

# **VILLAGES AT WASHINGTON SQUARE**

## **RULES AND REGULATIONS HANDBOOK**

### **Rules and General Information**

#### **THE VILLAGES AT WASHINGTON SQUARE HOMEOWNERS ASSOCIATION**

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## **The Villages at Washington Square Homeowners Association**

The objective of the Association is to maintain The Villages at Washington Square Homeowners Association development as a pleasant place to live. In order to accomplish this, we have established common sense rules and regulations that take into consideration the health, safety, and comfort of all residents and are intended to supplement the Association's *Reservations, Covenants, Conditions, and Restrictions*. In the event of a conflict between the *Reservations, Covenants, Conditions, and Restrictions* and the *Rules and Regulations Handbook*, the *Reservations, Covenants, Conditions, and Restrictions* shall govern.

Preserving the clean, attractive appearance of the Association is a goal to be shared by all, as it will maintain and enrich the value of your home. We ask you to keep this document handy and refer to it as necessary. From time-to-time we will add, delete, modify, and revise these guidelines to keep this booklet updated with current information and procedures. If something arises that may not be covered, please do not hesitate to contact Grace Property Services in writing. Additional information is also contained in the *Reservations, Covenants, Conditions, and Restrictions* for The Villages at Washington Square Homeowners Association, Inc., as recorded in Stark County.

*The Board of Trustees  
The Villages at Washington Square Homeowners Association, Inc.*

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**I. GENERAL INFORMATION:**

The Villages at Washington Square Homeowners Association, Inc. is a development comprised of 40 single-family villa homes situated in the city of North Canton, Ohio.

All homeowners in the development are required to be members of the Association and shall be bound by all the rules and regulations that may be established by its governing body.

As a private villa home association, we are governed by our own *Reservations, Covenants, Conditions, and Restrictions*. The Association elects a Board of Trustees at the Association's Annual Meeting. Each homeowner is entitled to one vote per home in the election of the Board of Trustees and for any other business that is transacted at the Annual Meeting. Voting rights may be exercised in person or by proxy. Homeowners are encouraged to attend the Annual Meeting in person and to run for a position on the Board of Trustees.

The Board of Trustees is responsible for the administration of the homeowners association and meets at least four times a year, including the Annual Meeting, as required by the *Reservations, Covenants, Conditions, and Restrictions*. The Board is responsible for adopting and enforcing rules and regulations for the operation of the Association. It is the responsibility of the Association to maintain the common areas as needed. The Association provides for lawn care and snow removal.

The Board on the behalf of the Association retains the services of Grace Property Services to handle the day-to-day business of the Association. Grace Property Services is responsible for the billing and collection of the monthly maintenance fees, obtains bids for services rendered to the Association, and monitors these services. They also act in an advisory capacity to the Board of Trustees.

The Board requests and appreciates your cooperation in respecting that Board members are not employees and should not be contacted directly on Association related matters outside of Board meetings. Board members are not individually responsible for resolving Association matters and can only decide on issues brought to their attention by Grace Property Services. The only exception is that you should send a letter directly to the Board members concerning problems that you may have with Grace Property Services. Again, all other communications must be directed through Grace Property Services to assure that your concerns and questions are properly addressed and answered.

*Remember the Board members are your neighbors and volunteer their time to help maintain The Villages at Washington Square as a successful and desirable community. Your participation is always welcome.*

## **II. RESIDENTIAL UNIT REQUIREMENTS:**

1. Clotheslines, clothes trees, and drying of clothes outside of the home are prohibited.
2. Rubbish, debris, and other unsightly material are prohibited. Rubbish containers must be kept inside the garage at all times except the night before and on trash collection day.
3. No reflectors, basketball hoops, or other recreational equipment are permitted.
4. No lampposts or flagpoles may be erected after Sept 1, 2013. A flag holder bracket may be placed on the home's front exterior.
5. Flags
  - A. When displaying the flag of the United States of America, it is to be a standard flag (not to exceed 3' by 5') and is permitted to be displayed inside a living unit window or on an established bracket.
  - B. The flag must be made of nylon, polyester, or cotton.
  - C. The location of the flag must not interfere with the use of any walkways or obstruct the view of any driveways for motorists or pedestrians.
  - D. The flag must immediately be removed and/or replaced once it is worn, faded, and/or tattered.
  - E. Specialty flags may be flown temporarily (on an established bracket) during the time period that they celebrate and then must be removed.
6. Lawn ornaments, yard statuary, and other objects may be displayed in mulch beds adjacent to the home or on the front porch. They must be in good taste.
  - A. Ground lights are not to exceed 18" and must be white lights.
  - B. No artificial flowers are permitted.
  - C. The board maintains the authority to determine as a group if an object in a bed area is considered offensive and if so, will determine that the owner is required to remove said object.

