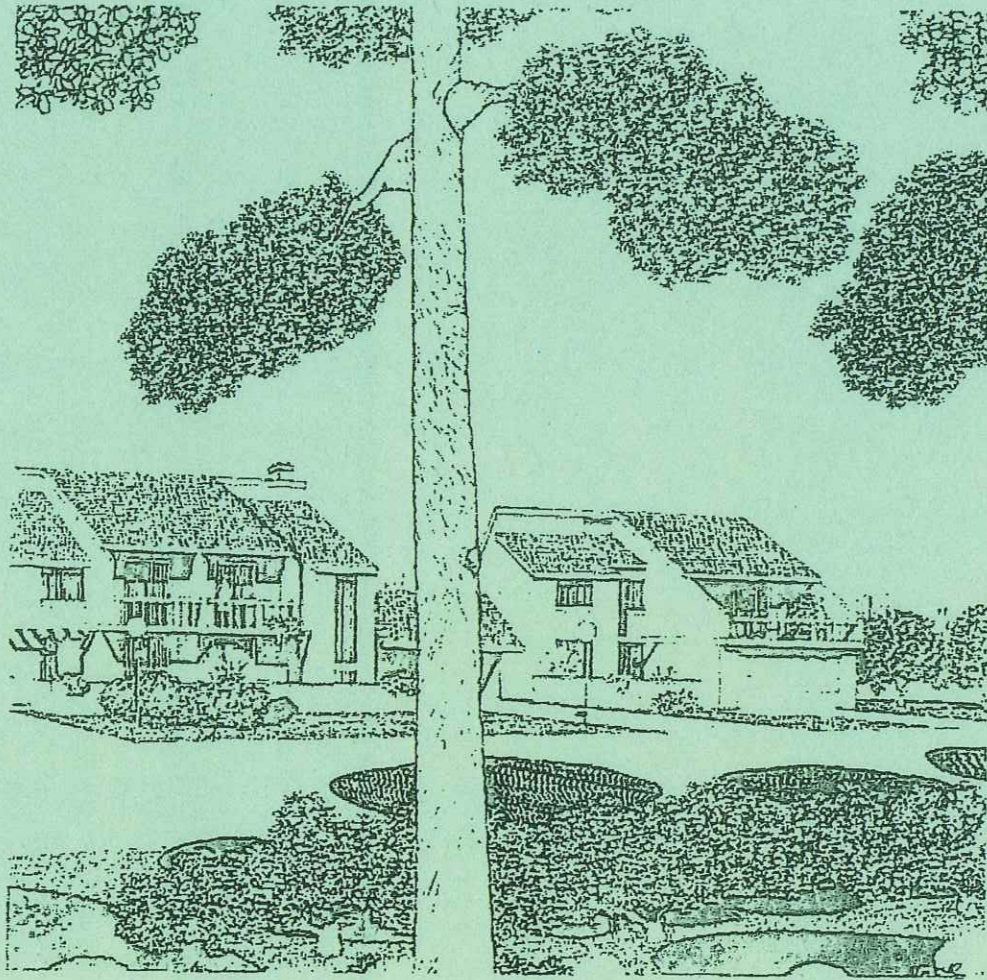
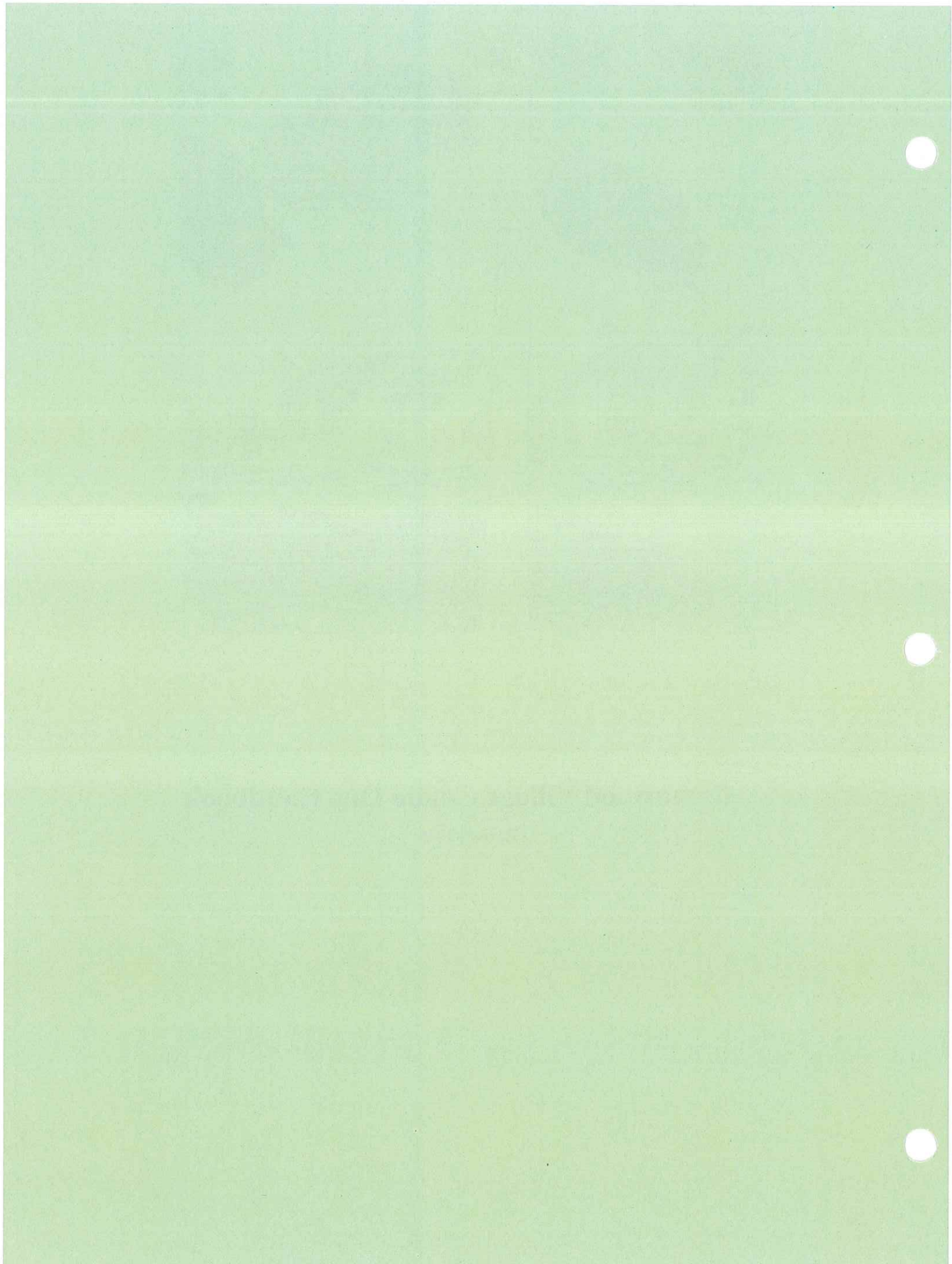




