Dublin Green Condominiums

Community Handbook

2024.02.13



Welcome to Dublin Green Condominium Owners Association, Inc.

Information and notices of coming events can be found on your Dublin Green portfolio Each unit will need portal access. Email the Customer Service department at LINK Real Estate Group mysupport@linkapm.com to request portal access.

Contact the City of Columbus for municipal services.

I. General Rules

A. Dublin Green Association Information and Rules

Rules and Regulations provide occupants with a framework to reasonably protect their personal and property rights and to reasonably provide a safe and pleasant living environment. The Rules and Regulations are approved by the Board of Directors and apply to all occupants.

The Rules and Regulations are established and are an extension of the recorded Declaration and By-laws. It is the responsibility of each Owner and occupant to become familiar with these Rules and Regulations to protect the general welfare of all occupants.

Each Owner(s) should have obtained a copy of the Handbook and the Declaration an By-laws upon transfer of ownership. A copy is also available on the portal. If you do not have a copy of the Handbook, please contact LINK Real Estate Group 614-686-7775 or print one off the portal. Please take the time to familiarize yourself with these documents.

Please ask if in doubt about anything in these documents.

B. Property Management

The Property Manager of Dublin Green Condominium Owners Association, Inc. is LINK Real Estate Group.

Mailing address: LINK Real Estate Group
2500 Farmers Dr., Suite 250
Columbus, OH 43235

E-mail: mysupport@linkapm.com
Phone: 614-686-7775

Property Emergency Maintenance: 614-639-5021
Water/Sewer emergencies, Fire, Pipe Breaks, etc.
(Follow phone emergency prompts for after hours)

Assessment Fees - Pay online or make the check out to Dublin Green Condominium. Write the Unit address on all payments AND your account number.

Mail to: LINK Real Estate Group
Dublin Green Condominium -7066
P.O. Box 93504
Las Vegas, NV 89193

C. Condominium Assessments

Condominium Assessments are adjusted yearly to meet the costs of reasonably maintaining and improving the Condominium Property. For an itemized description of what the condominium assessments cover, copies of Association financial statements and budgets are available from the management office or on the portal.

Condominium Assessments are due on the first of the month and are considered late if not received by the 10th day of each month. A late fee of $30.00 will be assessed against the Unit on the 15th. Any past due assessments(s) may cause a lien and foreclosure to be filed against the Unit. Examples of items that can be added to the amount owed by the delinquent Owner are late fees, legal fees, enforcement assessments, assessments and any other charges associated with the account. Any and all legal fees will be added to the Unit account. All pool, clubhouse, exercise room and tennis court privileges may be revoked if the Owner is late with fee for 30 or more days. Keys for these facilities must be returned to Apogee Property Management.

All fee payments made to a Unit owner's account after the account becomes delinquent will apply to the oldest outstanding balance. Late charges will continue to be assessed until the account is current.

The new Owners pay at closing a two month fee into a special reserve fund. The purpose of this reserve fund is to build up the initial reserve fund for future repairs such as roofs, painting, asphalt repair, etc. This payment does not place the Owner in a Paid in Advance position.

II. Community Information and Regulations

A. Interior Maintenance

Interior maintenance is the responsibility of the Owner. Refer to the Checklist of Maintenance Responsibilities below.

B. Fireplaces

All Units with a fireplace should have their chimney cleaned every three years.

C. Watering of Lawn

An irrigation system waters the lawn areas during the summer months.

D. Personal Property Insurance

The Association's Insurance does not cover personal property and Owner installed improvements.

E. Common Element Insurance

The Association insures the Common and Limited Common Elements as required by the Declaration.

F. Water Damage Responsibility

Water damage to a Unit where the damage was a result of lack of maintenance and / or not taking the necessary action to mitigate the damage to the Unit or neighboring Unit will be borne by the Owner where the water initiated.

G. Utilities

Occupants are responsible for payment of their own gas, electric, cable television and telephone bills. Occupants are also responsible for calling to initiate service on the date of possession.

III. IMPORTANT NOTICE REGARDING WATER SOURCES A GUIDE TO REDUCING WATER DAMAGE TO OTHER UNITS

Maintenance issues must be addressed and are the Owner's responsibility if damage is caused to neighboring Units.

A. Condensate Line

Regularly checking the condensate line from the air conditioner will prevent water from leaking to the Unit below.
To check the condensate line:
1. Take the panel off the front of the furnace (unscrew two screws on each side of the panel and one flat screw on the top center).

2. Removing the panel exposes the furnace filter and two sets of coils. The upper set of coils services the furnace and the lower set services the air conditioner.
3. At the bottom of the lower set of coils there may be a small piece of insulation that should be removed.
4. The line running from this area needs to regularly be checked so it does not clog and allow water to back up and fill up the drain pan which then floods the Unit below.

B. Ice Maker

Make sure the icemaker line to the refrigerator freezer is connected. Be careful when moving the refrigerator. Water can leak to the Unit below if the line disconnects.

C. Washing Machine

Turn water off to the washing machine when the machine is not in use. All Owners should currently have steel washer hoses. The Floodchek is the recommended washer hose.

D. Commode/Tub/Shower

Investigate water around the commode, bathtub or shower. Investigate to make sure all precautions are taken to eliminate potential leaks which may damage the Unit below.

E. Turn Off Valves

1. Cabinet in hallway under staircase - The water shut off to the condominiums is located in the cabinet in the first floor hallway. Typically, this shut off will shut off all the Units above and below the occupant's Unit.
2. Sinks / commodes - Under each of the sinks and behind each commode is a small knob where each sink or commode can be shut off completely.
3. Hot water tanks - There are multiple shut offs involving the hot water tank. One shuts off water to the furnace. One shuts off water to the Unit. One shuts off water to the hot water tank. One shuts off water to everything. Turn them all off (close them) when in doubt.

