

Harrison East Orientation Checklist

Tenant Name _____

Unit No. _____

Tenant Name _____

*By initialing each item below, the undersigned tenant acknowledges receipt of the following information.

Initials	Item
_____	Resident Info Form
_____	Hot Sheet
_____	Owners' Association Information
_____	Moving Policy
_____	Building Access with Door King
_____	Utilities Contact Information
_____	HVAC/Water Heater Units
_____	Management Company
_____	Information Tour of Premises

Tenant

Date

Tenant

Date

Orientation Provided By

Date

**HARRISON EAST
HOMEOWNER INFORMATION
FORM**

To ensure management and the Board have the most up-to-date information, please take a few moments to complete this form and return to: BPM 1800 SW 1st Ave. Suite One, Portland OR. 97201 or email to bpminquiry@bpmmgmt.com

HOMEOWNER INFORMATION

Name of Owner(s): _____

Unit # _____ Storage Unit # (if applicable) _____ Parking # _____

FOB # _____ Additional FOB # _____ Garage Remote # _____

Mailing Address (if different than property address): _____

Home Phone: _____ Cell Phone: _____

Email Address/Addresses: _____

Email is the method of communication so please make sure we have it. If you do not have email access then leave blank and we will know to mail communication.

Emergency Contact Name: _____ Phone: _____

Auto Make: _____ Model: _____ License #: _____

If you have more than one vehicle that may regularly be parked in your spot, please list it here:

Pet Info: Cat: _____ Dog: _____ Breed: _____ Name: _____

If you have more than one pet, please list it here: _____

This unit is our:

Primary Residence Second Home Rental to Family Member Rental w/ Lease

If you checked rental, please fill out the rental information below:

NON OWNER OCCUPANT INFORMATION

Name of Occupant(s): _____

Lease Term _____ Lease On File? _____ (please email to bpminquiry@bpmmgmt.com)

Property Manager Info (if applicable) _____

Home Phone: _____ Cell: _____

Email Address: _____

Auto Make: _____ Model: _____ License: _____

Pet Info: Cat: _____ Dog: _____ Breed: _____ Name: _____

Welcome to Harrison East!

You've now become an owner or renter in one of the most diverse communities in Portland. We range from infants to elders, from singles to marrieds, from students to retirees, and include native speakers of some 10 or 15 languages. Our 156 condos vary in size from 5xx to 1650 square feet, and range from art-filled galleries to minimalist tributes to our Mid-Century Modern roots. We have the only community garden in downtown Portland, where interested residents can grow their own flowers and vegetables. And even though we're a high rise with limited outdoor space, we've managed to receive a somethingorother from the Audubon Society. The numbers of hummingbirds who are attracted to feeders on multiple balconies will astonish you.

As members of Harrison East, you're automatically part of the Homeowners Association (HOA) which establishes rules and regulations designed to improve the experience of living in our vertical community. The HOA Board meets monthly, generally on the third Monday at 6:30, and anyone can attend and bring suggestions and concerns to the five members. The Board members are elected for two-year terms on a staggered sequence, and work as a panel of equals, though a chair, secretary, and treasurer are designated to organize the work. The Board hires a management company, BPM, to oversee necessary service functions, such as financial accounting, maintenance, security, record-keeping, and the like. They're conveniently located just across the street as 1800 SW 1st St. Suite 1 and should be your first resource when you have questions or observations. They will pass your issues on to the HOA Board, where they can be dealt with at the monthly meetings.

We hope you will read carefully the materials in this orientation packet. It's been developed over several years to address problems that have arisen from so many people living together. This explains why there are certain rules and regulations, such as the following. Note that there are substantial fines for not following these rules.

- We've required you to move in with a move-in coordinator so that you can get a proper orientation and can avoid damaging the building or blocking other residents as you unload in the garages.
- We're trying very hard to avoid becoming a hotel and thus we require that if you rent your unit, you rent for at least 30 days and have a written lease which you file with BPM. It's a matter of security for us to have records of who actually belongs in the building.
- For similar reasons, you cannot rent your parking space to anyone who does not live in the building.
- We require you to have liability insurance (and file documentation with BPM) so that other residents are protected from dangerous or damaging actions you or your leasers may commit, however inadvertently.
- As a building, we are committed to recycling, but residents must break down boxes so they do not overload the recycling bins. And be very careful what you put down the garbage chute or your garbage disposer because clogs can damage your neighbors' units. Note that we will charge you if you discard large items, such as mattresses, which cannot be taken by our garbage company.
- You can smoke in your unit but must not make other residents passive smokers. This means you cannot smoke in public areas, which includes your deck, since this will result in smoke going to neighbors' units.

Welcome to the Community

This handbook was prepared for your quick reference to common questions and issues associated with living at the Harrison East Condominiums. The policies and definitions described in this handbook have been adapted from the Declaration and the Bylaws of Harrison East HOA, as the Declaration and Bylaws continue to be the official governing documents of the Association.

If you have a question about any topic in this handbook, please feel free to contact the BPM Management at (503) 334-2198 or emailing directly to bpminquiry@bpmmgmt.com

- Dues and reserve payments are due on the 1st of each month with a grace period to the 10th. After the 10th, there will be 10% late fee assessed.

Payments for homeowners' assessments are to be mailed to:

**Harrison East Condominiums
c/o BPM HOA Management
PO Box 52992
Phoenix, AZ 85072-2992**

For all property general inquiries, please email bpminquiry@bpmmgmt.com

BPM HOA Management
1800 SW 1st Ave. Suite One
Portland, OR 97201
(503) 334-2198

April Carroll
Portfolio Manager
BPM HOA Management

Regular property related questions may be answered during business hours of 8 a.m.-5 p.m., Monday through Friday, by Sydney or the inquiry email listed above.

- If you have an **emergency situation** you may contact the designated line at (503) 850-2887, and the answering service will contact the appropriate staff person to respond.
- If you need to reach safety building patrol, please contact Pacific Patrol Services at (503) 595-3440 for assistance.

