down the garbage chute. Please do not put loose garbage or bags containing lightweight packing material into the chute. Whatever you put down the chute will fall into a dumpster which will be emptied at appropriate intervals.

To unlock the chute hatch, press the black button above the hatch as you turn the handle. When the hatch is open, a red signal light illuminates and the hatches on all other floors automatically lock. After disposing of your trash, please be certain to shut the hatch door firmly until the illuminated red light is extinguished; this will enable chute doors on all other floors to become accessible. If you do not close the trash door properly it will lock all trash doors on all floors and someone will have to go to every floor to find the problem.

Please put materials for recycling in the appropriate containers as described on the posted notices in the trash/recycle room. Material in these bins will be taken to the main Trash/Recycling room by the janitorial staff. Because of their weight, please do not put newspapers in the recycling bin. Instead, place newspapers in shopping bags. You may leave the shopping bags in your respective floor's trash room or personally carry the bags to the main Trash/Recycling Room on the ground floor.

Recycling

The Commingled Recycling bin on each floor is for paper, aluminum foil (fist sized or larger), plastic milk bottles, and clear plastic juice bottles. No glass.

Glass bottles and jars may be recycled in paper bags on each floor.

Plastic Recycling

All #1 and #2 plastics in the shape of a single bottle, jug, and larger than a tennis ball go in the commingled bins. labels OK, (Sanipac website).

#1,2,4,5 go in bins in Garbage Room:

#1: bottles only, labels OK.

#2,4,5: bottles, tubs, trays, lids.

No labels, no clamshells.

DO NOT recycle;

Paper Milk and butter cartons, Mailing envelopes made with plastic or lined with plastic, Frozen food cartons (Amy's and Trader Joe's etc. these are lined or infused with plastic moisture proofing. No glass, lids plastic or metal not attached to a can. No paper tissues, towels and plates.

Yard Waste and Food Waste

All plant trimmings and food waste may be put in the bin it is not a composter, it is simply a collection receptacle. This barrel is in the Garbage Room during the cool months, and at the south end of the parking area in summer. It is emptied by Sanipac every other week.

NOTE: For the convenience of residents on the 2nd to 5th floors, a 6-foot step ladder has been placed in each waste disposal room. On the 6th floor's stairwell landing, an 8-foot step ladder is stored for use by residents.

Access to the Main Trash/Recycling Room - Each homeowner has a security key, stamped TD, which opens the exterior door to the main trash/recycling room located on the ground floor under the portico at the South side of the building. This key is different from your apartment key and only opens the main trash/recycling room. At appropriate intervals, the main dumpster is emptied by SANIPAC. If you have large items or large amounts of material to be recycled (e.g. large cardboard cartons, packing material, large numbers of wine bottles, etc.), please bring them directly to the main trash/recycling room. Cardboard boxes are to be broken down, flattened and placed into the big dumpster also located in the main trash/recycling room. A number of dollies and wagons are stored in the main trash/recycling room. These are available to residents to transfer large and heavy items to apartments. Of course, you should return all borrowed equipment to the main Trash/Recycling room once you have completed your task.

Composting. A yard and kitchen waste bin is available in the trash/recycle room during cooler months and inside the parking entrance gate during warmer months. Residents may use this bin to dispose of plant debris and kitchen scraps, including bones and meat. This bin is emptied twice monthly by Sanipac for the city composting program. It is for organic matter only, no soil, plastic, or pet waste.

Kitchen Waste Disposer - Most apartments are equipped with a waste disposer. For users of their disposer, there is a [summary of "do's and don'ts"](#) given at the end of these notes. Adherence to the instructions in this summary might prevent unnecessary plumbing problems in your apartment and the building as a whole. Please consult the manufacturer's instructions for your device to ensure ideal immediate and long term performance.

YOUR PRIVATE DWELLING

HOA Fees - Your monthly HOA fees, charged on the basis of the size of your apartment, cover water (hot and cold), common area lighting and HVAC, elevator maintenance, refuse removal, basic cable and internet service, HOA insurance, routine building and landscape maintenance, cleaning of the common areas, outside window washing, plus a long-term "Replacement Reserve Fund". Your contribution to the replacement reserve fund has been placed in a separate interest-earning account until it is required to replace or restore major building components. Although not refundable, your contributions to this fund can be considered accrued "equity".

Building Integrity - In a multi-dwelling building, un-contained water is a potential disaster for everyone. Your building was constructed with obsessive attention to excluding moisture from its interior. Accordingly, you should take care never to compromise the structure of the exterior walls by puncturing them with nails or other hanging devices. Likewise, please be attentive to the possibility of water spills within your apartment. Possible sources of such spills include connections to your refrigerator's ice maker, and the plumbing connections to your other kitchen and laundry appliances. The water supply to your appliances can also be turned off at the manifold which can be accessed through the metal ceiling hatch usually found in one of the bathrooms or your utility room.

