THE AMBASSADOR

PORTLAND'S FINEST DOWNTOWN RESIDENCE SINCE 1922

Residents' Handbook

Updated October 2026



1209 SOUTHWEST SIXTH AVENUE · PORTLAND ·OREGON 97204
Association Management Services NW (AMS) 503-334-2198
email: ambassadorcondo@ams-nw.com
www.ambassador1209.org

Welcome!

Welcome to The Ambassador! The Ambassador is one of Portland's oldest and finest downtown buildings, but it is more than a building. It is a group of people who treasure this historic building, its incomparable location in a wonderful city and their membership in a community of neighbors who call The Ambassador home.

This handbook includes information that we hope will remind you not only of the pleasures but also of the responsibilities that come with being part of our community. We draw your attention particularly to the section on Security, the effectiveness of which depends more than anything else on our shared responsibility and awareness of the need to care for each other.

Please direct any comments, questions or suggestions regarding this Handbook to the Board of Directors. Updated versions will be made available to residents periodically.

New Residents' Packet

All new residents to The Ambassador will receive:

- *The Ambassador Handbook
- *Mailbox combination
- *Personal Information Form to be returned to Manager
- *Move In/Move Out Policy
- *Electronic Key Information Form, return to Mgr
- *Two physical keys to the front gate and door.
- **Fob or card for building access
- **Parking Lot Pedestrian Gate Key

- Every owner will receive the "*Protect Your Family From Lead in Your Home"* pamphlet along with a Confirmation of Receipt that must be returned to the Manager. *See additional information in the Alterations and Remodeling section.*

*Owners will receive these materials from the Building Manager. Tenants will receive these materials from the unit owner.

**In every case the Electronic Key Information Form must be on file before keys and/or fob are issued. Owners must sign a form for themselves or authorization for their tenants. *Please see Building Security section for procedure.*

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History of The Ambassador

The Ambassador Apartments, listed on the National Record of Historic places, is the oldest continuously fashionable apartment residence in the Portland area. It was designed by Carl L. Linde (1864-1945) a German architect who immigrated to Milwaukee, Wisconsin in 1870 and in 1906 settled in Portland. Linde was also commissioned to build many individual homes as well as the nearby Sovereign, Envoy, Tudor Arms and Embassy apartment buildings. (In the first floor back lobby of The Ambassador, you will find a framed print of The Ambassador and an original painting of the Sovereign by Mr. Linde.) The Ambassador remains the finest example of Linde's contribution to Portland architecture. While perhaps not as elaborate as some apartment buildings in other cities, The Ambassador is one of Portland's most ornate apartment structures. "It's my New York fantasy," said George A McMath, a Portland architect who lived in The Ambassador in recent years.[1*]

The Ambassador was commissioned in 1922 by Richard Wassall and Donald B. McBride (owner of D. B. McBride Woolen Company.) The building was completed in 1923. Ownership was transferred several times. In 1977, The Ambassador was sold to Ambassador Associates and in l978 the "Ambassador Apartments" was converted to condominiums.

The nine-story building with Columbian brick facing and cast Boise sandstone trim featuring tiers of bay windows and a crenelated parapet in the eastern recess is a splendid example of building in the Jacobean style.[2] As were typical of local construction in 1922-23, the engineering and construction methods utilized reinforced (steel rebar) concrete footings, foundation walls, columns and beams, floor slabs and roof slabs. The interior non-bearing partitions are terra-cotta tile with plaster finish. Originally, two freestanding street lamps at the curb flanked the entrance and a small fountain stood in the center of the entrance walkway. The original exterior lighting fixtures, designed by Fred C. Baker, a noted lighting designer, remain in the entrance recesses on either side of the front door. The current front doors with sidelights are also original.

The Ambassador is an "H" shaped building covering approximately 6,000 square feet per floor. The ground floor, originally configured as efficiency apartments (for servants), now contains commercial units in the verticals of the "H" (addresses,

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1 * A partial list of prominent former residents of The Ambassador is included in an addendum.

2 For the curious: of or pertaining to the style of architecture and furnishings prevailing in England in the first half of the seventeenth century, during the reign of James I.

1207 and 1211) while the crossbar of the “H” contains the residential common areas of the front hall (with elevators and stairways) and the back hall with an office, mail room, guest room and rental apartment. The basement contains a laundry room, a bicycle storage room, individual storage units and mechanical apparatus. Originally, the upper eight floors contained 48 units, three in each vertical, six per floor, each with two bedrooms and one bath. Over the years, various units have been altered by adding or subtracting rooms from adjoining units and combining units. As a result there is no “typical” unit to be described. Most units, even if they still have the original “footprint,” have been remodeled.

The Ambassador is listed with the National Register of Historic Places. In keeping with this listing, we must maintain the existing look of the exterior of the building: for example, nothing may be placed in any window such as an air conditioning unit, a notice or a sign.

Condominium Organization & Governing Documents

In 1978 The Ambassador was converted to the condominium form of ownership, pursuant to the Oregon Unit Ownership Law. The Association of Unit Owners of Ambassador Condominium was formed, a legal entity which provides the individual unit owners a format for administration, management and operation of the condominium community. The governing format, "The Association," is defined by the Governing Documents of the condominium, which include but are not limited to:

- Declaration Submitting Ambassador Condominium to Oregon Unit Ownership Law, 1978
- Bylaws of the Association of Unit Owners of The Ambassador Condominiums, 1978, and subsequent Amendments to the Bylaws
- Oregon Revised Statutes, Chapter 100 – Condominiums

Proportional Share Voting

The condominium format provides for ownership of an individual condominium unit as well as an undivided interest in the common areas. Unit ownership conveys a membership in the Association of Unit Owners of The Ambassador Condominiums. Voting in the affairs of the Association, charges of expenses and distribution of common profits are determined in accordance with each unit's percentage interest in the general common elements, as determined by the square footage of the unit. (Exhibit A of the Declaration indicates the percentage interest of each unit.)

Governing Structure

Board of Directors

The Association is governed by a three to five-member Board of Directors. The directors (hereinafter may be referred to as "The Board") are elected to staggered two-year terms by members of the Association at the Annual Meeting. Officers of the Board, elected by the Board members, are the Chair, Secretary and Treasurer. The Chair must be a member of the Board, but the Secretary and Treasurer do not have to be Board members. The Board holds fiduciary responsibility for the administration and prudent management of the Association and manages and supervises all aspects of operations. Board responsibilities include adopting an annual budget and ensuring accuracy in all fiscal matters, including monthly dues, fines, etc., maintaining appropriate staff and services and ensuring proper care of the common elements. Each Board member serves as a volunteer and receives no compensation from the Association.

The Board is supported by a network of committees, a Building Manager and a Treasurer.

Board meetings are held within the building (or by Zoom) and are open to all unit owners.

Meetings

The Chairperson sets the agenda and runs the meeting; the Secretary takes and publishes minutes of all meetings; the Treasurer informs and advises the Board of financial matters. Unit owners may submit an item for the agenda of any monthly or annual meeting by presenting it in a timely manner to either the Secretary or the Chairperson of the Board.

Annual Meeting

The annual meeting of the Association is held each year in January or February to present the annual report, to hold elections for Board membership and to discuss issues germane to the Association's future.

Board Meetings

Regular Board meetings are open to all unit owners. The agenda is posted in advance of each meeting and sent by email to owners who have requested email notifications on the Personal Information Form.

Special Meetings

Special meetings of the Association may be called by the Chair or Secretary or by a majority of the Board of Directors. A meeting must be called by such Officers upon receipt of a written request from at least 30% of the unit owners (determined by proportional vote.)

Building Manager

The Board of Directors may employ a Building Manager or Property Management Company (collectively "Manager"). The Board determines the scope of the Manager's duties. Those duties are subject to the discretion of the Board but generally include responsibility for the operation, care, upkeep, maintenance and repair of the general and limited common elements; employment and supervision of such personnel as necessary to perform the services necessary for the administration of the building. The Building Manager may make recommendations to the Board for additions and improvements to or alterations of the common elements, may provide supervision of and recommendation of vendors and service people.

Treasurer

The Treasurer is appointed by the Board and is responsible for all fiscal transactions of the Association, including preparation of monthly assessment statements, payroll, payment of bills, monthly financial statements, year end

summaries and investment of reserve funds. The Treasurer is also responsible for supervising the bookkeeper.

Common Elements

As defined in the Bylaws, each unit is bounded by the interior surfaces of its perimeter and bearing walls, floors, ceilings, windows and window frames, doors and door frames, and trim and includes the interior surfaces. The common elements include everything NOT within the exclusive domain of an individual unit owner, including: land, front patio, back entrance, roof, foundation, bearing walls, perimeter walls, beams, columns and girders to the interior surfaces, pipes, ducts, flues, chutes, conduits, wires and other utility installations to those outlets, Office, lobby, basement (except individual storage cages), hallways (except the common hall for Units 804, 805 and 806 which pertains 1/3 to each of those units), stairways, elevators, entrances and exits which are not part of an individual unit.

The Bylaws require that each unit owner maintain and repair his or her unit so as to keep it in good order. In addition, each unit owner is responsible for the maintenance, repair or replacement of windows and doors and any plumbing, heating or air conditioning or other appliances and accessories connected with his or her unit.

Please do not place personal items in common areas, including next to your door.

Maintenance

The Association is responsible for the upkeep and maintenance of all common areas. In order to keep clear channels of communication, individual unit owners should channel their requests and suggestions for upkeep and maintenance through either the hired Building Manager or the Board -- not directly to staff.

Insurance

The Ambassador building is insured against such perils as fire, wind, rain, vandalism, extreme cold and theft of building property. Major exceptions include floods and earthquakes. The Association's insurance does not cover personal property or personal liability. Each unit owner or renter is responsible for carrying his or her own insurance. Please see Owner Liability Insurance Policy in the Addendum for additional information.

Restricted Areas

Access to the Mail Room, any mechanical area and locked basement areas is not permitted.

In the event the Roof Garden must be closed for maintenance or other purposes, all fob access to the roof will be disabled, notices will be prominently displayed and all portions of the roof will be considered off limits.

Important: Required maintenance to common areas may be charged to a unit owner for damage done by the owner, the owner's guest or tenant, or pet.

Building Systems and Operation

The Association maintains a contract with appropriate, licensed professionals for routine maintenance of each necessary piece of equipment and system. The Building Manager is responsible for ensuring the proper functioning of all systems; for scheduling repairs, inspections and maintenance; for ensuring that all licenses are kept up-to-date; and for calling for repairs in an emergency. Unit owners should contact the Building Manager with any concerns about the building's systems or equipment.

Electrical

Electrical service to The Ambassador is metered on an individual unit basis. The electric utility provider charges The Ambassador for all electricity used by this building. Meters are read quarterly and units are charged on their assessments.

Even if the wiring in a unit has been upgraded and/or replaced, the installation or use of heavy-duty appliances such as air-conditioners or washers and dryers may be be restricted by wiring used in common throughout The Ambassador.

If you would like to install a 220v appliance, please consult the Board. As specified below, Board approval is required for any new installation of in-unit washers or dryers. This policy does not apply to replacements of in-unit washers or dryers that were installed prior to February 27, 2024.

Residents must refrain from overloading circuits, which may result in unsafe conditions or cause a fire. Extension cords are designed only for use with portable appliances, not in place of permanent wiring. UL-Listed multiple outlet strips with built-in circuit breaker protection must be used in lieu of extension cords or multi-plug adaptors. Outlet strips should be plugged directly into the wall outlet and the appliance into the outlet strip. All outlets, switches and junction boxes must have cover plates. Adequate clearance and access to all electrical panels must be maintained.

Elevators

Service Elevator
Two elevators provide service to all levels of The Ambassador, with exception of the roof garden. The elevator to the left in the front lobby is a service elevator. The door to this elevator opens onto the back hallway on the ground floor. To maintain comfort and cleanliness in the passenger elevator, all contractors, repairmen, moving or delivery services and residents who are transporting carts, dollies, bicycles or any bulky or dirty equipment should use the service elevator.
The service elevator is used daily by staff in their work. Use of the service elevator is first-come, first-served. Residents and vendors may not prop open elevator doors, and must cooperate with others who are using the elevator during the same time period.

