

SPRING RUN

CONDOMINIUM OWNER HANDBOOK

2025

1281 Spring Brook Court Westerville, Ohio 43081

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This handbook has been prepared to provide a quick reference for common questions, concerns and guidelines for community living within Spring Run Condominiums ("Condominium").

Handbook regulations are a supplement to the Condominium's Declarations and By-Laws. You should have a copy of these documents, including all amendments. If there is any conflict between this handbook and the Declarations or By-laws, the Declaration or By-laws will govern. You should have received copies of the Declarations and By-laws plus all amendments at the time of purchase. Updates to the handbook are provided when changes occur. A digital copy is always available upon request by emailing Springruncondos@aol.com.

A condominium, by definition, means "with joint or concurrent domain". A unit owner has a vested interest in the entire common property as well as in one's individual unit. How a community looks and operates directly affects the satisfaction of the owners as well as the market value of all the owners' units.

In order to preserve market value and to maintain the safety and beauty of the Condominium, it is necessary to establish common guidelines for community living. Rules and regulations are not intended to be harsh or unduly restrictive, but, instead, necessary to preserve and enhance our shared-living community and property values.

If there is something that you want to do that is not specifically addressed in these guidelines, the Declarations, or the By-laws, you will need to send a request and written proposal to the Property Management company (PM) for review and approval by the Association's Board of Directors ("Board"). Do not proceed prior to receiving the Board's approval, in writing. An individual Board member cannot make a decision on his or her own, so you will need to wait for a written approval from the Board, as a whole, before proceeding. Any exterior change requests must also be made via the current PM company through which the Board can review and respond. It is the Board's responsibility to operate the Association and enforce the Condominium's governing documents, including the Declarations, By-Laws, and these rules and regulations, and the relevant provisions of federal, state, and local laws.

If you don't find the answer to a question that comes up or need more clarification, please email us at Springruncondos@aol.com.

SPRING RUN CONDOMINIUM ASSOCIATION
KEY INFORMATION

Contact Information for the Spring Run Condominium Association:

Association email address: Springruncondos@aol.com

Association USPS address: Spring Run Condominium Association
1281 Spring Brook Court
Westerville, Ohio 43081

***Property Management Company:** Patterson Merkle Management, LLC
4900 Reed Rd, Suite 230
support@pattersonmerkle.com Columbus, Ohio 43220
614-235-1187

Directors and Officers:

Derrick McPeak	derrick.mcpeak@gmail.com	… President
Dinene Clark	dineneclark@yahoo.com	… Vice President / Treasurer
Jill Fetters	Miladyjfet@aol.com	… Vice President Communications
Cory Frazier	coryfrazier.springruncoa@outlook.com	… Secretary
Todd Hughes	614todd@gmail.com	… Director
Steve Watters	Fourwatters@gmail.com	… Director

Quick list of Association Information:

Current Condominium Fees: **$310** due on the 1st day of each month
(Payable to: Spring Run Condominium Association, c/o Patterson Merkle Management, LLC 4900 Reed Road, Suite 230, Columbus, Ohio 43220)

Trash Pick-up Day: **Tuesdays** (see additional information within handbook)

Board Meetings: **3rd Tuesday** of each month

Annual Owners' Meeting: **March** of each year (Board Elections) Open to all residents.

LOCAL HELPFUL INFORMATION

Emergency (Police, Fire, or Ambulance)		911
Westerville Police (Non-Emergency)		614-882-7444
Blendon Township Police (Non-Emergency)		614-889-9494
Westerville Fire (Non-Emergency)	(Station 112)	614-882-2213
Westerville Electric Division	(Repair)	614-901-6700
	(Billing)	614-901-6430
Columbia Gas	(Customer Service)	800-344-4077
Westerville Post Office	(McCorkle)	614-882-2243

Rumpke BULK Pick-up (see trash section, pg. 15)

•CONDOMINIUM FEES

As a resident of a condominium, you must pay monthly operating assessments, or fees, to cover common expenses. These expenses include roof repairs, exterior building maintenance, landscaping and lawn care, master insurance, pavement and driveway maintenance and repairs, common utilities, street snow removal, trash collection, operational expenses, funding for reserves (capital repairs & improvements), and all other costs and expenses for which the Association is responsible.

Your condominium fee is **due on the first day of each month**. (Unit owners are responsible for this fee when selling a unit until the sale is final.)

If payment is not received by the 10th of the month (mailing grace period), **a late fee of twenty-five dollars ($25) will be assessed for that month and each month thereafter until your account balance is paid in full.** If fees are in arrears for **60 days or longer**, the Association will pursue further options that can include the filing of a lien on the unit and/or additional legal action. Should you fall behind in your payments, it is your responsibility to contact the current property manager as soon as possible. ***Consider setting up automatic check payment through your bank.*** (See PM contact information for additional options).

The Board has voted to suspend the voting privileges of any owner who is delinquent in the payment of assessments for more than 30 days. Accordingly, if your account is more than 30 days delinquent at the time of an annual meeting, you will not be able to vote in the election at the meeting.

All payments will be applied in the following order: (1) first, to interest owed to the Association, (2) to administrative late fees owed to the Association, (3) to collection costs, attorney's fees, and paralegal fees incurred by the Association; and (4) to the principal amounts owed to the Association for common expenses or other assessments chargeable against your unit. See Spring Run Collection Policy for further details.

Bank checks, personal checks or money orders should be made payable to **"Spring Run Condominium Association"** and mailed to the current Property Management (PM) company. (see page 2)

Cash payments cannot be accepted. Any **returned checks** will be assessed a $35 charge or whatever bank charge is assessed in order to cover Association bank fees in addition to a $25 late charge assessment for that month if not remedied by the 10th of that month.

•COMMUNICATION OF INFORMATION

Communication of information to Spring Run owners and residents may occur through any of the following formats:

- Monthly postings of board meeting minutes in mailbox station display cases.
- Monthly board meeting minutes will be emailed **to owners with current email addresses on file** and posted on the PM portal**.**
- The Spring Run Handbook and Welcome Packet provided upon notification of move-in.
- Newsletters ("NOTES") which are emailed monthly, posted at mailbox stations and viewable on the PM portal.
- Personal phone calls.
- Annual Owners' meeting in March of each year.
- Flyers posted at Mailbox Stations.

•OCCUPANT INFORMATION (ORC 5311.09)

At closing or within ten (10) days after purchasing a condominium unit in Spring Run, the new unit owner must complete an Occupant Information form (OI) and submit it by emailing it to Springruncondos@aol.com, by mailing the completed form to the Association at: 1281 Spring Brook Court, Westerville, Ohio 43081. After that, this information must be **updated annually** (every March) and/or verified upon the request of the Association Board or whenever a change in information occurs during the year.

Through the Occupant Information form, owners should provide all of the following information: (1) names of all of the unit's occupants, (2) home address, (3) home and business mailing addresses, (4) home and business telephone numbers, and (5) the name, business address, and business telephone number of any person who manages your unit as your agent, all vehicle(s) and license tag #'s.

