MURRAY PARK CONDOMINIUMS ASSOCIATION OF UNIT OWNERS

Resolution of the Board of Directors

Regarding Leasing

At a regular meeting of the Board of Directors held on January 28, 2025, the Board made the following findings:

WHEREAS the Murray Park Condominiums Association of Unit Owners is located in Washington County, Oregon and is subject to ORS Chapter 100, the Oregon Condominium Act.

WHEREAS the Murray Park Condominium Association of Unit Owners is an Oregon Nonprofit Corporation created to oversee the affairs and operations of the Condominium.

WHEREAS the Association Chair and Secretary, by signing below, attest that pursuant to the Association Bylaws Article IV, Sections 10 and 13, all Directors were provided notice of the meeting and a quorum of the Board was present in person at the meeting in accordance with the Association's Bylaws.

WHEREAS Bylaws Article VI, Section 8(a) states that a Unit owner shall be permitted to lease no less than his entire unit. No unit owner shall be permitted to lease his unit for transient or hotel purposes. Any lease agreement shall be required to provide that the terms of the lease shall be subject in all respects to the provisions of the declaration and Bylaws and that any failure by lessee to comply with the terms of such documents shall be a default under the lease. All leases shall be required to be in writing.

WHEREAS Bylaws Sections 4.3(f) provides the Board with authority to act against any owner for violation of rules and to levy fines, and take other actions as needed to enforce the provisions of the Association's governing documents;

WHEREAS the Board believes it is in the best interest of the Association to clarify the Association's procedures relating to leases; and

WHEREAS Pursuant to ORS 100.405(4)(a) and Bylaws Article 4.2, the Association is entitled to adopt rules and regulations for the Condominium.

WHEREAS Bylaws Article 4.3 and ORS 100.405(4)(k) provides that the Board of Directors may levy reasonable fines for violations of the Declarations, Bylaws, and Rules and Regulations of the Association after notice and opportunity to be heard if the fine is based on a schedule of fines adopted by a resolution of the Board.

NOW THEREFORE IT IS HEREBY RESOLVED that the following procedure for processing leasing/rental agreements is set forth below:

Rental Forms – The Unit owner is required to submit the following documentation to the managing agent within 15 days of entering into a lease/rental agreement:

- A fully executed copy of the Tenant's lease identifying all occupants of the unit including ages of all children, phone and email contact information for all adult Tenants 18 years of age or older, and a provision that the lease is subject to the governing documents of the Association (with a default by the tenant in complying with the governing documents constituting a default under the lease agreement).
- A fully completed new owner information sheet signed by both the owner and the tenant, including the tenant's vehicle information including year, make, model, color, and license plate number.
- A copy of the tenant's renter's insurance policy showing comprehensive liability with combined limits of not less than $300,000 (Insurance Resolution Article 1.2.(c)).
- Complete contact information, including email address for any management company being used to professionally manage the unit, if any.

At least annually and prior to the 15th day of January, an updated vehicle registration form for all registered vehicles of occupants residing in the Unit shall be submitted to the Association. Failure to provide an updated vehicle registration form may result in fines being assessed to the unit in accordance with the current Enforcement & Fine Resolution.

Processing Fee – The Unit owner shall also pay a processing fee of $75.00, or as otherwise updated or designated by the Board of Directors, at the time of submittal of the rental forms for any new lease, or a lease that has not been provided to the Association prior to this resolution. This fee is to cover the costs of the managing agent's time in processing the rental forms. If the Association incurs extraordinary actual expenses not included in the standard processing fee, the Unit owner shall reimburse those expenses upon demand to the Association. All leases that have been provided to the Association prior to the date of this Resolution shall be exempt from the payment of the processing fee for the lease that is currently in place.

The Unit owner is responsible for notifying the Managing Agent of any change in tenancy within 15 days of such change including new tenant contact information, new owner information, new vehicle registration information, etc. so that records may be kept up to date.

It is the Unit owner's responsibility to supply his or her tenant(s) with a current copy of all governing documents. Unit owners are responsible for ensuring their tenants know and follow the rules. In addition, Unit owners are responsible for curing all violations by their tenants and for the prompt payment of any associated fines.

Non-compliance with any of the terms of this resolution relating to turning in the required forms will result in fines in accordance with the Association's then-current fine schedule which shall be levied and collected as assessments.

Non-compliance with provisions of the Declaration relating to the minimum lease term of 30 days and having a written lease will result in fines of $1,000 every 30 days or 1.5 times the rent charged, whichever is more. This fine is much higher than those listed in the Associations fine schedule because of the irreparable harm and cost that can result to the Association if an owner begins using a Unit as a short-term rental and/or advertising the Unit on websites such as Air BnB.

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The Board reserves the right to amend, revise, or add to the Schedule of Fines and this Resolution, as the Board deems necessary.

The Board hereby directs that a copy of this resolution be sent to every unit owner of record.

Approved and adopted on: January 28, 2020

By:

President **Secretary**