

**HANDBOOK
OF
RULES AND INFORMATION**

**THE GREENWOOD HIGHLANDS
CONDOMINIUM ASSOCIATION, INC.**

Date Enacted: June 16, 2006

Date Effective: August 1, 2006

Revised: April 14th, 2022

WELCOME to the Greenwood Highlands Condominiums (“Property”). We, the Board of Directors (“Board”) manage and oversee the affairs of the Association while protecting, preserving and enhancing the Property.

This Handbook of rules and information (“Handbook”) highlights the rules that the Board developed based on the Declaration. This Handbook explains how the Association functions and the rights and obligations of the Unit Owners. The Board is authorized to adopt and enforce the Handbook according to Bylaws Article IV, Section 4. The Board finds these rules to be reasonable and in the best interest of the Association as a whole.

This Handbook is intended to supplement, not replace, the Declarations and Bylaws; therefore, if an inadvertent discrepancy between this Handbook and the Declaration or Bylaws occurs, the Declaration and Bylaws will govern.

Before moving into the Property, you should obtain and read a copy of the Declaration and Bylaws. If you do not have these documents, they can be obtained at cost from the County Recorder or from the Management Company as referenced in Exhibit 1.

Thank you,

The Board of Directors
The Greenwood Highlands Condominium Association, Inc.

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Introduction

The Property is comprised of seventy-eight (78) detached Units, located within Greenwood Village in Sagamore Hills, Ohio. The Property is also subject to the Greenwood Village Community Association (“GVCA”) Bylaws and Community Association Declaration of Covenants and Restrictions, recorded with the Summit County fiscal office, as well as the Greenwood Village Architectural Review Procedures and Rules (together “GVCA Governing Documents”), which will be referenced in this Handbook. Unit Owners may refer to the GVCA Governing Documents for complete regulations. (See Exhibit 2.)

As a private condominium property, we are governed by our own Declaration and Bylaws as recorded with the Summit County Fiscal Office, along with this Handbook. A review of these documents and how they are used in the governance of the Association is provided in Section I. The Declaration and Bylaws may from time to time be supported by Amendments that are adopted to further the safety, comfort and property rights of the Occupants of the Association.

The Association is a non-profit corporation and is subject to Ohio non-profit corporation laws. Unit Owners are entitled to attend the Annual Meeting, held during the first quarter of each year, where the Unit Owners elect the Board. Regularly scheduled Board meetings convene throughout the year, as needed. Board meetings are not generally open to Unit Owners, except at the request of the Board, based on a particular agenda item; or if a Unit Owner requests to address the Board at the next scheduled meeting. The Board acts in the best interest of the entire Association. Greenwood Highlands Unit Owners, like others that live in a community association, have chosen a lifestyle that embodies courteous dialogue and delegation of Common Element maintenance decisions to the Board Members.

The Association retains the services of a Management Company, as noted in Exhibit 1. The Management Company handles the day-to-day operations of the Property. Their responsibilities include: handling accounts receivable and payable; soliciting bids; and overseeing the work performed by the various contractors hired by the Board.

Sagamore Hills Township provides police and fire protection. The streets and drives within Greenwood Highlands are private and maintained by the Association. The Association purchases an insurance policy for the Condominium Property as required by the Declaration (see Section IV). Unit Owners and Occupants are responsible for obtaining insurance for specific coverage as noted in Section VI.

Please read through this Handbook and keep it in an accessible place. Feel free to contact the Management Company if you have questions not addressed in this Handbook.

I. Governance of Greenwood Highlands

A. Legal Hierarchy

Unit Owners are members of a community association, The Greenwood Highlands Condominium Association, Inc. The Association is governed by a pyramid of laws with a legal hierarchy, as noted in the figure below.



The United States Constitution, at the base of the pyramid, applies to the Association with regard to due process. For example, Enforcement Assessments (commonly known as fines) may be necessary in the case of a Rule violation, and the procedures must make available a hearing before any assessment is levied.

Federal Laws include tax laws, regarding required filings by the Association, and fair housing laws. These laws prohibit discrimination not only based upon race or religion, but also prohibit discrimination against children and the handicapped. For example, the Association could not have signage in the Common Elements that states "Children Prohibited from Playing."

With regard to State Law, Ohio's statute pertaining to condominiums is Revised Code Chapter 531-1. Prior to 2004, this statute primarily governed the actions of developers. A more comprehensive condominium law, known as House Bill 135, updated Chapter 531-1 and took effect in July 2004. Now, Revised Code Chapter 531-1 allows the Board to update the Declaration and Bylaws without a vote of the Unit Owners in order to insert numerous Board powers, including levying Enforcement Assessments, late charges, and to permit unexpended funds at year-end to be deposited into reserve funds.

Municipal ordinances of Sagamore Hills Township also apply to the Association. Enforcement of these laws may be carried out by the police or building department to remedy a problem on the Condominium Property.

The Declaration and Bylaws are documents that establish the authority of the Association. The Declaration provides the restrictions on the property; and the Bylaws define the internal operations and procedures of our Association. They may be amended by a vote of the Association. Every Unit Owner is responsible for abiding by the Declaration and Bylaws and should have a copy of the Declaration and Bylaws and latest amendments that have been recorded with Summit County.

The top tier of the pyramid consists of the Rules promulgated by the Board. These Rules are contained in this Handbook. These Rules cannot contradict the Declaration and Bylaws, but elaborate on their intent and cover circumstances not necessarily spelled out therein. They also are more specific with regard to administrative procedures as to when and how Enforcement Assessments will be imposed.

B. Board

The Unit Owners elect the Board, and the Board manages the Association affairs on behalf of the Unit Owners. There are five Board Members who each serve without compensation for three-year terms. There are no term limitations. Following its election at the Annual Meeting, the Board elects from among its members the following officers: President, Vice President, Secretary and Treasurer.

The responsibilities of the Board include, but are not limited to those items noted below:

1. Preparing an annual budget and establishing the amount of the monthly maintenance fees necessary for funding the budget. How much each Unit Owner must contribute is based on that Unit Owner's ownership percentage of the common elements as described in the Declaration.
2. Collecting assessments and paying expenses.
3. Providing for the maintenance of all Common Elements and contracting for any required services.
4. Hiring professional services required to perform duties on behalf of the Association.
5. Obtaining insurance on the Common Elements.
6. Keeping books and records.

