

**WILLAMETTE  
TOWERS  
Condominium**

1313 Lincoln Street  
Eugene, OR 97401

Telephone 541-344-4020  
Fax 541-338-8632

**Welcome to Willamette Towers!**

**Office Hours 9am to 1pm, Mon-Fri**

**OUTSIDE OF THESE HOURS, FOR A COMMON AREA EMERGENCY,  
CALL: IPMG at 541-285-7636.**

**PROMPT WILL BE HOMEOWNERS ASSOCIATION. THIS PAGES PERSON  
ON CALL.**

Willamette Towers is a wonderfully located, quiet, friendly community, with 92 independently owned homes and three commercial units, all housed in one substantial concrete and steel building.

**MOVING IN AND OUT:**

- Please contact Willamette Towers' office to let us know when you will be moving. You will need a Permit, the Bollard Key, the Elevator-Hold key, and the Elevator Moving Pads. The Permit allows you to park your moving van at the North end of the building. The Bollard Key lets you access this area by unlocking and removing the Bollards at the North entrance. The Elevator hold key lets you lock out the Freight Elevator (the South cab with the tall ceiling) allowing you an easier move in. The Elevator pads are to keep our elevators looking their best and are to be hung on the black hooks located in the Freight Elevator.
- **ONLY USE THE NORTH ENTRANCE FOR MOVING IN AND OUT.** Please do not leave it unattended and blocked open. We strive to keep a secure and safe building.
- Failing to lock out the Freight Elevator and merely blocking it open disables the other elevator, and disrupts service for the entire building.
- Avoid damaging the halls and floors. Do not drag heavy furniture in the halls or elevators, it damages them both.

**KEYS:**

The Owner will provide keys to each of these doors:

- Electronic entry Fob
- Unit door
- Mailbox key
- An owner may acquire additional Fobs at a cost of \$5.00 each

### **ENTRAGUARD SYSTEM**

The Entraguard System allows you to control the locked entrance to the building using your touch-tone phone. To have your name included on the directory at the South door so those visitors can reach you, stop by or call the Willamette Towers office (541-344-4020). Once your number is programmed in, a visitor can call you from the Entraguard phone. You may admit the visitor as follows:

1. Your unit has an assigned calling code number. This number will appear beside your name in the directory.
2. Your telephone number is stored in the memory of the Entraguard System and remains confidential.
3. Your visitors must key in the code number posted next to your name on the register. The Entraguard System will dial your number.
4. When you answer your phone, gentle 'beeps' tell you the call is from a visitor using Entraguard.
5. After identifying your visitor, you can unlock the entrance to admit your visitor by pressing '9' on your touch-tone phone, then hang up. If you do not wish to admit your visitor, just hang up and they will be denied entrance.
6. Calls from the Entraguard System are limited to 30 seconds. A steady tone indicates that the Entraguard System is about to hang up.
7. Tell your visitors your unit number because your entrance code has no relationship to your unit number.
8. If you are on your phone when a visitor tries to call, they will receive a busy signal unless you have call waiting.
9. Some units still have the original metal box with 'talk' and 'door' buttons. This system is disconnected and not usable.

### **PARKING**

- Each unit has one numbered parking space deeded to it. You are responsible to maintain your own space in a reasonable manner. This means keeping it free of debris and oil build up.

- Your space number, make and model of your car, it's color and license number must be filed in the Willamette Towers office (see **Moving In** form in this package).

### **MAILBOXES – MAIN FLOOR**

- Mailboxes are located near the laundry room and include slots for outgoing mail. The laundry room contains four large mailboxes for packages and oversized items. The letter carrier will leave a key in your mailbox to open one of the large mailboxes containing a package for you.

