THE VILLAGE AT STERLING PINES CONDOMINIUM

ASSOCIATION

RESIDENT

HANDBOOK

This Handbook has been prepared to provide a ready reference of general information about The Village at Sterling Pines Condominium Association Rules and Regulations, and the responsibilities of the Association and the Unit Owners. This is not a substitute for the Declaration and By-Laws, which should be read and understood by every unit owner. In the event of a conflict between this handbook and the Declaration, the Declaration is the controlling document. Questions about the Association and its activities, or an interpretation of the rules, should be directed to the Board of Directors or to The Community Association Management Company.

Revised 6/27/15

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DEFINITIONS FROM THE DECLARATION AND BYLAWS

Common Element

"Common Element" means all of the Condominium Property, except that portion described in the Declaration as constituting a Unit or Units, and is that portion of the Condominium Property constituting "common element and facilities" of the Condominium under the Condominium Act. The term "common element" replaces the term "common area" and has the same meaning.

Limited Common Element

"Limited Common Elements" means those Common Elements serving exclusively one unit or more than one but less than all Units, the enjoyment, benefit or use of which are reserved to the lawful occupants of that Unit or Units either in this Declaration, or by the Board, and is that portion of the Condominium Property constituting "limited common elements and facilities" of the Condominium under the Condominium Act. The term "limited common element" replaces the term "limited common area" and has the same meaning.

Village at Sterling Pines Limited Common Element = Porch

IMPORTANT TELEPHONE NUMBERS

COMMUNITY ASSOCIATION MANAGEMENT COMPANY

Real Property Management Co.	Telephone:	(614) 766-6500
5550 Blazer Parkway, Suite 175	Fax:	(614) 792-9174
Dublin, Ohio 43017	Service:	(614) 766-6500
Email: ssoroky@rpmanagement.com		

Stephanie Soroky, Community Manager. 614-766-6500, ext. 7023

Kate Hall and Rennie Bowshier, Client Accounting Specialists, oversee the computerized accounting systems and have key responsibility for reviewing, with the Community Manager, the preparation of monthly financial statements, the monthly analysis of financial position and operating projections, the maintenance of proper banking relationships, for the payment of invoices and the maintenance of unit owner payment records.

Emergency	**911**
Poison Center of Central Ohio	(614) 228-1323
City of Gahanna	
Police Department	(614) 471-8080
	(614) 342-4240
Mifflin Township Fire Department	(614) 471-0542
U.S Post Office	(614) 472-0696
Columbia Gas	(800) 344-4077
Nationwide Energy Partners (Electric)	(877) 818-2637
SBC (Phone)	(800) 660-1000
Repair Service	(800) 572-4545
Cable	
Insight Communications	(614) 236-1200
Trash Removal	
Republic	(614) 308-3000
PICK UP DAY IS FRIDAY	
Please have your trash can at curbside	
Animal Control	(614) 462-3400

BOARD OF DIRECTORS

Gary Bogard 599 Piney Glen Drive Gahanna, OH 43230	419-865-5661 Gbogard33@gmail.com	Term ends 2017
John Altham 1393 Grey Oaks Gahanna, Oh 43230	614-855-0982 jaltham@insight.rr.com	Term ends 2016
Patricia Buehner 1389 Grey Oaks Blvd. Gahanna, OH 43230	614-855-1783 bugahanna@aol.com	Term ends 2018
Dan Glenn 601 Buckthorn Way Gahanna, OH 43230	614-476-6388 Dsglenn1968@icloud.com	Term ends 2017
Mike Meier 594 Piney Glen drive Gahanna, OH 43230	614-753-3685 mpmeier@hotmail.com	Term ends 2018

By Law, all condominium communities must have an association of its owners to provide the services necessary for safety, general property maintenance and long-term obligations. The condominium fees provide the money to pay for these services and to save for major future expenses such as roofing, painting, tree replacement, and street and parking lot repair. The association elects a Board of Directors, which is responsible for administering the condominium. The Board has established rules and regulations for the welfare and harmony of all residents, as well as for the protection of the community. *It is the duty of each owner or resident to become familiar with the rules and ensure compliance by all members of the household, including guests.*

