THE RESIDENCE AT GREEN PASTURES CONDOMINIUM ASSOCIATION

Owner's Handbook



April 2023, Revised

The Residence at Green Pastures Condominium Association

Table of Contents

Introduction 1
Definitions 1
- Common Areas 1
- Declaration and Bylaws 2
- Individual Units 2
- Limited Common Areas 2
- Rules and Regulations 2

Condominium Ownership 2
- Overview 2
- General Description of the Condominium Property 3
- Condominium Map 4
- Selling a Condominium Unit 4

Management of the Condominiums 5
- Overview 5
- Board of Trustees 5
  - Current Trustees 5
  - Officers 5
- Finances 5
  - Fees 6
  - Paying Fees 6
  - Non-payment of Fees 6
  - Nonsufficient Funds 6
- Meetings 6
  - Annual Meeting 7
  - Board Meetings 7
  - Special Meetings 7
- Maintenance and Repairs 7
  - Lawn and Landscaping Care 7
  - Snow Removal 7
- Utilities 7

Water Spigots and Shutoff 7
Individual Unit Guidelines and Restrictions 9
Activities 9
Animals 9
Architectural Control 9
Door Trim 9
Front Door 9
Front Door Color 10
Storm Door 10
Windows 10
Common Areas 10
Exterior Unit Lights 10
Garage Sales 10
Gardening 11
Gazebo 11
House Numbers 11
Laundry Dryer Vents 11
Mail Boxes 11
Parking 11
Penalties 12
Renting or Leasing Units 12
Safety 12
Security Cameras 12
Signs 12
Sump Pumps 12
Trash 13
Vehicles 13
Visible Areas 13
Water Usage 14
Appendix A Current list of trustees and officers 15
Appendix B Monthly condo fees cover the following: 16
Appendix C: Where to send condo fees 17
Appendix D Checklist of maintenance responsibilities 18

Owners Handbook

Introduction

This handbook introduces you to community living at The Residence at Green Pastures Condominium (RGPC). Although there are many similarities between single family home ownership and condominium unit ownership, there are differences. A main difference is that when we buy a condominium we are automatically part of the Association that runs the RGPC. We also agree to follow the rules and regulations in the Declaration and Bylaws.

The Declaration allows the Board of Trustees (Trustees) to create additional rules and regulations. This handbook contains those additional rules and regulations as well as *some* of the Declarations and Bylaws. The Trustees believe these rules and regulations are necessary to maintain a high quality residential owner-occupied community.

It is the responsibility of every owner to read the Declaration and Bylaws. This document does not contain every rule and regulation in the Declaration and Bylaws. In the event there is a discrepancy between what is expressed in this handbook with any provisions of the Declaration or of the Bylaws, the provisions of the Declaration and of the Bylaws shall govern.

The Board has the responsibility (see Bylaws, Section 13 and 14) to make sure the restrictions in the Declaration Article III, Section 2 are enforced. Further, the Declaration gives the Board the ability to create additional restrictions in some circumstances. Some restrictions from the Declaration and those created by the Board are in the section of this handbook called "Individual Unit Guidelines and Restrictions."

The first copy of the handbook is provided free of charge to all unit owners. Additional or replacement handbooks can be purchased for $10.00 each. If you lost your handbook, please request a new copy from a trustee. *This handbook should be given to the new owner upon sale of your condominium unit.*

NOTE: This document may not contain every restriction in the Declaration. Also, nothing in this document takes precedence over or replaces what is in the official Declaration and Bylaws. These legal documents are available at the Union County Recorder's website.

Definitions

Common Areas

Common areas consist of all parts of the property except the units and limited common areas. Common areas are for the use of all unit owners and occupants equally. Note that the Declaration specifies that the mulch area around your unit is common area. The trustees understand that unit owners personalize this area in some ways. Specific permissions are given as to what can and cannot be done in the mulch area around your unit. These are in the section of this handbook called "Individual Unit Guidelines and Restrictions."

