



Unit Owner's Handbook

The Juniper Hill Condominium Unit Owners' Association

Enacted January 1, 2021

 Reserve Realty Co.
Management Division

480 WEST AURORA ROAD
SAGAMORE HILLS, OHIO 44067

Welcome

To the Juniper Hill Condominium Unit Owners' Association!

On behalf of the Association, we would like to welcome you to the Juniper Hill Condominium Unit Owners' Association. We hope you find Juniper Hill a very nice place to live. To accomplish this, we have established a set of Rules and Regulations that pertain strictly to living at Juniper Hill in a condominium atmosphere. These are common sense Rules and Regulations that take into consideration the safety, comfort and property values of our occupants. We hope you will find them reasonable and will cooperate by upholding them. We ask that you keep this handbook available and that you refer to it when necessary. If something arises that may not be covered in the handbook, please do not hesitate to contact our management company.

Additional information is contained in the Juniper Hill Condominium Declaration and Bylaws as recorded in **Volume 5611, Page 719 et seq.** of the Summit County Records, along with the subsequent amendments thereto (collectively "Governing Documents"). A copy of the Governing Documents may be obtained from the Summit County Records office or from our management company upon written request. Additionally, these documents are available on-line through our management company and also through the Greenwood Village Community Association web site.

This handbook is intended to supplement, not replace the Governing Documents; if there should be an inadvertent discrepancy between what is expressed in this handbook and the Governing Documents, the Governing Documents shall govern.

Sincerely,

The Board of Directors
Juniper Hill Condominium Unit Owners Association

Channels of Communication

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

In between the monthly Board meetings, the Association relies on the management company to carry out the Board's decisions and handle 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 in writing. In case of an emergency, such as a fire, call 911.

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 a majority vote of the Board members. All communications must be directed through the management company to assure that your concerns and questions are properly addressed and answered. If you have issues with the management company bring a letter voicing your concerns to a board meeting. Meetings are typically held at the Clubhouse at 7:00 PM on the first Monday at every month. To confirm a meeting date, time or location contact the Clubhouse at 330-467-7036.

Please keep this Handbook of Rules and Regulations in the Unit and if the unit should change hands make sure the buyer receives this copy.

Thank you for being a part of Juniper Hill Condominium Unit Owners Association and for helping to keep our Condominium Property a great place to live.

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Introduction

The Juniper Hill Condominium Unit Owners' Association is comprised of 103 condominium Units within 5 buildings and 10 garages as well as common elements like green spaces and sidewalks. The street addresses or building numbers are numbered in increments of ten, beginning with 1105 and ending with 1145 Canyon View Road, Sagamore Hills, OH 44067. Within the 5 buildings there are 96 garden style units and 7 townhouse units.

Located in the city of Sagamore Hills, the Condominium Property is served by the Sagamore Hills Police, Summit Count Sheriff and the Macedonia Fire Department and the Northfield branch of the U.S. Postal Service.

Drives and parking lots within the Condominium Property are private and are maintained by the Association

Water usage is paid by the Association as a common expense and included in the regular assessments, often referred to as maintenance fees. Sewer is the Unit Owner's responsibility and is billed quarterly to each individual Unit Owner separately by the Association. Rubbish is picked up twice weekly in the four trash rooms located at the 1105-600, 1115-600, 1135-400, and 1145-100 garages.

As a private condominium association, we are governed by the recorded Governing Documents. We elect our Board of Directors, which is composed of five Unit Owners, each serving a three-year term. Any Unit Owner or spouse of a Unit Owner may run for the board. Only one individual per Unit may serve. The Board manages Association affairs on behalf of all Unit Owners. The Board of Directors normally meets on the first Monday of each month. Monthly meetings are open to all Unit Owners for observation and are held in the Clubhouse of the Greenwood Village Community Association. Meetings may be cancelled or the meeting date or place changed by the Board. Unit Owners may call the management company prior to any meeting for updates of any changes

The Annual Meeting for the election of Board Members is held the first Monday of March each year at the Greenwood Village Community Association Clubhouse.