### **GARBAGE ROOMS – FLOORS 2 THROUGH 13**

- The Garbage Rooms are located across from the North elevator.
- Bag and seal all garbage in plastic bags before placing it in the containers. Place any newspapers and contents that came with the newspaper (NO OTHER PAPER) on the shelves for recycling by the janitorial service.
- Do not leave other recyclables in the garbage rooms unless you make them part of your bagged garbage. There is a Recycling Center at the North end of the building in the alley for your recycling needs.
- Do not place large items in the Garbage Room, by the dumpster, or anywhere else on the grounds. You are responsible for the removal from the premises of any items that will not fit into the garbage containers.

### **LOCKERS**

- If you would like a storage locker, contact the Willamette Towers office.

### **ENTRANCE-DOOR SECURITY**

- All exterior building doors at Willamette Towers have door closers that cause the door to take several seconds to latch shut. People wanting to gain access to the building without permission will try to stop these doors before they close. **DO NOT LET ANYONE YOU DO NOT KNOW, OR ALLOW THEM TO CATCH THE DOOR AND GAIN ACCESS TO THE BUILDING!** Please see that the doors lock behind you when entering or leaving the building.
- **YOU ARE RESPONSIBLE FOR THE ACTIONS OF ANYONE YOU LET INTO THE BUILDING!**
- The Fire Department has their own access. If anyone uses the Entraguard System and says they're the Fire Department they're lying and trying to gain improper access to the building. Other emergency personnel will call only those that have asked for their services

### **INSURANCE**

- The condominium association carries insurance for the common elements (outside shell, halls, laundry room, etc.), however, the owner is to carry insurance for their unit from the walls in. A certificate of insurance with Willamette Towers named as the additional insured is required to be on file in the office for every unit (see **Moving In** form in this package).

- Nothing shall be done or kept in any unit or in the common elements that will increase the cost of insurance on the common elements. No owner shall permit anything to be done or kept in the unit or in the common elements which will result in the cancellation of insurance or any unit or any part of the common elements.

### **FIRE SAFETY**

- **Each floor** has fire extinguishers, smoke alarms and sprinklers. **Each unit** has a sprinkler. Each owner should have a good smoke detector in the unit and test and change the batteries on a regular basis.
- The Fire Marshall forbids the leaving of flammable materials in the halls, locker rooms, etc., and forbids tampering with smoke alarms and sprinkler systems. Never prop open doors to the fire stairs at the end of the building or near the elevators. Be sure they close tightly behind you when you use them.
- Hallway floors (2 through 13) are to be kept clear of bicycles, furniture or anything which would obstruct an emergency exit (City Code).

### **SMOKING**

- Smoke only in your unit with the door closed.
- No smoking in the common areas. This includes stairwells, laundry rooms, locker rooms, hallways, elevators, office/lounge, foyer, balconies and anywhere on the grounds.
- As a common courtesy, do not hold a cigarette out of your window and waft up to the units above you.

Revised April 2, 2008



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**Move-In Information**

Unit Number \_\_\_\_\_ Date \_\_\_\_\_

Owner(s) Name \_\_\_\_\_

Telephone number days \_\_\_\_\_, nights \_\_\_\_\_

\_\_\_ **This unit is occupied by the OWNER(S)**

\_\_\_ **This unit is occupied by the RENTER(S)**

- Tenant's Name \_\_\_\_\_
- Telephone number days \_\_\_\_\_, nights \_\_\_\_\_
- Is this Owner managed or by a Property management company? \_\_\_\_\_
- Property Management Company name \_\_\_\_\_
- Contact Person \_\_\_\_\_, Telephone \_\_\_\_\_
- As a renter, I/We have received a copy of the Willamette Towers Rules and Regulations and agree to abide by them. Yes \_\_\_\_, No \_\_\_\_.

