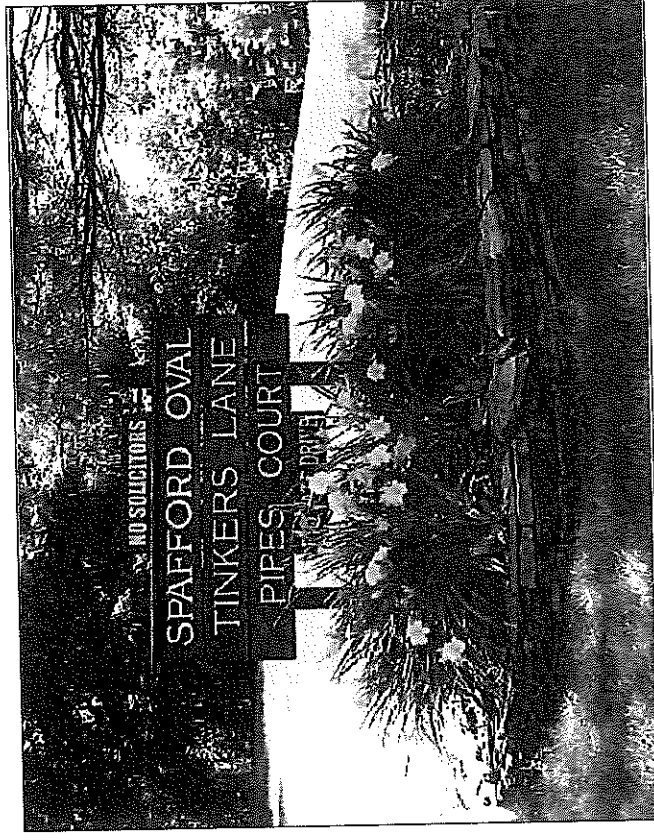


*Greenwood Village  
Condominium 3  
Unit Owners' Association*



**Handbook of  
Rules and Regulations**

*Adopted: April 9, 2014  
Effective: June 1, 2014*

## TABLE OF CONTENTS

Welcome Letter	3
In Case of Emergency	4
Governance and Management	5
Channels of Communication	5
Common Elements	6
Limited Common Elements	6
Items Requiring Board Approval	6
Collection Policy	7
Complaint Procedure	7
Enforcement Procedures and Assessments for Rule Violations	8
General Rules	9
Business	9
Cable Television	9
Common Courtesy	10
Damage to Units and Common Elements	10
Decks and Patio	10
Exterior Lights	11
Exterior Restrictions	11
Garage Sales	11
Garages	12
Grills	12
Holiday Decorations	12
Insurance	13
Lawn, Shrubs, Flower Beds and Tree Maintenance	13
Leasing Restrictions	13
Noise	13
Parking, Parking Lot, Drive Aprons and Vehicle Restrictions	14
Pets	15
Rubbish Removal	16
Sale of a Unit	16
Satellite Dish	17
Signs	18
Snow Removal	18
Utilities	18
Windows and Doors	18
Important Telephone Numbers	19
Map -- Condo	20
3	21

*Complaint Form is enclosed for your convenience.*

Welcome to Greenwood Village Condominium No. 3 Unit Owners' Association. We, the Board of Directors for the Association, hope you enjoy your condominium unit. The objective of the Association is to maintain Condo 3 as a pleasant place to live. To accomplish this, the Board of Directors has adopted this handbook to highlight certain rules that specifically pertain to living at Greenwood Village Condominium No. 3. These rules and regulations are embodied in the Declarations and Bylaws.

These are common sense rules and regulations, which take into consideration the health, safety and comfort of all Owners and Residents and are not meant to replace the Declaration of Condominium Ownership and Bylaws of Greenwood Village Condominium No. 3 Unit Owners' Association. The Board has not presumed to cover every possible situation in this Handbook. Reasonably preserving the clean, attractive appearance of the condominium property is a goal shared by all, as it will maintain and enrich the value of our Units.

The Board and the Management Company have a duty to enforce the Rules, the Declaration and Bylaws.

We ask that you keep this Handbook handy and refer to it when necessary. If something arises that may not be covered in the Handbook, please do not hesitate to contact the Management Company and/or the Board.