A professional management company, contracted by the Board, handles the day-to-day management of the Association. It is responsible for the billing and collection of monthly assessments, obtaining bids for services rendered to the Association, e.g., snowplowing and landscaping, and monitoring these services. It also acts in an advisory capacity to the Board of Directors. Any questions or inquiries must be directed to our management company.

I. ENVIRONMENT OF COMMON ELEMENTS (as defined by the Declaration)

A. GENERAL

1. Littering is prohibited.
2. Leaving any items in the Common Elements unattended is prohibited except as expressly authorized by this Handbook. Examples of prohibited items include, but are not limited to, bicycles, litter, vehicles and furniture.
3. Tents, camping related equipment or any type of portable living quarters are prohibited on Condominium Property.
4. Damage to the Common Elements shall be repaired or replaced by the Association at the expense of the responsible Unit Owner. Unit Owners will be held responsible for any damage caused by their tenants, guests or pets.
5. Baseball, football, frisbee, golf or any other sport games where objects are propelled through the air or on the ground are prohibited.
6. Noise that constitutes a nuisance or causes a disturbance to other Occupants is prohibited. Please attempt to resolve the dispute directly with the offending party first before contacting the local authorities.
7. Any types of private sales that draw traffic to the Condominium Property are prohibited.
8. Solicitation is prohibited.
9. Smoking is prohibited in Common Element hallways, laundry rooms, garages, and trash rooms.
10. Off road vehicle usage, bicycle riding, skateboarding and rollerblading are prohibited on Condominium Property with the exception of entering or leaving the property.
11. Feeding of wildlife is prohibited.
12. Lawn ornaments and decorations, including statuary and plastic flowers, are prohibited without written permission from the Board.

B. GARAGES AND PARKING

1. The garage space must be used as the primary overnight parking space for all Occupants before a vehicle may be stored elsewhere on the Condominium Property.
2. All garage doors must be kept closed when not in use.
3. Only minor maintenance to motor vehicles, e.g. interior cleaning, tire change, are permitted in a garage or parking area. Oil changes are prohibited on the Condominium Property.
4. Storage of flammable or hazardous items in a garage are prohibited.

5. Storage items in a garage must allow adequate space for parking of a vehicle and must not infringe on neighboring spaces. The Association assumes no responsibility for any personal items in garages.
6. The installation of automatic garage door openers is permitted at the expense of the Unit Owner. Unit Owners must install a release at their expense to bypass the opener in the event of an electrical outage. Unit Owners are responsible for all maintenance to and replacement of openers, key bypasses and key pads.
7. The Association is responsible for the maintenance, repair and replacement of Association garage doors, including mechanisms, tracks, springs and cables.
8. Garages are for the exclusive use of the unit to which they are assigned and may not be rented.
9. Parking is prohibited at all times in the following area(s):
 - a) Designated fire lanes;
 - b) Lawns and shrub beds;
 - c) In front of any garage, trash or storage room; and
 - d) Any place not specifically designated for parking.

C. MOTOR VEHICLES AND BICYCLES

1. The speed limit is 5 miles per hour.
2. All motor vehicles on the Condominium Property must bear current license tags and be operational.
3. Vehicles left unattended for one week or more will be considered abandoned or disabled and are subject to enforcement assessment and/or towing.
4. The following vehicles are prohibited from being parked, stored, kept or maintained within the Condominium Property unless garaged:
 - a) Vans and trucks in excess of 3/4 ton;
 - b) Vans and trucks with ladder racks;
 - c) Vehicles licensed, painted or signed for commercial purposes; and
 - d) All other types of commercial vehicles, unless providing temporary service to a Unit.
5. The following vehicles are prohibited from being parked, stored, kept or maintained on or in the Common, Limited Common or Exclusive Use Elements: boats, trailers, campers and motor homes.
6. Vehicles that are leaking fluid are prohibited from the Condominium Property. Unit Owners are responsible for the immediate cleanup of any leaked fluids.
7. Owners of motor vehicles found in violation of any Rules and Regulations are subject to enforcement assessment and/or towing.
8. Motorcycles, mini-bikes, mopeds and motorized bikes are prohibited from being driven/ridden on the Condominium Property except for ingress and egress purposes. Off-road vehicles are prohibited.
9. Bicycles must be stored in a garage.

