BRAELINN GREEN CONDOMINIUM ASSOCIATION

Unit Owners and Residents

Rules and Regulations

Association Managed by:
Condo Management of Columbus (CMOC)
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I. Introduction

The following rules and regulations supersede all previously published or announced rules and regulations.

1. Board of Directors, Officers, Meetings

Association By-Laws delegate to and charge the Board with responsibility for the management and operation of the Association's affairs. The Board consists of six (6) Braelinn Green Condominium Association Unit Owners; all elected by fellow Braelinn Green Unit Owners at an Annual Association Meeting. The Board elects the Officers of the Association annually after the election of Directors.

The Board meets quarterly, at a minimum, and at other times as necessary, to review Association finances and operations and to conduct business necessary to the operation and management of the Association. Unit Owners are welcome to attend these meetings and may be included on the meeting agenda. A Unit Owner may attend any such meeting and, if desired, be included on the agenda by contacting the Association's Association Manager/s at least ten (10) days in advance of the meeting date. Meeting dates, times and locations may be obtained by contacting the Association Manager/s. Copies of approved meeting minutes of a Board meeting(s) are available on the association's online portal.

2. By-Laws and Declaration

Every Unit Owner receives a set of the Condominium By-Laws and Declaration at the closing of the Unit. In its pages are rules and regulations which govern the Association. You should acquaint yourself with the Association By-Laws and Declaration. A hard copy can be requested through the Association Manager. An electronic copy can be obtained at no charge from the association's online portal.

3. Purpose of Rules and Regulations

The purpose of the Rules and Regulations of Braelinn Green Condominium Association is to establish rules that will preserve our assets (the community), control operating and maintenance costs, and provide for a harmonious living environment for all residents. The condominium industry recognizes that a source of a condominium's resale value lies in the well-kept and uniform appearance of the entire community, and it is to this end that your Board, pursuant to the Declaration and Bylaws, adopted these rules and regulations. The Board may amend the rules and regulations from time to time, as conditions change. Such a change will prompt a revision page, or pages, to this Handbook that will be issued to each unit owner.

It is the duty of each Unit Owner and resident to become knowledgeable of these Rules and Regulations and to observe them.

4. Modification of Rules and Regulations

The rules and regulations may be amended or modified, from time to time, by the Board of Directors.

5. Association Management Company

Condo Management of Columbus (CMOC)
P.O. Box 28249
Columbus, Ohio 43228
(P): 614.488.7711 / (F): 614.488.7707

Association Manager:
Name: Liz O'Neill
Number: 614-488-7711 ext. 549 *(If you get the welcome greeting, you can immediately press 549).*
Email: liz@condocolumbus.com

Contact the Association Manager for all condominium/association-related issues. Please call or email the Association Manager directly, not a Board Member.

Association management Online Portal:
This portal is for Unit Owners only. Access request is managed through the Association Manager, please send an email to request access.

The online portal will provide quick access to the following information.

- View the Unit's account balance and transaction history
- Governing Documents
  - Rules and Regulations Document
  - Declaration and Bylaws
- Braelinn Forms

The online portal is not a payment portal. Please see section II. Financial Responsibility/ Association Dues & Water Bill for payment options.

6. Maintenance and Service Requests

The association management company will manage all maintenance/service requests that are the responsibility of the association.

- Non-Emergency: call or email the Association Manager.
  - Email Subject: Braelinn Green Maintenance – (short title of the service)
  - Email Body:
    - Name and Unit Address
    - Description of the problem (including supporting documentation e.g., picture or videos.)
    - Contact Number
- Emergency Maintenance:
  - An emergency is defined when there is an immediate danger to life, property, or suspension of services such as fire, flood, gas leak, or active water leaks.
  - Call 614-722-7007 and leave a voice message. Please include the following details:
    - Name
    - Braelinn Green Condo / Unit Address
    - Description of the problem.
    - Number you can be reached.

- *Example:* This is Jane Doe calling regarding Braelinn Green Condo Unit 2971 Glenloch, I have a large amount of water coming in from the roof. I can be reached at 614-123-4567.

