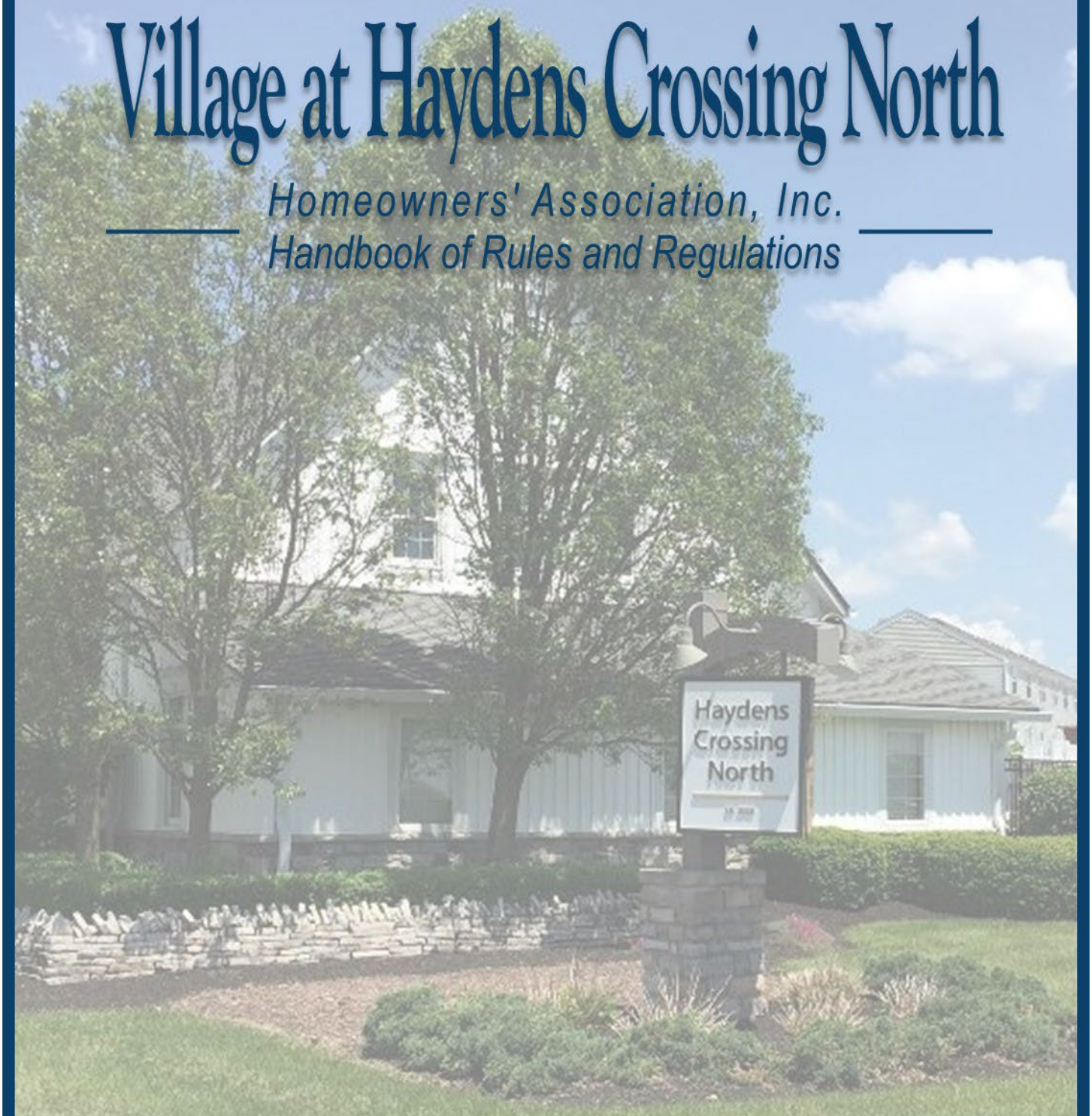
Village at Haydens Crossing North

Homeowners' Association, Inc.
Handbook of Rules and Regulations



The Handbook is intended to supplement, not replace, the Declaration and Bylaws; therefore, if there should be any inadvertent discrepancy between what is expressed in the Handbook and the recorded governing documents, the Declaration and Bylaws, as amended, will control.

Updated February 2023

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I. VILLAGE AT HAYDENS CROSSING NORTH HOMEOWNERS' ASSOCIATION, INC.
NEIGHBORHOOD HISTORY AND SETUP

- Owners who live in the free-standing homes belong to the Village at Haydens Crossing North Homeowners' Association (VHCN Association).
- A map of the community and a community bulletin board is located in the clubhouse.
- Construction began in 2005 and was completed in 2018.
- The first builder was Dominion Homes. In August 2014 Pulte began building.
- The VHCN Association's Handbook was published in 2005 by Dominion Homes. It has been updated in 2018, 2019, and 2020.
- The VHCN Association was turned over by the builders to the Owners in October 2017.
- There is a Master Association called Haydens Crossing North Master Association (HCN Master Association).
- HCN Master Association was turned over by the builders to the Owners in October 2018.
- HCN Master Association consists of five sub associations with a total of 700 dwellings in the entire neighborhood. Refer to the map located in the clubhouse.
- The five sub associations are Village at Haydens Crossing North (426 Lots), Grand Reserve (56 Units), Metropolitan Townhomes I (34 Units), Metropolitan Townhomes II (76 Units), and Metropolitan Lofts (108 Lots).
- Each sub association is governed by its own Bylaws and Declaration.
- HCN Master Association is governed by its own Bylaws and Declaration.
- Owners agreed to follow both sets of Bylaws and Declarations when purchasing a home.
- Governing documents can be found on the Franklin County Recorder's website, property management company's portal, and were given to Owners at closing by their title company.
- The Board of Directors for each sub association and HCN Master Association are independent of each other.
- There are three volunteer VHCN Board of Director members who serve without compensation for a term of two consecutive years. There are no term limitations. Directors' terms are staggered as to elect 2 members one year and 1 member the following year. All Board members need to sign and adhere to the code of conduct.
- The VHCN Association's Annual meeting of the Owners is held in the first quarter of each year. At this meeting, the election of the Board of Directors member/s will occur.
- The Board of Directors for each sub association and HCN Master Association approves their own budget, assessments, and vendor agreements based on their specific governing documents and responsibilities.
- The VHCN Association's budget includes the mowing of accessible grass areas on Owner's lot that is not obstructed by landscaping or other objects, property management company, insurance, and legal representation.
- Only part of the Owner's monthly assessment contributes to the VHCN Association budget.
- The other part of monthly assessment contributes to the HCN Master Association budget.
- When Owners do not pay their monthly assessment, the VHCN Association must pay the HCN Master Association and absorbs the loss until collected from the delinquent Owners.
- The HCN Master Association's budget includes maintaining private streets, clubhouse, pool, five ponds, common green space, entryways, snow removal of private streets, utilities, property management company, insurance, and legal presentation.
- The streets are private; therefore, owned and maintained by the HCN Master Association. The exceptions are Lime Creek DR and Tumbling Creek DR which are owned and maintained by the Grand Reserve Association. Bowery Brook Way, Eagle River DR, Ellis Brook DR, Holly River AVE, Haydens Crossing BLVD, and Spring River AVE are owned and maintained by the City of Columbus. Part of Passage Creek DR is owned and maintained by a private business.

