Estates at Scioto Crossing II Rules & Regulations

Official Address: 7840 Adare Court, Dublin, OH, 43016

Version 4.01

Date: 10/31/2020

Board of Directors, Estates Condominiums at Scioto Crossing II Homeowners Association

President – Chris Richardson

Signature 11/7/2020 Date

Treasurer – Jose Vega

Signature 11/7/2020 Date

Secretary – Fauzia Chuhadry

Signature 11/7/2020 Date

DOCUMENT CHANGE HISTORY

Date of Change	Location of Change (section,	Description of Change	Change Author
5/16/2019	Sec 3-5	The association hereby deletes Section 3-5 (Titled "Personal Vehicles", "Commercial Vehicles," and "recreational vehicles") in their entirety and inserts new Section 3 as stated below	Board Members: Ryan Buzzanca Amber CAM: Rosie Azzaro
10/13/2020	Entire Document	Created a word document from PDF copy as of May 16, 2019 and added a new Board Roles & Responsibilities along with Community Association Manager (CAM) Roles & Responsibilities. Version 4.0	Fauzia I Chuhadry (Secretary as of 08/2020, 1st term)
10/31/2020	Title page	Added Jose as Treasurer	Fauzia I Chuhadry

Welcome to our Community at The Estates at Scioto Crossing II, located in Dublin, OH. These rules and regulations are in addition to the DECLARATION OF CONDOMINIUM OWNERSHIP FOR THE ESTATES AT SCIOTO CROSSING II CONDOMINIUM PHASE I *registered as of Sep 06, 2012 consists of 18 Articles and six exhibits*

EXHIBITS TO THE DECLARATION

1. *Exhibit A - Legal description for the property being submitted in Phase I*
2. *Exhibit B - Reduced rendering of the Drawings*
3. *Exhibit C - Drawings Required by Sec. 5311.07*
4. *Exhibit D - Allocation of Allocated Interests*
5. ***Exhibit E - Bylaws of the Association (consistent of 7 Articles)***
6. *Exhibit F - Additional Property that may be added to the condominium*

They may be revised from time to time and additional information added and distributed at any time. In order to maintain a pleasant home and community for all homeowners, these Rules & Regulations are extremely important and are intended for comfort of all homeowners.

The Board will not address or acknowledge any grievance through social media. All communications must be made via phone or email to the Board or the Community Association Manager (CAM).

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1. Estates II Board of Directors

The DECLARATION OF CONDOMINIUM OWNERSHIP FOR THE ESTATES AT SCIOTO CROSSING II CONDOMINIUM PHASE I, Exhibit E - Bylaws of the Association (consistent of 7 Articles) defines the Board of directors as Governing Body, number and qualifications of Board etc.. It does not define responsibilities for board.

1.1 Roles & Responsibilities

Based on the powers given to Board, the Estates II Association's Board of Directors have adopted following Roles & Responsibilities for Estates II Board and Community Association Manager (CAM):

ESTATES II Board Positions/Roles and Responsibilities		
Duties	**Roles**	**Responsibilities**
Fiduciary	Entire Board	The duty of care, duty of loyalty, and the duties of trust, honesty and fair dealing
		A breach of a fiduciary duty can lead to personal liability for the individual board member; the association's corporate form will not protect the individual board

ESTATES II Board Positions/Roles and Responsibilities		
Duties	**Roles**	**Responsibilities**
		member from personal liability if the association suffers damage.
Legal		Based on Ohio laws regarding condominiums (ORC 5311) and homeowners associations (ORC 5312)
	Entire Board	1. Get familiar with Ohio laws regarding condominiums (ORC 5311) and homeowners associations (ORC 5312) ORC 5311-081 - Powers and duties of board of directors 2. Creation of a community handbook 3. Approve all Board Communications to Owners 4. Approve Meeting Minutes to make them official and archive 5. Hire Community Association Managers/ Property Manager by a majority vote 6. Appoint committees
	President	1. Acts as the CEO 2. Read and understand the governing documents and processes to run the board successfully. 3. Schedule, attend, and run board meetings 4. Creates meeting agendas and then ensures all business is addresses 5. Responsible for: ➢ Calling the meeting to order ➢ Announcing the agenda ➢ Ensuring adherence to agenda ➢ Maintaining attendee order and decorum ➢ Proposing questions ➢ Calling for votes ➢ Announcing the results ➢ Recognizing others to speak on the floor. ➢ Calling to adjourn the meeting