Appliance Manuals - Initially, each homeowner was given a notebook with appliance manuals for originally installed appliances and HVAC equipment. This included information about your range, microwave, dishwasher, waste disposer, etc. If you do not have one, it might be worth your while to take a look at a neighbors' since the products, originally installed, were identical in most apartments.

HVAC - The heating and air conditioning (HVAC) system installed in each apartment comprises multiple elements which require routine attention and service. The original condenser and fan coil equipment, still functioning in most apartments, was manufactured by Carrier Company and installed by FM Sheet Metal Inc of Eugene. The condensing units for apartments 201 - 310 are located in the garage; all other apartment condensing units are located on the building's rooftop. The fan coil unit and condensate drip-pan with reservoir pump are located in the apartment's ceiling cavity (usually above a bathroom or the laundry room). Access to this fan coil air handler is given through a ceiling hatch in the corresponding bathroom or laundry room. Supply air ducting is housed in the ceiling cavity above all rooms. The return-air duct grill is usually located in the ceiling above the apartment's entry hall. NOTE: Download Honeywell Vision Pro TH8000 Operating Manual, manualslib.com

This grill may be manually opened in order to replace the system's air filter. These air filters should be replaced regularly per the equipment manufacturer's instructions.

A supply of appropriately sized filters is kept for homeowners in the garage common storage closet #13. The cost of these basic filters is covered by your HOA dues and you may retrieve replacement filters, as needed, from the closet. Each apartment has a touch screen programable thermostat mounted on a wall near your return-air grill. This thermostat is hardwired to the system, but also requires that you regularly replace its batteries for its total function. The Carrier Company recommends that "To continue high performance and minimize possible equipment failure, it is essential that periodic maintenance be performed on this equipment. consult your local dealer as the proper frequency of maintenance contract".

INTERNET & TELECOM - The Tate Condominium is "wired" with Business High-speed Internet. In 2013, a local area network (LAN) was installed which provides access to high speed internet in the building. Each apartment now has at least one ethernet jack (similar to, but slightly larger than a telephone jack) that can be connected directly to your home computer, or indirectly to multiple devices through a wireless router. Most apartments received a wireless router as part of the initial LAN installation, but a few residents provided their own routers. The installed LAN provides internet data transfer speeds which are twice as fast as that provided by Comcast residential service. The cost of this service is included in your monthly HOA fee. Please **DO NOT ALLOW COMCAST TO SELL YOU A "PACKAGE" THAT INCLUDES INTERNET SERVICE!** It is a much more expensive product which is completely redundant to what is already provided to all residents of The Tate. In addition, wireless internet access is also available in the Laurel Fisher Gallery using the following password: **1375Olive@Tate**.

A possibly inconvenient aspect of the LAN installation was that it "co-opted" the building's high-tech wiring that was previously underutilized to provide land-line telephone service to each apartment. As a consequence, regular land-line telephone service is no longer available from providers such as CenturyLink. Many of our residents now use mobile (cellular) phone service exclusively. However, although the number of households with landlines in the country has diminished significantly in recent years, some of us still have them. If you are a land-line devotee, replacement phone service can be provided to your apartment in at least three ways: (1) Comcast can provide a modem that connects to co-axial cable jacks in your apartment and allows you to use your old number and your existing home phone sets. If you subscribe to their service, **PLEASE MAKE SURE THAT COMCAST DOESN'T ALSO SURREPTITIOUSLY ADD INTERNET ACCESS TO YOUR PACKAGE.** (2) Both Verizon and AT&T can also port your land line number to a wireless

receiver (Verizon call this “Home Phone Connect”) which connects to a phone jack or a cordless phone system in your apartment. (3) You can exploit our LAN with a so called VOIP (voice over internet protocol) system. This system permits your land-line phones to send their signals through our high-speed network.

There are several VOIP providers available in Eugene. They all allow you to keep your old phone number. Some use ITP(Internet Telephone Service; <https://www.itpvoip.com>) Premium Residential They have a Basic Residential (limited long distance) for about half the price. They provide a FREE modem (no monthly rental fee) and many features.

UTILITIES - Northwest Natural and EWEB are our utility providers. You are responsible for contacting these utility companies to initiate your services. The total cost of your apartment’s hot and cold water service is covered by the monthly Homeowner’s Association (HOA) fee. Each apartment has its own gas and electric meter for lighting, heating and appliances. These will be read monthly, and the utility companies will bill you directly for your usage.