Number of occupants \_\_\_\_\_ Adults: \_\_\_\_\_, Children: \_\_\_\_\_

Pets: \_\_\_\_\_ Type: \_\_\_\_\_ # pounds: \_\_\_\_\_

Animal Description \_\_\_\_\_

Number of vehicles on property \_\_\_\_\_, Model: \_\_\_\_\_

License number(s) \_\_\_\_\_ Color \_\_\_\_\_

Deeded parking space number \_\_\_\_\_ parking gate entry code \_\_\_\_\_

Storage Locker Number \_\_\_\_\_

Emergency contact:

Name, address, phone number \_\_\_\_\_

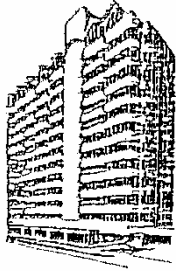
I DO \_\_\_ DO NOT \_\_\_ want my name at the entry system at the front door.

Door key for emergency unit entry is held by \_\_\_\_\_

Name, address, phone number \_\_\_\_\_

As an owner, I have received a copy of the By-Laws and Rules and Regulations of Willamette Towers Condominium and agree to abide by them. Yes \_\_\_ No \_\_\_

Certificate of Insurance with Willamette Towers HOA named as Co-Insured, is in the office  
Yes \_\_\_ No \_\_\_



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## Landlord and Willamette Towers Condominium Agreement

Owner(s) Name: \_\_\_\_\_

Owner(s) Address: \_\_\_\_\_

Owner's Telephone Number Day: \_\_\_\_\_ Night: \_\_\_\_\_

Rental Unit Number: \_\_\_\_\_ in Willamette Towers

Tenant(s) Name: \_\_\_\_\_

Tenant's Telephone Number Day: \_\_\_\_\_ Night: \_\_\_\_\_

Is the unit managed by the Owner: \_\_\_\_\_ or by a Property Management Company: \_\_\_\_\_

➤ Property Management Company's name: \_\_\_\_\_

➤ Contact Person: \_\_\_\_\_ Telephone Number \_\_\_\_\_

### Check List

1. I/We have provided the tenant of this unit with a copy of the Willamette Towers Condominium Rules and Regulations as outlined in the By-Laws of the Association and will forward all future changes accordingly. I/We further understand that it is the Owner's responsibility to forward all pertinent information regarding any future changes in the Rules and Regulations to any Property Management Company and/or tenant. I/We understand any violation of these regulations may lead to a fine or fines by the Board of Directors up to and could lead to a situation where the tenants of the unit are asked to leave.
2. **I/We have submitted proof of a tenant's credit check to the Willamette Towers Condominium office.**
3. **I/We have submitted the criminal background check to the Willamette Towers Condominium office. This will be kept in the unit's file.**
4. I/We have paid \$50.00 in the office to cover the verification of documents.

5. I/We agree to accept financial responsibility for any damage incurred by any tenant to any common element of Willamette Towers.
6. I/We agree to accept the financial responsibility for any fines incurred by the tenant.
7. I/We agree to abide by the Willamette Towers Condominium By-Laws and Rules and Regulations when leasing/renting a unit.

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by Board of Directors, Willamette Towers Condominiums, March 2007



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**Mortgage Lender Information**

In compliance with Article 6.1 of our By-laws, we are asking for this information. It is also needed for any By-Law changes that may take place.

Willamette Towers owners name(s) \_\_\_\_\_

Unit Number \_\_\_\_\_ Date \_\_\_\_\_

Do you currently have a Mortgage? \_\_\_\_\_ Yes \_\_\_\_\_ No

Name(s) that the Mortgage is under \_\_\_\_\_

**Please fill in your Mortgage Lender's information:**

Name of your Lender \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

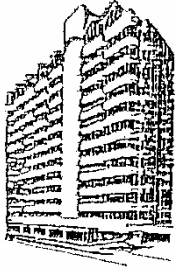
Telephone number \_\_\_\_\_

(Optional) Your Account number \_\_\_\_\_

Name of your second Lender (if any) \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone number \_\_\_\_\_ (Optional) Your Account number \_\_\_\_\_



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**USER-FRIENDLY BY-LAWS AND RULES FOR THE WILLAMETTE TOWERS  
CONDOMINIUMS**

The Declaration and By-Laws authorize these rules for the Willamette Towers Condominiums, as well as the Oregon Condominium Act. Each owner shall be given a copy when they purchase their unit. Owners are responsible for insuring that everyone, including their families, guests and tenants comply.

