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THE VILLAGE AT GLEN RIDGE CONDOMINIUM ASSOCIATION

OWNER'S RULES

AND

REGULATIONS HANDBOOK

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WELCOME HOME

Welcome to The Village at Glen Ridge Condominium Association. Our objective is to maintain the condominium property as a nice and safe place to live. To accomplish this, the Board has established a handbook of Rules and Regulations for the Association. This Handbook will take into consideration the health, safety, and comfort of all our occupants. Our goal is to use this Handbook to clarify expectations for living on the condominium property. We trust that you will find the rules and regulations reasonable and will cooperate by upholding them. The terms used in the Rules have the same meaning as those words and phrases that are used in the Declaration and Ohio Condominium Act. The section on architectural guidelines will be of particular importance. Preserving the standards of quality and appearance and home value of our condominium property is a goal to be shared by all. We ask that you keep this handbook handy and that you refer to it when necessary. If something arises that may not be covered in the handbook, please do not hesitate to contact a member of the Board of Directors. Additional information contained in the Declaration and By-laws was recorded with the Licking County Records. The information in this handbook will be superseded by the Declaration and By-laws for any discrepancies in the handbook.

Thank you,

The Village at Glen Ridge Condominium Association Board

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GENERAL INFORMATION

As of July 1, 2022, Glenridge Dr, Cumberland Dr and Dumont St. Drive are private roadways maintained by the Association. Additional roads will be given to the Association when the builder finalizes them. We are a private condominium association and are governed by The Declaration and By-laws and the Rules and Regulations Handbook. A Board of Directors is elected from the Owner membership. The Board of Directors manages the condominium property and Association on behalf of the Owners. The Association purchases an insurance policy for the common elements only. The Owner must obtain an insurance policy at their entire Home and Limited Common Elements, including cost for coverage of the patio, front porch, garage door, windows, air conditioners, furnaces, appliances, personal property, and for their personal liability. There is an annual business/elections meeting for all Owners and a second general meeting for information and communication. The Board meets quarterly. The Board, on behalf of the Association, may hire a management company to handle the day-to-day operations of the Association.

Law enforcement in The Village at Glen Ridge is the Newark Police Department. For non-emergency issues the number is 740-670-7200. The non-emergency number for the Newark Fire Department is 740-345-2345. Always use 911 in case of emergencies.

Operating a personal business is not permitted on condominium property.

Any change, modification, or alteration to any common element, limited common element, or exterior of your Home is prohibited unless submitted in writing to the Board through its management company, and approved in writing by the Board. The Board must give written approval for the change, modification or alteration before any work is started.

GOOD NEIGHBOR POLICY

The Village at Glen Ridge Condominium Association's Declaration and By-laws along with the Rules and Regulations define the standard of living Occupants may expect from our condominium environment. These documents are designed to protect the rights of each Occupant. However, policy and procedure cannot replace courtesy and the need to communicate with each other. Before filing a complaint about a neighbor, take the time to have a personal discussion. Neighbors talking with each other, in a non-threatening way, can achieve quicker results in a friendlier fashion. Our documents are our foundation. Our community spirit lies within the hands of each Occupant.

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ANTI-HARASSMENT POLICY

The Association will not tolerate harassment of any Owner, Occupant, employee, Community Association Manager, contractor, or other party for any reason, to the extent protected by Federal, State, or local laws, including but not limited to abusive comments or conduct predicated upon race, color, creed, religion, ancestry, sexual orientation, national origin, citizenship, age, sex, disability, pregnancy, genetic information, military status, or veteran status. All harassment that adversely affects any other Occupant's living conditions is prohibited. All harassment that adversely affects an employee's working conditions is prohibited. Harassment can take many forms, including words, signs, jokes, pranks, intimidation, physical contact, or violence. Threatening physical harm or property damage is also prohibited.

If an Owner, Occupant, or other person feels that they have been subjected to conduct that violates this policy, the person should immediately report the matter to the Community Association Manager. If an Owner or Occupant is unable for any reason to contact the Association Manager, or the Manager is the person performing the prohibited harassment or being harassed, then contact the Board of Directors. Once the matter has been reported it will be promptly investigated and any necessary corrective action will be taken where appropriate, including use of all enforcement mechanisms provided to the Association under the governing documents. All complaints of unlawful harassment will be handled in as discreet and confidential a manner as is possible under the circumstances.

