

**HICKORY RIDGE HOMEOWNERS ASSOCIATION
BOOK OF RULES AND REGULATIONS
REVISED 2018**



WELCOME to Hickory Ridge Homeowner's Association! The Board wishes to extend a warm welcome with hopes you will enjoy being a part of this Community. This book of information is meant to inform all owners of the importance of building a sense of Community through consistency and respect for all who live here. The Board is confident this book will go a long way toward achieving harmony within the Community.

The information contained in this book contains common sense rules that take into consideration the health, safety, comfort and quiet enjoyment of all owners and residents. The Board is authorized to adopt and enforce the rules within this document pursuant to the Declaration of Ownership, Article VI, Section 9.

Please refer to this book often, as questions arise. To that purpose, it is recommended you store this book where you store all other important housing information. Should something arise that is not addressed within this book, please contact the Management Company for guidance. Additional information is contained in the Declaration of Covenants, Conditions and Easements and Restrictions and the Code of Regulations as recorded in the Portage County Records Volume 421, Pages 190 through 277 et seq.

This Rules and Regulations Booklet is intended to supplement, not replace, the Declaration and Code of Regulations; therefore, should there be an inadvertent discrepancy between what is expressed in this booklet and the recorded documents, the Declaration and/or Code of Regulations shall govern. If you need a copy of the Declaration and Code of Regulations, you can obtain one by visiting reserverealtymanagement.com.

Sincerely,
The Board of Directors
Hickory Ridge Homeowners' Association, Inc.

HICKORY RIDGE HOMEOWNERS ASSOCIATION
RULES AND REGULATIONS
TABLE OF CONTENTS

A. The Association and Board of Directors.....Page 4

B. Maintenance.....Page 5

C. Common Element Guidelines.....Page 6

D. Architectural Change Requirements.....Page 6

E. Rules for Community Living.....Page 8

F. Pets.....Page 9

G. Parking and Motor Vehicles.....Page 9

H. Selling/Leasing of a Unit.....Page 10

I. Miscellaneous.....Page 10

J. Enforcement Procedure.....Page 10

K. Collection Policy.....Page 11

L. Swimming Pool Rules.....Page 11

M. Tennis Court Rules.....Page 11

N. Picnic Area Rules.....Page 11

O. Recreation Center Rental Rules.....Page 11

HICKORY RIDGE HOMEOWNERS ASSOCIATION

A. THE ASSOCIATION AND BOARD OF DIRECTORS

Hickory Ridge, a Cluster Home Association, is comprised of 188 units and is located off of State Route 303 in the City of Streetsboro, Ohio.

As a private HOA, the Association is governed by a Declaration and Code of Regulations specifically written for Hickory Ridge. The Board of Directors consists of seven (7) individuals who are owners and are elected by their fellow owners. Board members serve without compensation and are responsible for making the decisions affecting the property. These decisions are made during regular Board of Directors meetings as well as during Special Meetings called by the Board.

The Board, on behalf of the Association, retains the services of a professional management company, Reserve Realty Management, Inc. to carry out the Board's decisions and to handle the day to day operations of Hickory Ridge HOA. Our manager, Nichole Costa, can be reached by phone at 330-467-0828, ext. 212 or by email, to ncosta@reservemgmt.com. All maintenance concerns and questions, as well as any complaints should be directed to the management company. Complaints MUST BE in writing, either by email or regular mail, to be considered valid.

THE BOARD REQUESTS AND APPRECIATES YOUR COOPERATION IN RECOGNIZING THAT THEY 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. AGAIN, ALL COMMUNICATIONS MUST BE DIRECTED THROUGH RESERVE REALTY MANAGEMENT TO ASSURE THAT YOUR CONCERNS AND QUESTIONS ARE PROPERLY ADDRESSED AND ANSWERED.

The Board is responsible for the financial aspects of the property operations. In October of each year, the Board establishes a budget based on the financial experiences of the previous year, inflationary growth and expected capital expenses.

Our Annual Meeting of the Members is held in the first quarter of each year, as stated in the Declaration and Code of Regulations. Regularly scheduled Board meetings are held monthly in the Recreation Center. If you would like to attend a meeting, please contact the management company for dates, times, and procedures.

As an HOA, the Association does carry an insurance policy for the common elements ONLY. As an owner, you are responsible for your own homeowners insurance for your home.

All streets, parking areas and common elements within the development are private and are maintained by the Association.

All amenities are subject to the Declaration and Code of Regulations.

