McNeill Farms East Condominium Association

Handbook

THIS DIRECTORY IS FOR THE PERSONAL USE OF MCNEILL FARMS EAST RESIDENTS AND IS NOT TO BE DISTRIBUTED TO OTHERS OR USED FOR ANY COMMERCIAL PURPOSES.

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Rules and Regulations

Purpose of Handbook

This reference guide was prepared by the Board of Directors and Management of the Condominium Association as a quick source of general information about the Association. This not a substitute for the Declarations and By-Laws, which should be read and understood by every unit owner. In the event of a conflict between this handbook and the Declaration, the Declaration is the controlling document. Questions about the Association and its activities should be directed to the Board through the Association's Property Manager.

Purpose of Rules and Regulations

The purpose of the rules and regulations of McNeill Farms East Condominium Association is to establish rules that will allow the members of the community to live within the best environment possible. The following rules are established and are an extension of the Association's Declarations and By-Laws. In case of inconsistencies between these rules and the Declarations and By-Laws, the Declarations and By-Laws take precedent. It is the duty of each Association owner and resident to read and observe these Rules and Regulations.

Modification of Rules and Regulations

The rules and regulations may be amended or modified by the Board of Directors as conditions change.

Board of Directors

The Board has been delegated, in the By-Laws, the responsibility for operation and management of the Association's affairs. The Board consists of six (6) McNeill Farms unit owners, all elected by fellow unit owners at the Annual Association Meeting.

The Board of Directors will be comprised of the following offices. It may be necessary from time to time to combine and/or discontinue positions as vacancies or other situations occur.

- President
- Treasurer
- Secretary/Communications Officer
- Director
- Director
- Director

The Board meets regularly to review the Association's finances and operations. The date and time of the next meeting is posted on the message board in the Clubhouse and on line at **www.mcneillfarms.com**. Open house style meetings for all association members are held annually. Unit owners are also encouraged to attend the monthly meetings and may be placed on the agenda by contacting the management company one week prior to the meeting. To contact the Board of Directors, call the property manager at (614) 799-9800 ext. 17, or email to jrine@casebowen.com.

Bylaws

Every unit owner should have received a set of Condominium Declarations and By-Laws at the closing for their unit. These are the governing documents for the condominium association. You should acquaint yourself with these documents. If you do not have a copy, the management company can provide one for $25.00. You can obtain a free copy on-line at www.co.franklin.oh.us/recorder. You are responsible to hand these documents on if you sell your unit.

Property Management

The managing agent reports to the Board of Directors and provides on site management. Unit owners should contact the property manager at (614) 799-9800 ext. 17, or email to jrine@casebowen.com, for external maintenance.

Interior Maintenance

Interior maintenance is the responsibility of the unit owner. For a list, see the Condominium Declarations.

McNeill Farms Web Site

Information for and about the community can be accessed on the Internet at **www.mcneillfarms.com**. The site provides access to printable copies of maintenance, complaint and exterior improvement forms, and the McNeill Farms Handbook. A direct link to the property management company's site is provided. Information on dates and times of Board of Directors meetings as well as meeting minutes are also posted there.

Emergency Telephone Numbers

********DO NOT call the Clubhouse for emergency issues.********

The attendants are there to manage the daily operation of the Clubhouse and Pool facility. They do not have access to property management information.

****Columbus Police Department (Non-Emergency)** 614-645-4545

****Columbus Police Department (Emergency)**..... 911

Columbus Fire Department..... 911

Emergency Medical Service 911

The Case Bowen Company 614-799-9800

24 Hour Emergency Maintenance..... 614-265-1746

Columbus Health Department..... 614-645-8191

*****NOTE:*** If you see or suspect any illegal activity on the property, CALL THE COLUMBUS POLICE DEPARTMENT.

General Rules

Violations and Fines

In the event that policies are violated, by unit owners, tenants, or their guests, the unit owner may be subject to a fine. Repeated violations can and will result in additional fines being assessed.

Fines can be subject to late fees if not paid within 30 days. Unpaid fines and expenses shall give rise to late charges, imposition of liens and, foreclosure. All pool and clubhouse privileges will also be revoked. The Board hopes that assessing fines will not be necessary and requests that all unit owners and tenants be courteous to each other and abide by the Association Rules as follows. Thank you in advance for your cooperation.

Rules Enforcement and Penalties

Residents who fail to comply with the rules and regulations will be sent a warning about the problem. If the violation is not corrected or re-occurs after notice is received, the owner will be fined for noncompliance.

Any member of the Association may file a complaint citing a violation of these rules and regulations. The complaint form appropriately documenting the violation should be signed and sent to the management company. A complaint will not be acted upon unless it is submitted in writing. Complaint forms are available at the clubhouse and online at **www.mcneillfarms.com.**

Association Fees

Association fees are payable to McNeill Farms Condominium Association on the first of each month. Dues should be sent in a pre-addressed envelope along with a coupon stub provided by The Case Bowen Company to:

The Case Bowen Company

PO Box 645556

Cincinnati, OH 45264- 5556

Auto-pay is also available through Case Bowen.

Note: Fees will not be accepted at the Clubhouse or by the property manager.

Delinquency Policy on Fees and Assessments

A late charge will be added to any account delinquent after the 10th of the month. Upon thirty (30) days delinquency, a lien is filed on the unit. The unit owner is assessed all legal expenses the Association incurs in filing the lien.

Upon sixty (60) days delinquency, foreclosure proceedings are initiated. The unit owner is assessed all legal expenses the Association incurs in filing the foreclosure.

All voting, pool and clubhouse privileges will be revoked from any homeowner with an account that is delinquent over thirty (30) days.

No resident may hold a position of voting Director or Committee Chairperson if they are delinquent in their condominium fees over thirty (30) days.