The procedure for reporting incidents of harassing behavior is not intended to impair, replace, or limit the right of any person to seek a remedy under available state or federal law by immediately reporting the matter to appropriate state or federal agency.

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ENVIRONMENT OF COMMON ELEMENTS

Common Elements: The common element is everything except the Owner's Unit. The repair and maintenance of all common elements is done at the Associations expense, except as otherwise explained in the Declaration and By-laws or the Rules and Regulation Handbook. Littering is prohibited. Leaving any personal property in the Common Elements is prohibited except as specifically authorized by this Handbook. All damage to the common elements caused by an Owner, child, pet, or guest will promptly be repaired or replaced at the expense of the Owner. The Board may remove any unattended item in the common elements at the Owner's expense. The limited common element is not included in this rule. Any Owner must promptly report, in writing to the Board, for any repairs needed to the common element.

Owners and Occupants who do not serve on the Board are prohibited from communicating with, giving work instructions to, harassing, or otherwise interfering with any contractor hired by the Association whether the contractor is on Condominium Property or not. This requirement is not intended to reduce service. This requirement ensures the contractor is performing the work according to the agreement executed by the Board, and helps the Association maintain a good reputation with the trade community. Any Owner or Occupant violating this policy will be assessed all damages incurred by the Association, including, but not limited to correcting work performed not in compliance with the agreement, retaining a new contractor, and the cost to have the contractor return to the Condominium Property.

Signs and any advertising of any nature are prohibited except for the following: One (1) professionally printed "For Sale" sign is permitted in the front of the Unit for sale. Handmade "For sale" signs are not permitted. One (1) "Open House" sign may be displayed in front of the Unit for sale and one (1) "Open House" sign at the end of the street, on the day of the open house. One (1) small security system sign may be displayed in the limited common element. Occupants must immediately clean up any oil, fluid leaks and spills on roadways, parking areas and driveways. No oil, solvent, volatile or flammable material is allowed to flow into the storm sewers or common elements.

The Association and its contractors are not responsible for maintenance, repair or replacement of an Occupant's personal property in common or limited common elements. To maintain uniformity and harmony within the common and limited common elements, a landscaping company is hired to mow the areas of the common elements as well as trim bushes along the roadways. The maintenance and upkeep of flower beds along the units are the responsibility or the Owner. Lawn furniture may not be left in the common elements after sunset. Furniture on the limited common element area is permitted but prohibited if not designed and sold for outdoor use.

Vehicle repairs are not permitted on Association roadways, parking areas or common elements, except for changing a flat tire or jumping a battery.

The riding of snowmobiles, dirt bikes, and other unlicensed motorized vehicles are not permitted on the common elements. Golf carts will be permitted as long as they are driven by a licensed adult driver but are prohibited to be operated on the grass. Storage of all these types of vehicles will be inside after sunset.

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LIMITED COMMON ELEMENTS

Certain parts of the condominium property are built and designed specifically for each individually owned condominium unit (i.e.: pad in front of garage, and reasonable use of the front and rear yards) The complete designation is "limited common elements" because they are common elements and collectively owned by all owners but reserved to be used primarily by the occupants of one Unit. The maintenance and repair of these properties are at the Owner's responsibility and expense. This would include the: Limited common elements being the porch, parking pad and landscape of the flower bed/beds for the use of one unit. The Owner is responsible for the maintenance, repair and upkeep of their units limited to common elements. The Owner is responsible for keeping weeds out of all landscaping beds of their unit. Any modification to the size or shape of the landscaping bed must be approved by the Board in writing and in advance of any work being performed. Clotheslines are not permitted. Only one (1) full size American flag or service flag may be permitted to be displayed per unit. If attached, the flag may be attached to the trim only. A maximum size of three (3) foot by five (5) foot is the largest permitted and is considered full size. Free standing flag poles are not permitted. More small flags may be displayed during patriotic holidays in or behind the owner's flower bed The extra flags may be displayed one (1) week before the holiday and should be removed (1) week after the holiday. All other flags are prohibited, excluding the POW/MIA flag, and the State of Ohio flag.

RESIDENTIAL UNIT REQUIREMENTS

Any change, modification or alteration to the common element or limited common element must be submitted to and approved by the Board in writing. Written approval from the Board must be received before any change, modification or alteration can be started. The work on the change, modification or alteration must be completed in the time specified on the application. The Board may give a finish date on the written approval.

