



Courts of Chaffee Condominium
Association, Inc.
Rules and Regulations

Courts of Chaffee Board of Directors
AMENDED JULY, 2019

WELCOME!

Welcome to Courts of Chaffee Condominium Association, Inc. We are pleased you selected Courts of Chaffee as your home.

This booklet was developed to serve as an easy-to-understand reference guide for existing owners and to provide information to help new owners become familiar with our Association.

In order for a homeowner association to operate smoothly, it is important for owners to understand the basic concept of how the Association functions. This booklet contains a description of maintenance responsibilities, community information, rules and regulations and Association policies. We hope it becomes your property manual.

Homeowners should have received a copy of the Declaration of Condominium Ownership and By-laws from the seller at the time of unit purchase. If you do not have these legal documents, a copy can be obtained from the Cuyahoga County Recorder or the management company for a copy charge.

This explanatory booklet does not replace our legal documents. It is intended to present information in an easy-to-read and understand format. We believe knowledgeable and informed owners are the most important part of our Association. Therefore, if there is an inadvertent discrepancy between what is expressed in this booklet and the legal documents, the legal documents or the Ohio Nonprofit Corporation Act, R.C. 1702 will govern.

From time-to-time we will add, delete, modify and revise these guidelines to keep this booklet updated with current information and procedures. If something arises that is not covered in this booklet, please do not hesitate to call the management company.

The Board of Directors
Courts of Chaffee Condominium Association, Inc.

Revised: July, 2019

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GOOD NEIGHBOR POLICY

The Courts of Chaffee Condominium Association, Inc. Declaration of Condominium Ownership, and the Rules and Regulations define the standard of living residents may expect from our condominium home environment. These documents are designed to protect the rights of each resident. However, policy and procedure cannot replace courtesy and the need to communicate with each other. Before filing a complaint about a neighbor, take the time to have a personal discussion. Neighbors talking with each other can achieve quicker results in a friendlier fashion. Our documents are our foundation. Our community spirit lies within each resident.

INTRODUCTION

Courts of Chaffee Condominium Association, Inc. is comprised of thirty-one (31) condominium units in nine (9) buildings.

The City of Brecksville owns the street coming west up the hill from Elm Street in front of Buildings 1, 2 and 3. Thus, the City of Brecksville is responsible for maintenance of the street, sidewalks and trees on the tree lawns in this area.

Courts of Chaffee II which is located west at the top of the Chaffee Court hill is a stand-alone Association and NOT part of our Association. They are responsible for the street in front of Building 4. Brecksville West Condominium Association is yet another Association south and directly behind Buildings 8 and 9. They are responsible for the street behind these two buildings. The Courts of Chaffee Association is responsible for the "court" street in front of Buildings 5,6,7,8 and 9.

Our association is located in the City of Brecksville, which utilizes the Brecksville/Broadview Heights Post Office and a Brecksville address and zip code of 44141.

As a private condominium association, we are governed by our own Declaration of Condominium Ownership, By-laws, Rules & Regulations. We elect our own Board of Directors from our home owner membership and the Board manages the Association affairs on behalf of our thirty-one homeowners.

Our Annual Meeting is held in May. Regularly scheduled Board meetings are held throughout the year.

A master policy for insurance coverage is purchased by the Association specifically for Common Elements. Each home owner must obtain insurance at his/her own expense affording coverage upon the unit, personal property and for his/her personal liability.

The Board, on behalf of the Association, retains the services of a professional management company to handle day-to-day operations of Courts of Chaffee. The Association and the management company do not have the responsibility for law enforcement at Courts of Chaffee. The responsibility for dealing with suspicious or criminal activity remains exclusively with the City of Brecksville Police Department.

PROPERTY MANAGER

The property manager reports directly to the Board of Directors. From time to time you will see the property manager on the property working with contractors and following-up on situations reported by homeowners to the customer service representatives.

EMERGENCY INFORMATION

All Emergency Services	911
City of Brecksville Police Department (Non-Emergency)	440.526.8900
City of Brecksville Fire Department (Non-Emergency)	440.526.2640

After Hours - Non-emergency: Upon dialing the number for the property manager, you will be asked to leave a message. An answering machine will record your message and we will return your call on the next business day.

After Hours – Emergency:

Upon dialing the number for the property manager, you will be asked to leave a message. Please state in the message that your call is an emergency. Emergency shall be defined as a situation affecting the safety of a homeowner or threatening damage to Common Elements.

COMMON ELEMENTS

The “Common Elements” are owned by the Association and include everything except for the individual units. Unit owners do NOT own the trees and grass around their units.

LIMITED COMMON ELEMENTS

The “Limited Common Elements” consists of the portion of a unit which are designated to serve only that unit. The Limited Common areas consist of the following:

- I. All interior walls and one half of any wall separating one unit from another.
- II. Patio
- III. Driveway and walk adjacent to and serving one unit.
- IV. The deck or balcony constructed at ground floor or from any floor at the rear of the unit.
- V. All utility lines (pipes, sewer lines, water lines, electric and telephone cables, gas lines, vents and ducts)

For more information about the limited common elements, please see the Declaration of Condominium for the Association.