These actions are handled by McNeill Farms' management company and attorneys.

Returned Checks (NSF)

Any check returned for non-sufficient funds (NSF) will be charged back to the individual account. A handling fee will be charged to that account.

Association Membership Fee

Each purchaser of a unit shall be assessed a one-time Association Membership Fee equal to two months Association fees to be collected at the time of closing. The fee is non-refundable and non-transferable. The Association Membership Fee will be deposited directly into the reserve account for the purpose of funding common area investments for future major property repairs.

Unit Ownership

No person may own more than one unit at a time.

Leased Units

Owners of a leased unit must provide the Association with contact information for themselves and their tenants. A copy of the current lease must also be supplied. The unit owner is responsible for providing tenants with a copy of the Rules and Regulations. Owners are responsible for all tenant infractions.

Moving Responsibilities

If you are moving it is important to contact the management company. Let them know who will be the new owner of record. It is the seller's responsibility to make certain all condominium fees are current. It is the seller's responsibility to give the Associations' Declaration and By-Laws to the new owners.

Monthly Association fee coupons will be mailed to the new owner after closing. The new owner should use the existing coupons until the new set arrives. The existing coupons will have the account number to which the association fees are applied. The new owner should cross out the former owner's name and insert theirs so that there are no discrepancies. If there are no coupons, the new owner can contact the Case Bowen Compant at 614-799-9800 for account and payment information.

Condominium Insurance

The Condominium Association is insured (to include hazard insurance on all buildings). Please contact the management company if further information is required.

The Association's Board has insured the Condominium Association with American Family Insurance. The agent handling McNeill Farms' account is Rob Decker. His office phone number is 937- 264-8286.

It is the unit owner's responsibility to provide insurance on the interior of their personal unit. Policies should include coverage for contents, personal liability, water damage to any interior covering and any other coverage you wish. It would be prudent to have your agent contact our agent for coordination of coverage.

Utilities

Residents are responsible for maintenance and payment of their own gas, electric, cable, telephone and for calling to initiate service on the date of possession. The Condominium Association pays for water and sewage utilities, rubbish removal and street lighting.

Unit Owner Responsibility and Liability

Common Areas

By definition the term "common areas" means all of the condominium property except that portion described in our Declarations as a unit or units. The common area is for the use, benefit and enjoyment of all residents for the purposes such areas and facilities are ordinarily used.

No one shall use the common areas in such a manner as to disturb others. Common areas are not to be used as personal space by any individual. There shall be no obstruction of, nor stored personal items in the common areas.

Damage to Common Areas

Unit owners are responsible for maintenance and repair resulting from damage to the common areas caused by any negligent or intentional act by the unit owner, resident(s) of a unit, or guest of any unit owner or resident. They are responsible for all costs to return the property to its original condition, including legal fees.

Child Safety and Liability

Under Ohio Law, parents are liable for damage to property caused by their children. Parents are responsible for their children's behavior and safety while playing or congregating in the common areas, including parking areas and roadways. Children should not be left to play in these areas.

Additions or Modifications to Architectural Elements

No modifications, changes, additions, or improvements to the exterior of any part of unit buildings, common areas and limited common areas shall be made without written approval from the Board of Directors of the Association (see Architectural Regulations.) Requests should be submitted in writing to the management company. Forms can be found at www.mcneillfarms.com or at the clubhouse. A copy also appears in APPENDIX A of this document.

Nothing shall be done ***inside any unit*** which would impair the structural integrity or would structurally change any of the buildings.

No alterations, additions, of fences, walls, patios, decks, external light fixtures, etc., may be made that ***attach to the exterior surface of the building.*** Installation (cutting) of a door into the wall of a garage or any other part of the building is not allowed as it can affect the structural integrity of the building.

Making modifications without approval from the Board of Directors is a fineable offense. The unit owner will be held responsible for all costs, including legal fees associated with returning the property to its original state.

Additions or Modifications to Permanent Landscaping Elements

Trees or shrubs (permanent landscaping materials) may not be planted, transplanted or removed without prior written approval of the Board of Directors. (Forms can be found at www.mcneillfarms.com or at the clubhouse. A copy also appears in APPENDIX A of this document.)

See Flower Beds/Pots/Planters for guidance on planting non-permanent plants or flowers.

Damage Caused by Materials or Items Placed in Common Areas

Damage caused by materials or items placed in the common area as decoration or for any other purpose is the responsibility of the unit owner. Loose stone or similar material placed in mulch areas or around trees can become dangerous if run over by a lawnmower and ejected from the blades. Loose materials that spread out of their intended location might also be hazardous for persons or pets using the common areas.

The cost of repairing damage such as broken car windows, broken windows on buildings, injuries to landscaping personnel or other people, etc. will be borne by the owner of the unit using the object or material. This includes any associated legal fees.

Grills, Chimeneas, Fire Pits

The Ohio Fire Code states that outdoor fireplaces (chimineas, fire pits, etc.) must be at least 15 feet away from a structure or combustible material. Propane or charcoal grills must be at least 10 feet away.

A fire extinguisher or other means of fighting a fire must be present when any potential fire source is in use.

Improper use of these items is fineable. Costs to repair damage resulting from negligent use are the responsibility of the unit owner. This includes any legal costs.

Association Access to Common Elements

The Condominium Association has the right to access all common elements for inspection and maintenance. Common elements are those that service more than one unit in a building. These include sump pumps and water shutoff valves for the entire building.

The Association must give the resident 24 hours notice of the need for access for regular maintenance issues on common elements. If it is not possible to contact or schedule a time for access when the resident is present, the Association may force entry to the premises (have a locksmith open the door.) In emergency situations the Association may enter the premises without notice to make said emergency repairs.