Greenwood Village Condo One Handbook

Revised 2026



GREENWOOD VILLAGE CONDOMINIUM NO. 1
UNIT OWNER'S ASSOCIATION
Sagamore Hills, Ohio 44067

Greenwood Condominium No. 1 (Condo 1) is a single-family residential dwelling community located in Sagamore Hills, Ohio.

The summarization of the general Elements of permitted/intended uses of the Limited Common Elements as derived from the Bylaws and those that are not permitted This is not intended to represent an all-inclusive list of allowable uses or restrictions but represent general guidelines.

Greenwood Condominium No, 1 is part of a Master Association (G. V.C.A.) which also has specific rules and regulations. Please see the GVCA website at <https://greenwoodohio.org/> and look at both GVCA and ACCES tabs for more information about Declarations, By-Laws, and Architectural Control procedures and regulations.

This summarization shall replace the previous handbook.

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WELCOME TO GREENWOOD VILLAGE CONDOMINIUM NO. 1

Welcome to Greenwood Village Condominium No. I Unit Owners Association. We, The Board of Directors for the Association, hope you enjoy your condominium unit. Our objective is to maintain Greenwood Village Condominium No. 1 as a very nice place to live. In order to accomplish this, we created this handbook to highlight certain rules that specifically pertain to living in Greenwood Village Condominium No. 1, in this condominium atmosphere, and that are embodied in the Declaration of Condominium Ownership.