Table of Contents

1. Section 1- About Us

- History of the Harrison Towers and SW Portland (pg. 1)
- Harrison East Today (pg. 2)

2. Section 2- Frequently Asked Questions

- Building Address (pg. 3)
- Management Company Contact Information (pg. 4)
- Utility & Building Providers Information (pg. 5)
- Parking Space Disclosures (pg. 6)

3. Section 3- Emergency Procedure

- Contact List (pg. 7)
- Fire/Life Safety Features (pg. 8-18)
- City of Portland Earthquake & Emergency Procedure (pg. 19-21)

4. Section 4- Moving Policy

- Large Deliveries (pg. 22-24)
- Moving Process & Procedure (pg. 25-26)
- Moving Fees (pg. 27)

5. Section 5- Rules & Regulations

Which Includes:

- Maintenance Responsibilities (Homeowner vs. Association) (pg. 28)
- Enforcement Procedure (pg. 28)
- Conduct Code (pg. 28)
- Neighbor Disputes (pg. 29)
- Architecture (ARC Requests Requirements) (pg. 29)
- Use of Balconies (pg. 29)
- BBQ Restrictions (pg. 30)
- Air Conditioning/Fans (pg. 31)
- Antennas & Satellite Dishes (pg. 31)
- Cable/High Speed Internet (pg. 31)
- Trash/Recycling (pg. 31)
- Parking Spaces/Garage (pg. 32)
- Noise (pg. 32)
- Smoking (pg. 32)
- Fireworks (pg. 32)
- Pets (pg. 32)
- Rentals (pg. 33)
- Insurance (pg. 33)

6. Section 6- Fine Schedule

- Non-compliance fine amounts per violation (pg. 35-36)

History of Harrison East

Our Harrison East is a part of a landmark trio of three high-rise towers at the heart of the 1950's 55-block urban renewal area that transformed the skyline and character of southwest Portland. The newly established Portland Development Commission identified South Auditorium Project as its first urban renewal endeavor. A consortium of investors teamed up with the well regarded architectural firm Skidmore, Owings & Merrill (SOM) to build a "city within a city." They called it Portland Center. SOM designed three mid-century modern apartment towers surrounded by plazas, fountains and parks.

The residential towers celebrated simple modernist ideals: efficient floor plans and balconies for all units. The evolving concrete technology of the time, which employed inventive European forming systems, facilitated functionality and affordability. The towers created the population density needed for the neighborhood to thrive and became a visual exclamation point on the skyline of southwest downtown.

An equally strong vision for the landscape surrounding the towers was called for if the goal of "bringing nature back to the city" was to be realized. Under the enlightened leadership of PDC's John Kenward and Ira Keller, the Portland Open Space Sequence was conceived and the young brilliant landscape architecture firm, Lawrence Halprin and Associates, was commissioned to bring this vision to life.

In the unlikely setting of the city's first "scrape and rebuild" urban renewal project, the experimental and collaborative genius of Lawrence Halprin and his pioneering choreographer wife, Anna, created what is today known as the Halprin Sequence. This redevelopment endeavor became the stand out success story of urban renewal in America in large part because of the artistry of the Halprin's landscape architecture as it gave poetic form and texture to the urban spaces between the towers.

Anchored by four nodes stretching from the Source Fountain through Lovejoy, Pettygrove and Forecourt (renamed Ira Keller Fountain), powerful concrete allusions, land forms, sculptures and greenery tie the sequence together from south to north.

In creating this work, Halprin defied the conventions of both American urban renewal and mid-century modernism. Scholars commented that this kind of inviting, exuberant public space had not been seen since Renaissance Rome's Trevi Fountain and Piazza Navonna.

Today the Halprin Sequence is a renowned pilgrimage site for designers and urbanists from around the world. The Halprin Conservancy continues to work with the City of Portland to keep this important public space true to its history and respectful of its legacy (halprinconservancy.org).

Harrison East Today

The careful renovation and repositioning of the Harrison towers as condominiums and apartments in 2006-2008 has honored the modernist spirit of the original architecture while adding distinctive new graphic colorations, state of the art window wall system, and appropriate updates of public and private interior spaces.

Harrison East has made further enhancements that acknowledge the design excellence of the building with landscape, lighting and interior interventions. Classic modern wall lights (in production since 1957) grace the entry while a completely contemporary chandelier hangs from "John Yon blue" canopy, giving even gray days a bit of blue sky. A photo art program was commissioned to appoint the lobby and halls with black and white images that capture the details of the Halprin landscape, thus tying Harrison East once again to our historic site.

As residents of these unique buildings in the midst of this landscape masterwork, we proudly celebrate the 50th anniversary of the place we call home.

IMPORTANT INFORMATION AND FREQUENTLY ASKED QUESTIONS

Building Address:
111 SW Harrison
Portland, OR 97201

BPM Management:
1800 SW 1st Ave. Suite 1
Portland, OR 97201

Property Manager:
BPM (503) 334-2198
Fax Line: (503) 764-9032

(Please allow at least a 48 hour time period for a staff member to return your calls. We do manage multiple properties and sometimes communications can be delayed due the high volume of inquiries we receive. If it is an **emergency** and you need to speak to someone right away, please dial 503-850-2887.

HOA assessments are due on the 1st of the month, and considered late on the 10th.
Please send them to C/O BPM HOA Management P.O. Box 52992 Phoenix, AZ 85072-2992.

Pacific Power & Lighting	1-888-221-7070	Retriever Towing	503-222-4763
Qwest	1-800-244-1111	Pacific Patrol	503-595-3440
Comcast	1-888-824-8264		

- ✓ It is your responsibility to transfer the electricity into your name to be effective on your closing date. The building is already wired for cable and phone and can be turned on in the unit by an authorized representative once your order is placed. The cable line is inside of the furnace closet and it is the only "hot" line in the unit. Cable lines will have to be run from that line throughout the unit. The walls are concrete so drilling through to place the cable outlets is not an option. Cable and phone lines responsibilities fall on the individual vendors, Comcast and Qwest, not on the management company.
- Parking spaces are deeded with your unit and may not be changed. Do not park in a space that is not yours or you run the risk of having the car towed at your expense. We do not have any additional spaces in the spot available for lease.

EMERGENCY CONTACT LIST

APPROVED EMERGENCY TELEPHONE NUMBERS:

Fire, Police (Emergency), Ambulance / Medical	9-1-1
Pacific Patrol Services- Security Company	503-710-8004
Portland Police Non-Emergency	503-823-3333
BPM Maintenance Emergency	503-850-2887

OTHER EMERGENCY CONTACT NUMBERS:

Poison Control Center	1-800-222-1222
Portland Police Information Line	503-823- 4636
Women's Crisis Line	503-235-5333
Drug House Complaint Hotline	503-823- 3784
Mental Health Crisis Line	503-988-4888
Child Abuse Hotline	503-731-3100
Animal Control	503-988-7387

Emergency Procedures

FIRE/LIFE SAFETY FEATURES

General Description of Building:

Harrison East has 25 floor levels, which consist of two parking levels, one basement storage laundry level and 22 floors of 156 condominium homes. The building is located at the corner of 1st and Harrison St. in Portland, OR.