The Board of Directors has been delegated by the By-Laws, the responsibility of operation and management of the association's affairs. The Board of Directors consists of six owners of Sterling Pines Condominiums, each elected by fellow homeowners at the annual meeting during the first quarter of the year. Each year two members are elected for 3-year terms. In the event that an elected Director resigns, the Board may appoint a Director to fill the vacant position until the next annual meeting.

The Board of Directors meets on a regular basis.

A newsletter will be sent periodically to keep homeowners and residents abreast of Board activities. Notification of the annual meeting will be sent to homeowners.

MANAGEMENT

The Real Property Management Company, Inc.'s manager for The Village at Sterling Pines Condominium Association is Stephanie Soroky. All operational and maintenance requests should be directed to her.

INSURANCE

It is the homeowner's responsibility to insure the interior of your unit. Your policy should include coverage for all personal property, liability, and any other coverage you wish. In addition, you should consider "loss assessment" coverage. Your association will hold owners liable for any negligent action on their part or their invitees, which causes the association to pay it's insurance deductible, currently at $5,000. Contact the Association Manager if this is unclear.

The Association will insure the building and all permanent improvements and fixtures.

Should you have any questions whatsoever about the insurance you need or what is provided by the association, contact your association manager. He can give you name of the association's insurance agent who will be happy to talk to you or your agent

BY-LAWS

Every homeowner should have received a copy of the Declaration and By-Laws of The Condominium Association. In those pages are the rules and regulations for the governance of our Association. You are responsible for conducting yourself within the framework of these documents. You should acquaint yourself with these documents, which you received when you purchased your unit. If you need a copy of the Declaration & By-Laws, contact The Community Association Manager.

FINANCIAL MATTERS

Association dues are payable to The Village at Sterling Pines Condominium Association on the *first of each month*. Dues should be sent in the pre-addressed envelope provided by The Property Management Company, OR an owner may sign-up for the Direct Pay Program (automatic deduction). Contact the community accountant at the Property Management Company for details (614) 766-6500.

ATTENTION OWNERS:

DELINQUENT CONDO DUES POLICY & PROCEDURES

Monies Due the Association

All association fees are due on the 1st of each month. There is a 10-day grace period to allow for normal mail delivery. Dues should be sent using the preprinted coupons provided by the Property Management Company, OR an owner may sign-up for the Direct Pay Program. Contact the accounting department at RPM for details.

Please also be aware that your association is *required* by state statute to allocate a minimum of 10% of each year's operating budget to reserves and to fully fund the reserves necessary for normal anticipated capital expenditures. This requirement will have a major impact on annual condominium fees.

Any and all monies received will be applied in the following sequence to comply with Ohio Statute 5311:

1. Any interest due
2. Late fees
3. Collection costs, attorney's fees, and paralegal fees
4. Common expenses or "penalty" (enforcement) assessments
5. Any other monies due the association

Any other assessments or costs

1. Fees are due on the first of each month.
2. A late charge of $20.00 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.
3. At 60 days the management company will send a letter warning of pending legal action
4. At 75 days, a Demand Letter will be sent from attorney and the attorney fees will be added to the amount past due.
5. At 90 days a lien will be filed.
6. At 120 days foreclosure action may be taken.

SPECIAL UNIT ASSESSMENTS

Assessments against owners and residents for violations of By-Laws or condominium rules will be assessed against the unit owner. *Responsibility for information regarding rules and regulations for living at The Village at Sterling Pines lies with each unit owner. Off-site owners should make all policies clear to their unit residents.*

ENFORCEMENT ASSESSMENTS

In the event that policies are violated, an owner takes the risk of receiving an enforcement assessment, also called a special unit assessment. Assessment procedures will be in compliance with Ohio Statute 5311. Violations will be assessed as follows:

First Offense - Written Warning
Second Offense - $ 50.00 assessment
Third Offense - $100.00 assessment
Fourth offense - $150.00 assessment

Additional enforcement assessments will be assessed at $250 increments for each violation of the same rule and regulation.