C. Board Advisory Committees

The Board has the authority to establish various Advisory Committees to support the Board's business activities within the Property. While these Advisory Committees do not have the authority to act alone, they do serve the important role of making recommendations to the Board regarding issues in support of the Association. A Board Member is assigned as a member of each committee. The following Advisory Committees have been created by the Board, along with their respective responsibilities:

1. Maintenance Committee - The Maintenance Committee will assist the Board with the following tasks:
 - a. Make periodic checks of the development and provide a report to the Board of repairs required for the following:
 - i. Concrete drives and walks
 - ii. Building exterior siding, windows, doors, roofing and trim

- iii. Retaining walls, concrete pond and steps to pond.
 - b. Coordinate with the Management Company to maintain a list of contractors that Association members might reference for needed repairs within Units.
 - c. Develop and maintain an inspection log of all needed repairs, including Association members' decks and picket fences. Only Board members will notify Unit Owners of needed repairs or maintenance items that should be addressed.
- 2. Landscape Committee – The Landscape Committee will assist the Board with the following tasks:
 - a. Review and make recommendations to the Board on the Limited Common and Common Elements landscaping.
 - b. Review and make a recommendation to the Board on Unit Owners' requests for landscaping that falls outside the pre-approved guidelines.
 - c. Any Unit Owner that is not on the Board is prohibited from communicating with any contractor on the Property to perform services for the Association unless expressly authorized by the Board.

II. Channels of Communication

In between monthly Board meetings, the Association relies on the Management Company to carry out the Board's decisions and handle all communications by and between the Unit Owners, contractors and vendors. If Unit Owners have questions or concerns about the maintenance of the property, they are to direct the matter to the Management Company, in writing. In case of an emergency, such as a fire, the Sagamore Hills Fire and Police Departments should be contacted.

The Board requests and appreciates Unit Owners' cooperation in respecting that Board Members are not employees and should not be contacted directly on Association related matters. Board Members are not individually responsible for resolving Association matters and can only decide on issues brought to their attention by the Management Company. The only exception is that a Unit Owner should send a letter directly to the Board Members concerning problems with the Management Company. Again, all other communications must be directed through the Management Company to ensure that concerns and questions are properly addressed and answered. Information on the Management Company is included in Exhibit 1.

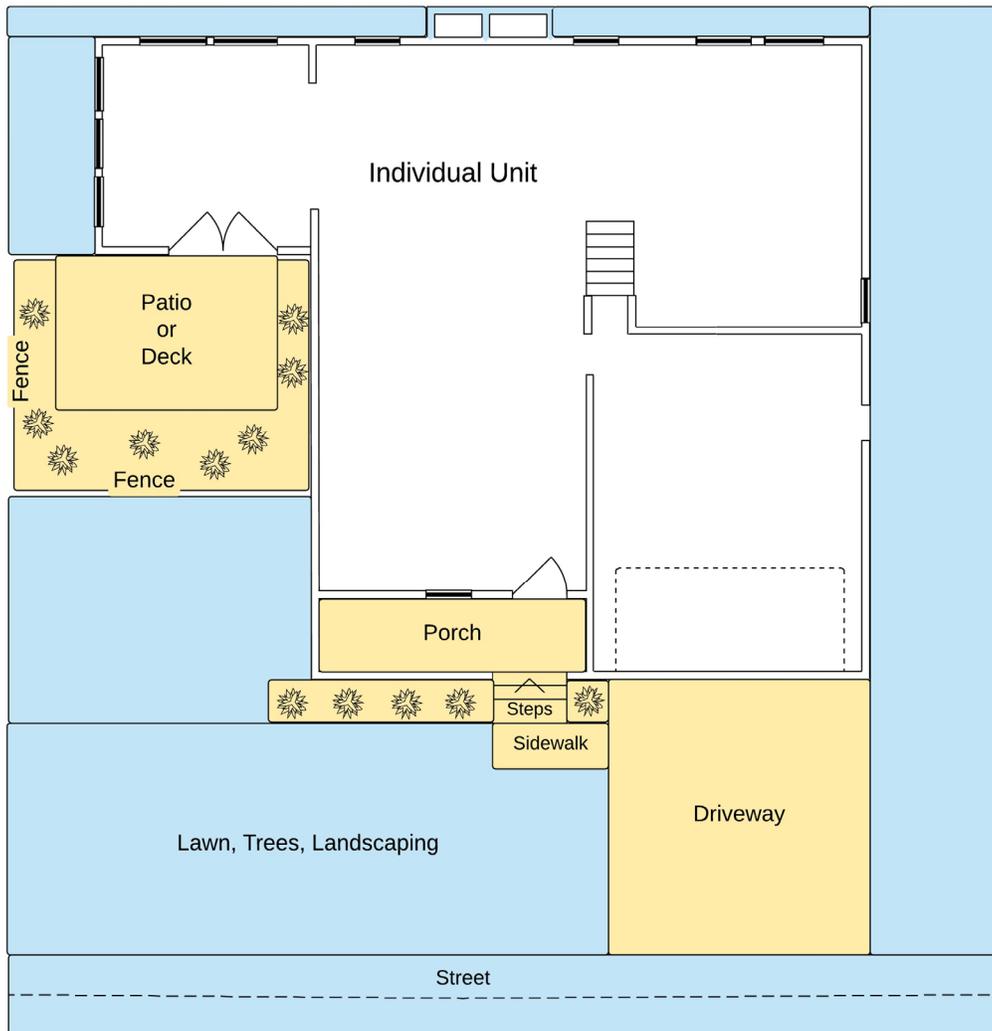
III. Ownership Definitions

Many of the responsibilities for maintenance, insurance and rules applicability are based on the regions of the Condominium Property defined in the Declaration. Refer to the Declaration for complete descriptions of the Units, Common Elements and Limited Common Elements. (Note that Declaration Amendments No. 4 and No. 11, as well as the Amendment dated May 22, 2015, contain important modifications to these definitions.) The explanations below are only for general summary purposes.

- A. Units – The interior living space bounded by the perimeter walls, ceilings and floors including the basement and garage floors.
- B. Common Elements and Limited Common Elements – All parts and facilities of the Condominium Property, except the Units. Note that this would include the streets, lawns,

trees, landscaping, guest parking spaces, etc. It also includes a subset that is defined as Limited Common Elements, which is still owned by all Unit Owners together, but reserved for exclusive use of a particular Unit.

The figure below depicts the Unit, the Limited Common Elements exterior to the Unit, and the Common Elements exterior to the Unit. Note that Declaration Amendment No. 3 added language that addresses the Units that have a concrete patio with installed landscaping on the inside area of the fence surrounding the patio. This includes a restriction on the height of the landscaping in these areas (4 feet above grade) and stipulates that the Unit Owner is responsible for the maintenance of the Limited Common Elements area.