> Note that the total weight capacity for the service elevator is limited. Any problem related to overloading will be charged to the responsible owner.

Passenger Elevator
The elevator to the right in the front lobby is the passenger elevator and is reserved for residents, their pets and their guests.

Basement Access
Basement access by the passenger and freight elevators is security controlled through the use of a fob or code. To reach the basement by the passenger elevator, pass the fob over the reader then press “B”. To reach the basement by the freight elevator, pass the fob over the reader or use the keypad to enter your 5-digit access code followed by #, then press “B”.

In Case of Emergency
Should an elevator fail to operate, a rider may summon help by pushing the “Emergency” button on the call box located in each elevator. The phone will automatically summon the elevator service company. A blinking light on the call box indicates that your call for help has been received.

Elevators should not be used during a fire, earthquake or other disaster. Instead use the stairway.

Garbage, Trash and Recycling

General Recycling
The Ambassador actively supports recycling and conservation efforts. The recycling area is on the south side of the building, in the alley, to the left as you exit the building. There is also one can in the basement for items with a deposit.

Please see attached Trash Policy in the Addendum for details and specifics.

Heating

Interior heat is supplied by a steam heat system powered by a low-pressure, natural-gas fired boiler in the basement. An inside thermostat controls the heating system. The thermostat is adjusted seasonally at the direction of the Board.

Heat to common areas and individual units is regulated by valves located at the source of each radiator in individual units and in the common areas. The Association may inspect residential radiators from time to time for functioning valves and steam traps. As of 2026, valves and steam traps are considered common elements and will be replaced when necessary by the Association. Responsibility for servicing or replacing radiators themselves rests with the individual unit owner. To conserve energy and to prevent damage, Every unit owner is responsible for maintaining radiators in good operating condition, and to report faulty or leaking valves and traps to the Board or Manager.

Electric space heaters may be used to supplement building heat. Heaters that burn any type of fuel are prohibited. Look for electric models with built-in safety features including overheat protection and tip-over kill switches to reduce the risk of harm to your unit and the building. Seek models with certification from a recognized independent safety-testing laboratory, such as Intertek ETL or UL. Oil-filled electric radiators with these safety features are a common choice.

- **Never leave a space heater running unattended, including while asleep.**
- **Never plug a space heater into a power strip or extension cord.**
- Do not put a heater anywhere except on a flat, even, uncovered floor.
- Do not place a heater within 3 feet of an electrical outlet or anything flammable (curtains, papers, furniture, pillows, and bedding).
- Don’t run the cord under a rug or a door.

Pest Control

The Association is responsible for pest control of interior and exterior common areas. For effective pest control, dry pet food and other organic items should not be stored in basement storage lockers.

Plant Care

As with other common area maintenance, exterior and interior plant care (front and rear entrances, roof garden) is a responsibility of the Association. Plants located on each floor lobby are maintained by residents on that floor.

Plumbing

Most of The Ambassador's plumbing lines (water, steam and waste) are original to 1922 construction.

The water system at The Ambassador is designed with a number of single "stacks," and therefore does not incorporate circulating "loops" at the top of the building. Accordingly, it is sometimes necessary for hot water to travel a considerable distance prior to reaching units on upper levels. If no other unit in the stack has recently used the hot water, then it will require a longer wait for the hot water to reach any one unit's tap.

The City of Portland attests that its water is not contaminated with lead. Nonetheless, because old pipes might have had soldering which could leach lead, the City's recommendation is to run the cold water for 10 seconds to clear out any water that has been standing in the pipes.

Because of the difficulty of accessing our pipes for unclogging, do not put grease, oil, ashes, matches, or other debris down the toilet or sink drains. Any repair expense necessitated by misuse shall be borne by the responsible unit.

Garbage disposals place a heavy burden on our pipes and their use is strongly discouraged. **Any plumbing repairs as a result of a garbage disposal will be the responsibility of the unit owner.**

Shutting down the water to multiple units is time-consuming, costly, and often leads to additional problems. Accordingly, it is important that each fixture has individual fixture shut-off valves and that such valves are installed in an easily accessible location and kept in good working order. See the policy on installing shutoffs during plumbing repairs below.

Plumbing Repairs

Repairs, replacements, alterations and/or additions to the plumbing system must be completed by a licensed plumber. **The preferred building plumber is DeTemple Mechanical and Plumbing** (24 Hour Service: 503-227-2641). Please refer to the Alterations section for additional information.

- For any single-unit emergency plumbing work that requires a multi-unit shutoff, the unit owner must notify building management immediately.

- There are no scheduled water shut-offs. For any single-unit non-emergency plumbing work that requires a multi-unit shutoff, **2-weeks notice** to management is required. In the event of a scheduled multi-unit shut-off, owners affected by the shut-off are encouraged to coordinate for completion of elective plumbing work.

- The Addenda includes a table describing the location of the water shut-offs. There is a separate shutoff for hot water and cold water for the kitchen and hot water and cold water for the bath of each Tier (01, 02, 03, 04, 05, and 06), for a total of four shutoffs for each tier. There is also a shutoff for each half of the building (01, 02, 03 and 04, 05, 06), a shutoff for the entire building, and a city shutoff for the entire building at the street.

- If property management involvement is required to facilitate a multi-unit shutoff due to a single-unit plumbing repair, associated expenses will be billed back to the owner of the single unit.

- Any shutoff must be conducted in a way that affects the minimum number of units and outlets.

- **Any single-unit plumbing work that requires a multi-unit shut-off must include installation of a new shut-off valve upstream of the work** such that a multi-unit shut-off would not be required if the same work were done in the future. Any requests to the Board for exceptions to this policy must include a written report from the plumber regarding the feasibility and expense associated with such an installation.

Window Cleaning

Periodic cleaning of exterior and common area windows is included in maintenance services provided by the Association. Residents will be notified, in advance, of scheduled services.

Building Facilities and Amenities

Basement Storage Lockers

Each residential unit has an assigned basement storage locker. Items and materials that create flammable or hazardous risks or that would adversely impact the Association's insurance are not to be stored in these areas. Dry pet food and other organic items that may attract pests are not to be stored in these areas.

Portland Fire Bureau requires that items in storage lockers remain 18" beneath the sprinkler pipes.

Bicycle Storage

The Ambassador Condominium Association supports the use of bicycles as a sustainable mode of transportation. However, because bicycle storage space is limited, a Bike Room Policy has been established and is strictly enforced.

An exterior bike rack is available in the south alley or residents may store bicycles in one of the two storage spaces provided in the basement, next to the Laundry Room and across the hallway from the Laundry Room. A high quality manual bicycle tire pump with a pressure gauge is stored in the bicycle storage cage and is available for all resident bicyclists. It is recommended that owners use a bike lock when storing bicycles since all storage is at the sole risk of the resident for any damage or loss.

Please be sure to use the Service Elevator or the back stairway and the south alley door and gate when taking bicycles to and from the Bicycle Storage Area. Do NOT take bikes through the front door.

Please see attached Bike Room Policy in the Addendum for details and specifics

Guest Room

The Ambassador Guest Room is located on the first floor, at the southwest end of the rear hallway.

The Guest Room is equipped with a full bath and furnished with two twin beds. Bed and bath linens are provided. However, daily maid/housekeeping service and linen change is not provided. The Guest Room may be reserved by **Resident owners and tenants** for a maximum of 7 consecutive days. The stay can be extended beyond 7 days on a day-to-day basis given availability. (Be fair to all residents and remember that the Guest Room is not intended for long term use.)

Please see attached Guest Room Policy in the Addendum for details and specifics.

Americans with Disabilities Act Accessibility

The south alley gate and door provides ADA access to the building.

Laundry

Board approval is required for any new installation of in-unit washers or dryers. This policy does not apply to replacements of in-unit washers or dryers that were installed prior to February 27, 2024.

Washers and dryers are located in the basement Laundry Room. The laundry facilities are available for the exclusive use of residents, Ambassador Staff and first floor commercial tenants, 24 hours per day, 7 days per week. Please follow instructions, as labeled on the equipment or posted in the Laundry Room.

Residents should respect the necessity of sharing the laundry facilities by showing courtesy in emptying their washers and dryers as soon as the cycles are finished. Conversely, if there are no other empty machines available, individuals may carefully remove someone else's items from a machine after the cycle is complete. Upon completion of cycles, please ensure that the machines and area are left in a clean and orderly state. Remove lint from dryer lint traps after each use.

Prompt reporting of equipment problems to the Manager is appreciated.

Drying Racks

Drying racks are located behind the west wall (to the right of the washers as you face them) and may be accessed from the alcove. Once items have been placed on racks, carefully returning the racks to their recessed position will speed drying due to the proximity to the boiler. There is a small access door on the west wall (to the right of the washers) through which an object which has fallen from the drying racks may be retrieved. Please remove items promptly.

Lost and Found

The Housekeeping staff is responsible for care and cleaning of the Laundry Room. They will remove laundry which appears to have been forgotten for an extended time. Please contact the Housekeeping Staff to check for lost or forgotten laundry or other lost items. Lost and found items will be donated to charity.

Mail Room

Mailboxes are located on the first floor, in an alcove off the back hallway. An individual incoming mailbox with a combination lock is provided for each condominium unit. In accordance with US Postal Service regulations, access to the Mail Room is available only to authorized individuals. The door to the Mail Room has two slots:

- Internal correspondence. TThis upper slot was formerly for monthly assessment payments. It can still be used for correspondence to the Board of Directors. Please note that correspondence to the Building Manager should be placed in the box on The Ambassador Office door.
- U.S. Mail (lower slot) is for outgoing U.S. mail. Mail is collected daily (except Sundays and Federal holidays) by the letter carrier.

Hold/Forward Mail

Residents absent for an extended period of time may file a holding or forwarding form with the Post Office. This request can be filed online or at any Post Office.

Held mail can be placed in a holding bin in The Ambassador Mail Room if a written request is made to the Manager. The form for this request is available on the counter in front of the mailboxes. Held mail can be picked up during normal office hours or by contacting a Board Member.

The Ambassador cannot forward any mail. All requests for mail forwarding must be made to the US Postal Service.

Bulletin Boards

There are bulletin boards on the wall in the mailbox alcove and in the laundry room available for posting of Association meeting notices, minutes and community-related announcements. Residents may post items of interest to The Ambassador community as well as information regarding units for sale or rent. Please date your notice.

In-House Intercom

There is an in-house intercom system located above the right end of the counter in front of the mailboxes. Inserting a plug into the jack to the left of the unit number and pressing the black button on the upper right of the display will sound a buzzer in the unit. You can then use the phone to speak with the resident in that unit. Please note that conversations on this in-house intercom can be overheard if another unit's intercom phone is lifted at the same time.

Parking Lot

In accordance with the Parking Rights Agreement negotiated at the time The Ambassador was converted to condominiums, deeds for certain Ambassador units provide an opportunity to rent a parking space in the parking lot adjacent to The Ambassador.