Seasonal and holiday decorations may be displayed thirty (30) days before the season or holiday and must be removed within two (2) weeks after the holiday. The maximum number of yard ornaments is three (3). Owners may have landscape solar lights. The lights must be within the front, side, and rear landscape beds. The Owner is responsible for any maintenance needed to the lights. Lights that are not working must be repaired or removed immediately.

The use of blankets, sheets, towels, and newspapers, etc. for window coverings, or any other object not designed and sold as window coverings are not permitted. The Owner must immediately repair broken windows, torn screens, damaged doors, and damaged garage doors. Like materials shall be used in all repairs on the exterior of a unit. Window air conditioning units are not permitted. Exterior storage sheds, dog runs, gazebos, and flag poles are not permitted.

Any permanent type of added structure is not permitted in the common or limited common elements. Water hoses cannot be left outside unless they are stored on a hose reel. The hose reel must be stored in the limited common element. During the freezing months, if the hose is connected, it may cause the faucet to freeze. The repairs to the faucet are the responsibility of the Owner. Statuary and ornamental items are permitted in the front, rear, and side landscaped beds, provided they do not exceed the height of the bottom of the first-floor windows. The Board reserves the right to have the Owner remove items that are too large, too tall, or if there are too many items.

Any person who lives in a unit is considered an Occupant after thirty (30) days.

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ASSOCIATION RESPONSIBILITIES

Roadways and common element parking areas, streetlights, common elements, insurance, reasonable grass cutting, fertilizing, and reseeding of the common elements and limited common element area such as the yard.

Snow removal on roads and alley ways. Owner takes responsibility for any damage done to vehicles parked outside of garage during plowing.

Trimming of trees In the common elements.

Water/Sewer/Electric bills are paid through Pioneer Energy Management @ 844-894-8961 and/or http://www.pioneerem.com. These are some of the items listed in the Declaration and By-laws.

OWNER RESPONSIBILITIES

This is not a complete list, please refer to the Declaration and By-laws for more descriptions. The interior of the unit includes the (Declaration and Bylaws Article V, Sections 1 & 2, Page 6) Garage space, garage doors and their operating mechanisms along with the garage door opener. The air conditioning pad and compressor. Exterior electric outlets and water faucets for the unit. Porches, and parking pad in front of the garage. All doors and windows including window and door jams. Utilities separately metered for the unit and utility service line connections for the unit. (i.e.: gas, electric) Insurance for the Owners contents and liability coverage. (Article XI, Section 1, (a) Page 9) The Owner is responsible for the plantings they plant in the flower beds and any mulch used on the front, side, and rear of the unit. The Unit Owner is responsible to replace or remove any dead plants in hanging baskets, containers, and landscape beds promptly upon their death. Empty plant shepherd hooks and flowerpots must be removed when not in use. If a tree that was planted by the Association dies, please notify the Association so it can budget for a replacement. These plants are the trees alongside the roadways, etc.

Painting of the front door and door jam. The Board must approve in writing any planned changes to the exterior of the unit, including color. The Board must approve the change, in writing, before the work on the change is started. This excludes personal planting of flowers in the existing landscape beds. Occupants and visitors are responsible for cleaning up animal waste in the common and limited common areas.

Landscape bed edging must be maintained to allow for trimming of grass. Owners are responsible for replacing splash guards if they break.

The discharge of firearms, bows and arrows, BB guns, paint guns and pellet guns are prohibited.

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GARAGES

Only minor maintenance to motor vehicles may be done in the garage. Body work, welding and noisy repairs are prohibited. The garage and the parking pad in front of the garage are to be used as the primary parking area for residents' vehicles and these spaces must be occupied with vehicles before occupants may park elsewhere on condominium property. Only replacement garage doors are permitted. Written approval must be submitted and written Board approval is needed to change a garage door. No more than (5) gallon gasoline in an approved storage container is allowed to be stored in the garage.

MOTOR VEHICLES

Parking on the street is prohibited except on the side of the street without mailboxes. Boats, recreational vehicles, buses, motor homes, camping trailers and larger trucks are not permitted to park on the street between 10pm and 7am. Parking on the streets is permitted during the day if the flow of traffic is not interrupted. Emergency vehicle traffic must be maintained. Parking of unregistered or inoperable vehicles on streets is prohibited. Parking or operating a vehicle on the grass is prohibited. No parking in the alley, which could block the driving of another unit. Vehicle repairs on streets are prohibited.