Regularly check the hot water tank for water and rust. The life span of a hot water tank is generally not more than 11 years but you should ask your contractor the condition of your specific tank. The tank should serve both hot water needs and heat. Some contractors have suggested installing High Speed Recovery Tanks.

IV. Reasonable Snow Removal Policy

Reasonable snow plowing will commence when snow accumulates three inches. Walks will be reasonably shoveled when snow accumulates two inches.

The contractor will reasonably plow the snow. Cars in parking spaces and the garages may have a drift of snow behind them. Guest parking spaces without vehicles will be used to dump the snow. The Association cannot guarantee that people will not be inconvenienced by the snow or ice. Calcium is provided when the snow amount does not justify the expense of clearing the walks. If possible, the contractor will return and continue to reasonably clear the area throughout the day. The contractor may attempt to pre-treat the roads with salt if ice is predicted.

V. Complaint Resolution

A. All complaints / problems an Owner may be experiencing with the Association, neighbors, pets, etc. are to be presented in writing to the property manager who will present issues to the Board for resolution. Submit the Rules Violation Complaint Form or on the Dublin Green on the portal or via email to mysupport@linkapm.com
B. Owners who are the target of menacing behavior or physical or verbal threats should immediately contact the Columbus police.
C. The Board of Directors may revoke use privileges from anyone who abuses the clubhouse, the exercise room, the tennis courts or the swimming pool and surrounding area.

VI. General Rules and Regulations

A. Obstruction of the Common Elements or storing items in the Common Elements is prohibited.
B. Open fires are prohibited on the condominium property. In accordance with the Ohio Fire Code, gas grills or other types of open-flame devices are prohibited to be used within 10 feet of a multi-family building. The Ohio Fire Codes, also, prohibits operation of such device on balconies and decks. Violations of this Fire Code should be reported to the local Fire Department at the non-emergency number. Grills are prohibited in the pool area except for the Association sponsored Pool Party.
C. All trash, garbage or other rubbish must be deposited in approved Association dumpsters or in a recycle container.
D. Nothing is permitted to be hung or displayed on the outside of windows or placed on the outside walls of a building.
E. Signs, awnings, canopies, shutters, radios or television antennas or television satellite dishes are prohibited to be affixed to or placed upon the exterior walls or roof or any part of the building without the prior written approval of the Board of Directors.
F. The outside of any curtain, shades or other window coverings or transparent door coverings must be white, beige or wood tones.
G. Clothes, sheets, blankets, laundry or any other article is prohibited to be hung out or exposed on any part of the Common Elements.

VII. Vacant Units

Leave a local contact person's name and number with LINK Real Estate Group. The contact person should be able to access the Unit in case of a building emergency.

VIII. Holiday Decorations

A reasonable display of lights / decorations not causing permanent damage to buildings, gutters or siding may be displayed in the limited common property. Climbing of the buildings to hang decorations is strictly prohibited. Holiday decorations must be removed within 30 calendar days of the holiday. Occupants are prohibited to put personal holiday decorations in the Common Elements in the building unless all occupants of the building agree.

IX. Recreation Keys

Tennis Court / Exercise Room / Pool Keys have been issued to each Owner. An Owner may purchase an additional key for $100. Owners are prohibited to share keys with non-occupants.

X. Guidelines for Pet Owners

A. Pet owners are responsible for the level of noise created by their pets whether the pet is inside the Owner's Unit or outside in the Owner's Limited Common Element supervised by the Owner.
B. Pet owners are responsible for the immediate cleaning up after a per defecates. Pet waste must be bagged and put in the trash receptacles. Pet waste is prohibited to be disposed of in the lake. Pet owners must use the open areas while walking pets but are prohibited to use the front areas of Units.
C. Pet owners are responsible for their pets behavior. Pets are to be on a hand-held leash at all times when outside the Owner's Unit.
D. The cost of repairing any damage done to Common Elements od Association property by an animal may be a special assessment charged to the Owner responsible for the animal.
E. Pet odors should e kept to a minimum. Animal pens or houses are prohibited on the Limited Common Elements or in the Common Elements. Pet are prohibited to swim in the lake or in the pool. Pets are prohibited in the clubhouse, exercise room and tennis court.
F. Breeding and boarding of animals for commercial purposes is prohibited.
G. Pet owners are obligated by the laws of the State of Ohio, Franklin County and the City of Columbus which clearly state that all pets must be licensed, on a leash and under control of the pet owner when outside in the Common or Limited Common Elements. Violations should be reported to Franklin County Animal Control 614-462-3400.