Building Emergency Equipment

The Harrison 111 building is equipped with smoke/fire, alarm and sprinkler systems, manual pull stations, fire extinguishers and multiple fire exits on all floors. Smoke detectors are throughout the building per City of Portland fire code.

In the event of an emergency the first thing that will alert most people that there is a problem is the fire alarm system. When the fire alarm system goes active it is imperative that all residents and staff evacuate the building as quickly as possible in a calm and orderly fashion using the East or West Stairwells and exit at the ground level.

SMOKE AND FIRE ALARM SYSTEM

Harrison 111 is equipped with a Smoke (Duct) detector and audible alarm system. All common areas, stairwells, units, and garage levels of the property contain smoke and fire detectors. Should the detectors determine that smoke and or heat are present in a specific area; the main building fire system will activate and issue an alarm to all residents within that floor and the floor directly above and below that floor. Example: if smoke or fire is detected on the 15th floor, then floors 14, 15 and 16 will have an audible and visual alarm. If then the 16th floor detects the smoke, the 17th floor alarms would go off, and so on.

This active alarm will do the following things:

Reset and Recall all elevators, no matter their location, to the main entrance lobby on the ground level of the property. The doors will open and will remain open until the fire department either overrides the recall or until the fire alarm is reset.

Emergency Procedures

Fans within the elevator shaft will turn on. This prevents any possible fire from entering the elevator shaft, thus allowing the fire to jump from floor to floor rapidly.

All electronically controlled doors will become unsecured. This means that anybody will be able to enter and or exit the property if the alarm goes active. This allows the fire department and police to enter the building without issue so that they can quickly combat any issues.

If heat is detected in a specific area of the building, the installed sprinkler system will go active and will dedicate water to spray from the sprinkler head to eliminate the heat source. If the sprinkler system goes active, it will automatically trigger a full scale fire alarm for the entire building.

MANUAL PULL STATIONS

Harrison 111 is equipped with Manual Pull Stations throughout the property. A Manual Pull Station is a device that is required by Portland City Code to allow any person who observes a fire, smoke, or any other life emergency to activate the pull station to trigger a full scale building alarm. Once The Manual Pull Station is activated, it will have the same effect as any other fire alarm as outlined above.

FIRE EXTINGUISHERS

Harrison 111 is equipped with Fire Extinguishers throughout the property. Per Portland City Code, there is at least one (1) fire extinguisher on each floor that can be used to suppress an active fire if it is observed, and they are located in the NW Corner by the East stair well exit. All fire extinguishers carry a rating with them. This rating determines what types of fires the extinguisher was made to handle effectively. They are as follows:

Class A extinguishers are for ordinary combustible materials such as paper, wood, cardboard, and most plastics. The numerical rating on these types of extinguishers indicates the amount of water it holds and the amount of fire it can extinguish.

Class B fires involve flammable or combustible liquids such as gasoline, kerosene, grease and oil. The numerical rating for class B extinguishers indicates the approximate number of square feet of fire it can extinguish.



Emergency Procedures

Class C fires involve electrical equipment, such as appliances, wiring, circuit breakers and outlets. Never use water to extinguish class C fires - the risk of electrical shock is far too great! Class C extinguishers do not have a numerical rating. The C classification means the extinguishing agent is non-conductive.

Class D fire extinguishers are commonly found in a chemical laboratory. They are for fires that involve combustible metals, such as magnesium, titanium, potassium and sodium. These types of extinguishers also have no numerical rating, nor are they given a multi-purpose rating - they are designed for class D fires only.

Class ABC fire extinguishers are the most common extinguisher used in residential properties. They are considered to be the general purpose extinguisher as it will suppress fire from all fuel sources except for class D fires, combustible metal fires.

The East Tower is equipped with Class ABC extinguishers and can be used on all types of fires within the building. This extinguisher would be appropriate for a kitchen fire. It is recommended that each unit be equipped with its own Class ABC fire extinguisher.

HOW FIRE EXTINGUISHERS WORK

Fire needs fuel, oxygen and heat in order to burn. In simple terms, fire extinguishers remove one of these elements by applying an agent that either cools the burning fuel, or removes or displaces the surrounding oxygen.

Fire extinguishers are filled with water or a smothering material, such as CO₂. By pulling out the safety pin and depressing the lever at the top of the cylinder (the body of the extinguisher), this material is released by high amounts of pressure.

At the top of the cylinder, there is a smaller cylinder filled with compressed gas. A release valve acts as a locking mechanism and prevents this gas from escaping. When you pull the safety pin and squeeze the lever, the lever pushes on an actuating rod which presses the valve down to open a passage to the nozzle. The compressed gas is released, applying a downward pressure on the fire-extinguishing material. This pushes the material out the nozzle with high amounts of pressure.

Although the temptation is to aim the extinguisher at the flames, the proper way to use the extinguisher is to aim it directly at the fuel source.

Emergency Procedures

FIRE EXIT DOORS

The 111 Harrison Tower Has 5 ground level fire exit doors that should be used in the event of an emergency.:

- Main Entry doors
- East Stairwell doors
- West Stairwell doors
- East Lobby (Exit Only) doors
- West Lobby (Exit Only) doors

The Harrison Towers residential floors each have two (2) emergency egress (Exit) locations:

- East Stairwell
- West Stairwell

The above listed locations are the approved egress (Exit) points for the property in the event of a fire of life / safety emergency. These doors will get you out of the building quickly and will, ideally, limit exposure to fire, smoke, and life/safety issues.

EMERGENCY POWER

Emergency power for the building is provided by one generator that supplies back up power to the entry system, garage doors, the fire alarm system, the hallway air supply, the smoke fan in the fire stairs, the hallway and exit signs and stairwell lights in the tower and parking levels. The generator control room has a transfer switch that when the building loses power it activates the switch and turns on the generator. The elevators have a back up transfer switch that is battery operated. This has enough power to send cab #1 and cab #2 to the 1st floor, open the doors and then shuts off. This allows anyone in them the ability to exit the elevators should power go out. The generator will then run elevator cab #3 for service in the building.