If you would like the Association to include you on its emails to the community or email any documents to you, you should also provide your email address. **Any changes occurring throughout the year must be reported within 30 days of the change.**

•ELECTRONIC MAIL OPT-IN (ORC 5311 / HB 61 on 9/13/22)

This form can be completed at closing and submitted one time to provide the Association permission to notify you of any information and alerts via email. Contact Springruncondos@aol.com should you need this form.

•OWNERSHIP: INDIVIDUAL UNIT, COMMON ELEMENTS, AND LIMITED COMMON ELEMENTS

The Declarations and By-laws refer to “Common Areas” and “Limited Common Areas.” In 2004, Ohio’s Condominium Statute (Ohio Revised Code Chapter 5311) was amended and these terms were changed to “Common Elements” and “Limited Common Elements.” These terms are synonymous and, thus, “Common Elements” is the same as “Common Areas” and “Limited Common Elements” is the same as “Limited Common Areas.”

There are two types of property within a condominium complex: Units and Common Elements. The Common Elements include the Limited Common Elements, which are treated differently than the general Common Elements. Presented here is a brief description and distinction between the three. Refer to Articles V, VI, and IX of the Declaration for complete definitions for these terms and the respective maintenance and repair obligations of the Association and owners related to these areas.

Individual Unit:

The “Unit” is the part of the Condominium Property that is yours. Generally, the boundaries of the Unit are the drywall attached to the perimeter walls, the unfinished surface of the basement or garage floor, and the unfinished interior surface of the roof decking. Some areas of your Unit may actually be located outside these areas, though, like exterior doors and windows (including screens, frames, sashes, and jambs), lighting, parts of fixtures or appliances that only serve your unit and extend outside the bounds of your unit (e.g., air conditioners), or plumbing, electrical, heating, cooling, or other utility or service lines that serve only your unit and are located in the exterior walls outside of your unit. For a complete definition of “Unit,” please refer to Article V of the Declaration.

Unit owners are generally obligated to maintain, repair and replace physical assets within their unit (see Article IX, Section 2 of the Declaration).

Common Elements:

The Common Elements are all of the Condominium Property except those portions defined as part of a Unit (see Article VI of the Declaration). The Common Elements include the building exteriors, roofs, grounds, roads, porches, sidewalks, and driveways, among other areas. The Association, through your condominium fees, maintains and repairs the Common Elements (see Article IX, Section 1 of the Declaration).

Limited Common Elements:

The Limited Common Elements are portions of the Common Elements that are specifically labeled or designated as Limited Common Elements in the Declaration or the Drawings attached to the Declaration (see Article VI, Section 2 of the Declaration). These areas are reserved for the exclusive use of the owners of the Unit to which they are designated. The Limited Common Elements include patios, decks, front porches, and driveways in front of the Unit. The Association is responsible for maintaining the structural portions of these areas, except for decks and patios. Unit owners are responsible for the routine maintenance, cleaning, and snow removal for these areas (see Article IX, Sections 1 & 2 of the Declaration). Owners are responsible for all repairs and maintenance of the decks and patios.

•CONDOMINIUM INSURANCE

The Association maintains a **master insurance policy** that covers buildings, liability on the Common Elements, and anything permanently attached inside the Units, such as cabinets and carpeting/flooring destroyed in a **catastrophic incident** (acts of natural disaster, etc.). Claims on the master policy must be made through the Board. **Individual owners cannot initiate a master policy claim on his or her own. (Contact Springruncondos@aol.com)**

It is the responsibility of each owner to obtain personal condominium insurance to cover interior contents of his or her unit along with personal liability (known as an HO-6 Policy), as well as any endorsements that may be necessary to fill gaps in coverage between their policies and the Association's Master Policy (e.g., "Back up of Sewer and Drains"). Umbrella coverage is encouraged. Your agent can help you with what you need to fill in any gaps.

The details regarding the **master policy insurance deductible rules can be found on page 18.** If you need additional information about coverage under the Association's Master Policy or are in need of **Proof of Insurance** for a mortgage company, please contact Springruncondos@aol.com with the following information: Unit owner and address; Mortgage clause; Loan #; entity (bank or mortgage company/representative) needing the information and their contact information; closing date if applicable. The average turn-around for this information is 48 hours (2 business days).

•Vehicle Parking

SPRING RUN CONDOMINIUM ASSOCIATION (Rules addendum Spring Run Handbook) (Effective February 1, 2021)

Resident Vehicles are required to be parked in a driveway or garage ***only***. **Neither resident nor guest vehicles can exhibit commercial signage on condominium property.** Resident Vehicles may **not** be parked on the street or in any guest parking space, except in emergency or special circumstances. If emergency situations arise, please notify the Board of the emergency @ Springruncondos@aol.com. Any Resident Vehicle parked in a guest parking space without a temporary parking permit described below is subject to an enforcement policy as follows: 1st unit violation/warning; 2nd unit violation/$25 assessment; any further violation is open to towing without notification at owner's expense. An exception to this rule will be made when streets and driveways are being paved. At that time, instructions will be provided to assist you with temporary parking adjustments. Additionally, vehicles are prohibited from ever parking within 100 feet of Dempsey Rd., within three feet of a driveway, fire hydrant, or mailbox, or anywhere along the circle at the rear of the complex, on grass, or on patios.

Resident Vehicle Parking:

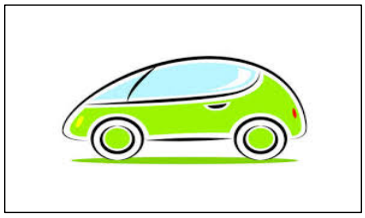
For the purposes of these parking rules, the term ***"Resident Vehicle"*** shall include any vehicle belonging to or primarily used by: ***(1)*** any unit owner, ***(2)*** any person occupying a Unit in the Condominium as their residence, or ***(3)*** any person who parks a vehicle on any part of the Condominium Property **for five or more hours, whether or not consecutively, and/or overnight on three (3) or more days in any seven-day (7) period**

Residents are limited to the number of vehicles that can be accommodated in their garage & driveway without extending over the curb. If a **temporary** need should arise for an **additional family vehicle**, a **special limited vehicle** parking permit can be applied for under the following conditions:

1. The unit owner's fees/enforcement assessments are current/paid.
2. The unit owner is not in violation of any provisions of the Condominium's governing including the Declarations, By-laws, and these rules and regulations.
3. The designated vehicle is for **personal and not commercial** use.
4. The garage and driveway spaces are fully utilized by the unit resident(s)' vehicles.
5. The **request for Board approval is submitted in writing** (email acceptable), clearly explaining the **temporary** situation requiring an additional parking space. Do this **prior** to an additional car being parked in the Condominium complex.

