WELCOME TO THE PINNACLE CLUB OF GROVE CITY!!!

We are very glad you have joined our Community. Pinnacle is one of the largest Homeowners Associations in the State of Ohio, with over 1,250 homes. Pinnacle offers a wide variety of home types.

Merriam-Webster defines Pinnacle as: *"The highest point of development or achievement."* And we could not agree more. Everyone in Pinnacle takes great pride in our neighborhoods. Like you, we came here for a safe and beautiful place to live, raise our families, and enjoy life.

This guidebook has been created to provide some quick references to some of the frequently asked questions. Whether you are new to the area or have lived here a while, we hope this guide will provide you with valuable information in an easy to use format.

As you can imagine, there is no way to answer all possible questions that might arise. In addition to the handbook, all Residents are encouraged to review the Declaration of Covenants, Easements, Conditions and Restrictions for the Pinnacle Club of Grove City, which may be found either on Onyx AppFolio or at the Franklin County, Ohio Recorder's Office at Instrument Number 200410220245255, as the same may be amended and restated (the "Declarations") and the Code of Regulations of Pinnacle Club Homeowners' Association, Inc., as the same may be amended and restated (the "Code" or the "Regulations"). The code regulates how our corporation, the Association, operates. This document is the rules, regulations, and guidelines for the communities ("Rules"). The Declarations are the deed restrictions governing the Property. In all cases and in all events, the Regulations and Declaration govern the Pinnacle Club communities and its residents and supersede all other documents.

Lastly, Pinnacle Club of Grove City is governed by a Board of Directors. This Board is made up of seven Owners, like you, who own a home in Pinnacle and are invested in maintaining the quality of life, here in Pinnacle. Open Board positions are filled during the Annual Meeting of the Members traditionally held in July.

Once again, welcome to *PINNACLE CLUB of GROVE CITY!!!!*

INDEX

Page 1	Welcome
Page 2	Index
Page 3	Property Management & Maintenance Requests Communications / Announcements On-Site Community Center Manager Board of Directors
Page 4	Collection Policy (Exhibit A) Rules Enforcement Enforcement Assessment Policy (Exhibit B)
Page 5	Safety Services Community Center, Pool and Fitness Center
Page 8	Exterior Architectural Control
Page 9	Authorized Fencing
Page 10	Authorized Hand Rails Landscaping
Page 11	Landscaping
Page 12	Snow and Ice Removal, Trash and Recycling
Page 13	Basketball Hoops and Play Sets Radon Mitigation Systems Parking
Page 15	Pets
Page 16	Miscellaneous Includes: Flags, Garden Hoses & Lawn Care Equipment, Storage Containers, Holiday Decorations, Commercial Signs/Yard Signs/Political Signs, Carriage-Way House Numbers, Moving Responsibilities
Page 17	Anti-Harassment Policy
Page 18	Approved Door and Shutter Colors
Page 19	Approved Mailbox
Page 20	Exhibit A Collection Policy
Page 22	Exhibit B Enforcement Policy

PROPERTY MANAGEMENT

The Association is managed by Onyx Realty**.** They are contracted for the HOA to help manage our Community and are available to assist you 24 hours a day. Please reference the following contact information at which they can be reached.

MAINTENANCE REQUESTS *– (614) 856-3770. The maintenance department is available 24 hours a day, year-round. During normal office hours Monday through Friday the maintenance department can be reached at (614) 856-3770 or by e-mail at ajdrealestate@gmail.com. Please include all relevant information such as: name, address, phone number, date, and description* of *the issue. Only emergency requests will be handled during "off hours." Emergency requests made during "off hours" will be handled through the on-call maintenance program by calling (614) 856-3770. Requests can also be made online through your owners' portal by visiting www.onyxrealty.net or at www.onyxrealty.net/contact-us.*

RULES & GENERAL QUESTIONS – Please call *(614) 856-3770* with *r*ules compliance questions, architectural control requests, and general questions regarding your Community. Association documents can also be viewed by visiting www.onyxrealty.net or at www.onyxrealty.net/*com*munities.

ACCOUNTING QUESTIONS *– The accounting department can be reached for any accounting questions Monday through Friday, 8:00 am to 5 pm at (614) 856-3770 or by email at ajdrealestate@gmail.com.*

Communication / Announcements / Requests for Service:

- *The preferred and most efficient method of communication with Onyx Realty, the Board of Directors and other Residents is through the owners' portal, or AppFolio. You can sign into your owner's portal by visiting www.onyxrealty.net. If you need an activation link, please email ajdrealestate@gmail.com. Once an account is set up, you can then access information, including personal account information, from any mobile device.* All requests for service, questions, and complaints on AppFolio will be tracked and answered by Onyx Realty. This ensures that you are getting the most accurate, up to date and expeditious information. *AppFolio will also keep you informed of events and other items of interest within the Pinnacle Community. All communication will be sent out via email and text message, so make sure your information is up to date.*

On-Site Community Center Manager:

The On-Site Community Center Manager is available Monday-Friday from 8:00 am until 5:00 pm. The on-site office is located at the Community Center, located at 1710 Harbour Mist Drive in the Greens, 614-539-4866. The office will be closed on holidays. The On-Site Community Center Manager may assist with questions, Community Center use applications, maintenance concerns in the neighborhoods and other issues specific to Pinnacle Club.

BOARD OF DIRECTORS

The Board of Directors consists of seven (7) Owners. Open Board positions are filled during the Annual Meeting of the Members traditionally held in **July**. Directors serve staggered, three year terms. The election will be announced via AppFolio and other methods. Any owner may nominate a Member, including themselves, for consideration. The Board is comprised of representatives from each of the Pinnacle home types**;** Village Homes two positions, Carriage/Cottage/Townhomes three positions, Estate Homes one position, and Condominiums one position.

The Board of Directors exercise all powers and authority of the Association, except for those specifically reserved for an owner vote by the Declarations of Code. these duties include:

- Reviews all requests for exterior appearance changes.
- Contracts and communications with service vendors.
- Votes on budgets and allocations of funds to be spent on updates, repairs, and new projects.