B. MAINTENANCE

ASSOCIATION RESPONSIBILITIES:

Roads

Guest parking pads

Recreation Center, including sidewalks, all maintenance and the parking lot

Swimming Pool-all maintenance

Tennis Courts-all maintenance

Reasonable snow removal from roads, driveways, the parking lot, and parking pads

Common Area Sewers (mains)

Grass cutting, fertilizing and all turf maintenance as deemed necessary by the Board

Fence and deck painting and staining (*Subject to change as this is not part of the Declaration, but a Board choice.*)

Installation of Mulch, as deemed necessary by the Board

All other Common Elements not mentioned

OWNER RESPONSIBILITIES (OVERVIEW):

The entire interior and exterior of Unit, including:

All doors, windows and window frames

Garage door

Heating and Cooling equipment

Maintenance and repair of fences and decks (other than painting and staining)

Exterior faucets and electrical outlets

Utilities separately metered for the Unit and utility service line connections, pipes, conduits and sewer line clean outs exclusive to the Unit.

Any approved structure constructed by the owner

Light bulbs in exterior light fixtures

Pet waste cleanup and observation of the City of Streetsboro leash law

Any shrubs and/or flowers or other plantings planted by the owner or previous owners

Maintaining a neat appearance on the exterior of the Unit, including watering plantings and managing concrete stains

Extermination

Homeowners Insurance (this is NOT a condominium)

Siding Maintenance, repair and replacement (*Per the 2012 Amendment to the Hickory Ridge HOA Declaration, the association replaces at owner's expense.*)

Roof Maintenance, repair and replacement (*Per the 2012 Amendment to the Hickory Ridge HOA Declaration, the association replaces at owner's expense.*)

Snow removal from walks leading from the front and rear of the Unit and any patios, decks, stoops, and steps.

C. COMMON ELEMENT GUIDELINES

The Common Elements consist of everything but the individual sublots and are owned by the Association for the common use and enjoyment of all residents. Sublots are for the use of the individual owner, their guests, and their pets. Other residents are not permitted to walk in or utilize this area. This area is for the privacy and enjoyment of each owner.

Mowing and trimming will be performed by the Association's contracted landscaper. All landscape contractual questions should be directed to the management company.

Alterations to common elements are not permitted without prior written Board approval.

Items in common elements needing repair should be reported to the management company.

Damage to any common element, including but not limited to, trees, shrubs, shrub beds, grass, structures or amenities will be repaired at a cost to the owner that is responsible. All owners are responsible for the actions of their guests and tenants.

Bicycles, scooters, skateboards or other non-motorized vehicles are permitted to be used on paved and concrete surfaces only, EXCLUDING THE TENNIS COURTS. Ramps for recreational use are strictly prohibited. Motorized recreational vehicles are not permitted to be ridden anywhere within Hickory Ridge with the exception of a community maintenance person approved by the Board. Additionally, motorized vehicles for disabled persons, with proper documentation, will be permitted.

No personal items are to be placed permanently in or on any common element within Hickory Ridge. Personal items that are used within the common elements must be removed from those areas immediately after use. Nothing is to be left in the common elements overnight.

Storage of property in Common Areas, at all times, is STRICTLY PROHIBITED.

Reasonable snow removal from the roads, driveways and mailbox areas is performed by the Association's contractor.

D. ARCHITECTURAL CHANGE REQUIREMENTS:

ANY and ALL interior alterations affecting building structures or exterior appearance, including plantings, must have prior, written approval from the Board of Directors.

There shall be NO changes to the outside appearance of any Unit (walls, windows, patios, doors, satellite dishes, etc.). Approved storm door information is below, and replacement windows also require prior written approval from the Board of Directors.

Base colors of each Unit shall retain their original color and no owner may paint the exterior any other color without prior, written approval from the Board of Directors. Name and/or address plaques are prohibited.

EXCEPTION: IN CASE OF DAMAGE WHERE AN EMERGENCY REPLACEMENT WINDOW OR ROOF IS REQUIRED, A LIKE FOR LIKE REPLACEMENT CAN BE MADE WITHOUT RECEIVING PRIOR BOARD APPROVAL.

HOW TO SEEK PRIOR APPROVAL FOR AN ARCHITECTURAL CHANGE:

Owners must submit a sketch or drawing outlining the proposed changes (this does not have to be done professionally) to the management company for approval prior to making any enhancements, changes or alterations to the exterior surfaces or surrounding common areas and/or interior construction that may alter the exterior of the unit.

The management company will forward all materials to the Board of Directors for review.