6. If granted, this temporary permit would be valid for one **continuous 3-month period** while the unit owner arranges for alternative parking. It is **NOT** a permanent solution to a unit owner's parking dilemma.

(This parking permit would entitle the vehicle to 1 visitor space on the back parking pad only)



Guest Vehicle Parking:

Residents are responsible for informing their guests of the Association's parking rules and policies.

Due to the limited number of guest parking spaces (17 for 102 units), guests must park in a unit owner's driveway whenever possible. Parking in the guest spaces is first come, first served and cannot be reserved.

Guests are permitted to park a vehicle in a guest space ***during a 48 hour period*** without obtaining a parking permit. If a guest is visiting for ***longer than a 48 hour period***, the owner must request a parking permit by contacting Springruncondos@aol.com. The permit will grant parking privileges for a specific time period. The permits must be displayed on the guest's rear-view mirror. If a guest vehicle is parked in a visitor ***space for more than a 48 hour period without a temporary parking permit, the unit owner will be 1) warned; 2) assessed a $25 enforcement fee; 3) towed at owner's expense without additional notification.***

None of the guest parking spaces are designated as handicapped parking spaces due to the Condominium's configuration. The best place for guests with physical disabilities to park is in your driveway. If residents need to temporarily park in guest parking spaces to allow for disabled guests to park in their driveways, please contact the Board, notify it of the need for a temporary accommodation, and receive its approval beforehand.

If a resident is **carpooling** with a non-resident, the non-resident may not park in a guest space for the day. Instead, the guest must park in the driveway of the resident with whom he or she is carpooling.



Residents and guests are prohibited from parking in the street. Exceptions may be made for special events, such as parties or holiday events, but the Board must be notified **at least three days in advance of the special event and give its approval to the special event street parking**. As a courtesy to neighbors, residents are encouraged to notify them when a special event will be taking place and street parking has been approved. Guests must follow these parking rules and regulations and, further, must be sure to not block driveways, park on the opposite side of the street directly behind a driveway, or otherwise prevent access to a resident's unit or other vehicles, including emergency vehicles. Emergency vehicles always have the right of way. **All unit owners, residents, guests, and invitees parking in the condominium complex do so at their own risk. The Association does not monitor or provide for the security of any persons or vehicles in the complex. Unit owners are liable for all damages caused by their residents, guests, and invitees, including, without limitation, all damages caused by parking or driving in the complex.**

Parking Violations:

Vehicles in violation of these rules and regulations may be towed at the vehicle owner's expense without notification. Additionally, unit owners may also be subject to an enforcement assessment or special individual unit assessment for violation of these rules and regulations, if damages are caused by their guests or invitees, or for any other damages incurred by the Association for which unit owners are liable. Refer to Private Tow-Away sign at the entrance - City Ordinance: Section 351.15. Once an owner has been notified of a guest violation or any time a resident is in violation, the vehicle is susceptible to towing**. Shamrock Towing** provides towing service in Spring Run and must be contacted by any vehicle owner to retrieve their property at the vehicle owner's expense**. (614)-882-3555**



•GENERAL MAINTENANCE

Decks & Patios: Unit owners are responsible for all repairs, maintenance and replacement of deck structures (e.g. rotting wood, cleaning, staining, snow removal) as well as routine maintenance and repairs/replacement of the patios. Owner **patio** maintenance requires power washing of any mold or mildew and repair of superficial cracks. Owners are also required to remove any weeds and debris from within the patio areas.

Wood Decks, railings, spindles and posts must be stained using the Association's approved solid color latex deck stain, available at the following **PPG Paints** location:

5548 North Hamilton Road
Columbus, Ohio 43230
614-939-2365

Identify yourself as a Spring Run resident requesting the Association's approved deck stain in order to receive the correct product, as well as special pricing. *See* the Repairs & Maintenance section for specific product number for the approved stain (page 18). Since the patios and decks are located in the Limited Common Elements, unit owners may install new patios or decks. Any requests for proposed changes from the existing deck or patio must be submitted to the PM company, in writing, for Board approval **prior** to construction **(unless it is an exact replica).** The request must detail materials to be used, provide plans and specifications, anticipated start date for the project, and anticipated completion date. The Board, as a condition of its approval, will make owners responsible for all repairs and maintenance of the new patios or decks, as permitted by law, and will have the Association's attorney prepare and record an affidavit of facts relating to title putting all subsequent owners of your unit on notice of their maintenance and repair obligations. Owners will be responsible for all costs associated with their new patios or decks, including the attorney fees and recording costs associated with the affidavit of facts.

Doors & Windows: Unit owners are responsible for the repair and maintenance of all exterior doors (including garage doors) and windows (including screens, frames, sashes, sills and jambs) . This includes painting. Moving forward, when a front storm door or door is added or replaced, it must be a full view style neutral (tan/beige) color and with black hardware. Any proposed changes to the existing doors and windows must be submitted to the Board through property management, in writing, for approval **prior** to installation. The request must detail materials to be used and provide plans and specifications (see page 22).

Window AC units are **NOT** permitted in a unit with the exception of **temporary** emergency situations with prior Board approval.

The exterior view of all **window coverings** must be neutral in color.

Porches, Sidewalks, and Driveways: Unit owners are responsible for the snow and ice removal on their porches, sidewalks leading to their units, and their driveways. **Please use non-corrosive ice melt,** such as calcium chloride.

While the Association maintains the driveway pavement and concrete for the porches and sidewalks, cleaning of any oil, etc. is the sole responsibility of the owner.

Lights: Unit owners are responsible for maintaining the operation of all exterior lights attached to their units. All replacement light fixtures, whether in front or in back of the unit, must be the style and color specified in this Handbook. You may only use white light bulbs. ***(See replacement information on Repairs/Maintenance page 17)***

If the Board notifies you of the need for any maintenance and repairs, you will have 30 days to contract (with target completion date and submitted to the Board) or complete the maintenance or repairs. If you fail to contract (in writing) or complete the work in 30 days from the date of the notice, the Association may have the maintenance or repairs performed and levy all costs incurred for the maintenance or repairs to the responsible unit owner as a special individual unit assessment. In addition to these costs, the responsible unit owner will also be charged an enforcement assessment for failing to complete the maintenance or repairs, as the case may be, as required by this rule.

Mailboxes: The Westerville branch of the U.S. Post Office owns and maintains the mailbox locks and keys. If you need to get keys or have locks changed, please contact the Postmaster at the McCorkle Blvd. office (page 3).

Satellite Dishes: Satellite dishes may NOT exceed 1 meter in diameter. Satellite dishes may NOT be installed on, or attached to, the exterior wall or roof of a unit. Satellite dishes may NOT be installed on the common elements of the Association without the expressed written approval of the Association. An Owner may request approval to install a satellite dish on the patio or deck. Such request is subject to the approval of the Association. Upon sale of the Unit, the Unit Owner shall remove any installed satellite dish and return the area to its original condition.