D. SIGNS

1. Except as otherwise specifically provided below, signs are prohibited from being displayed on or from any part of any building, Unit or Condominium Property unless prior written approval of the Board is obtained.
2. One 11"x14" professional "For Sale" sign is permitted in the window of the Unit with the name of the real estate agency. "Open House" signs must be obtained from the Greenwood Village Community Association Clubhouse. All other signs are prohibited and may be removed.

E. LAUNDRY ROOMS

1. Laundry room hours are from 8:00 a.m. to 10:00 p.m. daily.
2. Washer/dryer malfunctions and lost change problems should be reported to the company listed on the washer/dryer. Any other maintenance issues should be reported to the management company.
3. Laundry must be removed immediately upon completion of the cycle.
4. Lint filters must be cleaned after each use.
5. Lint and empty detergent boxes must be disposed of in the trash receptacles provided.
6. Laundry rooms are for use by Occupants only.
7. Laundry and other items are prohibited from being stored or left in the laundry rooms.
8. Pets are not permitted in laundry rooms.

F. PETS

1. Dogs, cats and other common household pets are permitted with a maximum of 3 total pets per Unit and limited to one dog per Unit.
2. Dogs must be on a hand-held leash, not longer than 6 feet, and under the control of the owner at all times when outside the Unit.
3. Pets are prohibited from being tied, fenced or housed outside of a Unit.
4. All pets must be relieved and exercised in the designated pet areas. See map on page 23.
5. Pet owners are required to immediately remove all feces dropped by their pet(s), bag it and dispose of it in a proper container.
6. Pet owners shall be liable for any and all damages caused by their pet to any Common Elements including, but not limited to, shrubs, bushes, trees and grass.
7. Washing and/or grooming of pets in the laundry rooms or any portion of the Common Elements is prohibited.
8. Pets who make noise continuously for ten minutes or more, or intermittently for two hours or more to the disturbance of any person at any time of day are considered a nuisance and are subject to violation assessment.

G. RUBBISH REMOVAL

1. The four trash rooms on the property are for Occupant use only.
2. All rubbish must be placed in securely tied plastic bags before disposing in trash containers provided in each trash room.
3. Trash must not be left on trash room floor.
4. Cardboard boxes must be broken down and placed in trash containers.
5. Occupants may not dispose of tires or paint or any hazardous materials on the Condominium Property.
6. Occupants must have contractors haul away any construction and/or remodel debris.
7. Occupants should take advantage of utility company "take back" programs and consider calling charities to donate used furniture and other large items.
8. Occupants should call the management company for disposal of any items that do not fit in the rubbish containers, such as furniture or appliances. The management company can arrange disposal of those items.

II. MAINTENANCE AND REPAIR RESPONSIBILITIES

The Declaration of Condominium Ownership and Bylaws should be read by all Unit Owners and Occupants. Together, they fully explain the operation, maintenance, finances, etc. of your Association. We have taken some of the following information from these documents to assist you in maintaining your individual Unit.

A. ASSOCIATION RESPONSIBILITIES

1. The Association is responsible for the reasonable maintenance, repair, and/or replacement of the following:
 - a) Siding, foundation and roof, hallways and laundry rooms in multiple Unit buildings.
 - b) Driveway and parking areas.
 - c) Common Element landscaping.
 - d) Common Element exterminating.
 - e) Parking lot, building and hallway lighting.
 - f) Main sewers, laundry drains and all hot water tanks in multiple Unit laundry rooms.
 - g) Master insurance policy.
 - h) Water usage and gas and electric not separately metered (sewer is billed separately each quarter).

