

## **Common and Limited Common areas**

**Common areas** are those parts of the condominium property outside the confines of the individual units, such as foundations, roofs, building exteriors, lawns, parking spaces, driveways, mounds, and all landscaped areas.

**Limited common areas** are those parts of the common areas reserved for the exclusive use of a particular unit as patios/porches and garages.

## **MOVING POLICY**

**Any Unit Owner that is leaving our community must notify the management company in writing so that they may provide the new residents with manuals and a welcome policy.**

### **Selling Of Unit**

**It is the owner's responsibility to make sure that the Real Estate Agent has a copy of this rules and regulations manual, so they can give a copy to any prospective buyer prior to purchase. If you are selling your unit "For Sale By Owner", you must make sure any prospective buyer has a copy of this manual prior to the purchase.**

**For sale signs are only permitted to be placed in the mulch bed in front of the unit.**

**Tag sales are not permitted within the association. Alter options may be offsite auction or online sale.**

### **Keys and Locks**

**You were provided keys to your unit and mail box when you moved in. The Association does not have a duplicate set of keys.**

### **Insurance**

**Insurance carried by the Association does not cover your personal property or any personal liability. Contact Grace Property Services to explain the Association's coverage.**

Utility companies will occasionally send notices offering insurance on the gas, water and electric lines. You should be aware the association covers those lines where they run under the common element until they split into individual lines at the meter. Please read insurance offers carefully to see where they are offering coverage. If you have questions about interior coverage, please contact your insurance agent.

## **POLICY OVERVIEW**

### **Personal Conduct**

It is requested that you and your guests consider and act in a way that will not disturb the quiet enjoyment of other residents. No noxious or offensive activity shall be carried on in any Unit, or Common Areas, nor shall either be used in any way or for any purpose which may endanger the health or **unreasonably disturb any occupant**.

We hope that you will respect the community and your neighbors.

### **Negligence**

You are financially and legally responsible for damage to condominium property due to your negligence, your pets or that of your guests. There will be charges for damage to the common areas such as trees, shrubs, grass, etc. Administrative replacement cost and labor charges will vary according to the damage.

### **Community Appearance**

A comfortable, attractive, and safe community is provided for everyone's enjoyment. Therefore, all rules concerning community appearance are designed to help maintain these standards. All must share in this responsibility.

Unsightly clutter must be properly stored when not in use.

There shall be no cluttering of porches, no writing or drawing on the driveways, no clotheslines, swing sets, wading pools or basketball hoops on the common areas.

Pets are allowed as described in the Administrative Rules and Regulations.

Satellite Dishes are permitted only with **Board approval**. Dish location must also be approved by the Board. **No** dishes are to be mounted to the unit or roof. See full policy in the Appendix.

## **Soliciting**

No soliciting is permitted on condominium property. Anyone soliciting within the complex should be reported to the City of Green. The Sheriff, if called, will remove the solicitors.

## **Rubbish Removal**

The condominium association has contracted with a rubbish removal service. Place all items at the curb on Monday evening for Tuesday morning pick up. No Hazards material or tires will be picked up. Trash will be delayed one day in a week containing a federal holiday.

## **Special Needs**

When the exterior of a unit needs modification to meet special needs, the Management Company must be contacted in writing detailing the proposed remedy. No reasonable request will be denied.

## **Inside Your Unit**

Air conditioners are the responsibility of the Unit Owner, including outside unit and concrete pad.

Call your natural gas supplier (Dominion East Ohio etc.) to report gas appliance malfunction. DO NOT attempt to light the appliance.

If water pipes freeze or break, shut off water at the meter and contact the Management Company immediately. To prevent freezing during extreme cold, leave water dripping slowly, and keep cabinet doors open so warm air can circulate.

Residents who neglect to pay utility bills are responsible for any damage caused as a result of non-payment.

## **Emergency Definition** (any situation that is threatening to life or property)

Don't hesitate to call about items that constitute an emergency that could damage property, such as: gas fumes, fire, or fire hazards (loose electrical wiring), water leakage, etc.

## **Association Responsibility – Per Declarations**

### **Common Areas**

Utility facilities streetlights (etc)  
Utility lines in common areas  
Lawns, shrubs, trees  
Driveways, sidewalks, and walkways  
Roads  
Common area buildings  
All exterior painting (including front doors)

### **Individual Responsibilities**

Windows, Screens and Doors (excluding exterior paint)  
Frames, sashes, jambs, hardware, weather stripping  
Decks, screened porches, patios  
Electric breaker box and associated meter  
Locks, springs, and hinges  
All items within the interior (furnace, water heater, etc.)  
**Any exterior changes must be approved by the board prior to installation**

## **Non-Compliance of Administrative Rules and Regulations**

The Board will follow the adopted Enforcement Procedures (see appendix) for non-compliance of the Administrative Rules and Regulations. Examples of circumstances that can lead to this action include:

- (A) late payment of monthly dues
- (B) not abiding by terms of Administrative Rules & Regulations
- (C) failure to correct problem cited by the Board of Trustees
- (D) conduct abusive to other residents, including striking, threatening, verbal abuse, etc.
- (E) conduct of children, pets or guests which is abusive to unit residents or others

### **Monthly Dues**

The following is included in your monthly dues:

Street Lighting  
Rubbish Removal  
Lawn Care  
Snow Removal  
Buildings Insurance  
Buildings Maintenance  
Management Company Fees  
Reserve Funds