Water Flow - The Tate’s water heaters are housed in the Mechanical Room at the South end of the building. Keys to this area are held by BMC, Chair of the Board and Chair of the Building Committee. Hot water circulates continuously throughout the building and should always be readily available to your apartment. All water to sinks and toilets can be turned off with a key/wrench provided in all apartments. The shut-off valve for the water to your refrigerator is located behind the refrigerator (along with the refrigerator’s individually circuited receptacle). The main shut-off valves to all water lines in the apartment are accessible through a utility hatch usually located in the ceiling of one of the apartment bathrooms or the utility room.

Electric Circuit Panel - The electric circuit panel can usually be found in the apartment’s laundry room or the hallways. There is no main breaker; however, all original circuits have been clearly labeled. The circuits are specifically tailored to the original appliance, receptacle and lighting demands. Should you desire to make changes and/or additions to the original appliances, lighting and other electrical connections in your apartment, please first talk with BMC’s personnel to determine the limitations of the existing electrical supply.

Gas Connections - All Tate apartments are served with natural gas which is typically used for fireplaces and kitchen cooking appliances. Each gas connection within the apartment has its own shut-off valve at the site of the appliance. Unit meters and shutoffs are located on the roof of the building.

BALCONIES & TERRACES

Loading - The Tate's balconies and terraces were designed to support 60 PSF "live load". Therefore, a 98 sq. ft. balcony can support approximately 7,000 pounds distributed over its entire surface. Balconies on the South end of the building are larger, approximately 198 sq. ft., and can support approximately 12,000 pounds. Localized load limits are calculated as 60 PSF uniform load times the area occupied by the object in question. Large planters or a cluster of planters (without clear spacing around each one) easily outweigh the 60 PSF design limit. A large planter box, for example, could weigh over 1500 lb., which would use up a significant portion of a balcony's total load-bearing capacity.

Use of Water on Your Balconies & Terraces - Please remember, when you water your plants or wash your balcony and terrace surface, that the water and debris will fall on your downstairs neighbors' balconies. This is both annoying to your neighbors and damaging to their plants and patio furniture. With this in mind, please consider your balcony to be an "inside space" – where you would not over-water to the extent that water would drip onto the floor. If you are as careful with water and cleaning outside, as you are inside, there would be little chance that excess water and debris would invade your neighbors' space.

Homeowners' Additions to Balconies & Terraces - Beyond the stated load limitations, there are certain Rules and Regulations which have been voted upon and approved by the BOD and which limit the physical and visual character of additions/modifications to balconies and terraces. For example, in 2010, the Board of Directors approved the following: "All patio umbrellas that are visible from the exterior of a Primary Unit shall be a solid color, free of stripes, logos, and other markings, and shall be a color compatible with the colors of the building...". Please consult the complete Rules & Regulations documentation which may be requested from BMC.

HOMEOWNERS' RENOVATION PROJECTS - Maintaining the architectural and landscape aesthetic of The Tate is important to ensure its long term value. All additions, deconstructions and/or other modifications to apartment interior and exterior structures, materials, and utilities must be pre-approved by the BOD. Also, certain landscape and paint colors (hereafter referred to as "Improvements") must be approved by the BOD **prior** to contracting the work. More specifically, and as set forth in Article 7 Occupation and Use, Section 7.5 of the CC&Rs, "No exterior portion of any dwelling structure, and no building fence, wall, obstruction, balcony, screen, patio, patio cover, tent, awning, carport, carport cover, improvement, or structure of any kind shall be commenced, erected, decorated, painted, resurfaced or otherwise maintained upon any part of the Project, nor shall any alteration or improvement of any kind be made".

All home improvement applications to the BOD must be submitted and approved prior to any additions or alterations to the exterior and/or interior of any apartments. Major renovation projects (i.e. bathroom and kitchen renovations) might require detailed plans as well as the presence of the contractor and/or architect when making the submission/presentation to the BOD for its review and approval. Plans must have approval from the Board of Directors before any work begins. **Please note: Owners are free to select interior paint colors within their condo without BOD approval.** Any subsequent modification of previously approved renovation application requires contacting the Board of Directors for a new approval. The BOD will specify any new information required for its review. In some instances, a new application which either replaces or adjusts the existing approved application might be required. Therefore, to the fullest extent possible, you should carefully consider all aspects of the Improvement before submitting applications.

Note: Should you wish to make changes which add to the load and/or circuitry in your electric panel, such as changing your cooking appliances from gas to electric, all electrical alterations of this nature should be reviewed and approved through BMC's maintenance department in order to determine that this can be accomplished safely within the load limitations of your individual apartment's electric supply and circuit panel. Please remember that contractor/subcontractor access to the rooftop requires timely notification to the Board of Directors and BMC for pre-approval.

