

Spade Rockledge Terrace Condominium Unit Owners Association



Handbook of Rules,
Regulations, and Information

WELCOME TO ROCKLEDGE TERRACE CONDOMINIUM

On behalf of the Spade Rockledge Terrace Condominium Unit Owners Association (“Association”), we welcome you to Rockledge Terrace Condominium. We hope that you find Rockledge Terrace Condominium a very nice place to live. To help accomplish this, we have established a Handbook of Rules, Regulations, and Information (“Handbook”) that pertains strictly to living at Rockledge Terrace in a condominium atmosphere. These common sense rules and regulations take into consideration the health, safety, and comfort of all of our Occupants. We hope you will find them reasonable and will cooperate by upholding them.

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 will govern. A copy of the Declaration and Bylaws and all current amendments may be obtained from the Cuyahoga County Fiscal Office Recording Department. You may also obtain these documents from the Management Company at no charge via email or for a modest copy/administrative fee for hardcopies.

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 contact the Management Company.

Sincerely,
The Board of Directors
Spade Rockledge Terrace Condominium Unit Owners Association

CHANNELS OF COMMUNICATION

The Board of Directors consists of five individual Unit Owners or spouses of Unit Owners, who are elected by their fellow Unit Owners. Board members serve without compensation and are responsible for making the decisions affecting our Condominium Property. Decisions concerning the Condominium Property are made during the Board's regular meetings, which are typically held bimonthly.

In between the regularly scheduled Board meetings, the Association relies on the Management Company to carry out the Board's decisions and handle all communications by and between the Unit Owners, contractors and vendors. If you have questions or concerns about the maintenance of the Condominium Property, please direct the matter to the Management Company by phone or in writing. In case of an emergency (such as a fire), you should contact the local 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 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.

Please contact the Management Company prior to authorizing any maintenance in the Common Element. Maintenance performed by a vendor on behalf of a Unit Owner at the Unit Owner's expense may not be reimbursed if that Unit Owner did not utilize proper channels in order to have the maintenance issue remedied.

Thank you for anticipated cooperation.

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ALL FORMS MAY BE OBTAINED THROUGH MANAGEMENT

INTRODUCTION

Rockledge Terrace Condominium is comprised of 64 condominium units within 16 buildings on Kimrose Lane. Situated in the City of Broadview Heights, the Condominium Property is served by the Broadview Heights Police and Fire Departments as well as the Broadview Heights branch of the U.S. Postal Service.

Rubbish is picked is on Thursday of each week. If a holiday falls during the week, the pickup is delayed by one day to Friday.

As a private condominium association, we are governed by the recorded Declaration and Bylaws. We elect our Board of Directors, which is composed of five Unit Owners or spouses that occupy a unit, each serving staggered two-year terms. The Board manages Association affairs on behalf of all Unit Owners.

The Board of Directors normally meets bimonthly. Any Unit Owner wishing to address the Board at the beginning of a Board meeting must submit a written request to the Management Company at least one week prior to the meeting, providing a detailed description of the specific topic(s) the Unit Owner wishes to address. This allows the Board the opportunity to review the request prior to the meeting and have any pertinent information available or make any needed preparations accordingly, thereby expediting the Unit Owner's request.

The annual membership meeting for the election of Board members is normally held on the second Tuesday in April of each year. Written notice of the annual membership meeting will be provided at least seven days prior to such meeting. However, notice is normally provided 30-60 days in advance.

A professional condominium property management firm handles the day-to-day management operations of the Association, including the billing and collection of monthly maintenance fees, obtaining bids for services rendered to the Association (e.g., snowplowing and landscaping), monitoring these services and facilitating Unit Owners' concerns. It also acts in an advisory capacity to the Board of Directors. Any questions or inquiries must be directed to the Management Company via phone, email, or their website, which can all be found under "Important Phone Numbers" on page 17 of this document.

I. ENVIRONMENT OF COMMON ELEMENTS

The Common Elements, which include the Limited Common Elements, consist of all parts of the Condominium Property except the Units.

A. GENERAL

1. Modification, changes, or additions to the Common Elements are prohibited without prior written Board approval.
2. Littering is prohibited. Pouring/spilling of any oils, solvents, paint, or foreign substances of any type, into the storm sewer system is strictly prohibited.
3. Except as provided in this Handbook, the placement or storage of items (e.g., bicycles, vehicles, furniture, etc.) in the Common Elements is prohibited without prior, written approval of the Board.
4. Damage to the Common Elements will be repaired or replaced by the Association at the expense of the responsible Unit Owner. Unit Owners are responsible for any damage caused by their Occupants, tenants, or guests.
5. Noise that constitutes a nuisance or unreasonable disturbance to other Occupants within the Common Elements is prohibited. Volume of radios, televisions, stereos or other devices must be at a sound level that does not create a disturbance to Occupants.
6. Wind chimes are prohibited.
7. Feeding of wildlife is prohibited, e.g. all types of bird feeders or animal feeders, etc.
8. For the safety of all, skateboards, roller skates/blades, bicycles, basketball hoops, scooters, go-carts and other recreational activities are prohibited within the Common Elements.
9. Occupants may not give work instructions to any contractor hired by the Association (e.g., landscapers, snowplow drivers, plumbers, etc.). All issues or concerns should be reported directly to the Management Company.

B. SEWER LIFT PUMP STATION

The Association maintains a sewage lift pump station located at the southwest rear corner of the complex. Our community's raw sewage is pumped uphill to the Broadview Road sewer main line. Nothing other than human waste and toilet paper is permitted to be flushed down your toilets, e.g. towels, diapers, rags, cat litter, feminine products, etc. Your help and attention to this matter would be greatly appreciated by all.

***See the "How to Take Care of Our Association Lift Pump" on page 19.**

C. SIGNS

1. Except as otherwise specifically provided below, signs (or other advertising of any nature) are prohibited from being displayed on or from any part of the Building, Unit, or Condominium Property that is visible from the exterior without prior, written approval of the Board.
2. One professional "For Sale" sign, not to exceed 18" x 24" in size, is permitted in a Unit's interior window or entrance door.

D. LANDSCAPING

Occupants are prohibited from planting any landscaping material (plants, trees, etc.) in the Common Elements without prior, written approval from the Board. Approved Common Elements plantings are a donation to the Association. The Unit Owner, as well as any future owner, is responsible for maintaining such plantings.

