AUTUMN WOODS CONDOMINIUMS

HANDBOOK



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Welcome to Autumn Woods.....a private community offering a unique, well-planned setting featuring privacy, coziness, and a park-like setting. Exterior yard maintenance, snow removal, spring and fall clean-ups are all part of this unique concept. We hope you will find this handbook helpful as you settle into your new home. We've tried to answer some common questions, but please feel free to contact any board member or officer with your questions and/or concerns.

RESPONSIBILITES OF THE ASSOCIATION AND INDIVIDUAL OWNER/OCCUPANT

-Responsibilities of Unit Owner's Association: see pages 1 thru 15 of the by-laws.

1 .Front light pole-maintenance only
2. Mailboxes

-Responsibilites of the Residents

1. Replace light bulbs, globes and sensors in outdoor light fixtures(these lights need to kept on, if yours is out it needs to be repaired promptly).
2. Repair/replace windows, roofs, siding and exterior doors.
3. Residents must provide the Board of Director's a copy of their Homeowner's Insurance Declaration Page.

CONDOMINIUM FEES

-The monthly condominium fee lawn care, snow removal road, driveways and sidewalks.
-The condominium fee also includes an adequate amount to establish and maintain a reasonable reserve for contingencies and replacement(see "page 10" of the declaration and by-laws).
-The fees, due on the first day of each month, are paid to Autumn Woods Condominium Association; place checks in the treasurer's box(which is next to the front door or on the side of the garage) of the treasurer's unit.
-There will be a $10.00 fine for any check received after the tenth day of the month.
-Failure to pay the fee could result in a lien on the property.

MOWING, FERTILIZING, MULCHING, LANDSCAPING SERVICES AND SNOW REMOVAL

-Mowing will be done weekly, or as needed.
-Trimming, edging, mulching and clean-up will be provided at the front of each unit in the spring.
-Trimming, edging and clean-up will be repeated in the fall.
-Leaf removal will be provided as needed.
-Snow removal shall be provided whenever there is a 2 inch or greater snowfall.
-Walkways will be hand shoveled.
-Driveways will be treated with a calcium based product to melt snow.

EXTERIOR MAINTENANCE

-Unless it is an emergency, all requests and/or concerns shall be given in writing by the unit owner/occupant to the board.
-The cost of exterior painting, painting and/or staining of decks, privacy fences, and other additions is the responsibility of the unit owner/occupant. Exterior paint color is Pebble Stone Clay by Sherwin Williams, all units should be painted this shade or as close as possible.
-The Association is only responsible for maintenance for the landscaping in front of each unit and the original pear trees.
-The Association will replace once only an original bush up to $30.00.
-Unit owner/occupant is responsible for the removal of small animals on their property(raccoons, skunks, possums, etc.).
-Unit owner/occupant is responsible for pest control of insects on their property(ants, bees, etc.).
-The Association is responsible for any damage to a unit's foundation or patio caused by small animals.

ANNUAL MEETING

-The annual meeting shall be held within the first seven days of January.
-The minutes of the annual meeting shall be given to all unit owners within two weeks after the annual meeting.
-There are five members of the Association Board of Directors, with elections being held at the annual meeting.

REQUESTS FOR ADDITIONS TO EXTERIOR WALL, PATIO, AND LIMITED COMMON AREAS

-All requests **MUST** be given in writing to the Board.
-Examples of additional items are; privacy fences, side sidewalks, and any additional landscaping, but not limited to these items. Upkeep, including landscape maintenance will be the responsibility of the unit owner/occupant(exceptions: spring and fall clean-ups).
-After October 7, 2002, all privacy fences shall be built to the same specifications as the first privacy fence and that, when responding to a written request, the Board will give careful consideration to the impact on the adjacent neighbors and to the appearance of the condominium complex.

January 2017

STANDING RULES

These Standing Rules were enacted by the Board of Directors or at an Annual Meeting.

No Standing Rule can be in violation of the By-Laws.

1. The annual meeting shall be held within the first seven days of January.
2. The notice of the annual meeting shall include the number of Board members who do not wish to serve for another year.
3. The minutes of the annual meeting shall be given to all units within two weeks after the annual meeting.
4. Unless it is an emergency, all requests and/or concerns shall be given in writing by the owner.
5. The Board of Directors shall present a projected budget at the annual meeting.
6. The Board of Directors shall obtain closed bids for capital improvements(lawn, road upkeep, mulch, snow removal, etc.)
7. Autumn Woods Association will adhere to the City of Bellefontaine Ordinances(traffic laws, animal control, etc.). Please note that all pets are required to be on leashes whenever outside and waste must be picked up and deposited appropriately by the owner.
8. *All homes in Autumn Woods are to be owner-occupied. This prohibits leasing and renting in general. However, approval can be given on an individual basis in unique situations in which the Board of Directors allows a unit to be occupied by someone other than the actual home owner.
   ***this standing order passed by Board on October 4, 2005**

Updated: September 2013

NIUSANCE WILDLIFE

In the past, we have had serious problems and considerable expense from nuisance wildlife in our complex. We have had to trap and remove several skunks, raccoons, and possums. Legally nuisance wildlife must be trapped by a licensed trapper and destroyed in a specific manner to prevent the spread of disease. Skunks create the biggest problem and they are the most expensive to deal with. Skunks like to live under decks and add-on rooms that do not have a proper foundation or barrier to keep them out. Several of our residents have installed hardware cloth or other suitable material to prevent skunks from nesting under or around their property and they have done this at their own expense. As a board, we are suggesting that all of our residents prevent wildlife from living under decks and in other spaces around their homes by installing a barrier. For more information please contact an Association Board member.

Since it is not fair for the Association to pay for trapping and removing wildlife living around individual homes, our Association will only be responsible for the removal of nuisance wildlife if they have taken up residence under or around the foundation of individual homes.

Blood meal sprinkled around the perimeter of decks and properly sealed areas will help repel wildlife. It is also important that no pet food be placed outside any residence. Birds should only be fed from proper feeders and seed should not be scattered on the ground. Skunks like to dig for grubs under and around bird feeders. The best food to use is Niger(Thistle Seed) or black oil sunflower seed. Corn and bread should not be used.

If we all work together we can control expense and make Autumn Woods a safer and better place to live.

Thanks for your cooperation in this matter.

The Board of Directors

December 2013