Contractors, subcontractors and service personnel hired by homeowners at the Tate are asked to abide by certain vehicular access and parking norms. All contractors and service personnel must park only in specified areas. Two (2) hour on-street parking is available on Olive Street and 14th Avenue. Longer term street parking permits can be obtained through the City of Eugene. Please note the following important onsite parking restrictions:

- DO NOT park in the area in front of the recycling room.
- DO NOT park in the prohibited areas along the South border of the property (near blueberry garden).
- DO NOT park in the spaces designated for the ground-floor commercial tenants during working hours..

Temporary building security access fobs and/or proxy cards for contractors can be requested. BMC will authorize and issue fobs. In some cases, specifically authorized Tate residents will issue a proxy card to the tradesperson for the time intervals and dates of the work being done in the homeowner's apartment. **If your fob and/or temporary proxy card is missing, please report IMMEDIATELY to Bennett Management Company at 541-485-6991 so they can be deactivated or reactivated if found.**

Only licensed and bonded contractors and subcontractors should be employed for repairs, modifications and/or additions to your apartment which require any changes to its framed structure, plumbing and electrical service and fixtures. Every effort should be made by the homeowner to personally oversee the work while it is being conducted and to ensure adherence to safe and appropriate practices for all concerned. **Please communicate to your contractor/subcontractor that The Tate is a 100% non-smoking building, including all patios, balconies and terraces.**

NOTE: The Tate's concrete slab construction is a post-tension concrete design. In post-tension concrete, steel tenons/strands/cables pass through plastic ducts or sleeves in the concrete slab. After the concrete has gained strength, but before the service load is applied, the strand is pulled tight and then anchored against the outside of the concrete slab. Under no circumstances should you cut or drill into the concrete floor slab and chance cutting through the steel cables. Results could be CATASTROPHIC!!!

FIRE/SMOKE ALARMS and FIRE EMERGENCY PROTOCOL

There are **two** distinct kinds of alarm systems:

1. Within your apartment, there are white smoke detectors on the ceiling near the kitchen and in each bedroom. All of the smoke detectors within your apartment will sound if any one of them is activated. If these alarms sound, you can determine which smoke alarm is activated by looking at their red LEDs. The activated alarm will show a continuously illuminated red light. These alarms do NOT activate the building alarms, and are not detected by the remote building system monitoring service unless or until the smoke from your apartment escapes into the hallway or a fire exists in your apartment which has activated one of the sprinklers.
2. There are also smoke detectors in the common spaces (lobbies, hallways, the Laurel Fisher Gallery, garage, etc.). Alarms (the red boxes in the hallways and the white device labeled FIRE on one wall in each of our apartments) sound when these sensors detect (or think they detect) smoke and/or when water flows from any (even one) sprinkler somewhere in the building. This alarm signal is also passed to a remote monitoring service (presently in Salem), who first calls designated residents to inform us and to confirm the situation, and then calls the fire department to confirm or cancel the emergency. Notably, in the past, our fire department neighbors have actually heard the building alarms before receiving the call from Salem and responded immediately.

When you hear an alarm, check to see the source of the alarm.

a. **If the alarm is coming from your apartment's smoke alarms**, you can silence them by fanning any smoke (or other small charged particles like steam) away from the device. Alternatively, you can silence the alarm by pressing the button (a depression on the unit about the size of the end of a broom handle). In fact, you can use a broom handle or similar device to reach the button on the detector. Silencing the activated detector will silence all of the smoke detectors in your apartment. **IMPORTANT: IF THERE ACTUALLY IS SMOKE IN YOUR APARTMENT FROM SOMETHING LIKE BURNED TOAST OR EVEN A TOO STEAMY SHOWER, YOU CAN OPEN WINDOWS AND DOORS, BUT TRY **NOT** TO OPEN YOUR HALL DOOR.** If you open the hall door you might unnecessarily activate the general building alarms. Obviously, if you've got a genuine emergency, you should try to deal with it, or call 911 to report it.

b. If the alarm signal is generated by the building alarm system, look out into the hallway to see if there is evidence of smoke or fire. Even if there is no evidence of smoke or fire, to be on the safe side, you should still evacuate the building. If you choose to take the risk of remaining in your apartment, please notify one of your neighbors so that you can be accounted for. Otherwise, if you would rather be safe than sorry, proceed immediately out of the building and assemble near the entrance so that everyone can be accounted for. Of course, if someone in your apartment is not mobile, you should report this to the emergency personnel when they arrive on the scene.

Taking a quick assessment of which of your neighbors is at home at the time of a building-wide emergency would be helpful. If you know someone is away, report that to the group gathering outside. "Taking attendance" is an important part of a real emergency. If you are not sure in some cases, it might be neighborly, before you head downstairs, to knock on your neighbor's door to make sure he/she has heard the alarm, or worse, is the one with the real emergency. It might also be useful to talk with neighbors in a non-emergency conversation about what is the best way to look out for one another.

