

All Owners with Expanded Decks,

Over the last few years, and with the help of legal and insurance professionals, the Board established a 'License, Permit, Authorization and Maintenance Covenant' policy for owners of decks like yours. These decks were built over the years by individual owners without sufficient oversight by the Association to assure that life/safety issues, permit requirements, or legal/insurance impact to the rest of the Association were properly addressed. The previous deadline for owners to comply with this policy was June 1, 2021, but in recognition of the disruptions to our economy caused by the Covid-19 epidemic, we have up to now paused enforcement of the policy.

We can no longer afford to do so, however, as responsible stewards of our community and its assets. For this reason, we have established a reasonable timeline for owners to complete certain steps of the policy that will document progress towards addressing the critical life/safety issues that were identified by professional engineers. This will protect the entire Association by ensuring that previously identified legal, building permit and insurance requirements have been met.

You will need to select a licensed and bonded contractor to execute your project. **We strongly suggest you start your search now, if you haven't already.** You may also need the services of a qualified architect and/or engineer to develop plans and specifications needed not only for construction, but for any required building permit application. **See attached list of resources to help you with this process.**

The following Steps are intended to guide you through the process:

DEADLINE FOR STEP 1: MARCH 15, 2022

1. Obtain necessary insurance. This requirement was already communicated in the Insurance Letter sent to all owners on February 4th, but to reiterate: Owners of expanded decks are REQUIRED to carry a minimum of \$500,000 Liability Coverage as part of the License, Permit, Authorization and Maintenance Covenant (step #4) that they must sign. Have your insurance company name Cedarglen Unit Owners Association and its Directors as additional insured, then provide this information to the Association annually. Add to insurance:

Cedarglen Unit Owners Association
15350 SW Sequoia Pkwy Suite 200
Portland, OR 97224

DEADLINE FOR STEPS 2 THROUGH 5: JUNE 1ST, 2022

The June 1st deadline only applies to the steps leading up to applying for a building permit. The deadline does not apply to the completion of your entire project. We understand that certain aspects of your project are beyond your control, but documented progress must be made towards the steps that *are* within your control. If you have questions or need further assistance, please don't hesitate to email any member of the Cedarglen Board.

2. Create a drawing of the deck (sample attached). The drawing will be used in steps #3 and #4, and should include:

- a. a simple line drawing of the deck surface with dimensions and calculated square footage
- b. height of the deck surface from ground
- c. description of design, materials and colors (i.e., pressure treated lumber, natural wood, paint/seal colors, composite decking, etc)
- d. photos of the deck elevation

3. Submit an Architectural Review Request form online through the AMS owner's portal under the "Architectural" tab at the top of the home page. The only additional information to submit with the form is the drawing and information stated in #2 above. *Please don't submit engineering details (load capacity, etc),* as the AR Committee only reviews for community aesthetics and design compliance. If necessary, the AR Committee will work with the Board and/or the owner until an approved design plan is completed.

4. Sign the 'License, Permit, Authorization and Maintenance Covenant'. Coordinate with AMS-NW to sign the Covenant in the presence of a Notary. Once signed by the Board the Covenant and supporting documents will be filed and recorded by VF-Law. The estimated cost of this process will depend on the number of pages recorded. Owner pays all legal and administrative fees for execution and recording of the Covenant and documents.

5. Apply for a building permit. The professional handling rebuilds and major repairs must consult with the City of Portland and apply for any permits the city requires. Owner will submit a copy of approved permits to AMS-NW for record-keeping purposes.

STEPS DEPENDENT ON CITY AND CONTRACTOR AVAILABILITY

6. Construction begins. Once the required permits are approved by the city, construction can begin. All professionals working on the project need to be properly licensed, bonded, and have expertise in such work. Logistics are to be coordinated with AMS-NW.

7. Final inspection. Once completed, the City/County inspector will sign off on final building permits. Owner will submit a copy of final completed permits to AMS-NW for record-keeping purposes.

Please note, compliance with the Expanded Deck Policy outlined above is required. Lack of owner response will result in enforcement of the Cedarglen 'Rules Enforcement & Fine Structure Resolution.' Refer to the **POLICIES** page of our website (cedarglenpdx.com.)