Declaration and Bylaws

The Declaration contains the rules and regulations for how the Association governs the condominium. The Bylaws contain the rules for running the Association. Every unit owner should have received a copy of the Declaration and Bylaws at the closing of their unit. These documents also are available online or in person at the office of the County Recorder. Paper copies may be purchased from the trustees.

Individual Units

Each unit consists of all the space bounded by the undecorated interior surfaces of the perimeter walls. This includes the plumbing and electrical systems within the walls.

Limited Common Areas

Limited Common areas are those areas belonging to the Association that are exclusively serving a unit: the unit mailbox, the patio in front of each unit and the parking adjacent to the garage door of each unit. Although these areas are for the private use of individual residents, they are subject to the rules and regulations of the Association.

Rules and Regulations

The Declaration and Bylaws give the Board of Trustees the authority to adopt and publish rules and regulations governing the use of the common areas, limited common areas, and the personal conduct of unit owners, occupants, and their guests. The Board of Trustees also has the power and authority to establish and levy enforcement charges for the violations of the rules and regulations. One purpose of this handbook is to inform all owners of the regulations established by the Trustees.

Condominium Ownership

Overview

RGPC is a community of people who share a wide range of talents, interests and lifestyles. Interaction among our members provides opportunities for friendship and neighborliness. Because of the variety and closeness inherent in condominium living, your cooperation in the management of our community is very important to all of us.

As an owner of RGPC you automatically become a member of the Residence at Green Pastures Condominium Association (Association). The Association is incorporated as a not for profit corporation under the Ohio Nonprofit Corporation Law.

The instruments by and through which the Association fulfills its Articles of Incorporation are (1) the Declaration of Condominium Ownership, (2) the Bylaws of the Association, (3) this handbook and any subsequent rules as approved by the Trustees. All of these documents are published and available to unit owners. *By acquisition of an ownership interest in a unit, each member of the Association is contractually bound by the provisions of these documents.*

The documents described above provide the guidelines associated with condominium ownership. You not only own your own condominium but also share ownership along with your neighbors in the entire condominium property. This shared ownership creates certain responsibilities on your part toward the common areas and limited common areas (see definitions above). Also, certain courtesies and rights are imperative in the daily contact you have with your neighbors.

Even though you own a 32nd interest in common areas, the management and maintenance is the job of the trustees. Unit owners are discouraged from engaging in dialogue regarding maintenance, repair, or grounds care with any of the service providers under contract with the Association. All matters regarding maintenance should be directed to the trustees.

Also, as an owner of a unit you are an important member of the Association. Please take every opportunity to participate in the affairs of our community. We need your participation as a neighbor, a trustee, or an officer of the Association. There are also volunteer opportunities available. Contact a trustee if you are interested in helping.