E. MOTOR VEHICLES

1. The speed limit on the Condominium Property is 15 miles per hour. Please drive with caution (especially around curves and up or down hills) as pedestrians may be crossing the road/parking areas.
2. All vehicles on the Condominium Property must display current license tags. Except as provided below, any abandoned or disabled vehicle that is left unattended in the Common Elements (including the Limited Common Elements), for a period exceeding 72 consecutive hours, or any prohibited vehicle parked on the Common Elements or Limited Common Elements for any amount of time, may be towed and stored at the owner's expense in addition to all other legal remedies available to the Association.
3. The following vehicles are prohibited from being parked, stored, kept, or maintained within the Condominium Property, unless enclosed in the Unit garage:
 - a. Trucks or vans in excess of 3/4 ton, buses, and pickup trucks with cargo in the bed;
 - b. Vehicles licensed, painted, or signed for commercial use;
 - c. Boats, snowmobiles, skimobiles, and jet skis;
 - d. Recreational vehicles, including campers and mobile homes;
 - e. Trailers; and
 - f. Vehicles with loud exhaust systems and/or sensitive alarms.
4. Only minor maintenance to motor vehicles (e.g., interior cleaning) is permitted within the Common Elements. Washing vehicles is permitted in driveways only.
5. Vehicle repairs, including, but not limited to, engine maintenance (e.g., oil changes), are prohibited within the Common Elements.
6. Vehicles that are leaking fluid are prohibited from the Condominium Property. Unit Owners are responsible for the immediate cleanup of any leaked fluids of their vehicles or the vehicles of their Occupants, tenants, or guests.

F. GARAGES & PARKING

1. All Occupant vehicles must be registered with the Management Company. Any vehicles on the Condominium Property for 30 days or longer are considered Occupant vehicles.
2. The garage must be used as the primary parking space for all Occupants. The driveway in front of the garage is secondary.
3. Guest parking locations are the parking pads located throughout the development. These parking pads are for the use of guests/visitors only. Guest parking may not be utilized for longer than 24 hours. Requests exceeding 24 hours will require prior Management Company approval.
4. The following are prohibited within the Common Elements:
 - a. Parking anywhere other than in designated parking areas (e.g., on the lawn);
 - b. Parking in the street (Kimrose Lane); and
 - c. Parking in front of someone else's garage (e.g., in a driveway) without the respective Unit Owner or Occupant's permission.
5. Garage doors must be kept closed at all times except ingress, egress, or while an Occupant is present.
6. Storing flammable or hazardous items in a garage is strictly prohibited.
7. Storage pod or dumpster use for renovation requires prior Management Company approval.

II. ENVIRONMENT OF LIMITED COMMON ELEMENTS

Certain parts of the Limited Common Elements are built and designed for the exclusive use of a Unit or Units. Examples of Limited Common Elements include patios, front/back stoops, and balconies. Unit Owners are responsible for the maintenance, repair and replacement of their designated Limited Common Elements as further defined in Declaration Section 6, Paragraph D.

A. PATIOS & BALCONIES

1. Except as provided below, storing personal items other than patio furniture that is rated for outdoor use and kept in a neat and orderly manner on patios/balconies is prohibited.
2. Hanging items from the balcony rails and patio privacy fences is prohibited. Damage caused by hanging or attaching items will be repaired at the appropriate Unit Owner's expense.
3. A maximum of three hanging planters are permitted on patios and balconies.
4. Potted plants must be placed within patios/balconies and not on top of brick planters.
5. Planter boxes that sit on top of balcony railings require prior Management Company approval.
6. Any patio garden planting that will mature at a height taller than the patio privacy fence must be approved by the Board prior to installation or storage.

7. Seasonal Decorations may be displayed on front doors and patios/balconies within the approved timeframe.
 - a. Seasonal decorations may not be put up more than 30 calendar days before and must be removed no later than two weeks after the holiday.
 - b. Temporary brick clips may be used to hang seasonal decorations on patios.
8. Except as provided in this Handbook, nothing may be permanently attached to the siding or bricks by nails, screws, or any other means. Any damage to the Common Elements will be the Unit Owners responsibility to address.
9. Unit Owners may temporarily use freestanding black metal garden fencing no higher than four feet to protect gardens from deer on Limited Common Element patios of upper and lower ranch Units from May through November each year.

III. MAINTENANCE, REPAIR AND REPLACEMENT RESPONSIBILITIES

The Declaration and Bylaws, as amended from time to time, should be read by all Unit Owners and Occupants. Together, these recorded documents fully explain the operation and maintenance responsibilities of the Association. The following information was taken from these documents to assist you in maintaining your individual Unit. Additional information can be found in Declaration Section 8.

A. ASSOCIATION RESPONSIBILITIES

The Association is responsible for the reasonable maintenance, repair, and replacement of the following:

1. Building exterior, foundations, roofs, siding, trim, and garage floors;
2. Gutters and downspouts;
3. Roadways, driveways, parking areas, and most walkways;
4. Common Element landscaping and snow removal;
5. Common Element utilities;
6. Common Element exterminating services;
7. Association's master insurance policy;
8. Signs, post lamps, and street lights; and
9. Insurance coverage as outlined in the Declarations. Only the Board may submit claims against the Association's insurance policy.

B. UNIT OWNER RESPONSIBILITIES

Unit Owners are responsible to report promptly to the Management Company any need for repairs that are the responsibility of the Association. In addition, Unit Owners are also responsible for the reasonable maintenance, repair, and replacement of the following items:

1. All space bounded by the undecorated interior surfaces of the perimeter walls, floors and ceilings, including the garage space (generally including the improvements within that space);
2. The Limited Common Elements designated for his/her use;

3. The patio/balcony flooring serving the Unit;
4. All glass/screens in the perimeter wall windows and doors;
5. Garage door openers and any equipment used for opening and closing garage door(s). Electronic key pads for electric garage door openers may be permanently mounted inside the garage door frame;
6. All plumbing, electric, heating, cooling, and other utility or service lines, pipes, wires, ducts, and conduits serving only the Unit and located inside or outside the bounds of the Unit;
7. Any damage to any part of the Condominium Property, including the Common Elements or Units, caused by the Unit Owner, Occupant, tenant or guest;
8. Mailbox keys (if the previous Unit Owner did not provide you with a mailbox key, please contact the local Post Office);
9. Lighting fixtures that are located within the bounds of your Unit and serve only your Unit;
10. Rubbish removal service; and
11. Individual condominium insurance coverage.

These are only some of the items listed in the Declaration. Please be sure to read the Declaration and Bylaws for further information.

C. WINDOW/DOOR GLASS AND SCREENS

The Association is responsible for perimeter window/door frames and Unit Owners are responsible for the window/door glass and screens. However, Unit Owners may replace windows, entrance doors, storm/screen doors or garage doors at their own expense, contingent upon the following guidelines/specifications, as well as specifications set forth in the attached:

1. Windows
 - a. Window frames must be dark brown in color as viewed from the exterior of the Unit.
 - b. Grids or mullions are prohibited.
 - c. Plastic or other non-glass window or door liners visible from the Unit exterior are prohibited.
 - d. Only curtains, drapes and vertical or horizontal louvers are permitted as window treatments. Bed sheets, newspapers or other non-window coverings are prohibited.
 - e. Broken/damaged window glass or screens must be repaired immediately by the Unit Owner at his or her expense.
2. Front/Main Entrance Doors
 - a. Front/main entrance door replacement must be aesthetically identical to the entrance door being replaced as viewed from the exterior of the Unit, e.g. style,

texture, color, quality, hardware, etc. (front door example picture is included in the back of this document). Sidelights must be plain frosted glass.