## **III. GARAGES:**

1. Residents must use their garage as their primary parking space.
2. Guests should be encouraged to park in the host's driveway whenever possible.
3. Only minor maintenance to motor vehicles may be done in a garage. Body work, noisy repairs, or repairs which may result in fluids running into the driveway are prohibited.
4. Residents are encouraged to keep garage doors closed for security reasons.

## **IV. MOTOR VEHICLES:**

1. The following vehicles are not to be permanently parked on the Villages at Washington Square homeowner's property.

- a. Busses
- b. Mobile and/or motorized homes.

NOTE: The vehicle may be temporarily parked on the property for the purpose of loading or unloading and in preparation for a trip.

2. Trailers (all types), boats, and RVs are prohibited unless parked within the confines of a garage at all times.

3. The operation and/or parking of trail bikes, all-terrain vehicles, and snowmobiles are prohibited.

**V. PETS:**

1. Pets shall not be tied, fenced, or housed (temporarily or permanently) outside a home.

2. All pets must be kept on a hand-held leash and maintained and controlled by a responsible person while on the property and in common areas. Pets must not be permitted to run loose on the property.

3. Invisible fences are not permitted.

4. Pet owners are responsible for the immediate and complete clean up after their pet(s).

5. Pet owners shall not permit any unreasonable or excessive noise that will disturb or annoy other residents.

6. Any pet causing or creating a nuisance or unreasonable disturbance shall be permanently removed from a property upon three (3) days written notice from the Board.

7. Animals that are known to be dangerous cannot be kept on the property.

**VI. RUBBISH REMOVAL:**

1. Rubbish removal service is provided by the City of North Canton. The rubbish is picked up on Fridays unless a holiday delays it one day. The city usually puts this information on the bottom of the utility bills.

2. Rubbish containers may not be placed outside until 24 hours or less before pick-up time and must be returned to the garage by midnight of the pick-up day.

3. The trash collector provides the containers, a 95 or 65 gallon for trash, and a 65 gallon for recycling. If you would like the smaller container, contact the trash provider.

**VII. MAILBOXES AND POSTS:**

1. Mail boxes should be painted black. The posts should be stained using the 3001 shagbark stain from Sherwin Williams. The upkeep should be done as needed, or when the Board deems necessary according to *Reservations, Covenants, Conditions, and Restrictions*, p. 6, item 3-T.

### **VIII. LANDSCAPING:**

1. Decorative tall grasses should be cut low in the fall to keep them from blowing throughout the neighborhood. Grace Property Services will send a letter to homes not in compliance.

2. Grasses and other plants must not be allowed to interfere with the operation of the South Villas street light sensors. The sensors are at 1984 Wynstone, 2005 Wynstone, and 2030 Wynstone (see attached sensor schematic).

4. If the homeowner does not want the lawn mowed by the Association's contractor, a small American flag is to be placed in the mulch of the street tree in the front lawn. This does not translate into a credit toward Association fees, but is considered a personal choice due to adverse weather conditions.

### **IX. SALE OF HOMES:**

1. Homeowners must notify Grace Property Services in writing of any changes in occupancy within five (5) days after such change.

2. One professionally printed "FOR SALE" sign not to exceed 5 square feet is permitted on the residence lot advertising the sale of the home.

3. The seller is responsible for providing the following to the buyer:

- a. Copy of the *Reservations, Covenants, Conditions, and Restrictions*.
- b. Copy of the *Rules and Regulations Handbook*.
- c. Any trash and recycling containers provided by the city/vendor.

### **X. COMPLAINT PROCEDURE:**

1. Complaints against anyone violating the rules are to be made to Grace Property Services in writing or by email and must contain the signature of the individual filing the complaint.

2. The name of the complainant is not to be revealed to the alleged violator.

3. Grace Property Services will, in most instances, contact the alleged violator after receipt of each complaint, and a reasonable effort will be made to gain the violator's agreement to cease the violation.

4. If reasonable efforts to gain compliance are unsuccessful, the homeowner will be subject to sanctions and/or remedies in accordance with the penalty provisions contained in the *Reservations, Covenants, Conditions, and Restrictions*, p. 16, item 17.