

INFO for CRYSTALBROOK HOMEOWNERS

Crystalbrook Homeowners Association (HOA) has 57 units within the larger **Four Seasons Home Owners Association – www.fourseasonshoa.net**.
PO Box 2105, Beaverton, OR 97075

Some of Four Seasons regulations that also apply to Crystalbrook are:

- New homeowners are responsible for notifying Four Seasons with name, address, telephone, prior owner's name, and date of moving in. Handbook is available.
- Annual assessment of \$300 (subject to change) is due yearly by February 1 to Four Seasons HOA. This fee does not include privileges for pool and hot tub, which are handled individually by each homeowner after paying a one-time initial and yearly fee.
- Use of clubhouse is available to all homeowners upon request to Four Seasons clubhouse director. A \$50 refundable deposit is required. There is \$20 non-refundable cleaning fee.
- Garbage cans and recycle cans must be out of sight at all times other than the night before collection and removed within 24 hours following collection
- Post lamps must be in working order at all times, lit during evening hours, and maintained by individual homeowners.
- The only approved lawn signs are for real estate purposes – no election or advertising signs, for example.
- Boat, camper, and recreational vehicle parking is restricted in Four Seasons. Special requests (from Crystalbrook residents) for temporary parking can be made to: crystalbrookboard@gmail.com
- Clubhouse, pools, parks, trails, creek areas and entrance sites are maintained by the Four Seasons Homeowners Association.
- The paint colors (Northwest palette) are overseen by Four Seasons.

CRYSTALBROOK HOA INFO

Crystalbrook is a community of 57 homes within the larger Four Seasons Homeowners Association, which maintains its own homeowners association (HOA). A board is elected among homeowners who work in conjunction with a property manager. While adhering to common Four Seasons rules (listed separately), Crystalbrook is responsible for its own architectural requests, which must be submitted in detail in writing or electronically to the Crystalbrook board for approval. crystalbrookboard@gmail.com

Crystalbrook is a unique group of homes, some freestanding and most attached by common walls with one or two other units. These shared aspects have necessitated the homeowners association to be responsible for providing several services normally handled by an individual homeowner. These include:

- Water and sewer costs.
- Garbage collection costs.
- Exterior painting of home (every 8 years on a rotating basis) Main home and trim paint colors to be agreed upon between attached homeowners and submitted to Crystalbrook board for approval crystalbrookboard@gmail.com.
- Gutter repair and replacement by HOA. Gutter and downspout cleaning to be done by homeowner.
- General landscape maintenance except private areas (fenced areas and courtyards).
- Tree maintenance and removal, if unhealthy or dangerous, as determined by the board.
- Maintenance of roads which are privately owned by the HOA.
- Repair and replacement as required of domestic water and sewer supply lines from homeowner foundation to main line. Any repair or replacement within foundation of home is responsibility of homeowner.

Some areas requiring maintenance by individual homeowners are:

- Replacement, repair, and maintenance of building siding, trim, windows, and doors.
- Painting needed between routine exterior painting.
- Roof maintenance including cleaning and replacement (see requirements below).
- Drainage under home.
- Water and sewer system repair and replacement under home.
- Pest control within buildings units, including carpenter ants and termites.
- Private sidewalk maintenance, repair and replacement.
- Decks, porches, privacy fences and steps maintenance, repair and replacement.

CRYSTALBROOK HOA INFO

Crystalbrook homeowners own the house and lot it sits on obtaining insurance on this basis. The homes are not condominiums, which has previously been a point of confusion for real estate brokers and homebuyers. Legally, the homes are designated as a PUD (planned unit development) or planned community. The necessity of shared expenses, such as painting, drainage common areas, and road maintenance requires homeowners to pay into a general fund, which is overseen by a board of directors. Reserve accounts are maintained for future needs.