***This Handbook is intended to supplement, not replace the Declaration and Bylaws; therefore, if there should be an inadvertent discrepancy between what is expressed in this Handbook and the recorded documents, the Declaration and/or Bylaws shall govern.***

Board of Directors  
Greenwood Village Condominium No. 3 Unit Owners' Association

## IN CASE OF EMERGENCY

The Management Company is available 24 hours a day, 7 days a week for emergencies that require immediate response. Please **DO NOT** use this service during non-business hours unless it is an actual emergency which cannot wait until regular business hours. If the repair is not the responsibility of the Association, the Unit Owner will be billed.

The Management Company and the Association do not have the responsibility for law enforcement at Greenwood Village Condominium No. 3 Unit Owners' Association. The responsibility for dealing with suspicious or criminal activity remains exclusively with the Sagamore Hills Police. Contact the Police or Fire Departments for emergencies requiring their assistance. In the case of a life threatening emergency or fire, the police and/or fire department should be called **BEFORE** the Management Company.

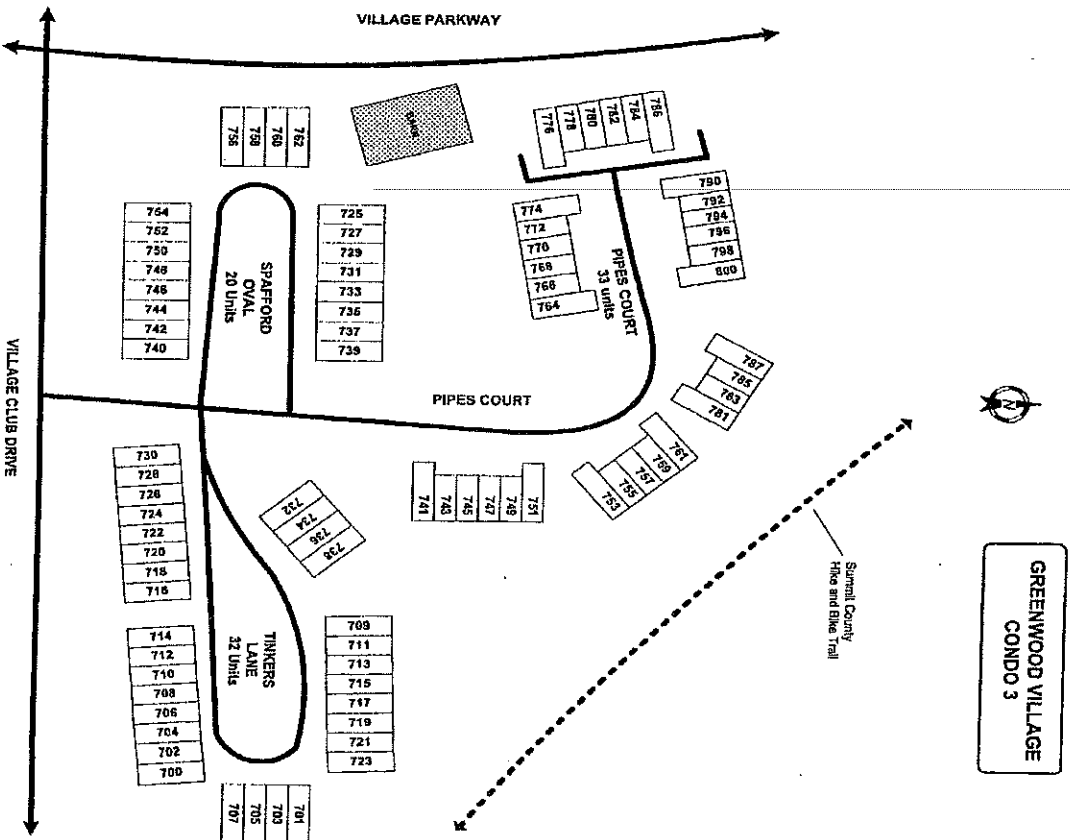
*In the event of an emergency, where the unit owner is unavailable to allow entry, the board has the right to enter the unit to effect repairs and limit damage to the unit and surrounding property.*