Haydens Crossing North Development

Comprised of 6 Associations

Haydens Crossing North Master Association —HOA (HCNMA) **and**
5 Sub Associations (Listed Below)

- **Village at Haydens Crossing North (VHCN HOA) Free Standing Homes**
- Grand Reserve • Metro Townhomes 1 • Metro Townhomes II • Metro Lofts (MLH)

There are Bylaws and Declaration of Covenants, Easements, Restrictions, Assessments and Assessment Liens for each association. Owners should have a copy of these governing documents for the Master Association and specific sub association. Each sub association has different responsibilities for owners.

The HCN Master Association responsibility is the same for all owners in the Haydens Crossing North Development.

This is a guideline for the VHCN Owners only!

Responsibility Chart

Village at Haydens Crossing North (VHCN) Owners are responsible for:	**Village at Haydens Crossing North Association (VHCN HOA) responsible for:**	**Haydens Crossing North Master Association (HCNMA) responsible for:**
• Driveways-resealing and snow removal • Dwelling Repairs • Exterior of Dwelling- mold and mildew removal • Flowerbeds- weeded & trimmed • Patios- free from weeds and trimmed • Reseeding of yard • Sidewalk from front porch to main sidewalk in front of your home • Sidewalks on **city streets** in front and side of Dwelling- repair & snow removal • Trees in front, back, and side- alive and trimmed to 7 feet for sidewalk and street clearance • Trimming of yard and flowerbeds Any improvements or changes to the exterior of your dwelling (house) or Lot must be submitted to the Design Review Committee using the Architectural Review Form. If you have a question about whether or not to submit a form,	• Attorney & CPA • Board • Bylaws & Declaration • Collecting assessments • Collections • Community Guidelines • Handbook (also referred to as “Rules”) • Insurance • Lot mowing of accessible grass on dwellings • Management Company	• Attorney & CPA • Board • Bylaws & Declaration • Clubhouse & Pool • Community Guidelines • Electric, Water, & Gas for Clubhouse • Green Space & Ponds • Insurance • Light Poles (PEM, City, AEP) • Management Company • Asphalt repair and maintenance – private streets and alleys ONLY • Concrete repair and maintenance – sidewalks parallel to private streets ONLY • Snow removal - private streets and alleys ONLY • Snow removal – sidewalks parallel to private streets ONLY • Storm Sewers

please contact the Property Management Company before starting a project and refer to Declaration Article 9.		• Taxes • Water Meter Any change to the green space is the responsibility of the Master Board.

II. VILLAGE AT HAYDENS CROSSING NORTH HOMEOWNERS' ASSOCIATION, INC. NEIGHBORHOOD INFORMATION

Assessments:

- Contact the property management company for current assessment payment amount. This information should have been given to Owners at closing by their title company.
- Assessment payment is to be paid to the VHCN property management company by the 1st of each month.
- Late payments will be assessed a $25 late fee.
- Owner's total assessment consists of 2 fees- one to the VHCN Association and the other to the HCN Master Association.
- Each month VHCN Association pays the HCN Master Association on the behalf of our Owners. (see responsibility chart on page 4)
- If an Owner does not pay his/her monthly assessment, the VHCN Association must pay the HCN Master Association and absorbs the loss until collected from the delinquent Owner.
- Assessment amount is reevaluated each year by the HCNMA and VHCN Boards.
- A special assessment can be issued at any time if demeaned necessary by either VHCN or HCNMA Boards of Directors.
- Owner must be current with assessments to enter/rent/use the clubhouse or the pool.
- Contact VHCN Association's property management company for questions about assessments.

Architectural Approval:

- As further outlined in Declaration Article 9, if you plan to modify the exterior of your dwelling or Lot in any way, Owner must submit an Architectural Review Form for the Design Review Committee's prior review and approval. Refer to the property management company's portal for the form.
- Color, material, size, and any special details must be listed. If specific details are not listed, the Architectural Review Form will be returned with follow up questions; therefore, the approval process will be delayed.
- Approval by the VHCN Design Review Committee (DRC) does not in any way guarantee approvals by the City, County, or any other such agencies. Such approvals or permits are the responsibility of the applicant.

City of Columbus in Franklin County:

- Even though our address lists our city as Dublin, we are located in the City of Columbus.
- Columbus City provides police, fire, and public services. 614.645.3111 or https://311.columbus.gov/https://311.columbus.gov/
- Franklin County provides many other services. www.franklincountyohio.gov/
- Watch for and report any suspicious activity to Columbus Police Department, non-emergency 614-645-4545. We are located in the Police Precinct 17.
- There are mobile apps for Columbus Police & City of Columbus.

Clubhouse Reservations

- Reservations are made through the HCN Master Association's property management company. Check with the management company for current rental costs.
- As of 2023, a rental agreement form must be signed with 2 checks: $300.00 damage/cleaning deposit check and $50.00 nonrefundable rental fee check.
- Checks are made out to Haydens Crossing North Master Association.
- Owner must be current with assessments to enter/rent/use the clubhouse or the pool.
- Alcohol and smoking are prohibited in the clubhouse, pool, and common elements.

Committees:

- Current Committees: Design Review and Social.
- Other committees may be formed by the VHCN Directors as VHCN projects develop.
- Contact the property management company to join committees.
- Committee members need to sign and adhere to the code of conduct.