- Individual Unit
- Limited Common Elements exterior to Unit
- Common Elements exterior to Unit

IV. Association Responsibilities

To maintain property value and improve the aesthetics of the property, as well as ensure conformity in appearance, the Association, at its expense, provides the reasonable management, maintenance, repair, replacement and improvement of the Common Elements, excluding the Limited Common Elements.

This responsibility includes maintaining the mailboxes, entranceway, roads, guest parking areas, underground utilities, landscaping (see Landscaping section for more details) and the detention pond. Common Elements inside the Units are also the responsibility of the Association, including the foundation, building shell (exterior walls, insulation, complete roof system) and fireplace stacks and vents.

Repair or replacement of any Limited Common Element or Unit item damaged due to accident or neglect on the part of contractors hired by the Association is the responsibility of the contractor. Contact the Management Company to report damage.

The Association will responsibly manage the following as determined necessary in the Board's discretion:

- A. Insurance on the Common Elements. Only the Board may submit a claim against the master insurance policy. Note that the only items not covered by the Association's policy are those defined by the Declaration as being part of the Unit.
- B. Extermination in the Common Elements, as needed.
- C. Snow removal from street, guest parking areas and driveways. The Association is not required to remove snow, ice or debris from any walkway serving an Individual Unit nor from any stoop, entrance way, patio or deck.
- D. Street signage.
- E. Common Element electrical service (Mail Hut, Entranceway).
- F. Trash removal service.

V. Unit Owner Responsibilities

Each Unit Owner must clean, maintain, repair or replace, at the Unit Owner's expense, all portions of their Unit and all Limited Common Elements designated for their use.

The following are also the responsibility of each Unit Owner:

- A. To observe, fulfill and perform all other obligations of a Unit Owner as set forth in the Declaration, the Bylaws and this Handbook.
- B. To pay all assessments levied by the Association.

- C. To not disturb other Unit Owners or Occupants in performing required maintenance responsibilities.
- D. To pay all costs for utility services furnished to his/her Unit or to the Limited Common Elements designated for his/her use.
- E. Not to paint or otherwise decorate or change the appearance of any portion of the Buildings not within the bounds (exterior) of his/her Unit, unless the prior written consent of the Board is obtained (see Appearance Section for pre-approved decorations).
- F. To promptly report to the managing agent the need for any maintenance or repair to any portion of the Condominium Property, which the Association is obligated to maintain or repair.
- G. Not to make any alterations in the Common Elements or Limited Common Elements, without the prior, written consent of the Board.
- H. To maintain, repair and replace at his/her expense all portions of the Common Elements, which may be damaged or destroyed by reason of his/her own or Occupant's acts or neglects, or by the act or neglect of any tenant, guest, invitee or servant of such Unit Owner or Occupant.
- I. Changing light bulbs in the front of the Unit and patio/deck lights. Note that Greenwood Village has specific rules on lighting that are covered in the section on Appearance.
- J. Watering of the landscaping as noted in the Landscaping Section.

VI. Unit Owner Insurance

The Association carries property insurance for casualty events on the Common Elements and Limited Common Elements located outside the Unit from the backside of the drywall out, excluding the drywall. The Association's insurance also covers all structural building components and the Association's personal property. Unit Owners must separately insure those portions of their Unit and Limited Common Elements including the drywall in, along with any utilities and fixtures that the Unit Owner must maintain, unless the item is insured by the Association. Unit Owners are also required to insure the Limited Common Elements up to the amount of the Association's deductible, and the Unit up to the amount of the Association's insurance deductible if the Association notifies Unit Owners that the Association is insuring the Units. The Unit Owners' insurance must not have a deductible that exceeds the maximum deductible determined by the Board.

Unit Owners must also obtain insurance against liability for events occurring within the Unit. Further, the Unit Owner may separately insure their personal contents or personal property in the Unit or on the Condominium Property. Each Unit Owner must file a copy of their insurance policy(ies), or other evidence of their insurance as the Board may require, within 30 days of a receipt of a request by the Association.

The following Table summarizes what the Association’s insurance policy covers and what the Unit Owners' insurance policy must cover. Additionally, maintenance responsibility is noted in the table because this is not necessarily consistent with the insurance responsibility.

Component Description	Association Insurance	Unit Owner Insurance	Maintenance Responsibility
Common Elements: Mailboxes, entranceway, roads, guest parking pads, underground utilities servicing the development, etc.	☐		Association
Building/Unit: Complete foundation and structural components.	☐		Association
Building Shell: Exterior walls, insulation and complete roofing system.	☐		Association
Windows & Doors: Including perimeter and interior doors & frames, windows, skylights, and window and/or door screens.		☐	Unit Owner
Floors & Flooring: Including concrete slabs, concrete basement and garage floors, Unit floors (including sub-floors), and all flooring including carpet, padding, tile, wood or any other flooring finishes.		☐	Unit Owner
Electrical Installation: All electrical lines, wiring, panels, switches, receptacles and conduits located within the interior or perimeter walls, floors or ceiling of a Unit and which serve only such Unit.		☐	Unit Owner
Electrical Fixtures: Switch and receptacle plates, light fixtures, dimmers, appliances, control knobs, etc., within the interior or perimeter walls.		☐	Unit Owner
Plumbing Installation: All plumbing lines located within the interior or perimeter walls, floors or ceilings of a unit and which serve only such unit. Complete sump and/or grinder pump systems serving a Unit and vents serving a Unit.		☐	Unit Owner
Plumbing Fixtures: All plumbing fixtures including toilets, faucets, showers, tubs, and/or tub-shower modules, and showerheads in the Unit.		☐	Unit Owner

Component Description	Association Insurance	Unit Owner Insurance	Maintenance Responsibility
HVAC Installation: All ductwork, flues, vents, registers, grills, filters, humidifiers and other heating and cooling equipment located inside the Unit.		☐	Unit Owner
Exterior HVAC Installation: Including heating and air conditioning systems, condensers or compressors located outside of the Unit.	☐		Unit Owner
Drywall		☐	Unit Owner
Interior Finishes: All paint, lacquer, varnish and wallpaper applied to drywall, concrete, concrete block, woodwork, etc.		☐	Unit Owner
Cabinets, Countertops, and Built-Ins		☐	Unit Owner
Fireplace stacks, vents or chimneys	☐		Association
The portion of any Fireplace within the interior of the Unit including dampers accessible from the unit interior.		☐	Unit Owner
Exterior Limited Common Elements: Including wood decks, patios, patio fencing, sidewalks, driveways, garage aprons and other items listed in Paragraph 6D of the Declaration.	☐		Unit Owner
			<i>Rev. May 2017</i>