General Description of the Condominium Property

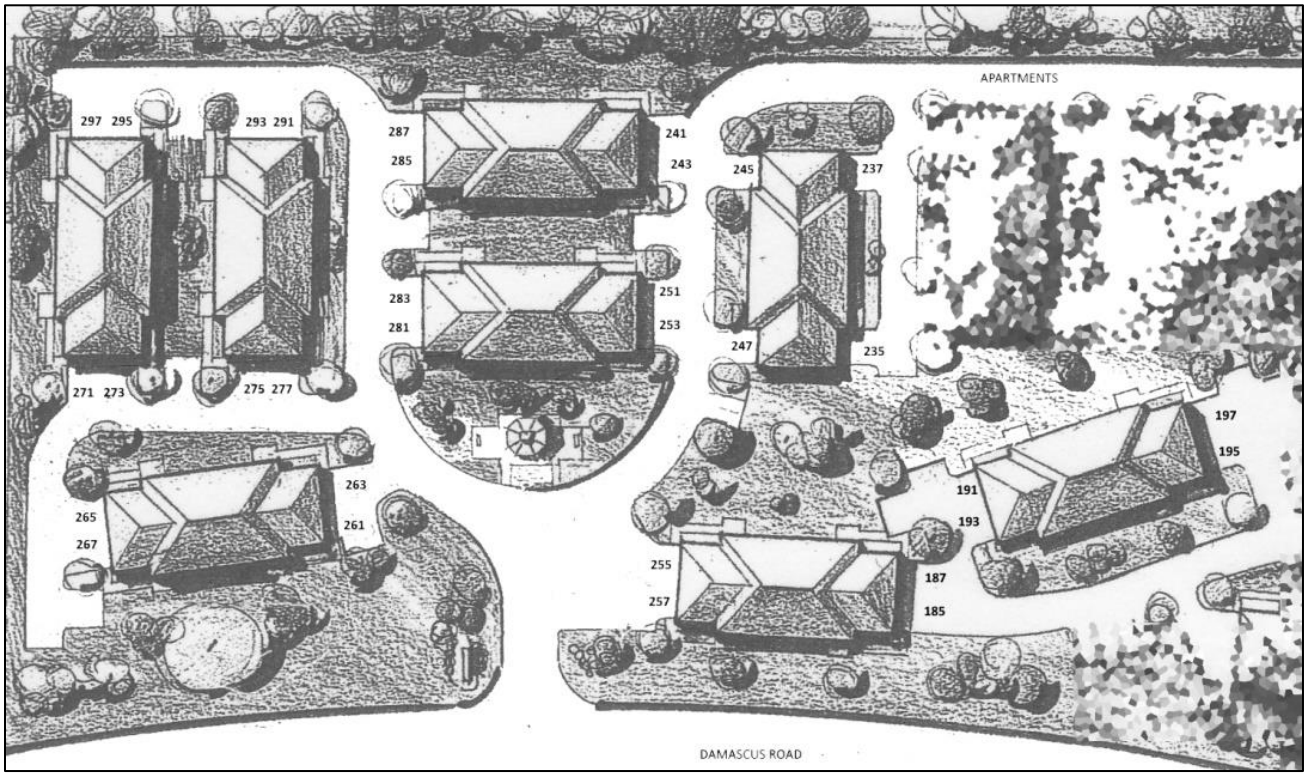
The RGPC consists of 32 residential units on 4.334 acres. The condominium is adjacent to 32 privately owned rental units. We share roads, banks of mail boxes, and street lights with the apartment complex. A cooperative attitude with the apartment community will help us to live together in harmony.

The west property line of the condominium borders the McIvor Woods Preserve, which belongs to Marysville. A preserve is more than a park. It is a place that protects a specific environment, including its plants and animals. As good neighbors of the preserve, we want to minimize any impact on the preserve.

The main entrance to the condominium is toward the south side of the property. Beyond the main entrance is a gazebo and park benches.

Eight brick buildings each contain four single-story condominium units. Every unit consists of a living/dining area, kitchen, two baths, two bedrooms, and attached two car garage. One building has four units with front load garages; all other units have side load garages. Each unit has limited common areas that consist of a mailbox in a common bank, a patio, and parking in front of the unit's garage.

Condominium Map



Selling a Condominium Unit

When selling a condominium unit, it is the seller's responsibility to provide the realtor (if there is one) with a copy of the Bylaws, Declaration, and this Handbook. It is the seller's responsibility to make sure any buyer knows the unit is to be owner-occupied and the location of the mailbox for that unit. All prospective owners should have the opportunity to review the Bylaws, Declaration and Handbook. Additional copies of this handbook are available from the trustees for a small fee.

The seller is to leave the following for the new owner: the Bylaws, Declaration, Handbook and two mailbox keys. Also notify the new owner where the mailbox is.