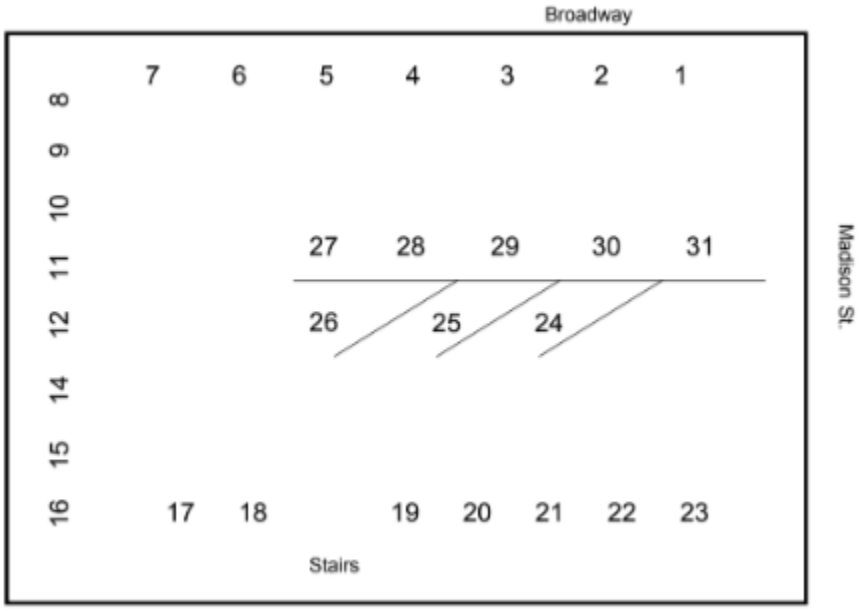
Ambassador Parking Assignments

Space #	Unit #	Space #	Unit #	Space #	Unit #

1	502	11	401	22	703
2	603	12	201	23	402
3	206	14	304	24	806
4	901	15	803	25	704
5	203	16	804	26	501
6	606	17	601	27	506
7	303	18	801	28	701
8	503	19	706	29	404
9	504	20	301	30	306
10	904	21	903	31	403

Ambassador Parking Lot Diagram

The following diagram indicates the location of each numbered space.



Please be aware that the information above may become inaccurate as it is subject to change as units are rented or change hands.

PLEASE DO NOT PARK IN SOMEONE ELSE'S PARKING SPACE, EVEN TEMPORARILY, WITHOUT SPECIFIC PERMISSION FROM THE OWNER OF THE PARKING SPACE. NAI ELLIOTT RESERVES THE RIGHT TO TOW VEHICLES PARKED WITHOUT AUTHORIZATION.

The Parking Lot does not belong to the Association and the Association is not responsible for maintenance, management or security. **Electric gate openers may be obtained from NAI Elliott 503-224-6791.**

All residents have access to the pedestrian gate to the Parking Lot by means of a key which is issued to unit owners by The Ambassador. Be sure the gate closes securely after using. Please refer to the Ambassador Parking Lot Policy in the Addendum for additional information.

Roof Garden

The Roof Garden is for the shared use and enjoyment of all residents and their guests. It is accessed by stairway from the 9th floor lobby and requires the use of the electronic fob or card to enter. Residents are requested to ensure that the Roof Garden is left in a clean, neat, organized condition when leaving the area. Fire regulations prohibit barbecuing, cooking or open fires on the roof.

For safety reasons, small children must be accompanied and closely supervised by an adult when using the Roof Garden. Excessive noise/loud parties will not be tolerated; this will result in the loss of use for the unit owner (tenant.)

As with other common areas, Roof Garden plant care is a responsibility of the Association. Coordination of gardening is supervised by the Board.

Access to the remainder of the roof, beyond the Roof Garden, is not permitted.

In the event the Roof Garden must be closed for maintenance or other purposes, all fob access to the roof will be disabled, notices will be prominently displayed and all portions of the roof will be considered off limits. If you are planning to use the garden for a special event, please check with the building manager to ensure it will be open.

A sign-up sheet similar to that used for the guest room and freight elevator is available for special events.

Please refer to the Ambassador Roof Garden Policy in the Addendum for additional information.

Building Security

Physical Keys

Two physical keys to the building will be distributed to each unit. Keys may be copied but should not be distributed to any non-owner or non-resident. Owners may be liable for security breaches that occur due to unauthorized distribution.

Keys that are lost or stolen along with ID or any indication of the Ambassador address should be reported to building management immediately. Failure to report lost keys may result in liability for any resulting security breach, along with the cost of re-keying the front door and distributing new keys.

The Electronic Security System

The Ambassador has an electronic security system, using fobs or cards that are numbered and can be programmed for particular needs. Fob or card usage can be tracked and access can be deactivated at any time to maintain security. A battery back-up unit will power the security system in the event of a power failure. The security system is administered by the Building Manager.

To use a fob or card, pass it in front of the reader. The light turns green and, for a period of 5 seconds, the door or gate unlocks. During the 5-second interval, pull the door open. It is not necessary to depress the latch or turn the handle.

Access Cards, Fobs and Keys

Upon completion of the Electronic Key Information Form, available from the Building Manager, each owner is entitled to as many fobs or cards as are necessary for his or her personal use. The fob or card is programmed for 24/7 access to the three external doors, the south alley gate, the front gate, the basement stairway and the roof.

A fob/card is to be used only by the person to whom it was issued. Additional fobs for tenants or those who need temporary access (such as a cleaning person) must be applied for separately. Since owners' fobs are issued with total building access, 24 hours a day and 7 days a week, if an owner's fob were to be "loaned" to a contractor, real estate agent, service provider or other non-owner, building security would be compromised.

Owners can contact the Building Manager to arrange for fobs for tenants (with unlimited access) and for temporary or limited access fobs. Limited building access can be arranged for short-term guests, service vendors, contractors and other providers. Any fob issued to a non-owner will require signed authorization from the owner (by means of a completed Electronic Key Information Form) as well

as a signature from the applicant receiving the fob. Please allow 3 business days for your fob request to be processed.

The application must include what access, days and hours are authorized, along with an activation date and a deactivation date. Although the non-owner must sign the Electronic Key Information Form indicating his or her understanding and acceptance of the responsibilities of having a fob, unit owners are ultimately responsible for all cards, fobs and keys issued to themselves, their tenants, or to any others associated with their unit. All non-owner fobs/cards/keys are listed under the authorizing unit owner's account.

The Electronic Key Information Form is available upon the owner's request to the Building Manager in person or by email. There is a deposit required for each fob/card/key issued.

For building safety, transfer of fob/card/key is **NOT** allowed. If a unit is sold, the previous owner is required to turn back all fobs, cards and parking lot keys to the Building Manager within 15 days of the close of escrow. If a tenant leaves, he or she should also be instructed to turn in all fobs/cards/keys to the Building Manager. If the fobs/cards/keys are not turned in, the next statement from The Ambassador Condo Association will reflect the charges for lost fobs/cards/keys (see Ancillary Fee Schedule.) A new owner will need to complete the Electronic Key Information Form and will be issued his or her own fob/card/key. A new tenant will need to receive authorization to receive keys by means of a signed Electronic Key Information Form from the owner. The tenant must then also sign the form in order to receive a fob/card/key.

For your safety and security the Office will not accept the responsibility of transferring fobs/cards/keys or providing access to condominium units.

IF YOUR FOB, CARD OR KEY IS LOST OR STOLEN, PLEASE NOTIFY THE MANAGER IMMEDIATELY TO DEACTIVATE.

How to Use the System

Guest Access to the Front Entrance

Our electronic system allows residents to use an intercom system to provide guest entry. Residents' names and unit numbers are posted in the directory located to the left of the main entrance door. Residents' names and unit numbers are also posted in an electronic directory located at the south side gate. When the unit number of an Ambassador residence is entered, the system automatically dials the resident's telephone number. Once the call is answered and the caller is identified, the resident may provide access to the main entrance by pressing the 9 button (or dial 9 on a rotary phone.)

Rapid 24-hour access for fire department personnel and paramedics is provided via the KNOX-BOX system.

Non-Resident Access to the South Alley Gate and Door
The South Alley gate entrance system operates much like the main entrance system. Pressing 9 or dialing 9 will unlock the side gate for a period of 5 seconds. At the same time, the south side door to the building will automatically unlock for a period of 30 seconds to allow time to enter the gate and approach the side door. If you think a delivery person may have difficulty maneuvering to the side door within that time period, you will need to go to the south entrance and facilitate the delivery.

If your telephone line is in use when someone attempts to access your unit using the south gate entry system, the visitor will receive a busy signal until you have finished your telephone call, unless your line is equipped with the “call waiting” feature.

Other Entrances
Fobs or cards access the front door, the front gate, the South alley gate, the South alley door to the rear hallway, the west door to the parking lot, the back stairway to the basement, both elevators to the basement and the 9th floor stairs to the roof garden. Use the fob or card and the readers mounted at these entrances. The pedestrian gate to the parking lot is accessed by a key.

Security Cameras
The security system also includes cameras that monitor activity inside and outside the Ambassador.

Essential Rules for Security – No Exceptions

- Call 911 if there is a serious security disturbance.
- Do not loan your fob, card, entry code or key to service providers, delivery personnel,real estate agents or anyone else as your access device is programmed for unlimited access. This compromises security for all Ambassador residents.
- Do not let strangers “trail” you in through any of the doors. Do not allow contractors or vendors to enter or exit the front door unescorted.
- If someone asks to be let in as you are entering or leaving the building, politely explain the policy that only the person who is expecting the guest may provide access.
- Do not open any door to strangers, including workers or service providers.

- Do not leave any outside door open and unattended. If you see a door propped open, with no one in sight, close the door.
- Never buzz anyone into the building unless you are certain of the person's identity.
- If your fob, card or key is lost or stolen, notify the Manager immediately so that it may be deactivated.
- Please notify the Manager when you will be away and/or guests will be staying in your unit for a period of time.
- The security of our community requires that we all adhere to these rules without exception! There is a $100 fine for security violations.

Fire and Earthquake Safety

Fire Safety Equipment and Systems

- **Fire Hoses**: Each floor has a fire hose for use by the Fire Department, located in the hallway in the wooden- framed box, mounted on the east wall.

- **Fire Extinguishers:** Each floor has a fire extinguisher located in the lobby inside the Fire Hose box. The fire extinguisher on the first floor is on the southeast wall of the rear hallway, across from the Guest Room. In the basement there are extinguishers at the bottom of the stairs and in the Laundry Room.

- **Smoke detectors:** Smoke detectors are located in the main lobby and in the lobby of each floor and will activate the building's fire alarm system. In addition, each unit owner is responsible for having and maintaining working smoke detectors inside their unit.

- **Fire alarm sounding stations:** Fire alarm sounding stations are located on the west wall of each hallway, floors 2 through 9, near the doors to the stairwells. A fire alarm sounding station is also located on the ground floor at the bottom of the north stairwell. Pushing in and pulling down will sound the alarm in the common area hallways and will call the Fire Department.

- **Fire Sprinkler Systems:** The fire sprinkler systems located on the ground floor and in the basement will activate the building's fire alarm system.

- **Fire Escapes:** Fire escapes are located on the north and south sides of the building. Most units have immediate window access to one of the fire escapes. Units that do not have window access to a fire escape are entitled to utilize the ball and chain device located at the front door of their neighboring unit. The ball may be used to break a glass panel of the neighbor's door so that the door may be opened.

- **Stairwells:** Two stairwells are accessible from each lobby, through doors immediately to the left and right of the elevator doors. Stairwells should be used in the event of fire.

- **KNOX-BOX:** Our security system admits emergency personnel at any time. This system uses a special master key to provide quick 24-hour access to common areas of the building (ground level entrances, basement and roof) for Fire Department personnel and paramedics without compromising security.

How the Fire Alarm System is Activated

The Fire Alarm System will be activated in one of the following ways:

- Smoke detectors in any of the common areas
- Water flowing from the sprinkler system
- Breaking the glass of the Fire Alarm Sounding Station in any of the common areas

Emergency Unit Access

Each unit owner is asked to provide the Manager with a key to their unit for use in an emergency (such as an owner being inadvertently locked out or a water leak spreading damage to other units.) The keys are kept in a locked cabinet inside the locked mail room. A member of the Board or the Building Manager should be contacted if an emergency arises requiring the use of a key. Should an emergency arise which threatens the common area or another unit and no key has been deposited with the Building Manager, then the Manager will break the glass of a door to gain necessary entry.

No Smoking

Smoking is not permitted within any of the common areas of the building's interior, roof garden, entrances or alley.

