The Village At Bale Kenyon Condominium Association



Community Handbook

CONTENTS

WELCOME LETTER **4**

1 HANDBOOK APPROVAL **5**

2 DEFINITIONS **6**

3 THE ASSOCIATION'S ORGANIZATION AND OPERATIONS **7**

3.1 Board of Directors 7
3.2 Open Board Meeting 7
3.3 Property Manager 7
3.4 Nominating Committee 7
3.5 Maintenance Responsibility 7
3.6 Snowplowing 7
3.7 Insurance 7
3.8 Reserves 8

4 UNIT OWNER RESPONSIBILITIES **9**

4.1 Administrative 9
4.1.1 Declaration and By-laws 9
4.1.2 Purpose of Handbook 9
4.1.3 Occupancy Information 9
4.2 Maintenance, Repair, and Replacement 10
4.3 Common Elements 10
4.3.1 Animals and Pets 10
4.3.2 Garage or Tag Sales and Other Commercial Activity 11
4.3.3 Clubhouse 11
4.3.4 Fitness Center 12
4.3.5 Exterior Holiday Decorations 13
4.3.6 Mailbox 13
4.3.7 Nuisance and Noise 13
4.3.8 Pond 13
4.3.9 Solicitation 13
4.3.10 Speed Limits and Roads 14
4.3.11 Swimming Pool Rules 15
4.3.12 Trash Collection 16
4.3.13 Vehicles and Parking 16
4.4 Exterior 17
4.4.1 General 17
4.4.2 Birdfeeders 17
4.4.3 Decorative Items 17
4.4.4 Flags and Banners 18
4.4.5 Doors 18
4.4.6 Open Flame Devices 18
4.4.7 Personal Property and Storage 18
4.4.8 Landscaping, Plants, and Shrubs 18
4.4.9 Satellite Dishes 19
4.4.10 Signs 19
4.4.11 Windows and Window Coverings 19
4.4.12 Alterations or Variances 19
4.5 Interior 21
4.5.1 Maintenance and Repair 21
4.5.2 Modifications 21
4.5.3 Restrictions 21
4.6 Additional Notes and Guidelines 21
4.7 Vacant Unit 22

DRAFT

4.8 Financial Guidelines and Responsibilities 22
4.8.1 Annual Operating Assessments or Association Fees 22
4.8.2 Insurance 22
4.8.3 Utilities 22
4.8.4 Property Taxes 22
4.8.5 Unit for Sale 22
5 REGULATIONS 24
5.1 Records Inspection Request 24
5.2 New Unit Occupants 24
6 VIOLATIONS 25
6.1 Compliance 25
6.1.1 No Voluntary Compliance 25
6.1.2 Delinquent Condominium Dues Policy 25
6.1.3 Application of monies received 25
6.1.4 Repeated Violations 25
6.2 Association Rules Enforcement 26
6.3 Complaints 26
7 APPENDICES 27
7.1 Maintenance Responsibility Chart 27
7.1.1 Pests and Varmints 29
7.2 Sample Forms and Submission 30
7.2.1 Application for Alteration or Modification Request 31
7.2.2 Satellite Dish Review Checklist 32
7.2.3 Clubhouse Reservation Form 33
7.2.4 Clubhouse Cleanup Checklist 34
7.2.5 Sale or Post-Sale Checklist 35
7.2.6 Unit Lease Checklist 35
7.2.7 Unit Occupant Information 36
7.3 Contact Information 37
7.3.1 Property Manager 37
7.3.2 Board Members 37
7.3.3 Webmaster 37
7.3.4 Website 37
7.3.5 Community Services 37

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WELCOME LETTER

On behalf of The Village at Bale Kenyon Condominium Association (Association), welcome neighbor! We believe we live in one of the best communities in Central Ohio, and hope you enjoy your Unit and our neighborhood.

The Village at Bale Kenyon (VBK) includes 138 Condominium Units within 27 buildings, as well as significant roadways, ponds, Pool, Clubhouse, Fitness Center, and landscaping. Our community is located within Orange Township, thus using Orange Township Fire Department, Delaware County Sheriff's Office, and Olentangy schools.

We have developed this Community Handbook to be your resource guide to living at VBK; it holds a tremendous amount of information that is important to your residency here. This Community Handbook includes important information on topics such as the Association, our Condominium's Common Elements, descriptions, restrictions, reasonable rules and regulations, financial obligations, maintenance responsibilities, and community procedures and guidelines. Please keep this Handbook in a safe and accessible place, so that you may refer to it if you ever have a question or concern.

The Association, like all other condominium associations in Ohio, is governed by a Declaration and By-laws, both of which are filed with the Delaware County Recorder's Office. These documents provide the operational framework for the Association, and place reasonable restrictions on the property. While this handbook attempts to summarize many of the provisions in these documents, we strongly encourage you to read and refer to them directly.

The provisions enclosed are what support the strength of our structures, the value of our Units, and the warmth of our neighborhood, and work in harmony to create the first-class community we all call home. We know you will contribute to our community in many ways by cooperating, following, and upholding these guidelines.

As many of us have moved from single-family homes, we hope this Community Handbook can assist in your transition to condominium-living. Just as we have found tremendous benefits in shared Common Element maintenance, first-class recreation facilities, architectural harmony, and a strong sense of community, we hope you will too.

Again, welcome to VBK! As always, should you ever have any questions, comments, or concerns, please do not hesitate to contact us.[1]

Your neighbors,
The Village at Bale Kenyon Condominium Association

[1] See section 7.3.3 Contact Information

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1 HANDBOOK APPROVAL

The Board of Directors (Board) developed this Community Handbook (Handbook) as a ready reference for the Association, Unit Owners, and Occupants. The Handbook sets forth rules, regulations, and other requirements, for the welfare and harmony of all Occupants and for the protection of the community. It is the duty of each Unit Owner and Occupant to become familiar with the contents of this Handbook and to ensure compliance by all Occupants and guests.

The Declaration, By-laws, and amendments take precedence in the event of a conflict between those documents and this Handbook. Should any Person find such a conflict, that Person should bring it to the attention of the Property Manager or the Board.

The Board reviews this Handbook periodically to ensure content, including rules, regulations, and other requirements remain current and relevant. The Board welcomes questions, comments, and suggestions related to this Handbook. Direct all questions about the Association and its activities, or an interpretation of the Declaration, By-laws, or Handbook to the Board through the Property Manager.