The phrase "inoperable vehicle is defined as: A vehicle that has rust covering 50% or more of its surface; a vehicle that is extensively damaged, including any of the following: a broken window or windshield or a missing tire, motor, or transmission; a vehicle that is incapable of movement under its own power; a vehicle with expired license tags.

Loud exhaust systems capable of being heard within a Unit on vehicles is prohibited.

TRAFFIC SPEED LIMIT

The speed limit is 12 MPH on Association streets. Speed limit signs are going to be installed by the builder.

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PETS

If an owner requires accommodation for their assistance animal, the occupant must submit an accommodation request to the Board. All animal waste must be picked up and disposed of immediately and completely. This includes all the common elements and limited common elements. All pets or any other animal leaving the owner's individual limited common element must be on a hand-held leash. No pet or other animal shall be tied, fenced, or housed outside a unit on common or limited common element. Owners will be held responsible for all damages to the common and limited common elements caused by the pets from a unit. The damages will be repaired by the Owner at their expense. If the Owner does not repair the damages, the Association will repair the damages and the Owner will be billed for the repairs.

Animals that are deemed aggressive/vicious by the State of Ohio, will be required to wear a muzzle. A written notice to the Board will be sent notifying us of a muzzle on an animal. The owner of the dog is liable for keeping the dog secure. Animals are prohibited from creating a nuisance on condominium property. Examples of nuisance behavior or behavior that creates an unreasonable disturbance for the purposes of this paragraph are:

a) Pets whose unruly behavior causes personal injury or property damage.
b) Pets who make noise continuously and/or incessantly for a period of ten minutes or intermittently for two hours or more to the disturbance of any occupant at any time of day or night.
c) Pets in Common Elements who are not under the complete physical control of a responsible human companion and on a hand-held leash of no more than six feet in length or in an animal carrier.
d) Pets who relieve themselves on walls or floors of Common Elements.
e) Pet who exhibit aggressive or other dangerous or potentially dangerous behavior.

TRASH & RUBBISH SERVICE

Trash is prohibited outside the Unit except when contained in a sealed bag with a closed trash container and placed outside for collection no earlier than 8pm the evening before pickup, until 10pm the day of pickup. Secure rubbish in a manner that prevents it from being blown around the property. If rubbish becomes scattered, it must be cleaned up immediately. Bagged rubbish and trash containers may be put on the alley in front of unit garage the evening before trash pickup is scheduled. If your rubbish was out and then missed by the hauler, call the current trash service (# should be on trash container) to have it picked up. Occupants may call and employ a rubbish service to remove large items at their own expense. Large items shall be stored inside the unit until the day it is to be picked up. Loose garbage, paper, cans, bottles, etc. are to be placed in garbage bags before putting them in the garbage container. (This prevents garbage from falling out onto properties)

INSURANCE

The Association only insures the common elements. The Owner and Occupants must obtain insurance for the entire home, its attachments, and contents. Your insurance agent should know your requirements. The Board of Directors is the only agent authorized to file a claim against the master insurance policy.

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SALE OF A CONDOMINIUM UNIT

The Board must be notified in writing of any changes of occupancy within thirty (30) days of the change. Only one (1) "FOR SALE" sign that is professionally printed may be displayed in the front lawn area of the unit. Homemade signs are not permitted. Only two (2) "OPEN HOUSE" signs are permitted. The signs may be displayed only on the day of the open house. One (1) at the unit for sale and one (1) at the end of the street. The seller is responsible for providing the following information to the Board: That the current dues and/or assessments are paid to date and to notify in writing that the unit is for sale. The seller is responsible for providing to the buyer the following: A copy of the Declaration and By-laws. A copy of the current Rules and Regulations Handbook. Written notice to the buyer of all architectural changes and improvements constructed by the seller or previous sellers. This includes landscape modifications. If the buyer does not agree to maintain the changes the seller is responsible for restoring the area to its original condition. The seller shall be responsible for the dues and assessments being paid up to date.

RENTAL OF A CONDOMINIUM UNIT

Renting your unit for transient purposes is prohibited. Leasing a Unit for less than 30 days is prohibited. Advertising your unit for rent for less than 30 days is prohibited.