Procedure

An Enforcement Assessment will be issued when an offense has been determined by the Board of Directors. Prior to the actual issuance of an enforcement assessment, the following procedure will be used in compliance with Ohio Statute 5311:

1. The Association will give the owner written notice of a description of the violation; the amount of the proposed assessment; a statement that the owner has a right to a hearing before the Board to contest the violation; a statement of procedures required to request a hearing; and a reasonable date by which the owner must cure the violation to avoid an assessment.
2. The owner may request a hearing by written notice within ten days of receiving the Board's letter. If the owner does not request the hearing in the allotted time, the assessment is automatically imposed.
3. The Board will hold a hearing if requested and give the owner seven days notice of the date/time/place.
4. Within thirty days of the hearing, the Board will give the owner written notice of the assessment status.

MODIFICATIONS OF RULES AND REGULATIONS

These Rules may be revised from time to time, by a majority vote of the Board of Directors.

Prior Rules and Regulations

The only Rules to be used by the Condominium Association or adhered to by the Unit Owners are those contained herein. Any prior Rules either written or oral are null and void.

SALE OF CONDOMINIUM

Per Ohio State Statute, within thirty (30) days after an owner *buys* a unit, the owner must provide the following information in writing to the Board:

- Home address, home and business mailing addresses, and home and business telephone numbers of owners and all occupants of the unit.
- Name, business address, and business telephone of any person who manages the owner's unit.

An "Occupant Information form" is included at the back of this handbook for this requirement. Within thirty (30) days after a *change* in any of this information, an owner must notify the Board of the change. When the Board requests, an owner must verify or update this information. The selling owner is requested to leave the Condominium Declaration, By-Laws, and Resident Handbook for the buyer. In addition, upon selling the condominium, the seller must remove their satellite dish unless the buyer will be continuing the service.

RENTING YOUR UNIT

It is the owner's responsibility to seek approval from the Board **prior to** leasing a unit **and** to provide a copy of the lease to the Board of Directors once the rental is approved.

The off-site owner shall also provide a current copy of The Resident Association Handbook to lessee. It is the responsibility of the Lessee to become acquainted with the said documents and abide by them. See "Financial Matters"; Assessments (page 6). Any questions regarding the handbook may be addressed to the Property Management Company.

An "Occupant Information Request" form must be turned in to the President of the Association PRIOR to the tenant taking occupancy of the unit. Any owner who has not turned in a copy of their occupant information (see form in back of booklet) prior to the tenant occupying the unit will be assessed a $75 fine. All leases should be for one year only, no month-to-month or sub-letting is permitted.

Notice To All Tenants

The Declaration and By-Laws created for The Village at Sterling Pines Condominium state that any violation of the rules and regulations can or will be construed by the Association as cause for default of your lease and may result in your Eviction under the guidelines stated in your Lease.

Tenants may be held responsible for payment of special assessments issued to unit owners caused by the tenants' violation of these rules and regulations.

ANIMAL CONTROL

Animals being walked **must be on a leash** not more than ten feet in length. **No "FREE RUNNING" ANIMALS WILL BE TOLERATED**. Please report all strays to The Association Manager or to Animal Control. **Violators will be issued a Special Unit Assessment.**

Everyone with dogs AND cats are to curb their pets and, as required, clean up after them and dispose of waste in *your trash receptacle* immediately. Do not store in any container of any type any where on the property. Patio areas must be kept clean and free of pet waste. No pet cages or houses are permitted on porch, patio or lawns. (Dog owners need to visibly carry bags/pooper scoopers for waste pick-up). Violators will be issued Special Unit Assessments.