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2 DEFINITIONS

The terms used in this Handbook have the meanings, as defined in the *Declaration of Condominium Ownership for the Village at Bale Kenyon Condominium*[2] and all amendments thereto (collectively Declaration), unless the context requires otherwise. Such terms include:

- Additional Property
- Articles, and Articles of Incorporation
- Association, and The Village at Bale Kenyon Condominium Association
- Board, and Board of Directors
- By-Laws
- Common Elements
- Condominium, and The Village at Bale Kenyon Condominium
- Condominium Act
- Condominium Organizational Documents
- Condominium Property
- Declarant
- Declaration
- Director, and Directors
- Drawings
- Eligible Mortgagees
- Exclusive Use Area
- Limited Common Elements
- Occupant
- Person
- Unit, and Units
- Unit Owner, and Unit Owners

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[2] Filed for record with the Delaware County, Ohio Recorder in Book 762, Page 2378 et seq. (https://recorder.co.delaware.oh.us/record-search/)

3 THE ASSOCIATION'S ORGANIZATION AND OPERATIONS

3.1 BOARD OF DIRECTORS

The Board is responsible for the reasonable operation and management of the Association's affairs. It consists of Unit Owners or Unit Owners' spouses, elected by the Association at the Annual Meeting, for a three-year term or the remainder of a term vacated by a Director. The Board elects its President, Secretary, and Treasurer at a closed meeting immediately following the Annual Meeting.

3.2 OPEN BOARD MEETING

Regularly scheduled Board meetings are open to all Unit Owners. If a Unit Owner wants to address the Board, contact the Property Manager with the topic so it can be included on the agenda.

3.3 PROPERTY MANAGER

The Association contracts with a professional Property Management Company to provide consultation, advice, guidance, and to assist in the management of the Common Elements and the affairs of the Association. The Property Manager executes specific directives and policies established by the Board. See the appendix for contact information.

3.4 NOMINATING COMMITTEE

Nominating Committee members nominate candidates to serve on the Board. Nominations must be in sufficient number to fill all vacancies.

3.5 MAINTENANCE RESPONSIBILITY

The Association's main responsibility is the reasonable management, maintenance, repair, and replacement, as needed, of the Condominium's Common Elements. The Board, when establishing the budget, sets and prioritizes all the Association's maintenance responsibilities. In general, the items that have an immediate impact on the safety of Persons or property receive greater priority; however, the Board's continued goal is to have a well-maintained community.

For a more complete listing, please consult the Declaration. The list includes components that the Association is responsible for. If you are uncertain about the responsibility of a certain item, please contact the Management Company. Refer to the Maintenance Responsibility Chart for general guidance.

3.6 SNOWPLOWING

Snow will be removed from the streets and walkways when it reaches 2 inches of accumulation. Icy conditions will be treated at the discretion of the Board. The community entrance will be treated promptly.

3.7 INSURANCE

The Board maintains insurance coverage on the Common Elements. Buildings, structures, fixtures and equipment, and common personal property belonging to the Association are covered against loss or damage by fire, lightning, and other perils as stated in the Association policy. Only the Board may submit claims against the Association's insurance policy.

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Contact the Association's insurance agent to ensure your individual insurance coverage coincides with the Association's insurance policy. Contact the Property Manager for the name and telephone number of the Association's Insurance agent.

Refer to Article XI of the Declaration for detailed Information.

3.8 RESERVES

When preparing the annual budget, Ohio Law also requires that the Board budget for reserves. In particular, the law states that the Board must:

> *"Adopt and amend budgets for revenues, expenditures, and reserves in an amount adequate to repair and replace major capital items in the normal course of operations without the necessity of special assessments."*[3]

In other words, the Board is required to have a long-term plan for the Association's maintenance and repair responsibilities, and therefore, a significant amount of money is deposited every year into the Association's reserve account.

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[3] Ohio Revised Code (ORC) 5311.081(A)(1)

4 UNIT OWNER RESPONSIBILITIES

As Unit Owners, we care not only about the interior of our Units, but also the exterior appearance. While the Association is responsible for many exterior components, the Unit Owners also have freedom and flexibility to tailor the building exterior to make your Unit your home. The Association encourages Unit Owners to make improvements to the Unit's landscaping or other exterior improvements, provided that those modifications and improvements are consistent with the architectural harmony of the community, comply with the following standards, and have obtained the Board's written approval.

These rules and regulations are intended to be flexible to provide the Board with the ability to address any circumstances that may arise relating to the exterior of the buildings. The Board will document and maintain records of all decisions in the Association's meeting minute records, including any extenuating or unique factors involved in the decision-making process. As with any Board promulgated rule, the Board reserves the right to add to, remove, modify, or otherwise amend the above rules and regulations as it deems necessary for the health, safety, and comfort of all residents for specific approval requests.

4.1 ADMINISTRATIVE

4.1.1 DECLARATION AND BY-LAWS

Each Unit Owner should be in possession of a copy of Declaration and By-laws. It is important that Unit Owners become familiar with these governing documents. View the Declaration and By-laws on the Association website.

4.1.2 PURPOSE OF HANDBOOK

The basic purpose of this Handbook is to help keep the community a reasonably safe, secure, and positive environment for all Occupants. It is the responsibility of each Unit Owner to become familiar with Its contents and comply with rules and regulations. Unit Owners are also responsible to ensure that visitors and tenants, where applicable, do the same.

4.1.3 OCCUPANCY INFORMATION

Within 30 days, the Unit Owner must provide the following information, in writing, to the Property Manager:

- The home address, home and business mailing addresses, and the home and business telephone numbers of the Unit Owner and all Occupants of the Unit.
- The name, business address, and business telephone number of any Person who manages the Unit Owner's Unit as an agent of the Unit Owner.

Within 30 days after a change in any of the above information, the Unit Owner must notify the Property Manager of the change in writing. At the request of the Board, a Unit Owner must verify or update the above information. Use the Unit Occupant Information form available at www.VillageAtBaleKenyon.com to provide the required information.

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4.2 Maintenance, Repair, and Replacement

Generally, the Unit Owner is responsible for all maintenance, repair, replacement, and improvements to the Unit. No changes, including additions or removals, may begin without prior written approval; including, but not limited to, construction, landscaping, or lighting. Do not attach items to the Unit or building without written approval from the Board.

4.3 Common Elements

4.3.1 Animals and Pets

Household pets are allowed in Units and in Common Elements when under the direct control of the Unit Owner or Occupant. The Common Elements are for the enjoyment of all residents. Pick up animal waste and maintain control of your pet to ensure these areas can be fully enjoyed.

4.3.1.1 General Requirements

1. Domesticated animals such as dogs, cats, fish, etc. are permitted as household pets. Barnyard or non-domesticated animals and the like are strictly forbidden as pets inside any Unit on anywhere on Condominium Property.
2. To promote the safety of all Persons and pets on Condominium Property, the Unit Owner or Occupant must
    a. When outside the Unit, supervise and control pets at all times. Options include:
        i. Secure each pet on a leash and maintain direct control of the leashed pet.
        ii. Tether the pet as long as the Unit Owner or Occupant is physically present with the pet at all times.
            1. The tether may not be attached to any structure, post, etc. in any Common Element or Limited Common Elements.
            2. The tether must not impede lawn maintenance in any way.
    b. Immediately clean up pet waste from Limited Common Elements and Common Elements and dispose of properly.
3. Abide by laws and local ordinances with respect to licensing, vaccinations, caring for, and controlling pets.
4. Excessive barking is prohibited.
5. Except for service animals assisting a handicapped or disabled Person, pets are prohibited in the Clubhouse, Pool, and Fitness Center.

