



# OWNERS' ASSOCIATION NEWSLETTER

SUMMER 2008

## Board of Directors

**Larry Emery**

Chairman

*emery.larry@gmail.com*

**Stanley Townsend**

Vice-Chair

*townsendpdx@comcast.net*

**Sara Burton**

Secretary

*Sara@girlscoutlocations.com*

**Kevin Kutcher**

Director

*Kkutcher@comcast.net*

**Vacant**

Treasurer

**CMI**

**Community Management Inc.**

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Portland, OR 97214

503-233-0300

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*www.communitymgt.com*

**Nancy La Voie**

Community Manager

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Community Administrator

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**Kathy Sweet**

On-Site Manager

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503.241.7859

## Your Community Website

Be sure to check out The Vaux Condominium website! You will find important information such as how to contact your Board of Directors, news of upcoming social events and special notices for all residents and owners. You can also download Board of Director's meeting minutes and monthly financial statements. In order to use The Vaux website you must register. Please go to the link listed below, click on "The Vaux Home," then "Contact," then "Homeowners," then the "email" link in the left column.



## Annual Meeting

You will find enclosed the 2008 Annual Meeting minutes. Please review and keep for your records and future reference. We would like to extend our thanks to out-going Board members Samir Desai, Elizabeth Ku, and Noella Nelson. Their work and dedication to the Vaux Condominium is greatly appreciated. We would also like to welcome new Board members Stanley Townsend and Kevin Kutcher. Dagny Hooke had been elected but unfortunately had to resign.

## National Night Out

Your Association is in the process of arranging a social event in The Vaux courtyard for National Night Out on Tuesday, August 5. National Night out is an event with a focus on crime prevention sponsored by the National Association of Town Watch. Last year over 34 million people participated in the event. You can learn more by looking at [www.nationalnightout.org/nno/about.html](http://www.nationalnightout.org/nno/about.html). Additional information about our part in this event will be made available as arrangements are made, but for now, mark your calendars for the evening of August 5!

## Next Board Meeting

Please take note that the Board meeting has been scheduled for:

Monday, August 18, 2008

6:00 PM

Holiday Inn Express

2333 NW Vaughn Street

## **Building Security**

The security of the building is only as good as the owners' diligence. Please be mindful when entering and exiting the building, and remember to always close the courtyard gates (GENTLY PLEASE). It never hurts to check the gate handles to make sure they are in the LOCKED position. The safety of the building is everyone's responsibility.



When driving in or out of the parking garage please pause to see the gates close behind you before continuing to your destination. This requires just a few seconds of your time that could prevent unauthorized access by others.

If you see suspicious people or activity in the area please do not hesitate to call the Portland Police and report the incident.

## **Noise Courtesies**

As with any building, noise can be disturbing to some of your neighbors in various degrees. We request you keep in mind the following:

- Close doors gently going in and out of your unit.
- Do allow stairwell doors to slam.
- Extend courtesy to your neighbors by being aware of your voice level in the hallways, and voice, music and other sound levels in your unit.
- Floor noise can be muffled by placing a carpet on hardwood floors and by taking off your shoes as you enter your unit.

On the other hand, as a courtesy to your neighbor please remember you are in a multi-unit building in an urban setting and will be surrounded by the normal sounds of that environment. Remember to keep it down after 10:00 PM and to be courteous to your neighbors.

## **Use of Trash Chutes**

The doors to the trash chutes must be SECURELY closed after each use. If a piece of debris, paper, etc., gets caught and causes a trash chute door to be ajar, the trash chutes in that stack will not function! The chutes are designed to function in that manner for safety purposes. Therefore, take extra care in assuring that the doors close securely.

Also, please ensure items placed in the trash chute are secured in bags to reduce the mess created once it reaches the bins in the basement. Recycling – especially glass – is not to go down the trash chute!