XI. Exterior Modifications

A. All exterior modifications which include changes either temporary or permanent relating to doors, hallways, decks, patios, railings, landscape beds or Common Elements must be approved in writing by the Board of Directors. Submit a letter and drawing detailing the exterior changes to the property manager who will present the request to the Board. To submit a request for an exterior modification, the Owner(s) must be current in al fees and assessments. Only Owners who are current in all fees and assessments may submit a request for exterior modification.
B. Contact the property manager if you have any questions concerning modifications.
C. First floor occupants may plant flowers in existing flowerbeds around the Unit after submitting an Exterior Modification Form for Board prior written approval. Maintenance of these plants is the responsibility of the Owner. All plantings are permanent landscaping and subject to maintenance by the landscape contractor and the property of the Association.
D. If an occupant moves forward with an exterior alteration without Board prior written approval, the alteration will be restored to the original state at the expense of the Owner.
E. Doors and windows
    1. Sliding doors, windows and Unit entry door are the responsibility of the Owner.
    2. Any replacement door or window must look exactly the same as the existing door or window. Window dressings must have a white or cream appearance or dark wood tone from the exterior view.
    3. All installations must be professional and not damage the building structure and / or the building components.
    4. The Owner is responsible for the work performed by the contractor and is responsible for any damage as a result of the installation whether to the building structure or a component of the building of the Unit.
    5. Replacement requires Exterior Modification written approval. The Exterior Modification Form is found below.
    6. Paint Color - Front door color: Sherwin Williams PM200 ALK EG Extra SW2421 and Product B33W251.
F. Patio / Decks (Limited Common Element)
    1. Patio / porch furniture or gas grills may be stored or maintained in these areas.
    2. Seasonable flowers and one ornament, statue or figure not to exceed chair height may be placed in the Limited Common Element.
    3. Flower boxes or plants are prohibited on the outside of the deck rail.
    4. Decks and patios may not to be used for storage.

XII. Architectural Rules for Satellite Dishes

A. Dishes are to be one meter (39 inches) or less iin diameter.
B. The dish installation must be of quality construction and conform to all applicable building codes and manufacturer's specifications.
C. Dishes must be properly grounded according to applicable codes and manufacturer's specifications.

D. All cables and wires must be routed in a manner such that they are not easily visible from neighboring Units or from the street.
E. Dishes must be installed on the floor of the deck not to exceed a height of three feet.
F. Under no circumstances is a dish to be attached to either the roof of the building or Unit, the roof of the garage or the chimney or the siding of any building.
G. The Board reserves the right to have the dish owner paint the dish in a color that will blend with the surrounding building.
H. The Board reserves the right to specify the specific location where the dish is to be mounted provided that signal reception is adequate for that location.
I. The owner of the Unit is responsible for any damage to the exterior of the building or to the Unit caused by the dish or the installation process.
J. Satellite Dishes must be removed when service is disconnected or upon sale of unit.

XIII. Common Element Regulations

A. **Smoking/E-Cigarrette/Vaping is prohibited in any common hallway, building area, pool or tennis courts. Cigarette butts must be disposed of in a proper receptacle and not litter the parking lot, entryway, pool area, tennis area, common area etc.**
B. Sale of Property Signs within the Community - Signs are prohibited except as follows:
   1. One professional prepared For Sale sign may be placed in a window.
   2. Real estate For Sale signs are permitted in any Common Elements. Five open house directional signs are permitted during the hours of the open house.
   3. There is a Plexiglas container next to the Clubhouse main door where you may leave flyers about the Unit.
   4. **It is the current Owner's responsibility to contact the property manager of the sale of their Unit and provide the name of the new Owner. The selling Owner is to notify the management company of ownership change at or by closing and provide the new Owner with a copy of the current Rules and Regulations, Declaration ad By-laws, security door key, pool key and remaining Condominium Assessment coupons.**
C. Dumpster
   1. All refuse is to be bagged prior to being placed inside the dumpster.
   2. Boxes are to be broken down before being placed inside the dumpster.
   3. Occupants are encouraged to use the Recycling Bin on the North end of the property for boxes, cans and glass.
   4. Call the City of Columbus at 645-TRASH to make arrangements for large, bulk items.
   5. Inform the management company of any special arrangements. Items may not be placed out for bulk pickup any sooner than the evening before pickup.
D. Solicitation and Garage Sales - Solicitation by commercial enterprises is prohibited.
E. Damage to Common Elements
   1. Owners are responsible for the maintenance and cost repair resulting from damage to the Common Elements caused by any negligent or intentional act by

the Owner, occupant of a Unit or guest of any Owner or occupant, licensees, family members, pets or vehicles.

F. Parking and Parking Areas
   1. All occupants and their guests must comply with the speed limit signs and stop signs posted on the Condominium Property.
   2. Owners and occupants must use only the numbered parking space belonging to the Unit or any available Guest Space.
   3. Vehicles must not be parked in front of garage doors, dumpsters or in any unmarked paved areas.
   4. Operative vehicles used by an occupant and as a primary source of transportation must be parked in the assigned parking space or in the garage space that the occupant occupies.
   5. Inoperative vehicles, including vehicles with expired tags, may not be parked on the Condominium Property unless these inoperative vehicles are parked in the garage and the garage door of such Unit is completely closed.
   6. Parking of any trailer coaches, house trailers, mobile homes, automobile trailers, recreational vehicles, campers, trucks over ¾ ton, boats, boat trailers, jet skis or any similar vehicle (collectively "special vehicles"), commercial vehicles (any vehicle which has any advertising sign) is prohibited on Condominium Property unless such special vehicles or commercial vehicles are parked in the garage of the occupant and the garage door is completely closed or if the commercial vehicle is providing services to a Unit it may be parked in the open parking spaces.
   7. Refrigerators, freezers, kerosene heaters or heaters of any kind are prohibited to be used in garages.
   8. Maintenance of automobiles or vehicles cannot be carried out in the parking lot.
   9. All motor-driven vehicles (including mini=bikes and motorcycles) are restricted to the street and driveways. Occupants must comply with all state and local laws. Motor vehicles are prohibited to be driven on any loy, Common Element or Limited Common Element.
   10. Any vehicle in violation of these Rules and regulations may, in addition to all other remedies, be towed and stored at the owner's expense.

G. Swimming Pool Rules

   POOL DATES: Specific dates established annually generally from Memorial Day to Labor Day.

   POOL HOURS: 6:00 a.m. to 10:00 p.m.

