



ROLLING HILLS CONDOMINIUM

WELCOME TO ROLLING HILLS CONDOMINIUM ASSOCIATION

The Rolling Hills Condominium Association is a corporation chartered by the State of Ohio. It derives its authority from Chapter 5311 of the Ohio Revised Code and from the Declaration of Condominium Ownership and the By-Laws of Rolling Hills Condominium.

Those documents describe the legal basis of the Association. The Board of Directors is charged with upholding those documents and with making reasonable Rules and Regulations for the Association. The following is a summary of the pertinent rules, regulations and information that applies to the Rolling Hills Condominium Association. This is only a partial list of the "golden rules of condominium living". All owners should be familiar with the Declaration of Condominium Ownership and the By-Laws of Rolling Hills Condominium Association.

ADMINISTRATION

The Administration of a condominium association is not unlike a town council. The Board of Directors is an elected body, whose membership can change annually. Elections are held each year at the Annual Meeting of the Membership. The Board of Directors makes decisions that affect the entire membership of the Association.

BOARD OF DIRECTORS

There is a four member volunteer Board of Directors that meet to conduct condominium business; award contracts; decide policy; and plan projects. The requirements for being a Board Director are simple.

- 1) You must be a unit owner within Rolling Hills Condominium Association.
- 2) You must be willing to spend the time needed each month for the meetings.

MANAGEMENT

The Association is professionally managed by:

Reserve Realty Management
480 W. Aurora Rd., Ste. 1
Sagamore Hills, OH 44067
330-467-0828
office@reservemgmt.com

W. Allen Wargo is the Property Manager.

Reserve Realty Management has been charged with the day-to-day operation of the Association. They prepare the maintenance fee statements; answer questions; consult with other professionals; oversee contractors; keep owners informed; etc. Reserve Realty Management maintains 9-5 office hours and has both a voice mail and a voice pager for emergencies. The office phone number is 330-467-0828 and for emergencies during non-office hours, the voice pager number is 216-903-4109.

MAINTENANCE FEES

The present maintenance fees are \$180.00 per unit per month. All units have the same percentage of ownership and therefore the same maintenance fee. All fees are due and payable on or before the first of the month for that month. A return envelope is provided by Reserve Realty Management. Checks are made payable to Rolling Hills Condominium and are then deposited in a specially designated account. Fees are deemed late after the tenth of the month. A post mark of the tenth shall be accepted as on time. A \$10.00 late fee will be levied against any outstanding balance after the tenth of the month.

Any account with a past due balance of 90 days will be turned over to the attorney for collection. After 120 days of a past due balance, a lien will be placed on the unit. Foreclosure upon the unit may be pursued at the discretion of the Board of Directors.

EXTERIOR ALTERATIONS

No additions or changes to landscape; patios; building exterior; etc. are permitted without the prior written consent of the Board of Directors. All plans for any changes shall be submitted in writing with appropriate drawings to the Board of Directors. No work shall commence without receipt of written approval of the Board.

STORM DOORS

The style of storm door permitted to be installed is the "Colonial Cross Buck" variety with a white finish. No exceptions will be permitted.

EXTERIOR DAMAGE

Any damage done to the outside of the buildings or to the common areas will be repaired and billed to the responsible unit owner if it is determined that the damage was done by the owner, his renters, guests or pets of either, in accordance with the governing documents.

PETS

The City of Twinsburg and Rolling Hills Condominium both have leash laws. All pets are to be on leashes when outside the unit. Animals that are permitted to run loose will be reported to the Animal Warden of the City of Twinsburg. Pets are not to be tied out in the front drives or in the common area by the rear patios for any extended period of time. Pet owners are responsible for all feces in the common area. Please police that area around your unit and properly dispose of any feces.

Habitual disregard of these rules may result in fines and ultimately the permanent removal of the animal from the premises. Adequate notification, both verbal and written, shall precede any such action allowing the owner sufficient time to correct any problems. Any damage to the common areas, buildings or landscaping caused by the pet will be corrected and billed back to the unit owner.

PARKING

No overnight parking is permitted on Rolling Hills Drive. Overnight parking is defined as a car parked on Rolling Hills Drive between the hours of 11:00pm and 7:00am. As of June 1989, The Board of Directors voted to ban parking on the even numbered side of the street (the side with the fire hydrants) at all times, to allow for the passage of emergency vehicles. No Parking signs are posted and those in violation will be towed at the owner's expense. Letters will be sent to those residents known to have violated the rules more than once. If the problem persists, the Board has authorized the placement of warning stickers on any car. After two warnings, the offending car will be towed.