•GENERAL SAFETY

Neither the Association nor the Board has an obligation to provide for the safety or security of the Condominium's owners, occupants, guests, or invitees. Although the Board is tasked with enforcing the Condominium's governing documents, this enforcement obligation should not be confused with ensuring or providing for safety or security.

Charcoal and Wood Burner Grills and Open Flames: In accordance with the Ohio Fire Code 308.1.4, you may not have any type of open flame device on combustible decks (e.g., wood) or patios, nor can you have an open flame device within ten (10) feet of a unit. It is recommended that you be present during use of a grill or open flame and have a portable fire extinguisher handy.

Chimney Maintenance: Unit owners are responsible for cleaning fireplaces and flues. The Board recommends that fireplaces and flues be cleaned at least every other year prior to use.

Fire Alarms: Most units have at least one smoke and/or carbon monoxide detector on each level. Unit owners are responsible for maintaining these detectors. The Board recommends checking the operation of and batteries in smoke and carbon monoxide detectors annually. The Westerville Fire Department (page 3) can be contacted to assist you with this task, including issuing new fire alarms and testing/replacing batteries in existing equipment.

Garage Doors: Keep garage doors down anytime you are not entering, exiting, or working in the near area. The garage attics are open to adjacent units and, as a result, an intruder could access the unit connected to yours through your garage attic. Also, an intruder will be able to easily access your unit if you leave the garage door up and do not lock the door into your unit.

•LANDSCAPING / GARDENING / EXTERIOR DECOR

The Association is responsible for maintenance of all lawns, shrubs, trees in the Condominium under Article IX, Section 1 of the Declaration. You are welcome to plant annual flowers in the **mulched areas adjacent to your unit**. You would be responsible for the maintenance and all costs associated with these **annual** plantings. Any desire to add or change structural elements or perennial plantings would require a request for architectural change through the PM company, obtaining Board approval. Understand that any perennial plantings become the property of the Association and can be altered and/or removed if needed.

The Board will NOT approve the creation of/installation of any new mulched beds. Unit Owners may NOT plant, maintain, or grow **vegetables and/or vining plants** in the Elements. Container gardening is permitted only on patios and decks. Vining plants are not permitted since they could damage buildings or fences. The Board recommends that those interested in maintaining gardens or other plants contact the City of Westerville regarding the availability of community gardens in our area.

Composting and dumping of plant material is not permitted within any areas in the Condominium, including wooded areas and the Spring Creek Watershed.

Watering during periods of drought and/or to keep annuals growing is encouraged. **Association water** can be used for watering of the lawn and plants, but not for personal or recreational uses such as washing cars, water slides, inflatable pools, etc. These “Association” faucets are identified and are located at one end of each building. Please check carefully before using to be sure you are not using a unit owner’s faucet. Some require a key to operate. If no key is attached to the faucet, one can be obtained from a Board member (see page 2). Please inform your contractors which faucets are appropriate for use. We encourage every unit owner to help maintain the beautiful appearance of our community by watering the common mulched area plant materials near their unit. Water barrels are **NOT** permitted.

We adhere to the **City of Westerville watering restrictions** during summer drought periods. (Even numbered addresses can water lawns on even numbered dates & odd numbered addresses can water on odd numbered dates. Shrubs, trees and plants can be watered on any day. The Association may be fined for any infractions regarding these restrictions. If this occurs, fines will be passed on to any unit owner ignoring city restrictions.

Decorative items:

Decor may be placed in limited common elements adjacent to your unit. Decor should be small and unobtrusive in size and stature. Decor (including statues, planter pots, shepherds hooks and decorative stakes) must be neutral stone or metal (black, copper, bronze or silver). Any decor placed in the limited common elements must be kept in good condition, free of rust, breaks or cracks at all times. Any decor in a state of disrepair will be considered in violation and must be removed upon notification. Decor should not impose or restrict access to any neighbor's adjacent areas. Sports themed decor and flags may only be displayed on game days.

Seasonal planters and hanging baskets must be kept in good condition. Any dead planter pots or hanging pots will be considered in violation and must be removed upon notification.

Decorative items such as bird baths, bird feeders (including hummingbird feeders), bird houses, window flower baskets, etc. are **NOT** permitted in common or limited common mulched areas, hanging from deck rails or windows, or placed on privacy fences or brick walls. Any exterior decorative lighting must be black in color and must have board approval as to location/position.

All decor, excluding planter pots, hanging baskets and shepherds hooks, must be presented to the Board, in writing, for approval. As with all other requests to the Board, your request must be supported with information regarding the items/changes to any visible areas. Please provide pictures. An individual Board member's approval does **NOT** constitute Board approval.

Holiday decorations can be placed on a unit's porch, patio, or mulched **Limited Common Elements**, provided they do not damage the building or landscape. Winter holiday décor (lights and hardscape elements, etc.) cannot be displayed until after Thanksgiving and must be removed by January 15th (weather permitting). All other holiday decorations should be removed **the week after** the holiday.

Green Space:

Residents are encouraged to use the gazebo and green spaces for recreational activities.

No swing sets, trampolines, tents or hot tubs, or similar items are permitted in the Limited or Common Elements. Recreational items, such as game nets, sporting equipment, lawn chairs, tables, etc., must be removed from the Elements each day and stored. No tents, canopies or gazebo type structures can be placed on or attached to decks or patios.

Visit Westerville's excellent community recreation facilities, metro parks, and bike trails for activities that are not permitted or available within the Condominium.

Flags:

The only flags permitted to be on continual display are the official flags of the United States of America, the State of Ohio, and the POW/MIA flag. All flags must be of an appropriate size, consistent with the size and character of the Condominium's buildings and Common Elements and, with regard to the United States flag, flown in a manner consistent with the official standards governing the display and use of the flag. In addition to these flags, unit owners with an immediate family member in the active service of the armed forces of the United States may display a service flag approved by the United States secretary of defense for display in their windows (e.g., a blue star banner, gold star banner, and any other flag the secretary of defense designates as a service flag).

Holiday decoration rules apply to all other banners and seasonal flags. Sports flags can be flown on game days only.

Outdoor Storage:

The storage of firewood, grills, furniture, etc. on front porches is not permitted. In order to prevent insect problems, firewood that is stored on patio areas must be neatly contained on a rack so that it is raised off the ground and away from any wooden structures and/or stucco. Firewood cannot be stored on wood decks.

Outside storage of maintenance items such as tools, ladders, leaf or snow blowers, etc. is not permitted. These and all similar items must be stored in the garage. An exception is water hoses, which can be stored outside on a reel or in an appropriate container during the summer months only (May through October).

Units with deck only (no patio) cannot store any items under the raised deck area.

Laundry:

Unit Owners cannot hang any clothing, towels, rugs, etc. on deck railings, privacy dividers or clotheslines. No clothing may be dried in the Common or Limited Common elements.