Sump Pumps

Owners of units with a sump pump in the basement should test the pump at least once a month to make sure it is functional. If flooding should occur, the owner of the unit with the pump could be held responsible for damage to the units on either side if the pump has not been properly maintained.

To test a sump pump, pour water into the hole until the pump kicks on. If it does not come on, contact the property manager for maintenance or replacement.

Water Shutoff Valves

Each unit has a water shutoff valve for that individual unit which is located near the water heater in the basement. This unit shutoff valve is in the ceiling and is attached to a 1/2"-3/4" pipe.

In addition, **one unit per building** has a valve that controls water to the entire building. This water shutoff valve for the entire building is located on a front wall, attached to a pipe that is 2"-3" in diameter. **DO NOT** turn the building valve off. Doing so will shut off the water for all six units in the building.

If the shutoff valve for the whole building appears to require maintenance, contact the property manager.

Watering of Lawn

Lawns are maintained by the Association's landscaping company. In an effort to conserve water and save on water bills which are paid for with your condo fees, homeowners should not water them.

Limited Common Areas

By definition the limited common area is reserved for the sole use of the owners / occupants of a particular unit. It consists of a front porch or stoop, patio or deck, and on driveways in front of garages on end units. No one shall use the limited common areas in such a manner as to disturb others.

Exterior Surface of Buildings

Unit owners shall not cause or permit anything to be hung or displayed on the outside of windows or placed on the outside walls of any of the buildings. (See *Items Permitted Without Written Approval.*) Satellite dishes, signs, awnings, canopies and antennae are not permitted on the buildings. Requests for such items must be approved by the Board before installation.

Items in View from Common Areas

The area around each unit must be free of trash including toys, unusable furniture or grills, animal waste, unstored hoses, broken screens - things that make the neighborhood look less than desirable.

The limited common area in back of each unit extends only to the end of the fence. Belongings stored in the patio area must stay within this limit. This includes grills, chimeneas, and patio furniture.

Clothing, sheets, blankets, laundry of any kind, or other articles shall not be hung or exposed on any part of the limited common areas.

The unit owner/ resident is also responsible for pulling weeds from their limited common area.

Parking and Vehicles

Parking by Residents or Guests

No parking is assigned. No individual owns any parking space.

All parking within the community (except for handicapped parking spaces) is common area and no particular unit owns any particular parking space within those parking areas. The only parking area that is for the exclusive use of any unit owner is the driveway immediately in front of the garage on end units.

All parking by residents or guests must be:

- Within the garage
- In the limited common area (driveway) in front of the garage door *in end units*
- In lined parking spaces in front of the buildings
- Within the lines of one parking space
- In the parking spaces provided adjacent to the Clubhouse area
- In designated guest parking areas

Residents may not park extra vehicles in guest parking areas for more than 48 hours.

Parallel Parking and Parking in Front of Garages

No parallel parking is permitted on the property. No vehicle shall be parked in any manner, which blocks any street or driveway, or the ingress/egress to any garage.

Handicapped Parking Spaces

A handicapped parking space is to be used ONLY by an individual with an official handicap placard displayed in the front window of the vehicle and with license plates matching the vehicle that was assigned the handicapped placard by the Ohio BMV. Any vehicle illegally parked in a handicapped parking space can be towed without any notice to the owner of the illegally parked vehicle. All costs of towing and recovery of the vehicle will be at the owner's expense.

Boats, Trailers, Recreational Vehicles, and Trucks

No boats, trailers, motor homes, recreational vehicles, trucks (larger than a 1 ton pick-up), campers, travel trailers, personal watercraft, semi tractors and / or trailers may be parked on any street or driveway.

Moving Vans and Commercial Trucks

Moving vans, when conducting business, and commercial trucks, when in the area to perform service or repair work, are authorized.

Inoperable or Unidentifiable Vehicles

Inoperable vehicles (with flat tires, broken out windows, expired license tags, etc.), or vehicles which cannot be identified as belonging to a resident, which are parked in any common or limited common area for more than 48 consecutive hours may be towed off the premises at the vehicle owner's expense. Violators will be told to move the vehicle by property personnel or a notice will be placed on the vehicle with 24 hours to correct the violation.

Storage of Vehicles

Storage of vehicles is prohibited in any area other than inside the unit owner's garage.

Repair Work

No repair work is permitted on vehicles in limited common or common areas except for short-term emergency work (flat tire, battery change / jump, etc.).

Speed Limit and Safe Vehicle Operation

The speed limit within the community is 12 m.p.h. Reckless operation, excessive speed and parking or driving on the lawn areas is prohibited. Stop signs are posted at all corners and must be obeyed.

Pedestrians

Pedestrians, children, bicyclists, and pets use the streets and have the right of way.

Violations

ALL VEHICLES PARKED IN VIOLATION OF THESE RULES CAN BE TOWED WITHOUT WARNING AT THE OWNERS EXPENSE.

In the case of vacation or absence, phone the management company if a vehicle(s) will be parked longer than the stated period.

*NOTE: IF YOUR VEHICLE HAS BEEN TOWED, PLEASE CALL BROAD & JAMES TOWING AT (614) 231-8697 FOR INFORMATION.

Pets

Having pets in the community is a privilege, not a right. The following rules clarify the covenants and restrictions of the Association Declarations and By Laws.

Leashes

All pets (including cats) must be walked on a leash, with leash in hand when outside the unit. The Condominium Common Areas are for the enjoyment of all unit owners. These areas cannot be fully utilized if animal waste is left on the ground and pets (including cats) are allowed to run uncontrolled.