Animals shall not be left out unattended, whether within a fence, patio or otherwise. Chains, tethers, and the like found attached to trees, patios, handrails or any other portion of the building (with or without a pet attached) will be removed and disposed of at the owner's expense. Violators will be issued a Special Unit Assessment.

Generally accepted pets are birds, cats, dogs, small fish, gerbils, and hamsters. **Dogs are permitted with a weight limit of 50 lbs. full-grown.** Breeding of animals for commercial purposes is prohibited. Any cost of repairing damage done to Association property by your pet will be a special unit assessment to the unit owner and/or resident responsible for the animal. All pets must be vaccinated properly and, upon request by Management, Board of Directors or all unit owners, an up to date certificate of vaccination must be supplied.

Unleashed and/or free-roaming dogs and cats are considered "strays". Their behavior is unpredictable and possibly dangerous especially to children. Please report all strays to the Franklin County Dog Warden at 462-3400. A stray may be removed from the community without notice.

PERSONAL PROPERTY

All personal property, such as (without being limited to those items mentioned) lawn chairs, lounges & tables, grills, and bicycles must be kept inside the garage or living area. Porch furniture of reasonable size is permitted within the porch area. A garden hose may be left outside if it is kept in a taupe colored box or taupe colored roller.

The American Flag and Team Flags may be displayed as later explained.

The Association owns and controls the exterior of units (except the doors and windows), including, but not limited to, exterior walls, driveways, streets, lawns, landscaping, street lighting, entrance, and the improvements, community center, and pool. **Basically, the unit owner controls the inside of the unit**.

CONSTRUCTION/BUILDING CHANGES/ADDITIONS

No changes, including additions or removals may *begin* without *prior written approval*, including construction, landscaping or lighting in the common areas. No items may be attached to unit or building without written approval from the Board.

Storm doors

May be installed using the approved styles and color for the community. Current approved doors are Larson, full-view or self-storing, sandstone color or the same full view door with a plain etching line around the outside of the glass. The Board must approve any other door *in advance*. If you are uncertain whether your door is acceptable, request approval in advance of purchase. You are responsible for insuring that your storm door matches the trim on your unit. Failure to follow guidelines can result in required removal of door at owner's expense.

Satellite dish

May be installed in *approved* area. (See Management Company for approved area. The dish must be one meter or less in size and neutral in color (black, off white, gray, beige) and no more than 36" in height from the ground to the top of the dish if installed in the ground. 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. Damage to the wiring by the landscaping company will be the responsibility of the owners.
Dish may be installed **only** in locations approved by the Board. Owners **must** submit an architectural variance to the management company and receive approval of location **prior** to installation. Upon selling the condominium, the owner must remove the dish unless the buyer will continue service.

DECORATIONS

Flags

- The American Flag may be flown or displayed at anytime following normal flag protocol and etiquette.
- Team flags may be flown or displayed on *game day only*.
- Flags/decorative banners no larger than 12' X 18" will be allowed in the mulch beds adjacent to your unit.
- Flags are not to be hung on doors or in windows. The only approved location for flag holders is on the square portion of the porch columns and flag holders MUST be installed with approved screws.

Prohibited Decorative Items

- Window hangings, with *exception* of one (1) professionally made "For Sale" sign, no larger than 3' x 3'. Political signage is prohibited.
- Laundry poles or lines – no laundry may be hung in the porch area or the common areas, including towels, rugs, swimsuits etc…
- Any items placed in common areas not previously approved in *writing* by the Board of Directors.

WINDOW COVERINGS

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

LANDSCAPING/ PLANTS

The mulched area right outside each unit may be decorated to owner's taste. However, no existing plants, shrubs or trees may be removed. Flowers may be installed only in the existing mulch area around your unit

- Flowers and plants are not permitted around any tree.
- It is the owner's responsibility to maintain any plants or flowers that they plant. The grounds crew will maintain any plantings not maintained by owner and the owner will be billed accordingly.
- Any dead flowers or plants not maintained or removed by the owner, will be removed by grounds crew and the Associations' cost of removal/disposal will be assessed to unit owner.
- The Association and the landscaping company will not be responsible for damage to flowers and plants that have been planted by the residents.