Police: 911 or for non-emergencies, please call: 330-468-0900  
 Fire: 911 or for non-emergencies, please call: 330-467-7410

Management Company

Reserve Realty Management  
 480 W. Aurora Rd.  
 Sagamore Hills, OH 44067  
 Reserverealty@windstream.net

Office Phone: 330-467-0828  
 Emergency Pager: 216-903-4109  
 Community Association Manager – Beth A. Wiggins, CMCA, AMS  
 bethwiggins@windstream.net



**IMPORTANT TELEPHONE NUMBERS**

**Village of Sagamore Hills Information:**

11551 Valley View Road

o **Police**

Emergency.....911  
Non-Emergency.....330-468-0900

o **Fire and Ambulance**.....330-467-7410

Emergency.....911  
Sagamore Hills receives fire protection from the  
Northfield Center Fire Dept., 60 W. Aurora Rd.

o **Sagamore Hills Town Hall**.....330-467-0900

**Greenwood Village Community Assoc**..... 330-467-7036

**Dominion East Ohio Gas**.....800-362-7557

**Ohio Edison**.....800-633-4766

**Time-Warner Cable**.....800-617-4311

**Windstream**.....866-445-5880

**Nordonia Hills Public Library**.....330-467-8595  
9458 Olde Eight Road, Northfield Center

**Sagamore Hills Medical Center**.....330-468-0190  
863 West Aurora Rd.

*Recycling is collected at the Sagamore Hills Town Hall*

**GOVERNANCE AND MANAGEMENT**

As a private Condominium Association, we are governed by our own Declaration and Bylaws and by the Rules and Regulations outlined in this handbook. The Board of Directors consists of five individuals who are unit owners and are elected by their fellow unit owners. Board members serve without compensation and are responsible for making the decisions affecting our property. Decisions concerning the property are made during the Board’s monthly meeting.

- Board meetings are typically scheduled for the second Wednesday of each month in the Community Room of the GVCA Clubhouse at 7:00P.M. Owners are encouraged to attend. Please contact the Management Company to verify the meeting time and date.
- Time is reserved from 7:00P.M. to 7:30P.M. for owners to bring information or concerns to the Board. Contact the Management Company prior to the meeting with the topic you would like to discuss. If there are no residents present at 7:00P.M., the business meeting will start.
- The Annual Meeting is held the second Wednesday of May each year to cover the business of the preceding year and to elect Board Members to fill open Board positions. Owners are encouraged to participate by becoming a Board member.

**Channels of Communication**

In between the monthly Board meetings, the Association relies on the Management Company to carry out the Board’s decisions and handle all communications by and between the Association’s owners, contractors and vendors. If you have questions or concerns about the maintenance of the property, please direct the matter to the Management Company in writing. In case of an emergency, such as a fire, contact the fire/police departments.

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 the Management Company. The only exception is that you should send a letter directly to the Board members concerning problems that you may have with the Management Company. Again, all other communications must be directed through the Management

Company to assure that your concerns and questions are properly addressed and answered.

**Common Elements**

The Common Elements include, unless otherwise provided in the Declaration, the following parts of the Condominium Property:

The land described in the Declaration and all other areas, places and structures that are not part of a Unit.

- a) The Common Elements cannot be obstructed in any way nor can anything be stored or constructed in the Common Elements without prior written Board approval.
- b) The Common Elements shall be kept free of rubbish, debris, and other unsightly materials.

**Limited Common Elements**

The term "Limited Common Elements" refers to the Common Elements that are for the exclusive use of the Unit Owner. The Limited Common Elements include Unit courtyards and patios that were installed as part of the original Unit. Other Limited Common Elements are decks, patios, etc. which have been constructed with the approval of the Board of Directors.

**Items Requiring Board Approval**

Every proposed modification to common or limited common elements must be submitted in writing with appropriate drawings to the Board of Directors for written approval thirty (30) days prior to commencement of the project.

- 1. Structural changes to the appearance of the Common or Limited Common Element, such as windows and doors.
- 2. Addition/Changes of decks and patios.
- 3. Addition/Changes of storm doors.
- 4. Addition/Changes of trees, shrubs, plants and flower beds.