   1. The swimming pool is for the use and enjoyment of all occupants and guests.
   2. No lifeguard is on duty. Occupants and guests swim at their own risk. The Association and the Management Company are not responsible for any swimmers or personal property.
   3. Persons under the age of 12 are not allowed in the pool unless accompanied by a responsible person capable of assistance in the event of injury or incapacity.
   4. **Running, Diving or roughness is prohibited in or around the pool.**
   5. The pool is not available for private pool parties.

6. Drinks and snacks are permitted at the tables. **Glass containers are prohibited.** Drinks and snacks are prohibited in the swimming pool.
7. With the exception of certified service dogs, pets are prohibited in the swimming pool area.
8. Proper swimming attire is required. Cutoffs or shorts are prohibited. All persons with bladder or bowel control problems are prohibited from using the pool unless they are wearing appropriate protective garments (e.g. swim duiapers).
9. **Earphones must be used with audio equipment.**
10. Close umbrellas when you depart to minimize damage to the umbrellas when adverse weather develops.
11. The pool may be closed at the discretion of the Board of Directors or the Management Company for any safety and / or health reasons.

NEITHER THE ASSOCIATION NOR THE MANAGEMENT COMPANY IS RESPONSIBLE FOR INJURIES TO OCCUPANT(S) AND / OR GUEST(S) WHILE USING ANY RECREATIONAL FACILITY. THE OWNER IS RESPONSIBLE FOR ANY DAMAGES CAUSED BY THE OCCUPANTS (S) OF THEIR UBNIT AND / OR GUESTS.

H. Exercise Room Rules
   1. The Exercise Room is for the use and enjoyment of all occupants and guests. An adult occupant must accompany all guests. Each occupant is limited to two guests.
   2. Pets, food, beverages (except bottled water) or smoking are prohibited in the Exercise Room.
   3. Proper usage of exercise equipment by occupants and guests is required. Improper use will result in damage to equipment and may lead to the suspension of Exercise Room privileges.
   4. Thermostats are set at comfortable temperatures and are not to be reset. Windows are not to be opened. Contact the Clubhouse Coordinator if there is a malfunction with the heating or air conditioning system
   5. EXERCISE AT YOUR OWN RISK. PLEASE CONSULT YOUR PHYSICIAN PRIOR TO COMMENCING ANY EXERCISE PROGRAMS(S). Neither the association nor the management company is responsible for injuries to occupant(s) and / or guest(s) while using any recreational facility. The owner is responsible for any damages caused by the occupant(s) of their unit and / or guest(s).
   6. The Exercise Room and Clubhouse are prohibited to be used for personal training sessions.

I. Tennis Court Rules
   1. The Tennis Court is for the use and enjoyment of all occupants and guests. An adult occupant over 18 years of age must accompany guests.
   2. No one under the age of 16 is permitted on the Tennis Courts without adult supervision.
   3. Pets, food, beverages or smoking is prohibited inside the Tennis Court fence.
   4. The gate MUST be locked upon leaving the court.

5. Tennis Court hours are 7:30 a.m. to 10:00 p.m.

NEITHER THE ASSOCIATION NOR THE MANAGEMENT COMPANY IS RESPONSIBLE FOR INJURIES TO OCCUPANT(S) AND / OR GUEST(S) WHILE USING ANY RECREATIONAL FACILITY. THE OWNER IS RESPONSIBLE FOR ANY DAMAGES CAUSED BY THE OCCUPANT(S) OF THEIR UNIT AND / OR GUEST(S).

J. Lake Rules
   1. Swimming or fishing is prohibited in the lake.
   2. Boats, canoes, rafts or other watercrafts are prohibited on the lake except for those crafts required for the maintenance or repair of the lake and / or foundation.
   3. Feeding the geese or ducks is prohibited.
   4. Walking on or skating on the lake in winter is prohibited.
   5. Throwing trash or other debris into the lake is prohibited.
   6. Pets are prohibited to enter the lake. The Association will not be responsible for any adverse effects suffered by pets that enter the water.

NEITHER THE ASSOCIATION NOR THE MANAGEMENT COMPANY IS RESPONSIBLE FOR INJURIES TO OCCUPANT(S) AND / OR GUEST(S) WHILE USING ANY RECREATIONAL FACILITY. THE OWNER IS RESPONSIBLE FOR ANY DAMAGES CAUSED BY THE OCCUPANT(S) OF THEIR UNIT AND / OR GUEST(S).

K. Clubhouse Rental Rules
   1. For rental purposes, the area to be rented (rental area) includes the Great Room, kitchenette and access to the restrooms. All activity must be confined inside.
   2. There is no use of the Pool and / or Pool area during the use of the clubhouse. The Exercise Facility is completely off limits during the clubhouse function.
   3. Any occupant in good standing can reserve the rental area for private use. The rental area is NEVER available for overnight activities or lodging. Only Owners or occupants over the age of 18 can make reservations.
   4. The rental area of the Clubhouse is NOT to be a facility for the repeated or regular use of outside organizations.
   5. The rental area may not be reserved for use by a non-occupant or by a business organization.
   6. The maximum number of people permitted in the Clubhouse Great Room at any one time is to be determined by City and / or local fire codes.
   7. A fee of $140 which includes a security deposit of $100 plus a non-refundable fee of $40 must accompany the application for the use of the Clubhouse Great Room. The $140 deposit must be paid to the Clubhouse Coordinator at least two weeks in advance of the use of the Clubhouse Great Room. A charge may apply for returned checks. Any returned charge will result in a cash deposit of $140 plus the charge for the returned checks is the only way for the Owner or