Emergency Evacuation Procedures

<u>If A Fire Originates in Your Unit</u>

- If a fire originates in your unit, evacuate immediately. Where possible close all windows and doors. Do not lock your door.
- Activate the lobby alarms; they are located by the stairwell doors.
- Call 911 to report a fire at **"The Ambassador, 1209 SW 6th Avenue,"** and state your floor number and unit.
- Evacuate the building. If the stairwell is free of fire and smoke, then exit the building by the stairs.
- Evacuees shall meet at the NE Corner of Madison and Broadway for an accounting.
- It is the responsibility of the owner to provide the manager with accurate and up-to-date information as to who occupies a unit, including pets, by means of the Personal Information Form.

<u>If a Fire Originates Elsewhere in the Building</u>

If there is a fire elsewhere in the building, The Ambassador's fire alarm system might be activated in one of three ways: the smoke detectors located in the lobby and hallways, the fire alarm sounding stations, or any water flowing from the fire sprinkler system. Activating the system will sound the alarm in the hallways with a piercing sound and strobe lights.

- If a fire alarm is heard, feel the inside of your front door before leaving the unit. If it is hot, unlock it but do not open it.
- Wet one or more bath towels and place them at the base of the door to prevent smoke and fire from coming under the door. Wet more towels to have available to place over your face in case you must evacuate through a smoke-filled area.
- In case of evacuation, close but do not lock the door to your unit as you leave.
- Exit the building using the shortest route --- stairs if available; fire escape if stairs are unavailable. Climb out the window onto the fire escape from your unit or the nearest unit with a fire escape access. It is acceptable to break the glass door pane with the brass ball to obtain access to the nearest fire exit.
- After leaving the building, wait across the street at the NE corner of Madison and Broadway, by the Courthouse, so that others will know you have safely exited the building.
- Do not re-enter or try to fight the fire.
- Emergency personnel will be able to access the common areas of the building using the KNOX-BOX entry system.

Earthquake Safety

Have you and your family practiced what to do in the event of an earthquake? Since we live in an area of seismic activity, it is important to educate yourself about appropriate measures to take in preparation for and in the event of an earthquake. There is a great deal of information online and in the public library.

Some online sources of information are:

State of Oregon information (www.oregongeology.com)
Drop, Cover, and Hold!
(www.oregongeology.com/sub/earthquakes/drop-cover-hold.htm)
Put Together an Emergency Kit
(www.oregongeology.com/sub/emergencykit.htm)
Earthquake Resources
(www.oregongeology.com/sub/earthquakes/EQonlineresourc.htm)

Administration and Finance

Association Office

The Association Office is located on the first floor near the West (Parking Lot) exit door.

The Association Office is the work area of the Manager and of the Association Board. It is the repository of the Association records and Residents' records. Residents wishing to contact the Manager may leave a message by phone, by placing a written note in the box on the Office door or by email at the Office address. In case of emergency outside of regular hours, contact a Board member.

Association Records

Association Records are maintained in accordance with applicable external and internal guidelines. Owners may make arrangements to review documents in accordance with the Governing Documents. Certain records and information related to residents and staff are protected by privacy regulations and, as such, are not available to the general membership.

Residents' Records

Directory
An in-house Residents' Directory, listing pertinent Ambassador information as well as owners'/residents' names, units, phone numbers, email addresses and assigned parking spaces, is updated regularly. A Personal Information Form on which to update the information for future publications is on the counter in front of

the mailboxes. Whenever necessary, please complete and place an updated form in the Assessments/Key Return slot in the Mail Room door.

Emergency Key
Each unit owner is asked to provide the Manager with a key to his or her unit for use in an emergency (such as an owner being inadvertently locked out or a water leak spreading damage to other units.)

Emergency Contact
Residents are requested to provide the Association with emergency contact information. Residents are asked to review information regularly in order to ensure accuracy and to complete a Personal Information Form when updates are necessary.

Communications from the Board and Manager

The following policy was adopted by the Board on 5/15/2025:

The Building Manager issues its reports (the ‘Reports’) to the Board of Directors (the ‘Board’) of the Ambassador Condominium Association (the ACA) in advance of each Board meeting. In response to owner requests for more transparency about the operations of the Ambassador Condominiums, the Board will facilitate distribution of the Report to each ACA unit owner as soon as practical following receipt of each Report.

However, to maintain confidentiality and owner privacy, the Report provided to the unit owners shall be redacted or edited so as not to include any of the following:

- Financial information involving debt or delinquency that can be traced to an owner or unit;
- Any fine or fee levied, or warning or violation issued, that can be traced to an owner or unit;
- Personnel matters; or
- The identity of any vendor involved in an ongoing dispute with the ACA or a unit owner that is described in the Report.

The Board and Manager may communicate with residents by placing notices on the bulletin board, notices on the wall of the elevators, personal notes delivered to the unit or by email.

Financial Documents

Annual and Monthly Financial Statements are provided to residents.

Annual Reports

Annual Budget: The annual budget and a Five Year Cash Flow Projection is prepared and distributed according to the dictates of Association Governing Documents.
Annual Report: In accordance with the Governing Documents, the Board distributes to owners an annual report within 90 days of the close of each fiscal year.

Monthly Reports

Owners' Monthly Statements: An individual statement detailing each unit owner's fees and charges is prepared and issued at the end of each calendar month. The statement is available online but can be sent by U.S. Mail if requested. The monthly statements include the regular monthly Homeowners' Association Assessment, Guest Room fees and any other fees and charges incurred by the unit owner. Electricity is billed quarterly and the city's "Clean and Safe" charge is twice a year. Accounts, due and payable upon receipt, become delinquent on the 25th of each month and are subject to a late fee and all other regulations in the Governing Documents concerning delinquent accounts. Payment of the monthly assessment and any other amount due shall be made according to the instructions of the management company.

Downtown Clean and Safe

Clean and Safe is a branch of the Portland Business Improvement District whose mission is to keep downtown Portland attractive to businesses and customers. Downtown businesses and residents are required to pay a fee to Clean and Safe which provides a corps of paid workers who remove trash, graffiti and menacing street persons. If you wish to call Clean and Safe because of trash, graffiti or menacing persons, call 503-388-3888, 24/7.

Insurance

The Association maintains insurance policies with State Farm Insurance Co. as required by the Governing Documents. Please see discussion of Insurance in the section on Common Elements.

In accordance with the Governing Documents, nothing shall be done or kept in any unit or common area which will increase the cost or cause the cancellation of insurance on any unit or part of the common elements.

The Association's insurance does not cover personal property or personal liability. Each unit owner or renter is responsible for carrying his or her own insurance. The Annual renewal certificate must be submitted to the Building Manager each year.

Unit Owners/Tenants

If you plan to rent your unit, obtain a copy of the "Rental Information Packet For Owners" from the Building Manager.

Unit owners who plan to rent their unit should review the Bylaws carefully. Owners are responsible for their tenants' compliance with the rules of the Association. Note that the lease must contain specific language requiring that the lease terms are subject in all respects to the provisions of the Declaration and Bylaws. Unit owners should ensure that tenants have a copy of the Governing Documents. Any failure by the lessee or tenant to comply with these provisions shall be a default under the lease. Owners may be fined for failing to comply with the Bylaws.

Except in case of emergency, tenants should address any maintenance or repair requests to the unit owner. In the case of an emergency situation, requiring prompt action to avoid damage to any unit or common element or injury to any person, tenants should contact the Manager for immediate assistance.

Please note that the Association will not bill tenants separately for electricity. It will be included in the owners' monthly assessment.

Neighborly Policies for Condominium Living

Common Areas

The Association is responsible for the upkeep, maintenance and decoration of all common areas. However it requires the cooperation of all residents to maintain the beauty and consistency of the common elements in our historic home. Common areas may not be individually decorated including furniture, plants or paintings and personal articles should not be placed or stored in the hallways, lobbies, stairwells or other common elements without approval by the Board.

The lobby side of unit entrance doors is part of the common elements and as such should not be altered in any way (including the use of non-conforming hardware) that would change the appearance, or change the function as a fire escape exit.

Pets

Dogs, cats and other household pets may be kept. Exotic animals may not be kept. Owners must maintain valid licenses and current vaccinations for all pets. Pets must not be kept, bred or raised for commercial purposes or in unreasonable numbers.

Pets must be controlled so as not to disturb other occupants and should be carried or controlled on a leash when outside the condominium unit. Pets may not enter the Guest Room, the Laundry Room or the Roof Garden. Any animal solid wastes must be placed in sealed plastic bags or containers and deposited directly into the dumpster in the south alley rather than in trash containers located in hallway closets. Please do not allow your pet to wet near the building, in the tree wells in front of the building or in the parking lot.

Owners will be responsible for maintenance, including cleaning and/or repair of common areas, as may be required, due to the actions of their pets or their tenants' pets. Upon cause, the Board may require the removal of pets for violations of rules and restrictions.

Noise and Odors

Condominium living requires a sensitivity to the comfort of your neighbors. Quiet hours are from 10PM to 7AM. Please be considerate by not permitting disturbing noises, that is, noise in excess of that caused by normal day-to-day living and that interferes with the rights, comfort or convenience of other residences. Be particularly vigilant to keep music and television volume at a reasonable level, to refrain from vocal or instrumental instruction or practice that would disturb a neighbor and to limit construction or repair work involving noise to weekdays between the hours of 8AM and 6PM, unless necessitated by an emergency.

Residents should make every effort to prevent unusual or objectionable odors from entering the common areas or neighboring condominium units.

Smoking

Smoking is prohibited in all interior and exterior common areas of the building, including the lobby, elevators, hallways, basement, Laundry Room, Guest Room, Roof Garden and Office. Smoking is only allowed within the units. Smoking is

also prohibited in the south alley and in the courtyard in front of the building. Please note that there is a fine for violation of the Smoking Policy.

Signs

No sign, notice, advertisement or illumination may be inscribed, reflected, or hung from any window or any other part of the building. Notices may be placed on the Mail Room bulletin board.

Forgotten Keys

If you have forgotten your fob or card, a neighbor **who can positively identify you** can buzz you into the building. If you have an Emergency unit key on file, the Manager or a Board Member, if available, can obtain the key in case of emergency. If you do not have a key on file and have no other way to obtain a key, or if no one is available to admit you, you will have to call a locksmith at your expense for admittance to your unit.

Door-to-Door Solicitation

Door-to-door solicitation is not permitted at The Ambassador by any individual, group or organization. Unauthorized presentations or sales are not allowed in common areas. Individuals observing violations are asked to promptly report this activity to the Manager. Please ensure that notices placed under doors are not visible from outside the door.

Moving, Alterations and Deliveries

Parking for Contractors or Movers

The Ambassador cannot provide parking for contractors, movers or other service providers in the parking lot behind the building.

Parking permits for Sixth Avenue or Madison Street may be arranged by contacting the Transportation Permit Line at the City of Portland offices at 1900 SW 4th Avenue (telephone: 503-823-7365.)

There is a fee and at least a one week advance notice is required for issuance of a permit.

Alterations and Remodeling

Alteration and remodeling projects must be approved in advance by the Board. Work in residential units is restricted to the hours of 8AM to 6PM, Monday through Friday. Work on weekends should be limited and is, in all cases, governed by the

Weekend Work Policy, published in the Addendum to this Handbook. Please be considerate of neighbors at all times,

Owners are responsible for maintaining the security and safety of the building and overseeing the work to ensure the security of the building and maintain the condition of the physical plant throughout the project. Owners should contact the Manager in advance to arrange for an electronic access fob/card for service providers, as owners' and residents' fobs/cards may not be loaned to others. Please allow 3 working days to process a request for a fob.

Use of the front door main lobby and passenger elevator is not permitted for large, bulky or dirty items, hand trucks, dollies, carts or other equipment which contractors and service providers with tools and supplies might use. **Contractors must enter and leave through the south side alley or parking lot door and proceed directly to the rear access door of the freight elevator.** Gates and doors may not be propped open.