MAINTENANCE & REPAIR

The maintenance and repair of the Common Elements are the responsibility of the Association. Common property is everything but the individually owned unit. Common Elements are owned by all owners together. Some examples of Common Elements include, but are not limited to roofs, foundations, lawns, mailboxes, entrance signs.

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

1. Maintenance of the private "court" street in front of Buildings 5,6,7,8 and 9;
2. Grass cutting, pruning, trimming, edging, weeding and fertilization of lawn areas.
3. Care and maintenance of Common Element trees and shrub beds.
4. Snow plowing driveways, parking areas and the private "court" street.
5. Mailboxes
6. Retaining walls and Common Element fences
7. Maintenance of the siding, roofs, gutters, downspouts, etc.
8. Decks

These are only some of the items listed in the Declaration of Condominium Ownership. For complete information, you should read the Declaration of Condominium Ownership and Bylaws for Courts of Chaffee Condominium Association.

Association Repair Procedures

In an effort to keep monthly maintenance fees affordable, our Association tries to do maintenance/repair work in bulk versus having a complaint driven procedure. Homeowners are encouraged to report to the management company the need for any repairs of Common Elements of the property, which are the obligation of the Association to maintain. In most instances, our objective is to complete repair requests within ten working days. However, weather, contractor availability, budget priorities and other factors can affect repair completion dates. On the other hand, emergency repairs are given prompt attention.

Home Owner Responsibilities

The owners are responsible for the maintenance of their unit (interior). Some of the items maintained by the home owner are:

1. Unit interior (from the drywall in).
2. Windows, doors, storm doors, patio doors, jambs, garage doors, garage floors and any portion of the surrounding supports
3. Watering of lawn and planting beds around the unit.

4. Homeowners are responsible for all utility lines (pipes, sewer lines, water lines, electric and telephone cables, gas lines, vents and ducts) serving their individual unit.

Please contact management company for any questions regarding home owner responsibilities.

MAINTENANCE FEES – PAYMENT & COLLECTION POLICY

The Board of Directors has the Association's checking account with Alliance Association Financial Services, out of Nevada. Alliance does not assess any service charges to the Association and pays interest on the checking account. It is imperative that you include the coupon from the coupon book you receive for the year's maintenance fees and your check should be made payable to Courts of Chaffee each month.

You can also make online one-time or recurring payments by E-Check (free) or credit card (applicable fees may be included). To do so, please contact the management company for your information.

Maintenance fees and assessments are due on the first (1st) day of the month and are late if not received by the tenth (10th) of the month. An administrative late charge of twenty-five dollars (\$25.00) per month shall be incurred for any late payment and on any unpaid balance. (Subject to increase without notice.) Any cost, including attorney fees, recording costs, title reports, and/or court costs incurred by the Association in the collection of delinquent maintenance fees or assessment shall be added to the amount owed by the delinquent owner. Maintenance fee, past due, may cause a lien and foreclosure to be filed against the home owner.

If any home owner fails to perform any act that he is requested to perform by the Declaration, 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 homeowner 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 upon such home owner and shall be due and payable when the payment of the assessment next following notification of such charge becomes due and payable, 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.

COMPLAINTS & RULE ENFORCEMENT PROCEDURE

1. Complaints against anyone violating the rules are to be made to the management company in writing and must contain the signature of the individual filing the complaint.
2. The management company will, in most instances, contact the alleged violator after receipt of each complaint. If it is determined that a violation has occurred, a reasonable effort will be made to cure the violation.
3. If reasonable efforts to gain compliance are unsuccessful, the home owner will be subject to a sanction in accordance with the penalty provisions contained hereunder.
4. Please see Good Neighbor Policy on page 2 of this booklet.

Enforcement Procedures and Assessments for Rule Violations

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

- a. If an owner timely requests a hearing, at least seven days prior to the hearing the board shall provide the owner with a written notice that includes the date, time, and location of the hearing. If the owner fails to make a timely request for a hearing, the right to that hearing is waived, and the charge for damages and/or an enforcement assessment will be immediately imposed.
 - b. At the hearing, the Board and alleged responsible owner will have the right to present any evidence. This hearing will be held in Executive Session and proof of hearing, evidence or written notice to the owner to abate action, and intent to impose an enforcement assessment shall become a part of the hearing minutes. The owner will then receive notice of the Board's decision and any enforcement assessment imposed within thirty (30) days of the hearing.
3. The Association may file a lien for an enforcement assessment and/or damage charges which remains unpaid for more than ten (10) days.

RECORDS REQUEST POLICY

- A. An owner who wants to inspect or copy the Association's records must submit a written request to the Management Company. The request must specify the particular record(s) desired, including pertinent time periods, and shall state whether the request is for inspection or copying. The request must be sufficiently detailed to allow the Association to retrieve the record(s) requested. The record request form may be obtained from the management company.
- B. Every owner shall have the right to inspect or copy the Association's records in compliance with the rules and procedures contained in this policy. An owner may also authorize, in writing, an attorney or other designated representative to conduct this inspection or request copies on the owner's behalf.
- C. The Association's Board may withhold from inspection any records that in its reasonable business judgment would:
 - a. Constitute an unwarranted invasion of privacy;
 - b. Constitute privileged information under the attorney-client privilege;
 - c. Involve pending or anticipated litigation or contract negotiations; and/or
 - d. Involve the employment, promotion, discipline, or dismissal of a specific Board Member or employee.