A $150.00 transfer fee is paid by the seller to the Association. This fee covers the cost incurred by the Association in the transfer process. (*Also see section on Fees.*)

A "For Sale" sign may be placed in the mulch area of the condo to be sold. (*See the section on Signs.)*

Management of the Condominiums

Overview

The Association is governed by:

(1) The statutory law of the State of Ohio regulating the creation and operation of condominiums, currently Chapter 5311 of the Revised Code of Ohio;
(2) The Condominium Declaration and Bylaws filed with the county recorder.

The Board of Trustees has the power and authority under Ohio law and the provisions of the Declaration and Bylaws to govern the operation and management of the Association. The operation and management of the Association includes:

- Accounting and taxes
- All association business
- Financial affairs
- Legal issues
- Maintenance of exterior of units, limited common areas, and common areas.

Board of Trustees

In 2019, the Association voted to change the number of trustees to as few as three or as many as six. The Board manages the financial affairs and operations of the Association. The trustees have fiduciary responsibility to keep the Association solvent and to keep the condominium buildings and grounds in good repair. Trustee decisions should be what are best for the Association as a whole, to protect each owner's investment rather than that of an individual or small group of owners. This means sometimes one or more owners will not be happy with trustee decisions. Trustees are always available to speak with an owner. Also, owners are invited to participate in the governance of the Association.

Trustees are elected at the annual meeting to serve three-year terms. Trustees must be unit owners. The terms of the Trustees are staggered so that the all terms do not expire at the same time. The Bylaws determine the number of trustees required. *The number of trustees is a legal requirement*. If it is not met, the Association (that is, the unit owners) is liable to legal action.

Current Trustees

For a list of current trustees and their terms, see *Appendix A*.

Officers

The Bylaws *require* that the Association have a President, Secretary and Treasurer. Only the President needs to be a unit owner. The duties of each officer are described in the Bylaws. *Appointing (or hiring) Association officers is a legal requirement*. If it is not met, the Association (that is, the unit owners) is liable to legal action.

Finances

Financial planning and budgeting by the Board requires estimating annual operating expenses. These include building repairs and maintenance, landscape service, common area maintenance,

insurance and any other short term expenses that are deemed necessary for that fiscal year. In addition, the Declaration ***requires*** the Association annually to collect a working capital reserve fund. The working capital reserve fund ***must be*** at least equal to two months of the currently estimated assessments on all units. Finally, the Declaration ***requires*** the Board to maintain a reserve (savings account) for unexpected repairs and replacements of major improvements.

If necessary, the Board may levy special assessments for capital improvements that exceed reserves for this purpose. However, the point of the working capital fund and savings account is to prevent the need for a special assessment.

Fees

Each unit owner, by acceptance of a deed to a unit, agrees to pay fees (dues) to the Association for operating assessments (normal condominium fees), special assessments for capital improvements (if needed), and special individual unit assessments as deemed necessary by the Board of Trustees. See ***Appendix B*** for a list of what your dues pay for.

Paying Fees

Association fees are due to the Association, or its agent, on the first of each month. This means the fees should be at the designated address (see ***Appendix C***) by the first of each month. The Declaration prescribes certain actions if the fees are not paid at least 10 days after they are due.

If there is a special assessment or an individual unit assessment, a due date will be communicated to the owner(s). The same rules then apply to that due date as apply to the monthly dues.

Non-payment of Fees

If the dues are not paid within 10 days of the due date, a late charge of 10% of the dues will be charged to the unit's account. If the dues have not been paid in 30 days, per the Declaration, a lien will be placed on the unit. Further actions are detailed in the Declaration.

Nonsufficient Funds

If checks cannot be cashed due to nonsufficient funds, the unit owner is responsible for any bank fees plus a $30.00 handling fee to be paid to the Association.

Transfer Fees

A $150.00 transfer fee is paid by the seller of a Condo to the Association. This fee covers the cost incurred by the Association in the transfer process.

Meetings

Owners are encouraged to attend any and all meetings. Owner participation is needed for the Association to function and to provide owner input into the decision-making process.