- The association management company will respond within the hour of the initial voicemail call.
- Actual repair time and final resolution of the problem will depend on the availability of the necessary vendor.
- If emergency personnel are needed, please contact them directly via **911**.
  - Dublin Police Department and Dublin Fire Department

7. Interior Maintenance

Interior maintenance is the responsibility of the Unit Owner. The Braelinn Green Condominium Association is not responsible for interior maintenance repairs or expenses. See Attachment A

II. Financial Responsibility

1. Utilities

- Residents are responsible for the maintenance and payment of their own gas, electric, cable internet/television, telephone, remote-metered water/sewer, and for calling to initiate service on the date of possession.
- The Condominium Association pays for master-metered water/sewer and common street lighting utilities.
- Unit Owner will pay the water bill through the association.

2. Association Dues & Water Bill

- Due the first day of each month.
- **Payments** for condominium association **fee and water/sewer** may be combined in one payment, payable to Braelinn Green COA.
- Water/sewer bills will be calculated per unit based on the reading of their remote water meter each month.
- Guardian Water will provide a monthly Invoice for each individual Unit water/ sewer usage.
- No monthly statement will be provided for the reoccurring monthly condominium assessments.

Payment Options:

- Direct Deposit: Please complete the Direct Deposit form and return it to CMOC. The direct deposit form must be received by the 24th to start the following month. Direct deposit is processed on the 6th day of each month. Please call the Association Manager with any questions.

- Bank Bill-pay service (Unit Owner's personal bank)
  1. Please *call CMOC Association Manager* for your 11-digit reference number to include on the check to ensure posting to your account.
  2. Create a bank bill pay service item for the address and account reference number.
  3. Payable to: Braelinn Green COA
  4. Mailing address for bill pay service**:**

     Braelinn Green Condominium Unit Owners' Association

c/o CMOC
P.O. Box 28249
Columbus, Ohio 43228

- Personal Check via USPS Mail Service:
    1. Payable to: Braelinn Green COA
    2. Mail Checks to address below:

        Braelinn Green Condominium Unit Owners' Association
        c/o CMOC
        P.O. Box 28249
        Columbus, Ohio 43228

Receipt of payments is deemed effective as of the postmark date and is applied to the oldest outstanding charges.

1. Due Date: First (1st) calendar day of the month
2. Late Date: On and after the tenth (10th) calendar day of the month
3. Late Fee Date: $25 (due immediately with payment of the late Association Dues)

Any check returned will be charged back to the Unit Owner's account. All bank service fees, and processing fees will be levied and charged to the Unit Owner's account as well. Payment is due immediately inclusive of all fees incurred.

3. Collection Policy

- All assessments are due on the 1st day of the month and are considered late if not received by the 10th day of the month.
- An administrative late charge of $25.00 per month will be added for any late payment or on any balance of unpaid assessments. (Subject to increase upon further notice.)
- 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. The oldest principal (water and monthly assessment fee) amounts owed for common expenses, enforcement or other assessments, and any other individual assessments charged to the account.
- Any unpaid assessment may result in the Association filing the 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 leased, 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.
- 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.
- If any 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.

- If an owner is more than 30 days past due in the payment of any assessment, the Association may suspend privileges including the right to vote.
- Any unpaid assessment more than 30 days due may result in the Association collecting any rent directly from the tenant of the property.
- Any Board member more than 30 days delinquent will voluntarily resign their position.
- Any owner more than 30 days delinquent is not in good standing and will not count towards the quorum for any Association meeting and is not eligible to run for the Board.

4. Delinquency Notice, Lien, and Foreclosure

- A Unit Owner who has a past-due balance after the tenth of the month will receive a delinquency notice.
- A delinquency notice will be sent from the association attorney when an account is **3 months** delinquent.
- A lien may be filed when a Unit Owner's account is delinquent for **3 months**. All costs associated with the lien will be charged back to the Unit Owner's account and said payment has cleared the Association's bank. The Association shall bear no expense in connection with a lien action. All such expenses shall be charged to and paid by the Unit Owner.
- A foreclosure action may be initiated with Board approval when a Unit Owner's account becomes delinquent at 5 months. All costs associated with the foreclosure action will be charged back to the Unit Owner's account. The Board will cause the termination of the foreclosure action when payment sufficient to bring the Unit Owner's account balance to zero is received from the Unit Owner and said payment has cleared the Association's bank. The Association shall bear no expense in connection with a foreclosure action. All such expenses shall be charged to and paid by the Unit Owner.