Concerns/ Issues/ Questions:

- All concerns/ issues/ questions should be emailed/ phoned to the management company first. If there is not a resolution after 3 business days with the management company, the next step is to email the Board of Directors.

Declarations of Covenants, Easements, Restrictions, Assessments, and Assessment Liens ("Declaration") and Code of Regulations ("Bylaws"):

- Should have been given to the Owner at closing by the title company.
- HCN Master Association and VHCN Association have their own "Declaration" and "Bylaws."
- The Declaration is extensive document much like a "constitution" in that it establishes a binding agreement for all Owners now and in the future. It establishes the following:
    - plans to control the changes in aesthetic appearance of all properties
    - restrictions, regarding uses and other matters
    - parameters for shared expenses and a plan for enforcing payments.

Email for VHCN Board of Directors:

- VillageHCN@gmail.com

Email for HCN Master Board of Directors:

- Hcn.masterhoa@gmail.com

Key Card for the Clubhouse:

- If you need a new key card, it can be obtained through the HCN Master Association property management company.
- A fee will be charged for a replacement card.
- Keycard allows access to the clubhouse, pool and fitness room.
- Owners are responsible to give a new Owner their keycard.
- The keycard will be deactivated if an Owner has any delinquent assessments.

Mailboxes:

- Mailbox keys can be obtained by contacting the Dublin Post office.
- The VHCN Association does not own the mailboxes.
- Posting or taping flyers to the mailboxes is prohibited per www.USPS.com.
- For Lots that have a curbside mailbox, if mailbox is damaged, destroyed or deteriorates, then each Owner, at Owner's expense, shall repair or replace mailbox with an identical mailbox, or if unavailable, with another of like kind, design, pattern, and color as the initial mailbox. Any

changes to a mailbox must be submitted to the Design Review Committee and approved **before** work begins.
- Mailbox shall have the street numbers for the Lot on each side of the mailbox. Numbers should all be level with each other.
- Replacements can be found at Lowe's called "Gibraltar medium capacity post mount black metal mailbox.
- The Round steel mailbox post can also be found at Lowe's. Example: Pacifica Black Steel Mailbox Post.
- The mailbox must have number stickers with black font and white background that are 2 inches.

Property Management Company for VHCN Association:
- Capital Property Solutions (CPS)
- Phone number 614-481-4411
- Resident Services: admin@cpscolumbus.com
- Each owner has a portal username and password.
- All documents and forms are listed on the portal.
- CPS is responsible for collecting assessments, monitoring all maintenance activities, responding to Owners questions and concerns, enforcing the Bylaws and Declaration, and maintaining all official financial documents.

Property Management Company for HCN Master Association:
- Capital Property Solutions (CPS)

Recreation and Parks Community Centers:
- Carriage Place Community Center: https://www.columbus.gov/recreationandparks/recreation-centers/Carriage-Place-Community-Center/
- Hilliard City: https://hilliardohio.gov/recreation-parks/
- Dublin City: https://dublinohiousa.gov/recreation-services/

Rental Lots/Properties
- Owners need to register their rental Lot/Property with:
  - Property management company and provide the written lease.
  - Franklin County Auditor as required by Ohio State law:
    - Rental Registration
- Dwellings are not permitted to be rented or used for transient or hotel purposes, as defined in Declaration Article 10, Section 10.10.

Schools:
- District: Columbus City Schools: https://www.ccsoh.us/
- Elementary: Gables ES https://www.ccsoh.us/GablesES
- Middle: Ridgeview MS https://www.ccsoh.us/RidgeviewMS
- High School: Centennial HS https://www.ccsoh.us/CentennialHS

Selling your house:
- To access real estate transfer documents, visit:
  - https://cpscolumbus.condocerts.com.

Summer (April-October) and Winter (November- March) Cleanup:
- Summer mowing can begin as early as April 15. On mowing days, Owners must remove all personal property from their grass as not to interfere or impede the VHCN Association's landscape company routines. Mowing days are established at the beginning of each year.

Contact the management company for current days. These days are subject to change due to weather or other events.
- In winter, Owners must disconnect hoses and store neatly. All tools and yard equipment must be stored indoors.

Trash, Recycling, and Yard Waste Collection:
- Trash, recycling, and yard waste collection schedules and bulk pickup can be found at https://311.columbus.gov.
- Owner can sign up for email/ text reminders at https://311.columbus.gov.
- Trash, recycling, and yard waste containers must be stored inside Owner's garage.

Websites:
- VHCN Association website: http://www.villagehcn.com/
- The VHCN Association is not responsible for maintaining or monitoring, the existence of, and does not regulate, respond or endorse any content posted on Facebook, Nextdoor or other social media websites.
- Should Owners have any questions or concerns please contact the property management company.

III. VILLAGE AT HAYDENS CROSSING NORTH HOMEOWNERS' ASSOCIATION, INC. COMMUNITY GUIDELINES

These guidelines have been established to maintain the standards of a safe, clean, beautiful, and high quality neighborhood. There are appendices at the end of this document to reference.

1. Animals/Pets

A. Pets must be kept on a hand-held leash not exceeding 6 feet in length and attached to and under the complete physical control of the owner at all times when outside the dwelling.
B. Pets are not permitted to be tied/tethered outside of a dwelling.
C. Pet waste must be picked up immediately and completely on your Lot or on the Common Elements. Pets are not permitted to defecate on another Owner's Lot.
D. Failure to clean up after a pet may result in enforcement assessments or other remedies available to the VHCN Association.
E. Pet waste must be disposed of at the Owner's dwelling.
F. Pet noise that causes a nuisance or unreasonable disturbance is prohibited. For the purpose of this rule, pets who make noise continuously for a period of ten minutes or more, or intermittently for a period of two hours or more, to the disturbance of any Occupant, whether indoors or outdoors, at any time of the day, is considered a nuisance or unreasonable disturbance.
G. Animals deemed to be "dangerous" or "vicious" according to the Ohio law, City Code, or Franklin County are prohibited.
H. https://dogs.franklincountyohio.gov/Services/Dog-Laws-Licenses

2. Decor and Lot Improvements

As specified in Declaration Article 9, Owners are not permitted to construct, modify, add, or alter Improvements that are visible from the exterior before receiving prior, written approval from the Design Review Committee by submitting an Architectural Review Form. Approval by the VHCN Design Review Committee (DRC) does not in any way guarantee approvals by the City, County, or any other such agencies. Such approvals or permits are the responsibility of the applicant.