- Communicates with Onyx Realty and their representatives.
- Communicates with governmental and regulatory agencies in regard to items that effect and concern the Property, common property, roadways, alleys, sidewalks, and multi-use paths.
- The Board, at its sole discretion, imposes assessments, enforcement action for infractions of the rules and declaration, and oversees all maintenance of common property within Pinnacle Club.

Only the Board of Directors or representatives from Onyx Realty, with authorization from the Board, may contact vendors, regulatory and governmental agencies or contractors regarding Association matters. This does not prohibit a homeowner from contacting any of these entities on their own behalf for questions, concerns, or requests for their specific property, if they have a contract in place with the entity. Any fees or costs associated with any request not made by the Board of Directors or Onyx Realty at the Board's direction, will be the responsibility of the person making the request. No person(s) may enter into any agreement that effects the Association or any of the neighborhoods without express permission from the Board.

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

COLLECTION POLICY (SEE EXHIBIT A)

RULES ENFORCEMENT

Any resident of the community may file a complaint citing a violation of these policies and guidelines. A formal complaint form appropriately documenting the violation must be signed and submitted to the management company (Onyx Realty). Anonymous complaints do not provide adequate evidence for the Board to proceed with enforcement action. The complaint will be investigated and processed for further action. Residents having issues will make their complaints directly to the Management Company.

Enforcement Assessment Policy: ***(SEE EXHIBIT B)***

Appeal Process:

An owner who receives an enforcement assessment letter has the right to request a hearing with the Board of Directors. The owner must deliver written notice to the Board of Directors no later than ten (10) days after receiving the enforcement assessment

1. Prior to imposing a charge for damages or an enforcement assessment, the Board of Directors will give the owner a written notice that includes all of the following:
   a. A description of the property damage or violation.
   b. The amount of the proposed charge or assessment.
   c. A statement that the owner has a right to a hearing before the Board of Directors to contest the proposed change or assessment.
   d. A statement setting forth the procedures to request a hearing.

2. To request a hearing, the owner must deliver a written notice to the Board of Directors not later than the tenth calendar day after receiving the notice. If the owner fails to make a timely request for a hearing, the right to that hearing is waived and the Board may immediately impose a charge for damages or an enforcement assessment. If a homeowner requests a hearing, at least seven (7) days prior to the hearing the Board of Directors will provide the owner with a written notice that includes the date, time, and location of the hearing.

3. The Board of Directors will not levy a charge or assessment before holding any hearing properly requested.

4. Within thirty days following a hearing at which the Board of Directors imposes a charge or assessment, the Association will deliver a written notice of the charge or assessment to the owner.

5. Any written notice will be delivered to the owner of the home

In any enforcement of the Declaration or Rules, the Association shall also be entitled to recover any expenses involved in such action or proceeding, including reasonable attorney fees and court costs.

SAFETY SERVICES

- Pinnacle Club is located within Grove City, Ohio.
- Police services are provided by the Grove City Police Department. For emergencies, please call 911. The non-emergency number for the police department is 614-277-1710.
- Fire and EMS services are provided by the Jackson Township Fire Department. For emergencies, please call 911. The non-emergency number is 614-875-5588. The closest fire station is located at 4900 Buckeye Parkway.
- Franklin County Animal Control can be reached at 614-525-3647.

The best neighbors look out for one another. If you see something suspicious or unsafe, please contact the appropriate agencies.

Important Phone Numbers:

Local Waste Services (M-F 8:00am to 5:00pm).....614-409-9375

AEP for Power Outages or Service Inquiries.....1-800-277-2177

Columbus Division of Water.....614-645-8276

Columbia Gas General Account & Service.....1-800-344-4077

Columbia Gas Emergency Service.....1-800-344-4077

COMMUNITY CENTER, POOL AND FITNESS CENTER

The Pinnacle Club Community Center, pool and Fitness Center are located at 1710 Harbour Mist, Grove City, Ohio 43123. (Harbour Mist and Buckeye Parkway at the North end of the Greens.)

- The Community Center, pool, and Fitness Center are for the exclusive use of the residents in good standing of Pinnacle Club of Grove City. Owners who lease their home are prohibited from using the common property facilities.
- Visitor passes are issued for pool use at the beginning of the season to all Residents. Once these free visits are used, guests may come for a fee. Residents are responsible for the actions of all members of their party and no visitor may use any of the Pinnacle Club facilities unless the owner or family member is present throughout the entirety of their use.

- Residents must sign in when using the Community Center / pool and list their access card number. Residents may not give their access card to anyone who does not reside in their home.
- Glass containers are prohibited in all areas of the Community Center property.
- Verbal threats, swearing, pushing, bullying, threat/infliction of physical force or conduct, and failure to follow the directions of the staff/lifeguards may lead to the suspension/termination of Community Center, pool, and Fitness Center privileges.
- In the event the owner's account becomes delinquent in their Association fees or any assessment, the use of the Community Center, Pool and Fitness Center may be denied until such time that they are in good standing with the Association.

Reservations:

- The Community Center is available to residents in good standing in accordance with regulations issued by the Homeowners Association.
- The Community Center Manager is available Monday-Friday from 8:00 am until 5:00 pm. The on-site office is located at the Community Center, located at 1710 Harbour Mist Drive in the Greens, 614-539-4866. The office will be closed on holidays. The on-site concierge may assist with questions, Community Center use applications, maintenance concerns in the neighborhoods and other issues specific to Pinnacle Club.
- Separate rooms / areas of the Community Center may be reserved / rented based on availability.
- Safety regulations require a reservation for events where more than 4 guests are present.
- The Community Center and/or pool may be reserved until one hour prior to posted closing times.
- Rental fees, schedule of availability and use agreements are available at the Community Center office.
- **Agreement:** A use agreement must be signed, and payment of the appropriate rental fees is required before use will be permitted.
- **Association Functions:** Association functions hold priority over all other functions and shall be entered in the reservation book as soon as the need is determined.
- **Cancellation:** If a homeowner/resident cancels a reservation less than two (2) weeks prior to the reserved date, a cancellation fee may be charged. Cancellation notification in excess of two (2) weeks prior to the reserved date will result in a full refund.
- **Community Center Maximum Occupancy:** Occupancy is limited to 80 persons. This coincides with Columbus fire regulations. Gathering Room occupancy is limited to 45 persons.
- **Damages:** Owners/residents reserving the Community Center are responsible for promptly restoring the building and grounds to a clean and orderly condition and are liable for any damage to furnishings and equipment. A minimum $50 cleaning fee will be automatically assessed if the Community Center and/or pool are not restored to a clean and orderly condition.
- **Fitness Center Reservations:** The Fitness Center may not be reserved. All equipment is on a first come, first served basis. Please be considerate of fellow residents and follow all posted rules for use of fitness equipment. Proper exercise attire is required in the Fitness Center and Community Center. Shirts must be worn at all times. Jeans and other pants that require belts could tear equipment and are prohibited,

