



# KAMAN & CUSIMANO LLC

COMMUNITY ASSOCIATION ATTORNEYS

Jeffrey E. Kaman, Esq., Partner  
[jkaman@kamancus.com](mailto:jkaman@kamancus.com)  
216-696-0650

50 Public Square, Suite 2000  
Cleveland, Ohio 44113  
Fax: 216-771-8478

July 14, 2023

Arboretum at Greenwood Condominium  
c/o Jonelle Dittrich, Community Association Manager  
Reserve Realty Management  
480 West Aurora Road  
Sagamore Hills, Ohio 44067

Re: SB61 - Ohio Condominium Act Amendments

Dear Ms. Dittrich:

Enclosed, please find the *original*, fully executed and recorded amendments to the Declaration of Condominium Ownership for The Arboretum at Greenwood Condominium. The amendments were filed with the Summit County Fiscal Office on June 26, 2023, at Instrument No. 56820597. The amendments became binding and effective on the date they were filed. Please keep the original amendments in the Association's *permanent* file.

The Board must notify every unit owner that the amendments have been filed for record with the County. The Board's notice should, at a minimum, indicate the date the amendments were recorded and the County's Instrument number. The Board may send the notice by regular U.S. mail, or hand delivery.

Along with the notice to the owners, the Board can include a copy of the recorded amendments, so that owners are more likely to pass the amendments on to future buyers. Alternatively, the Board may indicate how owners can obtain a copy of the recorded amendments, such as by requesting a copy from the Association, or by obtaining a copy directly from the County Fiscal Office.

Now that the amendments have been recorded and delivered to the Association, our work on this matter is complete and I have closed our file accordingly. It has been our pleasure to work together with the Association on this matter.

Should you or any of the Board members wish to further discuss this matter, please do not hesitate to telephone our office.

Sincerely yours,

A handwritten signature in blue ink, appearing to read "Jeffrey E. Kaman". The signature is fluid and cursive, with the first name "Jeffrey" and last name "Kaman" clearly distinguishable.

JEFFREY E. KAMAN

JEK:jaw

Enclosure

cc: All Board members (via electronic mail only)

AMENDMENTS TO THE  
DECLARATION OF CONDOMINIUM OWNERSHIP  
FOR  
THE ARBORETUM AT GREENWOOD CONDOMINIUM

PLEASE CROSS MARGINAL REFERENCE WITH THE DECLARATION OF CONDOMINIUM OWNERSHIP FOR THE ARBORETUM AT GREENWOOD CONDOMINIUM RECORDED AT OR 364, PAGE 1 ET SEQ. OF THE SUMMIT COUNTY RECORDS.

THIS WILL CERTIFY THAT A COPY OF THESE AMENDMENTS TO THE DECLARATION OF CONDOMINIUM OWNERSHIP FOR THE ARBORETUM AT GREENWOOD CONDOMINIUM WERE FILED IN THE OFFICE OF THE FISCAL OFFICER OF SUMMIT COUNTY, OHIO.

DATED: 6-26-2023

BY:

**KRISTEN M. SCALISE CPA, CFE**

FISCAL OFFICER

By: *Beverly Coble*  
By: *Beverly Coble*



AMENDMENTS TO THE  
DECLARATION OF CONDOMINIUM OWNERSHIP FOR  
THE ARBORETUM AT GREENWOOD CONDOMINIUM

RECITALS

- A. The Declaration of Condominium Ownership for The Arboretum at Greenwood Condominium (the "Declaration") and the Bylaws of The Arboretum at Greenwood Condominium Owners Association, Exhibit B of the Declaration (the "Bylaws"), were recorded at Summit County Records OR 364, Page 1 et seq.
- B. Ohio Revised Code Section 5311.05(E)(1)(c) authorizes the Board of Directors (the "Board"), without a vote of the Unit Owners, to amend the Declaration "to bring the Declaration into compliance with this Chapter."
- C. The Board approved the following matters to be modified (the "Amendments") to bring the Declaration into compliance with Ohio Revised Code Chapter 5311 ("Chapter 5311").
- D. Each of the changes set forth in these Amendments are based on or in accordance with Chapter 5311.
- E. The proceedings necessary to amend the Declaration and Bylaws as permitted by Chapter 5311 and the Declaration have in all respects been complied with.