UTILITY SHUT-OFFS AND LOCATIONS ARE AS FOLLOWS

- Natural Gas: no natural gas at this location
- Electrical: Main disconnect is located in the generator room.
- Water: main shut of is located at the Harrison street sidewalk in the city vault

Emergency Procedures

- Sprinkler System: At the N.W corner of each hallway in the ceiling vault above the fire extinguisher/fire department connection.

Elevators

Harrison 111 has three (3) elevator cabs contained within the center of the building, CAB 1, CAB 2, and CAB 3. The elevators all run independently of each other, but will all recall to the ground level lobby in the event of a fire alarm.

The elevators have two (2) primary operating modes that they will operate within. They are as follows:

NORMAL MODE

This is the operating mode that most people are accustomed to. When you get into the elevator, you press the destination floor that you wish to travel to, and the elevator will take you to that floor, pending any other stops for “pickups” that it may make along the way.

In Normal Mode, when you are on a residential floor and call for an elevator, the elevator system will immediately send the nearest vacant elevator that is available to your location for transport.

EMERGENCY MODE

When a smoke detector, sprinkler, or manual pull station is activated in the building and the building fire alarm goes active, the elevator cabs will be disabled and will automatically return to the ground level floor. The recalled elevators will remain inoperative in that position with the doors open until the alarm is cleared and reset or until an emergency responder overrides the automatic shutdown system and takes manual control of the car which is called Phase 1 or Phase 2 override.

In an earthquake emergency, seismic sensors will immediately stop the motion of the elevators. In this case, the elevators do not return to the ground floor, they stop wherever they are until the earthquake passes. Once the earthquake passes, the elevators will continue to the location originally requested, unless the elevator has suffered mechanical damage, at which point the elevator will either stay stationary or return to the ground level. The Harrison East building does have these sensors on the elevators.

Emergency Procedures

When elevators automatically recall, the first objective is to get any passengers that may be in that elevator during recall to safety as quickly as possible. By opening only at ground level, passengers would have the shortest path to exit to the exterior of the building without having to use any stairwells.

FIRE PROTECTION EQUIPMENT

Sprinkler Systems - On All Floors

The basement levels B-3, B-2 and B levels are fully covered. Floors 1-23 have (1) sprinkler head inside each condominium by the front door. There is one at the top of the garbage chute and one at the bottom in the compactor room located on the east side of the b-2 level.

Fire Pump Location:

The north side of the first floor (next to unit 1-C) in the mechanical room

Fire Department Connections

At the N.W corner of the hallways.

Fire Extinguishers

At the N.W corner of the hallways.

Manual Pull Stations

There are two pull stations on each floor (B-3 thru 23rd) located on the west and east walls by the stairs.

Flashing Strobes

They are located at the S.E and N.W corners of each unit floor (1-23) and one in each elevator lobby and on the East and west walls by the stairwell doors above the pull stations on basement parking levels (b-2 and b-3) and basement storage/laundry and one additional in the laundry room.

Emergency Procedures

Smoke Control

There is one smoke fan at the top of the fireman stairs it runs 24hrs on low unless the fire alarm is set off then it runs on high.

HVAC System

The hallways and elevator shafts are pressurized.

Exit Pathways

The front door magnetic lock releases when the fire alarm is activated, all others are exit only without a key.

FIRE ALARM PROCEDURE

REPORTING EMERGENCIES:

The spread of fire can be very fast. It takes less than two minutes for a free-burning fire to reach temperatures over 1,000EF. Controlling the fire and evacuating every one safely depends on immediate notification of the emergency to the Fire Department, Building Security, or Management Personnel.

In Portland, call 9-1-1 for Fire, Police, or Medical aid. Make sure the address of the building is posted near the telephone. (Building occupants should dial 9-1-1 when an emergency occurs.)

The caller should state:

The nature of the emergency.

The address of the building.

The nearest cross street.

The extent of the fire or emergency and specific information, if known.

Follow the 9-1-1 Operator's instructions. The caller should never hang up until told to do so by the Emergency 911 Operator. After hanging up, the caller should

Emergency Procedures

notify Bowen Property Management and Pacific Patrol Services as quickly as possible.

AUTOMATIC FIRE ALARM REPORTING:

A common misconception is that building fire alarms are always monitored by the Fire Department. This is not true. Some building fire alarms are monitored by private monitoring companies. When such a company receives a signal indicating an alarm has activated, they in turn notify the appropriate Fire Department Dispatch Center.

Never make the assumption that a fire alarm will automatically be reported to the Fire Department. Always make sure that a call has been placed directly to 9-1-1 regardless of whether your building is monitored by a private monitoring service or a fire department dispatch center.

FIRE ALARM PROCEDURES:

Treat Every Alarm as an Emergency in every instance, if an alarm sounds, all building staff and occupants should react as though it is a real emergency.

Notify the Fire Department by calling 9-1-1.

If available, trained building staff members investigate to determine the location of the fire, and make steps to extinguish it - if possible, **SAFELY**.

When the Fire Department arrives, the officer in charge takes command of the scene.

If building staff determines that the alarm is false, prior to Fire Department arrival, they will relay the information to Fire Department Dispatchers.

Upon instruction of the dispatcher, building personnel may silence the alarm if trained to do so. **Do not reset the alarm!**

The Fire Department dispatcher will notify the fire companies in route to the building that a false alarm has been indicated. One fire company will continue to your building to verify that the alarm is false. All other fire department response will be canceled.

Emergency Procedures

It is *extremely important not to reset the fire alarm* when you believe an alarm is false, until directed to do so by the Fire Department. If the alarm is reset prior to Fire Department permission, it may be necessary for the Fire Department to search your building completely to verify the alarm is false.

PROCEDURES FOR PERSONS UNABLE TO EVACUATE ON THEIR OWN:

If you can, move to the exit, and have persons assist you.

Move to the exit stairwell.

Wait until all persons on the floor have evacuated and traffic in the stairwell has cleared.

If the stairwell is free of smoke, enter and wait on the stairwell landing. Two people should wait with you, while a designated resident notifies the fire department of your location.

Make sure that the stairwell door is securely closed.

Wait with your assistants for further instructions. The Fire Department will send fire fighters to assist you, if evacuation is necessary.