Annual Meeting

The Bylaws *require* the annual meeting to be held in the second quarter (April, May, or June) of each year. At the annual meeting, owners vote to elect a Board of Trustees. Each unit is entitled to one vote. Other business may be discussed. If there are any proposed changes to the Declaration or Bylaws which require votes by all unit owners, these may also be voted on. If a unit owner is unable to attend the annual meeting, the owner is encouraged to cast a vote by proxy. See the Bylaws for details about the proxy procedure.

Board Meetings

Board of Trustees meetings are typically at 6 p.m. the first Monday of the month at the home of one of the trustees. All unit owners are welcome to attend. Please contact a trustee to verify that the meeting date and location.

Special Meetings

The President or Board may call a special meeting at any time. Unit owners may call a special meeting through a written request to the Board as described in the Bylaws.

Maintenance and Repairs

Also See Appendix D.

Lawn and Landscaping Care

A lawn care company contracted by the Board will do the following:

- Edge — *Late winter / early spring*
- Apply pre-emergent herbicide — *Spring*
- Mulch (3 inch maximum), weed and remove debris — *Spring*
- Prune shrubs — *Spring*
- Fertilize and control weeds — *Five times a year*
- Mow — *April-November (28 times)*

Snow Removal

The Board contracts for the plowing of the streets, drives, and parking areas when the snow is at least 2 inches deep. Front sidewalks, paths to front doors, and the mailbox area will be cleared. Salt will be applied to asphalt; sodium chloride or “Ice Melt” will be applied to all surfaces after plowing and clearing.

Utilities

The Association pays the following with the unit owners’ dues: electricity for street lights; water used by each unit, storm sewers, fire hydrants, and trash pick-up.

Water Spigots and Shutoff

Each building has an outside water spigot on each side between the units. This is to be shared equally by both units. In winter all hoses are to be removed before frost. If hoses are left on and the spigot is damaged, the unit owners will be responsible to pay for the repair.

Additionally, we are putting in access panels in one unit on each side of the building to allow for spigot maintenance. Some buildings already have these access panels, others don't. As spigots are replaced, we will add the access panel.

Each unit has a water shutoff in the main bedroom closet. One unit in each building also has the shutoff for the whole building. If your unit has the building shutoff, you may be asked at times to turn the water off so maintenance can be done on other units in the building. Do not shut off the building water without the permission of the Board.

Individual Unit Guidelines and Restrictions

Unit owners have a common investment. We all wish RGPC to be a happy and rewarding experience for every resident. The Declaration permits the Board to adopt rules and regulations that promote harmony, serve the best interests of the unit owners and Association, and to protect and preserve the nature of the Condominium and the Condominium property. This can be accomplished only if the following guidelines are strictly observed by each resident. *The Association can and will apply penalties for non-compliance. Please see the penalty section below.*

Activities

No noxious or offensive activity shall be carried on in any unit, common, or limited common area, nor shall any be used in any way or for any purpose which may endanger the health of or unreasonably disturb any occupant.

Animals

Owners can keep domestic animals as pets. It is essential that dog owners clean up after the pets on a daily basis, even in winter. Remember that the grass outside your door is common. If you leave dog waste in the grass you are leaving it in your neighbor's yard! Electric fences are not permitted. If you have guests with pets, you are responsible for the actions of your guests and pets. The laws of Marysville apply to the condominium. These laws require dogs to be under control at all times, to be licensed, and not to be a nuisance.

Architectural Control

The following responsibilities apply to the owner:

Door Trim

Both the garage and front door trim is to be painted with white, semi-gloss, exterior paint. Unit owner are responsible for keeping this trim painted. If the trustees deem the trim is in need of paint and the owner fails to paint it, the trustees will take care of it and charge the owner for the work.

Front Door

Doors may be of any material but must be painted the permitted color (see below). Brass numbers (any style) and brass hardware are required. Brass door knocker, peep hole and brass kick plate are optional.

