BRAELINN GREEN CONDOMINIUM ASSOCIATION

UNIT OWNERS AND RESIDENTS

RULES AND REGULATIONS

Dated 06/14/2022

Property Managed by:

The 27 Group
6059 Frantz Rd Suite 202 Dublin OH 43017
(614) 957-0027

Property Manager/s:

1. Tricia Mehanny **(**tricia@the27grp.com, **#** 614.300.3468)
2. Suzy Mulders **(**suzy@the27grp.com**, #**614.300.3469)

TABLE OF CONTENTS	PAGE/S
I. Introduction	3-5
II. Financial Matters	5-7
III. Common and Limited Common Elements	7
IV. Architectural/Maintenance/Control	7-8
V. General Rules and Guidelines	8-14
VI. Selling and Transfer of Unit	14
VII. Leasing (Renting) Your Condominium	14-15
VIII. Enforcement of Handbook	15-16
ATTACHMENT A	17-18
ATTACHMENT B	19
ATTACHMENT C	20
ATTACHMENT D	21
ATTACHMENT E	22

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 regularly each month, 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 Property Manager/s at least ten (10) days in advance of the meeting date. Meeting dates, times and location may be obtained by contacting the Property 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 their 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" may be obtained at www.homewisedocs.com. An electronic copy can be obtained at no charge from the associations 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 asset (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 many of these rules and regulations. The Board may amend the rules and regulations from time to time, as conditions change. Such 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 Association 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. Property Management

- Managing Agent for Braelinn Green Condominiums is - ***'The 27 Group'.***
- Their office is located at - **6059 Frantz Rd, Suite 202, Dublin Oh 43017.**
- The main office number is - **614-957-0027.**
- Website for property management is - www.the27grp.com

- Property managers are -
    1. Tricia Mehanny (tricia@the27grp.com, # 614.300.3468)
    2. Suzy Mulders (suzy@the27grp.com, # 614.300.3469).

    Contact property managers for all condominium issues.

6. Maintenance and Service Requests

The 27 Group manages and dispatches all maintenance and service requests.

- During regular business hours (8:30 a.m.-5:00 p.m.) please contact one of your Property Managers as listed above to report both regular and emergency maintenance issues.
- AFTER HOURS MAINTENENANCE:

    - For ***emergencies*** such as fire, flood, or active water leaks, after you have reached out to the appropriate emergency department, please call our office **(614) 957-0027 OPTION #6.** This will connect you with our on-call Manager. In the event that you reach voicemail, please leave a message and expect an immediate call back. Not leaving a voicemail will only delay the response to your emergency.
    - If you are calling after hours regarding *regular, non-emergency maintenance* requests, please listen to the prompts to leave a message with your Property Manager(s).

- Your managers will use all reasonable effort to respond within 72 hours for routine requests, within 4 hours for serious issues, and within 2 hours for an emergency. Response is defined as the date/time from the initial call for assistance and response from your manager. Actual repair time and final resolution of the problem will depend on the availability of the necessary vendor.

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

8. Association Communication

- Contact property managers for all condominium /association related issues.
- A premier software, AppFolio, is used by '*The 27 Group*' and is available to all homeowners. Homeowners will have access to the following tools in their secure owner portal on AppFolio:

    - Free online payment options using a checking account/routing number
    - Account history
    - Maintenance Requests/Updates
    - Community Documents and Reports
    - Community Updates/News/Announcements

II. Financial Matters

Payments are considered received as of the postmark date and are first applied to the oldest charges remaining due.

1. Association Dues & Water Bills

You will receive statements from Guardian for your water/ sewer usage and you will not receive statements for your monthly dues. Payments for dues/water and sewer may be combined in one payment, payable to Braelinn Green COA.

Please remit your dues and water/sewer payments to our office using **one** of the following methods:

- **Online:** One time or automatic recurring payments are FREE using a checking account/routing number. (Debit cards are considered credit cards and will be charged a processing fee).