3. Sliding Glass Doors

- a. Sliding glass doors must be aesthetically identical to the sliding glass door being replaced as viewed from the exterior of the Unit, e.g. style, color, quality, frame thickness, etc.

4. Storm/Screen Doors

- a. Storm/screen doors are the responsibility of the Unit Owner and must be black in color as viewed from the exterior of the Unit.
- b. Storm doors must be "full-view" clear glass.
- c. A full screen is permissible.

5. Garage Doors

- a. The approved style of garage door is Wayne Dalton 8300 raised panel door.
- b. The color, quality, and texture of the replacement garage door must be aesthetically identical to the garage door being replaced.
- c. The replacement garage door must be insulated and made from a minimum of 24 gage steel.
- d. Garage door windows are prohibited.
- e. Maintenance, repair, and replacement of the garage door mechanisms, hardware, opener and related hardware are the responsibility of the Unit Owner.

IV. UNIT RESTRICTIONS

Any changes, additions, or improvements to the Common Elements (i.e., alterations that are not within the walls of a Unit) are prohibited without prior, written approval of the Board.

A. GENERAL

1. Except as provided in this Handbook, Unit Owners must not hang or display anything from the exterior of any Unit or Buildings without prior, written approval of the Board. Signs, awnings, canopies, shutters, air conditioning units, or other wiring is not permitted to be affixed to, placed upon, or protruding through the exterior walls or roof or on any patio.
2. Installation of any satellite dish/antenna on, attached to, or extending into the Common Elements is prohibited (including attachment to the exterior siding, roof or fence as described above). Any Unit Owner contemplating installing a satellite dish/antenna within the parameters of the Limited Common Element of the Owner's patio must obtain and comply with the Association's Satellite Dish Rules and Regulations and must submit a drawing to the Board that indicates the proposed location, height, and screening materials to be used.

3. Garage, yard, patio, and tag sales are strictly prohibited.
4. In accordance with the Ohio Fire Code, charcoal burners, gas grills, or any other type of open-flame devices (including, but not limited to, fire pits) are prohibited from being used within 10 feet of a multi-family building; the storage of propane tanks is also prohibited anywhere on the Condominium Property. The Ohio Fire Code also prohibits operation of such devices on balconies and decks. In addition to all other enforcement remedies available to the Association, violations of the Ohio Fire Code may also be reported to the local fire department.
5. Items are not permitted to be nailed to or hung from any tree on the Condominium Property.
6. Exterior garage and porch lightbulbs must not exceed 60 watts. High wattage bulbs may present a fire hazard.
7. Natural gas lines may be added as necessary with prior written approval from the Board prior to installation. Gas lines and all meters must be installed in the rear of the Building and any venting must not be visible from the street.
8. A/C installation or replacement must be located in the same place as your heat pump. Any request for relocation requires Board approval.
9. As a fire prevention measure, please be sure to clean your dryer lint trap after each use and regularly maintain the dryer exhaust vent that serves your Unit.
10. Clotheslines are prohibited. Clothing, sheets, blankets, laundry of any kind and/or other articles (including towels, bathing suits, etc.) are not permitted to be hung or exposed on any part of the Common Elements or Limited Common Elements that are visible from the exterior of the Unit.
11. Repairs made to Units by contractors or Occupants may only be performed between the hours of 8:00 a.m. and 6:00 p.m., except in the case of an emergency.
12. Unit Owners must perform their activities in such manner so as not to unreasonably disturb other persons residing within the Building.

B. FLAGS

1. One standard-sized flag (not to exceed 3' x 5') of the United States of America is permitted to be displayed in accordance with proper flag etiquette and provided the bracket is secured to wood trim to the right or left of the garage only (not the siding) or the right or left of the balcony using galvanized screws.
 - a. Proper U.S. Flag Etiquette: Always hang or fly the flag with the union (the stars) in the upper left corner. A flag on a flagstaff should be able to fly free in the breeze and should only be attached to the flagstaff or halyard on the left edge of the fabric. Flagstaffs or flagpoles should be long/tall enough that the flag does not touch the ground. Flags should be taken in at night unless they are illuminated.
2. The flag must be made of nylon, polyester, or cotton.

3. The location of the flag must not interfere with the use of any walkways.
4. Except as provided above, the installation of a freestanding flagpole by a Unit Owner in the ground or Common Elements is prohibited.
5. The flag must immediately be removed and/or replaced if it is worn, faded, or tattered.

C. PETS

1. One dog not exceeding 20 pounds (excluding vicious breeds as described below), and two cats per Unit are permitted, provided they are not kept, bred, or maintained for commercial purposes.
2. Wild or exotic pets (e.g., rabbits, livestock, fowl, reptiles, etc.) and vicious dogs (Doberman, Rottweiler, Presa Canario, any dog commonly known as a pit bull or any mixed breeds of the foregoing) are expressly prohibited.
3. All pets must be on a handheld leash and under the control of the owner at all times when outside the Unit (within the Common Elements or Limited Common Elements).
4. Pets may not be tied, fenced, or housed outside of a Unit for any period of time.
5. Pet owners are responsible for the immediate, complete cleanup after their pet and the proper, sanitary disposal of pet waste.
6. Pet owners are liable for any damages caused by their pet to any Common Elements including, but not limited to, shrubs, bushes, trees and grass.
7. Any pet causing a nuisance or unreasonable disturbance may be permanently removed from the Condominium Property upon three days written notice from the Board. Upon the pet owner's receipt of such notice, the owner will promptly and permanently, without recourse, remove the pet from the Condominium Property. For purposes of this rule, a pet will constitute a *nuisance* if the pet's owner fails to clean up after the pet or keep the pet on a leash when outside. *Unreasonable disturbance* is defined as, but not limited to, pets that make noise continuously or incessantly for a period of thirty minutes or intermittently for two hours or more to the disturbance of any person at any time of day or night.

D. RUBBISH REMOVAL

The City of Broadview Heights provides garbage removal services to our community. Pickup is on Thursday of each week, except when a holiday falls on a weekday, pickup will be delayed by one day to Friday.

1. Rubbish containers must be kept inside the garage.
2. Rubbish must be placed in an appropriate rubbish container or sealed garbage bag, in order to prevent any rubbish from being scattered, blown, or accessed by animals.
3. Rubbish may be placed outside at the end of the driveway no earlier than the day prior to pick up, one hour before sunset, and must be returned to the garage no later than sunset on Thursday evening.
4. Broadview Heights is a recycling friendly community, and we urge our Occupants to participate.