A. Awnings

1. Awnings must be retractable and attached to the dwelling. Awnings are not permitted to be larger than 14 feet x 10 feet and must be a neutral color (e.g. white, beige, off-white, gray, natural wood).
2. Awnings must be approved by the Design Review Committee before placement.

B. Doors
1. Front door must be the original color selected by the developer or a color that is consistent with the dwelling exterior and approved by the Design Review Committee. Colors: Sherwin Williams: MI Federal Brown, MI Musket Brown, MI Black, MI Midnight Blue, MI Tuxedo Gray, MI Wineberry, MI Burgundy Red, MI Bordeaux, MI Forest Green, MI Midnight Green and Benjamin Moore: Red PM-18 Satin finish.
2. Garage doors must be kept closed at all times when not in use for security and be white in color.
3. Storm doors must be white, black, or a color that is cohesive with the dwelling exterior, full view and approved by the Design Review Committee prior to installation or replacement.

C. Driveways
1. Must be asphalt, free of cracks, and not faded.

D. Fencing
1. Fencing is not permitted except for the original fence installed by the developers.
2. Fencing must be level. Fencing may settle over time and become unlevel. Owners are responsible for leveling fences.
3. Owner may not remove fencing installed by developers.
4. Fencing must remain clean and free from dirt and algae.
5. See Appendix B for replacement parts.

E. Flags
1. Not permitted to be larger than 3 feet x 5 feet.
2. Limit of 2 non-offensive flags per lot.
3. Affixed on a pole attached to the porch of the dwelling.
4. All flags must be made of nylon, polyester, or cotton material.
5. If the flag should become torn, faded, or in any other way mutilated, it must be removed or replaced.
6. Flags should never touch anything beneath it, such as the ground or the floor.

F. House numbers
1. In the rear of the dwelling attached to the garage, numbers must be black and located to the top left corner side of the garage, in a vertical position.
2. In front of the dwelling, numbers must be black.
3. House numbers must be visible at all times.

G. Lights
1. Exterior garage light fixture must have a working sensor that turns on at dusk or a motion sensor. The garage light fixture must be white. The garage door lightbulb must be white or yellow.
2. Exterior front porch light fixtures must be black.
3. Holiday lights and decorations
    - Light and decorations cannot be installed more than 30 days before an observed holiday.
    - Lights and decorations must be removed within 30 days after an observed holiday.
    - Timers should be set for sundown to no later than 2:00 am.
    - Exterior lights should be installed on and around the front and back entrances, front porch and front windows, back patio and door.
    - Lights for the windows on the side of the home should be interior.

- No blinking lights on sides of the lot.
- Inflatables are allowed but must be no taller than 12-15 feet once inflated (with no songs or other sounds).
- Other types of decorations (e.g., lighted sleigh) should extend no more than half-way into front lawn (to accommodate snow shoveling of walkway).

H. Patio installations or extensions are permitted and need to be approved by the Design Review Committee before installation.
    1. Must be of neutral color (e.g. gray, beige, or brown).
    2. Material must be natural stone, paver, or brick.

I. Trellises are permitted and need to be approved by the Design Review Committee before installation.
    1. Located in a flower bed or attached to a porch.
    2. The color must be the color of your trim, house or natural wood.

J. Pergolas are permitted and need to be approved by the Design Review Committee before installation.
    1. It must be properly anchored to the house or patio for safety.
    2. It must fit on your patio.
    3. The color must be the color of your trim, house or natural wood.

K. Rain barrels are permitted and need to be approved by the Design Review Committee before installation.
    1. The color must be a neutral color.
    2. It must be located in the back or side of the home. There must be at least 3 feet of side yard for mowing.

L. Solar panels and tiles are permitted and need to be approved by the Design Review Committee before installation.
    1. Prohibited ground-mounted solar panels.
    2. Flush-mounted, rooftop installations aren't visible from streets and mounted facing the alley.
    3. Panels and tiles must match the current roof color.
    4. If the house is sold, owner must maintain, or panels/ tiles need to be removed by the owner.
    5. Electric panels/inverter box need to be located in the garage.
    6. Any wiring must be covered with the same color as the siding/ roof.
    7. Panels must be functional and cleaned.

M. Solar Shingles are permitted and need to be approved by the Design Review Committee before installation.
    1. Shingles can be placed anywhere on the roof.
    2. Shingles must match the current roof color.
    3. If the house is sold, the owner must maintain, or shingles need to be removed by the owner.
    4. Electric panels/inverter box need to be located in the garage.
    5. Any wiring must be covered with the same color as the siding/ roof.
    6. Solar shingles must be functional and cleaned.

N. Satellite dishes are permitted and need to be approved by the Design Review Committee before installation.
    1. Dishes shall be two feet (24 inches) or less in diameter.
    2. The dish installation shall be of quality construction and shall conform to all applicable building codes and manufacturer's specifications. Specifically, dishes shall be property grounded according to applicable codes and manufacturer's specifications.
    3. All cables and wires shall be routed in a manner such that they are hidden from neighboring units or from the streets.

4. Satellite dishes must be secured so they do not jeopardize the soundness or safety of any structure or the safety of any person at or near the dish, including damage from wind velocity.

O. Roofing must be of substantially similar color, material, and texture as installed by the developer for repair or replacement and approved by the Design Review Committee.
P. Siding, shutters, and exterior of the dwelling
    1. Exteriors must be kept free from mold and mildew.
    2. Exteriors must be of substantially similar color, material, and texture as installed by the developer for repair or replacement and approved by the Design Review Committee. Besides original installation colors, Whispering Timber by Mastic vinyl solar defense, will also be allowed.
    3. Original Owners of the dwelling may have a warranty for shutters. Contact: 1-800-521-8486, follow the prompts to the warranty department.
    4. Shutters must match your front door.
    5. Shutter replacements can also be found at Menards.
Q. Signs are prohibited as specified in Declaration Article 10, Section 10.5 from being displayed within the community, except for " For Rent or For Sale" and political signs.
    1. One temporary “For Sale or Rent sign” not exceeding four square feet in area.
    2. Three temporary political signs of not more than six square feet each, expressing support for or opposition to an individual candidate or issue which is the subject of a current election can be displayed.
    3. Signs must be professionally made.
    4. Signs are permitted on the interior side of the dwelling window.
R. Yard ornaments are permitted and must be placed in the flower beds.
S. Prohibited items on Owner’s Lot:
    1. Doghouses, animal cages, and runs
    2. Fencing except as installed by the developer
    3. Hot tubs, saunas, in-ground, and above-ground pools
    4. In-ground sprinklers
    5. Outdoor clotheslines
    6. Sheds
    7. Window air conditioners

3. Hotel/ Transient Uses; Leases

A. Dwellings are not permitted to be rented or used for transient or hotel purposes, as defined in Declaration Article 10, Section 10.10.
B. Owners need to register their rental Lot with the Franklin County Auditor and the property management company with the written lease.