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CABLE TELEVISION

Cable television and other services is a contract between the occupant and the cable company. Arrangements for the installation and disconnection of the cable services are the occupants' responsibility. When cable service is installed or disconnected, it is the responsibility of the Owner to make sure the wiring and service lines are properly secured and not visible on the grounds, roof, or side of buildings. The cable service must be underground. Any damage done to cables or property is the responsibility of the Owner.

SATELLITE ANTENNA TELEVISION & OVER THE AIR ANTENNAS

Installation of any satellite or over the air antenna in the Common Area is prohibited. Any owner contemplating installation elsewhere on the Condominium property must obtain and comply with the Associations Satellite Rules and Regulations and must submit a drawing to The Board indicating the proposed location, height, and screening materials to be used. A copy of the Satellite Rules and Regulations may be obtained from The Board of Directors.

SOLAR PANELS

It is required that a written proposal for installation of solar panels be submitted to the Board.

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PORCH, GARAGE & OUTSIDE LIGHTING

It is the responsibility of the Owner to replace the porch inside, outside and garage light bulbs. The only bulb colors approved for use on the front porch and outside garage lights are white or clear.

LANDSCAPING

Owners are responsible for maintaining any beds belonging to the unit. Any changes to the bed's large plants that were planted by the Association must be submitted to the Board in writing. The Board must give approval in writing before any change is started. The Owner is responsible for weeding all landscaped beds. Any dead plants/flowers planted by the Occupant must be removed or replaced by the Occupant/Owner. Hanging pots are allowed on the front porch. The Hanging pots and shepherd hooks must be removed for the winter, when not in use or if the plants die.

ARCHITECTURAL GUIDELINES

To keep uniformity, preserve the integrity and establish guidelines and standards for improvement projects within The Village at Glen Ridge, the following rules have been enacted and apply to all requests for exterior changes, alterations and modifications: A written request for any type of change, alternation or modification to the exterior of any home unit, common or limited common element must be submitted to the Board for approval. Written approval must be received from the Board before starting any changes, alteration, or modification. Failure to get written Board approval may result in the removal of the change, alteration, or modification at the Owners expense. The change, alteration or modification must be completed in a timely manner. The planting of flowers in beds is permitted. Following the written approval of the Board, it is the responsibility of the Owner to secure any necessary building permits (if applicable) and to ensure conformity to jurisdictional codes and Association rules. A copy of the permit must be submitted to the Board if a permit is issued. It is the responsibility of the Owner who sells a Unit to disclose any exterior changes and that the buyer is responsible for the maintaining of the changes. In the event damage occurs because of any change, alteration or modification, the Owner is responsible for the repairs to any other common and limited common element that is damaged.

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ARCHITECTURAL APPROVAL PROCEDURE

Any change, alteration or modification must be submitted to the Board in writing. The change, alteration or modification cannot be started before written Board approval is given. Storm door installation must have written Board approval. Replacement Windows: The installation of replacement windows must have written approval from the Board before the job is started. Windows must be of like material and color., White is the only acceptable color. If a building permit is required, a copy must be submitted to the Board. An upgrade in the quality of the windows will be approved if the appearance is the same as the originals. Maintenance and cleaning of the windows is the Occupants'/Owners' responsibility.

Replacement Doors: Replacement of the front, garage and storm doors must have written Board approval. Any change in doors must have written Board approval. Front entry doors may be painted black, white, the shutter color, or the same color as most of the rest of the front face of the home. Maintenance and upkeep of all doors is the responsibility of the Owner. Like materials must be used for the replacement.

Storm Doors: All storm/screen doors must be of the full view type. Storm doors should match or coordinate with the entry door. All storm door installations require written Board approval.

Shrub beds: The planting of flowers is permitted. Trees may not be planted without Board approval. If a tree or another shrub is planted, the Owner is responsible for the maintenance and replacement or removal if the tree or shrub dies. The common elements must be returned to the original condition if the tree or shrub is removed at the expense of the Owner.

Fences: Fences of any kind may not be installed without written Board approval. Porches, walkway and parking pads: Installation and repairs to porches must have written Board approval. If a permit is required, a copy must be submitted to the Board. Porches, walkways, and garage pads must remain the natural color. Maintenance and repair to porches is the Owners responsibility. The porch, walkway, and parking pad are not permitted to be colored. Clear sealing material is allowed.