•NUISANCES

No noxious or offensive activity shall be carried on in any way or for any purpose which may endanger the health of or unreasonably disturb any occupant of a unit. If any unit owner, resident, or guest is causing a nuisance, the Board recommends that you do the following:

1) Document the disturbance / nuisance.
2) Address issues with the unit owner/residents.
3) Contact the Westerville Police.
4) Provide documentation to the condominium Association regarding the alleged nuisance, which the Board will review, record and respond to as necessary and appropriate. The Association will provide a nuisance form upon request to assist you in creating a record.



No fireworks of any kind may be set off within the complex at any time.

•PET RULES & REGULATIONS

In addition to the pet rules specified in Article III, Section 2(l) of the Declaration, the following rules have been adopted by the Association:

1. A maximum of up to **2** cats and/or dogs are permitted within each unit.

2. Pet owners must **immediately** clean up any feces, whether in the Common Elements or Limited Common Elements. **No exceptions. Fines for this violation are $100 per Incident.** All pet waste must be contained and stored inside the unit/garage until trash pick up.

3. Pet owners should walk their pets in the Common Element grassy areas and at least **15 feet** from neighboring units, limited common elements and mulched areas whenever possible.

4. Any grassy areas dug or scratched up by your pet must be replaced and tamped down (just like a divot on a golf course). Any large expanses of dead grass adjacent to a unit owner's patio due to repeated dog urination will be remedied in full by the unit owner. If necessary, the work will be completed by the Association and billed to the owner.

5. All pets including cats must be controlled **on a leash 6 feet or less in length** in accordance with our declarations & by-laws. Additionally, for safety reasons and better control, retractable leashes are no longer permitted.

6. Tie-ups are not permitted and, if found, will be removed without warning. This includes tie-ups at porches and garages as well as patios and decks. All pets must be accompanied by their owners at all times when outside of the units.

7. Unit owners are responsible for educating their guests about the pet rules and, ultimately, for any violations caused by their guests' pets.

8. Pet owners are encouraged to visit the Brooksedge Bark Park located at 708 Park Meadow Rd Westerville and/or any other pet parks in the area if you want your pet to run off-leash.

9. The Association may revoke the right of a Unit Owner to maintain pet(s) if the Board, in their sole discretion, determines a pet to be a nuisance. In such cases, the nuisance animal shall be removed from the Condominium Property.

If violations occur, enforcement assessments and repair costs will be assessed to pet owners (guest violations go to the unit owner as well). Due to the close proximity of the units, noise from animals can easily disturb your neighbors. Remember, this is a shared community, so please be considerate of other residents.

•SECURITY CAMERAS:

You may not install security cameras on the Common Elements or Limited Common Elements. Nor may you install security cameras in your unit if the cameras are visible from the unit's exterior (meaning, you cannot install a camera in your unit and point it out of your window). The only security cameras permitted in Spring Run are those installed at the front door/doorbell area (examples: "RING"/ "SKYBELL"/ "BLINK" etc). Before installing, however, you must submit a written request to the Board **(via PM**) and receive written approval as to positioning and camera color. The Board's approval will designate where the item may be installed and that you will be responsible for all costs incurred as a result of the installation, including, without limitation, all maintenance of the camera and costs to restore the Common Elements after the security camera is removed (if applicable). **Neighbor privacy** must be maintained.

•TRASH COLLECTION

Trash collection for Spring Run is provided by a contracted service and is included as part of the monthly condominium fees. Pick up is made each **Tuesday** morning unless otherwise noted in an emailed alert.

All trash (including yard waste) must be contained in **trash cans with secure lids or tied in garbage bags** in order to keep trash from falling out or blowing around on windy days. Place your contained trash at the foot of your driveway **after 6 pm** the day before pick-up or the morning of pick-up. Return cans to your garage by end of trash day and pick up any fallen/blown debris.

If you have **large items** to be picked up (appliances, mattresses, sofas, hot water heaters, etc.), please contact the **current property management** company **3 days (72 hours) in advance** to make arrangements for collection. *Provide types of items + your address*. Failure to do so can result in an assessment being added to your unit account if a charge is added to the Spring Run account. **All upholstered items, including mattresses** must be fully wrapped and taped in plastic sheeting prior to collection.

We do not currently have a contract for pick-up of recyclables. To recycle, you may take your recyclables to substations for that purpose. Also, most local public school parking areas have green and yellow bins for paper and corrugated (only) recycling, which earns money for each individual school.

***If the following holidays occur on a *Monday*, trash collection will occur on Wednesday of that week: New Year's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day and Christmas. Check the monthly "NOTES" and watch for email alerts for any additional collection changes.**



•UNIT SALES

When planning to list your unit for sale, you must notify the Association, and the property manager who will be responsible for gathering needed information for realtors, mortgage, and title companies. When notifying, please provide the following information:

- **Unit # for sale, along with current owner's name;**
- **Listing agent's name and contact information;**
- **Title Company name and contact information along with anticipated closing date (when determined)**

One (1) ***For Sale*** sign may be displayed in a unit window while your unit is on the market. No other signage is permitted except on the day of an open house.

Unit Rentals:

On September 20, 1996, the Declaration was amended to prohibit unit owners from renting or leasing their units in the Condominium, which, when passed, effectively required that **units be occupied by their owner(s).** The amendment contained a few exceptions, one of which is that units that were rented at the time of the passage of the amendment could continue to be rented as long as the unit is owned by the same owner that owned the unit at the date of the passage of the amendment.

If you are a renter at Spring Run, the Association would like to extend an open invitation for you to attend any Association-sponsored social activities. You may also attend the Association's annual meeting for informational purposes. We would also like to remind you that, as a resident, you are responsible to know and abide by all of the Condominium's governing documents, including the Declaration, By-laws, all amendments to these documents, and all of the Association's rules and regulations.

•REPAIRS AND MAINTENANCE

The following table represents the respective repair and maintenance responsibilities of unit owners and the Association. If you have any questions about a specific repair or maintenance issue, please contact the current PM company. ***Requests for repair of an item covered by the Association may also be made via the PM company***.