- **Food / Smoking:** Eating or drinking inside the pool waters is prohibited. Each person is responsible for their refuse at all times. Leaving any trash, waste or personal property in the Community Center or pool area is prohibited, Smoking, vaping, and tobacco use of any kind is prohibited in the Community Center / pool area.
- **Furniture:** Pool lounge chairs and tables cannot be reserved by placing towels or belongings on them when leaving the pool area.
- **Glass:** Glass bottles and glass containers are prohibited in the pool / Community Center area.
- **Hours of Operation:** The Community Center may be used only between the hours posted. Winter and Holiday hours are subject to change. The Community Center will be locked promptly at posted closing time.
- **Inclement Weather:** Lifeguards and Community Center staff will close the pool to all persons in the event of inclement and dangerous weather conditions.
- **Inspection:** An inspection will be performed by Community Center staff prior to and following the event. The same report will be used by management to determine the extent of any charges for cleaning or damage.
- **Intoxication**: Public intoxication at the pool or Community Center is prohibited. No warning will be issued, and law enforcement will be called.
- **Lost Pass:** If Community Center access card is lost there will be a $10.00 replacement charge.
- **Noise:** It is the responsibility of the owner to ensure that the noise level does not become offensive to residents. Loud music or parties that infringe on other's use and enjoyment of the pool, pool area, and fitness center, or that disturb other residents, are prohibited.
- **Outside Organizations:** No person shall reserve the Community Center for use on behalf of any outside organization or for any use where a fee is charged for attendance, or for any commercial use.
- **Patio Capacity:** The outside patio capacity is 25 people. Hours for the patio may be obtained from the Community Center office.
- **Pets:** No pets are permitted in the pool area (this is a violation of the Franklin County Health Code), with the exception of pre-approved Service animals.
- **Pool Patio Reservations:** The pool patio may be reserved, following the guidelines of the Pool Patio Rental Agreement.
- **Rules Violations:** Violation of these rules may, in addition to any other remedies, result in the privilege to use the pool and/or other amenities being revoked.
- **Running / Diving:** Running, pushing, shoving, dunking, physical aggression, throwing objects, launching projectiles, and other horseplay is prohibited in the pool area. No diving is permitted.
- **Suspension of Privileges:** The Association reserves the right to suspend privileges to the Community Center, Fitness Center, and pool for violations of posted rules and regulations, as well as unsafe / illegal behavior. Such suspensions will be subject to review by the Board of Directors.
- **Swimming Pool Attire:** Proper swimming attire must be worn by any person swimming or being in the waters of the pool. This means that any garments worn in the pool must be designed and sold as swimwear.
- **Wet Clothing Prohibited:** Wet bathing attire is prohibited in the Community Center, except in the bathroom areas and when exiting the facility.

Waiver of Liability:

All persons using the exercise facilities, pool or pool areas do so at their own risk and sole responsibility. Alcoholic beverages are not permitted in the workout areas. It is suggested that no one swim without another capable swimmer present. The Association assumes no responsibility for any accident or injury in connection with any use of the pool or exercise equipment. For the privilege of enjoyment and use of the exercise facilities, pool and pool facilities, all persons hereby release and discharge the Association of any liability arising from the use or operation of the exercise equipment, pools or any portion, and their facilities.

EXTERIOR ARCHITECTURAL CONTROL

Subject to the Declaration and this Handbook, any changes or additions to the exterior of your home, limited common element, or Lot are prohibited without being approved in writing prior to any work being done, except where specifically in these Rules.

Examples of changes requiring approval would be room additions, decks, patios, changes ***to*** or additional fencing, landscaping, flowers and shrubs, storm door, satellite dish or any other change to the exterior of your home.

- Prior to any work being started, please submit a Request for Architectural Review application to Onyx Realty.
- Any changes affecting the exterior of your home must first be approved by the HOA (except where noted below). This is done by completing a Request for Architectural Review application and submitting all plans, pictures, specifications, drawings to the Association.
- Your application will be reviewed, and a decision notification will be sent back to you within 30 days. Written approval is required before any work can begin.
- This includes, but is not limited to mailbox changes, exterior colors not included on the approved list , roof updates / repairs, porches, patios, and additions to the home.
- Requests for Architectural Review, including satellite dish installation, are available at the Community Center or by contacting Onyx Realty (614) 856-3770.

Antennas/Satellite Dishes: Installation of any non-video related antennas used for AM/FM radio, ham radio, CB radio, or other types of non-video antennas on any part of the owner's property is prohibited. Installation of antennas primarily used for receiving video signals which include satellite dishes up to one meter (approximately 39 inches) in diameter or less shall be permitted.

Exterior Door *& Shutters*: Approved color codes are included with this Handbook (see page 21) and color chips are located for review at the Community Center. A Request for Architectural Review application is not required when using one of these approved colors.

Mailboxes: Any mailbox requiring replacement must be replaced with an approved style/design mailbox: medium size approximately 20 inches deep, black, with white numbers 2 and 1/4 inches tall, and a red flag. Mailboxes, posts, and parts are available at ***Home Depot*** See Page 19 for approved box, post and wrap style/design. A Request for Architectural Review is not required if installing the approved style/design. When ordering parts from ***Home Depot*** these listed model numbers must be used (they are not available on-line):

Madison Mailbox & Post Kit, Black

Post Model #: ***PP330CBLM***

Mailbox Only Model #: ***HADM11B01***

Mounts over 4x4x36 treated pin post 18in. above ground, 18in. below ground.