4. Landscaping and Snow Removal

A. Owners are responsible for snow removal on the sidewalk (from front porch to main sidewalk), driveways and porches located on their Lot. Owners who live on a city street are also responsible for snow removal on sidewalk parallel to city street.
B. VHCN Association is responsible for reasonable mowing all accessible turf grass located on Lots in accordance with Declaration Article 8, Section 8.1.
C. Landscaping beds located on a Lot are the Owner’s responsibility and must be maintained throughout the season. All weeds must be pulled, shrubs trimmed, and beds mulched.
D. Prior to installing and modifying any planting of trees, hedges, shrubs, or other forms of landscaping outside of original flowerbeds, Owners must obtain the Design Review Committee’s approval by submitting an Architectural Review Form.

E. Prior to installing or modifying the size and design of the original flowerbeds Owners must obtain the Design Review Committee's approval by submitting an Architectural Review Form.
F. Prior to installing or modifying the flower bed edging Owners must obtain the Design Review Committee's approval by submitting an Architectural Review Form.
G. The Board has asked our landscaping company in 2018 to use push mowers instead of riding mowers because of the lot sizes and shapes. It is possible it could take 2 days to complete a full neighborhood mowing. This does take more time and cost more money but will help to better protect the flowerbeds and lawns.
H. There are numerous different grass types in the neighborhood. The soil the developers used was not high quality. Each lawn grows at different rates and have different problems. Some lawns are not properly graded. The company looks at the neighborhood as a whole to decide when to mow, aerate and what type of fertilizer to use. It is not customized to any owner's specific lawn. If an owner wants a customized lawn care, re-grading of the lawn, extra weed or grub control, or needs to address specific problems, the cost falls to the owner.
I. If there is a tree between the sidewalk and the street, this is referred to as a "street tree." The Owner is responsible for this tree. The Owner must maintain, mulch, and replace the tree with a like tree when necessary. Prior to removing or replacing a tree, an Architectural Review Form must be submitted to the Design Review Committee for prior, written approval. Branches need to be trimmed. Branches are not permitted to be lower than 7 feet from ground level.
J. Owners are responsible for:
    1. Reseeding in the fall (Tall Fescue grass, Kentucky bluegrass mix or sun grass seed mixes work well.)
    2. Trimming around furniture, vinyl fences, sides of house, and other objects in the lawn.
    3. Leaf pick up.
K. Splash-guards and drain pipe extenders are good ways to redirect rainwater into any dry area.
L. Small white and green signs will identify when fertilizer has been applied. Please stay off the lawns for one day after the application has been done to allow the fertilizer to dry properly. After that period, if the homeowner waters the lawn 2-3 times per week during dry periods it will improve the results.
M. All lots need to be free of animal waste. The landscaping company will not mow if there is animal waste present at mowing.
N. Homeowners are reminded that our lawn mowing company needs barriers between the grass and the flower bed. If the landscaping company could possibly damage an object, they will not trim around the object.
O. Any items which are 12 inches or lower will not be replaced if broken.
P. Any pipes or drains need to be flush with the ground or 10 inches above ground. Landscaping company will not cover damage.

List of Approved Trees by Area

Front | Back Yard (sidewalk to the house)		Street Trees (curb to sidewalk ONLY)		Front of House (by the porch, incorporated into the landscape in front bed) Can also be used in Front Yard since the root system is less aggressive
Red Jewell Crabapple		Aristocrat pear		Japanese Lilac
Prairie Fire Crab		Armstrong maple		American Hornbeam
Adams Crab		Amur maple		Japanese Maple
Kousa Dogwood		Norway maple		Cutleaf Maple
Kwanzan Cherry		Hedge maple		Flowering (Kousa or Pagoda) Dogwood
Tree Form Serviceberry		Thornless Honeylocust		Clump Serviceberry
Sweet Bay Magnolia		Chesnutt Oak		Star Magnolia
Trident Maple		Summer Sprite Linden		Dwarf Sargent Crabapples
Redbud		Crimean Linden		Weeping Cherry
Washington Hawthorne Thornless		Henry's Lime Linden		Camperdown Elm
Cleveland Select Pear				

5. Noise Ordinance

A. The city of Columbus has a residential noise ordinance Chapter 2329.11. Please be mindful of your neighbors and have a polite one-on-one discussion about noises created by parties, wind chimes, dogs barking, and etc. Any complaints should be directed to the City of Columbus, Division of Police. The non-emergency telephone number is 614-645-4545. Complaints may also be submitted to the Columbus 311 online web portal. Go to 311.columbus.gov and click the "Submit a new service request" link. On the following page, type in the search box the term "noise" and hit enter then proceed from there. Decibel Meter app could be used to measure the noise level.

B. In a Residential Zoned area, amplified sounds should not be heard 50 feet past property line above 60db from 10pm to 7am. Amplified sounds should not be heard 50 feet past property line above 65db from 7am to 10pm. Sounds from proper construction to meet Building Code for a property is exempt from 7am to 10pm. Sounds should not be "offensive or disturbing to a person of ordinary sensibilities". Violation is a minor misdemeanor, unless subsequent violation within 12 hours then becomes misdemeanor of the fourth degree. Penalty is a fine up to $150.

6. Parking and Vehicles

A. Parking of vehicles is only permitted in garages, in the driveway, and in designated parking spaces on the side of the street opposite of the fire hydrants.

B. Parking in the alleys at any time is prohibited.

C. Except as provided in Declaration Article 10, Section 10.11, inoperable vehicles or vehicles components/parts are not permitted to be parked, placed, or stored in any visible location on a Lot. Inoperable vehicles, as further defined in Declaration Article 10, Section 10.11, and vehicle components/parts are further prohibited to be parked, placed, or stored on any street.