## **ACH Service**

### **No checks to write!**



Your Association fee payment is made convenient through the ACH Service provided by U.S. Bank. All you have to do is go on-line and download the form from CMI's Web Site ([www.communitymgt.com](http://www.communitymgt.com)), submit the required information to CMI and we will take care of the rest.

The deduction from your checking account will occur on the 8th of each month and the amount will be adjusted each budget year. However, in the event charges are assessed outside of the budget, these will not be automatically deducted. You will be asked to pay these separately.

Please note that once you have authorized the ACH service it will continue in force until terminated by you. You do have to be responsible for discontinuing the service. A \$15.00 processing fee is charged in the event service is not terminated and a refund check has to be issued.

## **The Vaux is a Smoke Free Compound**

In addition to our smoke free bylaws, we ask for assistance and consideration from resident smokers that tobacco smoke is a strong allergen for many people and could pose a serious health hazard. Cigarette butts have been noted in lower residence patios and shrubbery. This is a serious fire hazard that could compromise everyone's safety.

(Article 7.24 of The Vaux bylaws states, "Smoking of tobacco products or similar products shall be prohibited on the decks, balconies, front porches and terraces of the Condominium, and in all common areas of the Condominium, including the interior parking structure, the hallways, elevators, lobby and courtyard.")

## **Garbage/Recycle**

The recycle system has changed throughout the city of Portland. Glass is now the only item that needs to be separated from the other recyclable items (tin, aluminum, cardboard, paper / fiber mix). When disposing of your garbage please be conscious of the options available. Only non-recyclable items should be put in the garbage dumpsters. Recyclable items should be sorted into the appropriate bins. Glass in the glass container, all other recyclable items in the mixed bin.

**PLEASE REMEMBER TO FLATTEN ALL  
CARDBOARD!**

## Pet Etiquette

CMI has received many complaints regarding dog excrement in the hallways, and recently residents have reported multiple incidents of people not picking up after their dogs elsewhere around the Condominium. CMI has to dispatch a cleaning service to handle these situations when they occur, at HOA expense.

Cleaning up after your pet is very important because dispatching to clean up the mess costs the entire Association. If you are a pet owner, please remember that it is your responsibility to immediately clean up any debris left by your pet in the common areas, or anywhere on the property (needless to say, off the property as well).

Accidents do happen, however, it is the responsibility of the pet owner to immediately clean up after their pets by:

- Removal of pet droppings and disposing of them appropriately
- Ensuring that your pet does not urinate on common area landscaping
- Washing off sidewalks, parking areas and tile floors
- Cleaning carpets (or alerting CMI, but paying the damage incurred)
- Avoid littering common areas with dog hair
- Clean mud off of your pet before coming into the common areas

## Bulletin Boards

Please find located in each main lobby of the Savier & Raleigh buildings a bulletin board that is for official business of the HOA and CMI to communicate important matters to our community. We will be installing additional bulletin boards in the parking level elevator lobbies for the use of the community. There will be rules of posting and a time limit for notices to remain. Also, we hope that homeowners will use [hoa.TheVaux.com](http://hoa.TheVaux.com) to communicate and increase the further use of non-paper communication.

## Alterations, Changes or Modifications

If you plan to make any alterations, changes or modifications to your unit that may affect the common elements, the Board of Directors must review and approve your plans. The Association has a form which is available from CMI that must be completed and submitted with your plans. Once completed, submit your request to CMI who will forward it to the Board as soon as reasonably possible. Remember, the Board members are volunteers and are not always readily available, so please submit your plans well ahead of the time you wish to do the work.

Perhaps even more importantly than the monetary issue, it is just not courteous to your neighbors for you to leave it for them to see, smell, or worst of all — walk in.

Your Board of Directors is asking owners to cooperate on this important matter; but if this type of behavior continues, they will consider adopting a policy to assess all pet owners an annual cleaning fee.



All pets (dogs and cats) must be on a leash while on the Condominium grounds, whether in the building or outdoors.