Animal Waste

- **Pet owners are responsible for immediately cleaning up after their animals.** Chapter 707.03 of the City of Columbus Municipal Code states, "No person shall deposit or allow to accumulate in any building, premise, yard, court, lot, street, alley, sidewalk, easement, right-of-way, or any other place, except in authorized receptacles, any solid waste, or any other substance, solid, semi-solid or liquid, or animal, vegetable or mineral origin, that by its decay, decomposition, chemical action or by becoming a harbor for animal or insect pests, would become an unsanitary condition." And Franklin County Department of Health regulation 102.01(B)(4) states, "All Exterior Property, Yards, and Structures shall be free from any accumulation of animal waste, animal feces or manure…"

- **Limited Common Areas including patios and decks as well as Common Areas, must be kept clean and free of pet waste.** Grounds maintenance people will not clean up after pets.

Animal Pens or Houses

No animal pens or houses are permitted on patios, decks, or in common and limited common areas.

Tethering Pets

- Pets may only be tethered inside any open patio or backyard as long as the tether keeps the animal within the confines of the limited common area for the unit

- They may not be tethered on common areas or on a tether that allows them to enter the common areas

- The homeowner / resident must be present while the animal is tethered outside

- The homeowner / resident must clean up animal waste upon removing the animal from the tether

Feeding Animals Outdoors

Feeding animals outdoors is prohibited. Franklin County Department of Health regulation 709.05 states "No person shall: harbor, feed or sell wild, exotic, prohibited, dangerous, or feral animals within the jurisdiction of the Franklin County District Board of Health" as they have the capability to acquire and transmit rabies to humans and other animals.

Animals in the Clubhouse Facilities

No pets are permitted in the clubhouse or swimming pool area. (Leashed pets are permitted in the management office.) No pet shall be tethered or tied to the pool fence or any portion of the clubhouse building.

Damage Caused by Pets

The cost of repairing any damage done to Association property by an animal will be a special assessment to the unit owner responsible for that animal. Visiting pets are subject to all of the above rules and regulations.

Wild / Nuisance Animals

The Association may have traps set for capture and euthanization of wild animals that become a nuisance. In the event that Wildlife Control is called to set a trap, the resident requesting this service must agree to call in daily and report whether or not an animal has been trapped. Failure to report will result in a daily maintenance fee assessed to the unit owner. A written document stating same must be signed and returned to the management office before the trap is scheduled to be set.

Interfering in any way with traps placed on the property to manage problem animals is against the law and carries a fine of $1,000.00.

Trash Collection

General

Trash collection day is **THURSDAY**. Rumpke handles trash collection for McNeill Farms.

- No trash / garbage is to be placed in front of the units prior to 12 PM (noon) of the day preceding collection (Wednesday)
- Empty trash cans should be stored in the garage, where applicable, or in back of the unit by the evening of the day following trash collection (Friday)
- Residents are responsible for clean-up of trash spillage from the containers before and after pick-up
- Only trash containers with lids, or securely tied plastic bags for overflow are permitted for trash disposal - paper bags or open boxes of garbage/trash are prohibited
- All trash for collection must be set out in front of your unit, at the main street, next to the curb, at the end of the driveway

Bulk Pick-up of Large Items

Bulk pick up can be scheduled by calling Rumpke at 1-800-828-8171. The account number for McNeill Farms is 19-19831.

The resident requesting bulk pick-up is responsible for the fee for disposal of large items. If the property is charged for pick-up of mattresses, couches, refuse from exterior projects, etc. the expense will be charged back to the unit.

Replacement of Trash Disposal Receptacles

- If you believe your trash container has been stolen, you must call in a police report and then call or email the management company with the report number. Rumpke can then replace your container.
- If your trash can is damaged, call Rumpke at 1-800-828-8171 for a replacement. The account number for McNeill Farms is 19-19831.
- Residents must put their unit address on their trash can. Decals, paint, etc. may be used as long as it is visible.

Architectural Regulations

No modifications, changes, additions, or improvements to the exterior of any part of unit buildings, common areas and limited common areas shall be made without written approval from the Board of Directors of the Association. Requests should be submitted to the management company. External Condominium Improvement Application forms can be obtained at the Clubhouse or on-line at www.mcneillfarms.com. A copy can also be found in APPENDIX A of this document.

Nothing shall be done inside any unit nor in or onto the common areas and facilities which would impair the structural integrity or would structurally change any of the buildings.

No alterations, additions, to fences, walls, patios, decks, external light fixtures, etc., may be made that attach to the exterior surface of the building.

Trees or shrubs (permanent landscaping materials) may not be planted, transplanted or removed without prior written approval of the Board of Directors.

Windows and Doors

Upkeep of windows and doors, including garage doors, is the responsibility of each unit owner. Repair or removal of broken screens or back sliding door is the responsibility of the owner.

Chimneys

Chimneys are the responsibility of the owner.

Owners burning wood are responsible to have chimneys cleaned every two years to avoid creosote build-up which may result in chimney fires.

Owners burning gas are responsible for having chimneys cleaned when necessary.

The Association will conduct visual inspections of chimneys as necessary.

Patios - Decks

Approval Procedures

When proposing an addition to your existing deck or patio, the following are required for the Board of Directors to make a decision:

- Complete set of drawings detailing the deck / patio

- Elevations of railings, fencing, spirals, steps, etc.
- Details of how and whom will build your deck, including a time frame

The Board will review your request and will notify you of its status. Send applications, which are available at the Clubhouse and online, to the management company. A copy is also included in APPENDIX A of this document.

Decks - Specifications

Length: The length and size of the deck is determined by the length of the back wall of your unit, including the garage.

Middle Units: Decks must not extend into the common area, which begins at the end of the shorter fence.

Height: Must not be higher than the original height of fences installed during the original build.

Utilities: Air conditioning units, faucets, gas lines, electric boxes, sump pump lines must be accessible for repair.