5. Large boxes must be collapsed and bundled not to exceed three feet and weigh no more than 50 pounds.
6. Unit Owners must call the Broadview Heights City Hall to schedule a large-item pickup in advance (e.g., furniture, appliances, carpeting, etc.).
7. To obtain specific rubbish removal or recycling city guidelines, contact the Broadview Heights City Hall (440-526-4357).

1. SELLING OR LEASING A UNIT

A. SALE OF A UNIT

1. One professional "For Sale" sign is permitted on a Unit's interior window or entrance door. One "Open House" sign is permitted on Saturdays and Sundays in front of the unit between the hours of 12:00 p.m. and 6:00 p.m., providing an open house is being conducted.
2. Within 15 days of executing a purchase or sales agreement, the Unit Owner, title company, or real estate agent must notify the Management Company and arrange 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 Management Company with the following:
 - a. Names and full contact information (e.g. home and business mailing addresses and telephone numbers) for all Occupants;
 - b. Name, business address, and telephone number of any person that manages the Unit on behalf of the Unit Owner;
 - c. Sales price; and
 - d. Mortgagee.
 - e. Any change in the information required in a-d above must be provided to the Board within 30 days of said change.
4. The Management Company will coordinate the paperwork with banks, real estate agents, appraisers, and escrow agents. A transfer fee for these services (currently \$150.00) will be charged to the seller and paid out of escrow proceeds due to the seller at the time of title transfer.
5. The seller is responsible for providing the following items to the buyer:
 - a. Copy of the Declaration and Bylaws, including any amendments to same;
 - b. Copy of the Handbook of Rules, Regulations, and Information;
 - c. Unit access door key(s), mailbox and garage door key(s); and
 - d. Garage door opener.

B. LEASING OF A UNIT

1. Except for hardship exceptions and units that are grandfathered under the August 13, 1991 amendment, units must be occupied by the Unit Owner, parent(s), or child(ren) of the Unit Owner.
2. On August 13, 1991, the Association filed an amendment to the Declaration with the County (VOL. 91-5112, Page 43, et. seq.), which modified Paragraph L of Section 11 (Rental of Units) to state the following:
3. To avoid undue hardship or practical difficulty, the Unit Owner may lease their Residential Unit one time for a period of not less than four consecutive months nor more than 24 consecutive months.
4. All leasing must be approved in writing by the Board.
5. Sub-leasing is prohibited.
6. The Unit Owner must provide the Management Company with the following information before a tenant may take up residence:
 - a. A copy of the executed lease;
 - b. A completed Occupant/Tenant Information Form (which may be obtained from the Management Company);
 - c. Full name of tenant(s) and all Occupants of the Unit; and
 - d. Home and business telephone numbers of the tenant(s).
7. The Unit Owner is responsible for providing a copy of the Handbook of Rules, Regulations, and Information to the tenant prior to the tenant taking up residence.
8. The Unit Owner is responsible for tenant violations of the Declaration, Bylaws, or rules and regulations. The Unit Owner is responsible for the violation assessments and all other damages and any recourse the Unit Owner may wish to take against a tenant who is in violation. If the Unit Owner fails to cooperate, then the Board may initiate eviction proceedings against the tenant. The cost of any eviction action, including reasonable attorney's fees, will be charged to the Unit Owner.

VI. MAINTENANCE FEES AND COLLECTION POLICY

1. All assessments are due on the first day of the month and are considered late if not received by the 10th of the month.
2. An administrative late charge of \$50.00 per month will be added for any late payment or on any balance of unpaid assessments. (Subject to increase upon further notice.)
3. The Association will apply any payments in the following order:
 - a. Interest owed to the Association;
 - b. Administrative late fees owed to the Association;
 - c. Collection costs, attorney's fees and paralegal fees the Association incurred in collecting the assessment; and, finally,
 - d. Oldest principal amounts owed for common expenses, enforcement or other assessments, and any other individual assessments charged to the account.

4. Any unpaid assessment may result in the Association filing a lien, a suit for money judgement, and foreclosure. While a foreclosure case is pending, partial payments may not be accepted and, if the property is rented, a Receiver may be appointed to collect the rents. Once judgment is obtained, the Association may proceed with post judgment action, including bank attachment and wage garnishment.
5. Any costs incurred by the Association in the collection of unpaid assessments, including non-sufficient bank fees, attorney's fees, recording costs, title reports and court costs will be charged back to the account.
6. If any Unit Owner (either by their conduct or by the conduct of any Occupant) fails to perform any act required by the Declaration, the Bylaws or the Rules and Regulations, the Association, after giving proper notice and an opportunity to request a hearing, may levy an enforcement assessment, undertake such performance, or cure such violation. Any costs the Association incurs in taking such action will be charged back to the account.
7. If a Unit Owner is more than 30 days past due in the payment of any assessment, the Association may suspend privileges including the right to vote.

VII. VIOLATIONS OF THE RULES AND REGULATIONS

A. COMPLAINT PROCEDURE

1. Policy and procedure cannot replace courtesy and the need to communicate with Occupants/neighbors. Neighbors talking with each other in a non-threatening way can achieve faster results. Our community spirit lies with each Occupant.
2. Complaints concerning violations of the Handbook must be made to the Management Company in writing (emails are acceptable) and must contain the date, signature, Unit number, and telephone number of the individual filing the complaint.
3. Complaints should also include the alleged violator's name or Unit address (both if available) and a detailed description of the alleged violation (e.g., date, time, location, etc.).
4. The Board of Directors and/or the Management Company will, in most cases, contact the alleged responsible Unit Owner after receipt of each complaint and a reasonable effort will be made to correct the violation.
5. If the reasonable efforts to effect compliance are unsuccessful, the Unit Owner will be subject to an enforcement assessment in accordance with the Enforcement Procedure below.
6. Copies of complaints and the identity of the complaining party will be made available to the alleged violator in the event of an enforcement assessment hearing.

B. ENFORCEMENT PROCEDURES AND ASSESSMENTS

1. The Unit Owner is responsible for any violation of the Declaration, Bylaws, or Handbook ("Governing Documents") by the Unit Owner, guest(s), or Occupant(s), including any tenants of his/her Unit.