***For all the above items, project approval request forms should be obtained from the Management Company. To submit a request for an exterior modification the Unit Owner must be current in all fees and assessments.***

and telephone service to your unit from the point where the service starts. The Association pays for the water and sewer consumption. Unit Owners are responsible for the maintenance of the water and sewer lines from the point of service within the unit until it connects with a common line.

**Windows and Doors**

Unit Owners are responsible for the maintenance and replacement of all windows and exterior doors including glass, frames, storm doors, etc. The preferred color of the front door exterior is dark brown.

***While this is not a complete listing, it will provide you with some guidelines for Owner maintenance. If you have a specific question regarding upkeep, please contact the Management Company.***

***The information provided here is intended only to show the highlights of the governing documents. If there is a discrepancy between the information provided here and the Bylaws and/or Declaration of Condominium Ownership, the governing documents will prevail.***

responsibility. Any damages done to surrounding units would also be said owner's financial responsibility. This is why it is so important for the Board and Management to be able to contact owners (or tenants) during an emergency so that Management may gain access for a contractor to expedite repairs.

### **Satellite Dish**

Installation of any satellite dish/antenna in the Common Elements is prohibited. Any Unit Owner contemplating the installation of a satellite dish/antenna elsewhere on the Condominium Property must call GVCA and talk to the manager for satellite placement and approval. All wires must not be visible or painted to match the siding.

### **Signs**

No sign or advertising of any nature shall be displayed on any portion of the property except:

1. On the Common Elements, signs provided by the Board regulating the use of Common Elements, or giving directions.
2. On the interior side of the window of a Unit, one professionally prepared sign, not in excess of four (4) square feet, advertising the Unit for sale.
3. Open House signs are permitted during the time of the Open House. The approved sign must be secured from G.V.C.A.
4. In the shrub bed, one (1) professionally produced security sign, one (1) square foot in size, furnished by a security agency, not exceeding the height of two (2) feet.

### **Snow Removal**

It is the responsibility of the Board of Directors to contract for snow removal. Included in the contract would be snow removal of all driveways, roadways and parking areas. All walkways, steps and landings to the front door of all units will be shoveled. Plowing will be done when the snowfall exceeds a depth of 2". Plowing and shoveling shall be completed before 6:30 a.m. for snowfalls that begin after 8:00 p.m. of the evening before and by 5:30 p.m. for those snowfalls that occur during the day. Any "clean-up" plowing shall be done during the day before 3:30 p.m. when the drives are free of vehicles.

### **Utilities**

Unit Owners are responsible for the maintenance and payment of their own gas, electric and telephone service, and for calling to initiate service on the date of possession. Maintenance includes gas, electric

### **Collection Policy**

1. All assessments, including maintenance fees, are due on the first (1<sup>st</sup>) day of the month and are considered late if postmarked after the fifteenth (15<sup>th</sup>) of the month.
2. An administrative late charge of \$25.00 per month shall be incurred for any late payment and on any unpaid balance (subject to increase upon further notice).
3. Any payments made shall be applied in the following order:
  - a) Administrative late fees owed to the Association.
  - b) Collection costs, attorney's fees incurred by the Association.
  - c) Principal amounts owed on the account for common expenses and assessments.
4. Any past due assessments including maintenance fees may cause a lien and foreclosure to be filed against the owner.
5. Any cost, including attorneys' fees, recording costs, title reports and/or court costs incurred by the Association in the collection of delinquent assessments shall be added to the amount owed by the delinquent owner.
6. If any owner (either by his or her conduct or by the conduct of any occupant) fails to perform any act that he/she is requested to perform by the Declaration, the Bylaws, or the Rules and Regulations, the Association may, but shall not be obligated to, undertake such performance or cure such violation and shall charge and collect from said owner the entire cost and expense, including reasonable attorney fees, of such performing or cure incurred by the Association. Any such amount shall be deemed to be an additional assessment and shall be due and payable immediately following notification of such charge and the Association may obtain a lien for said amount in the same manner and to the same extent as if it were a lien for common expenses.