In 2015, the original smoke detectors mounted on the ceilings of our apartments were replaced with new ones, branded First Alert. They are hard-wired, with battery backup, and the ones in your apartment are interconnected. (They are not connected, however, with the Gentex alarm mounted on your wall, which is for the common areas of the Tate.) The manufacturer recommends testing a detector periodically by pressing the tab. The same procedure will silence a detector after it has been triggered by smoke.

If a detector beeps repeatedly, about once per minute, the 9V lithium battery probably needs to be replaced. The battery can be accessed through a hatch on the side of the device. If you find a beeping detector annoying, you may want to disconnect it until a battery can be found. This can be done by twisting the detector loose from its base, pulling down, and unplugging the wiring harness. Although the detectors have been reliable, occasionally one might fail and have to be replaced. There should be two different types of detector in your apartment. The one nearest the kitchen should be a BRK First Alert 7010B or 7020B photoelectric model, which is good at detecting smoke from grease fires. They are the same, except one has an "exit" light. The ones in the bedrooms should be BRK First Alert 9120B models, which are good at detecting smoldering fires. It should be possible to purchase a replacement at Loews.

EMERGENCY PREPAREDNESS

The Tate has an Emergency Preparedness Brochure. Printed copies are available to each homeowner and may be obtained from the BOD Chair.

There is a Stryker Emergency Evacuation Chair located in the South stairwell on the 3rd floor stair landing. The chair is used to carry a disabled individual down the stairwell and out of the building. Additionally, there is an emergency defibrillator attached to the wall in the elevator lobby on the 4th floor.

A grey emergency kit is located in storage closet #13. The kit contains tools and instructions for gas, electric and water main shut-off valves. There is a schematic to show you where these are located in the building; i.e., gas shut-off at the North side of the building, electric shut-off in the ground floor mechanical room, water shut-off in the ground floor trash/recycle room.

HOMEOWNERS' ASSOCIATION (HOA)

Board of Directors

Bylaws Section 3.1 Number, Term and Qualification, The Affairs of the Association shall be governed by the Board of Directors, which shall consist of three to five persons. At the first annual meeting of the Association, the previously agreed upon number of Directors shall be elected by the owners. The Directors shall serve for a term of two years and as expressly provided in this Section 3.1 At the expiration of the initial term of office of each Director elected at the first annual meeting of the Association, his or her successor shall be elected as provided in this section 3.1 to serve for a term of two year. The Directors shall hold office for term herein fixed until their successors have been qualified and elected. All Directors shall be owners. No Director shall continue to serve on the Board of Directors after she/he ceases to be an Owner. For the purposes of this Section 3.1 the officers of any corporation, the trustee of any trust, the partners of any partner, or members or managers of any limited liability company which owns a Primary Unit shall be considered co-owners of any such unit.

Bylaws Section 3.1 was amended include the following language, and to delete contrary language "Service on the Board of Directors shall be limited to two (2) consecutive full terms, but previous Board members may be placed on the slate of nominees and stand for election again, with the same two consecutive term limitation, at any Annual Meeting of the Association two years after their prior service on the Board of Directors"

2021 Board of Directors

Chair	John Fisher	541-285-5235	tenons2000@yahoo.com
Co Chair	Meredith Compton	541-584-2477	umpqua@mac.com
Secretary	Mark Hudson	541-914-4098	hudson2@g.clemson.edu
Treasurer	Lauren Dame	919-260-1336	LDAME@hotmail.com
At Large	Dean Kortge	541-913-2956	deankortge@gmail.com

Meetings and Minutes

Board of Directors' meetings will typically be held the third Thursday of every month and take place in the Laurel Fisher Gallery unless otherwise specified. The Board will meet in November to adopt and approve the budget for the coming year. Annually, in December, on a date to be determined, election of new Board Members will be announced and approved and the new approved budget will be reviewed. All meeting minutes are posted on the Tate website thetateeugene.com

Budget Allocations of HOA Assessments

HOA assessments are distributed between the Replacement Reserve Account and the Operational Budget Account. The Replacement Reserve Account invests in interest-earning CD's and Money Markets. These funds are specifically used to cover expenses specified in the Tate's Reserve Study. Generally, the Operational Budget is used for all other routine expenses. Operating budget information along with the status of the reserve funds are reported at every monthly BOD meeting.

RESIDENTS' COMMITTEES

Building Committee - The Building Committee monitors suggestions from residents and the Board of Directors regarding common-area components of the building, including the exterior, decks, lighting, elevators, hallways, stairwells, and doors. When warranted, the Building Committee Chair will coordinate cleaning and repairs with the building management company.