These are common sense rules and regulations that take into consideration the health, safety, and comfort of all owners and residents at Greenwood Village Condominium No. 1. The Board is authorized to adopt and enforce these rules and regulations pursuant to the Bylaws. We hope you will find them reasonable and will cooperate by upholding them.

The Board has hired a management company to handle the day-to-day operations for the property. The Management Company's job includes handling accounts receivable and payable, soliciting bids, and overseeing the work performed by the various contractors hired by the Board.

We ask you to keep this booklet handy and to refer to it when necessary. If something arises that may not be covered in the booklet, please do not hesitate to contact the Management Company — contact information on Addendum 1. Additional information is also contained in the Declaration of Condominium Ownership and the Bylaws.

This booklet is intended to supplement, not replace, the Declaration of Condominium Ownership and the Bylaws; therefore, if there should be inadvertent discrepancies between what is expressed in this booklet and the recorded documents, the Declaration and/or Bylaws shall govern.

Before moving into Greenwood Village Condominium No. 1, you should have received a copy of both 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.

Thank you,

The Board of Directors
Greenwood Village Condominium No. I

INTRODUCTION

Greenwood Village Condominium No. 1 is located in Sagamore Hills, Ohio — Summit County. The Condominium Property uses the services of the Township of Sagamore Hills Police Department, Macedonia Fire Department — Sagamore Hills Township Division, and Nordonias Hills School System.

The property is comprised of 49 (forty-nine) units. The 4 streets and drives are private and therefore maintained by the Association. The Association also maintains an insurance policy for the Common Elements, but Unit Owners and residents are responsible for obtaining insurance for their Units and personal effects.

As a private Condominium Property, we are governed by our own Declarations and Bylaws. We elect our own Board of Directors from our Unit Owners. There are five (5) Board members who each serve, without compensation, for a two-year term and may be re-elected.

The Annual Meeting of the Unit Owners for the election of Board Members is held each year in the month of February in accordance with the Bylaws. Unit Owners will be notified via postal mail of the upcoming Annual Meeting. Regularly scheduled Board meetings are held monthly throughout the year. The Association retains the services of a Management Company.

CHANNELS OF COMMUNICATION

The Board of Directors consists of five (5) individuals who are Unit Owners and are elected by their fellow Unit Owners. Board members serve without compensation and are responsible for making the decisions affecting our property. Decisions concerning the property are made during the Board's scheduled meetings, generally held on the third Thursday of each month.

In between the regular Board meetings, the Association relies on the Management Company to carry out the Board's decisions and handle all communications by and between the Association's Unit Owners, contractors, and vendors. If you have any questions or concerns about the maintenance of the property, please direct the matter to the Management Company, preferably in writing. In case of an emergency, such as a fire, you should contact the fire department.

The Board requests and appreciates your cooperation in respecting that Board members are not employees and should not be contacted directly regarding Association-related matters, outside the Board meetings. Board members are not individually responsible for resolving Association matters and can only decide on issues brought to their attention by the Management Company. The only exception is that you should send a letter directly to the Board members concerning problems that you may have with the Management Company. Again, all other communications must be directed through the Management Company to assure that your concerns and questions are properly addressed and answered.

General Rules Regulations & Guidelines

The following rules and regulations are a general summary of the Declaration that apply to Unit Owners in residence or Unit Owners in absentia who live in the Condo No. I Community.