**Additions, Alterations, or Improvements (By-Law 7.2 [a], [d]):**

- Unit owners may make any improvements or alterations to their unit that do not impair the structural integrity or mechanical systems of the condominium or lessen the support of any portion of the condominium (Oregon Condominium Act, ORS 100.600-100.620).
- An owner may not change the appearance of the common elements or the exterior appearance of a unit without the permission of the board.

**Animals/pets (By-Law 7.5 [d]):**

- Only dogs, cats, and other household pets are permitted.
- Limit of two dogs (the City of Eugene limit).
- Dogs, cats or other pets must be leashed in the common areas.
- Any damage or unpleasantness caused by the pets is the responsibility of the owner.
- No animals may be kept for commercial purposes.
- Owners may be required to remove a pet after two written notices of violation.

**Bulletin board:**

- The Bulletin Board is for owners and residents only.
- All notices should be respectful, dated and signed.

- No business cards or notices from outsiders.
- Remove only your own notices. The office will clear notices once a week, unless you request an extension.

**Commercial Activities (By-Law 7.5 [a]):**

- No commercial activities shall be carried out in any unit or elsewhere in the condominium that increases the traffic or intrusions on other unit residents without the consent of the Board, except activities related to the rental or sale of a unit.
- This does not prohibit a resident from handling business or professional telephone calls, or conferring with business or professional associates, clients, or customers in the unit.

**Damage or Neglect (By-Law 7.3 [c]):**

- If an act of damage or neglect of a unit owner, a member of the household, guest or other authorized occupant (including tenants) or visitor, causes damage to a different unit or to a common element which would otherwise be a common expense, the owner shall pay for such damages, maintenance, repairs, and replacements as may be determined by the Association, to the extent not covered by the Association's insurance.

**Elevators:**

- Our elevators are original to the building and need to be treated with respect. Never prop an elevator open. It unbalances the weights, disables the second elevator, contributes to service calls that cost over \$100 each, and can cause the elevator to break down completely.
- Borrow an elevator control key from the office for move-ins or transporting large objects.
- Use the taller freight elevator for moving purposes, along with the provided elevator pad.
- If an elevator breaks down outside of office hours, call Bennett management at 485-6991.

**Exterior lighting, noisemaking devices, and antennas (By-Law 7.5 [e]):**

- No exterior lighting or noise making devices shall be installed or maintained on any unit, and no antennas or transmitting towers shall be affixed to the general or limited common elements, except by consent of the Board.

**Garbage Rooms (Floors 2 through 13) (By-Law 7.5 [j]):**

- Bag and seal all garbage in plastic bags before placing in containers.
- Place only newspaper and paper that came with the newspaper on the shelf.
- Resident is responsible for the removal of any items that will not fit into the garbage cans.

- Turn off light in the Garbage Room when finished.

**Hallways (By-Laws 7.1 [b], 7.2 [d], 7.5 [j]):**

- Hallway floors (2 through 13) are to be kept clear of bicycles, furniture, floor mats and anything which could obstruct and emergency exit (City Code).
- Clean up or vacuum any debris, dirt or spills that you cause.
- Residents may not change the appearance of the common elements or the exterior of a unit without the permission of the Board.

**Move-In Information Sheet:**

- Fill out the Move-In Information sheet with your phone and emergency contact number, car info, parking space, locker number, and a copy of your homeowner's certificate of insurance and leave it in the office. We keep a file on each unit, it's history and repairs.