5. Condominium Insurance

The Association will maintain appropriate policies, coverage, and levels of insurance according to State Law and the Condominium By-Laws and Declaration.

III. Common and Limited Common Elements

Definition:

Common Elements: The common elements of the Association, e.g., roads, buildings, roofs, everything outside of the balcony and/or patio of the unit and its air space. All owners jointly own the common elements, including the limited common elements.

Limited Common Elements: Those portions of the common elements (patio, porch, balcony, garage, and driveway area) that serve one unit and whose use, benefit, and enjoyment is reserved for the lawful occupants of that unit.

- Purpose: The common elements are for the sole and exclusive use, benefit, and enjoyment of the residents for the purposes and in the manner in which such areas and facilities are ordinarily used. No one shall use the common elements in such a manner as to disturb others. No Unit Owner has any authority to change or modify this area.
- Recreation /Play: For safety and insurance reasons recreational activities are forbidden in the streets and in all common elements including driveways, sidewalks, lawns, and parking areas within Braelinn Green.
- Damage or Alterations: Any damage or alterations to any of the common elements by a Unit Owner, tenant, guest, family member or pet on account of willful and/or negligent acts or conduct is the responsibility of the Unit Owner. Repairs necessary to restore the damaged or altered property will be made at the direction of the Board of Directors. The cost of such repairs and any other related action necessary for restoration will be charged back to the responsible Unit Owner. This restoration charge may be in addition to an assessment. Unit owners are fully responsible for the actions of tenants, family members, guests, and pets.

IV. Architectural/Maintenance/Control

1. Architectural Control/Exterior Modifications

To create exterior uniformity, preserve the integrity, and follow common guidelines and standards for improvement projects within the Braelinn Green neighborhood, ALL EXTERIOR MODIFICATIONS must receive WRITTEN APPROVAL from the Braelinn Green Board of Directors prior to initiation of said project. There is no fee associated with request/approval.

Please submit a written email request with supporting detailed drawing for any type of modification, installation, or additions to the association management company.

Instructions:

1. Review the Declaration of Covenants, Easements, Conditions and Restrictions, and Rules and Regulations for Braelinn Green Condominium.
2. Plan of project deadline to allow for Braelinn Green Board approval process.
3. Please ensure you have reviewed permit requirements for the City of Dublin. This is the responsibility of the Unit Owner.
4. Submit an EMAIL request to the Association Manager.
5. Required documentation:
    a. Unit Owner Name, Unit Address, Phone Number, Email address
    b. Project description of change
    c. Supporting documents where applicable:
        i. Detailed scale drawing of change (including measurements)
        ii. Product details
        iii. Pictures
    d. Project estimated start and end dates
6. If you have any questions, please contact the association management company.
7. The Association Manager will notify the homeowner, in writing, of approval or denial.

2. Pre-Approved Architecture Standard / Modifications:

These standards allow for the Owners of Braelinn Green to install and modify items, which have been identified as popular changes and have been pre-approved by the Board of Directors. Accordingly, an owner does not need to submit for approval of any of the following. Simply work within the criteria set forth below. Should you have any questions, contact the Association management Company. Should you wish to make a modification that is not listed below, then submit an architectural request outlined above.

- **Any substitutions** to the pre-approved brand/styles will require architectural request and approval by Board.

Item	Unit	Additional Detail Information	
Garage Keyless Entry Pad	All	**Placement:** Inside trim of the garage doorframe. It should not be place through siding or masonry.	
Entry Storm / Screen Door	All	**Brand:** Larson **Model:** Signature Select **Style:** Full View Interchangeable Screen	**Color:** Sandstone **Hardware:** Brass, Nickle, Bronze **Model #**1490409107 **Model #**1490409117 **Model #**1490409120 **Model #**1490409157
Entry Storm / Screen Door	All	**Brand**: Larson **Model**: Tradewinds Select **Style:** Full-view Retractable	**Color:** Sandstone **Hardware:** Brass, Nickle, Bronze **Model** #1460409207 **Model** #1460409217 **Model** #1460409220 **Model** #1460409257
Wood Screen Door	Melrose	**Brand:** RELIABILT **Model:** Brown Wood Hinged **Style:** Double T-bar	**Color:** Trim color (see paint section – owner's responsibility to paint) **Hardware:** Black: **Model #**W3B32D
Balcony Screen Door	Melrose	**Type**: Framed slider screen door.	**Color:** Match to exterior trim paint color as best available to blend or paint to match trim.

