

Heritage Glen Condominium Association



Handbook Of Rules and Information 2003

Adopted: 2-25-03

Effective: 3-11-03

Amendments to Handbook

of

Rules and Information

June, 2005

Common Elements (Areas)/Limited Common Elements (Areas)

Common Elements are everything but the individually owned condominium unit and its surrounding limited common elements. Common elements are owned by all the unit owners together. Limited common elements are those areas for the specific use of the individual unit owner. In our association limited common elements are the front entrance/patio, back patio/deck, and all flower beds adjacent to a unit excluding the L-beds.

No items whatsoever shall be stored in the common elements. All items including, but not limited to, firewood, bird feeders, building supplies, debris, etc. are prohibited.

Feeding Wildlife

One liquid hummingbird feeder is permitted year round in the limited common elements.

One seed dispensing bird feeder in the limited common elements is allowed year round. Feeding from April through October is discouraged as the feed attracts rodents. Suet feeders are prohibited.

Ground feeding of wild life such as birds, squirrels, deer, etc. is prohibited. Food stuff placed on the ground attracts rodents and other pests, creates an unsightly appearance, and is a potential safety hazard.

Maintenance Fees

An administrative late charge of \$20 per month shall be incurred for any late payment and on any unpaid balance.

Approved on June 21, 2005, by the Board of Directors.

Effective as of June 21, 2005

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INTRODUCTION

WELCOME to Heritage Glen Condominium. We, The Board of Managers, hope you enjoy your condominium unit. Our objective is to maintain the community as a very nice place to live. In order to accomplish this, we created this handbook to highlight certain rules that specifically pertain to living at Heritage Glen and that are embodied in the Declaration of Condominium Ownership.

These common sense rules and regulations take into consideration the health, safety, and comfort of all owners and residents at Heritage Glen. The Board is authorized to adopt and enforce these rules and regulations pursuant to Bylaws Article IV, Section 12 (f). We hope you will find the rules reasonable and will cooperate by upholding them.

The condominium property is comprised of twenty-four (24) ranch/loft units. The streets are dedicated and therefore maintained by the city. We use the services of the City of Twinsburg Police and Fire Departments. The Association also maintains an insurance policy for the structural components of the condominium property. Unit owners and residents are responsible for obtaining condominium insurance for the interior of their units and for their personal effects.

The Management Company that we have retained handles the day-to-day operation of the property. The Management Company's job includes among other things: handling accounts receivable and payable, soliciting bids, and overseeing the work performed by the various contractors hired by the Board.

We ask you to keep this booklet handy and to refer to it when necessary. If something arises that may not be covered in the booklet, please do not hesitate to contact the Management Company. Additional information is also contained in the Declaration of Condominium Ownership and Bylaws as recorded in the Summit County Records Volume OR139, Pages 664 et seq.

This booklet is intended to supplement, not replace, the Declaration and Bylaws by which we are governed as private condominium property. If there should be an inadvertent discrepancy between what is expressed in this booklet and the recorded documents, the Declarations and/or Bylaws shall govern.

Before moving into Heritage Glen, you should have received a copy of the Declaration and Bylaws. If you do not have these documents, they can be obtained at cost from the County Recorder or from the Management Company.

Thank you

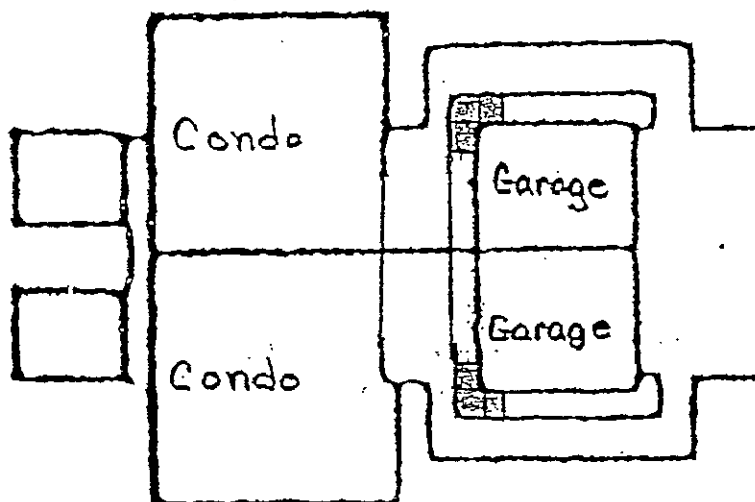
The Board of Managers
The Heritage Glen Condominium Association