Maintenance of the mailbox and post are the responsibility of each homeowner. The Enforcement Assessment Policy will be applied to any owner who installs a mailbox and post not meeting these requirements, and may include the removal and replacement of these items by the Association at the owner's expense.

Shingles/Roofing: Replacement shingles must be the same color as the original builder install with three(3) dimensional style. No deviation of color or style will be permitted. Metal roofing will not be permitted other than where it was used as per original build, design, and color. No deviation or additional metal roofing will be permitted. Exact replacement of roofing and materials can be done without a Request for Architectural Review application. Any deviation from the original will require an architectural application.

Shutters: Shutters are only permitted on homes that were built with shutters. They must be replaced with the same builder option and the color must be selected from the "Approved Colors from Sherwin Williams" list included in the Appendix of this Handbook (Page 18). Repairs and replacements that are the same as the builder original do not require a Request for Architectural Review application. Any deviation from the original design will require a Request for Architectural Review application.

Siding: Replacement of siding shall be of the same style and color as the original and will be permitted without submitting a Request for Architectural Review application. Any deviation from the original design requires an architectural application.

Solar Panels: SB61 of the Planned Community Act now allows for homeowner's residing in an HOA community to install Solar Panels. Installation of Solar Panels must be approved by the HOA Board in order to protect the general appearance and welfare of the community. Approval will not be unreasonably withheld, but will be dependent upon the individual lot location and exposure. Roof panels or solar equipment visible from the street in front of the home or adjacent lot are discouraged.

Doors: Storms doors must be either Anderson Full View Style 2000 or 3000, or Anderson Style 2500. These are the only approved options. Colors of the doors must be either Black, White, Almond or one of the approved exterior door colors to match the exterior door of the home. Etched glass on storm doors is prohibited except if used as a border on the edges as not to obscure the field of view. Security bars on doors is prohibited. A Request for Architectural Review application is not required if installing one of the above approved options.

(All doors that are presently installed or painted that have an approved application on file will be permitted until such time they need re-painting or replacement.)

Windows: Replacement of windows must be the exact color and style as the original building material, in which case no Request for Architectural Review application is required. Any deviation from the original design or color is prohibited without an architectural application and written Board approval.

Requests for Architectural Review applications are available at the Community Center, or *through the owner's portal, or AppFolio. You can sign into your owner's portal by visiting www.onyxrealty.net.*

Wooden Doors: All wooden doors will require a Request for Architectural Review application and written Board approval. Wooden doors must fit community design and be of a natural wood tone with either a semi-transparent or transparent stain. Solid stains to imitate designs are prohibited.

AUTHORIZED FENCING

The owners may add these specific fences to their lots, without Board approval, according to the Declarations, page 10, and Exhibit D (includes photos). Upon inspection, if an owner is found to have installed any other type of fencing, they will be subject to enforcement action, including the Association's authority to abate the violation by removing the fence and assessing the costs thereof to the owner.

Sub-Divisions: Greens & Links; Townhomes, Carriage (***except as noted below) and Cottage Lots—- White Vinyl , 6-foot-high, with lattice work at the Top

***Carriage homes located in the Links bordered by Pinnacle Club Dr. and Scotsman Dr: White vinyl 4-foot-high picket, as consistent with Village homes in that area, will be the accepted standard.

Sub-Divisions: Greens, Links, Landings, Quarry—-Village, and Single-Family Lots. White Vinyl, 4-foot-high, picket

Sub-Divisions: Condominiums, Courtyards, Mews
All have authorized fences installed by the developer.

Sub-Division: Estates ***and Woods—-*** 4-foot-high, black aluminum

No fencing will be permitted or approved to extend beyond the back corner of any home.

All Sub-Divisions may install invisible fencing used to contain pets.

Any homes backing up to the Golf Course are not permitted to install any fences unless they have an in-ground swimming pool and the fence in such case must be 6-foot-high black aluminum. All in-ground pools will require 6-foot-high black aluminum unless covered with a solid automatic retractable cover.

AUTHORIZED HAND RAILS

The front entrance step handrails must match in color and material to the authorized fencing for the specific style of home. A Request for Architectural Review must be submitted and approved by the Association prior to installation.

LANDSCAPING

The HOA maintains common grounds throughout the Community and provides mowing services based on the type of home you own. These homes include Carriage and Cottage lots in the Greens and Links-Carriage lots. The association contracts with a landscaping service to mow those homes eligible. Opting out of the landscaping service does not decrease the Association Fee. Questions, concerns or complaints regarding the mowing and mulching services must be referred to Onyx Realty to document and contact the vendor for follow up.

For ***COMMON*** property, this includes:

Mowing, trimming, weed detail, Incidental policing of debris

Hard edging

Pruning

Summer flowers

Mulch

Perennial plant maintenance

Aeration

Leaf removal (turf and beds)

Brush mow behind Community Center

Turf Treatments

For CARRIAGE AND COTTAGE LOTS IN THE GREENS and for CARRIAGE HOMES IN THE LINKS, this includes: (Note - This is not a Full-Scope landscaping program.)

- Mowing, trimming (no weed control, and no mowing or trimming inside fenced areas, even if unlocked)
- Incidental policing of debris
- Hard edging
- Mulch (only front gutter to gutter, based on original home design prior to any upgrades)
- Perennial grass cutbacks 1x/yr
- Leaf removal (turf only)

FOR ALL HOMES:

Owners are responsible for watering the turf around the home to maintain its health during hot, dry weather and are responsible for repairs to dead turf on their property.

You may plant flowers in the plant bed directly in front of your home provided flowers do not exceed the height of the lowest part of the first floor windows and are removed within three days of their demise.

Mulch must be a hardwood BLACK mulch.

If you would like to do any other plantings, including trees, you must first apply for a landscape change request to the Association that includes detail regarding location of plantings/trees. Any approved landscape changes will be the responsibility of the homeowner to maintain.

It is the Resident's responsibility to trim, prune and maintain the shrubs, bushes, trees, including street trees as defined in the Declaration, and flowers near the home. Tree branches must be trimmed to 9' over a sidewalk, and to 13' over a street.