EXTERIOR CHANGES & ARCHITECTURAL CONTROL

In order to maintain our property values and establish common guidelines for changes within Courts of Chaffee, the following rules have been enacted and apply to all requests for

exterior modifications. An Architectural Request Form can be requested from the management company.

1. A written request with supporting detail and diagrams for any type of modification, installation, or addition to the limited Common Element of each home must be submitted to the Board for review. Written approval must be obtained from the Board PRIOR to the initiation of any project. In addition to removal of the unapproved item, failure to receive PRIOR written Board approval may also result in a rule violation assessment to the home owner whether or not the request receives Board approval.
2. All additions or changes constructed by a home owner must be maintained by the home owner and any subsequent purchaser of that home, in a first-class condition that does not detract from the Courts of Chaffee property.
3. It is the responsibility of the seller to disclose to a new home owner any and all architectural changes or improvements that are the responsibility of the homeowner to repair or maintain. If necessary, please contact the management company to review the architectural correspondence file.
4. Following written approval from the Board, it will be the homeowner's responsibility to secure necessary building permits, to obtain approval from the City of Brecksville and to ensure conformity to jurisdictional codes.
5. Once material for the exterior modification is placed on the property, the work must begin within a reasonable time and be completed within six (6) months and continue through completion within six months. If additional time is necessary, Owner must inform the Board.
6. Work must be done in a reasonable manner that will not detract from property appearance or inconvenience neighbors and/or Association service contractors.
7. In the event damage occurs as a result of any modification, addition or change to any Common Element of the property, repairs must be made immediately at the homeowner's expense and to the satisfaction of the Board.
8. If any maintenance contractor deems it necessary to charge more as a result of a non-approved modification made by a homeowner, this additional charge will be assessed to the specific homeowner.

APPROVAL PROCEDURE

Review of exterior change requests, submitted by a home owner, will be handled in accordance with the following schedule:

1. Written request with supporting detail and diagrams must be addressed to the Board of Directors and mailed to the management company.
2. The management company will distribute a copy of the request to each Board member.

3. The Board will review the request and advise the management company of their decision and/or recommendation.
4. The Board members will direct the management company to provide a written notice to the owner of approval, refusal or modifications needed.
5. The City of Brecksville Building Department will not consider a request for a building permit unless the request is accompanied by a written approval letter from the Board of Directors.

AWNINGS

The installation of an awning over a deck or a patio requires PRIOR, written Board approval. A written request must be addressed to the Board of Directors and mailed to the management company. The Board will review the request and instruct the management company to provide a written response approving or denying the request.

Patio or Deck Awnings are limited to the following specifications:

Awnings are prohibited on the front of any unit.

1. The awning must be made of canvas and green and white striped is the only color permitted.
2. The roller mechanism as well as all parts of the awning fastening system must be of a metal that will not rust or cause rust-weeping marks on the exterior of the home.
3. All metal parts of the awning system must be white.
4. The installation of an awning must include a self-storing hood.
5. Awnings over decks or windows or hinged doors are permitted; BUT only in the rear of the unit.
6. The awning must have a valance.
7. The awning should be insured under the unit owner's private homeowner's insurance. Please contact your insurance agent to expand your coverage.
8. Awnings must be kept free of stains and dirt. Cleaning of the awning is the responsibility of the homeowner.
9. Once material for the awning installation is placed on the property, the work must begin and continue through completion within a reasonable time frame and in a reasonable manner that will not detract from property appearance or inconvenience neighbors and/or Association service contractors.

DOORS

Replacement of doors does not require written Board approval. However, to retain the architectural precedents established by the builder, the following guideline must be observed:

1. Front Door Replacement

- a. Color must remain the same or match the original door color, as close as possible.

2. Overhead Garage Door Replacement

- a. All replacement doors must be similar in appearance and color (white) to existing overhead garage door.

3. Storm Doors

- a. Storm door options are limited to the following:
 - i. Full glass door or half glass door.
 - ii. Door frames must be white or match the color of the door.

FENCES

1. The installation of a privacy fence in the rear of a unit within Courts of Chaffee is permitted with prior Board approval. Plans must be submitted to the Board for review prior to any installation. Following written approval from the Board, it will be the homeowner's responsibility to secure the necessary building permit and to obtain approval from the City of Brecksville and to ensure conformity to jurisdictional codes.

2. The installation of an invisible fence on any yard within Courts of Chaffee is strictly prohibited.

HOT TUBS

The installation of an exterior hot tub requires PRIOR Board approval. A written request must be addressed to the Board and mailed to the management company. The Board will review the request and instruct the management company to provide a written response approving or denying the request.

1. Drawings must include all aspects of the installation including, but not limited to, the dimensions of the tub, cleaning methods, water disposal and drainage.
2. Disposed water must be carried away from vegetation. The chemically treated water used in hot tubs must be drained in a manner that will not harm the grass or other plantings.
3. Drainage hoses or other equipment must be stored within the home when not in use.
4. Hot tubs must be installed on a patio or deck.
5. The home owner must sign a release holding the Association harmless from any liability associated with the hot tub.
6. The hot tub must be insured under the home owner's personal insurance.