Homeowners in Crystalbrook have been dedicated to maintaining our beautiful area. Visitors always remark on the many trees and park-like setting, which make our homes so attractive. Crystalbrook oversees its own requests (rather than Four Seasons HOA) regarding any architectural changes, such as new roofing, painting, storm windows/doors, landscaping, tree removal, fencing, etc. These items need prior approval from the board. A detailed request should be submitted to the board of directors or property manager **in writing or by email**, giving the board adequate time for review before project starts. The board responds to requests in a timely manner, usually within 24 hours after receipt. All approved requests are communicated either by US mail or by email determined by which method was used when requesting approval.

- Each home has an assigned locked mailbox nearby. The association has kept a key to each mailbox, in case one is lost or unavailable. There is a charge for replacement.
- Garbage and recycling is picked up every Friday. Garbage and recycling containers are supplied by the waste management company and should be placed at the nearest named lane for pickup unless specific arrangements have been made with the company. Garbage cans should be stored out of sight as soon as possible after pickup.
- Several small designated areas are available in which homeowners should place yard debris. The landscape maintenance crew picks it up. Piles should not be left in yards waiting for landscaper to pick up.
- Every homeowner should know where shared water shut-off is located if there is not an individual shut-off for their own house. A map of area shut-offs is available on website. **It is the responsibility of homeowner performing work to notify neighbors connected if water is to be shut off for repairs and for how long.**
- Parking of vehicles should be in designated areas only. The lanes are narrow and are required to be kept clear for emergency vehicles. See attached rules and map. Slow speed for cars on the lanes is important.
- Annual meeting and board meetings (regularly every other month) are held at the Four Seasons clubhouse. Meeting dates on website and bulletin board.
- A community bulletin board is located at bottom of Shallowbrook Lane.

- Landscaping – Paradise Restored. Communication is done through Crystalbrook email: crystalbrookboard@gmail.com
- Because utilities are underground, it is necessary to be careful when doing any digging. You can call the Utilities Notification Center to mark the utility locations at 503-246-6699.

Roofing changes require prior written approval. Please submit your request with sufficient details to the Crystalbrook board crystalbrookboard@gmail.com, which confirms with Four Seasons. Written approval must be obtained before proceeding with changing or modifying your roof. Otherwise you could be forced to remove the new material if it is not the proper type or color.

Roofing materials for Four Seasons homes shall be as follows:

1. Cedar Shakes – of above average quality medium to heavy shakes.
2. Composition Dimensional Shingles – must be approximately 350 pounds per square weight or heavier with an appearance, style, and color that falls within the spectrum of a cedar roof from new to aged shakes.

The following specific composite roofing materials are pre-approved for use on homes in FSHOA:

CertainTeed Presidential. Approved Colors: Autumn Blend, Shadow Gray, Country Gray

Pabco Paramount. Approved Colors: Oakwood, Weathered Wood

GAF Grand Sequoia. Approved Colors: Autumn Brown and Weathered Wood

GAF Timberline Ultra HD. Approved Colors: Mission Brown and Weathered Wood

If future technology produces additional roofing materials to those listed above, the Four Seasons Board of Directors may approve those materials for use in Four Seasons. The prescribed Four Seasons Architecture Committee procedures shall apply to all roofing requests. See <http://fourseasonshoa.net/keydocuments.html> for further information.

Crystalbrook homes with a break or valley can replace roofs with either cedar shake or composition upon approval by Crystalbrook. Due to recent new technology, it is now possible to split a continuous roofline with a divider that would allow one side of roof to remain cedar shake and another side to be composition. When one home replaces with composition all other attached units that later replace with composition will be required to utilize roofing material coloration in either the same coloration as that of the initial roof replaced or if that color is no longer available, a color that is closely matched. ALL approvals are to be done through Crystalbrook crystalbrookboard@gmail.com

For future reference Crystalbrook and Kappes Miller contact information is as follows:

Crystalbrook Email: crystalbrookboard@gmail.com

Crystalbrook Phone: **503-330-4420**

Kappes Miller – Michael Ryan Email: michael.ryan@kappesmiller.com

Kappes Miller – Michael Ryan Phone: 503-219-3182

Kappes Miller Phone for EMERGENCY after hours: 503-224-1795