Street Trees – Reference Declarations Page 9, paragraph Q. "Each lot owner shall care for, and, if necessary, replace such tree or trees at the Lot Owner's expense with a like type and size of tree". The Board has determined that approval is not required to plant the following trees: Ivory Silk Lilac, Red Sunset Maple, Sun Valley Maple, Red Point Maple, or Crimson Sugar Maple. Owners must replace their street tree within 7 months of the street tree's death.

Common Property Trees - Are maintained by the Association with a vendor. Please contact Onyx Realty with any concerns regarding Common Area trees.

Lot Trees - Lot Owners are responsible for all trees on their Lot. Trees that must be removed do not have to be replaced except for street trees. Dead, dying, and dangerous trees must be promptly removed. Owners may plant or replace any trees on their lots at their own expense with any of the following without approval from the Board. Suggested trees are: Red Sunset Maple, Sun Valley Maple, Red Point Maple, Comision Sugar Maple, Ivory Silk Lilac, or Ginko. Inquiries about the status of landscaping maintenance should be posted to the AppFolio for response and follow up.

Fertilizing: Fertilizing for select homes and common property will be done by the Association periodically throughout the season. Dates of applications will be posted on AppFolio.

SNOW AND ICE REMOVAL

The Community Center Manager or Onyx Realty will act as the primary contacts for the snow/ice removal company and determine when and how they will respond.

The Association cannot possibly eliminate all slippery conditions on the Property. When temperatures are near or below freezing, Owners must exercise additional caution and expect ice and slippery conditions to exist. Owners are responsible for warning all Occupants and guests of the slippery conditions.

The following guidelines will be utilized:

- The type of snow removal service is based on the type of residence and follows the same guidelines as mowing and landscaping. Any questions should be referred to Onyx Realty for follow-up.
- Areas under the responsibility of the Board will be plowed and/or shoveled when snowfall is above 4 inches. Plowing will not be done in areas where access is blocked by vehicles.
- Common property sidewalks will be done at the Board's discretion based on weather conditions.
- Sidewalks in front of residences are the responsibility of the homeowner. Please use AppFolio to report any areas requiring attention.

TRASH AND RECYCLING

All residents will be required to obtain and maintain a service contract with Local Waste Services for trash or recycle. This vendor is contracted with Grove City to provide trash and recycle services. Trash containers may be leased from Local Waste Services or the resident may provide their own trash container. Recycle containers are provided by Local Waste Services without charge.

In addition, lawn waste may also be set out on collection days in appropriate containers (lawn waste bags etc.) Residents 62 or older may wish to contact LWS at 614-409-9375 to receive a senior discount.

- The LWS website is www.localwastemanagement.com
- For homes with front-loading garages, cans may only be placed out after 5:00 pm the night before collection day and must be returned to the garage by 9pm the day of pick up.
- All cans are prohibited outside the residence except as specified in these Rules.
- Carriage homes shall store cans in the garage or INSIDE the fenced area of the property. At no time other than collection day shall cans be in the carriage way or on the aprons of the garage entrance. This is to improve the safe travel of all vehicles through the community.
- Any spillages from weather or animals will be the responsibility of the homeowner to clean up immediately.
- All trash is prohibited outside a residence unless within a closed and sealed container in the collection location with the exception of lawn wastepaper bags. At no time should trash bags be left at the collection location. They must be inside a container with a secure lid in order to prevent blowing trash or debris caused by small animals.
- Discarded Appliances and Bulk Items:
    - Local Waste Services will pick up large used appliances and bulk items with a call to 614-409-9375 at least one day before their normal trash day.

- Any appliance originally containing Freon (a cooling agent) will be picked up at a charge of $35.00 which will be billed to the address which is given at the time of the call. This includes refrigerators, freezers, and air conditioners.

- Appliances without Freon or other bulk items are picked up at no charge.

- Bulk items such as mattresses, sofas, chairs, etc. may be picked up on regular collection day if you phone for arrangement before 4:00 p.m. the business day before your scheduled collection day. All appliances and bulk items must be at the curb with regular trash and recycling.

- Bulk and E-waste items are also collected twice a year by Grove City. Dates, times, and locations are published in the Grove City Record and on the city's website.

- If you wish more information on recycling and recyclable products, please contact the City Services Department of Grove City at 614-871-6737 or 614-277-1100. They contract with Local Waste Services to provide weekly curbside collection of solid waste and recyclables on the same day. Our current day is Thursday. Yard waste pick up dates will be published by the City.

BASKETBALL HOOPS AND PLAY SETS

The following regulations apply to basketball hoops:

- Any basketball hoop that is not a permanent in-ground style, non-illuminated (integrated or mounted), with a tempered glass backboard 54"-72" is prohibited.

- Must be of corrosion resistant construction and no more than half the distance closer to the street of the driveway. Allowing any portion of the hoop structure or rim to display rust is prohibited.

- Must be situated adjacent to the driveway no more than the manufacturer's recommended distance from the driveway playing surface.

- The hoop shall always have a quality net, an intact hoop, non-damaged backboard, and be kept rust free.

- Such systems shall be permitted without a Request for Architectural Review application. Any deviation from the above described system will require an architectural application. Absolutely NO portable systems are permitted to be left outside at any time.

The following regulation applies to play sets and jungle gyms:

- All Lot owners may install wooden play sets in accordance with these Rules and after obtaining written Board approval, with the exception of any Golf Course lots (***R***eference Declarations page 12, paragraph F***:*** Swing-sets, play-sets, jungle gyms and trampolines are prohibited on Lots which either adjoin the Golf Course or which are highly visible from the Golf Course ("Golf Course Lots") without the prior approval of (i) the Golf Course Owner and (ii) the Design Review Board of the Estates Design Review Board, as applicable. The approval of the Golf Course Owner and the Design Review Board or the Estates Design Review Board shall be based upon the degree of visibility of such improvements from the Golf Course and the aesthetics of the proposed improvements))

RADON MITIGATION SYSTEMS

Due to the nature of airtight homes, there may be a need for a radon mitigation system. If required, they must be installed by a licensed contractor in a manner that does not negatively affect the curb aesthetics of the home.

- Systems that exceed the height of the roof are prohibited to be visible from the center point of the home's curb.