7. Hot tubs are prohibited on second story decks.

LANDSCAPING

Homeowners may not install additional shrubbery in the existing shrub bed adjacent to the home **WITHOUT PRIOR** written Board approval.

1. Additional shrubbery must be consistent in height, variety and size to existing plantings.
2. Additional shrubbery selected by the home owner must be of a species that will not encroach upon or cause damage to the Common Elements or any utility service line. (Example of an unacceptable planting: Vines.)
3. Additional shrubbery planted by a resident must be maintained by the resident and must not, in any way, be an obstruction for the landscape service contractor.
4. Residents will be required to remove unacceptable plantings or plantings that were installed without prior Board approval.

Addition of Shrub Beds

1. Additional shrub beds must have PRIOR, written Board approval before they may be installed by the home owner along the side or behind the home.
2. The width of the shrub bed shall not extend beyond two (2) feet from the side of the home.
3. The newly constructed shrub bed and shrub bed plantings must be maintained by the home owner in a manner that will not detract from the landscape appearance of Courts of Chaffee.
4. The landscaper will not maintain planting beds installed by homeowners.
5. Shrub beds installed by a home owner must be maintained by the home owner and/or any subsequent purchaser of the home.

LIGHTING

The installation of additional lighting requires PRIOR, written Board approval. A written request must be addressed to the Board of Directors and mailed to the management company. The Board will review the request and instruct the management company to provide a written response approving or denying the request.

Additional exterior lighting must be maintained by the home owner and/or any subsequent purchaser of the home in a manner that will not detract from the appearance of the property or hinder the safety of the residents.

Landscape Lighting

The standard guidelines for decorative landscape lighting are:

1. Decorative lighting must not be positioned in such a manner as to create an annoyance to other residents.
2. Wiring for decorative lighting must be properly buried into the ground.

3. Decorative lighting cannot be an obstruction for the landscape service contractor.
4. For safety purposes, low voltage lighting must be used for decorative illumination. The fixture should be low to the ground and bulb wattage should create a low level of light.
5. Landscape lighting shall not be placed in the common areas.

Security Lighting

1. Motion detector flood light fixtures may be installed near the rear decks/patio door, front door and garage.

PATIOS

The installation of or the expansion of a patio requires PRIOR written Board approval. A written request must be addressed to the Board of Directors and mailed to the management company. The Board will review the request and instruct the management company to provide a written response approving or denying the request.

1. Concrete patios must be poured and remain a natural color.
2. Patios may also be constructed of bricks or stones.
3. The patio must not extend beyond the sidewalls of the existing configuration of the home.
4. Drawings of the patio must show length, width, and slope. Slope must be sufficient to drain flow away from the building.
5. Relationship of the patio to the air conditioner and other utility fixtures must be clearly shown.
6. The patio should be insured under the home owner's private homeowner's insurance.
7. The surrounding landscape/lawn area, including shrubs, must be immediately restored to the original condition upon completion of construction.
8. Maintenance and upkeep of the patio is the home owner's responsibility.
9. Patios shall not be used as storage areas. Appropriate items placed on patios include outdoor furniture, planters and portable grills. Tarps of a neutral (browns or greens) color are permitted to cover these items in inclement weather. Blue or silver color tarps are not permitted.

TREES

1. The planting and/or replacement of a tree must have PRIOR written Board approval.
2. The home owner must submit the proposed type, size and location. The tree shall not exceed 12 feet – 14 feet (12' – 14') in height at maturity.
3. Type of tree must be a variety that will not encroach upon or cause damage to the home, Common Element or utility service lines. An example of an unacceptable tree is: Willow.
4. A tree ring must be created and maintained by the resident around the base of the tree in an effort to prevent damage from landscaping equipment. The tree ring, if mulched, must be covered with a dark shredded bark mulch to match the mulch used

by landscape contractor. Wood chips, gravel type stones, or any other decorative shrub bed coverings are prohibited.

5. When planting a tree, the homeowner must be responsible for the upkeep of the tree and for damage that may occur to underground utility service connections or lines during the time the tree is being planted as well as for any future damage that may be caused as a result of growth of the tree. Owners must call Ohio Utilities Protection Service forty-eight (48) hours before digging. The toll-free telephone number is 1-800-362-2764 or 811 or OHIO811.
6. Trees planted by a home owner must be planted in such a manner so as not to create obstructions for the landscape service contractor.

LANDSCAPING

It is the responsibility of the OWNER to maintain the lawn by watering. The landscape contractor weeds and feeds several times during the year and does a spring and fall clean up.

Landscaping services are contracted on a yearly basis by the Association to maintain the appearance of Courts of Chaffee Condominium Association. The present services include:

- A. **Regularly Scheduled Mowing Day:** The regularly scheduled service day is arranged each year. Weather conditions will affect the schedule.
- B. **Lawn Fertilization - Four Applications**
 - a. For any information or questions regarding fertilization frequency or product being used, please contact the management company.
 - b. The contractor will place flags throughout the property when a scheduled treatment has been applied. The contractor tries to mark these areas to ensure that residents are aware of these applications. While chemical lawn treatments are designed not to be harmful to people or pets, it is recommended that you avoid grass areas for approximately twenty-four (24) hours if the area is wet from rain and during the time it is wet from morning dew.
- C. **Mulch:** Mulch is limited to Common Element planting beds, Common Element tree rings and front flower beds. The Association mulches the backyards every other year.
- D. **Weeding of Shrub Beds:** Common Element planting beds will be weeded by means of chemical control and/or by hand-weeding every other week to maintain a neat appearance. Weeding of shrub beds adjacent to the perimeter of a home is the responsibility of the home owner.
- E. **Trimming of Shrubs:** Trimming is limited to Common Element planting beds. Shrubs are trimmed in accordance with standard trimming/pruning requirements of the shrubs. Some shrubs should be trimmed at one time of the season, while others must wait until another time of the season. Therefore, this is done on an as-needed basis, totally dependent upon the type of shrub. Trimming of shrubs in planting beds adjacent to the front of the home are done by the Association, the side and rear beds of a home are the responsibility of the homeowner.