If you are waiting in the exit stairwell and traffic builds from the evacuation of upper floors, re-enter your floor to allow others to pass and the stairwell to clear.

If there are too many individuals to wait on the landing, an area of refuge should be sought on the floor, such as a room with a door, window and telephone. Use the fire survival skills to protect in place.

Assistants should not attempt to carry you down the stairs, unless conditions in the stairwell become threatening. If conditions deteriorate, the assistants can then perform a carry down the stairs to a safer area.

IF YOU ARE UNABLE TO LEAVE THE FLOOR:

If you do not have persons to wait with you, or are unable to leave your unit, refuge should be sought on the floor. Most appropriate would be a totally enclosed room with a telephone and window, or an office.

Emergency Procedures

OBSERVE THE FOLLOWING RULES:

Use towels or clothing to block openings around doors or vents where smoke might enter. Put a wet cloth over your mouth or nose.

Place a signal in the window. The signal can be anything that will call attention to your location. For instance, tie the curtains in a knot.

If smoke or fire enters your unit, call 9-1-1 to report your location. Stay low to the floor to breathe the best air.

It is advisable not to open or break windows. Often smoke from the outside of the building can enter through open windows. Breaking windows will put you at great risk of smoke entering from the outside, and will hamper rescue efforts below.

Fire Drills

In a fire drill, building occupants should duplicate as closely as possible the actions they would take if a fire occurred. The fire alarm monitoring company and the Fire Department Dispatch at 503-823-3333 will be informed when a drill is about to begin.

Fire Drills may be pre-announced to building staff or occupants, or they may be unannounced. Consideration of the building occupants and the use of the building may determine which type of drill is most appropriate.

EARTHQUAKE & EMERGENCY PREPAREDNESS

See attached City of Portland guidelines.



CITY OF
PORTLAND, OREGON

OFFICE OF EMERGENCY MANAGEMENT
Tom Potter, Mayor

Carmen Merlo
Director
1001 S.W. 5th Avenue, Suite 650
Portland, Oregon 97204
(503) 823-4375
FAX (503) 823-3903
TDD (503) 823-3947

EARTHQUAKE & EMERGENCY PREPAREDNESS
www.portlandonline.com/oem

The Portland Office of Emergency Management encourages you to invest some time in learning to protect yourself and your family by taking a few simple steps in advance of an earthquake or other emergency.

Create a family plan:

Things to consider if you are at home when an emergency happens:

- What are the safe spots in each room -- under tables, desks or against the wall.
- What are the danger spots in each room -- windows, mirrors, hanging objects.
- How will you exit your home?
- Where will you meet outside?
- Where do you keep emergency supplies?
- If your family is in different places when it happens, how will you get in touch with each other? Who is your out-of-state phone contact? How would you reunite?

Assemble an emergency kit:

Fill a backpack, plastic tub or other container with basic items you'll need should you find yourself without access to basic necessities. Items should include:

- water - one gallon per person per day at a minimum
- food - canned fruit, vegetables, peanut butter, energy bars/granola bars, cereals, nuts, dried fruit, canned soup or meats, juices and non-fat dry milk (don't forget a non-electrical can opener, paper cups, plates, and plastic utensils)
- flashlight
- battery powered radio (and extra batteries)
- whistle
- personal hygiene items (toothbrush/toothpaste, comb, soap, feminine supplies, contact lens supplies) including plastic garbage bags and ties
- sturdy shoes, change of clothes and raingear
- sleeping bags and/or emergency "space" blankets (mylar)
- copies of: health insurance, identification cards (license, passport, birth/marriage/death certificates, social security), credit card account numbers/company and other important documents
- prescription medications, spare eyeglasses/hearing aids and first aid supplies
- extra keys to your house and vehicle
- any special-needs items for children, seniors or people with disabilities
- food, water, medicine, leash & collar for your pets -- include photos of family members with pets for re-identification purposes

For a complete list of suggested items to go into an emergency kit, please see the Portland Office of Emergency Management website: www.portlandonline.com/oem.

When an earthquake strikes... **Drop, cover and hold on!** Protect your head and stay protected until the shaking stops and then leave quickly and cautiously to your meeting place.

Take steps to prepare your home:

- Secure any furniture that might topple in an earthquake - anchor bookcases, cabinets and other tall furniture to wall studs
- Strap the water heater to wall studs
- Secure cabinet doors with latches
- Move beds away from windows
- Move heavy or dangerous objects to lower shelves
- Make sure exits will not become obstructed by heavy objects

During an earthquake, if you are indoors when shaking starts:

- **DROP, COVER AND HOLD ON.** If you are not near a strong table or desk, drop to the floor against an interior wall and cover your head and neck with your arms.
- Avoid windows, hanging objects, mirrors, tall furniture, large appliances and cabinets filled with heavy objects.
- Do not try to run out of the structure during strong shaking.
- If you are in bed, hold on and stay there, protecting your head with a pillow.
- If you are downtown, it is safer to remain inside a building after an earthquake unless there is a fire or gas leak. There are no open areas in downtown Portland far enough from glass or other falling debris to be considered safe refuge sites. Glass from high-rise buildings does not always fall straight down; it can catch a wind current and travel great distances.
- Do not use elevators.
- If you use a wheelchair, lock the wheels and cover your head.

If you are outdoors when shaking starts:

- Move to a clear area if you can safely walk. Avoid power lines, buildings, trees or other overhead hazards.
- If you are on the beach, move to higher ground. An earthquake can cause a tsunami.

If you are driving:

- Put on flashers, slow down and pull off to the side. Stay in the car until the shaking stops.
- Do not park: on or under overpasses or bridges, next to unreinforced masonry buildings or under trees or power lines.

Once the earthquake shaking stops:

- Check the people around you for injuries; provide first aid. Do not move seriously injured persons unless they are in immediate danger.
- Check around you for dangerous conditions, such as fires, downed power lines and structure damage.
- If you have fire extinguishers and are trained to use them, put out small fires immediately.
- Turn off the gas only if you smell gas.
- Use the telephone only to report life-threatening emergencies.
- Inspect your home for damage.
- Listen to the radio for instructions.

Moving Policy

Effective September 1, 2017

Harrison East Condominiums Owners Association
111 SW Harrison Avenue
Portland, OR 97201

Objectives:

- To familiarize new residents with building policies and rules.
- To facilitate access to the freight elevator and B2 level garage.
- To minimize damage to the building.
- To minimize the disruption to other residents.