- Every attempt shall be made for the system to exit at the rear of the home so as not to be seen from the center point of the home's curb.

- A Request for Architectural Review application is not required if a radon mitigation system is installed as described above. If these standards cannot be met, an architectural application must be submitted.

PARKING

\On-street parking is permitted within Pinnacle Club. Blocking an access ramp or mailbox is prohibited. Grove City also has parking regulations that they enforce. These include:

- In any intersection.
- Within 10 feet of any Fire Hydrant.
- Within 20 feet of an intersection.
- Within 30 feet of a Stop Sign.

Parking Restrictions in the Greens Carriage Ways: The Greens carriage ways located behind carriage homes, provide narrow, one-way access to garage parking. Where carriage ways provide access to garages on both sides and garage aprons are short (i.e., a car cannot fully fit on the apron heading into the garage), parking vehicles sideways on these short aprons is prohibited as it causes difficulty for others to access and park in their garage.

Commercial or Recreational Vehicles: Commercial vehicles, boats, trailers, campers or mobile homes are prohibited to be parked or stored on any street in the Pinnacle Club of Grove City or on any lot or condominium parcel (except in an enclosed structure shielded from view). A commercial vehicle is a vehicle with apparatus, signs, or markings of a commercial nature, including without limitation, ladder racks, glass racks, tools, construction materials, winches, generators, snow plows, snow hitch, or salt spreaders, whether or not the vehicle bears a commercial license plate; however, a commercial license plate will be indicative of a commercial vehicle.

This Section shall not be construed to prohibit the infrequent parking, for period of time that are reasonable under the circumstances, of:

- Emergency vehicles.
- A vehicle operated by a person providing repairs, maintenance or other services to a home or property.
- A trailer, camper or other recreational vehicle may be parked in the resident's driveway (or in front of the home) for 48 hours for the purpose of loading or unloading the same, provided the vehicle does not exceed 48 consecutive hours on the property or 96 hours in any 90 day period.

Inoperable Vehicles / Vehicle Repairs:

- Parking an inoperable or junk vehicle anywhere on the property except in the confines of a garage structure is prohibited. The phrase "inoperable vehicle" is defined as:

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

- No repairs shall be performed on any vehicle on any roadway, parking area or other paved area of Pinnacle Club. The only exception permitted is jumping a battery or changing a flat tire.

- Surfaces beneath the vehicle must be protected against damage from any oil stains, leaks, fluid stains, or debris. All materials are to be cleaned and removed immediately.

Golf Carts*:* Some residents have chosen to acquire golf carts for getting around the Pinnacle Club Community. Even though these carts are being used inside neighborhoods, there are a number of rules and restrictions:

- Carts may only be driven on public streets and / or paths specifically designated for cart use, and are otherwise prohibited on the roadways and grassy areas.
- Since these carts are using the public roadways, they must be "street legal" and in compliance with Ohio Revised Code including:
    - Lights
    - Registration
    - Only carry as many passengers as the vehicle is designed for
- Operator must be at least 16 years of age and licensed Carts are expressly forbidden on private property, yards and any area not specifically designated for cart use
    - Carts are subject to all traffic laws such as traffic control devices (stop / yield signs), driving on right side of the roadway, yielding to pedestrians and public safety vehicles
    - Failure to comply may make the operator subject to arrest or citation by law enforcement and may cause the cart to be impounded

PETS

No livestock, poultry or wild animals may be kept within Pinnacle Club.

Only domesticated household pets, not maintained for commercial purposes, may be kept. Non-household pets that are prohibited include, but are not limited to rabbits, livestock, fowl, poultry, monkeys, pigs, frogs, snakes, lizards, or other reptiles, horses, and wild hybrids, along with anymore or unusual pet kept within a human household, which is generally thought of as a wild species, not domesticated, and not typically kept as a pet.

All residents and guests must comply with state and local laws and regulations, including the Ohio Revised Code and Franklin County Codes as they pertain to the licensing, keeping of animals, breeding, commercial use and the keeping of exotic and/or vicious animals.

Clean Up: Any person(s), when walking animals, must have evidence of clean up equipment with them and all animal defecation / pet waste must be cleaned up immediately and completely.

Control: Owners must control their pet at all times when the pet is outside of the home. Animals are prohibited upon or into any common property without being under direct control of an attendant. This means all pets must be kept on a hand-held leash, no longer than 6 feet, and personally attended. Any animal not on a handheld leash and under the Owner's direct control will be considered wild/stray.

Breeding & Commercial Activity: No homeowner or resident of Pinnacle Club of Grove City shall keep pets or other animals for the purpose of repeated breeding for profit or other commercial use, including but not limited to dog fighting or other activities. Commercial activities involving the use of animals are strictly prohibited. An owner or resident who violates this will be reported to the authorities in addition to the Association taking enforcement action against the Owner.

Vicious Animals: Any animal that is considered vicious under the Ohio Revised Code or other laws or rulings of Franklin County is prohibited on Pinnacle Club of Grove City property. Any owner, resident or guest shall assume all responsibility for all animals and any and all claims arising from their actions while in Pinnacle Club.

Stray & Wild Animal Feeding: The feeding of wild or stray animals, including but not limited to, cats, raccoons, deer, geese, or squirrels within the Property is strictly prohibited. Leaving food or beverage outside the home where it can be accessed by wild or stray animals is prohibited. Stray and wild animals are a nuisance; leading to complaints such as urine spraying to mark territory, digging in gardens and mulch beds, and feces left behind by the animals. They often carry diseases which are sometimes transmittable to humans and or/ other pets. Having a constant food source will only increase the stray or wild animal population.

Wildlife: No person shall hunt, pursue, kill any game bird, or game animal, or any other animal within the Property Field dressing of any game bird, or game animal such as a deer, or any other animal is strictly prohibited within the Community.

Animal Nuisance: Animals are prohibited from creating or being a nuisance on the property. Examples of nuisance behavior or behavior that creates an unreasonable disturbance for the purposes of this paragraph are:

a) Pets whose unruly behavior causes personal injury or property damage.

b) Pets who make noise continuously and/or incessantly for a period of ten minutes or intermittently for two hours or more to the disturbance of any occupant at any time of day or night.

c) Pets in Common Elements who are not under the complete physical control of a responsible human companion and on a hand-held leash of o more than six feet in length or in an animal carrier.

d) Pets who relieve themselves on walls or floors of Common Elements.

e) Pets who exhibit aggressive or other dangerous or potentially dangerous behavior.