VII. Unit Owner Rights

Unit Owners have the rights and protections that include but may not be limited to:

- A. Right to attend the Annual Meeting, where Unit Owners elect the Board, or any special meeting of the Unit Owners.
- B. Right to assign their proxy to anyone the Unit Owner chooses to vote on their behalf at any meeting. Proxies must be submitted to the Board in writing.
- C. Right of the Unit Owner to place their name into nomination for election to the Board, if they also occupy their Unit.
- D. Right to review or copy based upon payment of a reasonable administrative fee, the Association's corporate records, according to the attached Records Request Policy, after completing the Association's Request to Inspect Records form. The Request to Inspect Records form can be obtained upon request from the Management Company.
- E. Right to receive a copy of the Association's annual budget along with a notice informing the Unit Owner of payment due dates and amounts.

- F. Right to receive a copy of the Association's Rules and a written notice if there is a change or addition to the Rules.
- G. Right to request a hearing with the Board within the ten days following the Board's notice to the Unit Owner that the Board intends to issue an Enforcement Assessment, and prior to the levying of the Enforcement Assessment against the Unit Owner's Unit.
- H. Right to use the Common Elements (subject to reasonable rules and fees).

VIII. Residency Restriction

- A. Units may be used for single-family residence purposes only.
- B. Unit Owners who rent their Unit must notify the Management Company and supply the Management Company with a copy of the lease and the name(s) of the tenant(s).
- C. Unit Owners are permitted to use a portion of the Unit for limited office or studio use (other than a music studio) as long as the activities performed therein do not interfere with the quiet enjoyment or comfort of any other Unit Owner or Occupant.
- D. Trade or business within a Unit that involves personal services of any Occupant to a customer or other person or client who comes to the Condominium Property is prohibited.
- E. Commercial activity of any kind within the Condominium Property is prohibited. Commercial activity includes garage sales, yard sales or any other type of business operation that has customers arriving and departing from a Unit.

The procedures and rules of the Greenwood Village Architectural Control Committee for Existing Structures require that any person contemplating a home office or business complete and submit the "Application for Permit to Conduct a Home Industry, Profession or Religious or Educational Enterprise within the Properties" permit, which is available from the GVCA office or online at <http://www.greenwoodohio.org>. Note that the form must be submitted to the Management Company for Highlands Board approval signature prior to ACCES review.

IX. Exterior Surfaces and Visible Areas

- A. Except as otherwise specified below and in Sections X and XI, hanging, displaying or attaching anything on the exterior of any Unit or on the interior of any glass, or on any patio or balcony is prohibited. Any damage done to either the siding or roof by the Occupant is the Unit Owner's responsibility to repair. *Retractable awnings will be considered for approval by the board using the conditions set forth in the master GVCA rules and regulations found in IV-VI. Compliance tab 10 Awnings. In addition, The Greenwood Highlands handbook has additional rules and regulations that will apply for the board to grant approval. Starting with section IX. Letter L page 11. of the handbook.*
- B. Satellite dishes are prohibited from being mounted on the building, including the siding or roof of the Unit. Refer to Section XI for detailed rules governing satellite dishes.

- C. Clothes, sheets, blankets, laundry of any kind or other articles are prohibited from being hung or exposed on any part of the Limited Common or Common Elements not within the bounds of a Unit.
- D. The parts of the Limited Common or Common Elements not within the bounds of a Unit must be kept free and clear of rubbish, debris and other unsightly materials.
- E. The exterior appearance of a Unit is prohibited from being altered, modified, changed or redecorated without the prior, written authorization of the Board. This includes painting or staining of any exterior surface.
- F. Draperies or curtains are prohibited from being placed over any glass without a solid, white color liner facing the exterior.
- G. Installation of security lights or any additional exterior lights on a Unit requires ACCES and Board approval.
- H. Display of an American flag, State of Ohio, or United States military flag is permitted to a maximum of two flags. Flags must be displayed according to United States flag protocol. Flags must be displayed on one flag holder bracket, attached to the trim on the side of the garage door and approximately 5 feet 6 inches from the ground. Other types of flags, bunting, ribbon, or signs are prohibited. Flags are to be made on nylon, polyester or cotton. Flags are not to exceed 3' by 5'.
- I. Broken or cloudy windows and skylights, torn screens and damaged front doors must be repaired or replaced immediately by the Unit Owner at their own expense. Window washing is also the responsibility of the Unit Owner.
- J. Garage doors that appear in damaged condition must be repaired or replaced by the Unit Owner at their own expense.
- K. Damage caused accidentally or willfully by a Unit Owner, pet, guest, Occupant or tenant must be repaired immediately by the Unit Owner at their expense. The Unit Owner will receive reasonable notice prior to the Association repairing and assessing the Unit Owner for repairs.
- L. For Retractable Awnings: Homeowner to have approval from neighboring homeowners on each side of the unit and the closest rear facing homeowner behind the unit if it applies.
- M. The size of the awning is not to extend past the outside dimensions of the deck or patio. Anything larger than the deck or patio must be approved by the board before installation. The board realizes and within reasonable tolerances, awnings may not all come in exact sizes and any request for a variance must be put in writing with the application with a reason why the awning should be allowed if oversized.
- N. A fee of \$200.00 must be paid to the Greenwood Highlands HOA upon approval of the awning and held in escrow to be forfeited if the unit owner does not maintain the awning as described in the master HOA for maintenance, repair, or removal if found to be in violation. Fee is returned if unit is sold, providing the new owner was informed of the rules regarding awnings

and agrees to maintain the awning as agreed in the master HOA and currently required. Removal of the awning and repair to the unit is the responsibility of the unit owner.

- O. Unit owner acknowledges that if the awning must be removed and re-installed for access to the roof or siding to make repairs or replacement of these components or any other reason the board deems necessary, the unit owner will be responsible for those cost of the removal and replacement or re-install of the awning. If the unit owner chooses not to replace the awning, the escrow fee can be used for the removal cost.