    To enroll online:

    - *www.the27grp.com : Pay Dues : Request access to the portal*
    - *You will then receive a link prompting you to set a password for immediate access to your account.*
    - *If you do not receive the link (be sure to check your spam folder as well), please email info@the27grp.com to provide your email address and request the activation.*
    - *Once logged in, select "e-check" from the payment screen to avoid credit/debit card processing fees.*

- **Mail:** Mail checks to 'The Twenty Seven Group', 6059 Frantz Rd, Suite 202 Dublin OH 43017

    Payable to : Braelinn Green COA

    Due Date: First of the month

    Late Date: On and after the tenth of the month

    Late Fee: $25 (due immediately with payment of the late Association Dues)

- **In Person**: Drop off check for monthly dues/water at our office. There is a mail slot next to the door for any payments dropped off before/after regular hours.

Unit Owner water/sewer bills are calculated based on the reading of their remote water meter each month.

2. Utilities

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

3. Checks Returned for Non-Sufficient Funds (NSF) — NSF Fee

Payable To: Braelinn Green COA
Due Date: Immediately, include with the replacement payment
Late Date: If not included with the replacement payment

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.

4. Delinquency Notice, Lien and Foreclosure

(a) A Unit Owner who has a past due balance after the tenth of the month will receive a delinquency notice.

(b) A delinquency notice will be sent from the association attorney when an account is 2 months delinquent. A lien will automatically be filed when a Unit Owner's account is delinquent of 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 expense shall ultimately be charged to and paid by the Unit Owner.

(c) 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 expense shall ultimately be charged to and paid by the Unit Owner.

(d). All payments received are applied to the charges due on a Unit Owner's account in this order:

(1) First, to interest owed to the association.
(2) Second, to administrative late fees owed to the association.
(3) Third, to collection costs, attorney's fees, and paralegal fees incurred by the association.
(4) Fourth, to the principal amounts the unit owner owes to the association for the common expenses or penalty assessments chargeable against the unit.

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

Definitions:

Common Elements: The common elements of the Association, e.g., roads, buildings, roofs, everything outside of the balcony and/or patio of 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.

1. 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.

2. 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.

3. 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 – Attachment B.

Modifications, changes, additions, or improvements to the exterior of the buildings, common grounds and limited common grounds may not be made except by the Board of Directors.

All modifications for exterior changes including windows & doors shall be submitted in writing to the property manager and must have written Board approval. All requests shall include a written description and a diagram of the proposed changes and must be signed by the unit owner.

2. 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.

3. 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. 4. Posts, Fences and Railings

Nothing shall be attached to or penetrate porch railings, fences or posts including lights, house numbers, hangers, lights, decorative flags, banners, etc.

5. Handrails

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

6. Storm/Screen Doors

The Approved storm door is a Larson Storm Door, Model- Providence, Color- Almond, Hardware- Brass. The door to the porches are to be made of wood.

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, Flower Pots, 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 plantings 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 property 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 permitted on the common or limited common areas.

7. Vegetables & Fruit
No vegetables or fruits are permitted in the mulched area or in planters/containers on the common or limited common element.

8. Shepherd's Hooks

Each unit is allowed two, 5 ft. shepherd's hook for hanging live annual flowers baskets to be located 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 — January 15.

13. Door Wreaths

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

14. Bird Feeders & Bird Baths are prohibited.

15. 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 spigots to prevent possible freezing and pipe/hose damage. Your hose must be stored in your garage or unit during the winter months.

16. 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.

17. Refuse Collection

Unit Owners living in a Unit that faces or backs up to the courtyard (the "Carrington" model) must use the dumpsters provided in the northeast and southeast corners of the community for the disposal of their refuse. A private waste removal company empties these dumpsters weekly. Furniture, moving crates, appliances and other large items are not permitted to be discarded at the dumpster site.

All other Unit Owners must store their refuse in appropriate secured refuse containers in their garage until refuse collection day. The City of Dublin provides weekly curb pick-up. Unit Owners may set their refuse containers at the curb after 6pm, provided they are in a secure refuse container that animals cannot get into, on the day before collection. Unit Owners must collect and return their containers to their garage by 8 p.m. the day of collection.