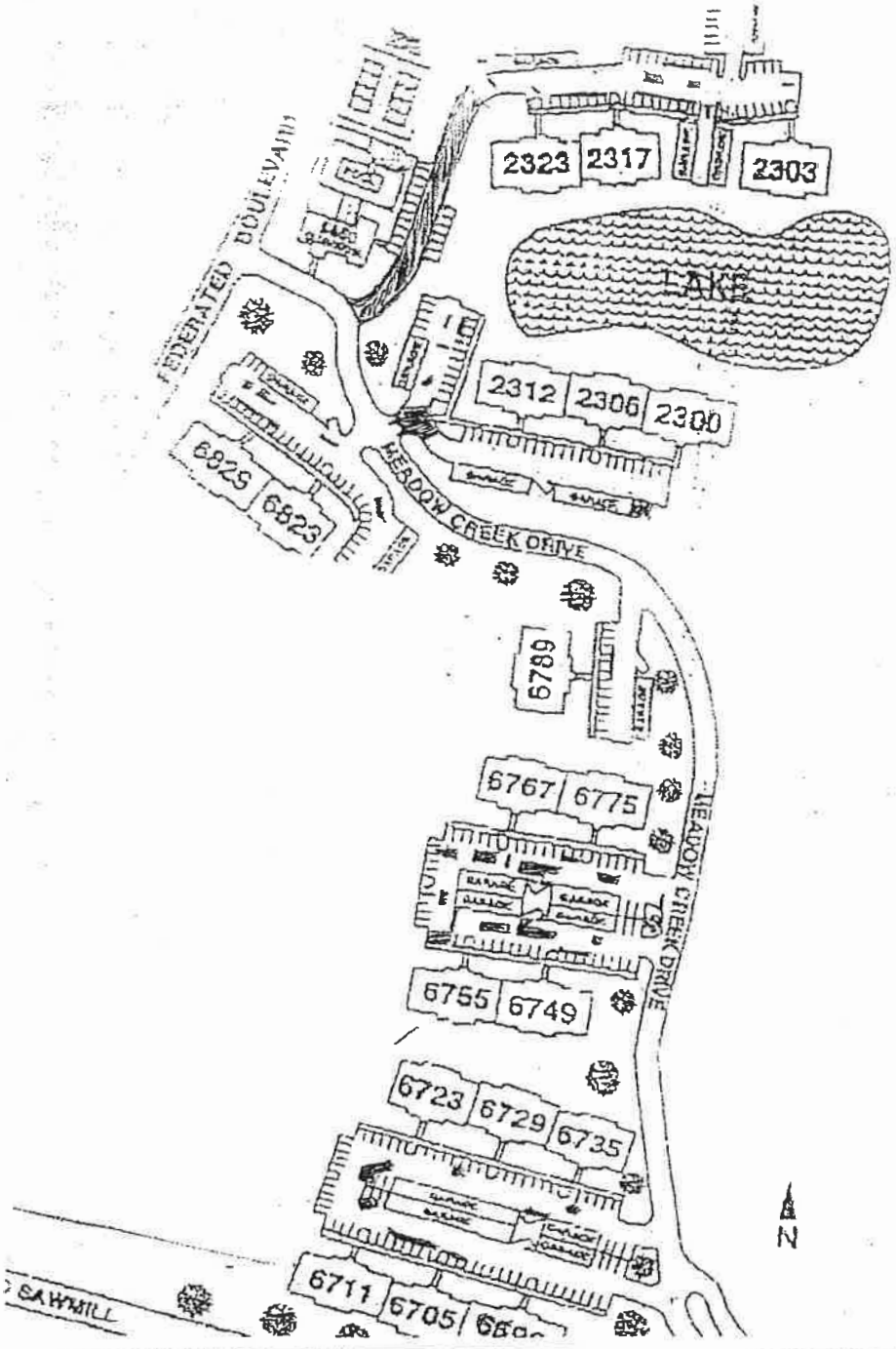
occupant to reserve the Clubhouse again. The amounts of the security deposit and the non-refundable fee may be subject to change by the Board of Directors without notice.

8. The Owner or occupant who has rented the rental room MUST BE PRESENT at all times during its use. The Owner or occupant or their agent while in the rental area MUST accompany caterers, florists, musicians and others prior to and after the rental of the Great Room.
9. Guests are to be under the direction and control of the Owner or occupant making the reservation. Pets are prohibited in ay area of the Clubhouse. **Selling of alcoholic beverages is prohibited.** The use of any alcoholic beverages must be confined to the Clubhouse Great Room only and must be in accordance with State and Local Laws.
10. **The Owner or occupant is responsible for the behavior of guests.**
11. **The Clubhouse is a NO SMOKING facility.**
12. The Owner or occupant is responsible for its proper use of the fireplace and is liable for any damage. The switch MUST be in the off position prior to leaving the Clubhouse.
13. The Owner, occupants and guests must park only in the parking lot adjacent to the Clubhouse in the designated Guest parking spots and not along the curbs. Vehicles parked otherwise may be towed away and stored at the vehicle owner's expense. LOADING OR UNLAODING OR BOTH AR EPERMITTED NUT LIMITED TO 15 MINUTES IN FRONT OF THE CLUBHOUSE ALONG THE CURB. A VIOLATION WILL RESULT IN AN AUTOMATIC FORFEITURE OF THE DEPOSIT.
14. The Owner or occupant assumes FULL responsibility for any damage done to the Clubhouse, its contents or the surrounding Common Elements. The Owner or occupant holds harmless, indemnifies and will defend the Association, its Board of Directors and officers from, and for, any claims against the Association for damages including reasonable attorney fees and court costs suffered by the Association. The Association reserves the right to refuse future use of the Clubhouse to the Owner or occupant responsible for the damage of the Clubhouse Area and / or rental area or any other Common Element that is damaged.
15. It is the responsibility of the Owner or occupant reserving the Clubhouse Great Room to ensure that the Clubhouse is left in the same condition as it was before the event. Decorations from the parties may not be nailed or tacked to any surfaces. They may be taped to UNPAINTED surfaces. All trash, all decorations and all food are to be removed from the Clubhouse and the surrounding Common Elements and the restroom cleared of trash. Tables, counters, windows and floors must be cleaned so that the Clubhouse is ready for the next use. Failure to meet all items on the rental checklist will result in additional withholding of deposit and / or extra charges unless the Owner or occupant performs whatever is necessary to meet the checklist. **The rental area and restroom must be cleaned and returned to the original condition no later than 10:30 a.m. of the day following the rental date.**