X. Signs and Decorations

- A. All signs, which include but are not limited to any form of advertising, "For Sale" or "For Rent" signs, political views or expressions, support of tax or levy issues, or items for sale are prohibited within the Condominium Property with the following exceptions:
 - 1. Greenwood Highlands internal street and safety signage.
 - 2. Security system signs less than 12" x 12" are allowed on a post not to exceed 24 inches in height in the shrub bed nearest the front door of the Unit.
 - 3. Unit "For Sale" signs are governed by rules of the Greenwood Village Architectural Control Committee for Existing Structures as follows:
 - a. "For Sale" signs are permitted in the window of the Unit that is for sale.
 - b. "Open House" signs for the sale of a Unit may be rented at the GVCA office during normal business hours. Open house signs are brown with yellow letters and are used to direct potential buyers through Greenwood Village to the residence for sale. The GVCA office will rent the signs at no cost, but a deposit will be required to ensure return of the signs.
 - c. "Open House" signs are permitted during the hours of the open house only.
- B. The American flag, an Ohio flag or a service flag, may be displayed. The location of the flag holder bracket and the attachment to the Unit is permitted as per Section IX-H.
- C. Holiday decorations are permitted on Limited Common Elements, for no more than two weeks preceding and following the holiday. Exception: For holidays that fall in December, decorations may be displayed as early as Thanksgiving.
- D. Attaching holiday decorations with nails or screws into the exterior of the Unit is prohibited. Holiday decorations may be placed around windows and around doors using appropriate clips. Holiday lighting decorations may be placed in shrubbery or trees as long as they do not damage the plantings. Holiday decorations are prohibited from being placed in or on the lawn, including inflatable decorations.
- E. The Association reserves the right to hire a service to remove and store decorations that are not removed by the deadline or when decorations are displayed not in accordance with above requirements. The cost of storage and removal may be assessed to the Unit Owner.

XI. Satellite Dish Rules

All satellite dishes must be installed following the rules governed by the GVCA Architectural Control Committee for Existing Structures (ACCES) rules as well as the Greenwood Highlands Condominium Association rules.

Please visit the Greenwood Village website at <http://www.greenwoodohio.org> to print the necessary form for submission to the Highlands Board and to GVCA ACCES. *Note that prior approval from the Greenwood Highlands Board is required before ACCES will approve an application.

Greenwood Highlands Condominium Association Satellite Dish Rules as of September 15, 2015.

- A. Satellite dishes **may not** be mounted on the building, including the siding or roof of the unit. Previous exterior mounts have been grandfathered. As of September 15, 2015, no further waivers will be granted.
- B. Satellite dishes **may** be mounted on decks or located in the bed area of patios. Dishes should not be visible from the street.
- C. All wires **must** be hidden.
- D. Noncompliance to either GVCA ACCES or Greenwood Highlands Condominium Association rules may result in fines and/or removal of the satellite dish and repair at the unit owner's expense.

XII. Landscaping

- A. Replacement and Removal Policy – Effective August 13, 2015
 - 1. The Board will remove dead trees, shrubs and bushes as needed. The Board will place a priority on trees that may cause damage. Unit Owners must report trees in danger of causing damage to their Unit to the Management Company.
 - 2. Replacement of trees, shrubs and bushes will be determined by visual esthetics, location and budget. The Board will make a list by date and replace when funds are available. Replacement may not necessarily be in the same year as the removal.
 - 3. Unit Owners that choose to redo existing beds may do so at their own expense. Unit Owners replacing trees, shrubs and bushes must have approval from the Board before installation. A drawing is required. (Annuals and perennials do not need approval.)
 - 4. If a Unit Owner wishes to add new beds, the Board and GVCA ACCES must approve the plan. A drawing must be included in the application. Maintenance of additional beds is the complete responsibility of the Unit Owner including weeding, edging and mulching. The GVCA ACCES application form may be found at <http://www.greenwoodohio.org>. Note that a Board approval signature is required on the GVCA ACCES form prior to application. Please submit through the Management Company for the Board's review.
 - 5. Unit Owners may add trees or evergreens to the Common Elements upon approval of the Board and GVCA ACCES.

6. Removal of trees, shrubs or bushes by Unit Owners from any Common Element is prohibited.
- B. General guidelines:
1. The Board contracts with a landscaper to periodically mulch, weed, trim and edge front garden beds and Common Element beds.
 2. Annual or perennials, less than 36 inches in height, may be planted in any Unit's Limited Common Elements mulched bed without prior Board approval. Annuals must be removed from the beds by November 1st of each year.
 3. Plants around the base of the flowering pear tree in the front of each Unit may not have deep roots that could damage the tree. The Unit Owner is responsible for replacing the tree if this occurs.
 4. Vegetable plants are prohibited in front or side beds.
 5. Hanging pots and flower baskets may be hung on one (1) shepherd hook (single or double) and placed in the front planting bed. Hanging pots and flower baskets must be removed by November 1.
 6. Flower boxes may be installed on front porch railings or on decks (subject to Board approval). Unit Owners are responsible for maintenance to these Limited Common Elements, including any damage to the Common Elements resulting from the installation of flower boxes.

XIII. Animals and Pets

- A. Animals, livestock, reptiles, horses or poultry of any kind are prohibited from the Property, with the exception of as noted below:
- a. Dogs
 - b. Cats
 - c. Birds
 - d. Aquarium fish
 - e. Other, subject to Board approval
- B. A limit of two dogs, two cats, or one dog and one cat applies to each Unit. This limit per Unit includes dogs or cats belonging to any guests or tenants of Unit Owners. Current Unit Owners with more than this limit will be grandfathered in but will not be able to replace a pet that leaves the household if replacement of the pet exceeds the limited number.
- C. All animals must be on a six-foot, hand held leash and under control at all times when outside the Occupant's Unit.
- D. In the event of a barking dog causing a disturbance, report matter to the police. The Management Company and the Board require written reports to start enforcement procedures for barking dog violations.
- E. Summit County ordinances require that all dog owners license their dog(s).
- F. Pet owners are responsible for the immediate, complete, and sanitary cleanup after their pet on any part of the Condominium Property.

- G. Unit Owners are liable for any damages caused by their pet or the pet of an Occupant of their Unit, to any shrubs, bushes, trees, grass and other parts of the Common Elements.
- H. Pet owners will follow etiquette by toileting their pets immediately around their individual Unit when bringing pets outside or embarking on a walk. Pet owners should not take pets across the street from their Unit or down the street to neighboring Common Elements to urinate or defecate.
- I. The Board may, at its sole discretion, terminate the right of any Unit Owner to maintain a pet or pets, if such pet constitutes a nuisance.