MISCELLANEOUS

Business: Except for the operation of the Community Center and the Golf Course on the Golf Course Land, no industry, business, trade, occupation or profession of any kind may be conducted, operated or established on the property, without the prior written approval of the Board. This provision shall not prohibit a “home office” use, in connection with which no non-resident employees are working on the Property, and no commercial delivereis, customers, employees, subcontractors or other third parties enter the Property.

Flags*:* The installation of a free-standing flagpole in the ground will require that a Request for Architectural Review application be submitted like any other change to the exterior of the property. The flag must immediately be removed and/or replaced once it is worn, faded, and/or tattered.

Garden Hoses / Lawn Care Equipment: Garden hoses must be stored on holders attached to the home, fence, a free-standing holder or coiled neatly near the home. The mowing contractor will not move anything left in the yard. They will not mow that area.

Lawn care equipment (mowers, yard tools, wagons etc.) must be stored in an enclosed structure that eliminates the item from view when not in use.

Storage Containers*:* A storage container is permitted in the rear of home but shall not exceed 60 inches in length and 30 inches in height and 30 inches in width.

Holiday Decorations*:* Decorations in good taste and those that do not detract from the appearance of the home or neighborhood may be displayed 30 days prior to and subsequent to the holiday. Any questions should be referred to Onyx Realty. Reminders will be posted to AppFolio.

Commercial Signs / Yard Signs / Political Signs*:*

- Commercial signs for vendors currently performing work in a home, having recently performed work or advertising their business are prohibited.
- All signs of any kind or purpose are prohibited, including flags that act as signs by only displaying words or phrases, except as specifically identified by the rule.
- Residents may place one temporary real estate sign not to exceed six square feet in area advertising that such Lot is for sale.
- Temporary political signs of not more than six (6) square feet each, expressing support for or opposition against an individual candidate or issue which is the subject of the current election may be placed in the yard 30 days prior to the day when voting closes for an election but must be removed within three (3) days after the election voting concludes. Only one sign per issue / candidate and a maximum total of three signs may be placed in a yard. Political signs containing information or expressing opinions other than simple support for or opposition against a specific candidate or issue may be removed by the Association. No such signs may be posted in or on any portions of the Common Area.

Pinnacle Greens Rear-Loading Garage House Numbers: Effective March 1, 2020, all homes with rear-loading garages in the Pinnacle Greens must have four-inch tall black plastic or metal address numbers centered on the vinyl siding above the home's garage door. This will assist Police, Fire and Emergency responders to identify the rear entrance to the home. These numbers can be ordered online or purchased at Home Depot, Lowes, or Wal-Mart. Carriage homes in the Greens with existing house numbers on carriage way fence posts will be permitted until such time they need replacement.

Moving Responsibilities: If you are moving, it is especially important to contact the Management Company to notify them of the new owner of record. Ultimately, it is the buyer's responsibility to make sure they have reviewed and received all Association documents. All Association documents can be found at www.onyxrealty.net/communities and are easily accessible for real estate agents, title companies, and prospective home buyers.

ANTI-HARASSMENT POLICY

The Association will not tolerate harassment of any Owner, Occupant, employee, agent, manager, contractor, or other party for any reason, to the extent protected by Federal, State, or local laws, including but not limited to abusive comments or conduct predicated upon race, color, creed, religion, ancestry, sexual orientation, national origin, citizenship, age, sex, disability, pregnancy, genetic information, military status, or veteran status. All harassment that adversely affects any other Occupant's living conditions, including Board members' living conditions, is prohibited. All harassment that adversely affects an employee's working conditions is prohibited. Harassment can take many forms, including words, signs, jokes, pranks, intimidation, physical contact, violence, or inundating a person's telephone or email with excessive and unnecessary communications. The Association also prohibits threatening to cause physical harm or property damage to any Owner, Occupant, employee, agent, contractor, or other party for any reason. The Association also prohibits causing harm to another individual or property. Aggressive or threatening actions and words are prohibited to be directed at any Owner, Occupant, employe, agent, manager, contractor, or other party for any reasons

If an Owner, Occupant, employee, or other person feels that they have been subjected to conduct that violates this policy the person should immediately report the matter to the Community Association Manager. This complaint will go straight to the Board. if the Board member is the person performing the prohibited harassment or being harassed, then contact a different Board member in writing that you feel comfortable reporting the harassment to. Once the matter has been reported it will be promptly investigated and any necessary correct acton will be taken where appropriate, including use of all enforcement mechanisms provide to the Association under the governing documents. All complaints of unlawful harassment will be handled in as discreet and confidential a manner as is possible under the circumstances.

APPENDIX

APPROVED DOOR & SHUTTER COLORS

Approved colors from Sherwin Williams

(Can be color matched at to exact match from another vendor)

COLOR NAME	CODE	COMPLIMENTS	COLOR FAMILY
Argos	SW 7065	236-C2	Gray
Urbane Bronze	SW 7048	245-C7	Gray
Still Water	SW 6233	219-C7	Green
Svelte	SW 6164	212-C3	Green
Jasper	SW 6216	218-C7	Green
Oak Moss	SW 6180	213-C6	Green
Secret Garden	SW 6181	213-C7	Green
Olympic Range	SW 7750	278-C4	Green
Naval	SW 6244	253-C6	Blue
Distance	SW 6243	224-C6	Blue
Indigo Batik	SW 7602	224-C7	Blue
Down Home	SW 6081	198-C5	Brown
French Roast	SW 6069	196-C7	Brown
Black Bean	SW 6006	252-C2	Brown
Plum Brown	SW 6272	229-C7	Brown
Oak Barrel	SW 7714	289-C4	Brown
Red Barn	SW 7591	275-C7	Red
Burgundy	SW 6300	110-C7	Red
Marooned	SW 6020	230-C7	Red
Poinsettia	W 6594	106-C7	Red
Pure White	SW 7005	255-C1	White
Alabaster	SW 7008	255-C2	White
Vanillin	SW 6371	262-C6	White
Tricorn Black	SW 6258	251-C1	Black