DESCRIPTION	UNIT OWNER	ASSOCIATION
Air Conditioner	X	
Animals/Birds Inside Attic, Roof	X	
Appliances	X	
Deck repairs/replacement/maintenance	X	
Doors-Interior/Exterior (see page 10)	X	
Drainage (underground exterior)		X
Driveway		
Sealing/replacement		X
Snow Removal / Cleaning	X	
Exterior Electrical		
Servicing Entire Building		X
Servicing Single Unit	X	
Fireplace/Chimney		
Flu/cleaning	X	
Exterior smoke stacks		X
Furnace	X	
Garage Door repair/replacement	X	
Garage Door painting (exterior)	X	
Gutters/Downspouts		X
Interior pests	X	
Exterior pests		X
Landscaping		
Trees/shrubs/perennials/grasses		X
Annuals in limited common mulched areas	X	
Lights		
Porch/patio/deck/garage	X	
Street/common areas		X
Mailbox Locks/Keys (contact Westerville USPS)	X	
Painting/Staining		
Interior	X	
Decks (stain)	X	
Doors (including garage) / windows	X	
All other exterior		X

DESCRIPTION	UNIT OWNER	ASSOCIATION
Parking/Streets Asphalt		X
Patio Concrete Cracks/Cleaning/Replacement	X	
Plumbing		
Servicing single unit	X	
Servicing entire building		X
Porches – concrete		X
Privacy Fence		X
Roofs/flashing		X
Smoke/CO Detectors	X	
Snow/Ice Removal		
Driveway/sidewalk/porch/patio	X	
Streets/parking pads		X
Sump Pump		X
Utility Lines		
Lines/wires serving one unit	X	
Lines/wires serving entire building		X
Windows/Screens repair/replacement	X	

***NOTE:** Construction/maintenance work hours are restricted to the following ~ 8:00 am – 6:00 pm. except in emergency situations. If planning construction on weekends and holidays, please talk with your adjoining neighbors before scheduling.

• Stain/Paint Information: (to be purchased from PPG Paints, 5548 N. Hamilton Rd. 614-939-2365. Identify yourself as a Spring Run Resident for special pricing and the specific formulas.)

~ Spring Run **DECK** : Flood Pro Series Solid Color Acrylic Stain (for ALL decks)
~ Spring Run **LIGHT** : PPG Sun Proof Exterior Satin (for ALL trim)
~ Spring Run **DARK** : PPG Sun Proof Exterior Satin (for ALL siding, fencing and garage doors)
~ Spring Run **Stucco**: PPG Acri-Shield Max Exterior Flat, Navajo White NG (for ALL stucco)

• Lighting Replacement Information:



~ **Garage Lantern** # 66924 Westinghouse polished brass, one light exterior wall lantern (Amazon)
~ **Front Porch Light** (interior units) # 501445 Jackson Solid brass outdoor downlight (Amazon)
~ **Deck/Patio Light** #1691 Hampton Bay black outdoor wall lantern sconce. Order from ~ (https://www.homedepot.com)

•ENFORCEMENT ASSESSMENTS FOR RULES VIOLATIONS

The Board may choose to levy an enforcement assessment for violations of the Condominium's governing documents, including the Declaration, By-laws, and these rules and regulations. The Board, however, will not levy an enforcement assessment before proceeding with any of the enforcement options available to it under the Condominium's governing documents or Ohio law. The Board has adopted the following enforcement assessment for when it chooses to levy them for rule violations:

Enforcement assessments for rules violations are as follows:
- Initial assessment - $25 (See pet violations exception on pg. 13)
- Successive months - increase in $25 increments up to $100, continuing at $100 Per month until the violation is fully remedied (except for parking and pet waste – see specific sections within Handbook)

Process: Resident will be notified of the problem/violation, the consequence, and required remedy.
Resident has the right to request to meet with the Board within **10** days of notice in order to share his/her side of the issue.
Resident will receive Board's decision within 30 days following a hearing.

•RULE FOR INSURANCE DEDUCTIBLE

The Board has adopted a rule relating to the payment of insurance deductibles which arise out of claims on the Association's property/casualty Insurance. Any insurance deductible amounts paid by the Association for casualty loss claims which affect a Unit shall be apportioned between the amount of the deductible attributable to any Unit or component of a Unit and to the Common or Limited Common Elements. The amount of the deductible attributed to a unit or component of a Unit shall be paid by the Unit owner, except in the event that the Association, through its negligence, was the cause of the damage to the Unit. If the damage to the Unit and/or Common Elements (including Limited Common Elements) is caused by the negligent or intentional actions of the Unit owner, guests, or occupants of the Unit, the entire deductible shall be paid by the Unit owner. If the Unit owner fails to pay the apportioned amount within a reasonable time determined by the Board, then the Board may file a lien against the Unit for nonpayment of the deductible amount and foreclose on that lien pursuant to Ohio law. In addition, the Board may seek a personal judgement against the Unit owner for nonpayment of the amount of the deductible which is not paid. The Unit owner will be responsible for all costs of collection, whether for actions in equity or at law, including attorney fees and paralegal fees that are incurred by the Association as a result of the Unit owner's nonpayment of the deductible. (on file)

-Requests for the Association's Master Policy information for your mortgage company:

Send the following information to Springruncondos@aol.com:

• Unit Owner(s) name(s) … or new purchaser

• Unit address

• Mortgage Clause / Loan number

• Contact Information (phone/email) of Loan officer/personnel you're working with.

Occupant Information Form:

Condominium owners are required to provide their associations with certain information for each of their unit's occupants under Ohio Revised Code Section 5311.09(A)(2). In addition to this information, the Spring Run Condominium Association requires owners to provide additional information to ensure compliance with the Condominium's governing documents. All information provided is used for these purposes only. Please complete **all** sections of this form and return it either by email to Springruncondos@aol.com, mail to Spring Run Condominium Association @ 1281 Spring Brook Court, Westerville, Ohio 43081, or place in the porch drop box at 1312 Spring Brook Court.

Date: _____/ 202__ Resident Unit # _____

Owner(s) Home Mailing Address _____
Owner(s) Business Mailing Address _____

Unit Owner(s)' Name(s): _1_____ _2_____
Owner(s)' 1~Home phone _____Business phone _____
2~Home phone _____Business phone _____

Additional
Resident Name (s): _____(phone)_____
(other than owner)
_____(phone) _____
_____(phone) _____
_____(phone) _____

Preferred Phone # for Association Contact? _____

Unit Owner(s)' preferred email address(s) (for alerts, newsletters, notices, etc.)

1_____
2_____

Automobile(s): MAKE _____ MODEL _____
LICENSE TAG # _____

MAKE _____ MODEL _____
LICENSE TAG # _____

***Please CIRCLE any vehicles used for commercial purposes.**

(List additional automobile information on the back of this sheet)

_____ When the HANDBOOK is updated, I prefer a DIGITAL copy of any NEW handbook.

•If you choose:
Emergency contact name & number (for emergency use in cases of medical/safety situations):

Name _____ Phone # _____

(2024)

SPRING RUN CONDOMINIUM ASSOCIATION
ELECTRONIC MAIL (EMAIL) NOTIFICATION OPT-IN FORM

Dear Unit Owner:

The Board of Directors ("Board") for the Spring Run Condominium Association ("Association") has amended the Declaration and Bylaws to provide for email notifications to Unit Owners when providing notice of Owners' meetings, such as the annual meeting or special meetings which may be called by the Board from time to time. This amendment to the Declaration and Bylaws was approved by the Board pursuant to recent changes in the Ohio Condominium Act (Ohio Revised Code Chapter 5311), through S.B. 61, which was signed into law and went into effect on September 13, 2022.