2. All costs for extra cleaning and/or repairs to the Common Elements or other property stemming from any violation also will be assessed to the responsible Unit Owner's account.
3. In addition to any other action, and if applicable, in accordance with the procedure outlined below, the Board may:
 - a. Levy an assessment for actual damages; and/or
 - b. Levy a reasonable enforcement assessment per occurrence; and/or
 - c. Levy a reasonable enforcement assessment per day if the violation is continuous and of an ongoing nature.
4. Prior to the imposition of a charge for damages to the Common Elements or other property, or an enforcement assessment for a violation, the following procedure will be followed:
 - a. Written notice(s) will be served upon the alleged responsible Unit Owner specifying all of the following items:
 - i. If applicable and in the absence of any emergency involving an imminent risk of damage or harm to the Common Elements or other property or to the health or safety of any person, a reasonable date by which the Unit Owner must cure the violation to avoid the proposed charge or assessment;
 - ii. A description of the property damage or violation;
 - iii. The amount of the proposed charge (or, if unknown, a reasonable estimate of the proposed charge) and/or enforcement assessment; and
 - iv. A statement that the Unit 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 Unit Owner must mail or deliver a written "Request for a Hearing" notice, which must be received by the Board no later than the 10th day after receiving the notice required by Item 4a above.
 - i. If a Unit Owner timely requests a hearing, at least seven days prior to the hearing, the Board will provide the Unit Owner with a written notice that includes the date, time, and location of the hearing. If the Unit Owner fails to make a timely request for a hearing, the right to that hearing is waived, and the charge for damages and/or an enforcement assessment will be immediately imposed.
 - ii. At the hearing, the Board and 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 a charge of damages or an enforcement assessment will become a part of the hearing minutes. The Unit Owner will then receive notice of the Board's decision and any enforcement assessment imposed within 30 days of the hearing.
 - c. The Association may file a lien for a charge for damages or an enforcement assessment that remains unpaid for more than 10 days.

IMPORTANT TELEPHONE NUMBERS

Emergency:

Police or Fire Emergency _____ 911
City Broadview Heights Police Dept. (Non-Emergency) _____ (440) 526-5400
City Broadview Heights Fire Dept. (Non-Emergency) _____ (440) 526-7122
City Broadview Heights City Hall _____ (440) 526-4357
Cuyahoga County Sheriff Dept. _____ (216) 443-6085
Poison Control Center _____ (800) 222-1222

Utilities:

Illuminating Company/Ohio Edison (Electric) _____ (888) 544-4877
Dominion East Ohio (Gas) _____ (800) 362-7557
AT&T Repair Center (Telephone) _____ (800) 572-4545
City of Cleveland Division of Water _____ (216) 664-3130
NEORS _____ (216) 881-8247
Broadview Heights Sewer & Stormwater Maintenance _____ (440) 717-4025

KareCondo:

Customer Service & After Hours Emergency Line _____ (330) 688-4900
Fax _____ (330) 688-4932
Hours of Operation _____ Monday to Friday - 9:00 a.m. – 4:30 p.m.
(Closed 12:00 – 1:00 p.m. for lunch)

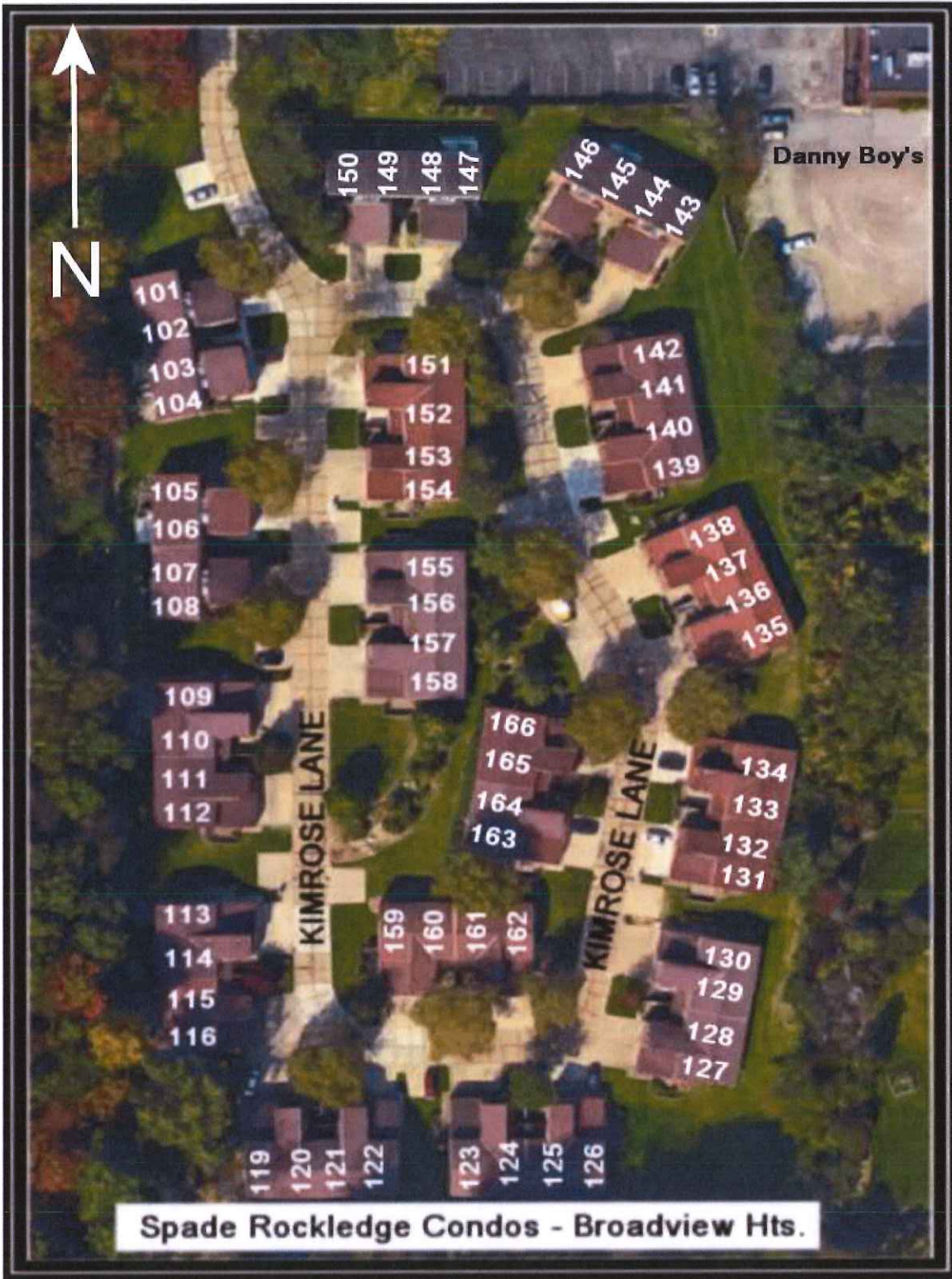
Afterhours Emergencies:

An emergency is defined as immediate danger to the safety of a person or threatening damage to the Association Common Elements. For an emergency such as a fire or a criminal act in progress, immediately call 911. Immediate danger to the Association's Common Elements should be reported to the management company as outlined below.

The after-hours emergency procedure is to call the Management Company's main line at (330) 688-4900, and follow the prompts to leave an emergency message. Someone will call you back within an hour with a plan of action.