B. UNIT OWNER RESPONSIBILITIES

1. All interior walls, doors, floors and ceilings. All windows and doors that serve one Unit.
2. All glass and screens within the windows and doors.
3. All heating, cooling and ventilation equipment located within the unit.
4. All utility service lines, pipes, wires, conduits and hot water tanks exclusive to the Unit and within the bounds of the Unit.
5. Any improvements made to the patios and balconies from the original construction must receive approval from the Greenwood Village Architectural Control Committee (ACCES) and shall be the sole responsibility of the Unit Owner to maintain, repair and replace.
6. Garage door openers.
7. Mailbox locks, keys, doors and hinges.
8. Each Occupant must have their own Homeowners Insurance coverage. The Association carries insurance in accordance with the Declaration; Unit Owners are responsible for all personal contents and liability within their Units. Only the Board may file claims against the master insurance policy. Your individual insurance coverage should coincide with the Association's insurance policy. It is suggested that you or your insurance agent contact the Association's Insurance Agent. You can contact the management company for the name and telephone number of the Association's Insurance Agent.

III. LIMITED COMMON ELEMENTS

C. WINDOWS AND DOORS

1. A request for installation or replacement of an exterior door, storm door and or window must be submitted in writing to and approved in writing by the Board and ACCES. A form for doing this is available at www.GreenwoodOhio.org. Click on FORMS in the menu bar and select ACCES Form.
2. Use of plastic or other non-glass window or door liners is prohibited on the Unit exterior.
3. Only curtains/drapes with white or an off-white backing are permitted as window treatments. Window treatments are defined as curtains, draperies, and vertical or horizontal louvers. Bed sheets or newspapers or other non-window coverings inside of windows are prohibited.

D. GRILLING

1. In accordance with the Ohio Fire Code, burners, grills or any other type of open-flame devices are prohibited to be used within ten (10) feet of any building. Violations of this Fire Code should be reported to the local Fire Department at the non-emergency telephone number of (330) 467-7410.

E. PATIOS AND BALCONIES

1. Patios and balconies are not to be used for storage
2. Plants and other items hanging on balconies must not pose any danger or nuisance to anyone or to the Common Elements.
3. Flower boxes and pots are permitted on balconies providing they do not cause any danger, nuisance or damage to anyone or to the Common Elements.

F. SATELLITE DISHES

1. See Page 25 for requirements and request form.

IV. UNIT RESTRICTIONS

A. GENERAL

1. Alteration to the Common Elements and/or Limited Common Elements is prohibited without the prior, written approval of the Board.
2. Unless the prior written approval of the Board is obtained, the placement of signs, awnings, screens, wiring, air conditioners, antennas or other items is prohibited on the exterior, or to be visible from the exterior of any Unit.
3. To submit a request for an exterior modification, the Unit Owner(s) must be current in all fees and assessments. Only Unit Owners who are current in all fees and assessments may submit a request for an exterior modification.
4. Planting flowers of an annual variety is encouraged. Examples of approved plantings include: mums, marigolds and/or petunias. Planting or removal of perennials, trees, deciduous shrubs or expansion of flower bed areas must have the prior written approval of the Board.
5. Door, porch, gate, fence or lamp post decorations that are seasonal in nature are permitted during that holiday period only and may not be installed more than three weeks prior to and must be removed no later than 15 days after the holiday. No decorations may be affixed in such a way as to cause damage to the hallways or exterior of a building or any common element.
6. A new installation of in-suite laundry equipment requires written Board approval. Unit Owners are responsible for any damage caused as a result of in-suite laundry equipment.
7. Every proposed modification to Common or Limited Common Elements must be submitted in writing with appropriate drawings to the Board of Directors and Greenwood Village A.C.C.E.S. Board for written approval at least 30 days prior to the intended commencement of the project. No project may be initiated until written approval is received from both the Board and Greenwood Village Community Association.
8. A satellite dish/umbrella may not be installed anywhere on the Condominium Property or Greenwood Village, nor are rooftop antennas allowed, without first acquiring written permission from the Board and then the GVCA A.C.C.E.S. Committee. Cable service is available. See page 25 for satellite dish restrictions and request form.