HOLIDAY DECORATIONS

Non-blinking Christmas lights and decorations are permitted to be placed in the Limited Common Element and/or on building exteriors provided the decorations *do not damage* the limited common element, shrubbery, buildings, gutters or siding. They may not be displayed before Thanksgiving Day, and must be removed by no later than January 7th of the following year.

Blinking, Chase, and racing lights, are not permitted. No musical decorations or musical lights of any kind are allowed.

Other holiday decorations are permitted under the same guidelines, and may not be displayed more than one week before or one week after the holiday.

TRASH COLLECTION

You can set trash out the day before pickup after 5pm and containers must be retrieved by the evening of pickup. If you are out of town you should make

arrangements with your neighbor to retrieve your container to avoid violating rules.
All trash must be in bags and placed in the container provided.
Trash containers are to be taken to the main roadway for collection.
Trash receptacles must be stored in the garage except for trash day. Only approved trash receptacles may be used.

SOLICITATION AND GARAGE SALES

All solicitation is prohibited in community.
Garage sales are prohibited unless the Board of Directors announces a community wide sale.

NUISANCE / NOISE

Please respect neighbors and community rights to peaceable living. Any noise or nuisance that constitutes an unreasonable disturbance to another or that is audible outside the unit will not be tolerated.

PARKING / VEHICLES

- **Parking on the street is only permitted on the opposite side of the street with fire hydrants on Piney Glen, Buckthorn, and Grey Oaks. On Woodberry Place, parking is allowed on the *West* side of the street only.**

- Parking will be allowed directly in front of your garage and in the turnarounds **providing** that it does not interfere with the ability of your neighbors to get in and out of their garage. *Your Board of Directors realizes that not all garages and drive areas have the same amount of space and reserves the right to restrict parking in front of certain buildings or in certain turnarounds if it creates a hardship for other owners.*

- No boats, motor homes, trucks larger than ¾ ton pickup, travel trailers or the like may be parked overnight.

- Large recreation vehicles (van conversions/RVs), which do not fit in the garage, will be permitted to park in the common area for 24 hours to allow for loading and unloading purposes. Such vehicles must not exceed 32 ft. in length and cannot block normal access for other residents. Commercial moving vans, when conducting contracted business, and commercial trucks when in the area to perform service or repair are an authorized exception.

- Open parking at the Community Center is restricted to 48-hour increments.

- 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…).

- 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.

- Parking is prohibited between 1379 Grey Oaks and 1375 Woodberry.

- In the event of snowfall of 3" of more, parking is prohibited on all street surfaces. Violators will be towed (immediately) at the owner's expense.

Any vehicle found in violation of these rules is subject to towing at the owner's expense.

SWIMMING POOL

The pool is for the exclusive use of the residents and their guests. Any person who cannot be identified as a resident or accompanied by a resident will be required to leave the pool area. *An adult resident must accompany guests at all times*.

The pool rules are as follows:

1. All persons using the pool and pool facilities do so at their own risk and sole responsibility. There is no lifeguard.
2. *An adult resident must accompany guests at all times*. Please be a good neighbor and do not invite a lot of guests. Guests are limited to 4 per Unit on weekends.
3. Private Pool parties are prohibited.
4. The following are prohibited in the pool area:
    - Animals or pets (with the exception of service animals)
    - Glass or other breakable items
    - Running, diving, or disruptive behavior
    - Excessive noise, splashing, or radios without headphones
    - Electrical devices
6. Safety floats and vests are permitted.
7. Swimming is permitted only in garments sold as swim wear. All persons with bladder or bowel control problems are prohibited from using the pool unless they are wearing the appropriate protective garments (e.g. swim diapers).
8. Lounge chairs or tables may not be reserved. Lounge chairs should be repositioned in the order intended (orderly fashion), after use.
9. The pool will be open daily during swimming season from 6:00 am until12:00 am. The pool may be closed at the discretion of the Board of Directors or the pool attendant due to inclement weather and on days when the temperature fails to reach 68 degrees Fahrenheit or for any safety and/or health reason.