There are two options for the front door style:

- Six panel door without lites (i.e. windows).
- Four panel door with a ¼ lite (i.e. one or more windows in place of the two small panels at the top.) The four panels should be the same size as on the six panel door.
    - Any window trim must be painted the same color (see below) as the door.
    - No window grilles allowed

- Glass can be clear, decorative, or privacy.
- Glass can have camming that is black or gray but not white.

Front Door Color
All front doors must be the same color, including the trim of any window in the door. The color is available at McAuliffe's Ace Hardware under The Residence Condos. The color is "Front Door and Shutters."

Storm Door
The front, exterior storm door must follow these restrictions:

- The door must be white.
- It can be a full-view or have a self-storing screen.
- Hardware must be brass.
- A brass kick plate is optional

Windows
Windows can be of any material but must follow these restrictions:

- Window frames, sashes, grilles and other visible parts are white.
- Bedroom windows are double-hung with six grilles in each half.
- Living room window slides with eight grilles in each half.

Common Areas

The help of each unit owner is needed to care for common areas. Trash may blow onto our property and it needs to be picked up. Please do your part! Also, damage to the common areas caused by a unit owner, child, or guest will be repaired at the expense of that unit owner.

- Do not plant anything in the common area.
- Do not put up decorations, bird feeders, bird houses, or animal houses in the mulch areas or by the gazebo except as allowed below.
- Do not discard any yard or garden waste, or materials of any kind in common areas or the nature preserve.

Exterior Unit Lights

The front porch and garage lights on each unit are limited common property. The fixtures cannot be changed by unit owners. The globes cannot be changed by the owner. They should be round milk glass. These fixtures are the responsibility of unit owners to maintain which means you should clean the globes and change the light bulbs. If the globes break, please contact the trustees.

Garage Sales

Owners are allowed one garage sale per year. No signs are allowed except in the grass between the sidewalk and Damascus Street.

Gardening

The mulch area around each unit is Common area per the Declaration. The Association is responsible for planting and maintaining trees and shrubs. Unit owners cannot plant or remove trees or shrubs without permission from the Board. Unit owners are permitted to plant flowers or vegetables. They are responsible for maintaining them. Owners are responsible for disposing of plant waste. Do not throw it into common areas or the preserve. Anything planted is subject to removal if it is not maintained. The Association is not responsible for any damage to personal plants or objects when doing maintenance.

Unit owners will be consulted if changes are made (other than pruning) to trees and shrubs around their unit. Unit owners should contact the trustees with questions.

See section on Visible Areas for information on what is allowed in the mulch area besides plants.

Gazebo

The gazebo is for the enjoyment of all unit owners.

House Numbers

Every building has one sign with all four unit numbers. Each unit has a house number above the garage. Additionally, numbers may be affixed to the post facing out to the street. Numbers must be black, between 4 and 6 inches. Numbers are not allowed to be affixed to the brick or garage trim.

Laundry Dryer Vents

Clothes dryers must be vented to the outside. Vents must be checked periodically for lint build up. If there is lint blockage, the vent must be cleaned.

Mail Boxes

Each unit has a mail box in a common bank. There is a bank of mailboxes by each entrance to the RGPC. We share these mailboxes with the apartments. Do not mark or deface the mailboxes. Do not put any notices on the mailboxes.

Parking

The close proximity of neighbors and the sharing of some facilities demand the constant practice of the “Golden Rule” by all residents. Although this applies generally to condominium living, it especially relates, on a daily basis, to parking.

Parking in the RGPC is limited and is restricted to driveways and visitor parking areas. Unit owners should park their vehicles in their garages and driveways, not in the visitor parking areas except temporarily for a short time. Guests should park in the owner’s driveway or in a guest area. If no guest parking is available, guests must park on Damascus. Unit owners are responsible for where their guests park.