HANDBOOK

Heritage Glen Condominium Association Rules and Regulations

Air Conditioners

Board policy shall be as follows regarding AC units that must be moved from the back of the unit to the front. 1) The condenser may be placed within the shaded areas of the drawing below. Owner preference and size of the unit will determine the exact placement within this area. 2) All units must have a shield built around the condenser of material similar to the siding used to construct the condominium unit and painted to match the unit. 3) Plans and sketch MUST be submitted to the board for approval before moving the unit. The unit owner and board will mutually decide the placement of the shield with the neighbor's view of the unit taken into consideration.



Amendments to the Documents

The governing documents for the Heritage Glen Condominium Association may be amended from time to time by a vote of the owners. In most cases it requires a 75% vote of the owners to approve an amendment.

Annual Meeting

The Annual Meeting of the owners for the election of Board Members is held during the first quarter of each year. Notices are sent to all owners of record along with a proxy. The proxy is to be signed and returned whether or not you are attending the Annual Meeting. The signed proxy of all attending the meeting will be returned to them at the time of sign-in.

Banners/Flags

American flags or seasonal banners may be displayed, provided that the installation does not damage the exterior surface of the building or obstruct access through the common areas.

Bicycles, Tricycles, Skateboards, Scooters

Riding bicycles, scooters, or similar types of 'vehicles' on the lawns is prohibited.

Bicycles, toys, sports equipment, and other recreational items must be returned indoors each night. Leaving such items in the common areas overnight is prohibited.

Board of Managers

The Board of Managers is elected from our unit owners and manages Association affairs on behalf of our owners. There are three (3) board members who each serve without compensation for a term of three (3) consecutive years. There are no term limitations. Board terms are staggered so as to elect one member each year. This arrangement was established to provide the Association members with continuity of experience and service from one year to the next. Following its election at the Annual Meeting, the Board of Managers is organized by electing from among its members the following officers: President, Treasurer, and Secretary.

The Board draws up specifications; awards contracts for the upkeep of the common areas; decides policy; promulgates rules as necessary; creates a budget annually, and oversees the financial condition of the Association.

Board Meetings

Decisions concerning the property are made during the Board meetings held throughout the year at the homes of the board members.

Chimney Cleaning

Some units have approved fireplace/chimney installations. Since a fireplace/chimney serves only the unit owner/resident, chimney cleaning is the responsibility of the unit owner. Depending on how much the fireplace is used it is recommended that the chimney flue be inspected periodically and cleaned as necessary. Excessive build-up in the flue can be a fire hazard to you as well as your neighbors.

Common Areas

Using clotheslines or hanging clothes in the patio or other common areas is prohibited. Similarly, tying or chaining anything to the trees or bushes is prohibited.

Complaint Procedure

Complaints against anyone violating the rules must be submitted to the Management Company in writing and must contain the date, signature, unit number, and telephone number of the individual filing the complaint.

The Management Company will in most instances, contact the alleged responsible owner after receipt of each complaint, and a reasonable effort will be made to gain the owner's agreement to cease the violation. Please bear in mind that it is not the purpose of the Board of Managers to mediate disputes between neighbors.

If the reasonable efforts to gain compliance are unsuccessful, the unit owner will be subject to a sanction in accordance with the provisions contained in Enforcement Procedures.

Condominium

The term *Condominium* is defined as 'joint sovereignty'. Additional legal descriptions of the term *Condominium* are defined by Chapter 5311 of the Ohio Revised Code. A Condominium is like a business in that it defines a type of ownership. Typically a condominium has been an apartment or townhouse grouping.

In simple English, *Condominium* is a term that has come to mean common ownership of property. A condominium may be an apartment, townhouse, cluster of attached homes, or a similar dwelling where ownership of the land, building, structures, etc. are the joint responsibility of all Unit Owners (the Association). Specific rules govern the action of all owner, residents, and guest of the Association.

Condominium Association

Unit owners make up the ownership of the 'Condominium Association' which is run like any other business. All persons who purchase 'property' in the condominium agree to be bound by the terms and conditions outlined in Section 5311 of the Ohio Revised Code, the Association's Declaration of Condominium Ownership, By-Laws of the Association, and the Rules and Regulations contained in the Handbook as promulgated by the Board.