## **Plants and Exterior**

- All common ground is owned by the Association and not by the unit owners. Any changes to these areas are a courtesy to an owner subject to board approval.
- Residents requesting **special landscaping (please see attached plantings list pages 31-32), including requests for decks, must put their requests in writing to the Management Company.** This letter should be received five days prior to a regular Board Meeting for consideration. **No work can commence on the special landscaping until the Board's approval is received.**
- Seasonal flowers and bulbs may be planted in the mulched areas adjacent to the unit, as long as it does not interfere with mowing, painting maintenance, and or the structural integrity of the building. Upkeep of these planted areas is the responsibility of the Unit Owner. Plantings should be spaced so the shrubbery may be trimmed and maintained. No artificial flowers are permitted in outside pots, planters or the ground. Potted plants may be located on the unit front porch, sidewalk, deck or patio but not permitted in the driveways.
- Three (3) hanging baskets or porch planters are permitted in the front of each unit either hanging on the porch or on a shepherd hook in the mulch area. No more than two (2) shepherd hooks are permitted in the front mulch area of each unit. Porch planters are to be a neutral color.
- At the end of the growing season, Unit Owners shall clean out the flower beds, porch planters or hanging baskets.
- Three (3) landscape ornaments (i.e., statuary, birdbaths, or garden flags) are permitted in the front mulch area of each unit with a maximum height of 30 inches. Statuary and birdbaths are to be plain in design and in a neutral color.
- One (1) birdfeeder is permitted in the front mulch area of each unit and no more than two (2) on the side or back of each unit. No feeders are permitted to be mounted to any portion of the front porch or the siding.
- Each unit may have one (1) flag. Flag holders may be attached to the front porch or the garage on a vertical wooden post. No permanent in ground flag poles are permitted. All flags are to be maintained in good condition.
- Landscape lighting, including solar lights, are permitted around the mulch area adjacent to each unit. They are not permitted to line the driveway. Landscape lights may be a maximum height of 18 inches and shall be only standard lighting. Color or animal lights are not permitted. Solar lights are limited to a maximum of five (5) per each side of unit, spaced eighteen (18) inches apart. All lights to be kept straight and maintained in good working condition.
- Holiday decorations...Christmas, Easter, Halloween, etc.... are allowed but are to be removed within two (2) weeks following the holiday season (weather permitting for Christmas). Decorations are to be located on the front porch and the mulch area

immediately adjacent to each unit. Decorations are not permitted in the general common area or in the tree beds. Inflatable decorations are not permitted.

- Holiday lighting is only permitted for Halloween, Thanksgiving and Christmas. Holiday lighting, other than Christmas, is limited to the front porch. Non-Christmas holiday lighting may be put up two (2) weeks prior to the holiday and removed one (1) week after the holiday. Christmas lighting must be removed by January 15, weather permitting. Christmas lighting may be placed on the bushes in the front mulch of each unit in addition to the front porch. Decorative spots lights may be used and directed only on your unit. The spotlight location cannot impair sight of a driver on the roads or on any other unit.
- Seasonal wreaths may be placed on the front doors throughout the year...WITHOUT the use of screws or nails.
- Decorative porch furniture is to be used on front porches, back patios, and decks. Stadium, canvas, or fold-up chairs are not permitted for permanent use.
- Lawn furniture may be used in the common areas. All lawn furniture is to be removed from common area when not in use, and when grounds maintenance is scheduled.
- Seasonal furniture may be stored on the patio, deck, or screened porch during the winter.
- Fences of any type are not permitted. No treated wood or railroad ties may be placed around the flower beds, mulched areas, screened porches, decks or patios.
- No outside structures including tool and storage sheds of any type are permitted on the condominium common area grounds.
- Storage of any articles must be inside your unit or in the garage. **Nothing can be stored on the exterior of a unit including under a deck or screened porch.**
- External window air conditioning units are to be removed no later than November 30<sup>th</sup>.
- When walking on the common areas, as a courtesy to Unit Owners, please keep a reasonable distance be kept from private residences, especially when walking a pet. Animals should be walked along the road and not in-between units.

### **Barbeque, Fire Pits and Chimneas**

- Gas Grills or other types of open flame devices used for cooking are required to be at least 10 feet away from the building.
- Charcoal grills must be attended by an adult at all time when in operation.
- A portable fire extinguisher must be located at the cooking site.
- Fire pits (wood, charcoal, propane or any other open flame device), patio heaters and chimneas are prohibited.

## **Parking and Parking Areas**

- Parking is not permitted in the street overnight. Resident's vehicles primary parking location is to be the unit's garage with the driveway to serve as the overflow.
- The following vehicles shall not be stored or parked overnight on driveways or common grounds:
  - (a) Any trailer, travel trailer, mobile home
  - (b) Snowmobile
  - (c) Recreational vehicle
  - (d) Collector's historical vehicle
  - (e) All terrain off-the-road vehicle
  - (f) Boat or boat trailer
  - (g) Motorcycle, motor bike, or motor scooter
  - (h) Any vehicle licensed as commercial
  - (i) Moving Containers
- Any of the above listed vehicles may be kept in the garage of the unit, **providing they can be contained within the garage and the garage door can be closed.**
- Unlicensed, expired license or disabled vehicles cannot be parked or stored on common areas or driveways.
- Street parking should not impede the flow of traffic and should be kept to one side of the street, nor should it block any driveways or fire hydrants. Unit Owners should use their best judgment when parking in the cul-de-sac. This is to ensure that if needed, emergency vehicles can make access.

Temporary overnight parking on the street is permitted for emergencies only.

- **No street parking will be permitted when unplowed.** Maintenance crews will plow when there is two (2) inches or more of fresh snow.
- The parking area adjacent to the mailbox is to be used for visitors and for postal vehicles, **not to be used by residents as a permanent parking place or you will be subject to towing.**

## **Glass Policy**

- Unit Owners are responsible for replacement of broken windows or broken springs in the window casements. Half moon glass replacement can be purchased through J. Glazier Inc. DBA Hudson Glass and Mirror at 330-467-5945.