- F. **Spring Clean-Up:** Spring clean-up is done in April and will include all Common Elements. Shrub beds adjacent to the perimeter of the home is the responsibility of the home owner.
- G. **Fall Clean-Up:** Fall clean-up is done in October and November and will include the removal of leaves from all Common Elements.

All planting beds adjacent to the sides and rear of a home as well as shrubs and trees installed by the homeowner must be maintained by the resident. If you would like to purchase mulch, have assistance with clean-up or want your personal planting areas maintained throughout the season by the landscape contractor, the service is available. Please contact the management company for the name and telephone number of the landscape contractor.

Mulch installed by a resident shall be the same color as the mulch used by the landscape contractor. Please contact management company if you need the color and type of mulch that is used.

During the landscape season, residents must water the lawn and the shrubbery adjacent to the unit. Landscape watering must be done often enough, particularly during the hot dry sunnier months, to prevent browning, disease and dying of grass.

Flowers

1. Flowers may be planted in planting beds adjacent to the front of the home without prior board approval, providing the height and size of the flowers is consistent with the surrounding shrub bed plantings and do not exceed 2ft (2') in height. Example of an unacceptable flower: Sunflower.
2. Flowers planted by a resident must be maintained by the resident in a manner that does not detract from the landscape appearance. Appropriate seasonal clean-up must be performed by the resident at the end of the blooming cycle.
3. Flowers planted by a resident must not in any way, be an obstruction for the landscape maintenance service contractor.
4. Flowers must be planted far enough away from the grass line to avoid damage from the landscaper's automatic trimming and edging equipment.

Front Shrub Beds

In order to maintain uniformity and harmony throughout the property with the original landscaping plan, there shall be no changes to the front of the homes by the resident which would utilize railroad ties, landscaping timbers, bricks, rocks, stones, miniature fencing, concrete and other such items used as shrub bed edging material or enclosures.

Homeowners may not install additional shrubbery in the existing shrub bed adjacent to the home without prior board approval.

1. Additional shrubbery must be consistent in height, variety and size to existing plantings.

2. Additional shrubbery selected by the homeowner must be of a species that will not encroach upon or cause damage to the common elements or any utility service line (i.e. vines).
3. Additional shrubbery planted by an owner must be maintained by the owner and must not, in any way, be an obstruction for the landscape maintenance service contractor.
4. Owners will be required to remove plantings that have not received prior approval from the board.

SNOW REMOVAL

When temperatures and snow start falling, everyone must proceed with more caution as dangerous conditions may lurk anywhere and everywhere. At the same time, we want to make you aware of the specifications the Board has adopted for snow and ice removal.

As is standard for the Associations throughout our area, the Association has a snow plow contract that calls for snow to be plowed when snowfall exceeds 2 inches with a 5-hour turnaround time during a constant snowfall (storm). If an automobile is left in the driveway, the contractor will not plow the drive. Please utilize your garage during bad weather. Our contractor will shovel the snow from the common walks to the front porch. Residents are responsible to salt their driveway and walkway.

The Association retains the contractor to shovel snow from the front porch, "Common Element" sidewalks and sidewalks by the mailboxes. The contractor does use a calcium/ice melt product on these areas. Please note, that salt or ice melt does NOT instantly melt ice and its effectiveness is very limited as temperatures drop below 20 degrees. You are urged to take care and be mindful that slippery ice and snow may exist anytime temperatures drop below 40 degrees. These specifications will address most, but not all, winter conditions and hazards. The Association does not guarantee or promise protection against such hazards. Your care and attention to the conditions that exist is, therefore necessary to ensure your safety while on the property.

- A. Snow plowing is provided by the City of Brecksville on the dedicated, public street of Chaffee Court west and up the hill from Elm Street. This street is in front of Buildings 1, 2 and 3.
- B. Courts of Chaffee employs the services of a contractor to plow driveways, cul-de-sacs and parking areas when snow accumulations reach two (2) inches.
- C. If your car is parked on the driveway during snowfall, you must move the car before the snow plow contractor arrives if you want your driveway plowed. Driveways should be plowed after accumulations of two (2) inches or more.
- D. To protect the surface of driveways, parking areas and the environment, the use of salt is limited to street. The contractor is instructed to spread salt or an ice melt product around mailbox whenever they are on the property and observe an icy condition.

