

ASSOCIATION OF UNIT OWNERS OF FLANDERS LOFTS, A CONDOMINIUM

Resolution of the Board of Directors

“Safety and Building Security”

Adopted: June 2024

RECITALS

- A. **“Association”** is the *“Association of Unit Owners of Flanders Lofts, a Condominium,”* which is also an Oregon nonprofit corporation.
- B. The Association is governed by the following documents, recorded in the records of Multnomah County, Oregon, referred to herein as **“Governing Documents”**:
 - 1. *Declaration Submitting Flanders Lofts, A Condominium to Condominium Ownership*, recorded on August 15, 1997 as document number 97123846, including any amendments thereto (the **“Declaration”**);
 - 2. *Bylaws of the Association of Unit Owners of Flanders Lofts, a Condominium*, recorded as Exhibit C to the Declaration with the same document number; along with the First Amendment to the Bylaws of the Association, recorded on March 16, 2005; and the Second Amendment to the Bylaws of the Association, recorded on February 11, 2013, collectively shall be referred to herein as the **“Bylaws.”**
- C. The Association is also governed by the Oregon Condominium Act, ORS Chapter 100.
- D. ORS 100.405(3), Article 14.3 of the Declaration, and Article 3.7 of the Bylaws vest the Board of Directors of the Association (the **“Board”**) with all of the powers and duties necessary for the administration of the affairs of the Association.
- E. ORS 100.405(3) and Article 7.5(l) of the Bylaws empower the Board to adopt Rules & Regulations.
- F. ORS 100.450(5) and Article 5.6 of the Bylaws provide that fees, late charges, fines, and interest imposed by the Association are enforceable as Assessments.
- G. ORS 65.357 charges the Board to act with reasonable and due care, and when the need arises, to prevent harm from foreseeable danger and/or criminal activity.
- H. Article 7.5 of the Association Bylaws prescribe the restrictions and requirements respecting the use of Condominium property.
- I. For the benefit and protection of the Association, individual Unit Owners, their property, and property value, and in keeping with the residential character of the Condominium, the Board deems it necessary and desirable to establish clear expectations and guidelines for the appropriate building safety and security precautions for all persons, to ensure the safety and quiet enjoyment of the Unit Owners at Flanders Lofts.

RESOLUTION

NOW, THEREFORE, it is Resolved that the Board shall adopt the rules and policies set forth below with respect to life-safety and building security for and within the Condominium, and that these policies are to be appended to the Rules & Regulations of the Association for the benefit of Owners and Residents.

Section I - Condominium Systems

1. **Building security & life-safety systems.** The Association will maintain the building-wide security and life-safety systems listed below (hereinafter “Systems”) and shall keep them fully functional and in good working order at all times.
 - a. Entry access control system and secure building entry doors;
 - b. CCTV video surveillance and recording system;
 - c. Fire sprinkler system (wet pipe);
 - d. Portable fire extinguishers and safety equipment;
 - e. Fire Alarm System & central station monitoring, including smoke detectors, strobes/sounders, and pull stations;
 - f. Lighting and illumination in and around General Common Elements, at all building entries, and around the building exterior;
 - g. Evacuation routes, including illuminated exit signs and safe, enclosed, fire-exit stairways;
 - h. Emergency lighting, in halls, stairways, and along evacuation routes;
 - i. Emergency responder building access;
 - j. Overhead garage vehicle door; and
 - k. Necessary telecommunication and internet connectivity.
2. **Maintenance, Inspections, and Review.** The Manager shall be made responsible for ensuring that all Systems are professionally maintained and inspected on a regular basis and as required. An annual review of all Systems that details any service providers or contracts, and documents the condition and inspection status of each System, must be completed each year in the month of September. An example of such a report is provided as Exhibit A.
3. **Commercial Units.** Fire suppression, sprinkler, and smoke detector alarm systems in each Commercial Unit are included as an essential part of building-wide Systems of the Condominium. However, the Association will neither provide nor manage the access-control for street entry doors of any Commercial Unit.
4. **Video System.** Closed-circuit video recordings within and around the general common elements, each residential hallway, garages, entrances, and the building exterior will be electronically stored and retained for no more than 90 days. There is no audio recording at any time in any location. Access to video system controls and stored surveillance video is limited to the Manager, the Board, and authorized representatives. Sharing of video footage for crime prevention and enforcement purposes, including with law enforcement, may occur as required.
5. **No adjustments to Systems.** Absolutely no modification, removal, or disabling of any component of any System is permitted without the express approval of the Board.