Allowing pets to run through the Condominium and use the hallways as a bathroom causes an extra expense to the Association in janitorial services to clean up the damage. While you may love

your pet, others that are approached by an unleashed animal may become frightened, or the animal may become aggressive. We ask that you do not expose yourself or others to this unpleasant situation.

*Owners who do not adhere to the written pet rules will be subject to fines.*

## BBQ Grills

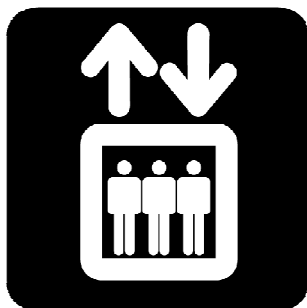
Please remember that no propane barbeque grills or any turkey fryers are allowed on porches, balconies or patios, or within any Unit. This rule is not meant as an invasion of your freedom or privacy, but is a law to protect fire fighters and an effort to contain a fire should such an event happen. It is items such as propane tanks and lighter fluid that become “combustible” in a fire event and act as explosives that could seriously harm fire fighters and also further the intensity of a fire event. Please feel free to use non-propane methods to grill and barbeque. This includes electric grills and grills designed to burn charcoal, briquettes or wood pellets. The use and storage of combustible liquids or gas torches for lighting grills is not allowed.

## Renting Your Condominium

The Condominium’s governing documents restrict the renting of units to a maximum of 30% of the units. In order to ensure that we do not exceed this limit, you must send a written request to the Board of Director’s via CMI to rent your unit. To contact CMI please see front page to contact your community manager or make use of [hoa.TheVaux.com](http://hoa.TheVaux.com) to find contact info for CMI.

## Elevator Out-of Service Calls

Whenever you encounter a problem with the Elevators, please do not hesitate to contact the On-site Manager (Monday—Friday 7:00 AM—3:30 PM) or the CMI Emergency Line (503-233-0300). The Vaux has 24 hour Emergency Service provided under their contract with Thyssen Krupp. Do not wait for someone else to call or assume that someone has called already! CMI will dispatch Thyssen Krupp to service the elevators immediately.



## Maintenance Responsibilities

From time to time, questions arise about the Association's responsibility to repair damage to the common elements and/or units, and the available coverage under the Association's insurance policies for such damage. This notice sets forth a summary of what the Association's governing documents provide on these issues.

Unit Maintenance. Individual owners are required to keep their units in good condition. Owners must pay any costs to repair damage to their units and the personal property located therein, unless such damage is covered by the Association's insurance policies. However, if no coverage is available, the Homeowner is responsible for expenses involved with repairing damage to their units and personal property.

General Common Element Maintenance. The Association is required to maintain the general common elements. If the Association fails to exercise reasonable care in maintaining the general common elements and damage occurs to a unit arising from this lack of maintenance, the Association may be responsible for the cost to repair damage to the owner's unit, depending upon the facts and circumstances. Note: Defects, which a reasonable maintenance program did not prevent, do not give rise to Association liability. The Association is not a guarantor of the condition of the common elements.

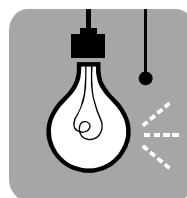
## Insurance

The Association carries a broad form property loss insurance policy on all condominium property, i.e., units, limited common elements and general common elements. The Association's deductible is **\$10,000**. Insurable damage to a unit is covered by the Association's policy, but only to the extent the loss exceeds the deductible. Each owner should purchase a condominium owner policy insuring the owner's unit components and personal property located within the owner's unit. Uninsured damage to the unit, damage below the Association's deductible and damage to an owner's personal property is the responsibility of the owner. Owners and tenants are also responsible for additional living expenses, i.e., costs for temporary relocation or loss of rent in case of a loss. The Board and CMI reminds you to check your insurance coverage. Each Owner shall obtain, at his/her own expense, insurance covering personal property and liability. Renters are strongly urged to purchase a 'Renter's Policy.' The Association's policy covers the buildings common elements and liabilities only. If, for example, a hose to your washing machine bursts, causing flooding in your unit and adjacent units, you could be financially responsible for damages to all affected units.