4.3.1.2 Consequences of Non-Compliance

1. Failure to follow the standards in this section will result in:
    a. First offense: written warning
    b. Second offense: monetary enforcement charges

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c. Third offense: legal action – including, without limitation, removal of any pet from the community that is not leased, tethered, or otherwise under the direct control of the Unit Owner or Occupant.[4]

2. Violent pets, or those that threaten or harm other pets or Persons, will require removal from the community *at the first offense.*

4.3.1.3 How to Report

Report all emergencies with dangerous and vicious animals to 911 or to the Delaware County Sheriff's Office Non-Emergency Number at 740.833.2800 for non-emergencies. Report all other violations of this section to the Property Manager.

4.3.2 Garage or Tag Sales and Other Commercial Activity

Garage sales are prohibited unless the Board announces a community-wide sale.

4.3.3 Clubhouse

The Association takes pride in presenting our residents with a beautiful clubhouse in which to relax with neighbors, friends, and guests. Policies have been established to assure each resident the enjoyment of the Clubhouse without infringement upon the privileges of other residents and guests.

The Clubhouse may be used for all-inclusive community activities, such as card games, without charge. The Clubhouse may be rented for events.

To rent the Clubhouse:

- A Clubhouse Reservation Form, available at www.VillageAtBaleKenyon.com, must be submitted to the Property Manager at least 48 hours prior to the requested time.
- Only Unit Owners or Occupants 18 years of age or older may reserve and use the Clubhouse.
- You are not permitted to rent the Clubhouse on behalf of an outside organization or for any illegal purpose.
- A check in the amount of $25.00 for the rental fee and another check in the amount of $100.00 for the security deposit each addressed to *The Village at Bale Kenyon Condominium Association* is due a minimum of 48 hours prior to the start of the scheduled event. Deposit the completed Clubhouse Reservation Form, the rental fee check, and the security deposit check in the communication box located at the mailbox station. The Rental Coordinator will return the he security deposit check to you upon receipt of the completed Clean-Up Checklist and subsequent inspection to confirm there are no damages. If you need to cancel, you must contact the Rental Coordinator at least 48 hours prior to the scheduled event to receive a refund.

[4] Ohio Revised Code 955.C All dogs regardless of age must be kept confined on the premises of the owner, keeper or harborer at all times. Acceptable methods of confinement include a fence, a tethering device, a dog pen, inside a house or garage, or under adequate supervision. If you are walking your dog off of your property, you must maintain reasonable control over your dog so that it doesn't run away (the best way to do this is to keep the dog on a leash). The maximum penalties for violations of this section are a $150 fine on the first offense, and a $250 fine and 30 days imprisonment for subsequent offenses. If your dog is designated a dangerous or vicious dog, see Dangerous Dog Laws for additional confinement requirements.

- The Association shall not be responsible for any articles, personal or otherwise, which are lost, stolen, or misplaced by any resident, owner, or guest. The Unit Owner is responsible for any injuries resulting from accidents that might occur during any rental period.
- Renter agrees to the Clubhouse Rental Policies, as well as to the Clubhouse Cleanup Checklist.

Any Person using the Clubhouse must abide by the following guidelines:

1. Residents renting the Clubhouse must be 18 years of age and responsible for their guests, at all times.
2. Assume full responsibility for any damage to the Clubhouse, damage to the articles in the Clubhouse, and for the theft of any property, whether personal or community.
3. The use of any tobacco products including, but not limited to, electronic cigarette devices is prohibited.
4. Alcohol use is prohibited in the Clubhouse.
5. Advise all guests at the Clubhouse of the rules for parking and courtesy of the other residents.
6. Leave the Clubhouse in a clean condition. Cleaning fees may be assessed to the resident or owner, if necessary.
7. The rental of the Clubhouse does NOT include the exclusive use of the Pool or Fitness Center. The Pool and Fitness Center are never available for reservation and are subject to the existing rules for those facilities.
8. Close and secure the premises, turn off all lights except for a lamp at the front lobby, and vacate the clubhouse by 10:00 pm Sunday thru Thursday and by 11:00 pm on Friday and Saturday. Anyone in the social room of the Clubhouse after hours is trespassing, the police may be summoned, and the resident will be held accountable.
9. The following is prohibited in the Clubhouse:
    - Amplified music, loud noise, profanity or other offensive behavior.
    - Any kind of animal(s), except service animal with proper documentation.
    - Use of fitness room or equipment by guests.
    - Giving the door code or access to a guest.
9. Except for service animals assisting a handicapped or disabled Person, pets are prohibited in the Clubhouse, Pool, and Fitness Center.

4.3.4 Fitness Center

1. Fitness Center is for use by Unit Owners and Occupants only.
2. For safety reasons and based on manufacturers' warnings, Persons under the age of 14 are not permitted to use the Fitness Center and its equipment unless accompanied by and under the supervision of an adult Unit Owner or Occupant over 14 years of age.
3. The use of any tobacco products including, but not limited to, electronic cigarette devices is prohibited.
4. Alcohol is prohibited in the Fitness Center.
5. Wet swimwear may not be worn when using the equipment in the Fitness Center.

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6. Proper exercise clothing must be worn while exercising including a shirt, shorts or exercise pants, and shoes.
7. Except for service animals assisting handicapped or disabled Persons, pets are not permitted in the Fitness Center.
8. The refrigerator is for your convenience to keep beverages cold while working out. DO NOT keep food in the refrigerator.
9. Residents must wipe down any equipment, including the TV remote, they have used. Wipes are supplied in the Fitness Center.
10. Do not change thermostat temperatures or close vents above treadmills
11. If you bring personal equipment (barbells, hand weights, balls, etc.) to the room, take them home with you. Do not leave in room.
12. Turn off lights and TV when leaving.
13. Lock door.

4.3.5 Exterior Holiday Decorations

1. Non-blinking holiday lights and decorations are permitted only on the shrubbery in the mulch beds closest to the Unit. Holiday lights or decorations may not be affixed to the building exterior using nails, screws or anything else which damages the building. Holiday lights may not be displayed before Thanksgiving Day, and must be removed by no later than January 8th of the following year.
2. Blinking, chase, or racing lights, are not permitted. No musical decorations or musical lights of any kind are allowed.
3. Exterior lights must be rated for outdoor use.
4. Decorations for other holidays are permitted under the same guidelines, and may not be displayed more than one week before or one week after the holiday.

4.3.6 Mailbox

Each Unit is assigned a mailbox by the United States Post Office. Please see the postmaster of the main post office in Lewis Center for mailbox assignment or key replacement.

4.3.7 Nuisance and Noise

Respect neighbor and community rights to peaceable living.

4.3.8 Pond

No swimming, wading, skating, boating, or any other activity in or on any community pond at any time. Fishing may be conducted in the lower pond located directly behind the Clubhouse. Fishing is at the Resident's own risk. Any Person fishing on the pond must, at all times, be accompanied by a Unit Owner or Occupant that is 14 years of age or older.