Gas or Electric Meters: End units having gas or electric meters must allow easy access by the utility companies for reading and maintenance of meters. These meters cannot be in a locked area.

Material: Must be constructed with cedar or #1 wolmanized wood. Other materials may be approved contingent upon the approval of the Board of Directors.

Stains: Must be of a neutral, earth-tone shade.

Deck Staining

The Association will review the condition of decks as necessary. Homeowners will be notified if their deck is deemed in need of staining.

Patios - Specifications

Same width and length as decks.

Concrete or brick pavers may be used.

Fences – Specifications

Same as decks and patios.

Chain link fences are not permitted.

The landscapers will not mow grass in the patio area once it has been fenced off.

Shades, Pergolas, etc.

The addition of sun shades, pergolas and similar structures on decks or in patio areas is allowed subject to prior written approval of the Board of Directors. Such structures may not be attached to the walls of the building.

External Doors into Garages, etc.

Installation (cutting) of a door into the wall of a garage or elsewhere on a building is not allowed as it can affect the structural integrity of the building.

Storm Doors

Storm doors require that an External Condominium Improvement Application form, available at the Clubhouse and online, be filled out and submitted to the Board of Directors for approval along with a brochure stating model, number, and color. Work may not be started without approval.

Doors should be sturdy and may be in the following colors:

- To match the siding
- To match the trim
- To match your shutters and door
- White

Front Porch Railings

A hand railing may be installed at the side of the front porch steps if needed for health/safety reasons. Railings must be made of wood and painted to match the building trim. An External Condominium Improvement Application form, available at the Clubhouse and online, must be filled out and submitted to the Board of Directors for approval before the project is started.

Landscape Changes/Additions

If you are interested in adding trees, shrubs or any other permanent landscape material in the common area (outside the patio fence or approved flower beds), detailed plans must be submitted to the Board in advance for written approval.

Any approved landscape material placed in the common area becomes the property of the Association and is subject to the Association's maintenance program.

Satellite Dishes

Approval from the Condominium Association Board of Directors is required before a satellite dish can be installed at McNeill Farms. An Exterior Condominium Improvement Application form can be obtained at the Clubhouse or on-line at www.mcneillfarms.com.

One 18 inch satellite dish is permitted. Satellite dishes may not be attached to the building or roof. Residents should consult with their satellite provider to have a dish properly installed on the back fence or deck, or on a free-standing pole.

Satellite dishes attached to the roof or other part of a building will be removed by the Association and all related costs will be charged back to the account of the unit owner.

Additional Lighting

Residents are not permitted to attach additional lighting fixtures on the front or rear of the building without prior written approval from the Board of Directors.

Lighting fixtures are not to be installed at the end of garages.

Items Without Written Approval

The following regulations have been established by the Board of Directors for items which will be permitted in the community for which written approval is not required. The Board reserves the right to review each item for conformity. The addition of any other item not covered here is subject to Board review and approval.

Signs Within the Community

No signs will be permitted, except as follows:

- One (1) professionally prepared "For Sale" or "For Rent" sign which must be placed in a window
- Security system decals/signs which may be placed in a window and or mulched area

- "Rescue Your Pet" decals or stickers are permitted in a window

Real Estate Signs

Real estate signs are not permitted in any common area. Open house directional signs are permitted on Sundays only from 10 A.M. to 6 P.M.

Birdfeeders

Residents who wish to have birdfeeders are responsible for keeping them clean and for picking up any debris that falls to the ground. Birdfeeders that are rusted, broken or in poor condition must be removed.

Note that birdfeeders can attract skunks and other wild animals.

Tree-hanging Style:

May only be placed in a tree capable of supporting the weight of the feeder and feed.

Freestanding Style:

- Feeder may only be placed within the limited common area or outside the patio in an established mulched area
- Post must be of wood or metal
- Post and feeder shall not exceed 7 feet in height
- Feeder should not exceed 18 inches square

If a bird feeder becomes a problem for neighbors, the Association reserves the right to remove the it.

Flower Beds, Pots, and Planters

Homeowners are encouraged to plant and keep well maintained plants / flowers of their choosing in the mulch bed in front of their unit or the patio area in the rear. They should use an External Condominium Improvement Application form to request approval before creating new planting beds. Maintenance for beds associated with an individual unit are the responsibility of the unit owner. Responsibility for upkeep of flower beds transfers from one owner to the next.

Beds should not be established in mulch beds around trees.

- Plants and pots are permitted on the stoop and patio area. Additional beds are not permitted without written approval from the Board particularly along the garages of end units.
- Flower boxes, pots, and / or plant hangers may be affixed to fences and/or decks only. Flower boxes are not permitted to be attached to the building.
- Pots, flower boxes, and plant hangers should be in good condition and well maintained.
- Plants may be planted inside the patio fence up to a distance of 24 inches from the building.
- Annuals or perennials may be planted and must be well maintained.
- The lawn care service is not responsible for any damage to beds established by the original builder. This includes tree beds, those in the front of units, and along garages on center units.
- Maintenance of the plants is the responsibility of the resident and dead flowers / plants are to be removed / cut back at the end of the season.
- Responsibility for upkeep of flower beds transfers from one owner to the next. New owners are responsible for beds in existence when the unit was purchased.
- Plants that are not maintained during the growing season may be removed by the Association and the cost billed to the resident.

Use of Landscaping Materials for Personal Projects

Use of loose materials, particularly stone, is prohibited in common areas. While beautification of the area around an individual unit is encouraged, care should be taken in selecting materials for personal landscaping. Loose stone or similar material placed in mulch areas or around trees can become dangerous if run over by a lawnmower and ejected from the blades.

Loose materials that spread out of their intended location may be a hazard to persons or pets using the common areas. The cost of repairing damage such as broken car windows, broken windows on buildings, injuries to landscaping personnel or other people, etc. will be borne by the owner of the unit using the object or material. This includes any associated legal fees.