Chair David Kolb

Art Committee - The Committee is designated by the Board of Directors. Members may volunteer to serve or may be selected by the Committee Chairperson. The Chairperson is elected by the Committee. The role of the Committee is to support local artists by providing art exhibits in the common area of the Tate (Laurel Fisher Gallery). The Committee is not responsible for art in the hallways of each floor.

- Seek and solicit artists from the local art community to present exhibits of their work. Potential artists are identified by Committee members or Tate residents who may make referrals to the Committee.
- Arrange for the exhibits including a signed Artist Waiver of Liability form and prepare annual calendar reflecting the schedule of exhibits.
- Host an artist reception for each of the shows in which the artist may invite an agreed upon number of guests. The receptions are publicized to Tate residents. Refreshments are provided by the Committee and the committee is responsible for cleaning the Gallery afterward, washing dishes, emptying the dish washer and laundering napkins.
- Meet on a regular basis and maintain minutes of the meetings to reflect the Committee's actions/decisions and report these to the Board.
- Meet with the Social Committee twice a year to evaluate the contents and condition of the cupboards and drawers in the kitchen area of the Gallery. The two committees will share expenses related to the function of the kitchen, e.g. soap for the dishwasher, replacement of glasses.
- In cooperation with the Social Committee coordinate events that are social in nature but feature art, e.g. the winter holiday celebration.

Nicki Maxwell, Chair

Social Committee - The Tate Social Committee currently consists of six members. Membership is open to all interested residents of the Tate. The chairperson is usually chosen by consensus of the members.

The role of the committee is to organize and oversee events that involve all residents of the Tate. The committee meets approximately once a month. The committee has a budget approved by the Tate Board of Directors

- Friday at Five—a once a month event in the Laurel Fisher Gallery with appetizers provided by members of the committee and interested residents. A member of the

- committee organizes the sign-up sheet and set up for the event. The committee cleans up after the event.
- Fall Potluck—an event that is held on the second-floor terrace in the late summer. The committee, with the help of some of the second-floor residents, cleans and sets up the tables and chairs. The Members of the Tate who attend are asked to provide one dish to be shared, bring their own beverage, item to be barbecued, and table ware. The committee provides a sign-up sheet.
- New Year's Day Brunch—sponsored by the Social Committee. All members of the committee provide the food and beverages. Organize the use of a resident's condo. All residents of the Tate are encouraged to attend in casual attire.
- Solicit other activities-wine tasting, talks, and other activities that are suggested by committee members and Tate residents.
- Maintain and organize the library.
- Meet with Art Committee twice a year to evaluate the contents and condition of the cupboards and drawers in the kitchen area of the Gallery. The two committees will share expenses related to the function of the kitchen—soap for the dishwasher and sink, replacement of glassware and determine necessary replacement of other kitchen items.
- In Cooperation with the Art Committee coordinate events that feature art including the Winter Holiday Celebration

Mary O' Kief - Co Chair Ginger Fifield - Co Chair

Landscape Committee - The Tate HOA Landscape Committee is responsible for assuring that the ground level landscaping is maintained in a safe and attractive condition. This is accomplished via regular monitoring by Committee members of all aspects of the landscape throughout the year and by overseeing the work of a landscape maintenance contractor, a contracted professional arborist, volunteer residents, and occasional professional specialty contractors.

The Committee submits a request to the Budget Committee each October for an amount needed to fund landscape projects in the subsequent year and manages the budgeted amount in collaboration with the HOA Treasurer.

The Committee maintains a collection of necessary landscaping tools and specialty fertilizers not provided by contractors.

The Committee annually reviews each contract with landscape contractors.

The Committee reports the status of the landscape to the HOA Board at each of its meetings.

Jim Maxwell, Interim Chair

Insurance Committee - The Insurance Committee annually reviews the liability policy and the earthquake policy. We follow guidelines set by the Board as to desired benefits, such as deductibles, when obtaining competitive bids, as well as to monitor annual premium increases.

Dean Kortge, Chair

Asset Investment Committee - The Asset Investment Committee oversees the Tate's financial resources to ensure that there are adequate investments (primarily CD's) to properly fund the Replacement Reserve Fund.

The Committee conducts and reports accurate accounting of the HOA reserve funds to the BOD on a monthly basis.

The Committee reviews ongoing financial investments in CD's and Money Markets; it makes timely recommendations to the BOD for its consideration.

The committee ensures that the organization has the proper risk-management provisions in place.

The committee ensures that the BOD is well informed with regard to the HOA's finances.

Joan Hudson, Chair

Reserve Replacement Committee -

Mark Hudson, Chair

Budget Committee - The committee meets in early November for the purpose of discussing and determining the operational budget for the coming year. The Board approves the budget at the November meeting. Residents are given a packet for review prior to the December Annual Meeting. At the Annual Meeting, residents are invited to participate in an open discussion of the approved budget.