Definitions:

- A “move” is when an occupant moves into or out of a building unit as the primary resident for any period of time, regardless of the volume of physical possessions or furniture involved in the move.
- A “large delivery” is the moving in or out of an item that requires more than 1 person to carry, or requires the use of a device to move. Couches, large appliances, and large furniture pieces are examples of delivery items.
- A “staging” is when furniture is moved into or out of a unit for the purpose of displaying the unit.

Large Delivery:

- Residents must report all deliveries to the management company so that the elevator can be padded for protection against any damage.
- Deliveries through the lobby are prohibited.
- If the delivery requires access to garage level B2, contact the management company.

Moving:

- Please contact BPM Management at 503-334-2198 or bpminquiry@bpmmgmt.com to advise them of your move date within 7 business days.
- Schedule your move through the moving coordinator, Movin' In Mavens, within 7 business at 503-860-5634 or gh4@me.com. All moves must be scheduled seven (7) business days prior to the move.
- All moves will be supervised by the moving coordinator under contract with the management company.
- Resident and the moving coordinator will survey the condition of the elevator and halls both before and after the move to assess any damage.

- All moves are to take place through the B2 garage and utilize the freight elevator. With the exception of 1st-floor units, no moves are allowed through the lobby.
- The moving coordinator will advise on the parking of moving vehicles. Owners are responsible for posting and retrieval of city parking permits if required.
- Moves may occur only during the hours of Monday – Saturday, 8 am – 5 pm.

Moving Fee:

A fee will be assessed for each move into a unit. This fee includes the future move-out of the same unit. See the attached schedule for current fees. In addition to the move-in fee, any additional costs associated with the move will be assessed to the unit.

New residents moving into the building after the effective date above

\$700.00

Moving from one unit within Harrison East to another unit in Harrison East

\$500.00

Move into furnished unit/Move without furniture

\$400.00

Current resident (prior to 1/20/2014) move-out only

\$225.00

Staging Fee (Fee Includes Both Staging In and Staging Removal)

\$300.00

Failure to Comply with Above Procedures:

The unit owner is responsible for compliance with the above procedures. Failure to comply will result in an Association imposed fine in addition to the assessment of the normal moving fees as described in the fee schedule as well as reimbursement for any damages incurred. See below for current fees.

Fine for failure to comply with moving procedures

\$700.00

Fine for failure to comply with delivery procedures

\$100.00

Harrison East Rules & Regulations

Subordinate to Harrison East Bylaws and Harrison East Declarations
(See also Article 7, Section 7.5(m) of the Harrison East Bylaws)
Adopted November 19, 2012

1. Maintenance of Common Elements (see also Article 5 & 6 of the Declarations)

All maintenance, repairs and replacements to the exterior of building structures and the Common Areas shall be made by the Association.

2. General Common Elements (see also Article 5 of the Declarations)

The following are considered Common Areas:

- 2.1. The land, pathways, driveways, fences, grounds, association room and laundry room.
- 2.2 Pipes, ducts, flues, chutes, conduits, wires and other utility and communications installations and their outlets.
- 2.3 Roofs, foundations, bearing and shear walls, perimeter walls, beams, columns and girders to the interior surfaces thereof.
- 2.4 Stairways, landings, hallways, lobbies, elevators, entrances and exits that are not part of a unit.

3. Limited Common Elements (see also Article 6 of the Declarations)

The following are considered Limited Common Elements:

- 3.1. All patios and decks, each of which shall pertain to the unit that it adjoins as shown on the plat.
- 3.2. Storage areas within the basement designated as limited common elements in the plat.

4. Enforcement Procedures (see also Enforcement Procedure Resolution)

The *Enforcement Procedure* and schedule of fines adopted July 1, 2009 provide for the formal, uniform, and systematic procedure for handling complaints and enforcement of the Declaration, Bylaws, and Rules and Regulations of the Association.

5. Conduct Code (see also Article 7, Section 7.5(c) of the Bylaws)

5.1. All Owners, residents, tenants, their guest, visitors and other invitees are presumed to conduct themselves in a respectful and courteous manner with due consideration for each other as well as Association employees, Management staff, vendors and their respective employees (herein collectively referred to as the "Community Staff").

5.2 The use of obscene gestures, obscenities, verbal or physical threats or attacks directed at any Owner, resident, tenant, guest, visitor, invitee, or to Community Staff will not be tolerated. Action by any person within the Community on any Master Common Area which may be

dangerous or create a health or safety concern, a hostile environment, turmoil, disruption or disturbance among Owners, residents or others is no permitted.

5.3 Community Staff shall not be reprimanded or harassed in any way by an Owner, resident, tenant, guest or invitee. Please report all complaints regarding service rendered by any community Staff member must be made to the Managing Agent's Portfolio Manager for appropriate handling.

6. Neighbor Disputes

Residents who become involved in a dispute with a neighbor, and are unable or uncomfortable resolving the problem directly with the neighbor, please contact the managing agent for assistance in determining the proper course of action.

7. Architecture (see also Article 7, Section 7.2 of the Bylaws)

7.1. No improvements shall be commenced, erected, placed, altered or maintained by an owner, until the design plans and specifications showing the nature, shape, heights, materials, colors, and proposed location of the improvement have been submitted and approved by the board of Directors. The owner shall have the burden of establishing, to the reasonable satisfaction of the Board of Directors, that the proposed improvements or alterations will not impair the structural integrity or mechanical systems of the Condominium.

7.2 Any homeowner wishing to make an addition, alteration, or improvement to the exterior of their dwelling or to Common Elements must follow this procedure:

7.2.1. Complete an Architectural Request Form

7.2.2. Submit form to Board of Directors.

7.2.3. The Board of Directors has 30 days from the date submitted to provide written recommendation to respond to the unit owner.

With the process taking up to 30 days, Homeowners should plan accordingly when submitting their request(s).

8. Use of Balconies (see also Article 7, Section 7.5(e & f) of the Bylaws)

All balconies in Harrison East are defined in the Declaration as "limited common elements". Their use is regulated by the Bylaws and any rules or decisions passed by the Board of Directors of the Homeowners Association.

The following list is meant to clarify what items can and cannot be kept on the balconies. It is not intended to address every possible situation, but rather to provide a set of guidelines for the most common situations. As authorized in the Bylaws, the Board of Directors are always the final arbiters of what items are allowed.

