

**Hidden Wood West Condo Association**  
**Rules and Recommendations**  
**Section Number 8**  
**Security / Safety**  
**Revised 2018**

**Community Goal**

It is the goal of the community to provide a safe and secure neighborhood that is free of crime, where neighbors support each other when needed, while respecting other's need for privacy.

Due to the fact that duplexes are attached living quarters, serious consideration has been given to preventing fire, flooding and other activities that potentially could cause damage to both units.

There is a posted sign at the end of our entry driveway: This is a private residential property. No Trespassing. No soliciting. No distribution of Materials or Unauthorized contact with residents.

The sign is intended to prohibit soliciting and to restrict salespeople from contacting residents in person. By law, politicians and census takers are not prohibited from contacting residents.

Solicitors or salespeople must register with the city and get a permit to go door to door, but this does not give them the freedom to do that on our property, as it is posted.

Residents do not have to answer the door. If contacted outside the unit, residents are asked to point out the posted sign. If residents feel threatened, they can call the police business number or 911 to report the incident, depending on the level of concern.

All residents must register with the board and community management company providing names of all occupants, including anyone staying in the unit for more than 30 days.

Telephone numbers, condo insurance information, vehicle descriptions and license numbers, type and total number of pets, work contact information and emergency contacts also need to be provided. This information will be kept confidential and used only for emergency situations or when a resident must be contacted with official business.

Residents and owners will be given a phone and e mail list of all residents and owners (unless unlisted). This information is confidential and must not to be used for any other purpose. It is password protected on the web site.

When any condition occurs concerning the safety of any area of the property the association is directly responsible for, residents must fill out a work order and e mail or mail it to the community manager.

If the situation needs immediate attention, a phone call must be made to the community manager and the board alerted if possible.

For emergency purposes, when residents can not be reached or are out of town, it is recommended that a key be left with the community manager, a family member or a neighbor.

### **Unit/Property Security and Theft Prevention Rules**

1. Other security lighting may be added, but must not shine directly into another unit.
2. Owners/Residents are required to get a University Place city permit for their security system and post the permit in the front bedroom window or outside the front door so that it is visible to responders. Note: This is a one time fee.
3. Porch deliveries must be picked up, when an owner is out of town.

### **Unit/Property Security and Theft Prevention Recommendations**

1. Units should be locked when residents are not at home.
2. Porch lights should be left on at night dusk to dawn. Motion sensor lights are recommended.
3. Vegetation that could provide hiding places for intruders should be pruned back or removed.
4. Dowling or other security bars are recommended for windows and sliding doors.
5. Residents are asked to respect other's privacy and not enter decks, open doors or garages, without contacting the neighbor by phoning or first knocking on the front door or side garage door of the unit to gain permission to enter.
6. Garage door keypad openers are permitted.
7. Units may install security systems, but are responsible to let the board/community manager know who to contact, if the system malfunctions or is set off by accident, when the owner is not at home.
8. If newspaper delivery is in the driveway, newspapers should be taken inside and not left out during the day. Resident are encouraged to purchase a paper box to attach to the side of the unit. Arrangements should be made to stop the paper or have someone pick it up daily.
9. Mail should be picked up daily at the mail centers, since our boxes are small. The Post Office will only hold mail they can't get into the box for a limited number of days.
10. Video surveillance of an owner's personal limited common area is permitted.

11. Garage doors should be shut when residents are working in the yard to prevent theft. If a garage door is left open after dark, other owners are asked to give the neighbor a call to remind them the door is open.
12. All vehicles should be locked if they are parked outside the unit. No valuables or garage door openers should be left in vehicles.
13. Lights on timers are recommended inside of units near windows.
14. Gates may be installed on decks and be locked.
15. Snowbirds, landlords and other residents who travel for an extended periods of time (30 days or more at one time) should assign someone to check on their vacant residence on a regular basis and let the community management company know who to contact in case of an emergency.

### **Unit Safety Rules for Fire, Flood and Accident Prevention**

1. Appliances must be unplugged and water turned off during extended vacation absences.
2. Units must have working smoke alarms and should have at least one fire extinguisher.
3. Dryer venting must be cleaned as needed. This is an owner's expense.
4. All electrical panels must meet current code.
5. Fireworks must not be discharged or stored on the property. City Ordinance starting in 2019.
6. Owners who use their fireplaces must have the chimney professionally checked and cleaned on a regular basis at their expense.
7. All residents who own guns must meet firearm registration requirements. All weapons must be stored in locked cabinets or storage areas.
8. Each unit must have a carbon monoxide monitors.
9. Outside water faucets must be covered in the fall and outside water turned off to prevent pipes from freezing.
10. Unit numbers must be clearly visible both in front and in back of the unit.
11. BBQ and portable fire pits must be monitored when in use on decks, patios or driveways.

12. Unit resident's possession and use of propane tanks is subject to state law and local ordinances including the local fire department. All propane tanks must be located in an area that is visible to the fire department personnel at all times.  
Declarations 10.4.2

### **Natural Disaster – Earthquake, Wind Storms, Blizzard conditions**

Limited emergency supplies and limited medical equipment is stored at the clubhouse. This does include water, but not food.

These supplies are not to be used for other events. This location is the designated meeting place in case of an earthquake or other emergency situation. Residents are strongly encouraged to have emergency supplies, food and water on hand in their own units to support themselves, family members and pets for at least 7 days.

All residents should have a key to the clubhouse placed where it can be easily located in an emergency.

#### **Rule History**

Adopted: September 28, 2009

Modifications: 2012

Committee revised the rules with community input opportunities in 2015.

The rules were reviewed in 2018 at monthly meetings and approved at the 2018 Annual Meeting and became effective 30 days after.