3. Impairment of Structural Integrity of Buildings

No person shall make any change or modification, or do anything, in any way in any unit, or in or onto the common or limited common elements that would impair the structural integrity or would structurally change any of the buildings.

4. Windows/Outside Walls

- Nothing shall be permitted to be hung or displayed on the outside or inside of windows, except approved interior window coverings, or placed on the outside walls of a building.

5. Posts, Fences and Railings

- Nothing shall be attached to or penetrate porch railings, fences or posts including lights, house numbers, hangers, lights, decorative flags, banner, window/rail flower boxes, etc.

6. Handrails

- A Unit Owner who wishes to have a handrail installed on the front steps may make a written architecture request to the Association Manager.
- In the case of steps shared by two Units, both Unit Owners must sign the request.
- The handrail is paid for by the owner.
- The handrail shall be Board approved.

7. Storm/Screen Doors

- See section: Pre-Approved Architecture Standard / Modifications.
- All other variances, please submit an Architectural Control request to the Association Manager for Board approval.

V. General Rules and Guidelines

1. Personal Effects

- All personal property, other than appropriate porch or patio furniture, must be kept inside the unit or the garage.
- Nothing shall be left on any part of the common element or stored on porches, balconies, or patios.
- Nothing may be hung or displayed, including but not limited to signs, awnings, canopies, shutters, television, CB or radio antennae, satellite dishes or any other device or ornament be affixed to or placed upon the exterior walls, doors, fences, porch railings, posts or roof or windows.

2. Patios and Balconies

- Only outdoor furniture is permitted on the patios and balconies and must be maintained and kept clean by the unit owner.

3. Exterior Surface of Buildings

- Unit Owners or residents shall not cause or permit anything to be hung or displayed on the outside of windows or placed on the outside walls of any of the buildings.
- No owner may penetrate any common element or limited common element including walls, siding, brick, wood, posts, or any other material that constitutes a common or limited common element.

4. Grounds

- Nothing is permitted in the common areas.

5. Landscape Modifications

- The modification of all common and limited common element landscape falls under the authority of the Board of Directors.
- Common element landscape is to be altered, supplemented, and maintained by a professional landscape contractor only at the direction of the Board.

6. Flowers, Flowerpots, Planters

- **Annual/Perennial Flowers**: Unit Owners and residents may plant annual and /or perennial flowers in the mulched common element immediately adjacent to their unit. Flowers must not exceed three feet in height. Flowers may not be planted in any other areas including around tree rings.
    - Maintenance of these plants is the unit owner's responsibility. Dead flowers must be removed or cut back at the end of the season. In the absence of timely proper care, the Association Manager will cause the necessary maintenance and the unit owner's account will be charged with the cost of doing so.
- **Outdoor Potted Plants**: Three (3) outdoor potted plants are permitted on the steps and porches. Pots may contain flowers, leafy plants, flowering/leafy plants, decorative grasses, or any combination thereof that is appropriate under the circumstances and must not exceed 3 feet in height. *Planters and pots must be dark green, taupe, white, terra cotta, beige, or natural clay color.*
- Empty pots are not allowed in the common or limited common areas.
- Window/Rail flower boxes are not permitted to be placed on windowsills, fences, or railings.

7. Vegetables & Fruit

- No vegetables or fruits are permitted in the mulched area or in planters/containers on the common, limited common element, stoops, or porches.

8. Shepherd's Hooks

- Each unit is allowed two (2), 5 ft. shepherd's hooks for hanging live annual flower baskets to be in the mulched bed adjacent to the entrance of the unit.

9. Watering of Lawn

- Braelinn Green is dependent on the Unit Owners to sufficiently water the lawn and landscape.
- During the summer months, Unit Owners are encouraged to do their "fair share" to help keep the Association's lawn and plantings green and healthy by watering the grass and shrubbery around their unit on a regular basis and as necessary to promote a healthy landscape. Early morning and sunset hours are recommended.