8.1. General Principles

8.1.1. Objects on balconies should never be kept in such a way as to endanger or cause injury to any residents or visitors to the Condominium. All items should be properly secured to prevent them from falling or blowing away.

8.1.2. Balconies should be kept clean and sanitary and are not to be used as storage areas.

8.1.3. No item may project beyond the vertical plane defined by the outside edge of the balcony railing, except the living parts of plants and not to extend more than 18 inches beyond the plane of the railing. Items with moving parts should be installed in such a way as to prevent their moving parts from crossing plane of the railing.

8.2. Attached Items

8.2.1. Nothing may be attached to the balcony railing.

8.2.2. Nothing may be attached to the drain pipes.

8.2.3. Approval must be obtained from the Board before permanently installing any item, including hooks and other fasteners.

8.3. Lighting

8.3.1. Strings of clear/white or colored "holiday lights" are allowed between December 1 and January 10 as long as they are non-blinking, in good condition (e.g. no burned-out bulbs or frayed wires), and the bulbs are smaller than ¼ inch in diameter. During the rest of the year 1.) Only non-blinking, clear/white lights may be used, and 2.) String lighting is prohibited.

8.3.2. Any permanently-attached lighting must be approved by the HOA Board prior to installation. Board approval will require evidence that the proper permits have been issued by the City of Portland.

8.4. Furniture

8.4.1. All furniture should be appropriate for patio/outdoor use.

8.4.2. Furniture should be in good condition and not showing signs of wear or decay.

8.4.3. Patio umbrellas are not allowed.

8.5. Cooking Equipment and Other Appliances

8.5.1. Only gas/propane-fueled cooking appliances are allowed (i.e. no wood or charcoal). They must be kept clean and in proper working order to minimize smoke, odors, and harmful fumes. No smokers of any sort are allowed.

8.5.2. Appliances intended for indoor use should not be used or stored on the balconies.

8.6. Plants

8.6.1. Plants and their containers should be stabilized so as to prevent them from blowing away or falling from balconies.

8.6.2. Only the *living parts of plants* may project beyond the vertical plane defined by the outside edge of the balcony railing and not to extend more than 18 inches beyond the plane of the railing, floor or ceiling of the balcony.

8.6.2. Runoff from plant watering must be contained at all times.

8.7 Bicycles

8.7.1 Bicycles may not be parked or stored on the deck, patio, or balcony.

9. Air Conditioning/Fans (see also Article 7, Section 7.5(f) of the Bylaws)

No window box air conditioners or fans that extend past the window frame may be installed.

10. Antennas & Satellite Dishes (see also Article 7, Section 7.5(e) of the Bylaws)

Exterior antenna or satellite dishes shall not be placed on any common area or element unless approved by the Board of Directors.

11. Cable / High Speed Internet (see also Article 7, Section 7.2 of the Bylaws)

Homeowners wishing to add cable, high speed Internet or relocate a cable jack may do so under the following conditions:

11.1. Installation of cable wire is to be performed by local Cable Company or their authorized sub-contractor. Cable wire is to be pulled from the existing line located in the furnace closet to desired location in the unit. Under no circumstances should the Cable company drill holes through concrete walls to install cable outlets. They are to be surface mounted only.

11.2. The homeowner will be responsible for any cost to repair leaks, damage, or other maintenance needs required, due to the installation of cabling.

12. Signage (see also Article 7, Section 7.5(g) of the Bylaws)

No signs of any kind shall be erected or maintained on any condominium except signs approved as to appearance and location by the Board of Directors.

13. Trash / Recycling (see also Article 7, Section 7.5(h) of the Bylaws)

13.1. Garbage, trash recycling materials or other waste shall not be kept or maintained on any part of the property, except in sanitary containers in the designated areas in the building.

13.2. Trash chutes are located on each floor for tied bagging. Any recycling and boxes must be brought down to the garage area to the designated bins. Please remember to break down boxes before dumping into its appropriate bin.

14. Parking Spaces/Garage (see also Article 7, Section 7.5 (L) of the Bylaws)

14.1. Parking spaces are assigned and deeded with each individual unit. Please do not exchange spaces with another owner or tenant. Owners who park vehicles in a space not deeded to their unit run the risk of having their car towed at their expense.

14.2. Parked vehicles must remain within the boundary lines of the assigned space.

14.3. All cars in garage must be operable. No mechanical repairs or car washing may take place in the garage.

14.4. The Home Owners Association and Management are not liable for any damage or loss that occurs in the parking garage.

15. Noise (see also Article 7, Section 7.5(c) of the Bylaws)

15.1. Owners or occupants shall exercise extreme care not to make noises, which may disturb other owners, including the use of musical instruments, radios, televisions, and amplifiers.

15.2. Quiet time will be observed between the hours of 10:00 p.m. and 8:00 a.m. Also, during this time, there shall not be gatherings of any number of persons, outdoors or in common areas, that create excess noises from the collective voices.

16. Smoking (see also Article 7, Section 7.5(c) of the Bylaws and Article 5 & 6 of the Declarations)

16.1. Smoking of cigars, cigarettes, pipes or similar devices is prohibited in all general common elements and limited common elements of the building including but not limited to the land, pathways, driveways, grounds, laundry room, stairways, landings, hallways, lobbies, elevators, entrances, exits, patios, and decks.

17. Fire Works (see also Article 7, Section 7.5(c) of the Bylaws)

No fireworks of any kind are allowed to be used on the premises at any time.

18. Pets (see also Article 7, Section 7.5(d) of the Bylaws)

18.1. No animals or fowls shall be raised, kept or permitted within the Condominium or any part thereof, except domestic dogs, cats and other ordinary household pets kept within a unit.

18.2. No such dogs shall be permitted to run at large, nor shall any dogs, cats or pets be kept, bred or raised for commercial purposes or in unreasonable numbers.

18.3. Any inconvenience, damage or unpleasantness caused by such pets shall be the responsibility of the respective owners thereof, and owners shall be responsible for cleanup and removal of waste.

18.4. Rottweilers, Pit Bulls or Canary Island dogs are not permitted within the Condominium.

18.5. All pets shall be kept under reasonable control at all times and shall be carried or kept on a leash while outside of the unit.

19. Rentals (see also Article 7, Section 7.6 of the Bylaws)

19.1. Any owner who wishes to lease or rent his or her unit must meet each of the following requirements, and the lease or rental agreement will be subject to these requirements whether or not they are included within the lease or rental agreement.