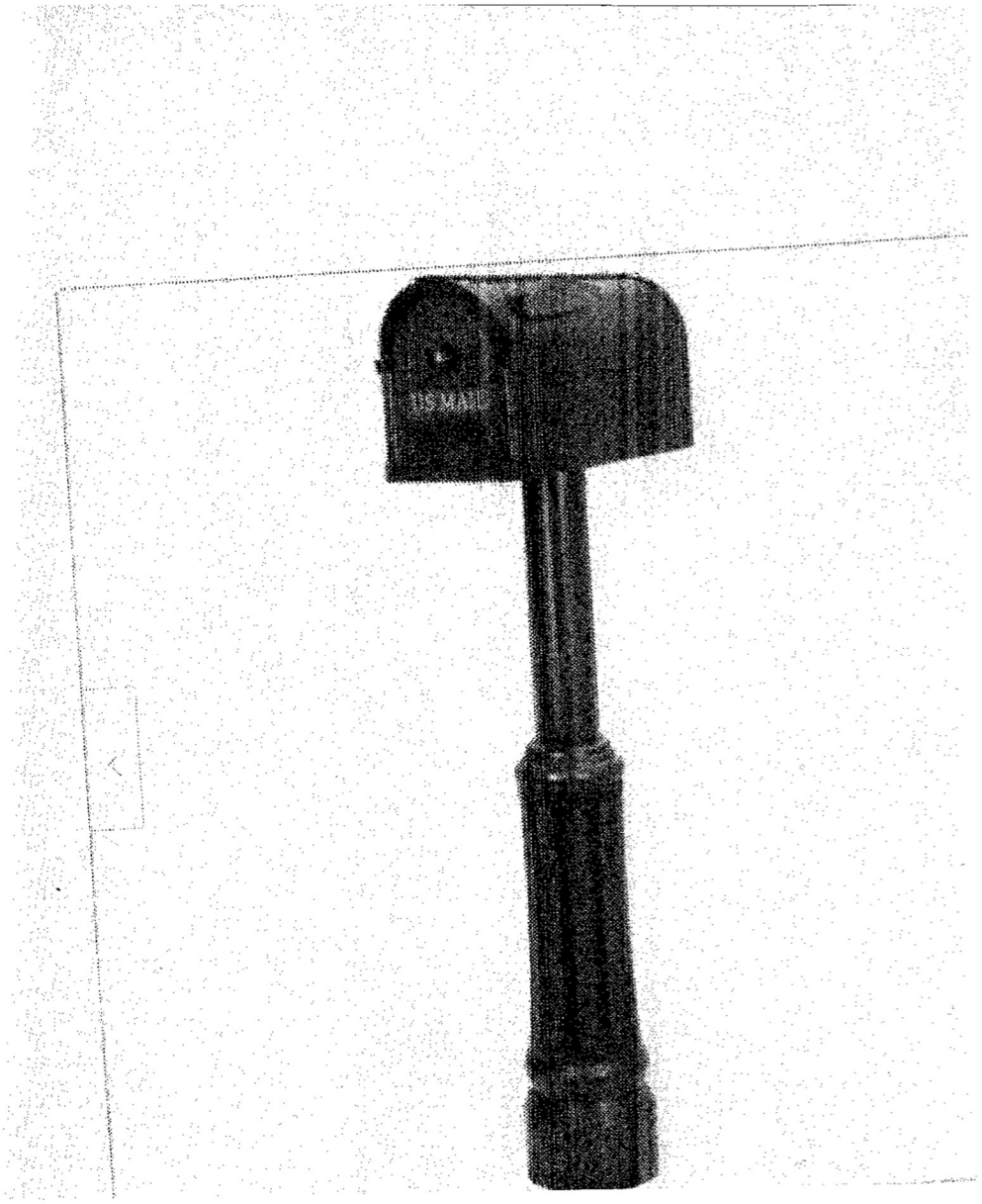

U.S. MAIL

Exhibit A

PINNACLE CLUB HOMEOWNERS' ASSOCIATION, INC.

COLLECTION POLICY

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

2. Payments must be made to the Association via the method approved by the Board of Directors.

3. After the late date, an administrative late charge of $10.00 per month will be added for any late payment or on any balance of unpaid assessments. (Subject to increase upon further notice.)

4. The Association will apply any payments in the following order:

A. Interest owed to the Association,

B. Administrative late fees owed to the Association,

C. Collection costs, attorney's fees and paralegal fees the owners Association incurred in collecting the assessment; and, finally,

D. Oldest principal amounts the owner owes for common expenses or penalty assessments charged to the account.

5. Payments marked with notations contradicting the above order of application, as referenced in number four above, or disputing the amount owed, will not be applied to the account and will be returned to the titled owner and if the payment was electronic, the payment will be refunded.

6. Any unpaid assessment may result in collection action, including letters, liens, updated liens, suits for money judgment, and foreclosure. Once judgment is obtained, the Association may proceed with post-judgment action, including bank attachment and wage garnishment. 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, may be charged back to the account.

7. While a foreclosure case is pending, partial payments will not be applied to the account and will be returned to the titled owner and if the payment was electronic, the payment will be refunded, unless, through a formalized payment plan or Receiver.

8. If any owner (either by their conduct or by the conduct of any occupant) fails to perform any other act required by the Declaration, the Bylaws, or the Rules and Regulations, 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.

9. If an account is more than 30 days past due, the Association may suspend privileges including the right to vote, the use of the amenities, or the ability to apply for architectural approval.

10. If an account is more than 30 days past due and the Association becomes aware that the unit is vacant or abandoned then, in accordance with the Declaration, the Association may take action to secure the property to protect the common elements with all costs charge back to the account.

Exhibit B

PINNACLE CLUB HOMEOWNERS' ASSOCIATION, INC.

ENFORCEMENT POLICY

A. Notwithstanding anything contained in these Rules, 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 home.

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

c) levy an enforcement assessment for the approximate cost to physically remove the 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 not 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; and

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.