In order for the Board to send email notifications to Unit Owners for the Owners' meetings, rather than send the notices through regular U.S. Mail or personal delivery, the new update to the Ohio Condominium Act requires owners to "opt-in" by providing consent to the Board for the Unit Owner to receive notices for Owners' meetings via email. Therefore, the Board is requesting each Unit Owner to provide consent for email notifications of Owners' meetings by signing this form and to also provide an updated email address to which the Board (through Management) can send notices to the Unit Owner via email. Please know that unless the Unit Owner signs this form and provides an updated email address as requested, meeting notices will need to be sent via regular U.S. Mail or be personally delivered to the Unit Owner.

I/We_____ am/are the Unit Owner(s) of a Unit in the Spring Run Condominium and I/We consent to the Association sending notices to me/us via email to the following email address:

_____

_____

(Email Address for Notification – one email address per Unit, please)

_____

Signature of Unit Owner Date

_____

Signature of Unit Owner (if more than one person owns the Unit) Date

_____

Unit Address

SPRING RUN CONDOMINIUM ASSOCIATION DOCUMENT RETENTION POLICY

BE IT RESOLVED, that at a meeting of the Board of Directors ("Board") of Spring Run Condominium Association ("Association") held this **18th day of April, 2019**, at which a quorum was present, the Board, by a majority of those present in person, voted to adopt a document retention policy regarding the Association's pertinent documents, books, and records.

WHEREAS, the purpose of this document retention policy is to maintain the Association records in an organized and safe manner, which is essential to preserving the history of the Association as much as possible. In the event litigation is filed against the Association for a claim related to theft, fraud, or negligence, the Association's records will be essential in providing information necessary to successfully defend those claims against the Association. In addition, if the Association is audited for any reason, financial documents and employee/payroll information may be required.

WHEREAS, the Board desires to adopt standards related to how and for what length of time the Association's records should be maintained, where those records will be stored, how those records will be stored, and when those records will be destroyed pursuant to guidelines recommended by the United States Internal Revenue Service and Community Associations Institute, an international trade organization dedicated to community associations.

WHEREAS, the Board, at its sole discretion, may direct the Association's property manager to store and keep Association records in paper form or electronically, so long as those standards and practices are manageable under the management company's practices and standards for saving documents, records, and electronic communications. Specific documents and records, especially "email communications", may only be available from the property management company for a limited period of time. If that is the case, the Association will only keep those specific documents and records for as long as the property management company retains them.

WHEREAS, due to the confidential nature of some of the Association's records, the Association's documents and records shall be primarily stored and retained at the office(s) of the Association's property management company ("Management Company"), unless the Board provides written instructions otherwise. The Board shall document, in the Board meeting minutes, at a duly called and noticed Board meeting, the location where the Association's documents and records will be stored if they are located somewhere other than Management Company's office(s). If the storage location of the Association's documents and records changes, the Board will update that information within a reasonable time after the change.

WHEREAS, the Board hereby adopts the following standards regarding the retention of the specific Association documents and records set forth below:

Document	**Storage**
Annual Reports/Assessment Info	Permanently
Articles of Incorporation	Permanently
Declaration and Bylaws/Drawings	Permanently

Amendments	Permanently
Rules and Regulations	Permanently
Employee Files or Applications	7 Years
Employee Payroll Records	7 Years
State and Federal Tax ID Numbers	Permanently
Federal Income Tax Returns	Permanently
Budget (Annual)	Permanently
Bank Statements and Cancelled Checks	7 Years
Investment Statements	7 Years
Bank Reconciliation	7 Years
Monthly Financials	7 Years
General Ledgers	7 Years
Board Meeting Minutes	Permanently
Contracts	8 Years
Proposals	1 Year
Committee Reports	3 Years
Correspondence – Legal	Permanently
Insurance Certificates/Policies	8 Years
Insurance Claims	Until Settled
General Correspondence	3 Years
Copies of Newsletters or Community Notices	3 Years
Director Election Ballots	Until after the Annual Meeting Minutes are approved*
Reserve Studies	Permanently
Owner Approval for Modifications/Alterations	Permanently

Owner Approval to Amendments	Permanently
Owner Account Ledgers	2 yrs after moving out; keep during residency

* The Board may approve annual meeting meetings at the first Board meeting after the annual meeting, or any subsequent Board meeting.

** The Board may add other documents and records to this list from time-to-time on its own initiative or upon recommendations from counsel or management. Additionally, the storage times set forth above are subject to Management Company's records retention policies, which may be less than the timeframes set forth above.

The Board may authorize the destruction of these documents and records by shredding or incinerating the documents, including any documents or records stored on a CD or digitally stored in any other manner. If stored electronically, the Board may authorize the elimination of those documents or records from the electrical device which stores those documents or records by using an acceptable method of "scrubbing" or "cleaning" the device.

Therefore, the above policy has been passed by a majority vote of the Board on this **18th day of April, 2019.**

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SPRING RUN CONDOMINIUM ASSOCIATION DOCUMENT INSPECTION POLICY

BE IT RESOLVED, that at a meeting of the Board of Directors ("Board") of Spring Run Condominium Association ("Association") held this **18th day of April, 2019**, at which a quorum was present, the Board, by a majority of those present in person or by proxy, voted to adopt a document inspection and copying policy regarding inspection and copying of the Association's books and records.

WHEREAS, Article VII of the *By-Laws (Code of Regulations) of Spring Run Condominium Association* (the "Bylaws") provides: "The books, records and financial statements of the Association, including annual audited financial statements when such are prepared, shall be available during normal business hours or under other reasonable circumstances, upon request to the Association, for inspection by Unit owners, holders, insurers, and guarantors of first mortgages on Units. Likewise, during normal business hours or under other reasonable circumstances, the Association shall have available for inspection by all Unit owners, holders, insurers and guarantors of first mortgages on Units, and prospective purchasers, current copies of the Condominium organizational documents and the rules and regulations governing operation of the Condominium."

WHEREAS, Ohio Revised Code Section 5311.091(A) provides: "Except as otherwise prohibited by this section, any member of a unit owners association may examine and copy the books, records, and minutes described in division (A) of section 5311.09 of the Revised Code pursuant to reasonable standards set forth in the declaration, bylaws, or rules the board promulgates, which may include, but are not limited to, standards governing the type of documents that are subject to examination and copying, the times and locations at which those documents may be examined or copied, and the specification of a reasonable fee for copying the documents."

WHEREAS, Ohio Revised Code Section 5311.091(B) provides: "The unit owners association is not required to permit the examination and copying of any of the following from books, records, and minutes: (1) Information that pertains to condominium property-related personnel matters; (2) Communications with legal counsel or attorney work product pertaining to pending litigation or other condominium property-related matters; (3) Information that pertains to contracts or transactions currently under negotiation, or information that is contained in a contract or other agreement containing confidentiality requirements and that is subject to those requirements; (4) Information that relates to the enforcement of the declaration, bylaws, or rules of the unit owners association against unit owners; [or] (5) Information the disclosure of which is prohibited by state or federal law."