### **Complaint Procedure**

Complaints against anyone violating the rules must be made to the Management Company in **writing** and contain the signature of the individual filing the complaint. The Board and/or Management Company will in most instances contact the alleged violator after receipt of each complaint. A reasonable effort will be made to gain an agreement to resolve the violation. If the reasonable efforts to gain compliance are unsuccessful, the unit owner will be subject to

a sanction in accordance with the penalty provisions contained hereunder.

## **ENFORCEMENT PROCEDURES AND ASSESSMENTS FOR RULE VIOLATIONS**

1. The owner shall be responsible for any violation of the Declaration, Bylaws or Rules by the owner, guests, or the occupants, including tenants, of his/her unit.
2. Notwithstanding anything contained in these Rules, the Board shall have the right to proceed, immediately or otherwise, with legal action for any violation of the Association's governing documents, as the Board, in its sole discretion may determine. The entire cost of effectuating a legal remedy to impose compliance, including court costs and attorney fees, shall be added to the account of the responsible owner.
3. All costs for extra cleaning and/or repairs stemming from any violation also will be added to the responsible owner's account.
4. In addition to any other action and in accordance with the procedure outlined in item 5 below, actual damages and/or an enforcement assessment of up to but not exceeding \$50.00 per occurrence, or if the violation is of an ongoing nature, per day, MAY be levied by the Board against an owner in violation.
5. Prior to the imposition of an enforcement assessment for a violation, the following procedure will be followed:
  - A) Written notice(s) will be served upon the alleged responsible owner specifying:
    - i. A reasonable date by which the owner must cure the violation to avoid the proposed charge or assessment; and
    - ii. A description of the property damage or violation; and
    - iii. The amount of the proposed charge and/or enforcement assessment; and
    - iv. A statement that the owner has a right to, and the procedures to request, a hearing before the Board to contest the proposed charge and/or enforcement assessment.
  - B) To request a hearing, the owner must mail or deliver a written "Request For a Hearing" notice which must be received by the Management Company not later than the tenth day after receiving the noticed required by Item 5-A above.
  - i. If an owner timely requests a hearing, at least seven days prior to the hearing the Board shall provide the owner

8

## **Sale of a Unit**

1. Except as otherwise provided, signs are prohibited without prior, written Board approval.
2. Within fifteen (15) days of executing a purchase or sales agreement, the Unit Owner or real estate agent must notify the Management Company to make arrangements for a maintenance fee update letter and certificate of insurance for the buyer.
3. At the same time as above, the Unit Owner must provide the following:
  - a) Name, address, and phone number of purchaser;
  - b) Sales price; and
  - c) Mortgage.
4. The Management Company will coordinate the paperwork with banks, real estate agents, appraisers, and escrow agents. A transfer fee for these services may be charged to the seller and paid out of escrow from proceeds due to the seller at the time of title transfer.
5. The seller is responsible for providing the following information to the buyer:
  - a) Copy of Declaration and Bylaws, and any amendments;
  - b) Copy of the Rules and Regulations;
  - c) Unit access door key(s) and garage door key(2);
  - d) Garage door opener.

**Owners Form:** Within thirty (30) days of ownership, all owners must provide the Board of Directors, via the Management Company, information about current owners (or tenants). The Management Company will provide a form for the unit owner to fill out for this purpose. This information is necessary so we may contact a unit owner, or tenant, in the event of an emergency. It is also necessary for the identification of residents living in the unit, owners (or tenants) pets, and vehicles. The information is listed below:

1. Names of all occupants of the unit
2. Telephone numbers (both day & evening)
3. Vehicle Information (Make, Model, Color & License No. of all vehicles of occupants
4. Pets (Number, type and color).

Owners should be aware that any damage caused by a leak (water leak, gas leak, etc.) emanating from their unit may be the owner's

17



- Two car garages should park two of the resident's vehicles, and then additional vehicles should use the drive apron immediately in front of the garage door. The guest parking is strictly overflowing parking for guests.
10. Skateboards are prohibited from being used in the common and limited common elements of the Association between the hours of 9:00 P.M. and 9:00 A.M. daily.