AMENDMENTS

The Declaration of Condominium Ownership for The Arboretum at Greenwood Condominium is amended by the Board of Directors as follows:

- (1) INSERT a NEW PARAGRAPH to the end of DECLARATION ARTICLE X, SECTION (E). Said new addition to the Declaration, as recorded at the Summit County Records, OR 364, Page 1 et seq., and as amended at Instrument No. 55243470, is:

The Board will impose the following enforcement procedure for levying enforcement assessments:

- (1) Prior to imposing a charge for damages or an enforcement assessment, the Board will give the Unit Owner a written notice, which may be in the form of electronic mail to an electronic mail address previously provided by the owner in writing, that includes:



- (a) A description of the property damage or violation;
  - (b) The amount of the proposed charge or assessment;
  - (c) A statement that the Unit Owner has a right to a hearing before the Board to contest the proposed charge or assessment;
  - (d) A statement setting forth the procedures to request a hearing;
  - (e) A reasonable date by which the Unit Owner must cure the violation to avoid the proposed charge or assessment.
- (2) Hearing Requirements:
- (a) To request a hearing, the Unit Owner must deliver a written notice to the Board not later than the tenth day after receiving the notice required above. If the Unit Owner fails to make a timely request for a hearing, the right to that hearing is waived, and the Board may immediately impose a charge for damages or an enforcement assessment.
  - (b) 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.
  - (c) The Board will not levy a charge or assessment before holding a properly requested hearing.
- (3) The Board may allow a reasonable time to cure a violation described above before imposing a charge or assessment.
- (4) Within 30 days following a hearing at which the Board imposes a charge or assessment, the Association will deliver a written notice of the charge or assessment to the Unit Owner.
- (5) The Association will deliver any written notice required above to the Unit Owner or any occupant of the Unit by



personal delivery, by electronic mail, by certified mail, return receipt requested, or by regular mail.

(2) MODIFY the 1st SENTENCE of the 1st PARAGRAPH of DECLARATION ARTICLE V, SECTION (D). Said modification to the Declaration, as recorded at Summit County Records, OR 364, Page 1 et seq., and as amended at Instrument No. 55243470, is: (new language is underlined)

The Association shall have the right to place a continuing lien upon the estate or interest in any Unit of the owner thereof and his percentage of interest in the Common Elements for the payment of the portion of the Common Expenses chargeable against such Unit which remains unpaid for ten (10) days after such portion has become due and payable by filing a certificate therefor with the Recorder of Summit County, Ohio, pursuant to authorization given by the Board of Directors of the Association.

(3) INSERT a NEW PARAGRAPH to the end of BYLAWS ARTICLE V, SECTION 6. Said new addition to the Bylaws, Exhibit B of the Declaration, as recorded at Summit County Records, OR 364, Page 1 et seq., is:

The Association, as determined by the Board, is not required to permit the examination and copying of any of the following from books, records, or minutes that contain any of the following:

(A) Information that pertains to Condominium Property-related personnel matters;

(B) Communications with legal counsel or attorney work product pertaining to pending litigation or other Condominium Property-related matters;

(C) Information that pertains to contracts or transactions currently under negotiation, or information that is contained in a contract or other agreement containing confidentiality requirements and that is subject to those requirements;

(D) Information that relates to the enforcement of the Declaration, Bylaws, or Association rules against a Unit Owner;

(E) Information the disclosure of which is prohibited by state or federal law; or



(F) Records that date back more than five years prior to the date of the request.