6. **Emergency and Disaster Preparedness.** A form of a building emergency plan, which should be updated regularly, including important contacts and an emergency resident reunion plan, is provided as Exhibit B.
7. **Crime Prevention and Community Security Patrols.** As practical, the Association may contribute financially towards, contract for, or participate with any well-organized community-based organization or program that provides additional private security patrols around the immediate local neighborhood and to the Condominium building.

Section II – Building Access and Entry Procedures

8. **Building doors.** The Condominium building is to remain secure at all times, with entry doors locked and access restricted always. No owner, guest, resident, agent, or service provider shall jam, prop open, or otherwise cause to remain open any door, including all building entrances and garage doors, at any time.
9. **Automatic Garage Door.** Owners, drivers, tenants, guests, or any person who causes the overhead garage door to open must remain at the garage entrance and monitor the entrance until the overhead garage door is completely closed and should not allow tailgating of persons or vehicles into the parking area.
10. **Key lock boxes.** Spare key lock-boxes, like and including those used by realtors, are not permitted to be attached to any part of the Condominium building and may not be located in any exterior place.
11. **Unknown Persons.** Owners and residents should not admit to the building any individual calling from the front door call box unless personally known to them. Always verify call box entries before granting access. Do not allow unknown persons to follow or tailgate you when entering into the building.
12. **Deliveries and Packages.** Regular and trusted parcel delivery services (e.g. US Postal Service, UPS, Fedex, and Amazon) will have methods of building and elevator access established by the Manager, who will make best efforts to provide such consistent access to them. Deliveries should be brought to the recipient's unit door and may not be left in the building lobby. All other deliveries, such as private messengers or food delivery services, must use the front door call box to contact the resident and gain one-time access. It is not permitted to share an individual owner's PIN code with any parcel, courier, or delivery service. Owners and residents are encouraged to ensure that their correct contact phone number is registered with the Manager for the call box.

Section III – Keys, fobs, and PIN Codes

13. **Key Control.** The Manager shall be made responsible for controlling, managing, and accounting for all forms of individual access keys provided to current owners, residents, and authorized service providers, including physical door keys, electronic key fobs, and/or access PIN codes ("Keys"). A regular review and audit of Keys should be performed to ensure that there is no misuse or abuse, and that un-authorized users do not have such Keys permitting building access.
14. **PIN Code Management.** PIN codes for building access may be obtained from the Manager and are for personal and exclusive use by the individual Unit Owner. Personal PIN codes may not be used by or shared with renters, tenants, guests, delivery services, household workers, contractors, or any service provider. Misuse of PIN codes may result in revocation of PIN code access.

15. **New Owners.** Upon title transfer, each new owner should contact the Manager to transfer key registration, order any additional key fobs, program call box phone numbers, and establish door access PIN codes.
16. **Lost or stolen key.** Immediately report any lost or stolen key to the Manager who will deactivate and monitor the lost key for abuse. Replacement key fobs will be provided to Owners at a discounted price to a new or additional key fob.

Section IV – Condominium Safety

17. **Respectful Conduct.** Owners and all residents are prohibited from harassing, threatening the safety, targeting, or intimidating other owners, residents, lessees, tenants, property management employees, vendors, board directors, and/or committee members, whether orally, in writing, physically, or with pets that exhibit aggressive or threatening behavior towards others.
18. **Notice of Rental or Lease.** Immediately upon the rental or lease of any unit, the Unit Owner shall promptly inform the Association or the Manager of the name and contact information of the lessee or tenant, providing a completed Statement of Occupancy Information. [Bylaws Article 6.6]
19. **Movers, Contractors, and Service Providers.** When engaging third-party service providers, moving companies, contractors or any other professional, the unit owner will remain responsible for maintaining building security, protecting the elevator, and all other ‘Use of Condominium Property’ obligations.
20. **Open Fires Prohibited.** Open fires in any outdoor fire pit, grill, bowl, or fireplace, of wood, paper, charcoal, or any solid fuel that creates sparks or embers, are strictly prohibited in all areas of the condominium. Propane grills, heat lamps, or other gas devices are permitted with not greater than 20-lb portable gas canisters.
21. **Video doorbells.** Personal video doorbells or any device capable of capturing or recording video or audio, are not not permitted in General Common Elements of the condominium building, including in residential hallways or outside of residential unit doors. [Article 7.2(c) of the Bylaws]
22. **Roof and mechanical rooms.** Access to the building roof, elevator equipment room, or other mechanical areas of the condominium building is restricted to the Manager, Board, insured service professionals, or other authorized persons.
23. **Report incidents.** Observations or occurrences of property theft, trespassing, vandalism, or building damage should be reported to the Manager promptly for tracking, maintenance, and/or investigation.
24. **Garage & Vehicle Security.** The common elements of the garage are inherently less secure than other areas of the Condominium. Owners and residents must remain alert in the garage and should be aware of the potential risks of property damage or theft. The Association can accept no responsibility for damage to or theft of vehicles or personal property kept within the garage.