ESTATES II Board Positions/Roles and Responsibilities		
Duties	**Roles**	**Responsibilities**
		6. Serve as the main point of contact for management partners 7. Sign all legal documents pertaining to the association, including vendor contracts and checks 8. Understanding of current focus of HOA property manager, especially when it comes to the full scope of his or her responsibilities. 9. Responsible for ensuring timely filling of corporation paperwork as required by the state.
	Treasurer	1. Responsible for an association's finances by creating a long term Financial Plan 2. Implement proper internal controls over HOA Finance 3. Overseeing the finer points of financial management by monitoring and reviewing Monthly Financial Documents like Budget, General Ledger, P&L/income statement, Cash Flow Statement, Bank Statements, record keeping, insurance maintenance, investments, collections and delinquencies and the association's reserve funding plan 4. Update Board with Financial Status as needed 5. Develop, present, ongoing review and reporting of the annual expenditure report and annual operating budget and reserve allocations to be approved by the rest of the board 6. Responsible for handling all of the association's money, collecting dues/assessments and issuing payments. 7. Investment of the association's funds (currently N/A) 8. Prepare Financial Statements 9. Ensure that assets are secure 10. Financial Records are properly retained 11. May assist the HOA's accountant in the audit process. (N/A, No audit/review done since HOA inception)

ESTATES II Board Positions/Roles and Responsibilities		
Duties	**Roles**	**Responsibilities**
	Secretary	1. Responsible for maintaining records accurately, including meeting minutes, bylaws and membership records for the sake of transparency 2. Records: ➢ Backup for any legal matters that needed to be addressed ➢ All violation notices, letters to the Homeowners, meeting minutes of the approval to fine them 3. Works with the president on creating meeting agendas 4. Sends proper notice of meetings 5. Takes the minutes during meetings 6. Meeting minutes should be a summary of the motions made and actions taken: ➢ Recording the actions of the association ➢ Noting the reasons behind those actions ➢ Keeping a full record of each board member's specific vote. ➢ Must be approved by Board before archiving with a majority vote. 7. Responsible for the association's records archiving, which must be properly stored and available to any homeowner upon request. ➢ Owner information ➢ Old newsletters/Owners Notice, which the secretary often writes and distributes to keep homeowners up to date on community goings on. 8. Coordinate the distribution and collection of ballots and proxies as directed by the governing documents and applicable law. 9. Responsible for distributing documents, such as official records, agendas and meeting minutes, on a timely basis to association members and/or their authorized representatives.

ESTATES II Board Positions/Roles and Responsibilities		
Duties	**Roles**	**Responsibilities**
	Community Association Managers/ Property Manager	1. Manage condominium associations, homeowner associations, and master associations consisting of recreational facilities shared by condominium and homeowner associations. 2. Help board members set objectives and reach them 3. Maintain a property's common areas 4. Act as a liaison to service and repair companies 5. Must also have knowledge of: ➢ an association's specific governing documents/deed restrictions ➢ Ohio community association laws ➢ Reserve requirements ➢ Unique insurance requirements ➢ Budgeting ➢ Property enforcement ➢ Collection policies and procedures. 6. Manage collection of assessments from all residents 7. Serve as the primary point of contact when residents have questions or complain

2. Common Areas

Nothing shall be permitted in the designated common elements without the written consents of the Association. The Estates II Association will remove all personal property left on common elements and any damage caused by these unattended **items will not be r**esponsibility of the Estates II Association but rather the homeowner. At no time should children play in streets.

3. Pet Policy

It has been deemed necessary to enforce a pet policy in order to maintain a level of protection for the health, comfort, safety and general welfare of the homeowners and to minimize insurance risks and sanitation violations. Except for domestic aquarium type fish, a homeowner in any home may keep not more than two (2) household pets.

All dogs and cats within the premises of common elements must be kept on leashes at all times. No other animals are permitted in the homes or on the property without Board Approval. All Animal waste shall be picked up by the owners IMMEDIATELY and without question. If an owner is caught not cleaning up after their pets/animals in any common element, the Board may enforce a fine not to exceed one

hundred dollars ($100.00) per offense. No animals are permitted to urinate on, near or by shrubbery and mulched areas.

4. Vehicles and Parking

The Estates of Scioto Crossing II Condominium Declaration Article VIII, Section 13 States:

> 13. Parking of Vehicles. No commercial vehicle, truck, van camper, boat, trailer or recreational vehicle shall be stored or parked on the Common Elements except in accordance with the Rules and Regulations adopted by the Association. No inoperative or unsightly vehicle shall be stored or parked on the Common Elements. The Association shall have the authority to enact reasonable rules with respect to vehicles and parking. The Association shall have the right to tow vehicles parked in violation of such Rules and Regulations.