- E. The contractor comes to the property when it snows. However, there may be times when it is not snowing but service is needed. Examples are blowing and drifting snow or freeze/thaw cycles. We ask the contractor to periodically check the property for these winter conditions and we encourage owners to be prepared to help themselves by using an ice melt product on areas near their home.
- F. After repeated heavy snowfalls, snow may be stockpiled in guest parking areas throughout the property in an attempt to avoid the use and expense of a front-end loader and to keep street corners visible.
- G. Please report problem conditions to Coral Management at 216.932.4379. The management company always relays your reports to the snow plow contractor. By working together, we can survive winter's woes and enjoy winter's beauty.

COVENANTS & RESTRICTIONS

Bird Feeders

- 1. A hummingbird liquid feeder or seed dispensing bird feeder is permitted so long as it is not an obstruction for the landscape service contractor.

Cable Television

- 1. Cable television is available to Courts of Chaffee Condominium owners
- 2. Cable television is a private agreement between the home owner and/or resident and the cable company at the resident's expense.
- 3. Arrangements for the installation and/or disconnection of service are a home owner and/or resident responsibility. When cable service is connected, homeowners must follow up with the local cable company to make sure the following is completed:
 - a. Wiring for cable television if placed on the exterior of the home, should be installed in a manner so as to make it as inconspicuous as possible.
 - b. Wiring is properly buried into the ground and will not be an obstruction for the landscape service contractor.
 - c. Any excavation to bury wires must be covered with topsoil and reseeded by the cable company.
 - d. Winter installations, when the ground is frozen, must be completed in early Spring before the grass cutting begins.
 - e. When cable service is disconnected, the home owner must make sure there are no exposed wires and that service lines are properly secured against the exterior of the home for future hook ups.

Christmas Trees

The removal of Christmas trees is the responsibility of the home owner.

The city of Brecksville collects live cut Christmas trees for mulching the 1st business day after Christmas through the 2nd week in January.

Homeowners are typically informed of the scheduled date/s for Christmas tree pickups via the local Brecksville Bulletin with a call to the Brecksville Service Department at 440.526.1384.

Discarding Christmas trees in wooded areas is strictly prohibited.

Christmas trees are not permitted to be left on the rear deck/patio.

Contractors

Homeowners must not give instructions to any Association service contractor. (i.e., landscaper, snow plower.) This requirement is not intended to reduce or refuse service, it is simply an administrative procedure to ensure that the contractor is performing the work in accordance with the contractual agreement.

Neither the Association nor the Association's service contractors will be held responsible for maintenance, repair or replacement of a resident's personal property in Common Elements.

Damage

Damage to the Common Elements caused by an owner, occupant, tenant, pet or guest of an owner must be repaired or replaced at the expense of the homeowner.

Decorations

At certain times of the year, many residents enhance their homes with seasonal decorations. However, decorations should be removed when they become faded, tattered or are no longer appropriate to the season, but no longer than 30 days after a holiday.

Estate Sales

Estate sales are prohibited.

Flags

An American flag or ornamental banner may be displayed in front of or behind the home. A flag holder may be attached to the wood trim on the home. The flag holder must be made from a metal that will not rust or cause rust weeping marks on the exterior of the home.

Garages

Only minor maintenance to motor vehicles may be done in a garage. Body work, noisy repairs or repairs which may result in fluids running into the driveway and street are prohibited.

The garage should be used as the primary parking space.

Hazardous Material

Homeowners and residents must not pour or allow to spill any oil, solvent, or any other volatile or flammable material into the storm sewers or Common Element. The Ohio EPA and the City of Brecksville prohibit such disposal.

Hot Tubs

The installation of an exterior hot tub requires PRIOR Board approval. A written request must be addressed to the Board and mailed to the management company. The Board will review the request and instruct the management company to provide a written response approving or denying the request.

- Drawings must include all aspects of the installation including, but not limited to, the dimensions of the tub, cleaning methods, water disposal and drainage.
- Disposed water must be carried away from vegetation. The chemically treated water used in hot tubs must be drained in a manner that will not harm the grass or other plantings.
- Drainage hoses or other equipment must be stored within the home when not in use.
- Hot tubs must be installed on a patio or deck.
- The home owner must sign a release holding the Association harmless from any liability associated with the hot tub.
- The hot tub must be insured under the home owner's personal insurance.
- Hot tubs are prohibited on second story decks.

Insurance

As a homeowners' association, a master policy for insurance coverage is purchased by the Association specifically for Common Elements. Each home owner/resident must obtain insurance at their own expense affording coverage upon their home, personal property and for their personal liability.

Loss claims against the master policy must be filed by the Board of Directors.

Lawn Furniture & Lawn Ornaments

Lawn furniture is prohibited in common lawn areas. Landscape service contractors will not accept the responsibility of moving the personal property of residents to facilitate grass cutting.

Lawn ornaments, yard statuary or other items MAY be displayed in the limited common elements in accordance with the following guidelines:

1. No more than three lawn ornaments may be displayed in the shrub beds.
2. Lawn ornaments may not be placed in any Common Element.
3. Lawn ornaments may not exceed the height measurement of four (4) feet.

Leasing

The home owner must provide the management company with the following information prior to tenant move in.

- A. Full name of tenant and names of all occupants of the home.
- B. Fully executed copy of the lease agreement.

The owner is responsible for making the tenant aware of the Rules and Regulations of Courts of Chaffee.