Section V – General

25. **Fees.** Fees for service, PIN code management, new or replacement key fobs, garage door remotes, or related items may be adjusted periodically and will be collected by the Manager. An example schedule of fees is provided as Exhibit C.

26. **Owner Cooperation.** The owner of each unit is ultimately responsible for any renter, tenant, or lessee who violates any portion of the above rules, the Governing Documents, or the Rules & Regulations of the Association. Owners that rent or lease a unit shall cooperate directly with the Board and Manager in resolving complaints or concerns with respect to such tenants or leaseholders who may be in violation or otherwise creating a security or safety issue.
27. **Fines.** The Board may assess fines against a unit owner for violations of this resolution in accordance with the Association's current Schedule of Fines as described within the Enforcement Resolution. Unit owners are responsible for violations by any renter, tenant, guest, or family member, of any portion of the Governing Documents, this resolution, or the Rules & Regulations of the Association.

BE IT FURTHER RESOLVED that a copy of this resolution shall be sent to each Unit Owner at the preferred postal address or e-mail address shown in the records of the Association, and this resolution shall be included in the collection of governing documents and rules & regulations which are maintained and made available by the Manager. This resolution shall be delivered by the secretary promptly to each unit owner and shall be binding upon all unit owners and occupants of all units from the date of delivery.

ATTESTED:

DocuSigned by:
BRIAN EMERSON
Chairperson, Board of Directors,
AUO of Flanders Lofts, A Condominium

DocuSigned by:
Sarah G. Givanti
Secretary, Board of Directors,
AUO of Flanders Lofts, A Condominium

DATED : June 11 , 2024

Exhibit A - Annual Security and Life-Safety Systems Review

Date of Survey: September _____

System Description		Support and Service Details	Operational Status Testing & Inspection
A	Entry access control system and secure building entry doors	Metro DoorKing DKS-1891 with Cloud Account Manager Data service \$55/month	
B	Video surveillance and recording system. Camera coverage on each floor in general common elements, at building entrances, in garage, and around condominium exterior.	Metro ExacqVision (license fee)	
C	Fire sprinkler system (wet pipe)	Wyatt Fire	
D	Portable fire extinguishers	T.B.D.	
E	Fire Alarm System & central station monitoring, including smoke detectors, strobes/sounders, and pull stations	Action Technology Systems 503-231-1992 Act# 330126 Bosch FPD7024 Fire Control/Communicator Monitoring: \$28.30/mo	
F	Lighting and illumination in general common elements, at all building entries, and around the building exterior	Bluestone / HOA Services	
G	Evacuation routes with illuminated exit signs and safe, enclosed, fire-exit stairways.		
H	Emergency lighting in hallways, stairways, and along evacuation routes.	Action Technology	
I	Emergency-responder building access	PF&R / Fire Inspector Gabe Sansone 503-278-9056	
J	Overhead garage vehicle door	Metro Elite Access System	
K	Telecommunication and internet connectivity	AllStream and Comcast 2 landlines + 1 VoIP Combined ~ \$400/month	

Exhibit B - Emergency Plan and Contact Information

Exhibit C - Suggested Price List

As of June 2024

New or additional electronic key fob (includes programming, postage & handling)	\$65 each
Replacement for a lost or stolen electronic key fob (deactivate & monitor the lost fob)	\$15 each
Overhead garage-door remote control device (includes postage & handling)	
Establish, change, or reprogram an individual access PIN code	One per year: No Charge Each additional: \$25 per PIN