The owner will receive written confirmation of the Board's decision.

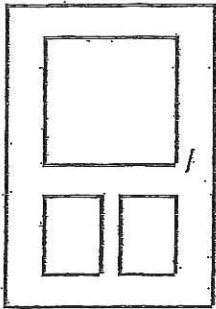
Failure on the part of the Board to respond will be considered a denial.

Any approval must be enacted upon within six (6) months after the date of approval and must be completed as originally submitted. If any changes or additions to the approved drawing are to be made, a new drawing must be resubmitted for approval.

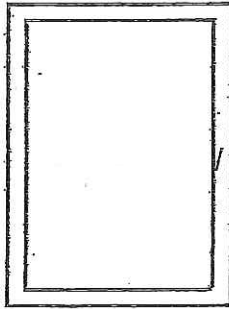
If an owner does not obtain prior, written approval from the Board of Directors to add, change, remove or alter the exterior of a unit or adjacent areas, including landscaping, as required, they will be notified by the Board and subject to the association's enforcement policy.

Approved styles of storm doors differ between townhomes and ranch style units. However, they must ALL be white in color. When seeking approval for a new storm door, owners must submit a brochure along with a written request to the management company for approval prior to installation.

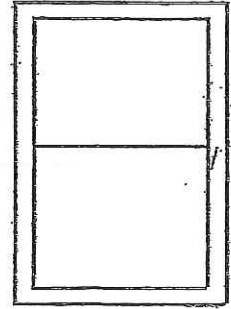
Ranch Style Units: A traditional style storm door with raised panels or a Full View style storm door (white in color) has been approved.



Traditional Style with Raised Panels

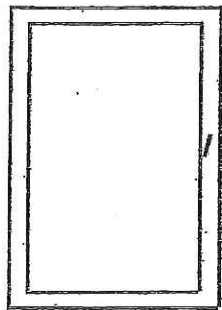


Fullview Style

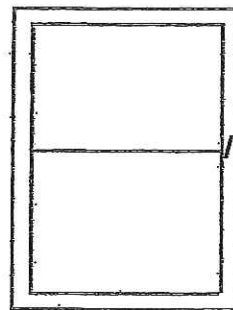


Fullview Style Self-Storing

Townhouse Style Units: Only a Full View style storm door (white in color) has been approved.



Fullview



Fullview Self-Storing

The approved GARAGE DOOR style is a raised panel, insulated steel door without windows.

E. RULES FOR COMMUNITY LIVING:

Garage overhead doors are to be kept closed at all times. The only exception to this is when vehicles are entering and/or exiting or the garage is being cleaned. This contributes to a neat appearance, discourages critters, and keeps personal property safe.

Nothing is to protrude above the patio fence with the exception of a patio umbrella. Items such as arbors may be considered where a health condition warrants it. **PRIOR, WRITTEN BOARD APPROVAL IS REQUIRED.**

Nothing is to be hung over any fence.

Concrete walks, slabs and steps may only be sealed with clear sealers.

Nothing may be attached to the outside of any Unit (with the exception of one flag holder) including awnings, canopies, shades, window guards, or radio or television antennas. Remember: **ALL EXTERIOR CHANGES REQUIRE PRIOR WRITTEN BOARD APPROVAL.**

Window air conditioners and fans are prohibited.

All Rubbish and Recycling containers are to be stored inside the garage at all times except for after 6:00 pm the night before trash pickup. Containers must be retrieved and stored no later than 9:00 pm on the day of pickup. All containers must be closed while out for pickup.

In-Ground Gardening is prohibited. Only Container Gardening is permitted on patios and decks. Containers may not encroach into grass or shrub beds.

Annuals may be planted. However, they become the sole responsibility of the owner and must be maintained to a neat appearance. Trees may be permitted, with prior written Board approval and must be a mature height of at least four (4) feet.

Watering plantings is the responsibility of each Unit owner. If plantings perish or become unsightly, the Association reserves the right to remove the plant material without the obligation to replace it.

Feeding the wildlife is strictly prohibited. ONE bird feeder is permitted but ALL feed must be stored inside the feeder; any type of feed other than bird seed contained *within* a bird feeder is **STRICTLY PROHIBITED.**

Seasonal decorative items are permitted with the following provisions:

Decorations for all Federal and Religious holidays may be put out no more than two (2) weeks prior to the holiday and must be removed within two (2) weeks after the holiday. For the consideration to display decorations for any other holiday or religious/special occasion, please call the management company for direction.