Upon dialing the Management Company main line ((330) 688-4900) after hours, you will be asked if you would like to leave a regular message and the call will be returned the next business day. There is then a prompt if you would like to leave an after-hours **emergency message**. After you leave the message, the message is delivered to a Property Manager on their cell phone as a voice mail. The Property Manager on duty, or the appropriate contractor, will then return your call within the hour.

PROPERTY MAP



ROCKLEDGE TERRACE CONDOMINIUM UNIT OWNERS' ASSOCIATION

HOW TO TAKE CARE OF OUR ASSOCIATION LIFT PUMP

Rockledge Terrace has a sewage lift pump located in the southwest end of our property. The purpose of our pump is to take all of our sewage, grind it up and eventually pump the sewage into the city sewage mainlines. It is a concrete vault with a metal lid and has electrical. It is very wise for every resident to help take care concerning the types of waste they deposit in their toilets and sinks.

Residents of Rockledge, not the city of Broadview Heights, own this lift pump station. We maintain it monthly with preventative maintenance checks and quarterly with power wash cleaning. When it fails, we pay for the repair out of our maintenance income. There are two internal pumps that grind up normal sanitary sewage. Each pump lasts many years, but when they need to be replaced each cost approximately \$10,000. They are not necessarily replaced at the same time.

Help to prolong the life of the grinder pumps by not flushing anything down your toilets but human waste and toilet paper. Do not flush feminine hygiene products such as Kotex or tampons; no latex either. Do not flush any type of cleaning wipes that are now on the market, including baby wipes, dusting wipes, Swifter pads or any type of wipe whether it claims to be flushable or not. In other words, please do not flush ANYTHING other than human waste and toilet paper. These items can and will clog the pumps and cause them to burn out, which will cost the Association thousands of dollars to repair/replace. Over the past years maintenance dollars were used to remove towels, underwear, hairbrushes and hygiene products.

Your kitchen sink disposals also require some thought as to what you choose to feed into them. Do not put anything in it that is stringy, such as celery or corn silk. Never deposit cooking oil, fat products, egg shells or coffee grinds. Rice, pasta and potato skins contain much starch that can build up in the sanitary lines. Once you grind up your food, let cold water run for a couple of minutes afterwards to flush it from your buildings drainage system into the main drainage system leading to the lift pump station. It is ideal to time the operation of your dishwasher or clothes washer after using your disposal to help flush out the pipes. If you want to refresh your disposal, put some baking soda and vinegar in and let it sit for a couple of minutes.

Our plumbing pipes are made out of rough cast iron, which was building code at the time Rockledge was built, unlike the smooth PVC that is now used. Each building of four independent units all share the same output pipe joined at some point below the building, then leading to the main pipe and then to the lift pump station. One building could have plumbing problems that would not affect any of the other surrounding buildings. Therefore, if one unit out of four is dumping unacceptable waste into their sink or toilet, it eventually affects all four unit owners of that particular building. Please be kind to our lift pumps (and your neighbors) by carefully thinking about how you are using your disposals and toilets.

Thank you, Rockledge Terrace Board of Directors

SPADE ROCKLEDGE TERRACE CONDOMINIUM ASSOCIATION

c/o



OWNER/OCCUPANT INFORMATION FORM

The Ohio State Condominium Laws, Statute 5311.09, (A)(2), states that, "Within thirty days after a Unit Owner obtains a condominium Ownership interest" that this information be provided to the Association, and 5311.09, (A)(3) states that, " Within thirty days after a change in any information that division (A)(2) of this section requires, a Unit Owner shall notify the association, through the Board of Directors, in writing of the change. When the Board of Directors requests, a Unit Owner shall verify or update the information."

OWNER(S) NAME(S): _____

UNIT ADDRESS: _____

BILLING ADDRESS: _____
IF DIFFERENT THAN UNIT ADDRESS

EMAIL ADDRESS: _____

HOME PHONE: _____ WORK PHONE: _____ CELL PHONE: _____

OTHER OCCUPANT/TENANT: _____ RELATIONSHIP: _____

OTHER OCCUPANT/TENANT: _____ RELATIONSHIP: _____

OTHER OCCUPANT/TENANT: _____ RELATIONSHIP: _____

EMAIL: _____

The following information is required in order to more effectively protect your property and possessions and that of all of our Owners:

PET(S) If none, check here

1) Dog: _____ Cat: _____ Type (Breed): _____ Color(s): _____ Weight _____

2) Dog: _____ Cat: _____ Type (Breed): _____ Color(s): _____ Weight _____

VEHICLE(S): If none, check here

1) Color, Make, & Model _____ License # _____

2) Color, Make, & Model _____ License # _____

3) Color, Make, & Model _____ License # _____

4) Color, Make, & Model _____ License # _____

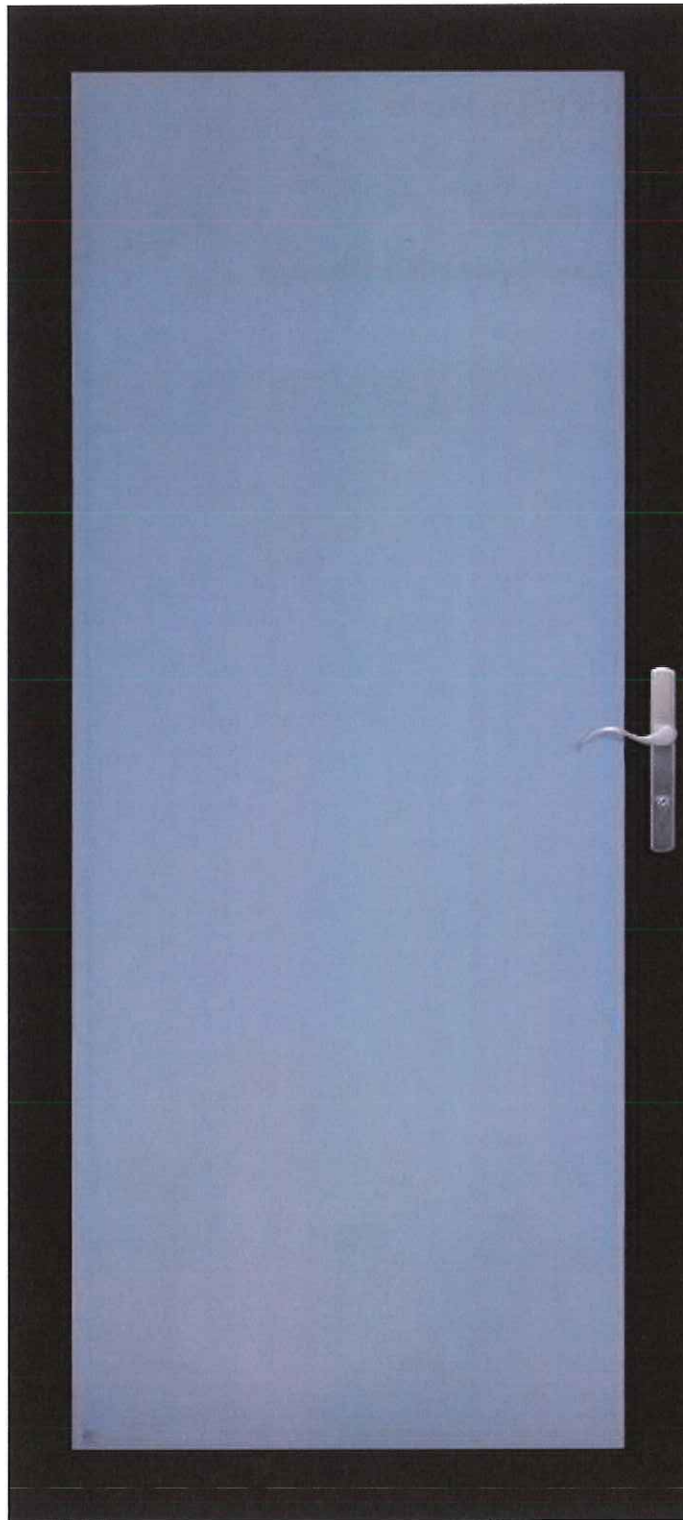
EMERGENCY CONTACT NAME: _____ PHONE: _____