D. Except as otherwise provided in Declaration Article 10, Section 10.11, trucks, commercial vehicles, boats, trailers, campers, and mobile homes are prohibited to be parked or stored on any street or on any Lot for more than 48 hours in any 30 day period unless within a

garage. For definitions and examples of prohibited “truck,” “trailer,” and “commercial vehicle,” refer to Declaration Article 10, Section 10.11.

E. Owners must adhere to all posted parking signs. Certain designated streets within the Community only allow parking on one side, and emergency vehicles need to be able to navigate the street without obstruction. Owners are responsible for occupants and visitors.
F. Parking on the grass is prohibited.

7. Trash, Recycling, and Yard Waste Collection

A. All containers for trash, recycling, and yard waste are to be located and maintained within the garage of each dwelling, except when placed outside for collection no earlier than 5:00 pm the night before collection day.
B. Trash and recycling are collected at the end of the driveway. Yard waste is collected in front of the house.
C. Trash and recycling containers must be returned back to the garage within eight hours following pick up.
D. Non-recyclable trash must be placed in the green container provided by the City of Columbus.
E. Recyclable trash must be placed in the blue container provided by the City of Columbus.
F. Yard waste must be placed in a brown yard waste bag and placed in the front of the dwelling for pickup.
G. Refer to the City of Columbus for collection days: Trash and recycling may not be on the same day. https://311.columbus.gov/AddrLookupnew.aspx

8. Fire Pit Information from the City of Columbus Website

In the City of Columbus, fire pits will be allowed with the following stipulations:

- Must be a commercial fire pit with a screen top or a chiminea, like those that can be purchased at Lowe’s, Home Depot, and etc.
- Use only clean, seasoned firewood or equivalent.
- Recommend a water source and/or fire extinguisher located near and readily available for immediate use.
- Must be supervised at all times. Be certain that the fire is completely extinguished before leaving it unattended.
- Fire must be contained within the appliance, with no part of the flames extending outside the appliance or screen.
- No less than ten (10) feet from any combustible structure (house, fence, shed, etc).
- Fire Pits cannot be used during “Air Quality Alert” days.
- Any other “Open Burning” (trash, brush, and etc.) must be approved by the Division of Fire, Fire Prevention Bureau and must have a permit.
- If there are ANY complaints from neighbors, immediate extinguishment must be done. Complaints might include, but are not limited to, smoke drifting into their house, embers drifting to their property and/or fire getting out of control.
- https://www.columbus.gov/public-safety/fire/inspections/Fire-Pits/

IV. VILLAGE AT HAYDENS CROSSING NORTH HOMEOWNERS' ASSOCIATION, INC. COLLECTION POLICY

A. All assessments are due on the 1st day of the month and are considered late if not received by the 10th day of the month.

B. An administrative late charge of $25.00 per month will be added for any late payment or on any balance of unpaid assessments. (Subject to increase upon further notice.)

C. The Association will apply any payments in the following order:
   1. Interest owed to the Association
   2. Administrative late fees owed to the Association
   3. Collection costs, attorney's fees, and paralegal fees the Association incurred in collecting the assessment; and, finally,
   4. Oldest principal amounts owed for common expenses, enforcement or other assessments, and any other individual assessments charged to the account.

D. Any past due assessment may result in the Association filing a lien, a suit for a money judgment, and foreclosure to be filed against the Lot. While a foreclosure case is pending, partial payments may not be accepted and, if the property is rented, a Receiver may be appointed to collect the rents. Once a judgment is obtained, the Association may proceed with post-judgment action, including bank attachment and wage garnishment.

E. Any costs the Association incurs in the collection of unpaid assessments, including non-sufficient bank fees, attorney's fees, recording costs, title reports, and court costs, shall be added to the amount owed by the delinquent Owner and charged to the Lot Ledger.

F. If any Owner (either by their conduct or by the conduct of any Occupant) fails to perform any act required by the Declaration, the Bylaws, or the Handbook, the Association, after giving proper notice and an opportunity to request a hearing, may levy an enforcement assessment, undertake such performance, or cure such violation. Any costs the Association incurs in taking such action will be charged back to the account.

G. If an Owner is more than 30 days past due in the payment of any assessment, the Association may suspend privileges including the right to vote, the use of the amenities, club house, pool, or the ability to apply for architectural approval.

V. VILLAGE AT HAYDENS CROSSING NORTH HOMEOWNERS' ASSOCIATION, INC. WRITTEN COMPLAINT POLICY

A. Policy and procedure cannot replace courtesy and the need to communicate. Neighbors talking with each other in a non-threatening way can achieve quicker results. Our community spirit lies within each occupant.

B. Complaints against anyone violating the rules must be submitted to the Property Management Company in writing and must contain the name, date, address, and telephone number of the individual filing the complaint.

C. The Property Management Company will, in most instances, contact the alleged responsible Owner after receipt of an initial complaint, and a reasonable effort will be made to gain the Owner's agreement to cease the violation.

D. If the reasonable efforts to gain compliance are unsuccessful, the Owner may be subject to an enforcement assessment in accordance with the Enforcement Policy.

E. In the event of an enforcement assessment hearing, or court hearing, copies of complaints and the complaining party identity will be made available to the alleged violator.

VI. VILLAGE AT HAYDENS CROSSING NORTH HOMEOWNERS' ASSOCIATION, INC. ENFORCEMENT POLICY

A. Notwithstanding anything contained in these Rules (also referred to as "Handbook"), the Board has the right to proceed, immediately or otherwise, with legal action for any violation of the Declaration, Bylaws, or Rules ("Governing Documents") as the Board, in its sole discretion may determine. The entire cost of effectuating a legal remedy to impose compliance, including court costs and attorneys' fees, will be assessed to the account of the responsible Owner.

B. The Owner is responsible for any violation of the Governing Documents by the Owner, or the guests, or the Occupants, including tenants, of the Owner's dwelling.

C. All costs stemming from any violation, including enforcement assessments, cleaning, repairs, or removal, will be charged to the responsible Owner's account.

D. In addition to any other action and if applicable, in accordance with the procedure outlined below, the Board may: a) levy an enforcement assessment for damages and/or cleaning of the common elements or other property, or b) levy an enforcement assessment per occurrence or if the violation is continuous and ongoing in nature, levy an enforcement assessment per day, or c) levy an enforcement assessment for the approximate cost to physically remove the violation. For any violation of the Governing Documents that is continuous and uninterrupted for a period of more than 24 hours, each calendar day that the violation continues without interruption constitutes a new and separate violation.