10. Landscape Lights

- Personal landscape lighting is not permitted.

11. Activities/Conduct

- All condominium units shall be used for residential purposes exclusively.
- No unit owner or resident shall make or permit any unreasonable noise that will disturb or annoy other residents or permit anything to be done which will interfere with the rights, comfort, and convenience of other residents.

12. Holiday Decorations

- Holiday lights and a door wreath are allowed from November 15 through January 15.

13. Door Wreaths

- Front door decorations shall be limited to one wreath or seasonal (for the current season) door hanging.

14. Door (Exterior Entry)

- Submit an Architectural Control request to the Association Manager for review and Board approval.
- Standard Requirements:
    - Material: Steel Door
    - Glass Shape: Full Lite (dimension of window to door frame should match existing door as close as possible)
    - Glass Style: Clear Glass (no low E as there is a tint to that glass)
    - Door knob / Deadbolt: Style: Knob handle / Color: Gold
    - Paint Color: Exterior frame / Trim to match specific color see Attachment B

15. Bird Feeders & Bird Baths

- Bird Feeders and Bird Baths are prohibited.

16. Personal Hoses and Hose Reels

- Personal hoses must be kept neatly coiled in an inconspicuous location and manner when not in use.
- During the winter months, hoses must be disconnected from the faucets to prevent possible freezing and pipe/hose damage.
- Your hose must be stored in your garage or unit during the winter months.

17. Flags

- The official American Flag 3’ x 5’ may be flown or displayed at any time, following recognized proper flag protocol.
- Flag mounting bracket to be attached to a post on the porch closest to the front door. The bracket should be between 5‘-6’ off the ground.
- No other flags are permitted except sports team flags on game day only.

18. Refuse Collection

Services are provided by Local Waste Services, LTD (Dumpsters) and Rumpke (Trash and Recycling).

Carrington Model (Courtyard):

- Unit residents living in a unit that faces or backs up to the courtyard must use the dumpsters provided in the northeast and southeast corners of the community for the disposal of their refuse. Collection days: Monday and Thursday.
- All trash is to be placed inside the dumpster. It is not to be placed outside the dumpster.
- Homeowners can request recycling bins through the City of Dublin. The recycling bins will be placed outside the garage unit number on collection day.

- The bin must be stored inside the garage unit on non-pickup days.

Melrose (Townhouse) and Abilene Model (2 Car Garage):

- All trash bins must be stored in the garage unit on non-pickup days.
- Unit Owners may set their refuse containers at the curb after 6 p.m. on the day before collection, provided they are in a secure refuse container that animals cannot access.
- Unit Owners must collect and return their containers to their garage by 8 p.m. the day of collection.
- Collection day is typically Wednesday. When there is a holiday or inclement weather, curb refuse collection will take place the day after the normal collection day for that week only. The following week curb refuse collection will resume on the normal collection day.
- Bulk-pick is available through the City of Dublin (Rumpke). Call the City of Dublin to schedule 614-410-4750 or follow Local Waste Service Bulk-pickup instructions below.

Dumpster Usage:

- All trash is to be placed inside the dumpster. It is not to be placed outside the dumpster.
- Furniture, moving crates, appliances, and other large items are not permitted to be discarded at the Dumpster site without coordinating bulk-up.
- **BULK PICK-UP** by Local Waste Services:
    a. To schedule a bulk pick-up, please call or email the Association Manager.
    b. The Association Manager will coordinate bulk pick-up with Local Waste Services.
    c. Local Waste charges $30 per cubic yard which will be billed directly to the Unit Owner.
- Any owner who does not schedule a bulk pick and leaves items by Dumpster areas will be assessed $50.00 (plus) charged the cost of removing the bulk items.

19. Littering

- There will be no littering. Paper, cans, bottles, cigarette butts, food and other trash are to be deposited only in appropriate trash containers and under no circumstances are such items to be dropped or left on the ground.

20. Garage Sales

- In consideration of all residents and in view of our limited guest parking, garage sales, online auctions and tag sales are prohibited, unless approved by the Board as a community activity.

21. Pets

- Dogs, cats, and/or caged birds are permitted as domestic pets, provided they are not maintained, kept, or bred for commercial purposes.
- Three (3) pets are permitted to reside in any given unit.