1. Illegal activities of any kind may result in immediate legal action.
2. Any action that would alter the appearance, form, or structure of individual Units or the Common and Limited Common Elements must have received prior written approval of the Board of Directors and G.V.C.A. — ACCES committee.
3. Parking in auxiliary Elements is for guest parking only, not for storage of residents' vehicles.
4. Trash cannot be put out earlier than the night before trash pick-up. Trash cans must be retrieved the same day as pick-up.
5. Permanent attachments to trees (e.g. laundry lines, hammocks, dog runs) are prohibited.
6. Storage of firewood against the exterior wall of a Unit is prohibited.
7. Holiday decorations must be removed within two weeks after a holiday (weather permitting).
8. Draining of oil, anti-freeze, etc. must be done in the garage.
9. Personal property items such as portable basketball hoops, swing sets, sandboxes, and hot tubs are prohibited.
10. Vines, ivy, rose bushes are not to cover the siding or courtyard walls.
11. Window air conditioners extending outward from the exterior walls are prohibited.
12. Pets must be on a hand-held leash when outside the bounds of the Unit and owners must clean up their pet(s) waste immediately.
13. ***One decorative banner (15 x 24") appropriate for the season is permitted in your garden area – effective 1/23/25.*** Business signs are prohibited — only U.S. cloth flags are permitted.
14. No dumping of any (personal or landscaping) debris over the canyon or at the edge of the canyon.
15. Garage/Yard/House/Estate Sales are prohibited due to safety concerns and potential liability issues on Condominium Property and in accordance with prohibited business provisions in the Declarations.
16. In accordance with the Ohio Fire Code, charcoal burners, gas grills or any other type of open flame devices are prohibited to be used within ten (10) feet of a multi-family building. The Ohio Fire Code also prohibits operation of such devices on balconies and decks. See Below
17. Limit the use of tarps to cover patio furniture or grills to brown, taupe, or black (no blue or white).

Northfield Center – Sagamore Hills

Open Burning Regulations

https://www.mysagamorehills.com/Document_Center/Department/Fire/Open-Burning-Regulations.pdf (06/2016)

According to the Ohio Fire Code, open burning is allowed in the State of Ohio without a permit. The types of open burning allowed without having to obtain a permit are as follows:

1. In an approved container such as a chimney, fire box, etc. Said containers must be approved and cannot be located on any combustible surface (such as a deck). The container must be at least 15 feet from any combustible surface.
2. Open flame cooking devices such as charcoal burners and other open flame cooking devices are allowed but must not be operated on combustible balconies or within 10 feet of combustible construction (a deck is combustible construction).
3. Recreational fires are allowed as long as they are located 25 feet away from any and all combustible structures.

Materials allowed to be burned in approved containers or in recreational fires are clean, dry, seasoned hardwoods ONLY. You may NOT burn yard waste such as leaves, twigs, brush, or grass clippings and the burning of garbage or other waste is also NOT permitted.

Recreational fires must not exceed 3 feet in diameter and no more than 2 feet in height. Recreational fires shall be constantly attended until the fire is completely extinguished. A minimum of one portable fire extinguisher having a minimum size of "4A" rating or other approved on site fire extinguishing equipment, such as dirt, sand, water barrel, garden hose or water truck, shall be available for immediate utilization.

Any open burning, this includes fires in approved containers, open flame cooking devices and recreational fires; that is offensive or objectionable because of odor or smoke emissions or when atmospheric conditions or local circumstances make such fires hazardous shall be prohibited.

Please note: If upon verification by the Fire Department, any type of fire will be extinguished if it becomes a nuisance to surrounding residents. Please call the Fire Department if you have any further questions.

Parking and Motor Vehicles

1. The lanes (drives) have a speed limit of 15 MPH.
2. For everyone's safety, recreation activities, including playing, in the lanes is prohibited.
3. Parking in the lanes, on the grass, is prohibited.
4. The garage must be used as the primary parking space(s) and/or apron of your driveway. There are designated Elements for visitor parking only.
5. Parking, for a period exceeding twenty-four (24) hours of any automobile in the designated visitor parking is prohibited without the prior, written approval of the Board.
6. Parking, for a period exceeding twenty-four (24) hours of any trailer, camper, mobile home, motor home, house car, commercial vehicle, truck (other than standard size pickup truck or standard size van), boat, inoperable automobile, or similar equipment is prohibited anywhere on the Condominium Property, unless maintained within the Unit Owner's enclosed garage.
7. Repairs to vehicles must be confined within the garages. Any damage caused to the Common Element or Limited Common Element by a vehicle (e.g., oil leaks) will be the responsibility of the Unit Owner.
8. Vehicles in violation of the Declaration, Bylaws, or Rules may, in addition to all other remedies, be towed and stored at the owner's expense.