Personal Hose Reels / Hoses

Between April 1 and October 1, a hose may be neatly stored or coiled in front of the unit if the resident uses the hose for watering their flowers.

All other months, hose reels and hoses must be stored in the garage or behind the unit. Hoses must be disconnected in winter months to prevent burst pipes and water damage.

No hose reel can be permanently attached to the building, either in the common area or limited common area.

Grills, Chimeneas, and Fire Pits

The Ohio Fire Code states that outdoor fireplaces (chimineas, fire pits, etc.) must be at least 15 feet away from a structure or combustible material.

Propane or charcoal grills must be at least 10 feet away.

A fire extinguisher or other means of fighting a fire must be present when any potential fire source is in use.

Landscape Lights

Landscape Lights:

- Fixture should be of a neutral color (tan, black, or gray are suggested)
- May be installed in the existing mulched area along the sidewalk and / or within the patio area

Flags

Flags may be flown or displayed at any time. Flag holders can only be mounted on the outside of the corner post of the front porch. Any damage to the post due to the flag holder is the responsibility of the unit owner.

Freestanding yard type flagpoles are not permitted.

Window Air Conditioners

Window air conditioners may be used between April 1 and October 1. They must be removed from windows at other times of the year.

Holiday Decorations

Christmas lights and decorations are permitted to be placed in the limited common areas and / or on building exteriors provided the decorations do not damage limited common area, building, gutters or siding. They may not be displayed before Thanksgiving Day and must be removed by no later than January 15th.

Other national or religious holiday decorations are permitted under the same guidelines and may not be displayed more than one week before or one week after the holiday.

Personal Effects

Personal property, such as lawn chairs, bicycles, tables, etc., must be kept within the perimeter of the patio area or inside the garage. Patio areas are to be kept neat, orderly, and free of rubbish. Patios are not to be used as storage for broken appliances, etc.

Swing sets, Sand Boxes, Kiddie Pools, and Other Play Equipment

Swing sets, sand boxes, kiddie pools and other play equipment must be kept within the limited common area.

Kiddie pools must be disassembled on the same day as their use.

Garage Sales

Garage Sales are permitted. Impact on others in the community (additional traffic, parking, etc.) should be taken into consideration when planning a sale.

Items Not Permitted

Bounce Houses / Trampolines

Bounce houses, trampolines, and similar equipment are not permitted on the property.

Basketball Hoops

Portable basketball hoops are not permitted anywhere on the property.

Permanent basketball hoops are not permitted anywhere on the property.

Solicitation

Solicitation is not permitted on the property. If you observed solicitors on the property, call the police. If it is possible, obtain information on contacting the company they represent and forward it to the property manager, so the company can be informed of our policy.

Clubhouse, Fitness Center, and Swimming Pool

General

These rules and regulations are established to permit residents to enjoy the use of the clubhouse without infringement upon the privileges of other residents and their guests.

- The clubhouse and pool are for the private use of McNeill Farms residents
- The clubhouse is a non-smoking facility
- All residents wishing to use the pool or clubhouse must show their current clubhouse identification tag/pass each time they wish to use the facilities
- Any person who cannot be identified as a resident, or who is not accompanied by a resident, will be asked to leave the clubhouse or pool area
- Clubhouse attendants have the authority to determine eligibility to use the facility

All persons using the clubhouse and / or pool facilities do so at their own risk and sole responsibility. Persons not adhering to posted rules will be asked to leave.

The governing party of McNeill Farms East Condominium Association and the clubhouse staff will not be held responsible for any injuries that occur as a direct result of the use of the clubhouse, fitness center, pool or any other facilities of McNeill Farms. If any injury does occur, an Accident Report Form must be filled out by the clubhouse staff.

Rules and Regulations

The McNeill Farms clubhouse (and pool) is a place where residents and their guests can safely enjoy themselves. Persons using the facilities must refrain from infringing upon the privileges and safety of other residents and their guests.

Clubhouse attendants have the right to restrict or disallow use of the facilities by any individual for violation of rules. The Columbus Police have jurisdiction over this area and are permitted to enforce violations of trespass, theft or vandalism, as well as any other crimes committed on the condominium property. Attendants will not hesitate to call the police if it is warranted.

Consequences for violating the rules include expulsion from the facility, loss of privileges to use the facilities, financial responsibility for damages, criminal arrest, and prosecution.

Banned Behavior

No person will verbally or physically threaten or intimidate another person.

- **First offense** – the person making threats or attempting intimidation will be asked to leave immediately and will lose all privileges to the facility for sixty (60) days
- **Second offense** - the person making threats or attempting intimidation will be banned from the facilities for the remainder of the time they occupy a unit in the condominium and also be banned as a resident's guest

No person will intentionally or negligently damage any personal or real property owned by the Association.

- The unit owner will be charged for all costs to replace or repair property damage caused by the unit owner, occupants of the unit, or guests related to the unit
- The resident of the associated unit will be banned from the facilities for the remainder of the time they occupy a unit in the condominium and also be banned as a resident's guest

Clubhouse Staff

Clubhouse Attendants:

- manage the daily operation of the clubhouse and pool facility
- are responsible for determining whether or not individuals have the right to use the facility
- enforce the rules
- maintain a safe and pleasant environment for patrons

Clubhouse Attendants ***DO NOT:***

- have access to property management information or the property manager's schedule
- take calls or messages for the property manager
- have any part in initiating work orders
- provide child care

Clubhouse Identification Tag / Pass

A Clubhouse identification tag / pass must be presented to use the clubhouse and / or pool facilities.