- Unit owners are solely responsible for their pets and/or the pets that reside in or visit their Unit.
- The condominium common elements are for the enjoyment of all Unit Owners and residents.
- These areas cannot be fully utilized if animal waste is left on the grounds and pets are uncontrolled.
- The maintenance, keeping, boarding, and/or raising of animals, livestock, or poultry of any kind, regardless of number, shall be and is hereby prohibited within any condominium unit or common element.
- Exotic animals shall not be permitted.
- Pets must be on a leash (no longer than 6 feet) when outside and must be attended by an adult.
- No pet shall be permitted to roam freely outside the unit under any circumstances.
- Pets may not be tethered outside nor are tethers allowed anywhere in the community.
- The use of pet houses, crates, pens, cages, gates, etc. is not permitted outside of the Unit for any purpose.
- Pet owners shall ensure proper, timely, and up-to-date licensing and inoculations of their pets.
- Pet waste must be collected and removed immediately upon the pet depositing it. This is in conformity with applicable state and local laws. A resident may place a small (~12H, 7W, 12L) trash container with a lid on the porch but must not be visible to the community and empty it at a minimum weekly. The resident will need to remove the container if complaints about size, location and smells are submitted.
- Prevent urination in the same spot, as it will kill the vegetation.
- Unit Owners' accounts will be charged for the cost of maintenance due to cleaning up after their pet and the cost of repairing any damage their pet may cause to the common element property.
- Residents that choose to have pets must carry homeowner's or renters' liability insurance.
- An assessment will be levied and charged to the offending Unit Owner's account for each infraction of these rules.
- A Unit Owner who habitually breaches any one or more of these rules may receive notice of the Board's intent to have the offending pet removed from the condominium property.

22. Wireless Video Doorbell/Camera

- Submit an Architectural Control request to the Association Manager for review and Board approval.

23. Window Coverings/Treatments (Interior)

- Acceptable window coverings/treatments shall be limited to the choices listed immediately below.
    - The back or "street-view" side of all acceptable window treatments shall be without design and either white, off-white, or eggshell in color.
    - Curtains, Drapes, Blinds, Mini-blinds, Honeycomb blinds, and Shutters. No other window coverings/treatments are permitted.
- All acceptable window coverings/treatments shall be non-offensive and of conventional construction employing typically used materials that are suited and intended for such purpose and use.

24. Window Air Conditioning Units

- Submit an Architectural Control request to the Association Manager for review and Board approval.

25. Solicitation & Signs

- Solicitation by commercial enterprises is prohibited at Braelinn Green Condominium.
- No signs within the community are allowed except one security system decal may be placed in the window and/or a small post designed for that purpose may be put in the garden bed area closest to the front door of the Unit.

26. Grilling

- Due to insurance requirements, grills must be stored in the garage.
- When grills are in use, must be at least (20) twenty feet away from the building when in use.
- Grills placed too close to the building will cause the siding and vinyl railing to melt and may cause a fire.
- Safety should be the priority and always on the mind of anyone operating a grill.
- If any owner or guest does not follow grilling guidelines and damage occurs, an assessment will be charged against the owner's account plus the cost of any necessary repair of damage.

27. Satellite Dish Policy & Rules

- When a Unit Owner wishes to install or have installed a Satellite Dish, that Unit Owner must make an application to the Association Manager for such an installation.

28. Vehicles — Driving, Parking and General

- Driving within the Braelinn Green community:
    - The speed limit within the community is **15 mph**.
    - The condition and operation of any vehicle within the community shall conform to the State of Ohio motor vehicle operating and safety standards as enforced by the Ohio State Highway Patrol.
    - Car stereo audio levels shall be maintained at reasonable levels so as not to disrupt or unduly disturb the "quiet enjoyment" within the community.
- Parking within the Braelinn Green community:
    - Parking is permitted inside the Unit Owner's garage or in front of the garage door (where applicable).
    - No boat, trailer, motorhome, recreational vehicle, pick-up truck larger than ¾ ton, camper, travel trailer, or any vehicle with commercial license plates and/or commercial advertising may be parked on any street or driveway overnight without advance approval by the Board's representative.
    - Other recreational vehicles that will not fit in the garage will be permitted to park in a limited common element for 48 hours to allow for loading and unloading providing they do not inhibit the ingress/egress of other vehicles. Commercial moving vans and commercial trucks during the conducting of business are the only pre-authorized exception.
- No vehicle shall be parked in any manner, anywhere in the community whereby that vehicle might interfere with the ingress/egress of others, including the natural flow of traffic and emergency vehicles. Vehicles will be towed without notice and at the owner's expense.
- Inoperable vehicles are not permitted on the Braelinn Green property and will be towed without warning at the owner's expense. (Examples of inoperable vehicles are those that cannot be physically and legally driven on public streets, expired license plates, and flat tires).