When there is a holiday, 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. So, when there is a holiday, make the adjustment and set your containers out one day later than normal.

18. 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 grounds.

Nothing is to be placed beside or inside the dumpster areas. The dumpster areas are not an area to place your bulk trash items. Owners are responsible to contact a hauling company for bulk trash items. Any owner who places items on the side or inside the dumpster areas will be assessed $50.00 and charged the cost of removing the bulk items.

19. 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.

20. Window Coverings/Treatments (Interior)

Acceptable window coverings/treatments shall be limited to the choices listed immediately below. 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. 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.

21. Solicitation & Signs

Solicitation by commercial enterprises is prohibited at Braelinn Green Condominium.
No signs within the community 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.

22. Grilling

Grills may be stored on porches from March- November. Insurance guidelines state grills are to be placed 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 first 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 owners account plus the cost of any necessary repair of damage.

23. 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 Management Company for such an installation. Please refer to an example of that application elsewhere in this handbook. A completed application does not in any way infer approval. The approval by the Board does not in any way alter or limit the requirement of the Unit Owner to adhere to all City of Dublin Codes and Regulations, and those codes and regulations of other agencies governing such an installation (i.e.; the FCC, the Building Department, the Utility Company, Manufacturer Guidelines, etc.). The Unit Owner is still required to obtain any and all permits, such as a building permit etc. required by law.

Satellite Dish Installation Guidelines

Dishes shall be as small as possible, but in no case larger than 39.4 inches (one meter) in diameter and shall not be affixed to or placed upon any exterior wall, roof, or in the common elements unless approved by the Board in writing.

The dish installation shall be of quality construction and shall conform to all applicable building codes and manufacture's specification.

The Board reserves the right to have the dish owner paint the dish in a color that will blend with surrounding building.

Any variation in installation from that represented on the original approved application for dish installation must be submitted in writing for approval.

Satellite Dish Damage Issues

The Unit Owner is responsible for any damage, other than the dish installation itself, to the exterior of building or unit caused by the dish installation process. If any existing landscape, public improvements or utilities are damaged or destroyed during any phase of installation, the Unit Owner shall, at their expense, replace and/or repair such damage. With dish removal, the Unit Owner is responsible to repair any damage resulting from the dish having been installed.

Satellite Dish Maintenance Issues

Dish maintenance and/or repair are the responsibility of the Unit Owner. The Unit Owner is responsible for any additional unit maintenance and/or repair costs incurred as a result of the dish installation.

24. Vehicles — Driving, Parking and General

1. Driving within the Braelinn Green community:

a. The speed limit within the community is 15 mph.
b. 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.
c. Car stereo audio levels shall be maintained at reasonable levels so as not to disrupt or unduly disturb the "quiet enjoyment" within the community.

2. Parking within the Braelinn Green community:
a. Parking is permitted inside the Unit Owner's garage or in front of the garage door (where applicable).

b. No boat, trailer, motor-home, 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, flat tires)

25. Pets

Unit owners are solely and totally responsible for their pets and/or the pets that reside in 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. Dogs, cats, and/or caged birds are permitted as domestic pets, provided they are not maintained, kept or bred for commercial purposes.

The following provides clarification of the covenants and restrictions of the Association Declarations and By- Laws with respect to this subject matter:

1. Pets must be on a leash (no longer than 6 feet) when outside and must be attended by an adult.
2. No pet shall be permitted to roam freely outside the Unit under any circumstances.
3. Pets may not be tethered outside nor are tethers allowed.
4. The use of pet houses, crates, pens, cages, gates etc. is not permitted outside of the Unit for any purpose.
5. Three pets are permitted to reside in any given unit.
6. Pet owners shall insure proper, timely, and up-to-date licensing and inoculations of their pets.
7. Pet waste must be collected and removed immediately upon the pet depositing it. This is in conformity with applicable state and local law.
8. Prevent urination in the same spot, as it will kill the vegetation.
9. Unit Owners' accounts will be charged back 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.

10. An assessment will be levied and charged to the offending Unit Owner's account for each infraction of these rules.
11. A Unit Owner who habitually breaches any one or more of these rules may receive a notice of the Board's intent to have the offending pet removed from the condominium property.