Below is the Parking Regulations adopted on 5/20/1996

The following represents the parking regulations for Condominium 1:

1. If a unit has more vehicles than are provided for in their specific garage space, the additional vehicles shall be parked immediately adjacent to the garage in the driveway area. For a one car garage, if there is one vehicle, it should be parked in the garage. If there is a second vehicle, it should be parked in the adjacent driveway area. If a one car garage unit has any additional vehicles, these must be kept off site. With respect to a double garage unit, if there are two vehicles, both must be parked in the garage. If there is a third or fourth vehicle, these must be parked in the adjacent driveway area. If there are more than four vehicles for a two-car garage unit, all others must be parked off site.

This represents a reasonable interpretation of the Condominium Bylaws as the areas adjacent to the garage units, although being a portion of Condominium I common area, are for all intents and purposes controlled by the individual unit owner. With respect to snow removal, this would be the responsibility of the individual unit owner if the parked vehicle prevented snow plowing.

2. With respect to the visitors' parking areas, this shall mean non-resident vehicles. Such owners may include contractors, guests, or adult children visiting from college, etc.
3. In terms of temporary usage of visitor spaces by unit owners, the regulation shall be a time period of no more than 5 hours of use in any 24-hour period.

4. Violations with respect to the above regulations upon validation of two Board Members shall be subject to a \$10.00 fine per 24-hour period.

We hope this policy will be satisfactory for a majority of the unit owners. If you have any questions with regard to these regulations, feel free to contact the Board of Managers.

Animals & Pets

1. Dogs, cats, and other commonly recognized household pets are permitted to be kept in the Units, provided they are not kept, bred, or maintained for any commercial purpose.
2. The owner must carry liability insurance and/or pet rider on their homeowner's insurance for any pet(s) that go outside the unit.
3. Pets must be on a hand-held leash and accompanied by the owner at all times while in the Common and Limited Common Element. Tying or chaining any pet to the Common or Limited Common Element is prohibited.
4. Pet owners are responsible for the immediate and complete clean-up of any pet waste.
5. Excessive barking or other animal noises, whether indoors or outdoors, that disturb another resident is prohibited.
6. Any pet causing or creating a nuisance or unreasonable disturbance shall be permanently removed from the Condominium Property upon three (3) days written notice from the Board.

Feeding of Wildlife

Placement of any type of food on the ground or other flat surfaces, including outdoor steps, balconies, patios, decks, tops of walls, drives and/or walkways is prohibited as it draws raccoons and various rodents and can be harmful to wildlife. Feeding is limited to perch style bird feeders placed on a pole with the bird feeder at least three feet off ground within the Limited Common Area of a Unit. Only bird seed is to be fed. Flat surfaced squirrel or bird feeding platforms ARE prohibited because they allow larger flocking birds to get a foot hold. This leads to more scatter of seed on ground which draws raccoons and various rodents. Ohio Department of Wildlife said that bread, dog food, etc. grows mold which is harmful to wildlife. The U.S. National Park Service and The Cleveland Metroparks do not allow feeding of wildlife. Sources: Environmental Health Section of Summit County Public Health Department, Ohio Department of Wildlife, Brecksville Metroparks Nature Center, and the US National Park Service.

Units, Common Element, & Limited Common Element

What makes condominium living so different from single-family home ownership is the concept of Common Elements and Limited Common Elements. There are three distinct breakdowns in terms. There are Units, Common Elements, and Limited Common Elements.

In general, a UNIT is everything within the threshold of your immediate living Element (doors, heat/AC, electric, water heater, and appliances). You own and are responsible for the upkeep and repair of your Unit. You do not individually own the land adjacent to your Unit.

COMMON ELEMENTS consists of everything except the Units. The Greenwood Condo No. 1 Unit Owner's Association is responsible for reasonable maintenance, repair, and replacement of Common Elements. As each Unit Owner is a member of the Association, all Unit Owners elect Board members to represent them in governing the Common Elements.

Limited Common Elements are the Common Elements reserved for the exclusive use of an individual Unit Owner. For example, balconies, patios, decks, and courtyards are designated as Limited Common Elements and are the unit owner's responsibility.