Hallis, Chair

THE TATE'S BUILDING INSURANCE POLICIES

The Tate has a standard Fire and Liability policy plus an Umbrella policy with Farmers Insurance. For specific details and/or a copy of these policies, please contact our agent J. Bonzer at jbonzer@bonzerins.com. [FEMA Flood Hazard Revision](#) provides verification that the Tate is not in a flood zone. Additionally, the Tate has taken an Earthquake policy with Lloyd's. For specific details and/or a copy of this policy, please contact our agent Andy Miller at amiller@pbcins.com. Each of these policies is indexed regularly for inflation. You might wish to supplement these building insurances with independent Insurance coverage for your personal property and injury liability.

CITED RULES, REGULATIONS, BYLAWS & DECLARATIONS

The Tate Condominium Bylaws and Declarations contain information which is useful for promoting and maintaining a pleasant and cooperative community. You were given a hard copy when you purchased your apartment. A PDF version is also available on the Tate's website, thetateeugene.com For our immediate purposes here, the following declarations are cited:

Assessments and Payment Deadlines

RULES AND REGULATIONS Adopted by The Tate HOA Board of Directors Assessment payment deadlines; penalties: late charges; and the enforcement and collection of arrearages. [Effective May 1, 2007]

1. Assessment payments are due on the first of each month and are late after the tenth of the month. No interest or late charges will be imposed if assessments are paid in full within thirty (30) days after the due date.
2. Assessments, or any part thereof, which are unpaid and more than thirty (30) days past due incur a late payment penalty of \$25 per month.
3. An interest charge of 1% per month shall be imposed on all assessments that are more than thirty (30) days past due.
4. The Association shall cause to be filed and recorded lien against any Unit with assessment arrearages of ninety (90) days or more.
5. The Association shall cause to be commenced lien foreclosure or other collection action against the Unit and its owners when assessments are one hundred eighty (180) days or more past due.

Coordination of Moves and Move-in Fee

Rules and Regulations Adopted by The Tate HOA Board of Directors

1. Coordination of Moves, All moves into a unit must be scheduled with Bennett Management Company (BMC) no less than one week in advance of the move. A date and time for the move must be established in order to permit BMC to arrange for the placement of wall protective coverings.

2. Move-In Fee (**Effective December 2, 2009**), All moves into a unit shall be assessed a \$250 non-refundable move-in charge. This charge shall be included in the Unit owner's next HOA dues statement.

All moves out of a unit must follow the same protocol, i.e. one week's notice to BMC so that the elevator and corridors will be protected, but there will be no additional charge.

If at any time, it becomes necessary to prop open an exterior door, a trusted individual must be stationed by the door to prevent unauthorized entry into the building. Otherwise, all exterior doors must be kept locked.

REPORTING VIOLATIONS - LITIGATION; ARBITRATION; MEDIATION

Section 11, 11.1 through 11.8 of the Bylaws of The Condominiums Owners' Association

7.16 Animals

Animals domestic household pets, such as dogs and cats, may be kept within a Primary Unit subject to reasonable Rules and Regulations adopted by the Board of Directors and these Bylaws. In addition to the domestic household pets, permitted by this Section 7.16, aquarium fish (i.e., goldfish, tropical fish, small saltwater fish) may be kept in one or more aquariums in a Residential Unit, provided that the total capacity of all aquariums in any Residential Unit shall not exceed 50 gallons without the written approval of the Board of Directors. No dogs, cats, or pets shall be permitted to run at large. No livestock, poultry or other animals whatsoever shall be allowed or kept, bred or raised for commercial purposes in part of the Condominium. Any damage caused by such pets shall be the responsibility of the respective Owners thereof. At all times the Common Elements shall be free from pet debris, including, without limitation, food and fecal matter. Pets will not be allowed on any Common Element unless they are on a leash or being carried and are being walked to or from the Unit to a street or sidewalk. The Board may require the removal of any animal that the Board in the exercise of reasonable discretion determines to be unreasonably disturbing other Owners, and may exercise this authority for specific animals even though other animals are permitted to remain. The keeping of pets shall be subject to such other reasonable Rules and Regulations as the Board may adopt from time to time. In no event shall pets be kept in Parking Units or Storage Units.