VI. Selling or Transfer of Unit

One professionally prepared "For Sale" or 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 title transferring to the 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. See Attachment D & E.
To obtain monthly association fees, transfer fees, special assessment fees, and any other monies owed to the association the title company or processor is the obtain the information at www.homewisedocs.com.
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 new owner as a member of the association.

To obtain copies of the rules or the declaration/bylaws before the closing, visit the Braelinn Green Website or purchase a copy by going to www.homewisedocs.com. Contact Property Management for assistance.

At clos ing :
1. All keys must be transferred from seller to the new owner.
2. Mailbox location and number must be given to new owner.
3. Garage number and any access code information must be given to new owner.

VII. 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:

1. 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.

2. All leases, whether for an original term or a renewal term, shall be written for a period of no less than 30 days.

3. Owner will provide a copy of the Lessees' lease and tenant information form within 30 days of the signing of the lease. See Attachment E.

4. 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 property management company.

5. 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.

VIII. Enforcement of Handbook

1. Violations

Any Unit Owner may notify the property manager of a breach of Association rules and guidelines by sending written notification containing details to the Property Manager. Information may be communicated via e-mail or regular mail. (See Attachment C)

2. Violation Enforcement/Letters/Violation Assessments

The owner shall be responsible for any violation of the Declaration, Bylaws or Rules by the owner, guests, or the occupants, including tenants, of his/her unit.

A violation assessment will be applied to the unit owner regardless of whether the offender is the unit owner, a tenant, a guest or a household member. The payment of the assessment does not relieve the offender of the obligation of correcting the violation. If the Association incurs expenses to correct the violation, this expense will be applied to the unit owner in addition to the assessment.

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 implementing a legal remedy to impose compliance, including court costs and attorney fees, shall be added to the account of the responsible owner.

All costs for extra cleaning and/or repairs from any violation will also be added to the responsible owner's account.

Prior to imposing an assessment for a violation, the following procedure will be followed:

1. Written notice(s) will be served upon the alleged responsible owner specifying:
a. A reasonable date by which the owner must correct the violation to avoid the assessment; and
b. A description of the property damage or violation; and
c. The amount of the proposed charge and/or enforcement assessment; and

d. A statement that the owner has the right to a hearing before the Board to contest the proposed charge and/or enforcement assessment.

2. To request a hearing the owner must mail or deliver a written "Request for A Hearing" notice which must be received by the Board no later than the tenth day after receiving the violation notice

a. If an owner timely requests a hearing, the board will provide written notice of the hearing at least seven days prior to the hearing. If the owner fails to make a timely request for a hearing, the right to the hearing is waived, and the charge for damages/assessment will be immediately imposed; and

b. At the hearing the Board and alleged responsible 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 owner, and intent to impose an assessment shall become a part of the hearing minutes. The owner will then receive notice of the Board's decision and any enforcement action with thirty days of the hearing.

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

3. Schedule of Assessments: First Offense - $50: Second Offense - $100

ATTACHMENT A -

Checklist of Maintenance Responsibilities

Description	Unit Owner	Association/ Common Area
Air Conditioning System	X	
Appliances	X	
Asphalt Roads and Drives		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
Heating System	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, street lamps and entry lighting		X
Mailboxes Mailbox Keys	X	X
Painting — exterior		X
Patios, Porches, and front of Garage Doors and Units	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	
Roofs — underlayment, sheathing, shingles and flashing		X
Sidewalks and curbs		X
Siding and Trim		X
Signs		X
Snow and Ice Removal — porches and patios	X	
Snow and Ice Removal — streets		X

ATTACHMENT A (Continued) -

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, and Termites. All other pest/animal control is the unit owner's responsibility.

*Garage door paint can be purchased at Sherwin Williams: Super Paint Exterior; Sheen: Low Lustre Color: Backdrop SW 7025.

ATTACHMENT B-

BRAELINN GREEN CONDOMINIUM ASSOCIATION ARCHITECTURAL APPLICATION

In order 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 BOARD APPROVAL from the Braelinn Green Board of Directors prior to initiation of said project. There is no fee required for such approval.