The owner is responsible for tenant violations of the Declaration or Rules and Regulations. The owner is responsible for penalty assessments and all other damages and any recourse the owner may wish to take against a tenant who is in violation.

Exterior "For Rent" signs are prohibited.

Mailboxes

1. Cluster mailboxes are provided by the Association.
2. The individual mailbox key and lock of a cluster style mailbox are the responsibility of the home owner and/or resident.
3. For repairs or replacements of the mailbox key and lock, contact the Brecksville/Broadview Heights Post Office.
4. By law, a mailbox is intended only for receipt of postage-paid U.S. Mail.

Motor Vehicles

1. The following vehicles are prohibited from being parked within Courts of Chaffee
 - A. Buses.
 - B. Mobile and/or motorized homes.

For the purpose of loading or unloading and in preparation for a trip, a recreational vehicle may be parked on the unit's driveway space for a period of time not to exceed twenty-four (24) hours so long as the Board has given prior approval.

2. Commercial trucks, trailers, boats, recreational vehicles and motorcycles are prohibited unless parked within the confines of a garage at all times while on the property and used only for entry and egress to Courts of Chaffee.
3. The use of trail bikes and snowmobiles are prohibited
4. Vehicles that are licensed, painted, signed, or used for commercial purposes must be kept within the confines of a garage at all times while on the property.
5. All vehicles on the property must bear current license tags.

6. Moving vans are permitted to be temporarily parked on the street provided that the flow of traffic is not obstructed.
7. Vehicle repairs are prohibited on roadways, parking areas, and driveways.
8. Oil or fluid leaks or spills on roadways, parking areas, or driveways must be cleaned IMMEDIATELY by the resident. Efforts must be made immediately to correct the mechanical problem of any vehicle leaking oil or other surface staining fluids.
9. Inoperable vehicles, vehicles that are not consistently used and vehicles titled to a non-resident are prohibited from being stored on the property.

Outdoor Grills and Tiki or Candle Torches

1. Outdoor grills and Tiki or candle torches may only be used within 15 feet away from the unit's exterior.
2. Outdoor grills and Tiki or candle torches are NOT permitted on or below any balcony, deck, patio or other similar structure constructed in conjunction with an attached dwelling unit. (City of Brecksville Ordinance 4136, passed 12/07/2004.)
3. The grills and Tiki or candle torches may not be installed out in the lawn area so as to present any obstruction for the landscape service contractor.
4. The grill must be maintained in good working order as well as appearance by the home owner and/or subsequent purchaser.
5. In addition to maintenance, all appropriate safety measures must be observed.
6. **PORTABLE GAS GRILL PROPANE TANKS SHOULD NOT BE STORED INSIDE THE HOME OR GARAGE.**
7. Fire pits are not permitted.

Parking

1. The garage should be used as the primary parking space.
2. If the resident has more than two automobiles, the extra automobiles must be parked on the driveway space, in front of the garage door or separately garaged.
3. Parking on lawn areas is prohibited.
4. Parking in areas designated as a fire lane is prohibited.
5. Parking near a fire hydrant is prohibited.
6. Permission to park on the street owned by the City of Brecksville during a limited period of time or for a specific occasion can be obtained by contacting the Brecksville Police Department at 440.526.8900.

Pets

1. No animals, such as rabbits, livestock, fowl, or reptiles of any kind shall be raised, bred, or kept in the Common Elements or Limited Common Elements except for dogs, cats, or

other household pets that may be kept in the home subject to Rules and Regulations adopted by the Association.

2. Only 1 household pet is permitted.
3. All pets are to be hand leashed when outside.
4. Pets must not be permitted to run loose on the property.
5. NO PET shall be tied, fenced, or housed outside.
6. Pet owners shall be held liable for any and all damages caused by their pets to any common property including, but not limited to shrubs, bushes, trees, and grass.
7. Pet owners are responsible for immediate and complete clean up after their pet. This is especially important when walking your dog on Common Elements or on property belonging to private homes.
8. The installation of an invisible fence on any Sublot within Courts of Chaffee is strictly prohibited.
9. The Association is subject to following the City of Brecksville Ordinances in regards to pet ownership.
10. Pet waste must be picked up by the owner immediately. Pet waste shall not be left in the common areas.

Satellite Dish & Antennae

- A. Installation of any satellite dish/antenna on the Common Elements is prohibited. Any owner contemplating the installation of a satellite dish/antenna elsewhere on the property must comply with the following and must submit a drawing to the Board indicating the proposed location, height, and screening materials to be used.
- B. Any and all efforts must be used to install the satellite dish in a manner so as to make it as inconspicuous as possible.
- C. Wiring for the dish must be kept at minimum visibility to all other Courts of Chaffee Condominium.
- D. The homeowner is required to sign a Release holding the Association harmless from any responsibility associated with the satellite dish.
- E. The home owner is responsible for any damage caused to the property that occurs as a result of installation, maintenance, use or removal of the satellite dish.
- F. The Board of Directors reserves the right to add, to delete or otherwise modify or amend these guidelines as it deems necessary for the health, safety and comfort of all residents.

Signs

Signs, political or other advertising of any nature are prohibited upon any portion of the property except:

- A. One professionally printed "For Sale" sign is permitted inside the window of a home. Homemade signs are prohibited. Exterior "For Sale" signs are prohibited.
- B. One "OPEN HOUSE ARROW" sign may be displayed in front of the home near the driveway, from Noon to 6:00 p.m. when the home is open for public viewing.