Parking on RGPC property is permitted for passenger vehicles only. Commercial trucks, boats, boat trailers, campers, commercial vehicles and RVs must be parked elsewhere.

Penalties

It is the responsibility of the Board of Trustees to establish and enforce these Rules and Regulations. The penalties relating to condo fees are described above in Section…

When the first violation of a rule is cited, a warning letter is sent to the Unit Owner.
If a second violation of the same rule(s) occurs after the first warning, or the initial violation remains uncorrected after the deadline, a $50.00 enforcement charge is assessed to the owner's condo fee account.

If there is a third and subsequent violation, there will be a $100.00 enforcement charge for each subsequent occurrence assessed. Any resident wishing to dispute a cited violation is entitled to a hearing with the Board of Trustees if prior reconciliation is not successful.

Any common area property damage caused by pets is the responsibility of their owners and assessments will be levied for the repairs or removal of pet waste.

Any common area property damage caused by guests of a unit owner is the responsibility of the unit owner. Penalties and/or an assessment to repair the damage will be assessed against the unit owner.

Renting or Leasing Units

RGPC is an owner-occupied condominium. NO units can be rented or leased except for the units already rented. When those units are sold, they must be sold to an owner-occupant.

Safety

Report immediately all incidents of forced entry, suspicious activity, theft, or vandalism to the Marysville Police Department. Only contact a trustee if it is necessary and only AFTER you have contacted the police or other emergency services.

Security Cameras

Each unit may have two security cameras, one for the front door and one for the garage. Security cameras can be no larger than five inches. Do not attach cameras to the soffit. Cameras should not record beyond each unit's limited common area: that is the patio and the drive. Our units are close together so be careful not to invade your neighbor's privacy.

Signs

Unit owners may not display any signs visible to the public except a professionally prepared "For Sale" sign placed in the mulch area.

Sump Pumps

Units 267, 291, 297 have sump pumps to remove water from under the foundation slab. Contact trustees if they aren't working. Fixing or replacing the sump pumps is the responsibility of the association, but the unit owner pays the electricity. These sump pumps must be kept working.

Trash

The RGPC does not use Marysville trash pickup; we contract with Republic Services. We do not have recycling. Bulk pickup can be scheduled by a unit owner at their own expense by calling the trash company. After the trash is picked up, please check around your unit and pick up any trash that has been accidently dropped. Your help is appreciated to keep our property neat.

- Pick up is on Mondays. Check the website to see about holidays.
- Most units put their trash together in the space between their garages. This is the default, preferred placement. However, if the two units agree, the trash can be put on the left side of the driveways instead. We save money by putting two unit's trash together.
- Units 245-247 and 235-237 ONLY put their trash at the end of each driveway.
- Each unit is limited to 5 bags of trash per week. Note that a 65 gallon trash container is equivalent to 3 or 4 bags trash. You can continue to use bags or a trash container. If you need to put out more than 5 bags, talk to your neighbor. They may not be putting out 5 bags. Together you can have a maximum of 10 bags.

Vehicles

The following is prohibited on RGPC property:

- Abandoned or inoperable vehicles or vehicles with expired license plates.
- Boats, trailers, motor homes, trucks (larger than 3/4 ton pickup), travel trailers. These can be on the roads only for loading and unloading
- Repair work on vehicles in the Limited Common Areas or Common Areas except for short term emergency work (flat tires, battery change, etc.).
- Oil spots on the asphalt. Residents are responsible for cleaning all oil from their parking spaces.

Visible Areas

The Declaration restricts what can be displayed in windows, on exterior walls, patio, or otherwise outside of a unit, including the mulch area. Please read the Declaration for specific restrictions. The trustees have added the following additional restrictions:

- No artificial plants or flowers except temporary holiday decorations.
- No electric insect killers.
- Do not hang anything from the gutters, soffits, or exterior lights.