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COLLECTION POLICY

Dues and/or assessments are due on the first (1st) of the month, so all deposits are made no later than the 5th of each month. Dues may be paid monthly, quarterly, or yearly. Dues will be considered late if they are postmarked after the 5th of the month and can be subject to a $10.00 late fee for any and all unpaid balance due. A fee for insufficient funds for a check will be assessed. The fee will be a thirty-five-dollar ($35.00) bank fee (or whatever the bank charge is at the time). A possible late fee may be included if not resolved by the 10th of the month. Any past dues and/or assessments may cause a lien and/or petition for foreclosure to be filed against the Owner. Once there is a delinquency, the HOA Board becomes aware of the delinquency in the next treasurer report.

RULE ENFORCEMENT AND VIOLATION

The Owner is responsible for any violation of the Declaration and By-laws and the Rules and Regulations. If any Owner or Owners tenant violates a rule or regulation that endangers or affects other Occupants or their property, the Board may take legal action. The entire cost of issuing a legal remedy to impose rule compliance, including attorney fees, shall be added to the account of the violating Owner. An assessment of up to, but not exceeding, fifty (50) Dollars per month for three months, then $100 per month for any additional months, per occurrence, may be levied by the Board on any Owner found in violation of the Declaration and By-laws or the Rules and Regulations. In the case of a tenant who is in violation, the Owner of the Unit in which said tenant resides will be held liable for the assessment. Prior to the imposition of an enforcement assessment for a rule violation, the following procedures will be followed: Written request to stop the violation will be served upon the alleged violator and his owner specifying: The alleged violation, The action required to stop the alleged violation, A time during which the alleged violation must cease without the imposition of an assessment. If the same rule violation past the time set above or over a period not to exceed twelve (12) months, the Board will serve the violator and his Owner written notice of a hearing to be held by the Board. This notice will contain the following: The nature of the violation, The time and place of the hearing, including at least ten (10) days' notice, A request for the violator and/or the Owner to attend a hearing and supply any statement of evidence on his/her behalf. At the hearing, the Board and the alleged violator(s) will have the right to present any evidence. This hearing will be held in "Executive Session" and proof of hearing, evidence of written notice to violator to abate action, and intent to impose assessment shall become part of the hearing minutes. The assessment will only be imposed by the majority vote of the members of the Board then present at the hearing, but in no case by fewer than three. The Owner will then receive notice of the Board's decision and any enforcement assessment imposed within thirty (30) days of the hearing. The Association may file a lien for an enforcement assessment and/or damage charges that remain unpaid for more than ninety (90) days.

COMPLAINT PROCEDURE AND FORM

Complaints against anyone violating the Declaration and By-laws or the Rules and Regulations must be submitted to the Board in writing and signed by the person making the complaint. A copy of the complaint form is at the end of this booklet. The Board, in most instances, will contact the alleged violator after receipt of the complaint. A reasonable effort will be made to get the alleged violator(s) to agree to cease the violation. If reasonable efforts to gain compliance of the violation are unsuccessful, the Unit Owner will be subject to sanctions in accordance with the rule violation provisions contained hereunder.

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VILLAGE AT GLEN RIDGE
COMPLAINT FORM

Nature of Complaint Details:

_____

_____

_____

_____

_____

Provide the section of the Rules and Regulations or The Declaration and By-laws pertaining to the alleged violation:

_____

_____

Location: _____

Number of occurrences: _____

Date(s): _____

Time(s): _____

Name of offender (if known): _____

Unit address _____

Was an attempt made to resolve the problem? Yes _____ No _____If yes, what were the results?

_____

_____

_____

Your name: _____

Address: _____

Signature: _____ Date: _____

Date received by the Board: _____ By: _____

Number of complaints: _____

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Village At Glen Ridge
Exterior Modifications Application

Name:_____ Submitted Date:_____

Address:_____ Phone:_____

Modificaion:

Landscaping:____ Patio:____ Windows:____ Door:____ Storm Door:____

Other (provide details):_____

Description of Modifications:_____

_____

_____

_____

Replacement will be:_____

_____

_____

_____

Modification to begin:_____ Modification to be compled:_____

The Board may request additional information such as photos or drawings or even a home visit to see the details of the modification.

The owner(s) or their designees (contractor) must comply with the following:
1) The specifications submitted and as approved by the Board
2) Repair of any damage to the common elements or other units.