A copy of the "Dear Contractor" letter that clearly explains security and access issues is published in the Addendum to this Handbook. Give it to your contractor and make sure that he or she fully understands and complies with our policy. (Ask the Building Manager or go to ambassador1209.org if you need another copy.)

Due to the age of The Ambassador, units may contain lead-based paint. Refer to the pamphlet "*Protect Your Family From Lead in Your Home"* that The Ambassador provided to you and discuss recommendations with your contractor. It is your responsibility to ensure that any alterations or remodeling in your unit or your tenant's unit follow recommended procedures.

The expense incurred in maintenance and repairs necessitated by misuse or damage as well as removal of debris or rubbish left behind after a Remodeling or Alteration project shall be borne by the responsible unit owner.

Please note that the total weight capacity for the service elevator is limited. Any problem related to overloading will be charged to the responsible owner.

Renting/Selling Your Unit

If you are planning to rent out your unit, please refer to the "Rental Information Packet for Unit Owners."

Please check the Bylaws for any restrictions on selling your condominium before putting it on the market. The Bylaws restrict the type of use and other factors that may affect your sale.

If you plan to rent out your unit, review the Bylaws and this handbook as well. Owners are responsible for their tenants' compliance with the rules of the Association. Note that the lease must contain specific language requiring that the lease terms are subject in all respects to the provisions of the Declaration and Bylaws. Ensure that your tenants have a copy of the Governing Documents and receive pertinent information from the regularly scheduled Board meetings. Any failure by the lessee or tenant to comply with these provisions shall be a default under the lease and the unit owner may be fined.

Please ensure that your lease conforms to Oregon statutes.

Please note that the Association will not bill tenants separately for electricity.

Owners may post information regarding Ambassador units available for sale or rent on the bulletin board located in the mailbox alcove The posting of other Sale or Rent signs is not permitted at The Ambassador.

Placement of lock boxes at the building exterior is not permitted. Lock boxes may be placed on the front door of the residential unit. Owners may make arrangements for key cards or fobs for use by real estate agents by contacting the Manager.

Owners or real estate agents scheduling an open house for the purpose of renting or selling residential units shall provide adequate staffing and take other appropriate measures to ensure that the safety and security of the building is maintained. Clients or other invitees may not roam common areas unescorted. Please remember that door-to-door solicitation is not permitted at The Ambassador and that unauthorized presentations or sales are not allowed in common areas. Individuals observing violations are asked to promptly report this activity to the Manager.

Public sales and auctions are not permitted.

Moving

The Move In – Move Out policy is included in the Addendum. Please request the Move In/Move Out package from the Manager. There is a fee for each Move In and Move Out.

The Ambassador must be notified in writing at least two business days prior to a move in or out of the building to avoid conflicts with use of the service elevator and so that the move can be properly supervised. ONLY the freight elevator may be used for moving. While using the elevator, please release it between loads whenever possible so that it will be available for use by others.

Moving is allowed all days except Thanksgiving, Christmas, and New Year's Day. It is restricted to the hours of 8 am to 6 pm daily unless prior arrangements are made with the Manager. Please be considerate of neighbors at all times, particularly during non-business days and hours.

Owners are responsible for maintaining the security and safety of the building throughout the moving process. This includes staffing the move in a manner that will consistently ensure the security and condition of the building (entry and interior) at all times. The resident must be present during move-in/move out and cannot loan his/her access card to others. Please note that parking for service providers is not available in The Ambassador parking lot. (Please see the section on Alterations for information regarding obtaining a parking permit on Sixth Avenue or Madison.)

Use of the front door, front lobby and passenger elevator is not permitted for move in/move out. The south side alley entrance and the rear access door of the freight elevator are to be used for moving. The south gate and door may not be propped open unless they are monitored continuously.

A dolly and cart are stored in the basement and are available for use. Please clean items after use as necessary and return them to their proper storage place.

When moving, please do not lean items against doors, walls or woodwork. Protective floor covering material must be used. Owners are responsible for protection and cleaning of lobbies and halls (including carpet, doors, windows, walls and woodwork), elevators and stairwells.

Interior and exterior common areas will be inspected following a move. Any expense incurred for maintenance or repair will be charged to the unit owner. Any removal of debris or rubbish left behind shall also be borne by the responsible unit owner. In addition, damages will be assessed against owners who fail to protect the building or breach the security of The Ambassador during the moving process.

A charge will be assessed for each move-in and each move-out. Since this per move charge is intended to assist in offsetting administrative and maintenance costs, a separate charge will be assessed to occupants of a single unit moving in or out at different times. Please see the ancillary fee schedule for additional information. Please leave a forwarding address and telephone number if you leave The Ambassador permanently.

Deliveries

In order to protect the building from unnecessary damage, any delivery of large packages or appliances must be made through the south gate and south door and then taken to the unit by way of the service elevator.

Please see “Non-Resident Access to the South Gate” in “The Electronic Security System” section for detailed discussion of how to admit a delivery person through the south alley gate and door.

UPS, FedEx and other delivery services may leave packages that do not have to be signed for on the counter in front of the mailboxes, in the package closet or they may bring them to your door.

Addenda

Former Ambassador Residents (dates of residence):

Fred Fritsch (1924-1931), a prominent architect who was the designer and project architect for the Fruit and Flower Nursery and Masonic Temple in Portland

C. C. Chapman (1925-1956), owner-publisher-editor of *The Oregon Voter,* an influential business and political paper. He served one term as Multnomah County Representative in the State Legislature and fathered the gasoline sales tax in Oregon.

William S. U'Ren (1927-1949), candidate for governor on the Republican ticket in 1913 and state legislator beginning in 1896. He is the author of Oregon's nationally known Initiative Petition and Referendum law.

Louis Gerlinger, Sr. (1929-1940), benefactor and owner of several lumber companies

Jack Lynch (1930-1973), Multnomah County's senator from 1935-1951

Louis Ireland (1930-1932), founder and owner of Ireland's restaurant chain

Fred C. Baker (1931-1932), craftsman and designer of lighting fixtures that appear in many of Portland's important buildings, churches and residences, including The Ambassador.

Dan Marx (1937-1940), fine jeweler

Evelyn Gibson (1937-1940), founder of Evelyn Gibson Gowns, a high-fashion women's store

Forrest Berg (1938-1974), owner of Charles F. Berg, a fashionable store for young men and women founded by his father in 1907

John C. Higgins (1939-1965), a partner in the New York law firm Sullivan and Cromwell, who moved to Oregon, became known as Mr. Republican, and chaired Thomas Dewey's Oregon campaign

Herman J. Blaesing, Sr. (1949-1959), founder of Blaesing Granite Co. in 1896. The company provided stones for many prominent buildings including The Oregonian and The Equitable Building

Robert S. Farrell, Sr. (1950-1951), a businessman with extensive fishing and logging interests. He served as State Representative from Multnomah County from 1907-1910 and as Senator from 1913-1924.

Lewis A. McArthur (1950-1951), vice president of Pacific Power and Light Co., respected for his definitive work, *Oregon Geographic Names*, published in 1928.

Stanley C. Wiley (1952-1956), founder of the residential real estate concern, Stan Wiley, Inc.

Edith Green (1962-1969 and 1971-1977), Representative from the Third Oregon District to the United State Congress from 1954-1974. Her legislation dealing with education gained national attention.

Norma Paulus (2005- 2013), a graduate of Willamette Law school, elected to State Legislature 1970 – 1976. She was the first woman to hold a state-wide office in Oregon as Secretary of State (1977 – 1985). She was Superintendent of Public Instruction (1990 – 1999) and later was Executive Director of the Oregon Historical Society.

Lewis L. McArthur (2008 - 2015), son of Lewis A. McArthur, continued the updates of *Oregon Geographic Names* in 1974, 1982, 1992, and 2003. He served on many advisory committees and is considered an expert on Oregon history.

Catharine Crozier Gleason, a graduate and faculty member of Eastman School of Music in New York City for seventeen years**,** was a renowned concert organist who performed on many of the famous and historic pipe organs of Europe and America. She played the dedication concert of the organ at Lincoln Center, NY and finished her career in Portland as artist in residence at Trinity Episcopal Cathedral.

George McMath, architect and the first chairman of the State Historic Landmark Commission, serving as a member for ten years. He was the lead restoration architect for the Multnomah County Library (which his grandfather, A.E. Doyle had designed), the Pioneer Courthouse, and Officers' Row in Vancouver, WA among others.

J.W. "Bud" Forrester, journalist and editor of the *East Oregonian,* Pendleton from 1951-1973 and of *The Daily Astorian* from 1973-1988. He was inducted into the Oregon Newspaper Hall of Fame in 1990.

Unit 100

The Ambassador building offers a first floor two-bedroom rental unit. This is the only rental unit in the building owned by the Ambassador Condominium Association (ACA). The ACA contracts with an outside property management company to facilitate the marketing of the unit, tenant selection, initial lease and renewal, property maintenance, and communication with tenants. The management company coordinates with the ACA Board of Directors on repairs.

Utilities – all utilities are included in the monthly rent. Internet access is at the tenant's discretion, and cost is assumed by the tenant.

The rental unit houses a water shut off for one tier of building. It is located in the unit's entryway. At pre-scheduled times during the lease, access to the shut off valve may be needed to facilitate repair in other parts of the building. The tenant will be provided advanced notice that access to the shut off valve is needed.

Amenities

Laundry room – the building provides a basement level laundry room with washers, dryers, and drying racks. The community library is also located here.

Rooftop Garden – Access to the roof garden is available via the stairs from the 9th floor. The garden has tables and chairs for use by all on a first come, first serve basis.

Storage – There is no additional storage available outside of the unit.

Parking - The parking lot behind the building does not have a deeded space for Unit 100. Occasionally, owners will sub-rent their parking spaces to others in the building. Others have used one of the nearby parking garages. The building faces SW 6th Ave. which has a MAX line stop opposite the front doors. There are also numerous bus lines in the immediate blocks surrounding the building.

Water Shutoff Locations

Tier 01 Kitchens

Valve Tag

HW1	East end of center aisle basement- above cubicle #305
CW1	East end of center aisle basement- above cubicle #706

Baths

Valve Tag

HW2	Center aisle of basement-above cubicle #904
CW2	Center aisle of basement-above cubicle #904

Tier 02 Kitchens

Valve Tag

HW3	Above blue pressure pumps in basement at bottom of steps
CW3	Above blue pressure pumps in basement at bottom of steps

Baths

Valve Tag

HW4	West wing of basement next to control panels above cubicle 506
CW4	West wing of basement next to control panels inside cubicle 701 behind pillar

Tier 03 Kitchens *see bath tier 03- room 203*

Valve Tag

HW5	Center of caged area next to laundry room
CW5	Center of caged area next to laundry room

Baths *HW6 and CW6 also shuts off laundry and kitchen of tier 03 and 203 complete*

Valve Tag

HW6	Center of caged area next to laundry room
CW6	Center of caged area next to laundry room

Tier 04 Kitchens

Valve Tag

HW11	S commercial office door entry, in hall above ceiling
CW11	S commercial office door entry, in hall above ceiling

Baths

Valve Tag

HW12	S commercial office door entry, in hall above ceiling
CW12	S commercial office door entry, in hall above ceiling

Tier 05 Kitchens

Valve Tag

HW13	Commercial Space, 1st office, SW corner ceiling soffet
CW13	Commercial Space, 1st office, SW corner ceiling soffet

Baths

Valve Tag

HW14	Above ceiling at closet, opposite S Alley entry door.
CW14	In upper wall panel, on left, @ S alley entry.