VI. Unit Owner Information

Ohio State Law (Ohio Revised Code 5311.09(A)(2)(a) requires information be provided to the Braelinn Green Condominium Association. The association management company must have this information in case of fire, security problems, or a medical emergency.

- Please call/email the Association Manager for the Braelinn Green owner form.

VII. Selling or Transfer of Unit

- One small, professionally prepared "For Sale" sign may be placed in one window of a Unit. Up to five (5) open house directional signs are permitted during an open house.
- Upon the sale or transfer of a unit at Braelinn Green, the buyer/transferee shall pay the Association a sum equal to two (2) months of the then regular condominium assessments which shall be placed in the reserve fund. This fee is non-refundable and non-transferable.
- Each unit owner must, within 30 days of the title transferring to the new unit owner, provide the Association with all contact information of the owner and all occupants, and any person who manages the unit as an agent of the unit owner. Please call/email the Association Manager for Unit Owner or Tenant form.
- To obtain monthly association fees, transfer fees, special assessment fees, and any other monies owed to the association the title company or processor is to obtain the information by contacting the Association Manager.
- A transfer fee is charged at the closing. This fee may vary from year to year. This transfer fee provides the buyer with a copy of the Declaration/Bylaws and Rules, and transfers unit information to the new owner as a member of the association.
- To obtain copies of the rules or the declaration/bylaws before the closing, please contact the Association Manager.
- At closing:
    - All keys must be transferred from the seller to the new owner.
    - Mailbox location and number must be given to the new owner.
    - Garage number and any access code information must be given to the new owner.

VIII. Leasing (Renting) Your Condominium

The number of occupants shall be limited to that permitted by local housing, health, and other regulations governing our units. No unit shall be used for any purpose other than that of a residence for individuals living as a single housekeeping unit. No unit may be used as a group home, commercial foster home, etc. With this stated the Board has promulgated the following rules regarding the leasing of a Braelinn Green condominium:

- A lease shall only be written with a Lessee(s) who will reside in the Unit and said Unit shall be and remain the permanent primary residence of such Lessee(s) for the entire term of the lease.
- All leases, whether for an original term or a renewal term, shall be written for a period of no less than 30 days.
- The owner will provide a copy of the Lessees' lease and tenant information within 30 days of the signing of the lease. Please call/email the Association Manager for the Braelinn Green Unit Owner information form.

- The Unit Owner is responsible for any agents, tenants, tenant's guests, or their agents for their actions and compliance with the bylaws, declaration, and standing rules and regulations per this handbook. The owner's account is the only account recognized by the Board. All assessments to an account are the responsibility of the Unit Owner. Owners report all condominium-related issues to the association management company.
- The Association is authorized to evict tenants who are in violation of the governing documents or restrictions, so long as the unit owner is provided with at least ten (10) days written notice of the intended eviction action. The costs of eviction, including reasonable attorney fees, shall be chargeable to the unit owner and shall constitute a special assessment against the Unit Owner.