E. Prior to the imposition of an enforcement 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 description of the property damage or violation; and
    b. The amount of the proposed charge (or, if unknown, a reasonable estimate of the proposed charge) or enforcement assessment; and
    c. A statement that the Owner has a right to, and the procedures to request a hearing before the Board to contest the proposed charge or enforcement assessment; and
    d. If applicable, a reasonable date by which the Owner must cure the violation to avoid the proposed charge or assessment.

2. To request a hearing, the Owner must mail or deliver a written "Request For Hearing" notice, which must be received by the Board no later than the tenth day after receiving the notice required by Item 1 above.
    a. If an Owner timely requests a hearing, at least seven days prior to the hearing the Board will provide the Owner with a written notice that includes the date, time, and location of the hearing. If the Owner fails to make a timely request for a hearing, the right to that hearing is waived, and the enforcement assessment will be immediately imposed.
    b. At the hearing, the Board and alleged responsible Owner have the right to present any evidence. This hearing will be held in Executive Session and proof of hearing, evidence of written notice to the Owner to abate action, and intent to impose an enforcement assessment will become a part of the hearing minutes. Within 30 calendar days of the hearing, the owner will be sent written notice of the Board's decision.
    c. In the event of an enforcement assessment hearing, or court hearing, copies of complaints and the complaining party identity will be made available to the alleged violator.

3. The Association may file a lien for any enforcement assessment that remains unpaid for more than 10 days.

APPENDIX A

LANDSCAPE & HOME EXTERIOR STANDARDS

Trees





- Trees should not touch the house.
- Tree suckers must be removed.
- Trees should be pruned so branches are at least seven feet from the ground. Pine trees and ornamental are excluded from sidewalks.
- Trees more than 50% dead must be removed. If the front lawn tree is removed, it should be replaced. See the approved tree list on page 11.
- Tree stumps must be ground out to grade and the area restored when a tree has been removed.

Patios



- Back patios must be free of open storage, clutter, bikes, and gates.
- Front porches must be free of open storage, clutter, bikes, gates, grills, and playsets. They must be neat and tidy. No indoor furniture should be used outdoors.

Landscape Beds



- Uniform and fresh bed covering must be in place.
- Beds must maintain a well-defined edge.
- Landscape beds must be free of weeds.

Shrubs



- Plants more than 50% dead must be removed and replaced.

- Due to the varying degree of shrubs varieties and sizes, overgrown shrubs will be handled on a case by case basis.

- Items that will be considered:
    - More than 6 inches of new growth.
    - Plants growing into other plants (not hedges).
    - Touching the home.
    - Growing through, over, around, etc. fences, railings, etc.
    - Intruding on walkways.
- Plants must be reasonably maintained to be aesthetically pleasing.

Annual and Perennial Flowers



- Must be removed if dead.
- Perennials must be cut back by December 1st.
- Grasses are permitted throughout the winter.

Fall cleanup



- Leaves shall be removed from the turf and landscape beds by December 15th.

Yard Waste



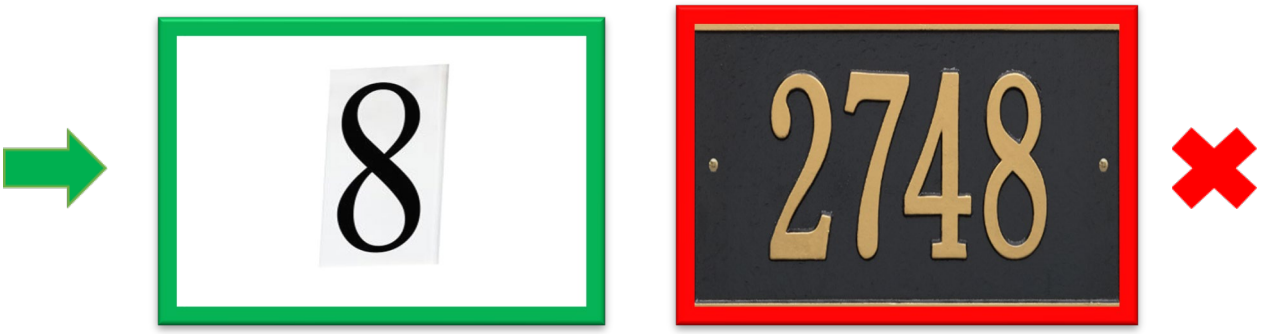
- Storing yard waste in view or setting waste out for pickup on any day except collection day is prohibited. Yard Waste includes any natural material during the care of lots, lawns and landscaping.
- Dumping yard waste on common elements is prohibited and will be considered illegal dumping. Offenders may be prosecuted.

Mailbox needs updated



If you have a free-standing mailbox:

- Mailboxes should be maintained just the same as the exterior of the home.
- Mailbox posts must be painted if they are discolored, rusted or paint has worn away.
- Mailboxes should always have the address numbers visible and in good condition.
- Mailbox itself should not be rusted. Mailbox should not be leaning or falling over.
- Any updates or changes require an Architectural Review Form submitted to the property management company for approval.
- Replacements can be found at Lowe's called "Gibraltar medium capacity post mount black metal mailbox.
- The Round steel mailbox post can also be found at Lowe's. Example: Pacifica Black Steel Mailbox Post.
- The mailbox must have number stickers with black font and white background that are 2 inches.
- Numbers can be purchased from Capital Lighting (614-841-1200).
- Example of the stickers can be found on page 22.



Exterior siding maintenance



- Homes and any fencing should be free of all algae and discoloration.

Other



- It is prohibited to store yard equipment, materials, supplies, tools, mulch, or any other item on the lawn or in landscape beds, including:
  - Mulch bags, sand, topsoil, stone, timbers, yard waste, pots, weed cloth, edging materials

Other continued



- Firewood must be placed in an inconspicuous location at the rear or side yard (if not on a corner lot), always stacked neatly and kept in good condition. Protective tarps used to cover stacked firewood must be earth-tone in color.



- Vegetable gardens are part of the lawn and landscape. Before planting a garden, submit an Architectural Review Form to the property management company for approval. Approved gardens must be maintained in an orderly, weed-free manner on a regular basis.



- Deck boxes and storage benches are allowed.
- Sheds are not permitted with front/ side door openings.