4.3.9 Solicitation

Solicitation is prohibited in the community and commercial enterprises are not authorized to solicit in the community. A sign stating this restriction is at the entrance to VBK. You may report unauthorized or suspicious solicitation to the Delaware County Sheriff's Non-Emergency Number at 740.833.2800.

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4.3.10 Speed Limits and Roads

Posted speed limits will be enforced. The speed limit within the Association is 10 miles per hour. No Person shall operate a motor vehicle in any manner, which is classified as reckless under any applicable traffic code, law or ordinance of any governmental body having jurisdiction over your community. Reckless operation, excessive speed, and/or driving on any lawn areas is prohibited.

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4.3.11 Swimming Pool Rules

WARNING: NO LIFEGUARD ON DUTY. All Persons using the pool and pool facilities do so at their own risk and sole responsibility. Keep the pool gate locked at all times.

In case of EMERGENCY, PRESS THE AUTOCALL PUSHBUTTON LOCATED ON THE RED 911 BOX. The box is located on the North exterior wall of the Clubhouse.

FIRST AID KIT. Located on the North exterior wall of the Clubhouse.

Call the SHERIFF at 740-833-2800 if you observe lewd or unlawful behavior that occurs in any public area (community green spaces, roads, clubhouse, pool, etc.)

Pool hours. 10:00 a.m. to 10:00 p.m. Persons in the pool area outside these hours are trespassing.

Who MAY use the pool? Occupants and up to four (4) non-Occupant guests per Unit. An Occupant that is 14 years of age or older must accompany all guests and must supervise all children, including Occupants, under the age of 14 years at all times. Proof of age may be requested. Any Person who does not meet these criteria will be asked to leave.

Who MAY NOT use the pool? Children who are not toilet trained UNLESS they are wearing swim diapers; regular diapers are prohibited in the pool. Persons with open wounds or infectious diseases.

General expectations. Follow Community Guidelines and Pool Rules at all times. When in the water, wear appropriate swimwear; street clothes are not allowed. Respect others using the pool area. Return chairs and tables to their original location. There is no janitor -- take your trash with you when you leave. Demonstrate common courtesy.

PROHIBITED ITEMS	PROHIBITED BEHAVIORS
Glass and other breakable items	Diving, running, pushing, spitting, horseplay
Animals and pets	Private pool parties
Motorized toys and boats	Drinking or eating in the water
Electrical devices (non-battery)	Impeding the ability for others to use the pool or pool area
Tobacco products including, but not limited to, electronic cigarette devices	Reserving chairs, tables, and chaise loungers for any Person not in the pool area
Alcoholic beverages	Other disruptive or unsafe behavior
Any other item or behavior that creates, or is likely to create, a health or safety hazard.	

Report Pool Rule violations and other concerns regarding use of pool facilities to the Property Manager.[5]

Your Board of Directors has established these POOL RULES to promote the HEALTH, SAFETY, AND ENJOYMENT of all pool users.

[5] See section 7.3.1 Property Manager.

4.3.12 Trash Collection

1. Set trash out the day before pickup after 5:00 p.m.
2. Return the trash container to the garage by the evening of trash pickup.
3. Make arrangements with your neighbor if you are out of town to retrieve your container to avoid violating rules.
4. Place all trash in bags and a container with a lid that closes.
5. Keep all trash containers in the garage.
6. For information on bulk trash pickup (i.e. mattresses) contact the Property Manager
7. For holiday pickup schedule, refer to our website www.VillageAtBaleKenyon.com

4.3.13 Vehicles and Parking

1. No boats, personal watercrafts, motor homes, trucks larger than one-ton pickup, travel trailers or the like may be parked overnight in any driveway or parking lot.
2. All parking by residents or guests must be (a) within garage; (b) in common area directly in front of garage door if you have a driveway which allows for the car to be completely out of the street or; (c) in designated parking spaces on the property. For safety purposes and the passage of emergency vehicles, there is no parking in the street in such a way that may impede the passage of emergency vehicles.
3. Obey designated NO PARKING signs.
4. Clubhouse parking spaces are reserved for those attending Clubhouse events or using the Pool or Fitness Center. These spaces may also be used by contractors, service personnel and Occupants involved in community-related business.
5. Inoperable vehicles (flat tires, expired license plates, shattered windshields, etc.) must be parked in the Unit garage or driveway and may not be parked on the street. Inoperable vehicles parked in the driveway for more than 48 hours or on the street for more than 24 hours, may be towed at the owner's expense
6. No repair work is permitted on vehicles in limited common area or common area except for short term emergency work (flat tire, battery changes etc.)
7. Parking of vehicles or trailers is prohibited on any lawn or landscape area. Parking is prohibited within ten (10) feet of a fire hydrant.
8. No vehicle may impede access to another Unit Owner's garage or driveway.
9. Any vehicle found in violation of these rules is subject to towing at the owner's expense.

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4.4 Exterior

4.4.1 General

Keep the area surrounding the Unit free from trash, paper, and other debris.

4.4.2 Birdfeeders

One birdfeeder per Unit is allowed. Unit Owners must maintain the cleanliness of the birdfeeder including picking up debris that falls to the ground. Do not place bird feeders in any grassy area in such a way that would impede mowing or landscaping routines. Any bird feeders attached to a building structure or exterior surface must be approved by the Board prior to installation.

4.4.3 Decorative Items

4.4.3.1 Approved Items

1. Front Door:
    a. Wreath on wreath hanger
    b. Door knocker
2. Front Porch:
    a. Flower pot
    b. Patio chairs
3. Mulch Beds Adjacent to Unit:
    a. Live Plants – annuals
    b. Solar path lights
    c. Shepherd hooks. These may be used for seasonal hanging baskets or bird feeders. Limited to 2 per Unit and measuring not more than 72" in height.

4.4.3.2 Items Requiring Written Board Pre-Approval

1. To obtain a variance, Unit Owners or Occupants must submit an Application for Alteration or Modification Request to the Property Manager for Board Consideration. The Board will respond to requests in a timely manner. No alteration or modification may occur without written Board approval. Special event banners.
2. Yard ornaments in the mulch or on the front porch. Limited to 2 per Unit and measuring not more than 24" in height.
3. Hooks affixed to wood on outer porch edge. May be used for live plants or wind chimes. Limited to 2 per Unit.

4.4.3.3 Prohibited Items

1. Items placed on the sidewalk regardless of whether those items appear on the Approved Items list.
2. Laundry poles or lines – no laundry may be hung in the porch area or the Common Areas, including towels, rugs, swimsuits, etc.
3. Stones and rocks in mulch beds that replace the effect of the mulch bed.

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4. Bird baths and fountains.
5. Items attached to or on the siding or the bricks of the Unit.
6. Any items placed in common areas not previously approved in writing by the Board.