A written request with supporting detailed drawing for any type of modification, installation, or additions must be submitted to The Twenty Seven Group, our property management company. The Twenty Seven Group will forward it to the Board of Directors for review. Property Manager will notify the homeowner, in writing, of approval or denial.

In order to simplify the approval process, we have designed this form to be completed and sent to The Twenty Seven Group. Please try to plan your projects ahead of time. PLEASE CONSULT THE DECLARATION OF COVENANTS, EASEMENTS, CONDITIONS AND RESTRICTIONS FOR BRAELINN GREEN SUBDIVISION, AS WELL AS THE RULEBOOK, PRIOR TO COMPLETION OF THIS FORM. If you have any questions pertaining to these documents, please contact Suzy Mulders: suzy@the27grp.com or Tricia Mehanny: tricia@the27grp.com.

Name: _____ Date: _____

Address: _____

City/State/Zip: _____

Daytime Phone Number: _____

E-mail Address: _____

Type of Improvement (explain):

_____

_____

Contractor: _____ Contact: _____

Attach a detailed scale drawing showing the proposed improvement(s) with dimensions: A brief description of proposed improvement including building materials, color samples, and any other relevant information that will clearly describe your project.

_____

_____

_____

_____

_____

Estimated start date: _____ Estimated completion date: _____

If your application is approved, please contact the City of Dublin to receive a permit if one is required.

ATTACHMENT C –

FORMAL COMPLAINT FORM (VIOLATION FORM)

Violator(s):

#	Name	Address	Phone
1			
2			
3			
4			

Provide only information that you are certain is correct and factual.

Violation — 1:

- continue on reverse side of this form if additional space is needed

Violation — 2:

- continue on reverse side of this form if additional space is needed

Provide only accurate information pertinent to the violation(s).

Acknowledgement:

Print Your Full Name	Your Address	Your Day- time Phone
Signature: Date:		Email Address

Submit this form, completed, to the Property Manger/s.

ATTACHMENT D-

INFORMATION FORM

BRAELINN GREEN CONDOMINIUM ASSOCIATION

Ohio State Law (House Bill 135) requires the following information be provided to the Braelinn Green Condominium Association. **PLEASE PRINT LEGIBLY** AND COMPLETE EACH APPLICABLE LINE BELOW.

Owner Occupied, Offsite Owner (please circle one)

Off Site Mailing Address (If applicable) _____

Braelinn Green Address:_____Garage #_____
Name(s) _____
Name(s) _____
Phone Number(s): Land _____Cell_____
Phone Number(s): Land _____Cell _____
Email _____

Email _____

Emergency Contacts

Name _____Relationship_____

Phone Number(s): Land _____ Cell _____

Name _____Relationship_____

Phone Number(s) Land _____ Cell_____

Please list the names of all persons other than the owner(s) who occupy the unit

_____

_____

Signature of Owner _____ Date_____

Signature of Owner _____ Date_____

Mail to: Braelinn Green Condominium Association
6059 Frantz Rd
Suite 202
Dublin OH 43017
OR
Email to: info@the27grp.com

ATTACHMENT E -

BRAELINN GREEN TENANT INFORMATION FORM

Unit Address _____ Lease: Begins_____Ends_____

Name of Person(s) Leasing the Unit — Phone Numbers

_____ _____

_____ _____

Other Occupants:

_____ _____

_____ _____

Contact email/s _____

Pets: Breed _____How Many _____Color_____

VEHICLE(S)

License #	State:	Make:	Model:	Year:	Color:
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

The above information is correct, and all required items are included for submission to Braelinn Green Condominium Association Managing Agent I have received, read, understand and agree to abide by the Rules and Guidelines of Braelinn Green Condominium Association. All occupants must sign.

Date: _____ Signature _____
Date: _____ Signature _____
Date: _____ Signature _____
Date: _____ Signature _____

Signature of Unit Owner(S) are required:

Date: _____ Signature _____
Date: _____ Signature _____