**Pets**

1. No animals, rabbits, livestock, fowl or poultry of any kind shall be raised, bred, or kept in any Unit or in the common areas and facilities, except that dogs, cats, or other household pets may be kept in the Units, subject to the rules, provided that they are not kept, bred or maintained for any commercial purpose, and provided, further, that any such pet causing or creating a nuisance or unreasonable disturbance shall be permanently removed from the property upon three (3) days written notice from the Board.
2. All pets must be on a hand-held leash and under the control of the owner at all times when outside of the unit.
3. **Pet owners are responsible for immediate and complete cleanup after their pet.**
4. Pet owners shall be liable for any and all damages caused by their pet to any common element property including, but not limited to, shrubs, bushes, trees and grass.
5. Pets shall not be tied, fenced or housed outside of a condominium unit.

**Rubbish Removal**

1. Rubbish, trash or other items to be disposed of must be placed in an appropriate container and shall **NOT be put out before 12 hours the day prior to pick-up**. All containers shall be removed within 12 hours after collection. If you will not be home to collect your trash cans in a timely fashion, it is preferable to use a double plastic garbage bag instead. Unit owners that need to discard large items (appliances, furniture, etc.) should report it to the Management Company before arrangements can be made for the extra load and billing. The unit owner is responsible for any extra charges for this.
2. Garbage cans must be stored in the garage only.

with a written notice that includes the date, time, and location of the hearing. If the owner fails to make a timely request for a hearing, the right to that hearing is waived; and

- ii. The charge for damages and/or an enforcement assessment will be immediately imposed; and
  - iii. At the hearing, the Board and alleged responsible owner will have the right to present any evidence. This hearing will be held in Executive Session and proof of hearing, evidence or written notice to the owner to abate action, and intent to impose an enforcement assessment shall become a part of the hearing minutes. The owner will then receive notice of the Board's decision and any enforcement assessment imposed within thirty (30) days of the hearing.
- C) The Association may file a lien for an enforcement assessment, and/or damage charges which remains unpaid for more than ten (10) days.

**GENERAL RULES AND INFORMATION**  
**(alphabetical)**

The Association's governing documents such as the Bylaws and the Declaration of Condominium Ownership should be read by all Owners and residents. Together, they fully explain the operation, maintenance, finances, etc., of your Association.

We have taken **some** of the information from these documents to assist you in maintaining your individual unit. The information provided here is intended only to show the highlights of the governing documents. If there is a discrepancy between the information provided here and the Bylaws and/or Declaration of Condominium Ownership, the governing documents will prevail.

**Business**

Business, industry, trade, occupation or profession of any kind, commercial, religious, educational or otherwise designated for profit, altruism, exploration, or otherwise is prohibited to be conducted, maintained, or permitted on any part of the Condominium Property.

## Cable Television

1. Cable television is available to Occupants. The service is provided by Time Warner Cable.
2. Cable television is a private agreement between the Unit Owner and/or Occupant and the cable company, at the Unit Owner's or Occupant's expense. Arrangements for the installation of cable and/or disconnection of service are a Unit Owner and/or Occupant responsibility.

## Common Courtesy

Living in a condominium community requires a bit more consideration of your neighbors due to the close proximity of the living accommodations. We are required to be aware that our actions can and do affect others.

For example:

- Not all Occupants like pets; so be sure your pet does not become a nuisance to others.
- If your pet makes a mess on the Common Elements, be sure to clean it up. Do not make others clean up after what is your responsibility.
- The type of music you may like is not necessarily the type others in the immediate area may like. Play radios and stereos at a volume that does not disturb others. Excessively loud music or any other received transmission is prohibited.

## Damage to Units and Common Elements

1. Damage is defined as intentional or accidental changes in the appearance or function of the property, including buildings, land, trees, shrubbery and plantings, etc.
2. Damage of such items will be repaired in a timely fashion at the expense of the Unit Owner.
3. If repairs are not performed in a time period the Board of Directors deems to be acceptable, the Board will have the option to have the damages repaired and assess the Unit Owners for said repairs.

Examples:

- Broken windows, whatever the cause.
- Damage to a Unit or grassy Common Element caused by a Unit Owner's, Occupant's or guest's vehicle.

television, radio, and music systems. Unit Owners are requested to observe a voluntary 10:00pm noise curfew on Sunday through Thursday, and 11:00pm noise curfew on Friday through Saturday.