Based on the powers outlined above, the Estates II Association's Board of Director has adopted following Definitions and Rules:

4.1 Definitions

A. Commercial Vehicle: includes any vehicle with commercial signage or advertising, any vehicle containing or hauling commercial equipment or materials, such as ladders, tools or snowplow or any vehicle registered for commercial purpose.
B. Recreational Vehicle: includes any vehicle used primarily for recreational or entertainment purposes. This definition include but is not limited to, motor homes, campers, camper attachments, all-terrain vehicles, dirt bikes, go karts and utility vehicles such as "gators".
C. Truck: includes any vehicle with a "Class 4" classification or higher, any vehicle with more than four wheels, any vehicle with more than 2 axels or any vehicle registered as a heavy noncommercial truck, commercial truck, Farm truck or other similar designation.
D. Inoperative Vehicle: includes any vehicle with expired tags, any vehicle incapable of movement under its own power, and any vehicle that is not permitted to be driven on a public roadway.
E. Unsightly Vehicle: includes any vehicle that has rust on 25% or more of its surface, broken window or windshield, extensive body damage, missing tires, wheels, or other visible exterior damage.

4.2 Rules

The Following rules are intended to grant limited exceptions to the general prohibitions contained in Declaration Article VIII, Section 13refrenced above and regulate parking of all vehicles in Common Elements.

A. Commercial Vehicle, vehicles with governmental license plates and trucks that are owned or operated by an occupant AND that are being capable of being parked within the home garage are permitted to be parked either in the Occupant's garage or in Occupant's driveway.
B. Commercial vehicles that enter the Condominium Property in conjunction with any delivery, repair, renovation, or installation work performed for or an behalf of an owner, occupant or Estates II Association are permitted to be parked on the Common Elements while the repair, renovation or installation work is being actively performed. This exception may not be interpreted to permit contractors or other agents of the owners and Occupants to store or park

a commercial vehicle for any period of time in which the contractor or agent is not actively engages in their work unless the owner or Occupant obtains prior, written approval from the Estates II Board of Directors.

C. Guests (i.e., non-Occupants) are permitted to park one recreational vehicle (regardless of size) in the home driveway during social visit for a no more than 3 days. The 3 day time period stated on in the prior sentence will being on the first date the vehicle parked on in the driveway and will continue for 72 consecutive hours regardless of the time or frequency that the vehicle may be moved or operated during the that time period.
D. Vehicle Maintenance and/or repairs is not permitted to be performed on the common Condominium property except if performed inside the home garage.
E. All vehicles parked in the street must be parked on the outside lane only. Vehicles are not permitted to be parked around the park area at any time.
F. Vehicles must not be parked in the driveway in any manner that blocks or interferes with the use of the sidewalk, protrudes onto the street or that impedes ingress and egress on the street.
G. Whenever snow accumulation reaches or exceed two inches, all vehicle must be removed from the streets to allow the plows to remove snow from pathways.

4. Laundry and Rubbish

In order to maintain a uniform and attractive exterior appearance to the condominium/homes, no cloths, sheets, blankets, laundry of any kind or other articles shall be hung out or exposed on any part of the Limited Common Elements and Common Elements. The Limited Common Elements and Common Elements shall be kept free and clear of rubbish, debris and other unsightly materials. All trash, garbage or other rubbish shall be disposed of in proper trash liners and put out for the pickup and returned to storage no earlier than one (1) day before and one (1) after the designated trash removal day.

6. Open Fires

No open fires shall be permitted on any of the Condominium Property other than in grills, or other similar cooking devices located within Limited Common Elements provided it does not violate any local governmental ruled and regulations. Contained fire pits are also permitted within limited common area provided it does not violate any local governmental ruled and regulations. **Patio furniture and fire pit is permitted and must remain on patio, porch or deck when not in use at all times.**

7. Landscaping

No homeowner shall install, replace or alter any landscaping, including shrubbery, trees, etc. without Estates II Board's approval. With the exception of planting of annual and/or perennial flowers. All flower beds and landscaping should be maintained by the homeowner consistently throughout the year.

All vegetable gardens must be planted in the rear of the home and against the rear wall of the home. No vegetable gardens may be planted in the front or side of the home.

8. Holiday Lights

Holiday lights are permitted during Christmas between Thanksgiving and New Year (Jan, 31st) and for all other holidays, decorations to accommodate our diverse community, decorations may be displayed no longer than two weeks before and beyond the holiday period.

9. Late Fees

Each home is required to pay association dues on the first day of each month. If the assessment is not paid in full on or before the 30th day of each month, the homeowner will be required to pay a late fee in the amount of Twenty Five dollars ($25.00).

10. Signage

Temporary signage (i.e. school signs, political signs, event information signs, etc) can be posted in your yard on a temporary basis but must be removed once the event has taken place. School signs may be posted while student attending the School. No signs may be placed in the windows or in any common areas.