Residents over the age of 18 may obtain a pass by presenting the clubhouse attendant with two means of identifying them as residents of McNeill Farms. These include:

- a picture I.D. such as a driver's license, state I.D. card or passport
- closing or mortgage papers with the resident's name and McNeill Farms address on them
- a current rental agreement / lease with the resident's name and McNeill Farms address on it
- current mail addressed to the person at the McNeill Farms address, preferably a utility bill or other mail that proves residence

In addition, renters must provide a letter from the unit owner relinquishing that owner's clubhouse / pool privileges to the lessee. Either the unit owner or the renter may possess and use a pass to the facility, but not both.

Persons who are 16 or 17 years of age may obtain a pass to use the facilities without an adult. To obtain a pass they must:

- be accompanied by a parent or guardian who is a McNeill Farms resident (The adult must present their Clubhouse pass or proof of residency at McNeill Farms as well.)
- present a birth certificate or State of Ohio driver's permit with date of birth

Unaccompanied minors:

- will not be admitted without their own pass
- will not be admitted with a parent's or other adult's pass

Age Limits

Children under 16 years of age must be accompanied by an adult resident to enter the clubhouse with the following exceptions**:

- to purchase soda
- safety / emergency situations
- use of restrooms

Minors under the age of 16 are not allowed to use the exercise equipment or be in the weight room without express written permission from McNeill Farms.

Persons between 16 and 18 years of age may obtain a pass to use the facilities without an adult as stated above. The pass must be presented each time the child uses the facilities.

**The Clubhouse staff is not responsible for any kind of supervision of children.

Guests

- Guests in the **main clubhouse and pool areas** are limited to 4 per household on weekdays (Monday through Friday) and 2 per household on weekends (Saturday and Sunday).
- Guests in the **fitness center** are limited to 2 per household at all times.
- Guests **must be accompanied by an adult resident at all times** and will be asked to leave if the resident is not present. Clubhouse passes are required.
- If you wish to have more than the allowed number of guests it will be necessary for you to rent the clubhouse (See below). Rental of the pool and fitness center is not allowed.

Pets and Animals

No pets are permitted in the clubhouse or swimming pool area. (Leashed pets are permitted in the management office.) No pet shall be tethered or tied to the pool fence or any portion of the clubhouse building.

Clubhouse Rental (great room only)

The clubhouse lounge / great room area is available for rental to residents for parties and family gatherings. Reservations of the clubhouse by outside organizations or non-residents are not accepted.

Fees must be current on the resident's unit to rent the clubhouse.

Reservations are granted on a first request basis.

Reservations are not secured until the rental fee, security deposit, and a signed rental agreement are received.

You **CANNOT** rent the pool or exercise equipment as they are open to all residents at all times.

Rental is subject to the availability of a clubhouse attendant to work the requested hours.

If you wish to reserve this space, please contact the clubhouse at (614) 866-1954.

Pool Area

- All persons using the pool facilities do so at their own risk. There is no lifeguard on duty.
- The pool will be open daily during the swimming season unless posted otherwise.
- Swimmers must exit the pool area at least 15 minutes before regular clubhouse closing time to allow the Attendant time for proper pool closing procedures.
- The clubhouse attendant has the right to determine inclement weather conditions for operation (i.e. lightning, heavy rain/storm, tornado, fog, unsafe conditions, etc.) and restrict pool use accordingly.
- The clubhouse attendant has the right to restrict or disallow use of the pool to individuals for violation of rules.

Pool Rules

1. Entry is only through the clubhouse - no entry is permitted through the pool gate
2. Everyone must present a valid clubhouse pass and sign-in before entering
3. The pool and clubhouse facility is a family environment and persons using the premises are asked to dress and act modestly
4. The following are PROHIBITED:
    a. Alcohol
    b. Food or drink in the pool
    c. Public intoxication
    d. Bad language / profanity
    e. Disruptive behavior including pushing or fighting
    f. Animals or pets
    g. Glass or other breakable items – coolers and bags will be checked by attendants
    h. Diving, running
    i. Excessive noise, splashing
    j. Frisbees, footballs, soccer balls, water guns of any kind - Standard "pool toys" that do not interfere with others' use of the pool or patio are allowed
    k. Weapons
5. Clean up after yourself - throw trash away - use ashtrays for cigarette butts
6. Lounge chairs or tables may not be reserved and must be repositioned in an orderly fashion after use
7. Wet swim wear is not permitted in the clubhouse lounge area or fitness center
8. The gas grill is to be operated by adult residents only and cleaned up after use

9. **The grill must be at least 10 feet away from the building during use per fire code**

10. **Swimmers must exit the pool by 8:45 p.m. to allow for proper closing procedures**

Acceptable Swimwear

1. **All swimwear should provide modest coverage**
2. **Swimming is permitted only in garments sold as swim wear - No cutoffs**
3. **No thongs**
4. **Swim trunks must be pulled up to the level intended by the manufacturer**
5. **Infants must wear swimsuits - no diapers in the water and no nude infants**

Fitness Center Rules

1. No alcoholic beverages
2. Shoes and shirt must be worn at all times
3. Children 15 years of age and under are not permitted to use the exercise or weight equipment or be in the weight room without express written permission from McNeill Farms
4. The staff is not responsible for any kind of supervision of children
5. Sign in and out in the lounge area
6. Guests must be accompanied by a resident with a valid pass (limited to two guests per unit)
7. Limit time on aerobic equipment to 20 minutes if others are waiting
8. Do not drop dumbbells or weight plates on the floor
9. Free weights are not allowed on the carpeted area
10. Return dumbbells and weight plates to racks provided after use
11. Do not allow weight stacks (plates) to slam against one another
12. Wipe off equipment after use