WHEREAS, pursuant to the authority granted to it under Ohio Revised Code Chapter 5311 and the Bylaws, the Board hereby adopts the following policy regarding inspection and copying of the Association's books and records:

1. A unit owner requesting to inspect the Association's books and records must submit the request to the Association's property manager ("Manager") in writing and at least five (5) business days prior to the desired date of inspection. The request for inspection must do all of the following: (1) state the purpose for the inspection; (2) agree not to use or distribute any documents or information obtained during the inspection for any purpose other than the stated purpose for the inspection; (3) specify the type of documents and dates/months to be inspected; and (4) if the unit owner wants copies of certain documents prepared for the inspection, specify the type and dates/months of documents to be copied.
2. A unit owner may assign a representative (e.g., an attorney, accountant, or other individual providing a professional service for the unit owner) to inspect the Association's records on his, her, or its behalf, but the unit owner must provide written notice of the assignment to the Manager prior to the inspection, which shall including the following: (1) name, business telephone number, and business e-mail address of the representative; and (2) relationship to the unit owner (e.g., attorney, accountant, or other professional service provider). The designated representative will be subject to this Document Inspection Policy, as well as all of the other
3. governing documents for the Spring Run Condominium, while acting on behalf of the unit owner.

C. The Association's property management company ("Management Company") or Manager may only keep specific documents for definite periods of time. A unit owner will not be able to inspect or copy documents that are no longer kept on record with Management Company or Manager.

4. The Association's records will only be available for inspection during Manager's normal business hours, which, at the time of the adoption of this Document Inspection Policy, are 9:00 a.m. EST to 5:00 p.m. EST. Unless otherwise agreed to by the Board or Manager, records may only be inspected Monday through Friday.
5. All original copies of the Association's records will not be permitted to leave the presence of the Manager. Accordingly, a unit owner must copy any document that the unit owner would like to take from Manager. The unit owner requesting copies of Association records will be charged a reasonable copy fee of **$.20** for each page of any document copied for the unit owner.
6. In addition to **$.20 per page** for copies of Association records, unit owners will also be required to pay **$30 per hour** for the administrative costs of the Manager for gathering the requested documents. This cost is the actual cost charged by Manager to the Association in response to document inspection and copying requests, and this cost will be passed on to the unit owner for whom this cost was incurred.
7. After accumulating all documents related to a unit owner's request, Manager will calculate the copying fees and administrative costs associated with the request for inspection and submit an invoice for those fees and costs to the requesting unit owner. The unit owner must remit payment for the invoice before the Management Company is authorized to release the copies of the requested records to the unit owner.
8. The following records of the Association that **will** be available for inspection:

1. The Association's accounting records showing the collection of common assessments paid by the Association's members, which will not include references to specific Unit Owners or Units;
2. Records showing the allocation, distribution, and collection of the common profits, losses, and expenses among the Condominium's unit owners, none of which will include references to specific Unit Owners or Units;
3. The Association's accounting records that specify the receipts and expenditures relating to the Condominium's common elements and other common receipts and expenditures, which records include monthly, yearly, and year-to-date income and expense reports and balance sheets;
4. Monthly bank statements for all accounts held in the Association's name, with the account numbers redacted;
5. Annual budgets adopted by the Association;
6. The names and addresses of the unit owners and their respective undivided interests in the common elements;
7. The Declaration of Condominium, all amendments to the Declaration, the Bylaws, the Association's Articles of Incorporation, and the Association's rules and regulations;
8. The declarations pages or Acord Certificates for all of the Association's insurance policies;
9. Reserve studies; and
10. The Association's meeting minutes for all annual and special meetings of the members of the Association, as well as all Board-approved minutes from any regular Board meeting (except confidential information will be redacted as needed).

9. The following records of the Association **will not** be available for inspection unless specifically approved by the Board:
    1. Minutes for Board executive session meetings;
    2. Information related to Condominium property-related personnel matters, including, but not limited to, time sheets, rate of pay, job applications, and performance reviews;
    3. Any agreements or communication with the Association's legal counsel; the Association's attorney's work product pertaining to potential, threatened, past, or pending litigation; communications and opinions from or to the Association's counsel regarding other Association- and Condominium-related matters; and communications to, from, or between the Association's counsel, Board, or Manager;
    4. Any documents or reports prepared by the Board or at the Board's request for potential, threatened, past, or pending litigation;
    5. Information that pertains to transactions currently under negotiation, including, but not limited to, unaccepted bids and quotes from prospective contractors or other service

providers;

6. Information that pertains to contracts or other agreements containing confidentiality requirements and that are subject to those requirements;

7. Contracts with contractors, service providers, or professionals hired by the Association;

8. Information that relates to the enforcement of the Declaration and its amendments, the Bylaws, the Association's rules and regulations, and any other governing document of the Association, including enforcement and collection letters, notices, hearing notes and minutes, decisions, specific identification of unit owners delinquent in the payment of their assessments to the Association, or any other information related to enforcement of the Association's governing documents;

9. Information and documents regarding insurance claims unrelated to the requesting Unit Owner;
10. The telephone numbers or e-mail addresses of the Association's Unit Owners or their tenants on file with Management; or
11. Any information the Association is prohibited to disclose pursuant to federal, state law, or local law.

10. The Board reserves the right to deny inspection of any documents within the Association records until such time as the unit owner provides a "reasonable and proper purpose" for inspection and copying of such documents, as deemed appropriate by the Board.
11. THEREFORE, the above policy has been passed by a majority vote of the Board on this **18th day of April, 2019.**

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SPRING RUN CONDOMINUM ASSOCIATION DOCUMENT REQUEST FORM

Pursuant to the Document Policy adopted by the Board of Directors for Spring Run Condominium Association, a unit owner requesting to inspect the Association's books and records must submit the request to the property manager in writing and at least five (5) business days prior to the desired date of inspection. The request for inspection must do all of the following: (1) state the purpose for the inspection; (2) agree not to use or distribute any documents or information obtained during the inspection for any purpose other than the stated purpose for the inspection; (3) specify the type of documents and dates/months to be inspected; and (4) if the unit owner wants copies of certain documents prepared for the inspection, specify the type and dates/months of documents to be copied.

****Please fill out the form below and include your signature and the date you submitted the form request (Requests for documents will not be acknowledged without this form completely filled out).**

Name: _____
Address: _____ Unit No. _____

1. I am requesting the following documents from the condominium association:

_____
_____
_____
__

2. I agree not to use or distribute any documents or information obtained during the inspection for any purpose other than what is stated on this form ___Yes___No
3. I am requesting the documents described in number 1 above for the following reasons:

_____
_____
_____
_____

4. I am requesting the documents described in number 1 above for the following dates:

_____

5. If documents are to be copied within specific dates, please provide those dates below:

_____

_____/ _____ Signature /Date

(Adopted 4/18/19)