This means that the individual owner(s) agrees to certain restrictions and responsibilities, such as limitations on certain activities, payment of monthly maintenance fees, payment of assessments when levied, etc.

Damage to Units

Any damage to the common areas caused by a unit owner, resident, or guest (including contractors hired by unit owners) is the responsibility of the unit owner and will be charged against the unit's account.

Declarations and Bylaws

These are the legal documents that govern our Association. They define the Association, property, and its government as well as the responsibilities of owners and Board of Managers.

Each original owner received a copy of these documents when he/she signed the closing paperwork on the purchase of his/her unit. A red notebook providing up-dated documents was given to each owner in 1999. These notebooks belong with the unit, are to be returned to the Board at the time the unit is sold, and will be passed on to the new owner by the current Board.

Decks/Patios

Concrete patios/porches and wooden decks are the responsibility of the unit owner.

Patio furniture is permitted only on patios/decks as long as they are kept in a neat and orderly manner. Storing furniture or appliances in the common areas is prohibited.

Dryer Vents

The vents should be checked and cleaned periodically to prevent lint build-up. Maintenance is the unit owner's responsibility.

Enforcement Procedure and Assessment for Rule Violations

A unit owner shall be responsible for any violation of these rules by the unit owner, guests, or the occupant including tenants of his/her unit.

A rule violation that, by the determination of the Board, affects the rights of others or their property may result in immediate legal action.

The entire cost of effectuating a legal remedy to impose rule compliance, including attorney fees, shall be added to the account of the responsible unit owner.

In addition to any other action and in accordance with the procedure outlined in the next paragraph, a penalty assessment of up to but not exceeding \$50.00 per occurrence MAY be levied by the Board on any owner found in violation of a rule.

Prior to the imposition of a penalty assessment for a rule violation, the following procedure will be followed:

Written demand to stop the alleged violation will be served upon the alleged responsible unit owner specifying: the nature of the alleged violation, the action required to abate the alleged violation, and a twenty-four hour (24) time period during which the violation be abated without the imposition of an assessment, if the alleged violation is a

continuing one, or a statement that any further alleged violation of the same rule may result in the imposition of an assessment.

If the same rule is allegedly violated past the time period specified above, or over a period not to exceed twelve (12) months, the Board will serve the owner written notice of a hearing to be held by the Board. The notice shall contain: the nature of the alleged violation, the time and place of the hearing, including at least a seven (7) day notice, a request for the responsible unit owner to attend the hearing and supply a statement or evidence on his/her behalf, and the intent of the Board to impose up to a fifty dollar (\$50.00) assessment per violation occurrence.

At the hearing, the Board and the alleged responsible unit 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 unit owner to abate action, and intent to impose an assessment shall become a part of the hearing minutes. The assessment will only be imposed by the unanimous vote of the members of the Board then present at the hearing.

Exterior Appearance

Any repairs needed to the exterior of the units or other common areas must be reported to the Management Company in writing.

Flower Beds

Planting flowers in the L-beds (located by the corner of the sidewalks adjacent to the garages) is permitted. Such flowers shall be maintained by the resident and not cause an obstruction to the landscape contractor. Artificial flowers are prohibited.

Garage Doors

The garage door and mechanisms are the unit owner's responsibility.

The garage door will be repainted by the Association at the time the unit is repainted. Painting as a result of repairs will be the owner's responsibility.

If you replace the existing wooden door with a metal door, a metal door replacement has been selected. Contact the Board for the style/specifications and approval before replacement/installation.

Gutters

The association will clean the gutters twice a year in the spring and fall. Those residents with gutter guards will be responsible for the cleaning of their gutters unless the guards are removed.

Hanging Baskets

Hanging baskets are permitted provided that the brackets are secured to the supporting beams and that any damage to the structure is the owner's responsibility.

Hazardous Materials and Waste

The common areas shall be kept free and clear of garbage, rubbish, debris, and other unsightly materials.

Storage of gasoline, any solvent or other volatile or flammable material is prohibited.

Holiday Decorations

Exterior decorations for holidays are permitted for no more than 30 days before and 14 days after the holiday.

Insurance

Supplemental homeowner and personal property insurance is the unit owner's responsibility. (Have your insurance agent review the Declaration to ensure that you individual policy compliments the Association's master policy.)

Landscape Lighting

Installing landscape lighting is prohibited without prior, written Board approval.