10. The pool gates must remain locked at all times.
11. Wet swimwear is not permitted in the clubhouse lounge or workout area.
12. All trash must be picked up and taken back to your own trashcans.
13. Smoking is prohibited in the pool area.
14. Do **not** open gate for admittance to pool area for **anyone**. Even if they have a key and pass of their own, **DOING SO COULD RESULT IN SUSPENDED POOL USAGE!** Pool is for residents and their guests **ONLY**.

COMMUNITY CENTER

The Community Center is for the private use of the residents. It is available at no cost to residents only for non-profit parties or meetings. For profit business meetings or parties will be charged $75 to use the facility for a four-hour event. The following policies apply:

A $50 *refundable* deposit is required. Reservations shall be made with the Board Member, Gary Bogard (419-865-5661) on a first-request basis. A member of the Board will inspect the premises after use to assure thorough cleanup.

1. Children and teenage parties are prohibited unless supervised by an adult resident owner.
2. The renting resident is responsible for all clean up and trash removal. Clean up must be done by 10:00am on the day after the party..
3. Damages to the Community Center or equipment and any follow-up cleaning done by the Association will be deducted from the deposit. If the deposit is an insufficient amount, the renting resident will be billed for the difference.
4. Community Center and Exercise room are smoke free.

REQUESTS FOR VARIANCES

Requests for variances must be submitted in writing to your management company, complete with all information necessary for your Board to make an informed decision. These requests will be brought before your Board at the next scheduled meeting. The management company will advise you in writing of the disposition of your request. Use the *Application for Exterior Improvement* form enclosed in this handbook. Your management company will also be happy to send you one.

CHANGES TO POLICIES

These policies and guidelines may be subject to change from time to time at the discretion of, and by majority vote of the Board of Directors. In the event of a change, unit owners will be sent a copy of the revision.

Village at Sterling Pines

APPLICATION FOR EXTERIOR IMPROVEMENTS

Your exterior improvement application must be submitted and APPROVED before you begin your project

We cannot approve any application submitted without adequate information.

Please complete the following information and submit this with plans**, drawings, and/or literature** to:

The Village at Sterling Pines Condominium Association
C/o Real Property Management, Inc.
5550 Blazer Parkway, Suite 175
Dublin, Ohio 43017

NAME _____ ***DAYTIME PHONE*** _____

ADDRESS_____ ***UNIT #*** _____

COMMUNITY_____

TYPE OF IMPROVEMENT (S) REQUESTED:

_____ Satellite Dish _____ Storm Door _____ Landscaping

Other/Specifications:_____

_____

Estimated completion date for project(s): _____

Please check your rules and regulations for specifics pertaining to your community and note that all improvements must occur within your Limited Common Area. Please do not store building materials in vacant parking spaces.

Your application for Exterior Improvements [*has*] [*has not*] *been* approved.

_____

Signature of Agent or Association Director

Date: _____

Note: _____

_____

Applications that deviate from pre-approved plans will have to be inspected by the Association Board, which could take up to 30 days to complete the application review.

After you have received approval from the Association, contact the City of Gahanna to receive your permit (if necessary). Also, be sure to read your Rules and Regulations before you proceed. The City of Gahanna may require an approval letter from the Association and a site plan depicting your unit and its Limited Common Element. Site plans are contained in the amendments of your Declarations and by-laws, which you received at closing.

City of Gahanna- Permits
200 S. Hamilton Rd.
(614) 342-4015

DATE REQUEST RECEIVED _____

DATE REQUEST APPROVED/DISAPPROVED _____

The Village at Sterling Pines
SATELLITE DISH POLICY

Following are the guidelines that must be followed when installing a satellite dish in your Association. Please complete this policy and return it with your architectural control application prior to making any changes.