4.4.4 Flags and Banners

1. Sports team and school flags *on game day only*. Limited to 1 flag at a time per Unit. Must be in good condition (not faded or torn) and measuring not more than 3' x 5'. Occupants may use a flag mounting system on siding trim (not on siding). Recommended: 3M Command Strips or similar.
2. Special event banners *with prior written Board approval*. Occupants must submit an Application for Alteration or Modification Request to the Property Manager. The Board will respond to requests within 30 days.
3. Flags and banners must not be installed where they could obstruct a sidewalk, roadway, or roadway visibility.
4. Flags may not be installed on the horizontal trim above garage door.

4.4.5 Doors

4.4.5.1 Garage

1. Keep garage doors closed for security and appearance.
2. Garage doors may be kept open for a reasonable time while working outside.
3. Garage doors may be kept open in the summer months to allow cool air to circulate. Door should be open no more than eight (8) inches from ground level.

4.4.6 Open Flame Devices

Open flame devices, including charcoal or propane gas grills or propane heaters, shall not be operated on combustible balconies or within 10 feet of combustible construction.

Quad condos with patios need to be sure open flame devices are a minimum of 10 feet clearance to combustible materials.

The Association does not enforce the Ohio Fire Code. Report suspected violations to the local Fire Department at 740.548.6346 (non-emergency).

Store open flame devices inside the Unit or Unit garage. Exception: Units with outdoor patios may keep a grill on the patio. Grilling is prohibited inside the Unit garage.

4.4.7 Personal Property and Storage

Personal items including but not limited to bicycles, sports, recreational and play equipment, hoses and sprinklers, and grills must be stored inside when not in use.

4.4.8 Landscaping, Plants, and Shrubs

1. Flowers may be installed only in the existing mulch area around the Unit.
2. Flowers are not permitted around any tree.

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3. Flowers must not exceed the height of 24".
4. Maintenance of plants and shrubs is the responsibility of the Unit Owner and dead annuals are to be removed by October 31st. Remaining annuals must be removed by November 30th.
5. Any plantings not maintained by owner will be maintained by the grounds crew and the owner will be billed accordingly.
6. Any plants not removed by said dates, will be removed by grounds crew and the Associations' cost of removal or disposal will be assessed to Unit Owner.
7. Invasive plants are prohibited.

4.4.9 Satellite Dishes

Unit Owners desiring to install a satellite dish must submit and receive written approval via the Request for Alteration and Modification accompanied by the Satellite Dish Review Checklist.

A satellite dish may be installed in approved area and may not be installed on the roof in any instance. Application for approval must be submitted to the Property Manager. It must be 36" or smaller in size and neutral in color (black, off white, gray, and beige) and no higher than 36" from ground level to the top of the dish.

The Unit Owner is responsible for any and all damages to building or Unit as a result of installation and wiring. Satellite dish wiring must be buried deep enough so as not to interfere with landscaping activities.

4.4.10 Signs

Except as otherwise provided, no commercial signage of any kind is to be displayed on the Condominium Property with the exception that security signs may be placed in the much bed and decals for the purpose of fire, security, oxygen, or other emergency services not exceeding 10 square inches may be placed on the interior glass surface of the Unit's windows. One for rent or for sale sign no larger than 3' by 3' can be placed in the window of a Unit.

4.4.11 Windows and Window Coverings

All window coverings must be neutral in color (white, beige, off-white, ivory) on the exterior side. All coverings must be professionally made. No sheets, paper, etc., may be used.

4.4.12 Alterations or Variances

With the exception of Landscape Plants, non-owner Occupants may not request or make alterations of any nature without the signature of the Unit Owner.

4.4.12.1 Landscape Plants

1. All plantings plans must be submitted to the Board for review.
2. Use of similar plants throughout the community will ease review process.
3. All bed installation changes must receive prior written board approval.
4. Mulch must be the same as the existing hardwood.

DRAFT

4.4.12.2 Construction, Building Changes, or Additions

No changes, including additions or removals may begin without prior written approval, including construction, landscaping or lighting. No items may be attached to Unit or building without approval.

4.4.12.3 Storm Doors

May be installed using the approved style and color for the community. Current approved door is full view and white color. Application for Alteration or Modification Request must be submitted to the Board for prior written approval. Failure to follow guidelines can result in required replacement of door at owner's expense.

4.4.12.4 Railings

If steps are present, black aluminum or wrought iron railings may be installed after obtaining written Board approval.

DRAFT

4.5 Interior

4.5.1 Maintenance and Repair

Unit Owners are responsible to maintain, repair, and replace the components of their Units. The Units are generally defined as everything from and including the Unit's perimeter drywall inwards. Refer to the Maintenance Responsibility Chart for additional information.

4.5.2 Modifications

Unit Owners are responsible for maintaining all Unit Owner installed items and options.

4.5.3 Restrictions

No activity is permitted on the property that might cause damage to lawns, landscaping, buildings, pavement, or other personal property. If damage is caused to any Common Elements or another Unit Owner's property due to actions of a Unit Owner, their household pet, guest, or Occupant, the Unit Owner is responsible for repairs and/or charges as determined by the Board and/or the Property Manager.

4.6 Additional Notes and Guidelines

All requests for and decisions regarding variances must be in writing to be valid. Under no circumstances will any approvals be given verbally. There will be no exceptions to rule. Any representations or "approvals" given by anyone other than your Board or your Management Company is not applicable. The interference of any owner with a vendor in the execution of their contract will be considered a rules violation. Vendors are required to report owner interference to the Management Company.

Preserve areas are not to be used for dumping of waste, trash or garbage.

The Board encourages Unit Owners to reasonably maintain their Units, as well as to make reasonable improvements to their Units that conform to the general architectural harmony of the neighborhood. The above provisions outline what is generally acceptable; however, all other or additional improvement or modification requests must be submitted to the Property Manager and receive the Board's written approval prior to installation. The procedural guidelines for all other exterior modifications are as follows:

1. No addition, alterations, or improvements will be made to any Unit exterior by any Unit Owner such as windows, lighting, etc., without prior, written approval from the Board or the Management Company.
2. No Unit Owner may install a fence or patio divider without prior, written approval from the Board or the Management Company.
3. Unit Owner must receive Board approval received prior to any work being performed.
4. Consult with the Property Manager for any additional requirements relating to the intended improvement. The Association and Property Manager assume no liability relating to the authorization of any improvement installed in your Unit.

Note: Any improvement performed by Unit Owners, without written approval from the Board, may be subject to immediate removal. If necessary, the removal may be performed by the Association at the Unit Owner's expense.

DRAFT

4.7 Vacant Unit

1. If you are no longer residing in the Unit or are absent from your Unit for more than two weeks at a time, provide an alternate address and phone number to the Management Company for emergency purposes.
2. Whether the Unit is vacant or is temporarily unoccupied for any length of time, set the temperature within the Unit above 50 degrees Fahrenheit, at all times, to prevent freezing pipes and water damage to the Unit, neighboring Units, and the Common Elements.

4.8 Financial Guidelines and Responsibilities

4.8.1 Annual Operating Assessments or Association Fees

Each Unit Owner is required to pay for the common expenses of the Association in equal monthly installments on the first day of each month. The assessment is prorated based on each Unit Owner's percentage of undivided interest in the Common Elements.