Maintenance Fees

All assessments, including maintenance fees, are due on the first (1st) day of the month and are considered late if not received by the 10th of the month.

An administrative late charge of \$10 per month shall be incurred for any late payment and on any unpaid balance. (Subject to increase upon further notice.)

Any payments made shall be applied in the following order: 1) Administrative late fees owed to the Association 2) Collection costs, attorney's fees incurred by the Association 3) Principal amounts owed on the account for common expenses and assessments.

Any past due assessments may cause a lien and foreclosure to be filed against the owner.

Any cost, including attorney's 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.

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.

Maintenance Responsibility

Unit Owner responsibility:

Interior maintenance and repair, including decorated surfaces, such as paint, varnish, lacquer, wallpaper, tile, and carpet, applied to walls, floors, and ceiling.

All plumbing and utility service lines inside the unit and serving only the unit.

Privacy fences, concrete patios, wooden decks.

All windows, including skylights, window sashes, window screens, doors, and entryways.

Dryer vents.

For a more complete listing, please consult the Declaration of Condominium Ownership. If you are uncertain about the responsibility for a certain item, please contact the Management Company.

Association Responsibility:

The Association is responsible for the reasonable maintenance of the following:

Building exterior, foundation, roof, gutters (except those with gutter guards), downspouts.

Exterior painting of the units. (see painting schedule at end of handbook)

Driveways and sidewalks,

Master insurance policy.

Landscaping of common areas, including grass cutting, fertilizing and reseeding of lawn areas.

Mulching of L-beds and other common areas beds.

Care and maintenance of common area trees.

Common area signs and light fixtures.

Common area snow removal. NOTE: To date, the Association has elected to assume the removal of snow from the sidewalks, but the Declaration specifically provides that it is not required to do so. It will be the owners responsibility to spread calcium chloride (not salt) on sidewalks if they so desire.

Management Company

In between the 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 emergency, such as fire, you should 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 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.

Moving Vans

Moving vans or other types of delivery vehicles are prohibited on the concrete driveways and restricted to the dedicated streets.

Noise

Loud noise or other nuisances that disturb other residents is prohibited.

Parking

The garage must be used for primary parking. Secondary parking is permitted directly in front of the garage door.

Parking on the street is prohibited without permission from the Twinsburg Police Department.

The parking lot on Blossom Lane is for visitors only.

Parking or driving in the grass areas is prohibited.

Vehicles in violation of the Declaration, Bylaws, or Rules may, in addition to all other remedies, be towed and stored at the owner's expense.

Pets

One dog or cat or other commonly recognized household pet is permitted provided it is not kept, bred, or maintained for any commercial purpose.

Pets must be leashed at all times while in the common area. Tying or chaining any pet in the common area is prohibited.

Pet owners are responsible for the immediate and complete clean-up of any pet waste.

Excessive barking or other animal noises, whether indoors or outdoors, that disturbs another resident is prohibited.

Rental of Units

"For Rent" signs are prohibited.

Renting or leasing a unit for transient or hotel purposes, as defined as periods of less than one (1) year, or providing hotel, laundry and similar services, or roomers/borders, is prohibited.

The Unit Owner must provide the Management Company with the following information before the tenant takes up residence:

- 1) copy of lease
- 2) full name of tenant
- 3) names of all occupants of the unit
- 4) home and work number(s) of tenant.

The owner is responsible for making the tenant aware of the Rules of Heritage Glen

The owner is responsible for tenant violations of the Declaration, Bylaws, or Rules and shall be responsible for rule violation assessments and all other damages.

The lease document must contain a clause making it subject to the covenants and restriction in the Heritage Glen Condominium Declarations, Bylaws, and Rules.

Rubbish, Trash, Garbage Collection

Rubbish removal and recycling are provided by the City of Twinsburg. Questions concerning service should be directed to the City.

Rubbish, trash, and other disposable items must be placed in an appropriate container to prevent scattering onto the common areas.

Rubbish and recycling containers are prohibited in the common areas except for the following time to allow for pick-up. They are permitted to be placed outside no earlier than 6:00 p.m. the day before pick-up and must be returned indoors no later than 10:00 p.m. the day of pick-up (currently on Tuesdays).

Larger items (i.e. furniture and appliances) may only be placed outside on the scheduled day for pick-up or earlier with Board permission.

Sale of Unit

After a sales agreement has been executed and at least thirty (30) days prior to transfer, the unit owner or realtor must notify the Management Company to make arrangements for a maintenance fee update letter and certificate of insurance for the buyer.