Maintenance Responsibilities

Checklist of Maintenance Responsibilities

PROBLEM	OWNER	ASSOC.
Chimney: Vents, cleaning	X	
Doors: All entry doors, garage doors, and trim	X	
Doors: Storm doors, screens, and any damages	X	
Fences*	X	X
Foundation walls, footing, and exterior drains		X
Garages: Structural maintenance; siding		X
Heating & Air Conditioning system	X	
Interior Cosmetic Damage (caused by roof leak, etc.)	X	
Landscaping: Care of lawns, shrubbery, trees in common area		X
Landscaping: Care and replacement in flowerbeds	X	
Light Fixtures: Exterior on front and rear of unit	X	
Pipes: Personal gas, water, sewer, servicing one unit	X	
Pipes: Servicing more than one unit		X

PROBLEM	OWNER	ASSOC.
Property Maintenance & Damage within unit	X	
Road and Parking Area Pavement		X
Roofs: Shingles, flashing, gutters, and downspouts		X
Snow Removal: Roads, and driveways		X
Snow Removal: Front steps, stoop / front porch, patios, and walks	X	
Snow Removal Exemption: Walks - exemption available for verified medical conditions		
Steps: Front porch, back steps, replacement and maintenance		X
Structural Maintenance including siding and trim		X
Walks: Sidewalks (exterior to patios)		X
Walls: Exterior structural maintenance		X
Walls: Interior maintenance	X	
Windows: Maintenance & damage (frames, glass, screens and storms)	X	
Wiring: Electrical & telephone servicing one unit	X	

* The Association is responsible for maintenance on fences dividing patios. If an owner has attached a deck or fence to the divider, the owner is responsible for all.

Checklist of Pest Control Responsibilities

*****Feeding of any animals outdoors is prohibited. It is against the law per the Franklin County Health Code and attracts other animals and pests.*****

PROBLEM	OWNER	ASSOC.*
Ants: Carpenter		X
Ants: All other	X	
Bees: Carpenter		X
Bees: All Other	X	
Centipedes/Earwigs/Silverfish/Spiders, etc.	X	
Fleas, ticks, bed bugs	X	
Hornets and wasps	X	
Roaches	X	
Termites		X
Small wild animals (raccoons, skunks, etc.)		X*
Snakes		X

*In the event that Wildlife Control is called to set a trap, the resident requesting this service must agree to call in daily and report whether or not an animal has been trapped. Failure to report will result in a daily maintenance fee assessed to the unit owner. A form will be provided stating same, which must be signed and returned to the management office before the trap is scheduled to be set.

APPENDIX A: FORMS

Maintenance / Work Request

Formal Complaint

Exterior Condominium Improvement Application

Maintenance / Work Request

McNeill Farms East

c/o The Case Bowen Company
6255 Corporate Center Drive
Dublin, Ohio 43016
PHONE: 614-799-9800
FAX: 614-868-8017
EMAIL: jrine@casebowen.com

Date:_____

Your Name:_____Owner/Tenant

Your Address:_____
Phone
Work:_____Home:_____Cell:_____

Maintenance / Work Requested:_____

_____

_____

_____

_____

_____

_____

Below for Office Use

Price estimates (written/verbal) must be submitted and approved by the property manager **BEFORE** any work is performed.

Responsibility: Assoc._____Owner/Tenant_____Building_____Other_____

Requested by: Jody Rine Request Date:_____Sub Contractor:_____

Comments:_____

_____

_____

_____

_____

Formal Complaint

McNeill Farms East

c/o The Case Bowen Company
6255 Corporate Center Drive
Dublin, Ohio 43016
PHONE: 614-799-9800
FAX: 614-868-8017
EMAIL: jrine@casebowen.com

Date:_____

Your Name:_____Owner/Tenant

Your Address:_____
Phone
Work:_____Home:_____Cell:_____

Complaint:
Violator(s) Name (if known):_____

Violator(s) Address:_____

VIOLATIONS: (describe nature, location, time, date, etc.)

_____

_____

_____

_____

_____

_____
Signature

_____
Print Name

Return to The Case Bowen Company by mail, fax or email
MAIL: 6255 Corporate Center Dr., Dublin, Ohio 43016
FAX: 614-799-8338
EMAIL: jrine@casebowen.com

PLEASE NOTE: By Ohio law, anonymous complaints will not be investigated or reviewed by the Board of Directors.

McNeill Farms Condominium Association
Exterior Condominium Improvement Application

Exterior improvements must be approved by the McNeill Farms Condominium Association Board **BEFORE** you begin your project.

1. Complete the information on this form and submit it along with drawings, plans, and other pertinent literature to:

The Case Bowen Company
6255 Corporate Center Drive
Dublin, Ohio 43016
Email: jrine@casebowen.com FAX: 614-799-8338

2. We cannot approve any application without adequate supporting information. Make sure your drawings show:
   - Dimensions
   - Material to be used
   - A framing layout, if necessary
   - A site plan to show the exterior improvement in relation to your condominium unit
   - For Decks – Call the City of Columbus to get a building permit

3. If you have questions, call 614-799-9800 .

NAME:_____

ADDRESS:_____

PHONE:_____ **EMAIL:**_____

Check the type of exterior improvement you would like to do:

☐ Deck* ☐ Storm Door ☐ Concrete Patio ☐ Brick Patio
☐ Hot Tub ☐ Privacy Fence** ☐ Other

*Decks MUST be free standing. They may NOT be attached to the building.
**Owner of the unit will be responsible for mowing the back area after the fence is installed.

Check one of the following:

☐ I will perform the work myself ☐ A professional Contractor will do the work

Estimated Starting Date:_____ **Estimated Completion Date:**_____

☐ **APPROVED** provided the following changes are made:_____

_____

Building Committee Chair_____ **Property Manager**_____

☐ **DENIED** because :_____

_____

Building Committee Chair_____ **Property Manager**_____