American, POW/MIA Flags are permitted to be displayed, per the amended R.C. 5311.191, in accordance with one of the following:

Patriotic Customs set forth in 4 USC 5-10 and 36 USC 902;

Recommended Flag Pole Standards set forth in "Our Flag";

Any Federal law, proclamation of the United States or governor, or Section of the Ohio Revised Code, or local ordinance.

Flags are permitted to be hung on the trim around the overhead garage door OR immediately beside the front entry door.

Additionally:

- The flag should be removed during inclement weather unless it is an all weather flag
- The flag must be illuminated during darkness if not hoisted and lowered on a daily basis
- The flag should not be displayed "union down"
- The flag should never touch anything beneath it, such as the ground
- The flag should not be bedding, apparel or drapery
- The flag may not be fastened, displayed, used or stored in such a manner as to permit it to be easily torn, soiled or damaged.
- The flag must be cleaned and mended as necessary, and removed/destroyed properly when beyond repair.

**ALL OTHER FLAGS ARE STRICTLY PROHIBITED.
SPECIAL OCCASION DECORATIONS MAY BE PERMITTED WITH PRIOR BOARD APPROVAL. CALL THE MANAGEMENT COMPANY WITH ANY QUESTIONS REGARDING THIS PRIOR TO DECORATING.**

F. PETS:

All pets are to be on a hand held leash, held by a responsible person, at all times when outside the unit. Pets of any kind are PROHIBITED from running loose at any time.

Pets are not permitted, under any circumstance, to be tied out, anywhere within Hickory Ridge HOA.

Pets are prohibited in the pool area, tennis courts and Community Center. This includes the sidewalks around the pool and Community Center.

Any owner allowing a pet to cause or create a nuisance or unreasonable destruction will be subject to the association's enforcement policy. Ultimately, a pet can be removed from the property upon 3 days written notice to the owner.

Pet waste must be cleaned up and disposed of immediately and properly. Any owner found not to be picking up pet waste immediately will be subject to the association's enforcement policy and may be responsible to remove the pet from the property within 3 days written notice.

Any damage done to the lawn or shrubs by a pet is the responsibility of the pet owner. Owners are responsible to repair the damage. If the owner does not repair the damage, the association reserves the right to make the repairs necessary and bill all costs back to the owner.

All of the above apply to all domestic animals within Hickory Ridge HOA, including cats.

G. PARKING AND MOTOR VEHICLES:

The speed limit is 25 mph.

On street parking is prohibited at all times. All vehicles are required to be parked in the garage first, and the driveway second.

Guest parking pads are for guests. Owners may use them between the hours of 9:00 pm and 9:00 am ONLY. Those found monopolizing guest parking will be subject to the association's Enforcement Policy.

Parking in the Community Center parking lot is for those using the center, swimming pool or tennis courts ONLY. Parking by residents and guests and all overnight parking is strictly prohibited. On special occasions, when additional parking is needed, owners may contact the management company for permission to use Community Center parking prior to the event.

Park or drive your vehicle in such a manner as not to cause damage to common areas. Damage to any common property and/or equipment will be repaired at the cost of the responsible owner(s). Owners are responsible for the actions of their family, tenants and guests.

Storing of any vehicle that is inoperable or unlicensed for a period exceeding 48 hours is prohibited. Parking of commercial vehicles-including those with logos and/or ladder racks must be stored inside the garage or they are not permitted on the property.

Vehicle repairs must be limited to the owner's own personal vehicle(s) and limited to their own garage for no longer than 24 hours.

H. SELLING/LEASING OF A UNIT:

One Open House sign is permitted at the main entrance and one sign is permitted in front of the unit, only on the day of the Open House. All signs must be removed immediately afterward.

One For Sale sign is permitted in one window of the unit.

New owners must notify the management company of the names and phone numbers for all occupants within 30 days of transfer.

Owners are responsible for tenant violations of the Declaration, Code of Regulations and/or Rules and Regulations. The owner shall be responsible for rule violation assessments and all other damages and any recourse the owner may wish to take against a tenant who is in violation.

Owners are to notify the management company with the following information concerning tenants: A copy of the lease, name and phone number of tenant and names of all occupants of the unit.

The lease document must contain a clause making it subject to the covenants and restrictions in the Declaration, Code of Regulations and the Book of Rules and Regulations.

I. MISCELLANEOUS:

Soliciting is prohibited without a license from the City of Streetsboro and written permission from the Board of Directors.

It is not the purpose of the Board or management company to mediate disputes between neighbors.