At the same time as above, the unit owner must provide the following: 1) Name, address, and phone number of purchaser 2) Sales price 3) Name of mortgage company.

The Management Company will coordinate the paperwork with banks, real estate agent, appraisers, and escrow agents. A transfer fee for these services shall be charged to the seller at the time of title transfer.

The seller is responsible for returning the following documents to the Board:
1) A copy of Declaration and Bylaws 2) A copy of the Handbook of Rules and Information (both contained in the red notebook). The Board will in turn provide the aforementioned documents to the new owner.

Signs

Political signs are prohibited from being displayed in the common areas.

One 'For Sale' sign may be displayed on the interior side of a window of the unit. One 'Open House' sign is permitted in front of the unit and at the entrance of the development during the hours of the open house only.

Storm Doors

Installing a storm door is prohibited without prior written Board approval.

Windows

The maintenance, repair, and replacement of windows and doors are the unit owner's responsibility.

To create and preserve a uniform exterior appearance, any change in the appearance of a replacement window or door is prohibited without the prior, written approval of the Board.

DIRECTORY

EMERGENCY

911	Emergency Police/Fire/Medical
800-362-9922	Akron Regional Poison Control Center
800-932-3695	Summit County Sheriff
330-928-1185	State Highway Patrol – Akron

Non-Emergency

330-425-1234	Twinsburg Police Department
330-425-3131	Twinsburg Fire Department
330-425-7161	Twinsburg City Hall

Property Manager

Nancy-Anne Wargo
Reserve Realty Management
480 West Aurora Road
Sagamore Hills, OH 44067

Office (9 am – 5 pm)	330-467-0828
Emergency Pager	1-888-392-7022 (after office hours)

Board of Managers

Judy Byron, President	330-963-4356
Bill Gartroza, Treasurer	330-425-7131
Sue Simmons, Secretary	330-405-4441

August, 2002

Proposed Painting Schedule

Since 1998 all buildings have been painted by Westwood Painting Company. The last building was completed this summer. No buildings are scheduled to be repainted in 2003 as we are attempting to set up a six-year painting cycle beginning in 2004. Some buildings will have a 7-8 year lapse between paintings in order to establish the schedule. However, the work done by Westwood is holding up well so the extra year or two should not be a problem.

Westwood has used Glidden Wood Pride Oil Acrylic. Colors listed below.

<u>Address</u>	<u>Last painted/ Next painting</u>	<u>Base Color</u>	<u>Trim Color</u>
1410-1412 Timberland	1998/2004	Bryce*	English Cottage
1419-1421 Timberland	1998/2004	Ocher Tan**	Coffee Bean
1422-1424 Timberland	1998/2005	Dover Grey	Noble Grey
10001/10003 Blossom	1999/2005	Dover Grey	Noble Grey
1425-1429 Timberland	1999/2006	Coffee Bean	English Cottage
10006-10008 Blossom	2000/2006	Greige	Bark
9984-9986 Blossom	2000/2007	Noble Grey	Dover Grey
10014-10016 Blossom	2000/2007	Noble Grey	Dover Grey
1428-1430 Timberland	2000/2008	Greige	Bark
1402-1404 Timberland	2001/2008	Greige	Bark
1440-1442 Timberland	2001/2009	Noble Grey	Dover Grey
9996-9998 Blossom	2002/2009	English Cottage	Coffee Bean

* Should be Coffee Bean

** Should be English Cottage

Project Approval Request Form

Use this form to submit a request for any exterior change or other special request.

Please type or print clearly.

Unit Owner(s) Name _____

Address _____

Request submitted for the following change, addition, etc. to exterior

Use another sheet of paper if necessary.

So that your Board of Managers may review and respond to your request, please provide a written explanation of your intentions, detailed drawings, specific location(s), direction (north, south, east, west) < color(s), manufacturer's information brochure, and any other detail that might help expedite the review process.. A detailed request aids understanding and speeds the review process.

The Board will review your request at the next scheduled Board meeting and a response will be mailed within a few days after that meeting.

Seven to ten days prior to a scheduled Board meeting, mail or hand deliver your request to:

Heritage Glen Condominium Association
Attention: Project Request
c/o Reserve Realty Management
4809 West Aurora Road
Sagamore Hills, OH 44067

If you need more copies of this form they are available from the board.