1. Dish cannot be greater than 20 inches in diameter either round or average.

2. Dish may only be mounted to post located in the mulch bed by a/c unit and must be installed no higher than 3 ft from the ground to the top of the dish. **Any other location must be approved in writing in advance.**

3. Homeowner is responsible for any damage and must repair to original condition. Homeowner is also responsible for insuring the cable wires do not interfere with the activities of the landscapers. Cut or broken wires will not be repaired or replaced by the association.

4. Dish must be installed by a professional, licensed, bonded, and insured installer. Proof of insurance and a copy of the license of the installer must be submitted with your application.

5. **Coaxial wiring must enter the unit along the eaves of the building and then travel the inside walls of the unit to the point of connection**.

I_____agree to the above conditions.
(Unit Owner name and unit address)

_____ _____
(signature of unit owner) *(Date)*

Thank you for your time and cooperation. If you have any question, please contact Real Property Management, Inc. at 766-6500.

Occupant / Owner Information Request

Ohio Law 5311.09(A)(2) mandates that within thirty (30) days of ownership, the owner must notify the association of 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, and the name, business address, and business telephone number of any person who manages the owner's unit as an agent of that owner.

Please fill in all the information that applies and return to:

The Village at Sterling Pines Condominium Association.
5550 Blazer Parkway, Suite 175
Dublin, Ohio 43017

DATE _____

OWNER NAME(S) _____

ADDRESS _____ ***UNIT #*** _____

MAILING ADDRESS (other than unit address, if applicable) _____

_____

HOME PHONE(S) _____

EMAIL ADDRESS:(optional) _____

BUSINESS MAILING ADDRESS(ES) _____

_____

BUSINESS PHONE(S) _____

IN THE EVENT OF ANY EMERGENCY, CONTACT:

NAME_____

PHONE_____

RELATIONSHIP _____

UNIT MANAGER/AGENT NAME (If applicable) _____

BUSINESS PHONE _____

BUSINESS ADDRESS _____

(Please complete 2nd page of this form)

PLEASE LIST BELOW ALL PERSON(S) CURRENTLY OCCUPYING THE UNIT

(ie. Children, Relatives, Room-mates, Renters)