The Declaration also allows the trustees to establish exceptions. The following permissions are authorized by the Board. Note that if items are in the Common mulch areas by the units, they are the responsibility of the owner. They may be moved at times by the Association or people employed by them for maintenance. The Association and businesses it employs are not responsible for any damage to these items. All items allowed in these permissions must be in proportion to unit, patio, and fence. After the winter, the mulch area and patios need to be cleaned up.

The RGPC allows the following:

- Small, inoffensive decorations may be hung in the windows.
- Garage door keypad may be affixed to the garage door trim.
- Items of a size in keeping with the fence may be attached to
    - The top of the fence over the posts
    - The inside of the fence posts (i.e. facing the patio)
    - Exception is a single flag bracket may be placed on the first fence post facing the sidewalk. The flag should be a size in keeping with the fence and should not block the common area. The flag should be displayed under proper flag protocol.
    - Small removable flower pots are allowed on top of the fence.
- The mulch area can contain:
    - Bird feeders or bird houses on free standing shepherd hooks. Owner must clean up debris.
    - Edging in good condition. The association will remove edging in poor condition.
    - Flower pots.
    - Free standing shepherd hooks.
    - Free standing trellis.
    - Holiday decorations allowed the holiday period only.
    - Hose and hose reel. Disconnect from water source in the winter and store inside in the winter. If hose is left connected, the unit owner is responsible for the damages.
    - Landscape lights.
    - One satellite dish on one pole.
    - Ornamental benches or seats.
    - Rocks.
    - Small, inoffensive decorative items on the mulch or hung in trees. These items must not damage the trees; do not use nails.

Water Usage

The water bills are paid by the Association out of our monthly fees. The cost is distributed equally across all owners, so over-use by one owner affects all. Therefore, we prohibit filling baby pools, or installing and filling jacuzzis and hot tubs. Please water plants responsibly.

Appendix A Current list of trustees and officers

Chuck Hendricks	937-369-8346	Temporary
Mela Kircher	937-844-3751	Temporary
Tina Lowery	937-594-0513	Temporary

Appendix B Monthly condo fees cover the following:

Accounting and annual audit expense
Annual Meeting expenses
Common area
Common area electrical lighting
Concrete repairs to common areas
Exterior building Maintenance and repair (siding, staining, gutters, downspouts, etc.)
Fire Hydrant
Landscaping maintenance services of the common areas
Legal Collections
Master Insurance policy for the Association
Roof maintenance
Savings account
Sewer
Snow removal maintenance of the common areas
Storm sewer
Street lights
Street maintenance
Sump pumps
Supplies, copying, postage
Trash (not bulk pickup)
Post Office Box
Water

Appendix C: Where to send condo fees

Association fees are due to the Association, or its agent, on the first of each month. Please send dues to this address:

Residence at Green Pastures Condominium Association
POB 616
Marysville, Ohio 43040

Appendix D Checklist of maintenance responsibilities

Below is a table summarizing, in brief, the responsibilities for condominium maintenance. **Please read the Declarations for complete information.**

Do not perform maintenance on areas that the Association is responsible for. Contact the Association.

Description	**Responsible**
Air conditioner	Owner
Asphalt	Association
Doors (front and garage) including hardware, frames, threshold, jambs, storms, screens, and trim	Owner
Landscaping of common areas	Association
Laundry dryer vent	Owner
Lights, porch and garage (except for below)	Association
Lights, porch and garage: changing bulbs and cleaning globes	Owner
Lights, street	Association
Oil spots in the unit driveway	Owner
Patio concrete and fence	Association
Roads	Association
Roofs, gutters, downspouts	Association
Shutters	Association
Sidewalks	Association
Street lights	Association
Sump pumps (unit owner is responsible for the electricity to run the pump)	Association
Walls, exterior	Association
Water spigot outside between units	Association
Windows (frames, glass, screens, sashes)	Owner

Note: unit owners are permitted to paint the fence white.