7.17 Signs. Flags. Banners.

All signage, flags, or banners displayed to public view, whether from a Unit or Common Element shall be subject to Rules and Regulations thereon adopted by the Board of Directors pursuant to section 7,24. In no event shall any "for sale", "for rent," or similar sign be placed in a window that is displayed to public view or any sign be placed on or in the vicinity of a common entry door of the Condominium or otherwise located on the exterior of the Condominium, other than signs used by the Declarant to advertise units for sale or rent, without the prior written approval of the Board of Directors. Unless approved by the Board of Directors in its sole discretion no flags, banners or A-board signs shall be displayed on or in the Condominium, or on the public rights-of-way adjacent to the Condominium. Notwithstanding the foregoing one or more permanent signs may be installed on the exterior of a Commercial Unit as are consistent with the appearance and aesthetic characteristics of the Condominium and subject to the prior approval of the Board of Directors, which approval shall not be unreasonably withheld. Any such signs must only identify the name of the business conducted within the Commercial Unit to which the sign is affixed. Each primary exterior sign shall not exceed 12 feet in area and the total area of all permanent exterior signs shall not exceed 16 feet; provided that the Board of Directors may grant exceptions to the foregoing limitation in its sole discretion, For purposes of this provision, a permanent sign is one that is affixed to the Commercial Unit in a permanent manner, such as through the use of nails, screws, glue, bolts, and the like, whether or not the signs are capable of removal without substantial harm to the Commercial Unit. Nonpermanent signs may be placed within the windows of a Commercial Unit as are consistent with the appearance and aesthetic characteristics of the Condominium provided that the following are prohibited: (i) the display of pamphlets or similar materials as signage; (ii) the display of pricing information on signs; (iii) any signs that cover more than ten percent of the total window surface of the Commercial Unit or more than twenty percent of any single window's surface; (iv) any nonpermanent signs placed or affixed on any exterior surface of the Condominium, All signs must conform to applicable laws.

SERVICE PROVIDERS

Below are some of the initial building construction subcontractors who might be able to provide service for your unit. This information has been volunteered by Tate residents and is not an official recommendation by the Tate HOA.

Locksmith	Bennett Management Company (BMC). 541-485-6991 Kehole Locksmith (Jim King). 541-484-6622
Plumbing	Twin Rivers Plumbing. 541-688-1444 Kevin Cohen Plumbing. 541-607-9208
Windows	Pella Windows & Doors. 800-938-4622
Electrical	JKG Electrical Contractors. 541-746-4656
Fireplaces	Midgley's. 541-343-1131
Flooring	The Carpet Company. 541-484-5373
HVAC	FM Sheetmetal. 541-726-3000

“Summary of Do’s and Don’ts”

Using Your Disposer (Continuous Feed Type Shown)

Please see the accompanying manual for complete installation, care and use instructions, and product safety information.



Collect all food waste in the sink during food preparation and when scraping your dishes.



Turn on the **COLD** water followed by the disposer.

Using Your Disposer (Continued)



Feed the food waste into the disposer. Listen for the disposer to finish its work.



After grinding is complete, turn off the disposer and let the water run for a few seconds to flush the drain line.

Disposer Do's



DO:

- First turn on cold water and then turn on the disposer. Continue running cold water for a few seconds after grinding is completed to flush the drain line.
- See instructions on your specific model of disposer for what types of food you can grind.
- Grind small amounts of hard material such as small bones, fruit pits, and ice. A scouring action is created by the particles inside the grind chamber.
- Grind peelings from citrus fruits to freshen up drain smells.



Disposer Don'ts

DON'T:

DON'T POUR GREASE OR FAT DOWN YOUR DISPOSER OR ANY DRAIN. It can build up in pipes and cause drain blockages. Put grease in a jar or can and dispose in the trash.

DON'T use hot water when grinding food waste. It is OK to drain hot water into the disposer between grinding periods.



NOTES

Garbage Disposer and Drains;

Garbage Disposer: do not put bones, peels, any sort, seeds and grease down the disposal. Water needs to be run in all of the traps, tubs, showers and sinks, once a week.

It is highly recommended that each home owner becomes pro-active and clears sink and shower and tub drains on a regular basis (weekly) using commercial products such as Drano or “Critters” 5-Strain Synergized Bacterial with Odor Control; Product Code FCCR from Wench Janitorial Supply at 2621 W 5th Ave, 97402, to keep drains clear.



Garbage disposals are a welcome convenience in any kitchen, but they have their limits. Below, we'll explain how to take care of your **garbage disposal** and

DO run water down the drain while you run your garbage disposal.

Your garbage disposal works in tandem with your home's plumbing system to get rid of food scraps. If you don't run water down the drain while you run your garbage disposal, there's nothing to help move those ground-up food scraps along through the pipes. Instead, the food will accumulate and potentially form a clog.

DON'T feed your garbage disposal anything stringy.

Avoid putting large amounts of particularly fibrous foods down your garbage

disposal, such as long celery stalks. The stringiness of the material can cause it

Foods like potatoes may seem harmless enough, but when put through a garbage disposal, they form a paste. This paste can make the appliance's components jam or cause a clog in the drain line.

to tangle in the appliance's components and cause a jam.

DON'T feed your garbage disposal anything ultra-starchy.