16. After a rental, the security deposit will be refunded or applied in whole or in part to restore the Clubhouse to its original condition. The Clubhouse Coordinator / Committee has the sole authority to determine the condition of the Clubhouse.
17. Closing time for the Clubhouse is 1:00 a.m. All guests must be gone by 1:00 a.m. The Owner or occupant renting the Clubhouse Great Room must vacate the premises by 1:30 a.m. Cleaning may resume no sooner than 6:00 a.m. and must be finished by 10:30 a.m.
18. Any violation of these rules will result in the forfeiture of part or all of the security deposit. This is in addition to any other remedy available to the Association.

L. Leasing of Unit Regulations

1. **All executed leases** whether made directly between the Owner or lessee or through an authorized real estate broker or sales person **must be submitted in writing to the Association.**
2. An Owner is permitted to rent / lease his / her Unit for a minimum period of six months. The Unit or any part of the Unit is prohibited to be rented / leased or used for transient or hotel purposes which is defined as (i) rental for any period less than 30 days; (ii) rental under which occupants are provided customary hotel services such as room service for food or beverages, maid service, the furnishing of laundry and linen, busboy service and similar services; or (iii) rental to roomers or boarders, that is, rental to one or more persons of a Unit only. No lease made of less than one Unit. A copy of the lease and the check off that the Owner has given and the lessee received the Dublin Green Handbook. All leases of any Unit shall be in writing. All such leases shall provide that they are subject to all of the provisions of the Declaration, the By-laws, the Rules and Regulations and that any failure by the lessee to comply with any such provisions shall constitute a default under the lease. A copy of each such lease shall be given to the Manager of the Association immediately after it is executed.
3. Owners maintain the same rights, privileges and obligations as if they continued to inhabit their Unit.
4. **The lease must provide that the tenant must comply with the terms of the Condominium Documents and Rules and Regulations. All enforcement assessments, judgments or liens will be against the Owner. A pattern of disregard for Rules and Regulations will constitute grounds for eviction.**
5. Subleasing of a Unit by an Owner or tenant is prohibited.


2323
2317
2303
LAKE
2312
2306
2300
6829
6823
MEADOW CREEK DRIVE
6789
6767
6775
6755
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6723
6729
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6711
6705
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Dublin Green Condo Association

Exterior Modification Application

Name: _____ Date Submitted: _____

Address: _____ Telephone: _____

Email: _____

Exterior Modification: Windows _____ Deck _____ Patio _____ Satellite Dish: _____

Other (provide details) : _____

Detailed Description of Exterior Modification
(include material type and color and any pictures or brochures):

_____
_____
_____
_____

Vendor
Vendor Completing Work: _____

Drawings and Plot Plans
Draw or attach a plot plan showing the exact location with respect to your home.

The owner(s) or their designees (contractor) must comply with the following:

1.) The specifications submitted and as approved by the Board of Directors
2.) Repair of any damage to the common grounds.

Applicant Signature: _____ Date:_____

Return to: Link Real Estate Group, 2500 Farmers Dr., Suite 250, Columbus, OH 43235
Or send via email to: mysupport@linkapm.com **AND** submit request on-line via AppFolio.

Management Company Only
Approved: ☐ **Approved with Conditions:** ☐ **Denied:** ☐

Approved with Conditions:

_____
_____
_____

Signed: _____ **Date: _____**

Checklist of Maintenance Responsibilities

Description	*Unit Owner*	*Association*
Chimneys (vents, dampers within units)		X
Doors (weather-stripping, storms, screens)	X	
Doors (garage, entry/unit) Routine maintenance, painting and replacement (1)	X	
Fences		X
Heating & Air Conditioning System – Condensate Line Cleaning	X	
Patio, Balconies, Garage Floors and Structure		X
Unit Smoke Detectors	X	
Personal Pipes (gas, water, sewers, servicing one unit)	X	
Plumbing (toilets, sump pump, disposal)	X	
Property Damage Within Unit	X	
Walls (interior maintenance)	X	
Windows (frames, glass, screens & storms)	X	
Wiring (electrical & telephone servicing one unit)	X	
Chimneys (exterior siding, exposed flue, flashing)		X
Foundation Walls, Footing Drains		X
Garages: structural maintenance, siding, trim		X
Interior Damage caused by roof leak, etc. (drywall, etc.)	X	
Common Area Landscaping; care of lawns, shrubbery, trees		X
Exterior Unit Light Fixtures/Bulbs	X	
Light Bulbs	X	
Painting: exterior & color selection		X
Pipes: servicing more than one unit		X
Roadways, Parking Spaces & Parking Area Pavement		X
Roofs: shingles, flashing, gutters, downspouts		X
Snow Removal: roads, driveways, walks, stoops		X
Walks: sidewalks		X
Interior - Common Hallway Only – hallway trim, hallway wallpaper, hallway paint, hallway carpeting, and hallway vinyl and/or tile.		X
Exterior Garage Light Bulbs		X
Property & General Liability Insurance		X
Storage Areas	X	X
Repair of all damage to any part of the common or limited common areas and facilities caused by a resident, visitor, licensees, family members, pets or vehicles.	X	