1. No noxious or offensive activity shall be carried on in any Unit or the Common or Limited Common Elements, nor shall anything be done therein to become an annoyance or nuisance to others.
2. If noise is excessive, contact the party or parties creating the disturbance.
3. If action is not taken to reduce the noise to an acceptable level, contact the Sagamore Hills Police Department.

## Parking, Parking Lot, Drive Aprons and Vehicle Restrictions

1. Parking in the street at all times is prohibited.
2. Parking or driving of any vehicle on any grass area is prohibited.
3. Motorcycles, Mopeds, snowmobiles, motorized scooters and toys, are permitted to enter and exit the premises ONLY. They shall be limited to paved areas only and shall not be allowed to continuously circle the property.
4. The 15 mile per hour speed limit shall be strictly enforced.
5. Vehicles which are licensed, painted or signed for commercial purposes must be garaged.
6. The following vehicles (including but not limited to) are not permitted to be parked, stored, kept or maintained within Greenwood Village Condominium No. 3:
  - a. Any vehicle too long to fit inside the unit owner's garage with the door shut
  - b. Buses
  - c. Boats or boat trailers
  - d. Campers or camper trailers
  - e. House or horse trailers
7. Any vehicle that remains unused for a period exceeding 72 hours, or any vehicle or trailer prohibited by the Rules and Regulations, regardless of time, may be removed (towed) from the premises and stored at the owner's expense.
8. Drive aprons shall be kept clean of all debris, grease, oil, etc., at the owner's expense.
9. Unit owners must use the garage as the **primary** parking space.
  - Garages must be used to park and/or store personal vehicles.
  - Vehicles are not permitted to be parked outside so the unit owner can use the garage for a storage space.

Greenwood Village Condominium No. 3 is restricted for the private use of resident families and prohibits owners from leasing or renting their unit to others (Declaration Article 1.1, Section L as amended). In order to avoid an undue hardship, the Board will consider a request for leasing for no longer than twelve (12) months as follows:

1. A written request indicating an intent to lease must be submitted to the Board at least thirty (30) days prior to the proposed lease commencement with the following information:
  - a) Reason for request, signed by unit owner
  - b) Period of lease not less than four calendar months or to exceed one calendar year
  - c) Name, address and work telephone number of proposed lessee
2. The Board will act on the request and convey its decision to the unit owner within ten (10) days of receipt of the request. If the Board does not respond within said time, the request should be considered denied.

**Tenants' Information:** The unit owner must provide the Board (via the Management Company) the following information thirty (30) days prior to the tenant moving in:

1. Copy of Lease with full name(s) of tenants
2. Paragraph in the Lease stating that tenant(s) will be made aware of, and obey, the covenants of the Declaration and Bylaws and Rules & Regulations of the Association. A copy of the Rules & Regulations will be given to the tenant(s) by the unit owner. Additional copies are available from the Management Company at a cost of \$3.00, billed to the owner's account.
3. Names of all occupants of the unit.
4. Telephone numbers (both day and evening) of the tenant.
5. Vehicle Identification (Make, Model, Color & License No. of all vehicles of occupants)
6. Pets (Number, type and color)

### **Noise**

All units share at least one common wall with a neighbor. Please keep in mind that sounds travels and that not everyone enjoys the same type of music; nor does everyone share the same routine. Appliances, such as vacuum cleaners, dishwashers, garbage disposal units, washers and dryers, can produce sufficient noise to be just as disturbing as

- Electrical fire due to Unit Owner/Occupant overloading an electrical circuit.

- Water damage due to negligence.

This applies to Unit Owners, Occupants, tenants, their families and guests, invited or not.

### **Decks and Patio**

1. The installation or change of decks or patios is prohibited without the prior written Board approval.
2. To apply for the required approvals, obtain an ACCES Form application from the Management Company.
3. The application must contain all the specifications and information for the construction of these additions or changes.
4. Applications are required whether the Unit Owner or a contractor is doing the construction work.
5. Decks and patios are not to be used as storage areas and should be kept neat and uncluttered.
6. Please note: building permits are required for some projects.
7. The Unit Owner is responsible for maintaining, repairing and replacing the rear deck and patio concrete slab. Any Unit Owner cited for disrepair of deck or patio concrete slab shall have 30 days to have it repaired, otherwise the Association will have it removed, repaired or cleaned up at Unit Owner's expense.