Tier 06 Kitchens

Valve Tag

HW15	Apt 100
CW15	Apt 100

Baths

Valve Tag

HW16	Apt 100
CW16	Apt 100

Main HW

Valve Tag

HW17	Outside blue pressure pump cage. Above @ intersection of corridors

Main CW

Valve Tag

CW17	Inside blue pressure pump cage. Located at 2/3 inside room @ 2 ft from floor

Main Riser Valve -Hot Water-

*Main valve unit 100, common bath - 06, 05 HW risers**

Valve Tag

HW100	S commercial office door entry, in hall above ceiling

Emergency Valves

Commercial Space, Bath 1st floor- S. Wing*

Valve Tag

HW20	S commercial office door entry, in hall above ceiling
CW20	S commercial office door entry, in hall above ceiling

Cold Water

6" valve at end of basement, center corridor, East wall

Hot Water

4" valve at storage tank at west end of basement

Steam

6" valve near storage tank at West end of basement

* - location is no longer valid

Room 203*

Valve Tag

HW7	Center of caged area next to laundry room
CW7	Center of caged area next to laundry room

Laundry Room

Valve Tag

HW8	Center of caged area next to laundry room
CW8	Laundry room to right inside entry door. Above

Beauty Shop*

Valve Tag

HW9	Center aisle basement in cubicle 904
CW9	North aisle basement East end in cubicle 304

Beauty Shop Restrooms*

Valve Tag

HW10	East end center aisle basement in cubicle 305
CW10	East end center aisle basement in cubicle 804

Owner Liability Insurance Policy

The following Owner Liability Insurance Policy was adopted on December 16, 2014. This policy supersedes any prior decisions in regard to owner liability insurance at The Ambassador Condominiums.

The Ambassador Condominium Association Bylaws were amended November 20, 2013 to define the extent of ACA's responsibility and liability to insure the reconstruction of the common elements and the units of the building to remediate damage to the Ambassador building resulting from a covered disaster. The ACA master insurance policy need only require coverage in an amount estimated by the

Board to cover floor coverings, reasonable and customary built-in cabinets and appliances in units of good quality and in conformance to Ambassador building standards. (Refer to the amended bylaws.)

Optional Insurance for upgrades or built-in improvements through unit renovation and personal belongings are at the cost of unit owners. It is mandatory, however, that unit owners carry at least $100,000 in personal liability insurance as part of their homeowners policy. The purpose of this requirement is to insure the cost of a unit owner's damage to a neighboring unit as a result of negligence.

It is mandatory that all owners provide the Building Manager with the declaration page of their current homeowners' policy. New owners will not receive a fob from the Building Manager unless they have presented the declaration page of their homeowners' insurance policy.

This policy is enforced by the Building Manager, who will monitor the renewal of each unit homeowner policy on an annual basis.

The Building Manager will report a delinquency to the Chair, who will notify the delinquent homeowner of his/her failure to keep liability insurance current. The homeowner will also be notified that a fine of $300 will be billed to the homeowner's HOA monthly billing if the situation is not rectified within 30 days.

Trash Policy

The following Trash Policy was adopted on January 27, 2015. This policy supersedes any prior decisions in regard to trash at The Ambassador Condominiums.

The garbage and trash containers are located on the south side of the building, in the alley as you exit the building. There are four sets of containers.

#1 bin for garbage – Everything that does NOT go in a recycling bin:

- Books
- Broken Glass
- Bubble wrap
- Cardboard, paper or foil with food on it
- Ceramics
- Clothing
- Coffee cups
- Diapers
- Drinking glasses
- Flower vases
- Food scraps
- Freezer boxes
- Furniture
- Household garbage
- Light bulbs
- Peanuts for packing (option – give them to a UPS store)
- Pesticides and herbicide bottles
- Pizza boxes
- Plastic Bags
- Plastic bottles that have come in contact with motor oil
- Plastic films
- Plastic lids
- Propane cylinders
- Rigid plastics including "clamshells," Tupperware, Rubbermaid, other reusable dishware
- Styrofoam
- Wax –coated cardboard
- Yogurt tubs

#2 bin for recycling

- Recycling is a state and county requirement and The Ambassador actively supports recycling and conservation efforts.

- **Paper :**
  - Cardboard boxes (single pieces or bundles up to 3" in any direction; bundle w/ twine or tape.) All cardboard must be flattened to make room in the bin.
  - Cartons: milk, juice, soup
  - Newspapers, magazines, catalogs and phone books
  - Scrap paper and junk mail
  - Shredded paper (must be in paper bag)
  - **NO** pizza boxes (because of the food)
- **Metal:**
  - Aluminum, including foil, cans (rinsed, empty & dry)
  - Lids: metal lids, glass bottle lids
  - Scrap metal, smaller than 2" inside cans (crimped and closed)
  - Screws and nails
  - Steel food cans
  - Tin food cans
- **Plastic:**
  - Bottles with neck smaller than base (8 oz. or larger) **NO** lids
  - Buckets (5 gal. or smaller)
  - Plant pots (4" or larger)
  - Plastic bottles and jars that have a screw top, if they are scrupulously clean/empty
  - Tubs (6 oz. or larger)

- **#3 Barrel for glass**
    - Glass bottles and jars only, such as wine.
    - NO paper or plastic bags.

- **#4 Barrel (located in basement) for bottles or cans with a deposit.**
    - Pop/Soda
    - Water/Beer

Hazardous Waste:

Unlike recyclables, hazardous materials should be placed in the designated locations in the basement, directly across from the hallway from the entrance to the Laundry Room. ***Hazardous wastes must NOT be placed with the regular garbage in the bins outside.***

Materials considered to be hazardous waste include, but are not limited to, items such as the following:

Aerosol cans
Batteries
Cleaning fluids
Fluorescent lights
Glue
Paint thinner
Paint: water or oil based
Petroleum products

Lobby trash closets:
In addition to the dumpsters in the alley outside, there are bins located in designated closets near the stairwell exits of floors 2,4,5,6,8 and 9.. Garbage is removed from these bins on days when the Housekeeping staff is on duty. Large amounts of refuse, any cat litter, pet waste, diapers, or malodorous items must be taken directly to the dumpster located in the alley and must not be left in these closets.

Loose trash must not be emptied into garbage receptacles in the closets even if it is dry and innocuous.) All trash/garbage must be bound and secured.

Major debris:
Major debris resulting from renovation work or from moving must be removed and disposed of by the mover, contractor, or other responsible party.

Violations of the trash policy:
The fine for trash policy violations is $100 for each occurrence. All complaints regarding garbage should be taken to the Building Manager. If the Building Manager finds that there is a problem, he will issue a written warning first to those on that floor. Once the abusers are identified, they will receive a written fine notice.

Bike Room Policy

The following Bicycle Storage Policy was adopted on January 27, 2015 (revised 4/14/22.) This policy supersedes any prior decisions in regard to bicycles and their storage at The Ambassador Condominiums.

The Ambassador Condominium Association supports the use of bicycles as a sustainable mode of transportation. However, because bicycle storage space is limited, the following conditions apply to all residents who use the bicycle storage areas:

1) All bikes must be identified with a permit purchased from building management.. Bikes without a current year label will be removed from the storage area and sold if not claimed after 60 days.

2) No unusable bikes or bike parts may be stored in the bike room. These items will be promptly removed from the bike room and donated after 60 days if unclaimed.

3) Helmets, shoes, water bottles and other riding paraphernalia may not be left on the floor of the bike room or hung from bike hooks.

4) All bikes should be taken out of the building using the back hallway and back door or South alley exit. If the use of an elevator is required, only the freight elevator may be used.

5) Owners of bicycle trailers must make a special accommodation request prior to using the storage room and pay the annual fee. Requests will be accommodated as space is available.

6) An adult must accompany children under the age of ten when using the bike storage room.

7) Bicycle storage spaces are first come, first served. All bikes must be placed in a rack or on a hook whenever possible. No bikes should be left in bike room walkways when storage space is available.

8) One bicycle per individual resident may be stored in the bike room. Surplus bikes must be stored in personal storage.

9) The Ambassador Association shall not be responsible for any damage to any Resident’s bicycle stored in the Bicycle Room nor for any loss by fire, theft or other hazard.

10) The Association reserves the right to revoke bicycle storage privileges should habitual abuses of policy occur.

11) There is a bicycle tire pump for common use. The bicycle tire pump should not be removed from the storage area. Anyone who uses the pump is responsible for promptly returning it.

12) Gas or electric-assisted (i.e., battery-powered) bicycles, mopeds, scooters, etc. are strictly forbidden and will be removed from the area immediately.

13) Bikes that are stored on the South alley racks MUST be locked

Personal Vehicle Policies

The following policies were adopted April 14, 2022 and amended 9/26/2024

Personal Electrical Vehicles

For fire safety reasons, the following electrical vehicles are not permitted on Ambassador premises:

1) electric-assisted bicycles ("e-Bikes"),
2) electric-assisted scooters ("e-Scooters"),
3) mopeds, and
4) self-balancing electric-powered transportation devices (e.g., electric-assisted skateboards, hoverboards and other such devices.)

Any such vehicles cannot be stored or charged in an owner's or resident's unit (or storage unit), or in any common area, and may not be stored in the bike room.

Motorized wheelchairs, mobility scooters or power chairs used by persons who need assistance to be mobile are also prohibited by this policy, but the Board will consider a request for reasonable accommodation.

Personal vehicles propelled by combustible fuel (gasoline, propane, etc)

Storage of gas-powered bicycles, mopeds, scooters in any area of the building, including within units or any common area is strictly forbidden. Such items will be removed from the area immediately and the responsible unit owner will be subject to a fine.

Guest Room Policy

The following Guest Room Policy was amended November 13, 2024. This policy supersedes any prior decisions in regard to the guest room at The Ambassador.

Reservations will be made by completing the online form **at least 5 business days** prior to the reservation at:

https://tinyurl.com/4te5t8js

If a hard copy form is needed, please submit this request by calling or emailing Management.

Please note that reservations are not confirmed until you receive a confirmation email from Management and the dates have been added to the online calendar, which can be viewed at:

https://tinyurl.com/32cv5sbu

The unit Owner or Tenant should ensure they have received this confirmation before informing their Guests that the room has been booked.

The guest room may be reserved by Owners or Tenants for a maximum of 7 consecutive nights.

With at least 48 hours notice, the stay can be extended on a day-to-day basis depending on availability.

Those using the guest room must be actual visitors of the resident.

The guest's host (either the Owner or Tenant) must be in residence overnight in the building when using the guest room. The host (Owner or Tenant) is responsible for seeing that the guest(s) understand and observe all the building rules including the following:

- Do not let strangers into the building. Propping the door open is a finable security violation.
- No smoking anywhere on the Ambassador property, including the alley and courtyards.
- No pets are allowed in the guest room.
- If any criminal incident occurs, the police should be called immediately, rather than waiting.

The unit Owner is ultimately responsible for any damages, charges or fees resulting from use of the guest room.

If there is a need to cancel the reservation, Management should be notified as soon as possible so others users can be accommodated. There is a one-night cancellation charge for cancellations made less than 24 hours before the reservation date.

The guest room key will be placed in the guest room mailbox before check-in time on the day of the reservation. On the day of departure, the key should be returned to the guest room mailbox by checkout time. It is the unit Owner's responsibility to ensure the key is returned to the mailbox immediately after the Guest's stay. If the key is not returned or is lost, the unit Owner will be responsible for the $85.00 lost/non-returned key fee and any associated costs, such as locksmith services or rekeying.

Non-resident owners of a residential unit may use the guest room for their own personal use.

Commercial tenants may use the guest room for their own personal use.

Parking Lot Policy

The following Parking Lot Policy was adopted on March 31, 2015 (updated with current contact information, May 2023.) This policy supersedes any prior decisions in regard to the parking lot at The Ambassador Condominiums.

The parking lot adjacent to the Ambassador is operated by NAI Elliott. The Association is not responsible for maintenance, management, or security of the parking lot or for vehicles or property stored in the lot.

The Association assumes no liability for theft, loss, or damage to vehicles, property, or persons in the lot.

Issues concerning the parking lot may be reported by contracting NAI Elliott at 503-224-6791.

All Ambassador residents have access to the pedestrian gate to the parking lot by means of a key issued by the Association. Residents using this entrance should make every effort to ensure that this gate is firmly closed behind them.

Roof Garden Policy

The following Roof Garden Policy was adopted on January 12, 2015. This policy supersedes any prior decisions in regard to the Roof Garden at The Ambassador Condominiums.