**Insurance (By-Laws 7.5 [k], 8.1 [c]):**

- Nothing shall be done or kept in any unit or in the common elements which would increase the cost of insurance on the common elements. No owner shall permit anything to be done or kept, which would result in cancellation of insurance on any unit or any part of the common elements.
- Each owner shall be responsible for obtaining, at their expense, insurance covering his unit. Proof of insurance with a current "Certificate of Insurance" with an additional insured endorsement for Willamette Towers Condominiums Inc. is required to be on file in the office.
- Each unit is required to have a working smoke detector (City Code).
- Fire doors at the end of the building and to the stairs must be closed (City Code).

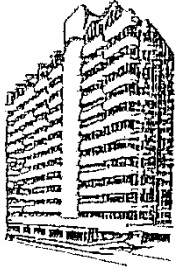
**Keys:**

- Additional entry Fobs may be purchased at a cost of \$5.00.

**Lease and Sale of Units (By-Laws 7.5 [h]):**

- Owners are responsible for supplying tenants and buyers with all information, including the "Welcome to Willamette Towers" Move-In packet with copies of Declaration, By-Laws, Rules and all keys.
- Owners are responsible for instructing tenants and buyers on all conditions for using the building.
- Owners shall walk each tenant or buyer through the garage to explain the entrance and exit procedures

- All rentals shall be by written lease. It must provide that it is subject in all respects to the Declaration, By-Laws, and Rules and that any failure by the tenant to comply shall default under the lease.



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## **Water Shut-Off Policy**

### **Scheduled water shut offs:**

1. In the Spring (generally April) for fire sprinkler inspection.
2. In the Fall (October), if necessary, for owners to remodel.

### **Unscheduled water shut offs:**

1. Emergencies
2. special requests by owners to remodel, only once a year. Owner must get a Board of Directors approval at a Board Meeting.

### **FEES for water shut offs:**

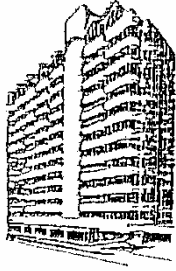
- The spring shut off is for building inspection and there is no fee for owners.
- All other shut offs for owners to remodel will be borne by the owners requesting the shut off. The fees can be split by those owners.
- Amount of fees: Plumber cost, about \$294.00 (in January 2007) and \$100 fee to cover building wear and extra management work.
- Emergency shut offs costs will be borne by the owner responsible, plus any damage caused by the unauthorized work.

Specific date of shut offs: check with the office attendant at least one month ahead of your scheduled work.

OWNERS must give the contractor's license number and plans to the office before the shut off.

NOTE: Each unit has inside shut off valves under the sinks, toilet and on the shower faucet.

Passed by the Board of Directors, Willamette Towers, March 2007.



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## **Helpful Information**

For residents of

### **Willamette Towers**

#### **Have a question, suggestion or problem?**

**If you are a TENANT**, call your landlord *first*. The landlord will contact the office.

**OWNERS.** You have these options;

1. Contact the Office Attendant, M-F, 9AM to 1PM, Monday through Friday. The Attendant manages the contractors that work for the Management Company, so *please* contact him/her instead of directly to the contractor, such as landscape, maintenance or repair personnel.
2. Write it down on an "Incident Report" you will find on the shelves under the mailboxes and slip it under the office door if the office is closed.
3. Fax the incident report to the office at 541-338-8632.

**Note:** Use the "Incident Report" for incidents involving a neighbor, or to point out any maintenance concerns that you may have.

**BILLING QUESTIONS.** Call IPMG at 541-758-4200.

**AFTER HOURS COMMON AREA MAINTENANCE**, such as elevator problem, broken outside door, the gate won't open, or wrong car in your parking space. **Call IMPG at, 541-285-7636.**

They will send a maintenance person over, at Willamette Tower's expense, phone the Otis Elevator Company, or call a tow truck.

**AFTER HOURS NON-EMERGENCY NUISANCES**, such as undesirable people congregating at the entrance, very loud noises, or transients sleeping on the grounds:

**Call the Police Non-Emergency number, 541-682-5111.**

**EMERGENCY:** Crime in progress, menacing behavior aimed at you or *FIRE*,

**Call 911.**