Sale of a Condominium Unit

1. For Sale signs are permitted to be displayed from the inside of a Unit's window but cannot be attached to any part of the building or placed anywhere on the Common Element.
2. Within fifteen (15) days of executing a purchase or sales agreement, the Unit Owner or real estate agent must notify the Management Company to make arrangements for a maintenance fee update letter and certificate of insurance for the buyer.
3. At the same time as above, the Unit Owner must provide the following:
 - a. Names of all occupants
 - b. Home and business mailing addresses
 - c. Home and business telephone numbers and email addresses
 - d. Name, business address and telephone number of any person who manages the Unit on behalf of the Unit Owner
 - e. Sale price
 - f. Mortgagee
4. 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 the proceeds due to the seller at the time of title transfer.
5. The seller is responsible for providing the following information to the buyer:
 - a. Copy of the Greenwood Village Condominium No. 1 Declarations, the Bylaws of Greenwood Village Condominium No. 1 Unit Owners' Association and any amendments, and a copy of the most recent Handbook.
 - b. Copy of the Greenwood Village Declaration of Covenants and Restrictions
 - c. Unit access door key(s) and garage door key(s) / opener.

6. In conjunction with the sale of the owner's unit, the selling owner may pay the remaining balance of any loan assessment without further interest beyond the date of the owner's payoff payment but with the additional one-time charge of up to \$250.00 to cover the time and expense of calculating and processing the owner's payoff payment amount

Leasing/Rental of Units

Leasing of a unit, which does not include the parents or children of an owner, is prohibited. The only exception is for a one-time hardship that an owner may request from the Board. Prior to leasing, a copy of the lease agreement to one specified lessee for a one-time period not less than six consecutive months nor more than twenty-four consecutive months must be provided to the Association. (The one-time hardship exception of up to twenty-four months may in no event be extended beyond the one twenty-four-month period.)

General Maintenance Request

If you have a general maintenance request, i.e. bugs, shingles lifting on the roof, gutters which overflow when it rains, etc. please contact the Management Company.

Landscaping

1. Planting must be consistent in size and nature to existing planting.
2. The variety of plant material selected by the Unit Owner must be of a species that will not encroach upon or cause damage to the Unit, Common area, or any utility service line.
3. Any and all landscape plantings installed by a Unit Owner must be maintained by the Unit Owner.
4. MULCH: black/dark hardwood mulch can be applied to Unit Owner's planting beds front and rear. Other colors and/or styles of mulch are prohibited.
5. Unit Owners must not change, add, or subtract, Association planted materials without PRIOR WRITTEN approval from the Board of Directors.

Snow Removal

During snowfall, when the snow removal contractor must plow within Condo No. 1, residents are encouraged to move their cars to an Element that has been plowed. Cars parked anywhere but in the garages prevent the contractor from adequately clearing the roadways, driveway Elements, and guest parking pads.

Financial Report / Review

The Association has hired an outside C.P. A. firm to perform a review of the Association's books at the year's end. The review will be presented to all Unit Owners of record at the Annual Meeting in February. If you would like to receive a copy of the Association's monthly financial report please contact the Management Company or the Board Treasurer. Board Meeting minutes are also available to any Unit Owner who requests them from the Management Company.

Complaint Procedure

- I. Complaints against anyone violating the rules are to be made to the Management Company IN WRITING and must contain the signature of the individual filing the complaint.
2. The Management Company will, in most instances, investigate the written complaint, contact the alleged responsible Unit Owner in writing about the complaint and inform the Unit Owner to cease and correct, when necessary, the violation.
3. If reasonable efforts to gain compliance are 'unsuccessful, the Unit Owner will be subject to penalty in accordance with the provisions outlined below.
4. Those individuals filing complaints will have their names kept confidential.

Collection Policy

1. All assessments, including maintenance fees, are due on the first (1) day of the month and are considered late if not received by the fifteenth (1 +) of the month.
2. An administrative late charge of \$25.00 per month shall be incurred for any late payment and on any unpaid balance. (Subject to increase upon written notice.)
3. Any payments made shall be applied in the following order:
 - a. Interest owed to the Association.
 - b. Administrative late fees owed to the Association.
 - c. Collection costs, attorney fees and paralegal fees incurred by the Association.
 - d. Principal amounts owed by the Unit Owner also owes to the Association for common expenses or enforcement assessments chargeable against the Unit
4. Any past due assessments may cause a lien and foreclosure to be filed against the Unit Owner.
5. Any cost, including attorney 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 or the Bylaws, the Association may, but shall not be obligated to, undertake such performance or cure such violation and shall charge and collect from said owner the entire cost and expense, including reasonable attorney fees, of such performing or cure incurred by the Association. Any such

amount shall be deemed to be an additional assessment and shall be due and payable immediately following notification of such charge and the
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.