XIV. Nuisances and Hazardous Uses

- A. Nothing shall be done in any Unit or Common Element, either willfully or negligently, which may be or become an annoyance or nuisance to any of the Unit Owners or Occupants. Various Ohio courts, including the Ohio Supreme Court, have defined the term "nuisance," as used in the Greenwood Highlands Declarations, as an activity that "either cause(s) injury to the property of another, obstruct(s) the reasonable use or enjoyment of such property, or cause(s) physical discomfort to such person." In the event of a nuisance as previously defined, try speaking with the Unit Owner about the problem. If this does not work, the Management Company and the Board require written police reports to start enforcement procedures for nuisance violations.
- B. Unit Owners are prohibited from doing or keeping anything in their Unit or in the Common Elements, which will increase the rate of insurance for the Association, result in cancellation of the Association's insurance, or which violates the law.
- C. Unit Owners are prohibited from doing anything that would impair the structural integrity or would structurally change any of the Buildings.
- D. Unit Owners are prohibited from storing anything outside their Unit, except as provided in section XVI.

XV. Parking and Motor Vehicle Regulations

- A. All automobiles and other motorized vehicles and all trailers, boats and other property must be parked or stored in a garage, with the following exceptions:
 - 1. Temporary parking in a Unit Owner's driveway is permitted for a period not to exceed 30-days for situations where a third vehicle is present, such as a long-stay visitor or guest, an impending sale of a vehicle, etc. Signs on any vehicle advertising its sale is prohibited. The Unit Owner **must receive written approval** from the Board after a request is submitted to the Management Company **prior** to utilizing this temporary parking exception. After approval, the Board will issue a permit to be displayed in the vehicle. The Board will consider extensions to the approved period on an individual basis.

2. A recreational vehicle may be stored in a Unit Owner's driveway for a period not to exceed 48 hours when loading or unloading for a trip. The recreational vehicle must fit in the driveway and not encroach into the street.
 3. For all other situations, please contact the Management Company to request permission from the board.
- B. Overnight street parking is prohibited.
 - C. No vehicles, other than cars, $\frac{3}{4}$ ton and smaller pickup trucks, passenger vans, motorcycles that are licensed for public roads, and jeeps may be parked in the guest parking areas.
 - D. Garage doors must be kept closed when not in use. Note that this is an appearance as well as a security concern.
 - E. Any motor vehicle found in violation of the Rules and Regulations may be towed and stored at the owner's expense in addition to any other enforcement assessment or remedies of the Association.
 - F. Vehicle repair is restricted to the inside of garages, except for emergencies. Washing of an Occupant's vehicles is permitted on the Unit's driveway.
 - G. Any abandoned, unlicensed or disabled vehicle, as determined by the Board in their sole discretion, that is left for a period exceeding 48 hours anywhere on the Condominium Property, other than a Unit Owner's garage, will be towed and stored at the Unit Owner's expense.
 - H. The use of cross-country vehicles such as ATV's or snowmobiles is prohibited in the Condominium Property.
 - I. The maximum speed limit throughout the Property is 20 mph. All vehicles operated on the Condominium Property are to be operated in a careful, prudent, safe and quiet manner.

XVI. Decks and Patios

Decks and patios are Limited Common Elements, for the exclusive use of the Unit Owner, subject to the following rules:

- A. Items stored on decks and patios must be consistent with their intended use, such as outdoor furniture (including tables, chairs, chaises, benches, umbrellas) and gas or charcoal grills.
- B. Decorative ceramic stone patio chimneys and decorative metal patio fire pits are permitted on patios only if monitored until the fire and hot coals/bricks are totally extinguished after use.
- C. Hot tubs - Unit Owners are referred to the Greenwood Village Architectural Review Procedures and Rules, Section IIIC for approvals required for the addition of a hot tub. The GVCA ACCES application form may be found at <http://www.greenwoodohio.org>. Note that a Highlands Board approval signature is required on the GVCA ACCES form prior to application. Please submit through the Management Company for Highlands Board review.

XVII. Appearance of Units

The appearance of the Units is most effected by individual decorations and landscaping on the front exterior. The following rules are intended to protect and enhance the overall appearance, but not unduly limit individual taste and style.

- A. Decorations are only permitted in the following Limited Common Elements of the Unit:
 - 1. Front door
 - 2. Front porch or stoop
- B. No decorations, **furniture**, or landscape ornaments are permitted in the mulched areas or lawn adjacent to the Unit.
- C. Door decorations are limited to hanging wreaths or swags that are attached by either hooks or suction cups. No decorations shall be attached to the exterior siding or stonework.
- D. One statue, not to exceed 18 inches in height is permitted on the front porch or stoop. It must be natural in color. No painted or costumed statuary will be permitted, except as allowed under holiday decorations.
- E. Hanging baskets and planting containers that are permitted are covered under the Landscaping Rules.
- F. The Association is not responsible for damage to a resident's personal property left outside the Unit.
- G. Trash and garbage containers are prohibited from being viewable from the street except on days of trash collection. Trash and garbage containers may be placed outside the evening before the day of trash collection, provided the containers are placed outside after nightfall, have secure lids that prevent access by wildlife, and do not impede traffic.

XVIII. Maintenance Fees, Costs of Collection and Rule Enforcement

- A. All assessments, including maintenance fees, are due on the first (1st) day of the month and are considered late if not received by the tenth (10th) of the month.
- B. An administrative late charge of \$10 per month will be added for any late payment or on any balance of unpaid assessments. (Subject to increase upon further notice.)
- C. The Association will apply any payments in the following order:
 - 1. Interest owed to the Association;
 - 2. Administrative late fees owed to the Association;
 - 3. Collection costs, attorney's fees and paralegal fees the Association incurred in collecting the assessment; and, finally,
 - 4. Oldest principal amounts owed for common expenses, enforcement or other assessments, and any other individual assessments charged to the account.
- D. Any unpaid assessment may result in the Association filing a lien, a suit for money judgment and foreclosure. While a foreclosure case is pending, partial payments may not be accepted and,

if the property is rented, a Receiver may be appointed to collect the rents. Once judgment is obtained, the Association may proceed with post-judgment action, including bank attachment and wage garnishment.

- E. Any costs the Association incurs in the collection of unpaid assessments, including non-sufficient bank fees, attorney's fees, recording costs, title reports and court costs, will be charged back to the account.
- F. If any Unit Owner (either by their conduct or by the conduct of any occupant) fails to perform any act required by the Declaration, the Bylaws, or the Rules and Regulations, the Association, after giving proper notice and an opportunity to request a hearing, may levy an enforcement assessment, undertake such performance, or cure such violation. Any costs the Association incurs in taking such action will be charged back to the account.
- G. If a Unit Owner is more than 30 days past due in the payment of any assessment, the Association may suspend privileges, including the right to vote, the use of amenities or the ability to apply for architectural approval.