The Roof Garden is a shared common area and the use of this space is at the sole risk of Owners, Tenants, and their guests. All guests must be accompanied by the Owner or Tenant. All Owners and Tenants must sign an Acknowledgement of Risks and Release/Waiver of Claims prior to access. Access to the Roof Garden will be denied to any unit that does not have a current Liability Insurance Certificate on file.

Violations of any of the following may result in a fine. Violators may also be barred from using the roof garden for a period of time to be determined by the Board.

1. There are no restrictions in hours of use; however, quiet must be observed between 10PM and 8AM.
2. There is a 10PM curfew for anyone under 18 if not accompanied by an adult; children under 12 must be with an adult at all times.
3. All rules applicable to other common areas apply. (For example, propping open doors, allowing an unknown person to trail you onto the roof garden, loaning your fob to others, etc., are prohibited.)
4. The following are not allowed:
    - Smoking
    - Pets
    - Storage of personal items
    - Fires
    - Grilling or any other kind of cooking
    - Access to the roof beyond the garden area
5. The area must be left clean; chairs and tables should be returned to their original places; all trash should be taken to the bins in the alley.
6. Reservations for Special Events are made through the signup sheet posted on the bulletin board. Events cannot preclude use of the garden by other residents. The maximum occupancy of the roof garden is limited to 49 people as specified by the Portland Fire Department.

AMBASSADOR CONDOMINIUM ASSOCIATION

ACKNOWLEDGEMENT OF RISKS
AND
RELEASE AND WAIVER OF CLAIMS

The Ambassador Condominium Association has taken all reasonable precautions and effort to make the Roof Garden a safe and risk-free common area for the use and enjoyment of Ambassador Unit Owners and their guests. All improvements have been permitted by the City of Portland and we have received a Certificate of Occupancy. Nevertheless, there are inherent risks and dangers in an open environment located above an urban residential structure.

As an Owner or Tenant seeking enjoyment and pleasure from the added benefit of the Roof Garden environment for myself and my guests, I am fully aware of the inherent risks involved in the use of the Roof Garden and the potential for injury and damages from such use. I have read the Rules for Roof Garden use dated 12 May 2015. I understand these risks and accept the possibility of injury and damages as a reasonable risk inherent in such use. I knowingly and willingly assume all such risks and do herby, for myself, my heirs, executors and administrators, waive and release any and all rights and claims for liability or damages against the Ambassador Condominium Association, its Board of Directors, Unit Owners, members, employees and agents from personal injury or accident of any sort or nature suffered by me or my guests by use of the Roof Garden.

I hereby release, discharge, covenant not to sue, and agree to indemnify and save and hold harmless the Ambassador Condominium Association, its Board of Directors, Unit Owners, members, employees and agents from all liability, claims, demands, losses, or damages on my account caused or alleged to be caused, in whole or in part by any negligence of the above parties or otherwise related to the construction, design, nature, location or any other aspects of the Roof Garden. I further agree that if, despite this Release, I or someone on my behalf makes a claim against any of the above-named parties, I will indemnify, save, and hold harmless such parties from any litigation expenses, attorney fees, loss, liability, damage, or cost incurred by them as the result of any such claim.

Signature(s) of Owner(s) (Release Liability)

Signature(s) of Tenants(s) (Rel.Liability)

Name(s) (Please Print)

Name(s) (Please Print)

Date

Date

ALL OWNERS AND ALL TENANTS MUST SIGN THE RELEASE AND WAIVER

Security Policy

The following Security Policy was adopted on December 16, 2014. This policy supersedes any prior decisions in regard to security at The Ambassador Condominiums.

- In the event of a serious security disturbance, call 911.
- Do not loan your fob, card, entry code or key to service providers to real estate agents, delivery personnel or anyone else as your access device is programmed for unlimited access. This compromises security for all Ambassador residents.
- Do not let strangers “trail” you in through any of the doors. If someone asks to be let in as you are entering or leaving the building, politely explain the policy i.e. only the person who is expecting the guest may provide access.
- Do not allow contractors or vendors to enter or exit the front door unescorted.
- Do not open any door to strangers, including workers or service providers.
- Do not leave any outside door open and unattended. If you see a door propped open, with no one in sight, close the door.
- Never buzz anyone into the building unless you are certain of the person’s identity.
- If your fob, card or key is lost or stolen, notify the Manager immediately so that it may be deactivated.
- There will be no roof garden access to any owner/resident/guest who has exhibited unsafe, illegal, or irresponsible behavior anywhere in the building or has unpaid fines.
- Please notify the Manager when you will be away and/or guests will be staying in your unit for a period of time.
- The security of our community requires that we all adhere to these rules without exception! There is a $100 fine for security violations.

Weekend Work Policy

Contractors are invited into the Ambassador for both large and small jobs, week-days, Monday through Friday, 08:00 to 18:00. Occasionally, however, owners have asked for a contractor to be allowed to work over a Saturday or Sunday. The purpose of this policy is to clarify the type, scope, and guidelines regarding work that can be done in an individual's home on a weekend by a non-related worker or contractor.

The type of work that can be done is based on a desire to keep the weekends both noise-free and nuisance-free. For example, appropriate activities would include housekeeping, painting, plastering, minor electrical and plumbing work (that does not require the shutdown of any system outside of the owner's flat), moving in or out, or hanging pictures. Inappropriate work would include major demolition, a lot of banging, or noise-intensive construction projects. This policy only applies to work done within an owner's unit. Under no circumstances should work be done in the common areas on the week-ends or without Board approval.

The scope of a weekend project is limited to what can be contained within an owner's unit, that is, no tools or equipment should be left in the lobby or stairwells, even for a short period of time. Supplies needed for the project must be stored in the owner's flat or, if they chose, in their own storage unit in the basement, but not in common areas such as the lobbies, stairwells, or basement.

The hours for weekend contractors are limited from 09:00 to 17:00, again to be considerate of the neighbors. There is no work allowed on "holiday" weekends as the staff spends extra time prior to the holiday getting the building into shape for extra holiday activities and visitors

Ambassador equipment and facilities are not to be used by weekend contractors. As with any job within the Ambassador, the owner is responsible for providing restroom and break facilities, access to the building and their unit, and providing oversight of the contractor and employees brought into the building. All contractors and employees should only be in those areas essential to the job.

There is no parking available within the Ambassador parking lot, unless the owner has made arrangements for the weekend contractor to use their own parking space or the space of a friend. Otherwise, weekend contractors are expected to park on the street. The city of Portland issues parking permits for Saturday parking. All contractors are expected to enter and leave the building through the south gate, alleyway, and south door. They may use only the freight elevator or stairs.

All contractors are expected to carry away all of their trash, garbage, and waste products from the job at the end of each day. The Ambassador trash cans on each floor and in the south alley are reserved solely for the domestic use of the residents. Common areas must be protected from dirt, dust, and project debris and cleaned up at the end of each day.

As with any project, it is the owner's responsibility to either maintain or insure that the contractor has insurance to cover the contractor and any workers in case of on-the-job injury. Even if the contractor otherwise works for the Ambassador, if there is an on-the-job injury, workman's compensation will not pay for that employee who is working as an independent contractor.

Contractor Letter

AMBASSADOR CONDOMINIUM ASSOCIATION
Portland's Finest Downtown Residence since 1922
1209 SW 6th Ave., Portland, OR 97204
ambassadorcondo@ams-nw.com



Dear Contractor;

Welcome to The Ambassador. Please review the information below to familiarize yourself and your crew with Ambassador's policies for working in the building.

Access to and From the Building
This is a limited access building and security is very important to the people who live here. An access fob or entry code can be issued at the request of the HOA or Condominium Owner. The condominium owner may elect simply to meet you onsite to give you access. If a fob is to be issued, the condominium owner or the contractor can fill out the Electronic Key Information Form, but both parties are required to sign it before the fob will be issued. There is a $25.00 refundable deposit for each fob, payable at the time of the fob issuance. All fobs must be returned within 15 days following the completion date of the project for the deposit to be refunded. The end date for access will be set at the time of fob issuance. If for some reason the project lasts longer than anticipated, the condominium owner will need to notify the building management to request fob activation be extended for a specific time period. Once the electronic key form is signed by both parties and returned to building management, please allow 72-hour business hours for a fob to be issued.

All contractors MUST enter AND exit the building through the South gate or the back door not the front door. No entry doors may be propped open at any time unless someone is physically stationed by the door to deter unauthorized access. Building security is paramount.

Parking
The Ambassador Condominium Association does not provide parking. Arrangements can be made through the City of Portland at 503-823-5185 to reserve on-street parking. If you need to schedule a specific delivery of materials or reserve the service elevator for the specific time period, please speak to the Building Manager.

Access Within the Building
Contractor hours are Monday through Friday, 08:00 to 18:00

All contractors MUST enter AND exit the building through the South gate or the back door. This allows direct access to the rear door of the service elevator. The service elevator is to be used at **all** times by **all** contractors. The passenger elevator is not to be used by contractors working in the building. There is an 800-pound weight limit for the service elevator. It will only run if all the doors on each floor are tightly closed and all passengers and items are between the yellow and black striped tape. Please be sure the doors are closed when you leave the elevator so the elevator can be used by others. Building security is compromised if you prop open gates and doors or allow anyone else into the building not personally known to you.

Other Items
The Ambassador does not have public restrooms. Access to restrooms or break facilities should be arranged with the unit owner or discussed with an ACA representative if performing work for the ACA.

All contractors and employees should only be in areas essential to the job. The Ambassador is a smoke free building, including the alleyway and front or back courtyards. There is a fine for smoking violations which will be billed to the unit owner where applicable. Workers who consistently break this rule will be asked not to return.

Do not dump items in the dumpsters. The garbage containers are meant to provide service for normal household waste. Contractors should make arrangements to remove excess waste from the property.

Contact Names and Number for Assistance While Working Within the Building
Ambassador Building Management – Association Management Services NW (AMS) 503-334-2198

Fee/Fine Schedule

The following Fee/Fine Schedule was initially adopted on January 24, 2018. This policy supersedes any prior decisions in regard to Fees and Fines at The Ambassador Condominiums. On very rare occasions the Board is willing to consider out-of-policy requests.

Fees

HOA Dues	varies by unit
Move In or Move Out	$250

Optional Fees

Bicycle Storage Label (per bicycle, per year)	$20
Entry fob or card, additional/replacement	$25
Entry fob or card, deposit for temporary/restricted use	$25
Guest Room, daily charge	$50
Laundry	cost determined by current vendor
Parking space, per month	determined by NAI Elliott
Parking gate opener, additional/replacement	price set by NAI Elliott
Pedestrian gate key, additional/replacement	$25

Fines (per occurrence)

Disposing or Abandoning Personal Property in Common Areas	$250
Storage of an electric or fuel-powered personal vehicle in unit or common area	$250
Guest room, failure to return key and fob	$85
Guest room, pet in the Guest Room	$50
HOA dues, late payment fee	12% APR
Insurance, failure to maintain liability insurance in effect (per month)	$300
Move In/Out Policy Violation	$100
Noise/Disturbance (10 pm - 7am, Complaint in writing w/addtl witness)	$100
Roof Garden Use Violation	$100
Security Violation	$100
Smoking Policy Violation	$100
Trash Policy Violation	$100
Water Shut-Off, non-emergency, not on quarterly schedule	$100
Rule violation not specified in this fee schedule	$100
Continued violation after initial fine	$500

Move In/Move Out Policy

The following Move In/Move Out Policy was adopted on January 24, 2018. This policy supersedes any prior decisions in regard to Move In/Move Out policy at The Ambassador Condominiums. On very rare occasions the Board is willing to consider out-of-policy requests.

The move in fee is an assessment to cover administrative and physical costs associated with establishing residency by each new owner or tenant. It can be assessed on the first HOA assessment at the time the new owner or tenant receives a fob/card and parking lot gate key to the building.