19.1.1. All leases and rentals must be in writing.

19.1.2. The unit may not be rented for transient or hotel purposes, and all leases and rentals shall be for a term of not less than thirty (30) days.

19.1.3. The lease or rental must be for the entire unit and not merely parts of the unit, unless the owner remains in occupancy.

19.1.4. All such leases and rentals shall be subject in all respects to provisions of the Declaration, Bylaws and all rules and regulations adopted by the Board.

19.1.5. All owners shall provide the Association in writing a copy of the rental or lease agreement as well as names and contact numbers of all tenants occupying the unit.

19.1.6. Any failure of a tenant to comply with the Declarations, Bylaws or rules and regulations, shall be a default under the lease or rental agreement, regardless of whether the lease or rental agreement so provides. In the event of any such default, the owner immediately shall take all actions to cure the default including, if necessary, eviction of the tenant.

20. Insurance (see also Article 8 of the Bylaws)

20.1. Property Damage Insurance

The Association shall maintain a policy of insurance covering property damage for Common Areas.

20.2. Liability Insurance

The Association shall maintain comprehensive public liability insurance.

20.3. Fidelity Insurance

The Association shall maintain Fidelity insurance for all officers, directors, trustees and employees of the Association and all other persons handling or responsible for funds of or administered by the Association.

20.4. Workers Compensation Insurance

The Managing Agent shall maintain workers compensation insurance to the extent necessary to comply with any applicable laws.

20.5. Directors' and Officers' Liability Insurance

The Association shall maintain a policy of directors' and officers' liability insurance. For more detailed description of the required insurance of the Association, please refer to Article 8 section 8.1-8.4 of the Bylaws.

20.6. Insurance by Homeowners

Per Article 8 Section 8.1 (F) of the Bylaws, each owner shall be responsible for obtaining at owner's expense, public liability and insurance covering his or her property.

EXHIBIT "A" SCHEDULE OF FINES

1. Leasing of a unit for less than 30 days in violation of section 7.6 of the Bylaws:
 - a. \$1000 per occurrence and will DOUBLE with each repeat occurrence*:
 - b. **In addition, any other costs associated with determining the unit is in violation will be charged to the unit owner.*
2. Display of a sign in violation of Section 7.5(g) of the Bylaw:
 - a. \$30 per day
3. Moving Violations (see moving policy):
 - a. \$700 failure to comply fine + \$700 moving fee
4. Garments, rugs, laundry, sheets, reflective surfaces and other items hung from windows, facades, or balconies, or other items prohibited by the Board in violation of 7.5(f) of the Bylaws:
 - a. \$30 per day
5. Antenna and satellite dishes and other transmission devices placed in violation of rules passed by the Board, as provided in 7.5(f) of the Bylaws:
 - a. \$30 per day
6. Raising, breeding or keeping an animal, livestock or poultry in violation of Section 7.5(d) of the Bylaws:
 - a. \$30 per day
7. Property used or maintained as a dumping ground for rubbish, trash, garbage or any other waste in violation of Section 7.5(h) of the Bylaws:
 - a. \$100 per occurrence and will DOUBLE with each repeat occurrence

8. A violation of Section 7.5(c) of the Bylaws: "No noxious or offensive activities carried out on in any unit nor shall anything done in or placed upon any unit or common element that interferes with or jeopardizes the enjoyment of other units or common elements or which is a source of annoyance to residents":
 - a. \$100 per occurrence and will DOUBLE with each repeat occurrence
9. Exterior lighting or noise making devices in violation of 7.5(e) of the Bylaws:
 - a. \$30 per day
10. Parking a vehicle in a state of extreme disrepair, or trailers, truck campers, trucks, truck campers, boats or boat trailer, or other recreational vehicle, or a truck more than one ton, on Property in violation of 7.5(l) of the Bylaws:
 - a. \$30 per day
11. Working on, repairing or washing a vehicle on the property in violation of 7.5(l) of the Bylaws:
 - a. \$100 for the first incident; \$200 for a repeat incident
12. Dumping or leaving large items in the recycling area is prohibited as in 7.5(h) of the Bylaws:
 - a. \$100/per occurrence
13. Action by owner, tenant or guest that creates a health or safety concern of 7.5(c) of the Bylaws:
 - a. \$100-\$1000 per incident at the Board's discretion and based on the seriousness of the incident
14. Other violation of the Declaration, Bylaws, or Rules and Regulations not set forth above:
 - a. \$100-200 an incident or \$30 per day at the Board's discretion

In addition to the above fines, the offending owner is subject to additional assessment for the cost to the association to:

15. Repair, replace, remove, alter or cleanup the violation to bring into compliance with the Declaration, Bylaws, and rules and regulations; or restore affected property to original condition.

Harrison East Revised Fine Policy

The Board of Directors in an effort to deter actions that could potentially create a health or safety concern for the Harrison East community have adopted a new fine policy on July 16, 2018 to the Exhibit "A" Schedule of Fines as outlined below:

13. Action by owner, tenant or guest that creates a health or safety concern as per Section 5 of the Rules and Regulations and per Article 7, Section 7.5(c) of the Bylaws.

- a. \$100-\$1000 per incident at the Board's discretion and based on the seriousness of the incident.

Section 5 of the Bylaws reads as follows and suggests the sorts of behavior covered by this new rule:

Conduct Code

- 5.1. All Owners, residents, tenants, their guest, visitors and other invitees are presumed to conduct themselves in a respectful and courteous manner with due consideration for each other as well as Association employees, Management staff, vendors and their respective employees (herein collectively referred to as the "Community Staff").
- 5.2. The use of obscene gestures, obscenities, verbal or physical threats or attacks directed at any Owner, resident, tenant, guest, visitor, invitee, or to Community Staff will not be tolerated. Action by any person within the Community on any Master Common Area which may be dangerous or create a health or safety concern, a hostile environment, turmoil, disruption or disturbance among Owners, residents or others is not permitted.
- 5.3. Community Staff shall not be reprimanded or harassed in any way by an Owner, resident, tenant, guest or invitee. Please report all complaints regarding service rendered by any Community Staff member must be made to the Managing Agent's Portfolio Manager for appropriate handling.

Attached is the revised schedule of fines with the change as outlined above. Please replace your original Exhibit "A" Schedule of Fines with this document.