Must be able to provide access to your Unit for Emergency entry

Please note that this form is to be completed in its entirety to prevent the Association from re-requesting the information. Providing partial or no information within the required 30 days of receipt may result in the Board taking any and all action within their means to elicit compliance of the request for information. Thank you in advance for your timely response.



6-Panel Front Door
All Units
Black Only



Storm Door

All Units

Full View, Clear Glass

No Design

Black

Down Ranch Front Door

6-Panel

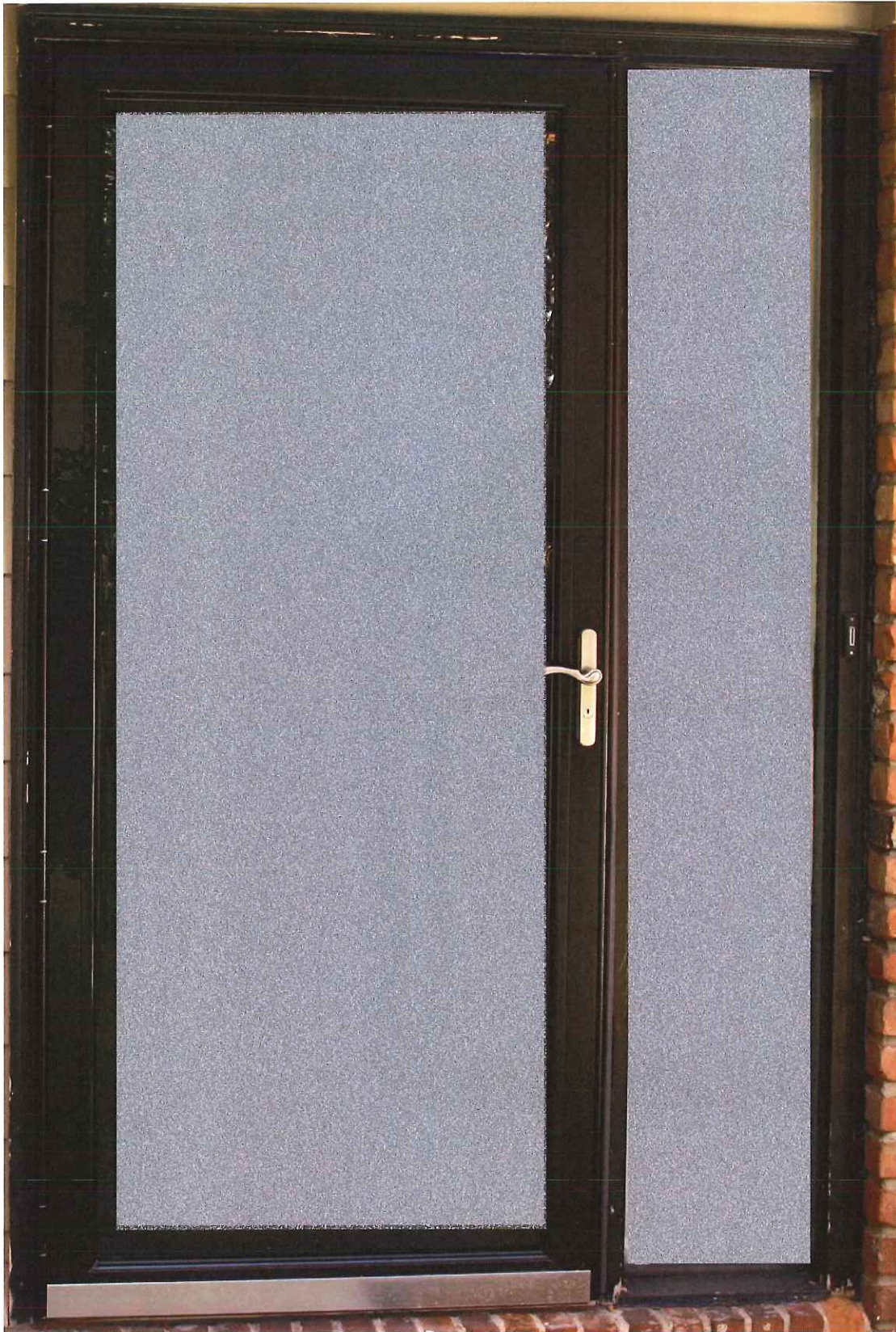
Black Door and Frame

Sidelight - Frosted Glass/No Design



Storm Door - Black, full view, clear glass, no design

Sidelight - Frosted glass, no design



Light Fixture Over Garages

Available online at [Amazon.com](https://www.amazon.com)

Westinghouse 668980 One-Light Exterior Wall Lantern, Textured Black Finish on Textured Aluminum with White Acrylic Lens