New Owners must provide the Building Manager with a copy of the declaration page of their condominium homeowners' insurance policy prior to receiving a fob to the building. Tenants will not receive a fob to the unit if the unit owner does not have a current insurance declaration of file in the Building Manager's office. Tenants moving out of the building must make arrangements with the Unit Owner regarding surrendering the fob and keys to the unit. Owners selling their unit must make similar arrangements with the new buyer.

The Building Manager must be notified in writing as soon as possible or at least one week prior to a move in or out of the building. ONLY the freight elevator can be used for moving in/out. The freight elevator is used on a first come, first served basis, but the elevator must be released between loads whenever possible so that it will be available for use by others.

Moving is restricted to the hours of 8AM to 6PM, seven days a week. There is no moving in or out on holidays or holiday weekends, as determined by the Board. The consideration of neighbors at all times, particularly on weekends, in the evenings, and in the early morning, is required.

Owners are responsible for maintaining the security and safety of the building throughout the moving process. This includes staffing the move in a manner that will consistently ensure the security and condition of the building (exterior, entry and interior) at all times. The Owner of Tenant (or Owner's representative) must be present during move in/move out and cannot loan his/her fob or access card to others. Arrangements for obtaining an access card or fob for the supervising person must be made through the Building Manager at least one week in advance of the move in order to allow time to process the request.

Please note that parking for service providers is not available in the Ambassador parking lot. Parking permits for Sixth Avenue or Madison Street may be arranged, for a fee, by contacting Portland Bureau of

Transportation at 503-823-5185 or 503-823-7365. (Under current 2023 city rules, permits must be requested at least eight to ten days in advance.)

Use of the front door, front lobby and passenger elevator is not permitted for move in/move out. The south side alley entrance and the rear access door of the freight elevator are to be used for moving. The south gate and door may not be propped open unless they are continuously monitored.

A dolly and cart are available for use and must be reserved through the Building Manager. Items must be cleaned after use as necessary and returned to their proper storage place.

When moving, items may not be leaned against doors, walls or woodwork. Protective floor covering material must be used.

A charge of $250 will be assessed to the unit Owner for each move in and each move out. This per-move charge is intended to assist in offsetting administrative and maintenance costs. A separate $250 charge will be assessed to different occupants of a unit moving in or out at different times. No fee will be charged when moving from one unit to another within the building.

Following a move, interior and exterior common areas will be inspected by the Building Manager, a member of the Board, or another member of a standing committee. Conditions prior to and following the move will be documented in writing. Any expense incurred for damage will be charged to the Owner. This charge is separate from the $250 Move In/Move Out fee. The cost to remove any debris or rubbish left behind shall also be borne by the unit Owner. In addition, damages will be assessed against Owners who fail to protect the building or who breach the security of the Ambassador during the moving process.

There is a fine of $250 for leaving furniture or bulky items of any sort in the alley, dumpster, laundry room or anywhere in the common areas. This fine is in addition to the standard Move In/Move Out fee. All fines and fees are assessed on the Owner of the Unit.

Residents leaving the Ambassador are requested to give a forwarding address and telephone number to the Building Manager.

PORCELAIN ENAMEL PANEL CARE INSTRUCTIONS

Winsor Fireform porcelain enamel panels require little maintenance. For the most part, maintenance consists of periodic cleaning. Following the simple steps outlined below will help to ensure the long-lasting beauty of your Winsor Fireform porcelain enamel panels.

1) Clean the area with a clean, soft cloth and Windex or soap and water. Vigorous rubbing may sometimes be required for particularly difficult stains.

2) Graffiti can readily be removed with paint thinner or a solvent that will dissolve the offending material. Any residual haze can be cleaned as outlined in Step 1.

DO NOT use sandpaper, steel wool, Comet cleaner, Scotchbrite, Brillo pads, sandblasters, or any other abrasive pad or cleaner – part of porcelain enamel's charm is its clean-ability; using Windex, alcohol, or a strong solvent should clean any stain from the enamel.

If you need additional information, contact us at 1-800-824-7506.

The Ambassador Rental Information Packet For Unit Owners

This Rental Information Packet will give you the information you need to effect a smooth transition to a tenancy that it is hoped will be mutually positive for you, your tenants and the Ambassador community. Please read it carefully and be sure that you comply with all owners' requirements in a timely manner. Also be sure to provide all of the required documents to your tenants so that they will be well integrated into the responsibilities of all residents of the Ambassador.

The policies for unit rental at The Ambassador are based on the following principles of responsibility:

All Ambassador Condominium owners have contractual responsibility by deed to the Ambassador Condominium Association. There is no contractual tie or obligation between the ACA and tenants or Rental Property Management companies.

Tenants are contractually obligated to the owner of the unit. Neither the Ambassador Board nor the Ambassador PropertyManager functions as a Rental Property Manager for leased units.

UNLESS SAFETY OR EMERGENCY ATTENTION IS REQUIRED, all maintenance, access (key/fob), and other unit complaints or problems must be directed to the unit owner or contracted Rental Property Manager.

Ambassador Condominium owners who choose to rent their units are solely responsible for the tenant's knowledge and implementation of the building policies and will be responsible to the ACA for violations by their tenants. It is, therefore, to everyone's benefit to assure that tenants are aware of building policies. The following pages detail documents that you are required to give to tenants or real estate agents. Remember that fines for violations will be assessed to the owner. All guests of any tenant must comply with the Ambassador's rules and policies. Any violations will be assessed to the owner.

****

These requirements for unit owners and tenants are not intended to be onerous, but simply to assure that your tenants have all the information they need to begin an agreeable relationship with the Ambassador. We look forward to welcoming them to the Ambassador community.

Showing The Unit

Access for Real Estate Agents and Property Managers

- Owners are responsible for issuing keys to their unit. The Security Officer or designate is responsible for issuing the access fob for the building.
- The owner may request a fob for a Realtor or a Property Manager, by submitting a completed Electronic Key Information Form, signed by the agent and the owner. NO FOBS WILL BE ISSUED WITHOUT A COMPLETED AND SIGNED ELECTRONIC KEY INFORMATION FORM.
- There is a 48-hour turn around time for the fob to be issued.
- The fob is linked to the one unit for which it is issued and may not be used for any other unit or purpose.
- The result of improper use of a Realtor or Property Manager fob includes revocation of access privileges and a fine will be assessed to the unit owner per the fee/fine schedule for a Security Violation.

Information for Real Estate Agents and Property Managers

<u>All Property Managers and Real Estate Agents must receive "Essential Rules for Security."</u>

It is the owner's responsibility to ensure that Real Estate Agents and Property Managers can accurately convey information pertaining to living at the Ambassador to prospective tenants. Owners should provide copies of policies, as they deem necessary.

Examples of policies that owners might want to provide to Real Estate Agents and Property Managers: Smoking Policy, Bicycle Storage Policy, and Roof Garden Use.

IT IS THE OWNER'S RESPONSIBILITY TO MAKE COPIES OF THESE DOCUMENTS AND TO GIVE THEM TO AGENTS AND PROPERTY MANAGERS.

Leasing the Unit

Background Check

- The unit owner is required to obtain a background check on every adult prospective lessee before the lease is signed.

The Lease

- Every rental unit shall have a written lease, properly signed by the owner and every tenant 18 years or older.
- The lease must contain specific language requiring that the lease terms are subject in all respects to the provisions of the Declaration and Bylaws. Any failure by the lessee or tenant to comply with these provisions shall be a default under the lease.
- Unit owners must ensure that tenants have a copy of the Governing Documents (Declaration and Bylaws, including Amendments).
- Owners may be fined for their or their tenant's failure to comply with the Bylaws.

Who Is a Tenant?

- Any person residing within a unit at the Ambassador for a period longer than 30 days without the direct onsite supervision of the owner is considered a tenant and must comply with all the rules and policies that pertain to tenants, including the Background Check, signature on lease, and properly documented and issued fob/card.

Obtaining Electronic Access Devices: Fobs/Cards/Keys

- Owners are responsible for issuing all keys (to the unit, and fobs/keys to the building)..
-
    - Personal Information Form (completed by the tenants)(See Attached)
    - Rental Property Form (completed by the owner) (See Attached)
    - Essential Rules for Security (signed by the tenants, verifying receipt of a copy) (See Attached)
    - Acknowledgement of Risks and Release and Waiver of Claims (for use of the Roof Garden) (signed by the owner and lessee) **An individual form must be signed by each tenant whose name is on the lease.** (See Attached)
    - Checklist for Issuance of Fob/Card to Tenants (completed by owner) All items must be completed before fobs are issued. (Attached)

Additional Items That Must Be Given to Tenant

- Governing Documents (Declaration and Bylaws, including all amendments) (Article VII contains information that is pertinent to tenants.)
- Ambassador Residents' Handbook (obtain copy from Building Manager)
- Mailbox Combination (Lost mailbox combinations can be obtained by the owner through the office during normal business hours.)
- Smoking Policy (See Attached Summary)
- Comcast Policy (See Attached Summary)
- Freight/Service Elevator Policy (See Attached Summary)
- Bicycle Storage Policy (See Attached)
- Move In/Move Out Policy (See Attached)
- Fee/Fine Schedule (obtain current schedule from Building Manager)
- Roof Garden Policy (See Attached)
- Weekend Contractor Policy (See Attached)
- How to Survive a Plumbing Emergency (See Attached)
- "Protect Your Family from Lead in Your Home" pamphlet (can be obtained in the office)
- Ambassador Emergency Evacuation Procedures (see Attached)
- Current Ambassador contact information (copy from current Directory)
- Parking lot gate opener, if applicable

Moving In/Moving Out

- There is a move-in fee **and** a move-out fee, please refer to the fee/fine schedule. The fees will be assessed to the owner. (See attachment for complete Move In/Move Out Policy.)
- The freight elevator can be reserved for moves. Tenants must have a signed copy of the electronic key fob form in the office prior to reserving the freight elevator. All elevator reservations require a 72-hour advance notice. The tenant (or owner if the tenant is not able to be present) must be present during the move-in/move-out to safeguard the common areas and ensure that policies are being followed.

Attachments for Leasing

The attachments following are in three packets:

1. **Documents required from the tenant(s)**
    a.
    b.
    c. Personal Information Form
    d. Rental Property Form
    e. Essential Rules for Security (signed)
    f. Acknowledgement of Risks and Release and Waiver of Claims

2. **Documents that must be given to the tenant(s):**
    a. Governing Documents (not attached, owner must provide)
    b. Ambassador Residents' Handbook (not attached, owner can obtain from the Building Manager). This should be returned at the end of the tenancy.
    c. Mailbox Combination (not attached, owner must provide)
    d. Summary of Important Policies
        i. Smoking Policy
        ii. Comcast Policy
        iii. Freight/Service Elevator Policy
    e. Bicycle Storage Policy
    f. Move In/Move Out Policy
    g. Fee/Fine Schedule
    h. Roof Garden Policy
    i. Weekend Contractor Policy
    j. How to Survive a Plumbing Emergency
    k. "Protect Your Family From Lead in Your Home" pamphlet (not attached-obtain from office)
    l. Ambassador Emergency Evacuation Procedures
    m. Current Ambassador Contact Information: Board of Directors, Security Officers, Building Manager (not attached/copy from back page of current Directory)

3. **Helpful documents that are optional**
    a. Emergency Contact Phone Numbers

b. Ambassador Drains

c. Guest Room Policy

d. Contact Information for Repairs, Maintenance and Lock-Outs (not attached) As the owner you are responsibility for repairs and maintenance. You can choose to give your tenant a list of your approved vendors in the event you cannot be reached. The Ambassador is never responsible for tenants' maintenance and repair problems except in the case of an emergency.

e. It is suggested that you do NOT give a copy of the Ambassador Directory to any tenant with a short-term lease. Additionally it is suggested that, in order to safeguard residents' personal information, you do NOT give a copy of the Ambassador Directory to any tenant until you are reasonably assured that he/she will be a reliable and stable member of the community.

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