(4) MODIFY the LAST SENTENCE of BYLAWS ARTICLE II, SECTION 1. Said modification to the Bylaws, Exhibit B of the Declaration, as recorded at Summit County Records, OR 364, Page 1 et seq., is: (deleted language is crossed out; new language is underlined)

No single Unit may be represented on the Board by more than one (1) person at any time. The majority of the Board will not consist of Unit Owners or representatives from the same Unit unless authorized by a resolution adopted by the Board of Directors prior to the Board majority being comprised of Unit Owners or representatives from the same Unit.

(5) INSERT a NEW PARAGRAPH to the end of BYLAWS ARTICLE II, SECTION 7. Said new addition to the Bylaws, Exhibit B of the Declaration, as recorded at Summit County Records, OR 364, Page 1 et seq., and as amended at Instrument No. 55243470, is:

In lieu of conducting a meeting, the Board may take action with the unanimous written consent of the Directors. Those written consents will be filed with the Board meeting minutes.

(6) INSERT NEW ITEMS (6), (7), and (8) to the end of the 1st SENTENCE of DECLARATION ARTICLE XII, SECTION (B). Said new additions to the Declaration, as recorded at Summit County Records, OR 364, Page 1 et seq., are:

..., or (6) to designate a successor to the person named to receive service of process for the Association. If the Association is incorporated in Ohio, this may be accomplished by filing with the Secretary of State an appropriate change of statutory agent designation, or (7) to delete as void, any provision within the Declaration or Bylaws, or in any applicable restriction or covenant, that prohibits, limits the conveyance, encumbrance, rental, occupancy, or use of property subject to Revised Code Chapter 5311 on the basis of race, color, national origin, sex, religion, or familial status, or (8) to permit notices to Unit Owners, as required by the Declaration or Bylaws, to be sent by electronic mail and, if returned undeliverable, by regular mail, provided the association has received the prior, written authorization from the Unit Owner...

(7) MODIFY BYLAWS ARTICLE II, SECTION 10(I)(1). Said modification to the Bylaws, Exhibit B of the Declaration, as recorded at Summit County Records, OR 364, Page 1 et seq., and as amended at Instrument No. 55243470, is: (deleted language is crossed out; new language is underlined)



(1) Commence, defend, intervene in, settle, or compromise any civil, criminal, land use planning or administrative action or proceeding that is in the name of, or threatened against, the Association, the Board, or the Condominium Property, or that involves two or more Unit Owners, impacts zoning, or otherwise—and relates to matters affecting the Condominium Property;

(8) INSERT a NEW PARAGRAPH to the end of DECLARATION ARTICLE XVIII, SECTION 1. Said new addition to the Declaration, as recorded at Summit County Records, OR 364, Page 1 et seq., and as amended at Instrument No. 54968577, is:

In addition, notices may be delivered using electronic mail subject to the following:

(A) The Association may use electronic mail or other transmission technology to send any required notice only to Unit Owners, individually or collectively, who have given the Association written consent to the use of electronic mail or other transmission technology. Any Unit Owner who has not given the Association written consent to use of electronic mail or other transmission technology will receive notices by either regular mail or hand delivered.

(B) An electronic mail or transmission technology to a Unit Owner is not considered delivered and effective if the Association's transmission to the Unit Owner fails, e.g. the Association receives an "undeliverable" or similar message, or the inability to deliver the transmission to the Unit Owner becomes known to the person responsible for sending the transmission. If the electronic mail or transmission is not delivered or effective, the Association will deliver the notice or other communication to the Unit Owner by either regular mail or hand delivered.

(9) MODIFY the 1st SENTENCE of BYLAWS ARTICLE V, SECTION 3. Said modification to the Bylaws, Exhibit B of the Declaration, as recorded at Summit County Records, OR 364, Page 1 et seq., is: (new language is underlined)

The Association shall be obligated to build up and maintain a reasonable reserve to finance the cost of repair or replacement of the components of the Common Elements in an amount adequate to repair and replace major capital items in the normal course of operations without the necessity of special assessments, unless the Unit Owners, exercising not less than a





majority of the voting power of the Association, waive the reserve requirement in writing annually.