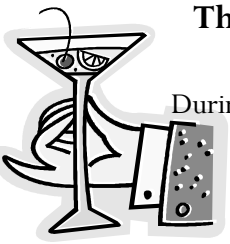
The Association's insurance coverage is provided by American Benefits. Please see the Enclosed letter from the Association's insurance Agent Vern Newcomb for more details.

## Light Ballasts

A very helpful Unit owner has done some of the leg work in finding out about the light ballasts underneath the kitchen cabinets. They discovered that it is not bad bulbs, but bad wiring. An exact replacement is hard to find and costs around \$60.00 for the complete light assembly. These ballasts have a 2-year warranty from date of occupancy and the company will ship out a replacement at no charge, direct to the homeowner. Assuming the owner is handy (or has a handy friend or neighbor), they should be able to replace it without too much trouble. Simply contact Keystone at the number on the web link below:



[http://  
www.keystoneballast.com/  
contact/](http://www.keystoneballast.com/contact/)



**The Vaux Supports Local Businesses**

During the months of July and August  
Tuesday Nights  
6:30 PM  
Casa del Matador  
1438 NW 23<sup>rd</sup> Avenue



## Storage Units

In order to maintain the Storage Rooms in a manner that is consistent with Fire Code, please ensure that you remove all items from the top of your Storage Units as it compromises the Fire/Life Safety System.

All items in the Storage Rooms must be inside a Storage Unit, and not placed in any other part of the Storage Room.

It has also come to our attention that many Storage Units are being used incorrectly by some homeowners. During a recent inspection, it was noted that the following Storage Units were found to have items in them and have padlocks on their doors. According to our records, the following Storage Units currently belong to Vaux Holdings, LLC:

<b>S1-2A</b>	<b>N1-6B</b>	<b>N2-3B</b>
<b>N4-5A</b>	<b>N4-5B</b>	

If you currently have items stored in these units, or believe that any of these units belong to you, please contact CMI at 503-233-0300 immediately so that we can determine the Storage Unit, if any, you were deeded upon purchase of your unit, and make arrangements for the removal of items from the Storage Units mentioned above.

## Hallways

The Vaux Board of Directors would like to remind everyone to please keep items out of the hallways, including rugs, mats, shoes, and decorative items. These items can become bothersome during moves and a trip hazard during normal movement throughout the building. While these items can be aesthetically pleasing to you, it can be a nuisance to others. Please keep the common areas free of clutter and personal items.

## Loading Zones

Be sure to make good use of the loading and unloading areas in the garage, but please abide by the **2 hour** limit. We will be placing friendly reminder notices on vehicles parked there to make sure people don't forget. We are in the process of requesting from the City of Portland a "10 minute loading zone" in front of each of the building entrances. Please watch for further details.

## Parking Spaces

All parking spaces in the garage are privately owned (with the exception of temporary loading and unloading spaces). Please do not park in another resident's space or you will be subject to towing. Also please refrain from storing anything in the parking spaces—only vehicles are allowed.

## Moving Procedure

Scheduling of Move—To schedule a move, call or e-mail the On-Site Manager fourteen (14) days prior to your requested date to ensure at least one elevator is available. Only one move in the building is allowed per day. Moves may be scheduled between 8 a.m. and 5 p.m. daily.

### Move Fees

Move In Fee: \$200.00

Move Out Fee: \$200.00

The moving fees must be paid at the time of the move, or two days prior to the move if it scheduled for a weekend. Please make checks payable to The Vaux Condominium and give them to the On-Site Manager. If a move occurs without the appropriate notice to the management, the owner's account will be billed. Ultimately, the Owner of Record is responsible for payment of the fee, however, the moving policy applies to owners and tenants.

\*There will not be a charge for single item moves, i.e., delivery of a couch, etc.; nevertheless, please contact the On-Site Manager to have the elevator pads installed to protect the elevator as the owners are responsible for any damage caused to the common elements during the move.

Parking Options—Parking permits should be obtained from the city at a minimum of two days prior to the move. Parking meter hoods can be purchased from the City of Portland, Permit Center, 503-823-7365.

Monitoring—Pacific Patrol Security Services (formerly Portland Patrol) will monitor the door and common elements during the move. They will conduct a walk-through before and after to make sure there is no damage.

Boxes and Packing Material—At the end of the move, or after each day, if the move takes longer than one day, the corridors and elevator must be cleared of all debris. Packing materials and boxes must be disposed of in the Recycling Area located in the basement garage. Please flatten all boxes and place materials in the appropriate containers. If your material will not fit in the containers, owners must contact the On-Site Manager to arrange for a special pick-up at their own expense.

Damage to Building and Common Areas—The Owner of Record is responsible to the HOA for damage to the building and common areas which may be caused by the move.







## **CMI After-hours Service**

CMI office hours are 9:00 a.m. to 5:00 p.m. If you call after hours please expect the following:

**Non-Urgent Calls**—You will be given the option of calling again during normal business hours, or leaving a message on our voice mail system.

**Urgent Calls**—If your call requires an immediate response, something that you have determined cannot wait until the next business day, such as a plumbing leak, an inoperable elevator, sewer back up, etc., you will be given instructions to have your call transferred to our answering service.

The answering service will contact the person who is on call. The on call person should contact you within 5-10 minutes to process your request. If you have not been called within that time period, you should call CMI again and tell the answering service that the person on call has not responded

## **Correspondence**

Please mail correspondence to CMI's office address of 2105 SE 9<sup>th</sup> Ave., Portland, OR 97214 or e-mail to [nancyl@communitymgt.com](mailto:nancyl@communitymgt.com). Also, include your name, address and your telephone numbers-work, home and/or cellular, as applicable to help them respond promptly to your letters.

Please make your checks for homeowner fees payable to your association and mail to P.O. Box 500680, San Diego, CA 92150-0680. Please do not mail correspondence with your fee payments to the San Diego PO Box. The PO Box is the association's bank lockbox and fee payments are processed directly by the bank. The bank returns checks made payable to CMI to our office along with any correspondence received at the lock box, however, your association will incur additional processing fees and our receipt of correspondence is delayed.

## **Check out CMI's web site!**

In addition to the Vaux's web site, CMI would like to remind you about our web site—[www.communitymgt.com](http://www.communitymgt.com). Log on to request a change of address, request information regarding your HOA account, request an ACH form for automatic payment of your Association fees, submit a service request, email your Association Manager, and find answers to some of the most frequently asked questions. You will also discover items of interest relating to seminars and programs through Oregon Chapter of Community Associations Institute.

In addition, you can now request Real Estate Transaction Packets (If you are selling or planning to sell your unit, this is a packet of documents that are frequently requested by potential purchasers.) Appraisers can access quick answers to their commonly asked questions, Lenders can request and pay for Condominium Certification Questionnaires, and Escrow Officers can request account payment information for closing documents.

to your request. We have instructions in place for follow up in the latter event.

**Please do not use the answering service for any assistance that can wait until the next business day as it increases the response costs to your Association.**

**•Fire – Call 911 immediately, not CMI**

**•Power Outages – Contact the power company, not CMI**

**•Safety and Health Emergencies: Call 911 immediately**



After-hours and  
Weekend Calls  
503-233-0300 or  
1-800-382-1347



*In an Association such as the Vaux, e-mail is often the fastest and most cost-effective way to communicate. Board minutes, announcements, and forms are often sent out via email to avoid the cost and delay of regular mail. If you use e-mail and are not currently receiving email communication from CMI, please advise us of your email address by emailing [nancyl@communitymgt.com](mailto:nancyl@communitymgt.com) or [eatherb@communitymgt.com](mailto:eatherb@communitymgt.com) or by calling 503-233-0300. Also, please take a minute to update your preferred contact phone number.*