(1) Replacement of doors must be of at least same quality and type

Critter Problems

Problem	*Unit Owner*	*Association*
Ants: carpenter honey, pavement, pharaoh	**X**	**X**
Bees: honey, wood		**X**
Centipedes	**X**	
Chimney Varmints	**X**	
Earwigs	**X**	
Fleas	**X**	
Groundhogs		**X**
Hornets		**X**
Indian Meal Moths	**X**	
Mice	**X**	
Millipedes	**X**	
Opossums		**X**
Raccoons		**X**
Rats	**X**	
Roaches	**X**	
Silverfish	**X**	
Skunks		**X**
Squirrels		**X**
Termites		**X**
Ticks	**X**	
Wasps		**X**
Woodpeckers		**X**

REQUEST FOR USE OF DUBLIN GREEN CLUBHOUSE

REQUESTED BY _____

PHONE (HOME)_____(OFFICE)_____(CELL)_____

ADDRESS_____ unit #_____E-MAIL_____

DATE DESIRED:_____TIME: FROM_____TO_____

NUMBER OF GUESTS_____

PLEASE READ THE CONTRACT AGREEMENT (ATTACHED) AND RULES AND REGULATIONS BEFORE SIGNING THE FOLLOWING STATEMENT.

A FEE OF $140.00 WHICH INCLUDES A SECURITY DEPOSIT OF $100.00 AND A NON-RETURNABLE USAGE FEE OF $40.00 MUST ACCOMPANY THIS APPLICATION. THE TWO CHECKES ARE TO BE MADE PAYABLE TO DUBLIN GREEN. THE DEPOSIT IS SUBJE CT TO THE CONDITIONS SET OUT IN THE ACCOMPANYING PAGES OF RULES AND REGULATIONS. **DEPOSIT CHECKS WILL BE HELD FOR SEVEN DAYS AFTER THE RENTAL TO VERIFY NO VIOLATIONS OF LEASE TERMS HAVE OCCURRED.**

I UNDERSTAND THE CONTRACT AGREEMENT AND AGREE TO ABIDE BY THE RULES AND REGULATIONS SET FORTH BY THE DUBLIN GREEN BOARD OF DIRECTORS. I CERTIFY BY MY SIGNATURE THAT I HAVE RECEIVED AN ACCOMPAYING SET OF RULES & REGULATIONS, A CLEANING CHECKLIST AND THAT I AM RESPONSIBLE UNTIL 10:30 A.M. THE FOLLOWING MORNING FOR ALL EXPENSE THAT THE ASSOCIATION MIGHT INCUR.

IN THE EVENT THAT ALCOHOLIC BEVERAGES ARE EITHER SERVED AT THE PARTY BY THE RESIDENT HOST OR ARE BROUGHT TO THE PARTY BY GUESTS OR INVITEES OF THE RESIDENT FOR CONSUMPTION AT THE PARTY, RESIDENT SHALL BE SOLELY LIABLE FOR PROVING ALCOHOL AT THE PARTY WAS SERVED ONLY TO THOSE PERSONS OF LEGAL AGE FOR ALCOHOL CONSUMPTION IN THE STATE OF OHIO. THE DUBLIN GREEN ASSOCIATION NOR OUR MANAGEMENT COMPANY SHALL IN ANY WAY BE LIABLE FOR ANY OF THE FOREGOING. ALL ALCHOHOLIC BEVERAGES AT THE PARTY ARE TO BE CONSUMED INSIDE THE GREAT ROOM ONLY AND NOT OUTSIDE THE CLUBHOUSE.

IF YOU PARK ALONG THE NO PARKING AREA IN FRONT OF THE CLUBHOUSE (EXCEPT FOR 15 MINUTES OF LOADING OR UNLOADING SUPPLIES), OR USE THE POOL AREA OR FITNESS ROOM, YOU AUTOMATICALLY FORFEIT YOUR DEPOST._____(INITIAL).

FURTHERMORE, UNIT OWNER_____(INITIAL) HEREBY SPECIFICALLY AGRESS TO INDEMNIFY AND HOLD HARMLESS THE ASSOCIATION AND THE MANAGEMENT COMPANY FROM ANY AND ALL CLAIMS WHATSOEVER, MADE BY ANY PERSONS ARISING OUT OF THE PARTY GENERALLY, OR OUT OF THE CONSUMPTION OF ALCOHOL SPECIFICALLY AT THE PARTY.

MEMBER'S PRINTED NAME_____DATE SUBMITTED_____

MEMBER'S SIGNATURE_____PHONE #_____

APPROVED BY_____$100 CHECK_____$40 CHECK_____

IF YOU PARK ALONG THE CURB IN FRONT OF THE CLUBHOUSE FOR MORE THAN 15 MINUTES OR YOU OR YOUR GUESTS ARE IN THE POOL AREA OR WORKOUT ROOM, YOU AUTOMATICALLY FORFEIT THE $100 DEPOSIT. GUESTS MUST PARK IN GUEST SLOTS BY POOL OR AT WEST END OF PINZON.

CLUBHOUSE RENTAL RULES

The Clubhouse rental area is a No Smoking facility

1. For rental purposes, the area to be rented (hereafter referred to as the "rental area") shall include the Great Room, kitchenette, and access to the restrooms. All activity should be confined inside the clubhouse, not to include the fitness area.