_____

Applicant Signature

Board of Directors:

Approve:____ Disapprove:____

Signed:_____ Date:_____

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SATELLITE DISH/OVER THE AIR ANTENNA INSTALLATION RULES AND REGULATIONS

1. **ACCEPTABLE SATELLITE DISHES** - One direct broadcast satellite ("DBS") one meter (39.37") or less in diameter, one multichannel multipoint distribution service antenna ("MMDS") one meter or less in diameter or diagonal measurement, and one antenna designed to receive local television broadcast signals (hereinafter referred to in the entirety as "dish(es)"), per unit, are permitted. Additional dishes may not be installed unless the Owner establishes a specific need for such dishes reasonably acceptable to the Board. Dishes will be no larger nor installed any higher than is necessary for reception of an acceptable quality signal.

2. **LOCATION OF INSTALLATION** - All dishes must be installed indoors unless acceptable quality signals cannot be received. If it is necessary to install outdoors, the dish must be installed behind the Unit or in such other location as to ensure that the entire dish is not visible first from the street and second from neighboring Units. If an acceptable quality signal cannot be received in a location not visible from the street, the dish will be installed in such location providing an acceptable quality signal and the maximum protection against visibility from the street and neighboring Units as is reasonably possible. Garage installation is the preferred choice of installation location by the Board.

3. **INSTALLATION OF SATELLITE DISHES**

   a. All dishes must be installed in compliance with local building and safety codes, in accordance with the manufacturer's instructions.

   b. All installations will take aesthetic considerations into account. There will be a minimum of exposed wiring on the exterior of the Unit, which wiring will be buried in the ground (if applicable) and will enter the unit at the point closest to the installation location of the dish. Any portion of the dish(es), mast(s), and wiring that are visible from the street or a neighboring Unit will be painted to match the color of the structure they are adjacent to or attached to unless otherwise camouflaged, shielded, or screened as provided for in Paragraph 3.c. Dishes are not permitted to bear or display any visible logos or advertising.

   c. Dishes must be camouflaged, screened, or shielded by landscaping or other objects, such as imitation rocks, as approved or instructed by the Board, to prevent view of the dish(es) from the street and from other Units to the maximum extent possible.

   d. All contracted for installers must maintain general liability insurance, including completed operations, of at least $1,000,000.00 and Workers' Compensation coverage.

4. **MAINTENANCE**

   a. Dish owners are exclusively responsible for all maintenance costs including, but not limited to, costs to replace, repair, maintain, move (either on a temporary or permanent basis when necessary in conjunction with the Association's maintenance, repair, or replacement of those portions of the Condominium Property for which it is responsible) or remove dishes or any related materials, including, but not limited to, screening materials, structures, or other items associated or appurtenant to the dishes; for the repair of all damage to any portion of the Condominium Property (including, but not limited to, all Common Elements and Limited Common Elements) caused by the installation, maintenance, repair, replacement, or removal of dishes (including, without limitation, excessive wear and tear to any portion of the Condominium Property as solely determined by the Board); and, to pay any medical expenses or other damages or losses for any person's injuries caused by installation, maintenance, repair, replacement (or lack thereof), or removal of the dishes.

   b. Owners have 72 hours to remove or repair a dish if it becomes detached from its installation base. The Association may remove the dish at the Owner's expense after 72 hours, or at any time if the detachment threatens the safety of persons or property.

5. **MASTS** - Mast height may not be higher than necessary to receive acceptable quality signals. Masts extending greater than 12 feet above the roofline must be pre-approved by the Board and must be installed by a licensed and insured contractor.

6. **NOTIFICATION AND WAIVER** - The attached notification and waiver, along with a drawing of the proposed dish installation location, height, and screening materials, **must** be submitted to the Board prior to any installation.

7. **SEVERABILITY** – If any of the foregoing guidelines and rules or provisions are declared void, such provision will be deemed severed from these guidelines and rules which will otherwise remain in full force and effect.

NOTE: The above guidelines are intended to be flexible to provide the Board with the ability to address all circumstances that may arise in connection with a request to install a dish. All decisions by the Board will be documented and maintained in the Association's meeting minutes records, including any extenuating or unique factors involved in the decision-making process. As with any Board promulgated rule, the Board reserves the right to add to, delete, modify, or otherwise amend the above guidelines as it deems necessary for the health, safety, and comfort of all Occupants.

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