Under no condition is there to be parking of vehicles on the lawn areas. If this occurs and there is damage, the responsible unit owner will be billed for all repairs.

VEHICLE STORAGE

A maximum of three vehicles per unit will be allowed at Rolling Hills Condominium. Only one of those vehicles will be allowed to be parked in the common areas parking lots.

The storage of cars, vans, trucks, recreational vehicles, etc. on common areas is prohibited. The occasional overnight occurrence will be permitted so long as the privilege is not abused. What is stored out of sight in the garages is the resident's own concern provided it is not flammable or hazardous.

Any vehicle left undriven or unlicensed in the parking lots for more than seven days will be considered as being abandoned and will be towed.

SPEED LIMIT

The posted speed limit of Rolling Hills Drive is 15 m.p.h. for the entire length of the roadway. Please keep in mind that the roadway is a private drive, not a residential city street. It is used by all residents for access to their homes. It is also used by most residents to walk to the homes of friends; to take evening walks; and to allow children to play. Please observe the speed limit for everyone's safety.

GARAGE SALES

Garage sales are not permitted at Rolling Hills Condominium.

NOISE

All units share at least one common wall with a neighbor. Please keep in mind that sound travels and not everyone enjoys the same type of music. Please be considerate and observe the 10:00pm rule. Reduce noise levels after 10:00pm and always remember you are in close proximity to your neighbor. The Board of Directors wishes to promote a quiet, serene environment.

RUBBISH REMOVAL

Rubbish is picked up on Tuesday throughout the City of Twinsburg. This is so even after a Monday holiday. (On Tuesday, July 4th, the pickup will be Wednesday.) Please do not put out trash until the

morning of the pickup. Stray animals scavenging for food during the night, often tear open trash bags and leave trash strewn all over. All rubbish is to be secured in plastic bags, boxes or trash containers. All permanent trash containers should be removed from the street Tuesday evening.

WINDOW COVERINGS

Aesthetically pleasing window treatment are expected in all occupied units. Bed sheets, aluminum foil, decals, etc. do not present an appropriate appearance from the outside and will not be tolerated.

FIREWORKS

No fireworks will be discharged on or from Rolling Hills Condominium property.

SIGNS

No unit owner or occupant shall display any advertisement, signs, notices, awnings, etc. either in windows or on the outside wall of any building or in common area without the prior written consent of the Board of Directors. The Association presently does not permit any "For Sale" or "For Rent" signs.

RESIDENCY

Each unit shall be used as a single family residence and for no other purpose. No resident may conduct any business out of their home which involves the delivery or pick up of merchandise or traffic in and out of their unit.

RENTING OF UNITS

No unit owner or occupant shall rent or lease for transient or hotel purposes.

Any unit owner wishing to lease their unit, shall notify the Association, in writing, of the name and address of the proposed lessee together with a true copy of the proposed lease. No lease may be for a term of less than one year nor longer than two years. The Association reserves the right to prevent any lease agreement found not to be in the best interest of the Association.

Each lessee will be required to observe the Declaration, By-Laws, and Rules and Regulations of Rolling Hills Condominium Association. Each unit owner will be ultimately responsible for the actions of his tenant and if necessary fines will be applied to the unit owner's account for infractions of the governing documents.

SELLING OF UNITS

Upon your acceptance of an "offer to purchase", you must provide the Board of Directors with the name and address of the proposed purchaser and the agreed upon purchase price. The Association has the first right of refusal to purchase any homeowner's unit at a fair market value once they are prepared to sell. However, the Association is not presently in the market for purchasing any units in our Condominium. The Board therefore, having been offered the "right of first refusal", will provide in writing to the seller, a waiver of any desire to exercise the option to purchase said unit.

The seller may then complete the transaction to transfer title with the proposed purchaser.

There currently is a \$50.00 initiation fee payable by the purchaser of any unit within the Association. This initiation fee is paid through escrow or with the first month's maintenance fees. No exceptions. There is also a \$100.00 escrow fee payable by the seller upon transfer.

NOTICE OF MORTGAGE

Any unit owner who mortgages his ownership interest shall notify the Association of the name and address of the mortgagee.

NOTICE OF MEETING

All meetings of the Board of Directors are open to all unit owners. The maintenance fee billing statement will usually give notice to all owners of the time and location of the next meeting. The Board has at least four meetings a year plus the Annual Meeting in May.

IMPORTANT NUMBERS

City of Twinsburg	330-425-7161
Fire/Police Emergency	911
Fire - Non Emergency	330-425-3131
Police - Non Emergency	330-425-1234
Reserve Realty Mgmt.	330-467-0828
RRM - Emergency	216-903-4109