B. FLAGS

1. One standard-sized flag (not to exceed 3' x 5') of the United States of America is permitted to be displayed within the Limited Common Elements on a pole attached to the wood trim only. Please request guidelines from the management company.
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 or obstruct the view of any driveways for motorists or pedestrians.
4. The installation of a free-standing flag pole in the ground is prohibited.
5. The flag must immediately be removed and/or replaced if it is worn, faded or tattered.
6. A flag left up after sundown must be lit per the U.S. Flag Code. Prior Board approval is required before the installation of such lighting.

C. EXTERIOR MODIFICATIONS

1. Painting or changing the exterior appearance of the building, including doors and windows, is prohibited without the prior written approval of the Board.
2. Making any changes or alterations to any part of the common area is prohibited, except where otherwise provided, without the prior written approval of the Board.
3. Installing any additions or alterations to the units or patios is prohibited without the prior written approval of the Board.

D. SALE OF A UNIT

1. Within 30 days of the sale of a unit, the new Unit Owner must notify the management company of the following:
 - a) Names of all Occupants;
 - b) Home and business mailing addresses;
 - c) Home and business telephone numbers;
 - d) Name, business address and telephone number of any person who manages the Unit on behalf of the Unit Owner;
 - e) Sales price.
 - f) Any change in the information required in a-d must be provided to the Board within 30 days of the change.
2. The management company will coordinate the paperwork with banks, real estate agents, appraisers, and escrow agents. A transfer fee for these services may be charged to the seller and paid out of escrow from proceeds due to the seller at the time of title transfer.
3. One 11"x14" professional "For Sale" sign is permitted in the window of the Unit with the

name of the real estate agency. "Open House" signs must be obtained from the Greenwood Village Community Association Clubhouse. All other signs are prohibited. Signs may not be attached outside the windows

4. The seller is responsible for providing the following items to the buyer:
 - a) Copy of the Declaration and Bylaws, and any Amendments to same.
 - b) Copy of the Rules and Regulations.
 - c) Unit access door key(s), mailbox, and garage door key(s).
 - d) Garage door opener if applicable.

E. LEASING OF A UNIT

1. Renting or leasing of a Unit is prohibited; unless you acquired ownership of your Unit prior to October 14, 1986. Unit Owners who had acquired ownership of their Unit prior to October 14, 1986 are considered to be "grandfathered" and may rent/lease their Unit.
2. Except for a one-time hardship exception, which must be submitted in writing to the Board, or grandfathered rental Units, Units must be occupied by the Unit Owner, parent(s), or children of the Unit Owner.
3. Leasing a Unit for transient or hotel purposes, as defined as periods of less than four (4) consecutive months, or providing hotel, laundry and similar services, or roomers/borders, is prohibited. Sub-leasing is prohibited.
4. Units must not be occupied by more than one (1) single family.
5. The Unit Owner must provide the management company with the following information before the tenant takes up residence:
 - a) Copy of the lease;
 - b) Full name of tenant(s);
 - c) Names of all Occupants of the Unit;
 - d) Home and business telephone numbers of tenant(s);
 - e) Requested vehicle information, and
 - f) Requested pet information.
6. The Unit Owner is responsible for making the tenant aware of the Rules and Regulations.
7. The Unit Owner is responsible for tenant violations of the Declaration, By-Laws, and/or Rules and Regulations. The Unit Owner shall be responsible for enforcement assessments and all other damages and any recourse the Unit Owner may wish to take against a tenant who is in violation.
8. The lease document must contain a clause making it subject to the covenants and restrictions in the Declaration, Bylaws, and Rules and Regulations.