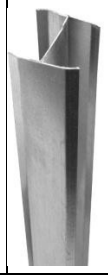
Reminder:

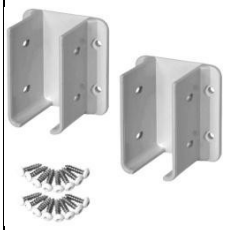
- Before starting your spring and summer projects be sure to fill out your architectural review form and submit it to admin@cpscolumbus.com. All exterior modifications must be approved by the Design Review Committee before work can be started.
- You can get the application from your owner portal at www.cpscolumbus.com.

Appendix B
Fence parts

VHCN details on parts to replace damaged fence panels (dated 4/4/19)

- As of 4/4/19 parts are individually sold at Home Depot. VHCN cannot guarantee these parts will remain in stock in Home Depot.

SKU at Home Depot		Part reference number and details	
1000-032-457		73014885 / 5"x5"-84" Veranda Vinyl End/Gate Post (Z / 5"x5"-84" Veranda Vinyl End/Gate Post (ZB) (White Routed 73014885) [HDQC2:4185073:29420608:001] [QC] A Y $26.71 $26.71 S0102 1000-032-457 1.00 EA 73014886 / 5"x5"-84" Veranda Vinyl Corn	$26.71 each gate post (if needed; this is the exact size needed for our posts but only if there is a gate being replaced)
1000-032-457		73014886 / 5"x5"-84" Veranda Vinyl Corner Post (ZB) / 5"x5"-84" Veranda Vinyl Corner Post (ZB) (White Routed 73014886) [HDQC2:4185073:29420608:002] [QC]	$26.71 each corner post (if needed; these are open on two adjacent sides to accommodate panel sections around a corner))
1000-032-457		73014715 / 4' H x 6' W Veranda Pro Series Washington / 4' H x 6' W Veranda Pro Series Washington Vinyl Privacy Fence Kit (ZB) (6" Boards T&G White (Actual Size: 48"x67") 73014715) [HDQC2:4185073:29420608:003] [QC]	$74.78 (literally the board sections (slates) which make up each panel)
1000-032-457		73003718 / 5"x5"-82" Veranda Pro Series Ohio Metal / 5"x5"-82" Veranda Pro Series Ohio Metal Post Insert (For use w/ 5"x5"x84" Posts 73003718) [HDQC2:4185073:29420608:004] [QC]	$48.19 (one needed for each post; it anchors the post into the ground; runs inside each post)

1000-032-457		73013124 / 5"x5" Veranda Vinyl Contemporary Post Top / 5"x5" Veranda Vinyl Contemporary Post Top (White 73013124) [HDQC2:4185073:29420608:005	$8.78 each (1 needed for each post top; this top matches existent post tops)
1000-032-457		73014884 / 5"x5"-84" Veranda Vinyl Line Post (ZB) (/ 5"x5"-84" Veranda Vinyl Line Post (ZB) (White Routed 73014884) [HDQC2:4185073:29420608:006] [QC]	$26.71 (1 line post needed on each side if part to be replaced is one in a straight series of panels)
1000-032-457		73014080 / Veranda Post Top Clips (20-pack 73014080 / Veranda Post Top Clips (20-pack 73014080) [HDQC2:4185073:29420608:007] [QC]	$5.73 each
1000-032-455		116058 / Veranda Fence Rail Bracket Kit (White 2- / Veranda Fence Rail Bracket Kit (White 2-pack 116058) [HDQC2:4185073:29420608:008] [QC	$4.99 each

APPENDIX C

VHCN ARCHITECTURAL REVIEW FORM

Applications submitted without adequate information will be returned to you without review and approval. Processing exterior modifications may take up to 30 days. Approval by the VHCN Design Review Committee (DRC) does not in any way guarantee approvals by the City, County, or any other such agencies. Such approvals or permits are the responsibility of the applicant.

Name: _____ Date Submitted: _____

Home Address: _____ Phone: _____

Association: _____ Email: _____

Description of Modification: _____

Please provide details and CLEAR, LEGIBLE, COLOR documents about the product you plan to use.

Complete this checklist to ensure your application is complete:

❑ Completed application, including contact information. (ONE modification per application).

❑ Description, photos and brochure of all exterior materials and finishes, in color: _____

❑ Color swatch.

❑ Site plan showing location of modification on property.

❑ Permit, if required by city, county, or other agency. https://www.columbus.gov/bzs/Permits/

❑ $15 application fee.

Modification to Begin On: _____ To Be Completed By: _____

Exterior Modification Review Process

1. Submit your application and accompanying documents to CPS.
2. You will receive a notification that your application was received.
3. The application will be scanned to your portal. You can access the portal to receive real time updates. You can access the portal by going to portal.cpscolumbus.com.
4. The application will be sent to the Design Review Committee, a group of association volunteers.
5. The Design Review Committee will notify the CPS of approval or denial.
6. CPS will contact you with the Design Review Committee's decision.

All approved projects shall be completed within 60 days.
Only owners current on lot assessment payments will receive approval.
Any project must be maintained to the manufacture's specifications.
Owner shall repair any damage to the Common or Limited Common Elements or other Lots.

APPROVED ϒ **DISAPPROVED** ϒ **BY:** _____ **DATE:** _____

PLEASE EMAIL FORM: admin@cpscolumbus.com

OR MAIL FORM TO:
Capital Property Solutions
P.O. Box 630
Worthington, Ohio 43085

FREQUENTLY ASKED QUESTIONS

1. How long does it take for an application to be approved?
    a. An application could take as long as 30 days to be approved by the committee. Please submit a complete application with lots of detail to help shorten the process.

2. If I have to resubmit an application, does the 30 days restart?
    a. Yes, the 30-day approval period restarts each time you need to resubmit an application.

3. How will I be notified if my application is approved or denied?
    a. You will be notified by email (if provided) or mail.

4. How do I submit my application?
    a. By sending an email to admin@cpscolumbus.com or by mailing your application to Capital Property Solutions, PO Box 630, Worthington, Ohio 43085.

5. How do I know what is permitted?
    a. Review your governing documents for details about projects that are permitted or restricted. You can find your governing documents on your resident portal: portal.cpscolumbus.com

7. Where can I get a site plan?
    a. Site plans are located in your governing documents or on the county auditor website.

8. Do I need a city, county, or other agency permit?
    a. Such approvals or permits are the responsibility of the applicant.
    b. Please submit the approved permit with your application.

SAMPLE SITE PLAN MAP