Unit Owners are charged a late fee if a payment is not received by the tenth day of the month. If a check is returned for any reason, a non-sufficient funds charge shall be assessed in addition to the late charge. The Property Management Company holds the returned check until a replacement has cleared for payment.

4.8.2 Insurance

While the Association maintains insurance on the Condominium, the Unit Owners also are responsible to maintain insurance on their Units. Unit Owners should consult with their insurance agents about coverage including, at a minimum:

- Property Insurance
- Personal Property Insurance
- Liability
- Loss Assessment

4.8.3 Utilities

The Association pays for trash removal. Unit Owners or, as applicable, Occupants, are responsible for the maintenance and payments of their own gas, water, sewer, electric, cable television and telephone service, internet, and for calling to initiate service on the date of possession.

4.8.4 Property Taxes

Unit Owners are responsible to pay all Delaware County Property Taxes. Your property taxes not only reflect the value of your Unit, but also your undivided percentage of interest in the Condominium's Common Elements.

4.8.5 Unit for Sale

A Unit Owner is required to notify the Property Manager, at the earliest possible date, when the Unit is placed on the market for sale. Association Dues must be current at the time of sale.

DRAFT

4.8.5.1 PRE-SALE

1. One (1) professionally made "For Sale" or "For Rent" sign, no larger than 3'x3' may be posted in a Unit window visible from the street.
2. No signs may be posted in any common area or limited common area including the entrance to the community.
3. The Unit Owner is responsible to make their realtor aware of all rules around Unit sales.
4. Within fifteen days of executing a purchase or sales agreement, the Unit Owner or real estate agent must notify the Management Company to make arrangements for a maintenance fee update letter and certificate of insurance for the buyer. It is the Unit Owner's responsibility to make certain Condominium dues are current.

4.8.5.2 POST-SALE

Refer to the Post-Sale Checklist.

4.8.5.3 UNIT FOR LEASE

1. Post one professionally-prepared "For Lease" sign, not larger than 3'x3', on the interior side of the window of a Unit.
2. No lease may be of less than an entire Unit. No lease or rental may be for a period of less than twelve (12) calendar months. Any lease agreement shall be in writing, shall provide the lease shall be subject in all respects to the provision of the Condominium Organizational Documents, the Declaration and By-laws, and to rules and regulations promulgated by the Board.
3. The Unit Owner is responsible for tenant violations of the Declaration, By-laws, or this Handbook. The Unit Owner is responsible for rule violation assessments and all other damages and any recourse the Unit Owner may wish to take against an Occupant who is in violation. If the Unit Owner fails to cooperate, then the Board may initiate eviction proceedings against a tenant.

Note: Also, refer to the Unit for Lease checklist.

DRAFT

5 REGULATIONS

5.1 RECORDS INSPECTION REQUEST

The books, records, and financial statements of the Association shall be available during normal business hours upon written request to the Property Manager for inspection by the Unit Owners and holders, insurers, and guarantors of first mortgages on Units.

5.2 NEW UNIT OCCUPANTS

1. The Property Manager shall send the Unit Occupant Information form to the Unit Owner.
2. The Unit Owner submits to Property Manager the completed Unit Occupant Information form, available at www.VillageAtBaleKenyon.com, within 30 days of a change in occupancy.
3. The Property Manager will review the Delaware County Auditor records and identify whether the Persons listed on the Unit Occupant Information Form match public records for the Unit.
4. Each initial Unit Owner is provided a key that opens both the Pool gate and the Fitness Center door. Return the key to the Property Manager when the Unit is sold. Contact the Property Manager if you need a replacement key. There is a replacement fee for a lost key.

DRAFT

6 VIOLATIONS

6.1 COMPLIANCE

The Association shall, except in cases of emergency, notify any Unit Owner of any violation, which may result in sanctions against them, and request voluntary compliance before enforcing compliance.

6.1.1 NO VOLUNTARY COMPLIANCE

If a Unit Owner does not comply with the rules upon request, then the Association may pursue all remedies available to it, including fines, litigation, arbitration, and self-help. All enforcement costs shall be assessed to the Unit Owner, pursuant to the Declaration of Condominium and Ohio Law.

6.1.2 DELINQUENT CONDOMINIUM DUES POLICY

1. A late charge will be added to any account where payment is received by the bank after the 10th day of the month. A notice of delinquency will be sent by the Management Company after the 10th of each month.
2. At 60 days, a Demand Letter will be sent from the Association's attorney and the attorney fees will be added to the amount past due.
3. At 90 days, a lien will be filed.
4. At 120 days foreclosure action will be taken.

6.1.3 APPLICATION OF MONIES RECEIVED

Owners must keep their accounts current. An account is considered current when the account has no outstanding monies due. All monies received by the Management Company will be applied to an owner's account in the order below:

1. Late fees
2. Fines
3. Board action taken resulting in costs assessed to the owner
4. Special Assessments
5. Condominium Association fees

6.1.4 REPEATED VIOLATIONS

In the event that policies are violated, an owner takes the risk of being assessed a fine. Repeated violations will result in the following violation procedure:

1st	Letter	1st Warning
2nd	Letter	2nd Warning
3rd	Letter	Monetary enforcement charge

Monetary enforcement charges will be assessed to your Condominium account immediately and due with your next monthly fee payment. Submit a dispute of any fine to the Management Company in writing. It will be submitted to the Board at the next scheduled meeting for review. Board of Director decisions are final. We would hope that assessing monetary enforcement charges will not be necessary

DRAFT

and request that all owners and residents be courteous to each other, respect their community, and abide by the Community Handbook.

6.2 Association Rules Enforcement

The Property Management company is responsible for the enforcement of Association rules as directed by the Board. Violations may be identified by the Property Manager during periodic site inspections or through Unit Owner complaints. Each Unit Owner is responsible for any violation of the Association Declaration, By-laws, and Rules and for the actions of their Occupants, tenants (if applicable), and guests.

Notwithstanding anything in this Handbook, the Board has the right to proceed with legal action for any violations the Board, at its sole discretion, may determine. All costs necessary to impose compliance, subject to applicable law, will be added to the account of the responsible Unit Owner.

6.3 Complaints

Submit complaints regarding violations of the Declaration, By-laws, or this Handbook to the Property Manager in writing. At a minimum, include the name, address, date, telephone number, and signature of the individual filing the complaint.

DRAFT

7 APPENDICES

7.1 MAINTENANCE RESPONSIBILITY CHART

Determining who is responsible for maintenance, repair, or replacement of things in a Condominium is not simple. It is often stated that the Unit Owner is responsible for the inside of a Condominium whereas the Association is responsible for the outside. While generally true, that statement is oversimplified. The Declaration defines precisely what the responsibilities are.

To help us all figure out who is responsible for what, the Board and the Property Manager have put together the chart on the next pages that specifies the responsibilities for nearly all items in our Condominium. The information on this chart is true to the best of the Board members' knowledge and belief but has not been reviewed by legal counsel.