F. MOVING

1. Move-ins and outs may only take place between the hours of 8:00 a.m. and 8:00 p.m. Monday through Sunday. Move-ins and outs may not unreasonably disturb or inconvenience the other occupants.

G. COLLECTION POLICY

1. All assessments, including maintenance fees, are due on the first (1st) day of the month and are considered late if not received by the seventeenth (17th) of the month by the management company.
2. An administrative late charge of twenty-five dollars (\$25.00) per month shall be incurred for any late payment and on any unpaid balance of the assessment (Subject to increase upon further notice).
3. Any payments made shall be applied in the following order:
Interest and/or administrative late fees owed to the Association.
Collection costs and/or attorneys' fees incurred by the Association.
Principal amounts owed on the account for common expenses and assessments.
4. Any past due assessments may cause a lien and foreclosure to be filed against the Unit.
5. Any costs, including but not limited to attorneys' fees, recording costs, title reports, and/or court costs incurred by the Association in the collection of delinquent assessments shall be added to the amount owed by the delinquent Unit Owner.
6. If any Unit Owner (either by his or her conduct or by the conduct of any occupant) fails to perform any act that he/she is requested to perform by the Declaration, the Bylaws or the Rules and Regulations, the Association may, but shall not be obligated to, undertake such performance or correct such violation and shall charge and collect from said Unit Owner the entire cost and expense, including reasonable attorneys' fees, of such performing or correction incurred by the Association. Any such amount shall be deemed to be an additional assessment and shall be due and payable immediately following notification of such charge and the Association may obtain a lien for said amount in the same manner and to the same extent as if it were a lien for common expenses.
7. If any Unit Owner is delinquent in the payment of any fees for more than thirty (30) days, the Board may suspend the privileges of the Unit Owner to vote and/or use any of the amenities.

H. COMPLAINT PROCEDURE

1. Complaints concerning any violations must be made to the management company in writing and must be signed and dated by the individual filing the complaint.
2. The Board of Directors and/or the Manager will contact the alleged violator after receipt of each complaint and a reasonable effort will be made to correct the violation.
3. If the reasonable efforts to effect compliance are unsuccessful, the violator will be subject to sanction in accordance with the Association's Enforcement Policy.

I. ENFORCEMENT POLICY AND ASSESSMENTS FOR RULE VIOLATIONS

1. The Unit Owner shall be responsible for any violation of the Declaration, Bylaws or Rules and Regulations by the Unit Owner, guest(s), or the occupants, including tenants and employees, if any, of his or her Unit.
2. Notwithstanding anything contained in these Rules and Regulations, 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 attorneys' fees, shall be added to the account of the responsible Unit Owner.
3. All costs for extra cleaning and/or repairs stemming from any violation also will be added to the responsible Unit Owner's account.
4. In addition to any other action and in accordance with the procedure outlined in Section 5 below, actual damages and/or an enforcement assessment per occurrence, or if the violation is of an ongoing nature, per day, may be levied by the Board against a Unit Owner in violation.
5. Prior to the imposition of 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:
 - i. A description of the Condominium Property damage or violation
 - ii. A reasonable date by which the violator must cure the violation to avoid the proposed charge or assessment;
 - iii. The amount of the proposed charge and/or enforcement assessment; and
 - iv. A statement that the violator has a right to, and the procedures to request, a hearing before the Board to contest the proposed charge and/or enforcement assessment.
6. 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 not later than the tenth day after receiving the notice required by Item 5a above.

If a Unit Owner timely requests a hearing, at least seven days prior to the hearing the Board shall 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; and

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 an enforcement assessment shall 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.

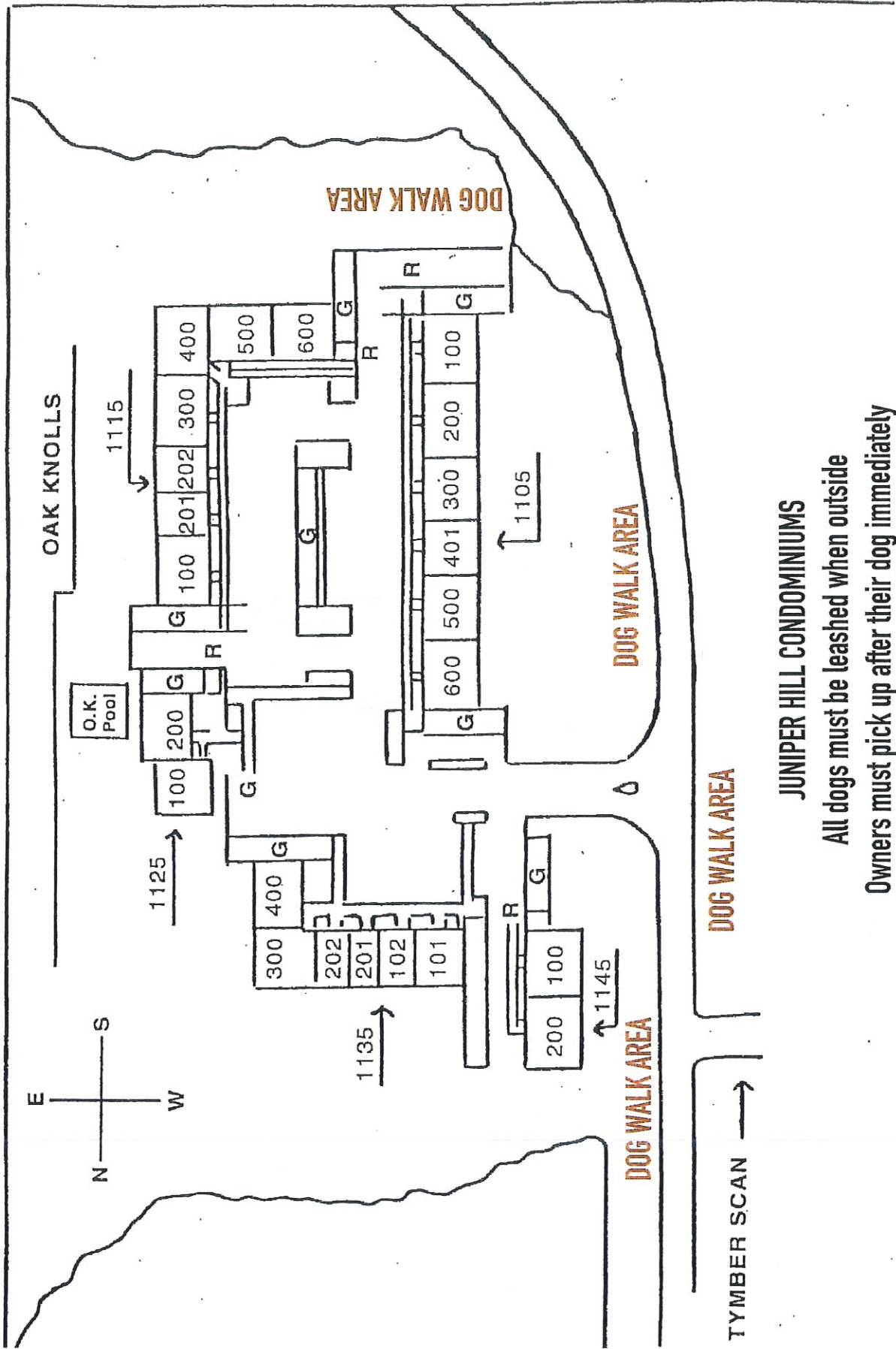
7. The Association may file a lien for an enforcement assessment and/or damage charges that remain unpaid for more than 10 days.

J. RECORD REQUEST POLICY

1. Any Unit Owner may inspect and/or copy Association records by appointment at the principal office of the management company. A Unit Owner must make the request for inspection in writing listing the documents to be inspected and/or copied and the reason and purpose for the request. The request may be sent to the management company or any member of the Board of Directors.
2. No Unit Owner may submit more than one request for inspection and/or copying in a 30 day period.
3. Inspections may be made during the normal business hours of the principal office of the management company. The appointment should take place after the appropriate records are made available. Normally, this would be within ten (10) business days after the request is received. During an inspection, the Unit Owner may designate for copying such records by use of a removable tab, slip or post-it notes on the page(s) desired. Normally, the copies will be made available within 10 business days of the date they are designated. Original records may not be removed from the inspection location.
4. Unit Owners shall not exercise their inspection rights in order to harass other Unit Owners, agent or the management company. Any Unit Owner will be required to sign a log when they inspect records or receive copies showing the date and the records inspected or copied.
5. Upon written request, Unit Owners shall be provided meeting minutes at no charge. For records other than meeting minutes, the Unit Owner shall pay for copies and for the clerical time involved with retrieval, copying and re-filing the documents. The fee for this service will be determined by the management company and agreed to by the Unit Owner. It will be based on the number of copies and the amount of time involved satisfying the request (for retrieval, copies and re-filing).
6. The Board of Directors may withhold from inspection or copying any records that in its reasonable business judgment would:
 - Constitute an unwarranted invasion of privacy;
 - Constitute privileged information under the attorney-client privilege;
 - Involve pending or anticipated litigation or contract negotiations;
 - Involve the discipline or dismissal of a specific member of the Board of Directors;
 - Related to enforcement of the Governing Documents or Rules and Regulations;
 - or, Related to the Association's personnel.

IMPORTANT TELEPHONE NUMBERS

Greenwood Village Community Association	(330) 467-7036
Police / Fire Emergency	911
Police – Non-Emergency	(330) 468-0900
Fire – Non-Emergency	(330) 468-1234
Sagamore Hills Township Office	(330) 467-0900
Summit County Sheriff	(330) 643-2181
Poison Control	(800) 222-1222
Northfield Post Office	(330) 467-5111
Nordonia Hills Library	(330) 467-8595
Ohio Edison (Electric)	(800) 633-4767
Dominion Est Ohio (Gas)	(800) 362-7557
Division of Water – City of Cleveland	(216) 664-3130
Summit County Sanitary Sewer (DOES)	(330) 926-2400



JUNIPER HILL CONDOMINIUMS

**All dogs must be leashed when outside
 Owners must pick up after their dog immediately**

Juniper Hill Condominium Unit Owners' Association Satellite Dish Installation Requirements

You must submit this signed form to the Juniper Hill Board of Directors prior to installation of a satellite dish and/or requesting ACCES permission.

1. After approval by Juniper Hill and prior to installation the ACCES Individual Satellite Antenna Authorization Form must be accurately completed and submitted to both ACCES and Juniper Hill.
2. Every effort should be made to tap into already existing satellite dishes that are mounted correctly.
3. There shall be no visible logos or advertising on any external structure or dish.
4. Dishes may NOT be installed on any roofs.
5. Dishes may be installed on the owner's patio or balcony as long as they remain in the confines of the owner's limited common areas - or -
6. Satellite dishes may be installed by being mounted to the building. Photo below shows approved positioning. Note that dishes are mounted on the building trim and NOT the siding or roof.



7. Cables from the dish must be run discreetly down the side of the building to the laundry room for hookup to the unit. NO HOLES MAY BE DRILLED in the outside of any building to run cable to a unit.
8. Failure to comply with the requirements specified above may result in building repair costs and fines.

I have read, understand and will comply with the JHCUOA installation requirements as cited above.

Owner name _____ Building/Unit Number _____
(Print)

Owner Signature _____ Date _____

