



Guidelines for Using Abbey House Common Outdoor Area

1. Provide us with written 72 hour notice via email, text or the online Service Request form in the [Tenant Portal](#) on the Abbey House website <https://www.abbeyhousellc.com> so that we can confirm the area is available for the requested date and time.

2. Please be sure to provide "housekeeping instructions" to your clients to include the following:
 - a. Do approach any other suite door than that of the hosting Tenant, and the door(s) required to gain access to that host Tenant's suite.
 - b. Only allow access to the usual bathroom provided by the host Tenant.
 - c. Observe Portland City Ordinance [Title 18 Noise Control Code](#)
 - d. Per City Ordinance: No excessive noise is allowed in the City of Portland between the hours of 10:00pm and 7:00am. To report noise during these hours, call 503-823-3333 and select 2. To report noise outside these hours, or for more information, contact the Noise Officer at 503-823-7350 or fill out a [noise complaint form](#)
 - e. Be considerate of other tenants since the outdoor common area is directly outside of Suites 103, 107, 106, and 109 windows – thus please be considerate of how voices can travel.
 - f. Do not obstruct access to any suite doors or common walkways.
 - g. Keep the area clean - the outdoor area should be left as clean as it was found, leaving no litter etc.
 - h. TIP - there have been instances where vagrants have left behind trash or belongings, so we recommend you check-out the outdoor area at least few minutes in advance to confirm that it is satisfactory for use.

3. Enjoy! We are pleased to have a desirable outdoor common area to be shared and enjoyed by Abbey House Tenants and their clients.

These are all likely just standard expectations however we have all know that we shouldn't assume! We are confident our Abbey House Tenants are considerate and cooperative in understanding the needs of respecting share areas. So, with that in mind should anyone find that use of the outdoor area is disruptive, we expect that our Tenants should be able to resolve this between themselves, without the need for involving legal authorities or ourselves.

Thank you for your cooperation in this matter.

Nick and Fatimah Steffanoff

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