Note: These charts are a general guide and are not all inclusive. A = Association, O = Unit Owner. Items with an asterisk (*) require written Board approval prior to installation.

Light Fixtures	Repair	Replace
Light bulbs, interior, exterior, all	O	O
Post lights, street, common area	A	A
Exterior patio, porch, entrance, garage fixtures	O	O
Interior fixtures	O	O
Other Electrical	**Repair**	**Replace**
Transformer underground cables to meter box	A	A
Meter box wiring to load center circuit box	O	O
Breaker box load center	O	O
Breaker box circuit breakers	O	O
Wiring from breaker box to all outlets	O	O
All plugs, switches, fixtures	O	O
Exterior GFCI outlets	O	O
Attic, ceiling fan wiring, exhaust fans, doorbell wiring	O	O
Doorbell, wiring	O	O
Fire alarm detectors	O	O
Interior existing telephone wiring, wall jacks	O	O
New additional telephone wiring, wall jacks	O	O
*Cable/internet/satellite dish-components	O	O
Garage Doors	**Repair**	**Replace**
Springs, rollers, tracks, exterior weather seal	O	O
Drive unit, all inclusive	O	O
Door replacement/color	O*[6]	O*
Remote exterior door operator, jamb mounted	O	O
Doors	**Repair**	**Replace**
Entrance door/color	O*	O*
Entrance screen door/screens	O*	O*
Patio door/color	O*	O*
Patio screen door/screens	O*	O*

[6] Replacement items must meet current specifications. Contact the Board or the Management Company for additional information.

Frames, jambs, sash, thresholds	O	O
Handle, knobs, locks	O	O
Windows	**Repair**	**Replace**
All windows	O*	O*
Glass breakage, leaks	O	O
All lock sets, hardware	O	O
Interior/exterior framing/trim work	O	O
Kitchen	**Repair**	**Replace**
Disposal, including switch, wiring, plumbing	O	O
Cabinets, oven hood, exhaust vent fan	O	O
Plumbing, all fixtures, supply lines, shut offs	O	O
All appliances	O	O
Cabinets	O	O
Walls, Ceilings, Floors	**Repair**	**Replace**
Floor coverings, carpet, laminate, ceramic	O	O
Drywall, partition walls, insulation	O	O
Exterior structural support and walls	A	A
Ceiling structure	A	A
Ceiling coverings	O	O
Wall coverings, paint wallpaper	O	O
Unfinished surfaces	O	O
Attic	**Repair**	**Replace**
Insulation, add flooring	O	O
Furnace and Air Conditioner	**Repair**	**Replace**
Furnace, humidifiers, filters, air cleaners	O	O
Heat ducts, registers, all	O	O
A/C coil inside furnace, A/C exterior unit	O	O
Manual or Programmable thermostats, wiring	O	O
Fireplace		
Fireplaces gas plumbing/electrical/gas valves	O	O
Fireplace liners, stacks, chimney	A	A
Chimney flue cap, flue piping (galvanized)	A	A
Chimney flue screens	A	A
Exterior brick/stone	A	A
Plumbing, Gas Lines	**Repair**	**Replace**
Sanitary/storm sewer lines from Unit to main	A	A
Interior sanitary drain lines	O	O
Main water supply line to unit	A	A
Main water supply line shutoff valve	A	A
Interior supply water lines in ceiling/walls	O	O
Exterior hose bibs	O	O
Faucets, valves, toilets, etc.	O	O
Main gas supply line to meter	A	A
Main gas supply line - meter to unit/interior	O	O
Inline gas shutoff valve to furnace, etc.	O	O
Gas line/valving on dryer, water heater, stove	O	O

DRAFT

Hot water tank, including all components	O	O
Patio, Enclosure	**Repair**	**Replace**
Patio privacy fence, upgrading, landscaping	O	O
Screened in porch; screening	O	O
Concrete	**Repair**	**Replace**
Screened in/non-screened in porches	O	O
Entrance porch	O	A
Garage floor	O	O
Patio slab	O	O
Side walks	A	A
Asphalt Paving/Sealing	**Repair**	**Replace**
Streets, driveways, parking areas, walkways	A	A
Condominium Exterior	**Repair**	**Replace**
Roofing/siding (doors/windows excluded)	A	A
Soffits, trim	A	A
Downspouts, gutters	A	A
Decorative brick/stone	A	A
Painting- trim/siding	A	A
Roof vents (except ridge and hat vents)	A	A
Window Wells/Pumps	**Repair**	**Replace**
Well covers (Units with basements)	O	O
Well wall liners, steps	O	O
Sump motor/pump, float switch, all controls	O	O

7.1.1 PESTS AND VARMINTS

Problem	Owner	Association
Ants	All other ants	Carpenter
Bees, Hornets, Wasps	Inside	Outside
Centipedes, Earwigs, Fleas, Moths, Millipedes, Roaches, Silverfish, Spiders, Ticks	Inside	N/A
Chimney Varmints	Inside chimney	N/A
Inside Varmints	Mice, rats	N/A
Outside Varmints	N/A	Opossums, Racoons, Skunks, Squirrels
Termites	N/A	Outside Treatment
Woodpeckers	N/A	Outside

DRAFT

7.2 Sample Forms and Submission

This section provides sample forms for ease of reference in printed materials. Submit completed forms to the Property Manager using the contact information in these appendices. Electronic (email) and physical postal deliveries (USPS, FedEx, etc.) are acceptable. The Property Manager will not accept forms watermarked with "SAMPLE" or outdated versions. See the website or contact the Property Manager for current forms.

Note: Physical postal submissions require two (2) copies of the entire package including completed forms and supporting information.

DRAFT

7.2.1 APPLICATION FOR ALTERATION OR MODIFICATION REQUEST

PRIOR TO STARTING ANY ALTERATION OR MODIFICATION PROJECT, the Unit Owner must complete and submit all required forms and supporting documentation (i.e., plans, drawings) AND must receive written approval from the Board. Refer to the Association Community Governing Documents and the Community Handbook regarding alterations and modifications that must be **pre-approved**. Applications submitted without adequate information and will NOT be approved and will be returned. Complete this and any other required forms. **If this is a request for satellite dish installation, Unit Owner must also submit the Satellite Dish Review Checklist documentation.**

Unit Owner/Unit Information			
Name		Phone 1	
Unit Street Address		Phone 2	

Type of Alteration or Modification Requested	
_____	
_____	
_____	
Estimated Completion Date (6 mo. or less from approval date)	

Date Received by Property Manager			
Decision (circle one)		Approved	Declined
Property Manager or Board Member Signature		Date	
Conditions of Approval/Reason for Decline _____ _____ _____			

IMPORTANT: Read and understand the Community governing documents prior to application submission. There may be additional costs and/or deposits related to the review and approval that are required by the Association. Any application that deviates from the approved plans will be inspected by the Association for compliance. Allow at least 30 days for reviews to be completed.

After receiving Association approval, contact Orange Township to obtain proper permits (if necessary). The Township may require an approval letter from the Association and a site plan depicting your improvement on your Unit.