OCCUPANT NAME(S) _____

OCCUPANT HOME PHONE _____

OCCUPANT BUSINESS PHONE(S) _____

OCCUPANT BUSINESS ADDRESS(ES) _____

OCCUPANT NAME(S) _____

OCCUPANT HOME PHONE _____

OCCUPANT BUSINESS PHONE(S) _____

OCCUPANT BUSINESS ADDRESS(ES) _____

OCCUPANT NAME(S) _____

OCCUPANT HOME PHONE _____

OCCUPANT BUSINESS PHONE(S) _____

OCCUPANT BUSINESS ADDRESS(ES) _____

OCCUPANT NAME(S) _____

OCCUPANT HOME PHONE _____

OCCUPANT BUSINESS PHONE(S) _____

OCCUPANT BUSINESS ADDRESS(ES) _____

MAINTENANCE RESPONSIBILITY CHART

A= The Village at Sterling Pines Condominium Association

O= Unit Owner

DESCRIPTION		MAINTENANCE	REPAIRS	REPLACEMENT
Light Fixtures:				
Garage Photo Cell-if any		O	O	O
Common Area Post Light (if any)		A	A	A
Porch, Patio, and Garage Light		O	O	O
Interior Light Fixture		O	O	O
Other Electrical:				
Transformer to Meter Box		A	A	A
Meter Box to Circuit Box (Breaker Box)		O	O	O
Circuit Box Wiring to Outlets, Etc…		O	O	O
Plugs, Switches, Fixtures, Etc…		O	O	O
Exterior Plugs		O	O	O
Circuit Breakers		O	O	O
Attic and Whole House Fans				
Doorbell and Wiring		O	O	O
Alarm Systems		O	O	O
New Ext. Telephone Wiring and Jacks		O	O	O
Internal Telephone Wiring and Jacks		O	O	O
Garage Doors:				
Springs, Wheels, Tracks & Weather-stripping		O	O	O
Electrical Openers		O	O	O
Replacement/ Other		O	O	O
Exterior Coating of Door (with Approval)		O	O	O
Entrance Doors:				
Glass, Locks Weather-stripping		O	O	O
Replacement		O	O	O
Handles, Knobs, Locks		O	O	O
Exterior Coating of Doors (with Approval)		O	O	O
Storm/ Screen Door		O	O	O
Windows & Sliding Doors:				
Glass- Breakage, Leaks, Mullions, Other		O	O	O
Mechanism– Locks, Operators, Balances, Etc.		O	O	O
Exterior Wood Frames		O	O	O
Exterior Wood Trim		A	A	A
Interior Casing & Frame		O	O	O
Weather-stripping & Screens		O	O	O
Handles, Knobs, Locks		O	O	O
Kitchen Items:				
Disposal Incl. Switch, Wiring & Plumbing		O	O	O
Kitchen Cabinets		O	O	O
Kitchen Plumbing Including Faucets		O	O	O
Hood and vent Fan		O	O	O
Dryer Vents		A	O	O
Walls, Ceilings & Floors:				
Interior Surfaces and Partition Walls		O	O	O
Structural Support and Exterior Walls		A	A	A
Ceiling Structure		A	A	A

DESCRIPTION		MAINTENANCE	REPAIRS	REPLACEMENT
Ceiling Covering		O	O	O
Walls, Ceiling & Floors Continued				
Floor Structure		A	A	A
Floor Coverings		O	O	O
Basement / First Level:				
Concrete Walls and Unfinished Floor		N/A	N/A	N/A
Modifications		N/A	N/A	N/A
Furnace & Air Conditioning & Chimney(s):				
Furnace, Humidifier, Filters, Air Cleaners		O	O	O
Heat Ducts, Registers		O	O	O
Air Conditioning Coil &Outside Unit		O	O	O
Fireplace(s)				
Interior Flue(s)		A	A	A
All interior *accessible* portions, vents, dampers		O	O	O
Exterior Surface-brick-siding, etc.		A	A	A
Chimney Cap (galvanized)		A	A	A
Chimney Screens		O	O	O
Plumbing & Gas Lines:				
Sanitary & Storm Sewer up to Unit		A	A	A
Interior Sanitary Drains		O	O	O
Main Supply Water Line to Unit		A	A	A
Main Water Supply Line Shut Off Valve		O	O	O
Other Water Lines in Walls and Ceilings		O	O	O
Exterior Water Spigots / End of Bldg		A	A	A
Faucets, Valves, Toilets, Other Fixtures		O	O	O
Main Gas Supply to in Line Shut Off		A	A	A
In Line Shut Off Valve For Furnaces, Etc.		O	O	O
Other Gas Lines (Dryer, H/W, Stove, Etc.)		O	O	O
Upper Porch or Balcony:				
Decking, Joists, Footing & Posts		N/A	N/A	N/A
Wood and Wrought Iron Railings		N/A	N/A	N/A
Other Decking Specified by Homeowner:				
Decking, Joists, Footing & Posts		N/A	N/A	N/A
Wood and/or Wrought Iron Stairways		N/A	N/A	N/A
All Other Components		N/A	N/A	N/A
Miscellaneous:				
Gutters		A	A	A
Roof Vents		A	A	A
Skylights		O	O	O
Sump Pump(s) & Discharge Pipes		O	O	O
Cable Television Wiring		O	O	O
Attic Insulation		O	O	O
Entrance Porch (concrete)		O	A	A
Garage Floor (concrete)		O	O	A

- - Refer to detail in Maintenance Guide