IX. Enforcement of Handbook

1. Violations/Complaints: Any Unit Owner may notify the Association Manager of a breach of Association rules and guidelines by sending a written notification either by USPS mail or email containing details to the Association Manager. ***All reports are anonymous.***
    a. Email Subject: Braelinn Green Violation: (short title)
    b. Email Body:
        i. Name and Unit Address of the Unit in violation/complaint.
        ii. Description of the problem and supporting documentation (e.g., pictures, videos)
        iii. Owner Name and Address reporting the violation.
2. Upon receipt of the report the association management company will send a written notice (letter) to the Unit Owner in violation/complaint.
    a. The First and Second letters will include the following:
        i. A description of the violation/complaint.
        ii. What is expected to remedy the violation/complaint
        iii. What to do if they feel the violation/complaint is incorrect
        iv. The required language which states “there MAY be an assessment of up to $50 if the violation continues.”
    b. Schedule of Assessments Fees:
        i. First Offense: Letter
        ii. Second Offense: $50 – a hearing may be requested
    c. All costs for exterior repair resulting from any violation will also be added to the responsible owner's account.
3. The person reporting the violation/complaint will also receive a letter from the association management company indicating:
    a. The violation
    b. The remedy
    c. The expected target date to remedy the problem.
4. If the violation/complaint has not been rectified within the expected target date, it is the responsibility of the person making the initial report to notify the association management company that the violation/complaint continues.
5. If the violation/complaint remains uncorrected, steps will be taken to outlined in the condominium Declaration and Bylaws.

X. Attachment(s)

(A) Checklist of Maintenance Responsibilities

Description	Unit Owner	Association/ Common Area
Appliances	X	
Asphalt Roads and Drives		X
Balcony Flooring (Melrose)	X	
Balcony Structure (Melrose)		X
Chimney — cleaning	X	
Chimney — exterior siding, exposed flue, and flashing		X
Chimney — vents and damper within the unit	X	
Doors — All entry, storm, screen, and garage including frames, sashes, jams, hardware, and weather-stripping.	X	
Fences		X
Foundation Walls and Drains		X
Garage — structural maintenance, siding, trim		X
Gutters and Downspouts		X
HVAC System (Air conditioning / Heating)	X	
Interior Damage — caused by roof leak, etc.	X	
Lawn and Landscape — including fencing and retaining walls		X
Lights (exterior fixtures) — unit coach lamps, garage coach lamps, post lamps, streetlamps, and entry lighting		X
Mailboxes		X
Mailbox Keys	X	
Painting – exterior		X
Painting - Patios, Porches, and front of Garage Doors and Unit Doors	X	
Pipes — servicing one unit	X	
Pipes — servicing more than one unit		X
Plumbing	X	
Personal Property Damage — including, but not limited to, damage that is caused from exterior defect	X	
Porch / Patios (all non-shared units)	X	
Radon Remediation System	X	
Roofs — underlayment, sheathing, shingles, and flashing		X
Sidewalks and curbs		X
Siding and Trim		X
Signs		X
Snow and Ice Removal — porches, patios	X	
Snow and Ice Removal – driveway complete if no cars parked.		X
Snow and Ice Removal – Carrington units sidewalks		X
Snow and Ice Removal — streets		X
Sump Pump	X	
Walls — exterior structural maintenance		X
Walls — interior maintenance	X	
Windows — frames, sashes, sills, glass, and screens	X	
Wiring — telephone, cable, and electrical servicing one unit	X	

The Association will be responsible for Carpenter Ants, Carpenter Bees, Groundhogs, Possums, Raccoons, Skunks, Squirrels, Termites, Woodpeckers. All other pest/animal control is the unit owner's responsibility.

(B) Paint Colors

Sherwin Williams
COLUMBUS-SAWMILL RD #701118
7370 Sawmill Rd
Columbus, OH, 43235-1889
(614) 761-3667

Doors and Shutters

Responsibility:
Doors: Owner / Shutters: Association

Paint
Brand: Sherwin Williams
Base Paint: Latitude Exterior Acrylic Latex
Sheen: Satin
Tint: Ultra Deep

Type: **Door / Custom Manual Match**

CCE	Color Cast	OZ.	32	64	128
W1	White	-	41	1	-
B1	Black	4	4	-	-
G2	New Green	2	2	-	-
Y3	Deep Gold	2	16	1	-

Garage Doors

Responsibility: *Owner*
Paint
Brand: Sherwin Williams
Base Paint: Super Paint Exterior
Sheen: Low Luster

Color Number: SW 7025
Location Number: 241-C5
Color Name: Backdrop



Trim

Responsibility:

Exterior: Association

Interior enclosed porch (Melrose): Owner

Paint

Brand: Sherwin Williams

Base Paint: A-100 Flat Match

Color Number: SW 9111

Location Number: 205-C3

Color Name: Antler Velvet