SAMPLE

7.2.2 SATELLITE DISH REVIEW CHECKLIST

This form is required as part of the Application for Alteration or Modification Request regarding satellite dish installation. Submit this completed checklist along with the Application for Alteration of Modification Request.

INITIAL to signify your understanding of each requirement.

_____ Only (1) Satellite dish allowed per Condominium Unit.

_____ Original request to be sent to Property Manager for processing and follow up with Unit Owner to approve installation and schedule work to be done

_____ Show site plan submitted on request form showing location of satellite dish on property

_____ Satellite dish to be neutral in color (black, off white, light/dark gray, beige)

_____ Satellite dish not to exceed 36" in diameter

_____ Satellite dish not to exceed 36" from ground level to top of dish

_____ Location of satellite to be installed in rear of Condominium in mulch beds, if possible.

_____ Dish may not be installed on siding or trim

_____ Dish may not be installed on the roof

_____ No drilling of any holes in brick or siding

_____ All cables to enter through opening of window; flat cable preferred

_____ Owner is responsible for any and all damages to building or Unit as a result of installation and wiring.

_____ Dish wiring must be buried deep enough so as not to interfere with landscaping activities

Unit Owner Signature _____ Date _____

DRAFT

7.2.3 CLUBHOUSE RESERVATION FORM

Renter Information

Name		Phone 1	
Address		Phone 2	

Event Details

Date		Time In	AM PM
Attendees (Maximum: 42)		Time Out	AM PM
Type of Event			

I have read and understand and agree to abide by the Clubhouse Rental Requirements described in the Community Handbook and agree to abide by them. I understand that:

- Any and all costs incurred by or penalties assessed by The Village at Bale Kenyon Condominium Association through the use of these facilities by myself and any guests are my responsibility.
- My guests have limited use of the Pool (4 guests per unit) and are not allowed to use the fitness equipment.
- Failure to comply with the Clubhouse guidelines[7] will result in the forfeiture of my Deposit.
- Failure to perform all the duties in the Clubhouse Clean-Up Checklist will result in the forfeiture of my deposit.
- Clubhouse maximum capacity is 42 guests.

Signature of Unit Owner/Occupant _____ **Date** _____

Complete and submit this form to the Property Manager. Include with your application a $25.00 rental check and a $100.00 deposit check each made payable to The Village at Bale Kenyon Condominium Association.

Association Use Only

Item	Amount	Check No	Date	
			Received	Returned
Rent	$25.00			Non-Refundable
Deposit	$100.00			

Comments:_____

_____

_____

[7] *Unit Owner's Handbook* > Common Elements > Clubhouse

SAMPLE

7.2.4 CLUBHOUSE CLEANUP CHECKLIST

Note: The Association does not furnish cleaning supplies or equipment.

❑ Clean Kitchen

- Wipe kitchen counters; DO NOT use abrasive cleaners
- Clean sink; wipe dry
- Run garbage disposal
- Clean microwave spills, splatters, etc.
- Sweep and mop kitchen floor
- Remove food from the refrigerator; wipe clean as needed, close door
- Empty trash; replace liners
- Take trash home with you

❑ Clean Bathroom

- Wipe counters and toilet
- Sweep and mop floor
- Empty trash; replace liners
- Take trash home with you

❑ Clean Social Room

- Vacuum carpet
- Wipe tables

❑ Return all folding chairs to equipment/pump room and place in appropriate racks, all facing same direction

❑ Turn off electronics (television, VCR/DVD/Blu-Ray player)

❑ Turn off lights/ceiling fans

❑ LOCK ALL EXTERIOR DOORS

- Social Room – front
- Social Room – back
- Fitness Center – pool side
- Fitness Center – other

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7.2.5 SALE OR POST-SALE CHECKLIST

- ❑ Association Dues (must be current)
- ❑ Selling Unit Owner
  - Confirm that Title Company has contacted Management Company for appropriate documentation.
  - Return Pool key and Fitness Center key to the Association or Property manager
  - Notify the Management Company with the new Unit Owner's name and closing date.
  - Provide to the new Unit Owner:
    - Unit access items including keys, codes, garage door opener, etc.
    - Mailbox keys
    - Property Manger contact information
- ❑ The New Unit Owner, within 30 days of any change, must provide to the Property Manager a completed Unit Occupant Information form.

7.2.6 UNIT LEASE CHECKLIST

- ❑ Unit Owner must include in the lease document a clause making the lease subject to the covenants and restrictions in the Declaration, By-laws, and this Handbook.
- ❑ Unit Owner must make Occupant(s) aware of, and provide a copy of, the current version of this Handbook.
- ❑ Unit Owner, prior to a new tenant occupying the Unit, must provide to the Property Manager a completed Unit Occupant Information form.

SAMPLE

7.2.7 UNIT OCCUPANT INFORMATION

Unit Occupant Information

- Unit Address _____ Is Unit owner occupied? _____
- Last Name _____ First Name _____ MI_____
- Work Phone _____ Home Phone _____
- Business Address _____

Email Address _____

Permission to use email address in community bulk mailings (blind copy)? Yes____ No____

- Spouse's Last Name _____ First Name _____ MI_____
- Work Phone _____ Home Phone _____
- Business Address _____
- Co-Owner's Last Name _____ First Name _____ MI_____
- Work Phone _____ Home Phone _____
- Business Address _____
- Last Name _____ First Name _____ MI_____
- Work Phone _____ Home Phone _____
- Business address _____
- Occupant Information – Persons *residing* in the unit:
- Name_____ Phone _____
- Name_____ Phone _____
- Name_____ Phone _____
- Name_____ Phone _____

Pet(s): Name, Type, Breed _____

Vehicle(s) Make, Model, License Plate Number _____

_____

Billing Address, if different from Unit address _____

_____

If Unit is leased or rented, name and address of management company, if any: _____

_____

SAMPLE

7.3 Contact Information

7.3.1 Property Manager

Robin Bollinger
Case Bowen
614.799.9800 ext. 14
614.799.8338 fax
RBollinger@CaseBowen.com

7.3.2 Board Members

Position	Name	Email
President	Carl Gillogly	CGillogly@hotmail.com
Treasurer	Dann Mann	DoDaMann@gmail.com
Secretary	Lisa Stuart	peashoe@yahoo.com
Member	Bruce J. Bibler	BruceJBibler@gmail.com
Member	Leonard H. Hudson	LeonardLisa@outlook.com
Member	Steve Hunt	SJHunt007@outlook.com

7.3.3 Webmaster

Lisa Bevan
Peashoe@yahoo.com

7.3.4 Website

The Association website is the Unit Owner's first stop to find Association contacts, to view the most current documents and forms, and to view Association event information. Go to www.VillageAtBaleKenyon.com.

7.3.5 Community Services

EMERGENCY: 911

Non-Emergency Contacts:

Contact	Website	Phone Number
Delaware County Sheriff's Office	www.DelawareCountySheriff.com	740.833.2800
Orange Township	www.orangetwp.org	
Orange Township Fire Department		740.548.6346

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