Garage sales are prohibited without prior, written Board approval.

J. ENFORCEMENT PROCEDURE:

Violations are to be reported to the management company in writing, either by regular mail with a signature, or by email. Questions about reporting violations are to be directed to the management company.

Owners found to be in violation are subject to the association's Enforcement Procedure as follows:

A first notice of violation is sent to the owner allegedly in violation asking them to correct the violation.

If the violation is not corrected within a certain time frame, a second notice of violation with a notice of hearing is sent to the owner. This notice mentions the intent to fine if the violation is not corrected and/or if the Request For Hearing is not received back within 10 days.

If the violation is still not corrected and no Request For Hearing has been received, an enforcement assessment will be put on the owners account. The Board reserves the right to continue assessing fines, daily, until the violation is rectified.

K. COLLECTION POLICY:

All assessments, including maintenance fees are due on the first (1st) day of the month and are considered late if not received by the fifteenth (15th) of the month.

An administrative late charge of \$25.00 per month shall be incurred for any late payment and on any unpaid balance.

Any payments shall be applied in the following order:

First to interest owed to the Association

Second, to administrative late fees owed to the Association

Third, to collection costs, attorney fees, and paralegal fees incurred by the Association

Fourth, to the principal amounts the owner owes to the Association for common expenses or enforcement assessments chargeable against the unit.

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

FURTHER: The Community Center is not available to any account which is delinquent in payment of assessments, including maintenance fees.

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, Code of Regulations 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.

L. SWIMMING POOL RULES:

These are posted at the pool and are subject to change. Every owner that uses the pool is responsible to know and follow them with each use. Failure to follow them may result in loss of pool privileges. Alcohol is prohibited inside the pool fence.

M. TENNIS COURT RULES:

These are posted at the courts and are subject to change. Failure to follow them may result in loss of court privileges.

N. PICNIC AREA RULES:

Hours of use are 8:00 am until 10:00 pm.

All personal items must be removed by 10:00 pm each day.

Clean grills after each use.

All litter and debris is to be removed after each use.

Noise level is to be kept to a minimum and reasonable behavior is expected.

No loud music.

Noise violations are subject to the City of Streetsboro Noise Ordinance.

O. COMMUNITY CENTER RENTAL RULES (SUBJECT TO CHANGE):

The following terms of this rental application and agreement apply to the undersigned Member and their guests using the community center and/or swimming pool:

Member must be current with their maintenance fees to date. ONLY A HOME OWNER CAN SIGN THE RENTAL AGREEMENT and shall be responsible for the supervision of the function.

The Member certifies that the use of the Association facilities is in connection with a private function for the exclusive use of personal guests and/or family members and is not for any social, religious, educational, fraternal, sports, business, or community group, or any other group of any kind. The Member further certifies that he/she will be in attendance at all times during said function.

A deposit will be held in case of any damages.

Member has read and agrees to comply with the following terms of this Agreement:

No more than 127 people are permitted at one time.

The presence or use of illegal substances is prohibited.

At the end of the event:

All items used, including tables, chairs, appliances and counters are to be cleaned.

Tables chairs and all other items are to be returned to their proper storage space.

All trash is to be bagged, removed from the center and placed in the dumpster.

All lights are to be turned off.

All doors are to be locked. (DOUBLE CHECK!!!)

Thermostats (both East and West) are to be adjusted appropriately per the posted information.

All outdoor decorations must be removed-including those at the entrance to Hickory Ridge.

Report all damage and/or equipment malfunction immediately.

Smoking is not permitted inside the center.

Outdoor cooking is only permitted in the common area by the tennis court; not anywhere near the building, the pool, or in the parking lot. Outdoor cooking has to be attended at all times.

Nothing is to be adhered to or hung from ANY surface inside the center. There will be no exceptions to this rule and there is a zero tolerance policy when it comes to this.

No glass containers are permitted near the pool; only plastic.

Alcohol is not permitted to be served to persons under the age of 21.

Minors are to be chaperoned at all times. Incidents involving unchaperoned minors are solely the responsibility of the Member who signs this Agreement.

Parking and noise are subject to Association rules. Parking for events is only permitted in the center lot; not on the streets.

Noise is to be kept at a respectful minimum at all times.

SUBSEQUENT INFORMATION WILL BE MAILED WHEN AN OWNER RESERVES THE RECREATION CENTER FOR AN EVENT. THIS IS NOT AN EXHAUSTIVE LIST OF INFORMATION. Any questions regarding the rental process should be directed to the management company.