List Price: \$22.17



Townhouse, Patio & Sidewalk Fixture



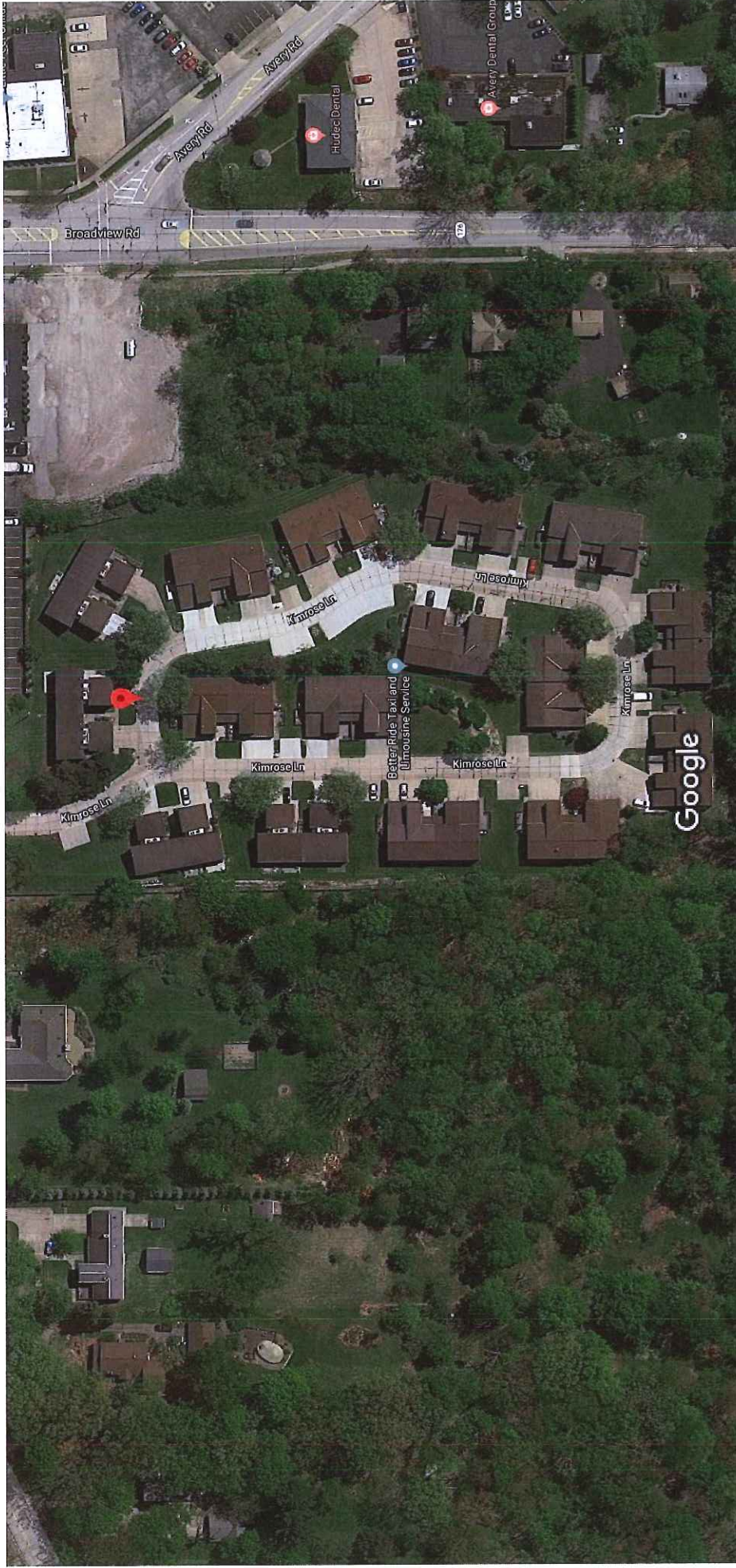
Available online at Lowes

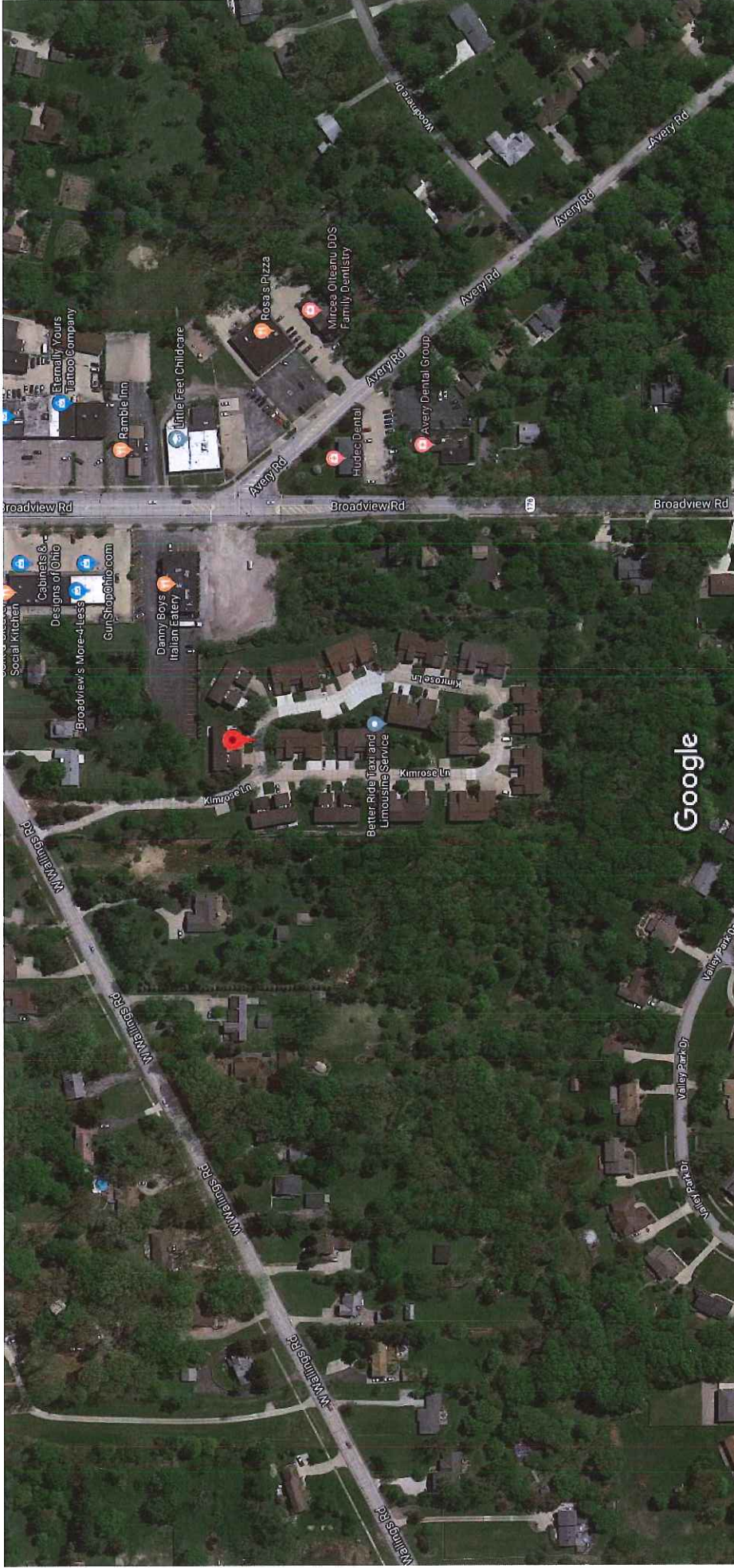
Secure Home Alexandria 18.5-in H Black Motion Activated Outdoor Wall Light

Item#: 297077

Model#: SH-4192-BK-A (Color - Black)

\$49.97





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