XIX. Sale or Lease of Unit

- A. A Unit Owner is free to transfer their Unit by sale, gift, devise, lease or otherwise without restriction except as provided in Section B.
- B. A Unit Owner has the right to lease all (but not less than all) of their Unit except that no Unit shall be leased or subleased under any of the following situations:
 - 1. Transient or hotel purposes, including AirBnB and other short-term arrangements.
 - 2. Extended stay or executive rentals
 - 3. A lease for less than six (6) months

All leases of a Unit must be in writing and include that the lessee shall be subject to the terms of the Declaration, the Bylaws and this Handbook and that any failure of a lessee to comply with the terms of the Declaration, the Bylaws and this Handbook will be a default under the lease. If the lessee does not comply with these terms, then the Board has the right to require the Unit Owner to deposit with the Association such an amount not less than two month's rent as security to provide funds for repairs and to ensure compliance with the Declaration, the Bylaws and the Rules.

- C. Within five days after a Unit Owner transfers their Unit to another person, the Unit Owner must notify the Management Company of the names, addresses and phone numbers of Unit Owners and other Occupants of Units. If a Unit Owner leases their Unit, the Unit Owner must provide the Management Company with a copy of the lease, full name and phone numbers of tenant(s).
- D. The Unit Owner is responsible for providing the buyer or tenant copies of the Declaration, the Bylaws and this Handbook, Unit access door key(s), mailbox key(s) and garage door opener(s).
- E. After a Unit is sold, the Unit Owner or real estate agent must contact the Management Company to make arrangements for the maintenance assessment update letter and certificate of insurance, which are both necessary before title transfers to the buyer. The Management

Company will coordinate this paperwork with the banks, realtors, 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.

XX. Complaint Procedure

- A. Complaints concerning a violation of the Rules and Regulations must be made to the Management Company in writing and must be signed by the individual filing the complaint. Complaints should not be made directly to Board members. Anonymous letters and complaints cannot be acted upon.
- B. The Management Company will, in most cases, contact the alleged violator after receiving a complaint, and a reasonable effort will be made to correct the violation.
- C. If reasonable efforts to effect compliance are unsuccessful, the Unit Owner may be subject to an assessment in accordance with the assessment provisions contained in Enforcement Procedures and Assessment for Rule Violations.
- D. In the event of a nuisance, such as noise or dog barking, try speaking with the Unit Owner about the problem. If this does not work, the Management Company and the Board will need a written police report to start enforcement procedures for nuisance violations.

XXI. Enforcement Procedures and Assessment for Rule Violations

If the Board and Management Company attempt reasonable efforts to gain compliance with the Bylaws or Rules and are unsuccessful, the Unit Owner will be subject to Enforcement Assessments (fines) in accordance with the penalty provisions contained hereunder.

- A. The Unit Owner shall be responsible for any violation of the Declaration, Bylaws or Rules by the Unit Owner, guests or Occupants, including any tenants, of their 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 costs of effectuating a legal remedy to impose compliance, including court costs and attorney fees, shall be added to the account of the responsible Unit Owner.
- C. All costs for extra cleaning and repairs stemming from any violation also will be added to the responsible Unit Owner's account.
- D. In addition to any other action and in accordance with the procedure outlined in Section E below, actual damages and an Enforcement Assessment, or if the violation is of an ongoing nature per day, may be levied by the Board against a Unit 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 Unit Owner specifying:
 - a. A reasonable date by which the Unit Owner must cure the violation to avoid the proposed charge or assessment; and
 - b. A description of the property damage or violation; and the amount of the proposed charge and Enforcement Assessment; and
 - c. A statement that the Unit Owner has a right to, and the procedures to request, a hearing before the Board to contest the proposed charge and Enforcement Assessment.

2. 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 E-1 above.
 - a. If a Unit Owner timely requests a hearing, at least seven days prior to the hearing the Board will provide the Unit Owner with a written notice that includes the date, time and location of the hearing. If the Unit Owner fails to make a timely request for a hearing, the right to that hearing is waived, and the charge for damages and an Enforcement Assessment will be immediately imposed; and
 - b. 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 thirty days of the hearing.

3. The Association may file a lien for an Enforcement Assessment and/or damage charges, which remain unpaid for more than ten days.

XXII

EXHIBITS

Exhibit 1

Management Company

Grace Property Services, LLC
Alex Jacobs
1375 South Main St., Suite 201
North Canton, Ohio 44720
Phone: 234-209-9140
Fax: 234-209-9141
E-mail: info@gracepropertyservicesllc.com

Exhibit 2

Helpful Information for Unit Owners

Greenwood Village website:

<http://www.greenwoodohio.org>

This site contains background information about Greenwood Village, a calendar of community events, Newsletters, GVCA Declarations, Bylaws & Regulations, Greenwood Village Architectural Control Committee for Existing Structures (ACCES) Procedures & Rules, and ACCES forms.

Local newspapers:

The Akron Beacon Journal and Cleveland Plain Dealer are available for home delivery.

Mail hut:

U.S. Postal Service delivers mail daily, Monday through Saturday to Unit Owner's locked mailboxes. If the lock becomes difficult to turn, spray a lubricant into the lock. Please take all unwanted junk mail home to dispose of. Do not leave it in the mail hut. Copies of the Greenwood Village Newsletter and notices to Greenwood Highlands Occupants will be posted in the mail hut.

Delivery services:

UPS and FedEx deliver packages daily to homes in Greenwood Highlands, often twice a day.

Exhibit 3

**The Greenwood Highlands Condominium Association, Inc.
Request for a Hearing Form**

Unless a written request for a hearing, signed by the Unit Owner(s), is received by the Board within ten (10) days of notification regarding the imposition of an enforcement assessment for a violation, the Board may proceed with the enforcement assessment without a hearing, and the Unit Owner(s) will have waived their right to a hearing. If a Unit Owner wants to request a hearing, then this completed form must be received within ten (10) days by the Management Company (see Exhibit 1 for Management Company contact information).

I/We, _____, request to be scheduled for a hearing in front of the Board at the time of the next scheduled meeting, or sooner, of which I will be notified at least seven (7) days in advance.

I/We believe the enforcement assessment should not be imposed because _____

Signature

Date

Signature – if more than one

Date

Printed Name and Current Address

Exhibit 4

The Greenwood Highlands Condominium Association, Inc.