### **Exterior Lights**

Light bulb changes on the front door and rear patio lights are the responsibility of unit owner. Unit owners on Pipes Court, the exterior light on the **front** of their buildings are the responsibility of the Association for replacing the bulb and/or fixture.

### **Exterior Restrictions**

1. Residents *may not* modify, paint, change, or otherwise alter the exterior of the units or garages without the prior, written approval of the Board. **Holes must not be made in vinyl siding for any reason.**
2. No window awnings or projections, signs, wiring, window air conditioners, antennas, non-conforming window dressings or other items shall be permitted on the exterior, or be visible from the exterior of a unit, garage or window.
3. All personal property such as bicycles, toys, pools, patio furniture, firewood, etc., must be stored in the patio or garages only.

4. No items shall be affixed to patio fences. Seasonal items may be set on the fence top, provided that water is continuously drained away from the surface and air can circulate between the bottom of the item and the fence top. Items must be removed when the season is over.
5. Any and all items left on common elements shall be removed and stored at the owner's expense.
6. Every proposed modification to common or limited common elements must be submitted in writing with appropriate drawings to the Board of Directors for written approval thirty (30) days prior to commencement of the project.
7. The installation of hot tubs in the limited common element requires prior written approval from the Board. Hot tubs must not be used between the hours of 10:00 P.M. and 8:00 A.M. When draining and cleaning hot tubs, waste water must be drained into owner's sanitary sewer system. Waste water must not be drained onto the ground.
8. There shall be no tents, camping-related equipment, storage sheds or any type of portable living quarters erected on the property.

#### Garage Sales

1. Individual and collective garage sales, estate sales and tag sales are prohibited.
2. GVCA has a community sale every other year.

#### Garages

*Owners responsible for All doors, windows, skylights*

Unit Owners are responsible for the maintenance and/or replacement of garage doors, door locks, tracks, rollers, etc. and the interior of the garage. Owners who share a garage door (select units on Pipes Court) are jointly responsible for its maintenance. (Also see "Parking"). Garage doors must be kept closed when not in actual use.

#### Grills

1. All grills are not permitted within ten (10) feet of the Unit or deck.
2. Use of charcoal grills are allowed if the following conditions are met:
  - a) A Unit Owner must have the approval from the City Fire Marshal.
  - b) The charcoal grill is attended by an adult at all times when in operation.

- c) An operational portable fire extinguisher must be located at the cooking site.
- d) All non-structural combustible material such as furniture, throw pillows, patio umbrellas, paper goods, etc., must be removed from the cooking site.
3. Open fires and fire-pits are not permitted.
4. If a Unit Owner sees a violation, please contact the local Fire Department.

#### Holiday Decorations

Door, porch and post lamp decorations that are seasonal in nature shall be permitted during that seasonal period only.

#### Insurance

Each unit owner **must** have their own individual coverage. While the Association insures the basic structures and common elements, you are responsible for all your personal contents as well as appliances, floor coverings, wall coverings, plumbing, electrical, hot water tanks, furnaces, air conditioners, etc. You are also responsible for providing your own personal liability and casualty insurance coverage.

#### Lawn, Shrubs, Flower Beds and Tree Maintenance

It is the responsibility of the Board of Directors to contract for lawn, shrub and tree maintenance. Unit Owners are responsible for the maintenance of their limited common areas.

- In no case is the planting of trees, bushes, flower beds or vegetable gardens in the common areas allowed.
- Any removal or planting of trees or bushes must be approved by the Board of Directors and ACCESS Committee.
- Unit Owners/Occupants may waive the weeding, pruning, and mulching by the landscaper, if so desired. If any of these services are to be waived by any Unit Owner/Occupant, it should be done in writing to the Management Company and specify the services to be waived. Be sure to provide your name and address.

#### Leasing Restrictions

There is a "No Rental" Amendment in effect at Greenwood Village #3 (amendment March, 1986).