- C. One Political Sign may be displayed inside the window of a home. Political signs may be posted 14 days prior to an election and must be removed two days after Election Day. No political yard signs are permitted.

Skateboards

Skateboard ramps are prohibited from the property.

Structures

Structures such as storage sheds, animal shelters and basketball hoops are prohibited.

Water Hoses

Water hoses may not be left in the grass. After use garden hoses must be coiled and placed on the patio or inside of the garage.

Windows

1. Maintenance and upkeep of windows are a home owner responsibility.
2. Broken windows or torn screens must be repaired immediately at the homeowner expense.
3. Window air conditioning units are prohibited.
4. The use of plastic liners as added insulation over the exterior of doors or windows is prohibited.

Wiring

Installation of wiring for electrical, telephone, air conditioning, machines or the like on the exterior of the home must be installed in a manner so as to make the wiring as inconspicuous as possible.

SALE OF A HOME

- A. One professionally printed "FOR SALE" sign may be placed inside the window of a home. Homemade signs are prohibited.
- B. One "OPEN HOUSE ARROW" sign may be placed on the lawn near the driveway in front of the home from Noon to 6:00 p.m. when the home is open for public viewing.
- C. Exterior "FOR SALE" signs are prohibited.
- D. After your home is sold, you or your Realtor must call the management company to make arrangements for the maintenance fee update letter and certificate of insurance for the buyer.
- E. The management company will coordinate this paperwork with banks, realtors, appraisers, and escrow agents. A transfer fee is charged to the seller and paid out of escrow from proceeds due to the seller at the time of title transfer.
- F. The seller is responsible for providing the following information to the buyer:

- a. Copy of the Declaration of Covenants and Restrictions.
- b. Copy of the Rules and Regulations Booklet.
- c. Written notice of any and all architectural changes, landscaping changes and other improvements constructed by seller or previous sellers that are the responsibility of the home owner to repair and maintain.

TRASH REMOVAL

1. Removal of basic household rubbish and recycling services are provided by the City of Brecksville.
2. Questions concerning the service or cost of removing of large items such as furniture or appliances must be directed to the City of Brecksville Service Department. The telephone number is 440.526.1384.
3. Rubbish, trash or other discarded items must be placed in an appropriate container or sealed bag.
4. Rubbish must be secured in a manner, which will prevent it from being scattered or blown.
5. Rubbish containers, city provided recycle bins and/or bags shall not be permitted to remain conspicuous except on the evening prior to collection and on the day, trash is collected. Rubbish containers and recycle bins must be kept inside the garage at all other times.
6. Rubbish containers, recycle bins or bags must be placed at the curb.
7. All refuse should be at the curb by 7:30a.m. but not prior to 6 p.m. the day before collection. The hour of collection may vary. If your regular rubbish pick-up falls on a holiday, it will be picked up on the following work day along with your recycling.
8. Large items must not be placed on the curb for pick-up until the scheduled pick-up date.
9. Rubbish containers must be kept in the garage.

RECYCLING

1. Items not at curb side or at the edge of the roadway will not be collected. Place your refuse and recyclables curbside by 7:30 a.m. on collection day - some days we have extra crews or reverse the routes so please have your material out early.
2. Recycling is collected every other week on the same day as your rubbish collection. If your recycling day falls on a holiday, recycling will be held on the following work day along with your regular rubbish pick-up.

3. Cans, cardboard, cartons, glass bottles, jars, plastic bottles and jugs can be included in your Curbside Recycling.
 - a. Empty, Rinse, Dry and Replace Caps for cans, cartons, glass bottles and jars, or plastic bottles and jugs.
 - b. These items can be combined into one common blue bag. Use large 13 or 30 gallon size blue bags available at your local grocery store. Continue to use small blue check-out grocery bags or brown grocery bags for newspapers and magazine.
 - c. Cuyahoga County is encouraging all residents to not use blue plastic bags and use a container or can no larger than 35 gal. to recycle these items. A blue plastic bag can be tied to the handle to indicate recycling.
 - d. As of yet, the City of Brecksville is not enforcing this, you may continue to use blue plastic bags.
4. Place Recyclables, broken down and bundled corrugated cardboard and newspaper at least six feet away from rubbish on scheduled Recycling Collection Days.

WHAT ABOUT PLASTIC?	INCLUDE IN CURBSIDE RECYCLING?	
	YES	NO
Water, Beverage Bottles with Caps On	✓	
Beverage Jugs (milk, juice, etc) with Caps On	✓	
Laundry, Shampoo and Soap Bottles with Caps On	✓	
Food Jars (mayonnaise, peanut butter, etc) with Caps On		✓
Plastic Tubs and Lids (yogurt, cottage cheese, etc.)		✓
Fruit and Lettuce Containers (thermoform trays)		✓
Produce, Deli and Bakery Trays		✓
Plastic Bags, Wraps, Film		✓
Cups (Solo or coffee cups) Utensils, Plates and Serveware		✓
Fast Food Containers and Cups, Take-Out and Storage Containers (Styrofoam and molded plastic)		✓
Clothes hangers		✓
Flower Pots		✓
Straws		✓