Enforcement Procedure

1. The Unit Owner shall be responsible for any violation of the Declarations or Bylaws by the Unit (owner, guests, or the occupants, if any, of his/her unit.
2. Notwithstanding anything contained in these rules, the Board shall have the right to proceed immediately or otherwise, with legal action for any violation of the Association's governing documents, as the Board, in its sole discretion may determine. The entire cost of effectuating a legal remedy to impose compliance, including court costs and attorney fees, shall be added to the account of the responsible owner.
3. All costs for extra cleaning and/or repairs stemming from any violation also will be assessed to the responsible Unit Owner's account.
4. In addition to any other action in accordance with the procedure outlined in Section 5 below, actual damage and/or enforcement assessment of up to but not exceeding \$50.00 per occurrence, or if the violation is of an ongoing nature, per day, MAY be levied by the Board against an owner in violation.
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:
 1. A reasonable date by which the owner must cure the violation to avoid the proposed charge or assessment; and
 2. A description of the property damage or violation; and
 3. The amount of the proposed charge and/or enforcement assessment; and
 4. A statement that the owner has a right to, and the procedures to request a hearing before the Board to contest the proposed charge and/or enforcement assessment.
 - b. To request a hearing, the owner must mail or deliver a "Request for A Hearing" notice which must be received by the Board no later than the tenth day after receiving the notice required in Item 5-1 above.
 1. If a Unit Owner makes a timely request for 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
 2. 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 part of the hearing minutes. The Unit Owner will then receive notice of the Board's decision and any enforcement assessment imposed within thirty (30) days of the hearing.

- c. The Association may file a lien for an enforcement assessment and/or damage charges which remains unpaid for more than ten (10) days.

Who is Responsible?

Updated 7/2012

Item	Unit Owner	Association
Air Conditioner	x	
Building Exterior		x
Lighting Fixtures — Outdoor including Lamp Post	x	
Chimney masonry including fireplace & cap	x	
Chimney flashing & caulk line		x
Common Element Grounds & Landscaping		x
Courtyard Walls		x
Doors including sliding patio/porch doors	x	
Dryer Vents/Exhaust	x	
Exterior Painting		x
Exterior Pest Control		x
Garage Doors	x	
Insurance on Exterior		x
Insurance on Interior / Owner's Contents	x	
Interior furnishings/finishing	x	
Locks & Keys	x	
Patios & Balconies	x	
Plumbing (Unit only)	x	
Roadways / Drives		x
Roof Repairs/Replacement		x
Sewer & Water bills		x
Snow Removal		x
Trash Removal		x
Utility lines (Outside of units)		x
Windows including glass & screens	x	

GENERAL PHONE NUMBERS AND EMAILS

Greenwood Village Condominium No. 1 Unit Owner's Assoc. Management Company:

Grace Property Services LLC, a division of Sentry Management

6370 Mount Pleasant Street NW

North Canton, Ohio 44720

Phone – 234-209-9140 ext. 3

www.gracepropertyservicesllc.com

Tiffany Owen – Property Manager (towen@sentrymgmt.com)

Greenwood Village Community Association

Clubhouse 330-467-7036

www.greenwoodohio.org

Police Non-Emergency 330-468-0900

Fire Non-Emergency 330-468-1234

Sagamore Hills Township Hall 330-467-0900

Cleveland Water Dept. 216-664-3130 (Emergency 216-664-3060)

Insurance Agent: State Farm - Jason Caples 440-239-1016

REMINDERS OF CONDO ONE REGULATIONS

1. Window air conditioners will not be permitted.
2. Vines, ivy, rose bushes are not to covering siding or brick walls.
3. Holiday decorations must be removed within 2 weeks after the holiday.
4. Parking in auxillary areas is for guest parking, not for storage of vehicles.
5. Draining of oil, anti-freeze etc. must be done in the garage not in the driveway.
6. Trash cannot be put of earlier than the night before trash pick-up.
7. J UNITS/FLAT ROOFS . Owners must adhere to "Board Policy" or damage to your roof is your responsibility.