2. There is no use of the Pool and/or Pool area during the use of the clubhouse. In addition, the Exercise Facility is completely off limits during the clubhouse function. Owner is responsible for making sure guests know these boundaries. Automatic forfeiture of deposit if violated.

3. Any Resident in good standing can reserve the rental area for private use. The rental area is NEVER available for overnight activities of lodging. Only adults (over the age of 21) can make reservations. If a Resident is younger than 21 and wishes to use the Clubhouse Great Room, the reservation must be made by an adult Resident who must agree to be present at all times and responsible for all activities.

4. The rental area of the Clubhouse is NOT to be a facility for repeated or regular use of outside organizations.

5. No Resident may reserve the rental area for use by a non-resident or by a business organization.

6. The maximum number of people permitted in the Clubhouse Great Room at any one time is to be determined by City and/or Local fire codes. Resident should limit guests to the number of guest parking spots available.

7. A fee of $140.00, which includes a security deposit of $100.00 plus a non-refundable fee of $40.00, must accompany the application for the use of the Clubhouse Great Room.

8. The Resident, who has rented the rental area, or a responsible agent acting on behalf of the Resident, MUST BE PRESENT AT ALL TIMES DURING ITS USE. The Resident or their agent while in the rental area must accompany caterers, florist, musicians, and others, prior to and after the rental of the Great Room.

9. Guests are to be under the direction and control of the Resident making the reservation. Alcoholic beverages may not be sold under any circumstances. The use of any alcoholic beverages must be confined to the Clubhouse Great Room only and must be in accordance with State and Local Laws. The Resident is responsible for the behavior of guests. Any infractions of disturbances created as a result of the activity, which requires police authorities to respond and/or take action, shall be considered a violation of these rules and will result in forfeiture of the total deposit plus additional charges and fines, which may be levied.

10. The Residents and guests must park only in the parking lot adjacent to the Clubhouse or in the guest spots at the large guest lot at the west end of Pinzon in the designated parking spots and not along the curbs. Vehicles parked otherwise may be towed away at the vehicle owner's expense. 15 minute loading or unloading is permitted in front of the clubhouse main door along the curb. If the car is there longer, it is automatic forfeiture of $100.00 deposit. These parking rules are a matter of safety for all members of the community.

11. If the Clubhouse Area or any other Common Area is damaged, the Association reserves the right to refuse future use of the Clubhouse to the Resident responsible for the damage.

12. The Resident reserving the rental area reserving the rental area is responsible for their guests' behavior. Guests should stay within the rental area. Children especially should not wander the property or be in the area around the lake. This is a residential community and boisterous behavior before, during, or when departing the Clubhouse should be minimized. Be a "good neighbor."

13.the Resident assumes FULL responsibility for any damage done to the Clubhouse, its contents, or the surrounding Common Area. The Resident shall hold the Association harmless from, and indemnify the Association for, any claims against the Association for damages, including reasonable attorney's fees and court costs suffered by the Association.

14. The Board of Directors and the Clubhouse Coordinator/Committee reserves the right to free access to all portions of the Clubhouse at any time.

15. Under no circumstances are pets allowed in any area of the Clubhouse.

16. It is the responsibility of the Resident reserving the Clubhouse Great Room to ensure that the Clubhouse is left in the same condition as it was before the event. All trash, decorations and food are to be removed and the restrooms cleared of trash. Tables, counters, windows, and floors must be cleaned so the Clubhouse is ready for the next Resident's use. Failure to meet all times and cleaning items on the rental checklist will result in additional withholding of deposit and/or extra charges. The rental area and restrooms must be cleaned and returned to the original condition no later that 9:00 A.M. of the day following the rental date.

17. After a rental, the security deposit will be refunded or applied in whole or in part to restore the Clubhouse to its original condition. The Clubhouse Coordinator/Committee determines the condition of the Clubhouse. This determination must be made within twenty-four (24) hours of the beginning time of the rental and prior to the next rental. **The Resident must be present during the inspection or forfeit the right to protest any withholding or the deposit and/or additional assessment for damages not covered by the deposit.**

18. All trash must be removed from the Clubhouse and the surrounding Common Area.

19. Decorations for the party may not be nailed or tacked to any surfaces. They may be taped to unpainted surfaces only, such as windows. Tape applied to painted surfaces removes the paint and will cause a charge to be assessed to pay for the repair.

20. The cost of cleaning or repairing the Clubhouse and/or adjacent Common Areas as a result of the use by Resident or guests (invited or not), WHICH EXCEEDS THE AMOUNT OF THE SECURITY DEPOSIT, SHALL BE ASSESSED AGAINST THE UNIT OWNER. THE UNIT OWNER CONSENTS THAT THE ASSESSMENT, TOGETHER WITH ANY REASONABLE ATTORNEY FEES, COURT COSTS, AND OR COLLECTION COSTS, SHALL CONSTITUTE A LIEN AGAINST THE OWNER'S UNIT.

21. The fireplace is to be used at your own risk. The Resident is responsible for its proper use and is liable for any damage. THE SWITCH MUST BE IN THE OFF POSITION PRIOR TO LEAVING THE CLUBHOUSE.

22. CLOSING TIME for the clubhouse is 1:00 A.M. All guests must be gone by 1:00 A.M. The Resident renting the Clubhouse Great Room must vacate the premises by 1:30 A.M. Cleaning may resume no sooner than 6:00 A.M.

23.Any violation of these rules will result in the forfeiture of part or all of the security deposit. This is in addition to any other remedy available to the Association, including the filing of a lien for any costs or damages suffered by the Association.

Members signature_____Members address_____