Complaint Form

THIS FORM MUST BE SIGNED

Nature of Complaint (animal, noise, etc.): _____

Location: _____

Number of Occurrences: _____

Dates(s) of Violations(s): _____

Time(s) of Violations(s): _____

Name of Offender (if known): _____

Details. Be specific please: _____

Was any attempt made to resolve this problem? (circle one) Yes No

If "Yes," what were the results? _____

Name (please print)

Signature Required

Your Address

RECEIVED BY ASSOCIATION:

Date

Signature: Manager or Other

Disposition: _____

In the event of an enforcement assessment hearing, or court hearing, copies of complaints and the complaining party identity will be made available to the alleged violator.

Exhibit 5

The Greenwood Highlands Condominium Association, Inc. Records Request Policy

1. RECORDS AVAILABLE FOR INSPECTION

- A. Unless otherwise prohibited by law or this policy, any Unit Owner may examine and copy (including receiving copies or other information by mail) the books, records and financials of the Association (the "Records"), for any reasonable and proper purpose pursuant to the requirements, charges and standards set forth by this policy.
- B. A Unit Owner may not examine or copy any of the following Records that concern, pertain to or contain information about:
 - i. Information that pertains to personnel matters, including but not limited to salary/benefits information, performance reviews, applications, disciplinary action and health matters;
 - ii. Communications with legal counsel or attorney work product pertaining to potential, threatened or pending litigation or community property related matters;
 - iii. 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;
 - iv. Information that relates to the enforcement of the Declaration, Bylaws or Rules against other Unit Owners or that would constitute an unwarranted invasion of privacy of any other Unit Owner; and,
 - v. Matters or issues the disclosure of which is prohibited by State or Federal law.

2. ALL REQUESTS FOR RECORDS MUST BE IN WRITING. A unit owner who wants to inspect, copy or receive any association Record must submit a written request to the Board or Management Company. The request must specify the particular Records(s) desired, including pertinent time periods, and 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.

3. ONLY OWNERS OR AUTHORIZED REPRESENTATIVES MAY INSPECT. Every Unit Owner has the right to inspect, copy or receive Association Records in compliance with the rules and procedures contained in this policy. A Unit Owner may authorize, in writing, an attorney or other designated representative to conduct this inspection or request copies on the Unit Owner's behalf.

4. RULES OF CONDUCT AND PROCEDURE GOVERNING REQUEST TO INSPECT/COPY

- A. All inspections will take place at the Association's office or at such other location as the Board designates. No Unit Owner may remove original Records from the location where the inspection is taking place.
- B. The Association will make Records available for inspection within a reasonable time, but no more than 5 business days, after the Association actually receives the written inspection request. This time frame may be extended if the Records requested are so

voluminous or otherwise in such condition as to render this time frame unreasonable. The Association will notify the Unit Owner (by telephone, in person, by email or in writing) that the Records are available and specify the time, date and place for the inspection.

- C. If the Unit Owner requests to receive documents by regular mail or email, the Association will provide the requested Records within a reasonable time, but no more than 10 business days, after the Association actually receives the written inspection request. This time frame may be extended if the Records requested are so voluminous or otherwise in such condition as to render this time frame unreasonable.
- D. The alteration, in any manner, of any Association Record by a Unit Owner is prohibited.
- E. All people inspecting or requesting copies of Records must conduct themselves in a businesslike manner and not interfere with the operations of the Association's office or such other location where the inspection or copying is taking place. The Association, through the Board or Management Company, will assign one staff person or other Association representative to assist in the inspection. All requests for further assistance and copying during an inspection must be directed only to that one Association-designated person.
- F. During an inspection, the Unit Owner may designate Records for copying by use of a tab, clip or sticky note upon the page(s) desired.
- G. Unit Owners may not exercise their inspection or copying rights to harass any other Unit Owner or Occupant, Board member, Manager (or anyone at the Management Company), officer, director or employee.

5. CHARGES FOR COPIES/INSPECTION

- A. Upon written request, the Association will provide draft (unapproved) or approved minutes of the Association at no charge.
- B. Other than the Association meeting minutes or other records the Board decides to make available at no charge, the Unit Owner must pay:
 - i. \$0.50 per page for copying regular or legal-sized records. In addition, the Unit Owner must pay a minimum clerical fee of \$5.00 for the copying of up to 50 pages plus an additional clerical fee of \$3.00 for every increment of 50 pages copied thereafter;
 - ii. \$1.00 per page to scan in and email any paper or printed documents, plus a minimum clerical fee of \$5.00 for the scanning up to 50 pages, plus an additional clerical fee of \$3.00 for every increment of 50 pages scanned in thereafter; and,
 - iii. \$0.50 per page to email any documents or other information that is already in electronic form.
- C. To preserve the sanctity of the Records, a physical records inspection requires the presence of a staff member. For inspections that last greater than one hour, the Association may, on its own or through the Manager, charge the requesting owner an hourly rate, not to exceed \$40.00 per hour, to be billed in quarter hour increments for staff or other representative attendance at the records inspection.
- D. The Unit Owner must pay the costs of copying, providing or inspection at the time of billing for copies or actual inspection. However, the Board may, in its sole discretion, require advance payment.

Exhibit 6

The Greenwood Highlands Condominium Association, Inc.
Request to Inspect Records Form

Instructions and Acknowledgement: This request form must be completed by any Unit Owner desiring to inspect or receive copies (including receiving copies or other information by email) of any Association books of account, meeting minutes or other Association documents (the "Records").

The Association requires that you, the Unit Owner, provide the reason for each Record requested and the intended purpose of the request to protect the Association and personal confidences where necessary.

You agree to abide by the Records Request Policy. This form must be completed in full, signed and dated in order to process the request.

Unit Owner's Name: _____ Phone Number(s): _____

Address: _____

Table with 2 columns: Record Requested, Reason and Purpose of Request. Rows 1-4 with blank lines for input.

Do you anticipate making copies of any Records to be inspected? ____ Yes ____ No

The charges listed in the Records Request Policy will be assessed to your account or will be paid in advance, as the Board so determines. If the charges are expected to exceed \$25.00, do you wish to receive a total estimate of the charges before receiving the Record(s)? ____ Yes ____ No

I agree to the above requirements and further agree not to use or distribute any information or documents obtained from the inspection or copying of any Association records for any reason or purpose other than that stated above.

Unit Owner Signature

Address/Unit Number

Print Name

Date