(10) DELETE BYLAWS ARTICLE II, SECTION 13 entitled "Fidelity Bonds" in its entirety. Said deletion to the Bylaws, Exhibit B of the Declaration, as recorded at Summit County Records, OR 364, Page 1 et seq.

INSERT a NEW BYLAWS ARTICLE II, SECTION 13 entitled "Fidelity Coverage." Said new addition to the Bylaws, Exhibit B of the Declaration, as recorded at Summit County Records, OR 364, Page 1 et seq., is:

Section 13. Fidelity Coverage. The Board may maintain blanket fidelity, crime, or dishonesty insurance coverage for any person who controls or disburses association funds. As used in this section, "person who controls or disburses association funds" means any individual with authority or access to sign checks, conduct electronic transfers, or otherwise withdraw funds from any association account or deposit, including the following:

- (A) A management company's principals and employees;
- (B) A bookkeeper;
- (C) The president, secretary, treasurer, any other board member, or employee of the unit owners association.

All of the following apply to the insurance coverage required under this section:

- (1) Coverage shall be for the maximum amount of funds that will be in the custody of the association or its designated agent at any one time plus three months of operating expenses.
- (2) The insurance shall be the property of and for the sole benefit of the association and shall protect against theft, embezzlement, misappropriation, or any other unauthorized taking or loss of association funds.
- (3) The policy shall include in its definition of "employee" the manager and the managing agent of the association's funds or provide for this inclusion by an endorsement to the policy.



(4) The policy shall name the association as the insured party and shall include a provision requiring the issuer of the policy to provide a ten-day written notice to the association's president or manager in the event of cancellation or substantial modification of the policy. The manager or managing agent, if any, of the association shall be the designated agent on the policy.

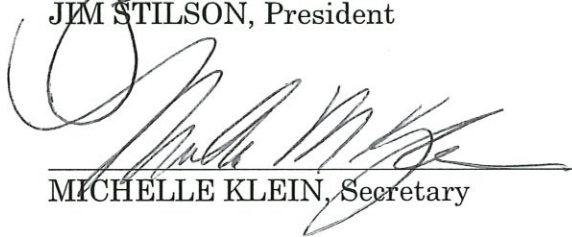
(5) If there is a change in the manager or the managing agent of the association, then within ten days of the effective start date, the new manager or managing agent shall notify the insurer of such change.

Any conflict between the above provisions and any other provisions of the Declaration and Bylaws will be interpreted in favor of the above amendments. The invalidity of any part of the above provision will not impair or affect in any manner the validity or enforceability of the remainder of the provision. Upon the recording of these amendments, only Unit Owners of record at the time of the filing have standing to contest the validity of this amendment, whether on procedural, substantive, or any other grounds. Any challenge to the validity of this amendment must be brought in the court of common pleas within one year of the recording of this amendment.

The Arboretum at Greenwood Condominium Owners Association has caused the execution of this instrument this 12<sup>th</sup> day of June, 2023.

THE ARBORETUM AT GREENWOOD CONDOMINIUM OWNERS ASSOCIATION

By:   
\_\_\_\_\_  
JIM STILSON, President

By:   
\_\_\_\_\_  
MICHELLE KLEIN, Secretary



STATE OF OHIO )  
 )  
COUNTY OF Summit ) SS

BEFORE ME, a Notary Public, in and for said County, personally appeared the above named The Arboretum at Greenwood Condominium Owners Association, by its President and its Secretary, who acknowledged that they did sign the foregoing instrument, on page 8 of 9, and that the same is the free act and deed of said corporation and the free act and deed of them personally and as such officers.

I have set my hand and official seal this 12<sup>th</sup> day of June, 2023.

  
NOTARY PUBLIC

This instrument prepared by:  
KAMAN & CUSIMANO, LLC  
Attorneys at Law  
50 Public Square, Suite 2000  
Cleveland, Ohio 44113  
(216) 696-0650  
ohiocondolaw.com

Place notary stamp/seal here:

