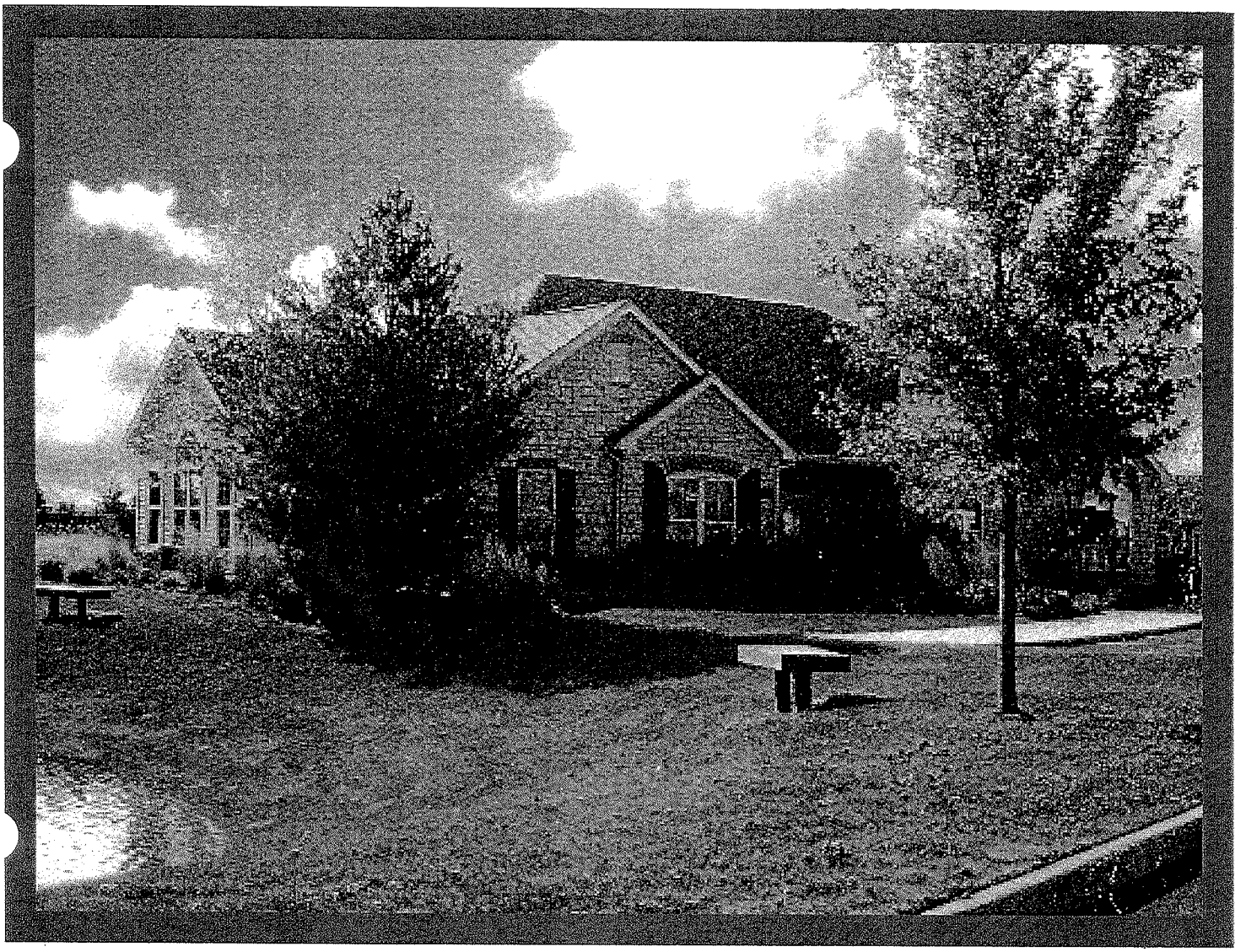


Villas at Trotters Pointe Condominium

RULES & REGULATIONS

Revised Edition - May 2021

VILLAS AT TROTTERS POINTE COMMUNITY RULES and REGULATIONS

REVISED: MAY 2021

The revised rules and regulations have been set forth to expand upon and detail information found in the Condominium Declaration and Bylaws under which VILLAS AT TROTTERS POINTE CONDOMINIUM ASSOCIATION operates. The goal is to create, achieve and maintain a community that creates an attractive and harmonious place to live. The rules broaden and define areas to expand an understanding so all residents may plan and abide by the rules set forth in this policy. All residents are required to support these rules and regulations. All condominiums regardless of design and location are subject to the following policies.

PERSONAL PROPERTY

1.) PATIO FURNITURE

- *Patio Furniture in black, brown, or beige with plain or patterned upholstery, and/or cushions in either black, brown, beige, hunter green, navy or medium/dark red, or a combination thereof may be placed on the concrete pad outside the front door, inside the patio fence, in front of the veranda/ sunroom and/or the optional patio area (both designated as Limited Common Element), if such optional patio was selected. Cushions / pillows consisting of the colors mentioned above, may be a solid color, stripe, or floral design. 1 umbrella is permitted on the patio area and must be a solid color limited to black, brown, beige, hunter green, navy or medium/dark red. Additional colors may be considered upon request. Requests must be presented and approved by the Board of Directors prior to being displayed.*
- *Based upon the design and available patio size of the outdoor area of your condo, one table, either a bistro or a standard size table with a maximum of 6 chairs or combination of a total of 6 -chairs, chaise, bench and / or outdoor sofa is permitted in the referenced limited common area. Only 2 chairs or 1 bench is permitted directly outside of the sunroom / veranda.*
- *All personal property (excluding furniture designed for patio use) to include but not limited to, bicycles, strollers, tables, etc. must be kept inside the garage or inside the fenced patio area not in view of the community. Such items stored on the patio may not be visible above the fence surrounding the patio area.*
    - **Items of exception are patio furniture constructed and sold for outdoor use, patio umbrellas and bar-b-que grills.*
    - ***The umbrellas in the pool area are an exception to the above designs and colors.*

2.) FLOWERS

- *Annual and/ or perennial flowers may be planted in the ground inside the patio fence or directly outside the patio fence or outside the sunroom / veranda against the residence in the existing mulched area. No plants or flowers other than those planted by the association are permitted in the mulched areas outside of the sidewalks, in the mulched areas between garage doors or in the common areas. No pots or containers of any kind are permitted in the mulched areas or on any concrete surfaces outside*

of the fenced patio or in common areas. A maximum of 3 flower containers / pots are permitted on the concrete pad outside the front door. Condos with a fenced patio may have up to 6 additional flowerpots / containers inside the fenced area. All vegetable plants must be placed or planted inside the patio fence, in containers or beds, not in public view. All plants (flowers / vegetables) must be removed at the end of the season by the resident. No fences or enclosures of any kind are permitted around flowerbeds.

3.) LANDSCAPE PLANTS

- *Any personal requests (other than the replacement of landscape plantings previously in place) for the planting of new shrubs/ trees / bushes by the resident outside of the patio area must receive advanced approval by the Association Board of Directors. The residents are responsible for the care (watering) of all new plantings until which time they are viable without individual care. Applications for requests may be obtained from any board member or from the clubhouse.*
- *Additional landscape plants which may be considered will be of a species already present in the community and which at maturity will be compatible with the existing plant material.*
- *Any new bedding plants will be limited in size by the Board of Directors.*
- *Mulch matching the type and color currently in place must be used on all existing and new landscape beds.*
- *New perennial flowers / shrubs / bushes / trees planted by a personal improvement request, will become the property of the Condominium Association who will provide future mulching, pruning and fertilization. Residents are responsible for replacing newly planted vegetation for a period of 1 year if they fail to thrive and require replacement.*
- *Form: Application for Exterior Improvement.*

4.) LANDSCAPE LIGHTS

- *Only low voltage or solar lights may be added to the landscaped area on the inside of the sidewalk in the mulched bed between the sidewalk and residence. A total of 6 lights are permissible and must be black in color. They must be staked individually in the ground / no hanging or strings of lights are permitted. The resident must request advanced approval prior to installation. Please submit a photo of the proposed lights.*
- *Form: Application for Exterior Improvement.*

5.) LANDSCAPE ROCKS

- *Decorative / landscape rocks will be considered as an addition to the landscaping. Decorative rocks must be brown or tan in color and no paint is acceptable. Rocks must be approved by the board prior to being added to the landscaped areas.*
- *Steppingstones (plain-limit of 4) may be used for ingress / egress to the condo or patio. They must be flat and less than 15 inches W x L, constructed of concrete or stone and brown or tan in color. No painted surfaces are permitted. They must be ground level.*
- *Form: Application for Exterior Improvement.*

6.) FENCES / PATIO GATES

- *Requests for vinyl fences and patio gates will be considered. Due to the aesthetic appearance of the community, different designs and sizes are applicable to different areas of the community. All materials must match the existing colors and designs currently in the community. All requests must be presented to the Board of Directors with the applicable form, complete designs, a materials list, and a project timeline. The Board of Directors will review and revise if necessary and will approve or deny requests prior to any work being scheduled or started. All personally requested added fences and / or gates and maintenance for such are the financial responsibility of the current and future homeowners. All must remain and be maintained in an acceptable state of repair. The Board of Directors reserves the right to enforce cosmetic maintenance or structural repairs at the owner's expense.*
- *The board has the current style, color and source for purchasing new fences and materials to match those currently in the community. Available upon request.*
- *Form: Application for Exterior Improvement.*

7.) STORM DOORS

- *Storm doors may be added at the resident's expense (materials and labor) using only approved design and color. Requests must be made and approved by the Board of Directors prior to the installation. Specific information such as style, color and location for purchase will be provided with approval.*
- *Form: Application for Exterior Improvement.*

8.) DRIVEWAY / CORNER DISPLAYS

- *Each resident has a corner area of the driveway between the building and the garage door. A seasonal display may be placed in the area not to exceed 3 feet by 3 feet in size. It may be a single display item (plant stand, pedestal, wagon, pot, barrel, cart, accompanied by flowers or pumpkins (seasonal / limit 3). The display must not interfere with garage egress or sidewalk access. Signs and flags are not permitted. All flowers and or pumpkins or gourds must be removed when deterioration begins to take place.*

9.) PROHIBITED ITEMS

- *The following items are not permitted in the Trotters Point Community, limited common areas/ or common areas. Nothing may be hung, displayed, or permanently affixed to any part of any building. In addition, no other devices nor ornaments may be affixed to or placed upon exterior walls, soffits, gutters, fences, or roofs. If you are uncertain of the acceptance of an item or area not mentioned, please submit a written request to the board of directors for review.*

Form: Application for Exterior Improvement.

We have compiled a list of items unacceptable in the limited common and common areas.

- -Artificial Flowers
- -Awnings
- -Bird feeders (tree hanging or freestanding) / Bird baths
- -Cameras
- -Canopies
- -Fences (other than those deemed original to the community surrounding patios.)
- -Fire pits / any outdoor, portable or fixed fire structures (except BBQ grills)-Garden hose hangers
- -Ground plaques (flat-acceptable inside of the fenced patio area.)
- -Hose reels / free standing or mounted
- -Landscaping decorations (acceptable inside of the fenced patio area / not visible from public view.)
- -Laundry poles or Clothes lines (laundry, towels may not be hung on fences or landscaping)
- -Lawn ornaments / Metal Art
- -Motion detectors (intermittent outdoor lighting may be disruptive to your neighbors)
- -Pet excrement receptacles (must be inside of the garage) No outside placement permitted.
- -Signs
- -Large Statues (no larger than 18 inches tall and only acceptable inside of the fenced patio) area.
- -Swing Sets
- -Wading Pools
- -Wall plaques
- -Windsocks / windchimes
- -Yard Signs

10.) PERMITTED ITEMS

- Inside private fenced areas and limited Common Areas:

- -Hummingbird Feeder (cannot be hung in trees or attached to permanent structures).

- -Black Shepherds hook. Single or double, Containing 1 or 2 flower baskets or 1 basket and / or 1 hummingbird feeder.

- Flags-Garden sized misc. variety not to exceed 12" X 18" in size, during appropriate season / or sports flags on game day not visible from public view.

- 1 Statue or 1 Figurine (max 18" in height) or 1 flat ground plaque inside fenced area only, or immediately outside of the front door. Statues and ground plaques are only acceptable inside of the fenced patio area and may not be visible from public view.
- Flower bed edging is permitted in moderation, however, a request must be submitted to the Board of Directors and approved prior to placement. Please include a picture of the item requested.

11.) SEASONAL OR HOLIDAY DECORATIONS

- *A (1) decorative door hanging may be displayed on the outside of the front door. It must be no larger than 30 inches in diameter.*
- *A Display of Fall pumpkins,(limit of 3 pumpkins or gourds) -(real natural pumpkins / gourds only/no plastic, no metal, no painted, etc.) are permitted from September 1st through November 30th. They may be displayed on patios, limited common areas and in the corner between the residence and the garage areas. Residents are responsible for the removal of the decorations at the end of the season. They must be removed immediately when deterioration begins, regardless of the date.*
- *All Spring, Summer, Autumn and Winter seasonal decorations are permitted to be displayed during the appropriate periods of time. All must be in moderation and all are always able to be reviewed by the Board for excess or an incompatible addition to the community. All must be displayed in the approved designated areas.*
- *Moderate Christmas decorations, lights and wreaths are permitted in the limited common areas and/or building and fence exteriors. Wreaths on windows must be affixed without the use of any permanent fastening devises. Temporary fastening devises must be removed with seasonal displays. No decorations may be permanently affixed to the structures, buildings, gutters, siding, shutters, plantings, or fences. Christmas decorations may be displayed any time after Thanksgiving and must be removed on or before January 7th of the incoming new year.*
    - **Not permitted- inflatable or plastic decorations. All decorations are subject to review and approval by the Board of Directors.*

12.) FLAGS

- *(1) Standard size, 3' X 5', American OR (1) Patriotic flag, OR (1) POW*MIA, OR (1) Armed Services, OR (1) State of Ohio flag is permitted. It may be displayed inside the private patio area, placed in a holder attached to the residence or fence and may be displayed year around. (placement of the holder to be determined by the board-please complete a request for improvement and submit it to the Board of Directors for approval.) Appropriate lighting during the hours of darkness must be observed. 1 Garden size, (no larger than 12" X 18") decorative or seasonal flag is permitted for the appropriate season inside the patio area not visible from public view, OR 1 garden size (Assorted colors and styles-no larger than 12" X 18") Sports flag can be displayed inside the patio area not visible from public view. A Flag can be displayed on poles or stands designed for this specific purpose. No flag of any kind is permitted to be affixed to any permanent structure, walls, fences, buildings, etc. without Board approval. Patriotic swags are acceptable on fences, inside or outside of patios during the appropriate Holidays providing they are not affixed to any structure with nails, screws, staples, tacks or any fastening device causing impairment to a fixed structure. Swags may be displayed 3 days prior to the holiday, the day celebrated and 3 days after. Small American / patriotic flags not to exceed 18 inches tall may be displayed in the limited common and common areas in your mulched beds during the same period of time for the holidays listed.*
- *Ex. Memorial Day, Flag Day, Independence Day, Labor Day, Veterans Day.*
- *Holders affixed to any permanent structure without Board approval are strictly prohibited as they may cause possible maintenance issues accompanied by costly repairs.*

13.) WINDOWS & WINDOW COVERINGS

- *No signs, stickers, decals, antennas, pictures, or decorations may be displayed or hung inside or outside any windows. Nothing is permitted in public view.*
- *Exceptions: professionally prepared "For Sale" signs and security system decals, which shall be limited in number.*
- *All interior window coverings must be white, off-white, or light beige in color on the exterior side. All windows, except for upper arches, must have appropriate coverings such as draperies, curtains, vertical or horizontal blinds, valances, or interior shutters at all times.*

14.) SIGNS

- *No Signs, seasonal, political, or otherwise may be placed or displayed in limited common or common areas.*

15.) ANIMALS

- *No more than 1 pet (dog or cat) may be kept in one home. However, if a new owner has more than 1 pet when he or she moves into the condominium, up to 2 pets may be kept by the owners. If 1 of the 2 pets pass, it may not be replaced. Only 1 pet per residence.*

- *All animals outside the unit shall be kept on a leash not more than 10 feet in length and shall be supervised at all times. Pets are not permitted to roam unleashed.*

- *No pets shall be tethered in the lawn or common areas, nor shall they be tethered to a patio fence.*

- *No outdoor pens, runs, cages, crates or invisible (electronic) fences are permitted.*

- *Only certified service animals are permitted in the pool area, inside the fenced pool area, or in the clubhouse.*

- *Pet owners may be fined for violations of these policies. The first violation is $10.00 and $25.00 for each additional offense. If pets are declared a nuisance by the Board of Directors, the owners will be required to remove them.*

- *All pet owners are responsible for removing all pet excrement from all areas of the community.*

- *Feeding wild animals or birds is prohibited. Trapping, shooting, or enticing capture of animals is prohibited. If wild animals become a nuisance, please contact the Board of Directors. If deemed a concern, the Board will arrangement for professional capture or removal.*

16.) TRASH COLLECTION

- *Trash collection regulations require trash containers be placed along the main street (Paddock Loop) next to the curb at the end of the driveway for pick-up. Please place them in a manner that allows a clear path for traffic to safely move in and out of driveways. Please do not place them out before 4:00 pm on the evening before the service date. Please pick them up and put them away before 9:00 pm on the date of pick-up. If you are unable to pick-up your receptacle after disposal, please ask for the assistance of a neighbor. All trash receptacles are required to have names and unit numbers clearly marked for identification. All must have lids that close securely to prohibit wind or wildlife from scattering trash about the community. No plastic garbage / trash bags are permitted to be placed onto the ground; they must be in containers. Wildlife is attracted to plastic bags containing kitchen garbage and they have been known to scatter the refuse around the area. Residents are responsible for the clean-up of any trash scattered outside of the trash cans. Please store trash receptacles inside your garage.*

17.) NUISANCE / OFFENSIVE ACTIVITIES POLICY

- *No obnoxious or offensive activities shall be permitted in or upon the common elements, limited common elements, or in any residence. Nothing is permitted either willfully or negligently which may endanger the health or safety or unreasonably disturb or become an annoyance to the other residents of the community. No immoral, improper, offensive, or unlawful use shall be made in or near any unit, and all laws, zoning ordinances and regulations of all governmental bodies having jurisdiction thereover shall be observed.*

18.) BICYCLES

- *NO Bicycles, scooters, skateboards, hoverboards or any comparable devices are permitted on any concrete surfaces, in private areas, common elements, limited common elements, or in or around the Clubhouse or pool areas. We want to promote safety and there are many areas not conducive to this type of traffic when shared with pedestrians.*

COMMUNITY PROPERTY

19.) SWIMMING POOL

- *The pool is for the exclusive use of Trotters Pointe owners, residents, and their guests. Any person who cannot be identified as an owner or resident, or who is not accompanied by such, will be asked to leave the pool area.*

- *The pool and pool area will be open from dawn to dusk from Memorial Day to Labor Day. Exceptions: When the Board of Directors deems the weather justifies extending dates.*

- *The Pool area is to be locked and secured by the last resident to leave the area. Pool keys may be obtained from the President of the Condominium Association Board of Directors. One pool key will be provided for each household.*

- *All persons using the pool and pool facilities do so at your own risk. Each person is responsible for their own safety as a lifeguard is not provided.*

- *All children under the age of 18 must be accompanied by an adult resident age 18 or older. Adult residents accompanying underage children must remain in the pool area until the children have left the pool area.*

- *Residents are limited to 4 pool guests per household and must always accompany guests to the pool. Please do not ask other residents to monitor your guests.*

- *If a resident intends to invite more than 4 guests for 1 visit, prior written approval must be requested and obtained from the Board of Directors. The request must be made 7 days in advance. A maximum of 8 guests may be requested.*

- *Swimming is permitted in only garments sold as swim wear.*

- *Infants and toddlers must wear swimsuits and must also wear specially designed children's swim diapers. Diapers must be disposed of in the resident's private trash receptacles.*

- *Wet swimwear is not permitted in the clubhouse lounge / office / kitchen areas. Wet swimwear is permitted in the restroom areas.*

- *Lounge chairs, tables and table umbrellas may not be reserved and must be placed in their original position after each use. All umbrellas must be lowered and secured after each use.*

- *Adult swim is reserved daily from 8 PM to closing. No one under 18 is permitted during this time.*

- *All pets, except for certified service animals are prohibited from the pool area and inside the pool fence.*

- *No glass or breakable items are permitted in the pool. Eating and drinking is permitted only at the tables. All litter must be removed.*

- *Absolutely no food is permitted in the pool.*

- *Running, diving, splashing and / or disruptive behavior are not permitted.*

- *No smoking, tobacco products or vaping is permitted in the pool area.*

- *No excessive noise, radios without headphones or other non-private electronic devices are permitted.*

- *Cell phone use is permitted while on private non-speaker mode and conversations must be held to a low volume. Please do not disturb other residents and guests.*

- *Private pool parties are not permitted.*

- *Exercise noodles are permitted. No rafts, or body floats are permitted. Small child's toys and floats are permitted. We encourage small children's flotation devices for safety.*

- *The gas grill in the pool area is for the exclusive use of the Association for community events only and must be cleaned after each use. Private resident use is not permitted.*

20.) COMMUNITY CENTER / CLUBHOUSE

- *The Community Center /Clubhouse is for the private use of the residents. It is open from 06:00 am to 11:00 pm daily. It is available to rent by residents only for non-profit parties or meetings.* ***As a courtesy, we ask residents to avoid parking at the Clubhouse when it is rented for private functions to allow guests of the hosts adequate parking.***

- *A $175.00 refundable deposit and a $25.00 rental fee are required. Reservations are granted on a first request basis. All residents, including members of the Board of Directors are subject to clubhouse rental fees and rules.*

- *Children's and teenage parties are prohibited.*

- *The renting resident will have exclusive use of the Lounge (main community room) only. Their guests are not permitted to use the pool, workout room or exercise equipment.*

- *All items in the cabinets and closets (chairs may be used) are the property of the Trotters Pointe Homeowners Association and are not for use by the public.*

- *Residents renting the facility are asked to provide all necessary paper products and party supplies for their event. Cleaning supplies are available for use. The vacuum cleaner is located in the closet of the community room. Please leave the facility as you found it.*

- *The resident renting the facility is responsible for all clean up and trash removal.*

- *All trash must be removed and clean up completed on the day of the event.*

- *Expenses for damages to the community center, furniture or any equipment and any follow-up cleaning performed by the association will be deducted from the renter's deposit. If the deposit amount is less than the expenses / damages incurred, the resident will be billed for the remaining balance due.*

- *All outside water spigots are for the use of the Clubhouse, they are not for providing a private water supply to residents. All watering of plantings surrounding the Clubhouse will be performed by the directors, a designated landscaping assistant or the associations lawncare provider.*

21.) SPEED LIMIT / PARKING / VEHICLES

- *The speed limit within and throughout the community is 14 mph. Reckless operation, excessive speed and parking or driving on the lawn is strictly prohibited.*
- *No boats, trailers, motor homes, trucks (larger than a ¾ ton pick-up truck), travel trailers or any vehicle with commercial advertising may be parked on any street or driveway overnight. Other vehicles used for recreation (conversion vans / RV's) that cannot be contained are permitted to park in limited common areas (in front of garage) for 48 hours to allow for loading and unloading. Such vehicles must not exceed 20 feet in length and must not block normal access of other residences.*
- *Commercial moving vans, when conducting business, and commercial trucks when in the area to perform service or repair work are an authorized exception. Utility, service, supply cars and trucks are an exception. Please check with your neighbors in advance to determine if they will be inconvenienced with limited access to the driveway. Please work with your neighbors to determine an amicable time for your needs.*
- *All parking by residents or guests must be in the garage, in the limited common areas in front of the garage door, in the parking spaces at the clubhouse or on the side of the drive in such a manner that it does not impede access to any garages, driveways or streets by other residents. LONG TERM OR OVERNIGHT PARKING IS PROHIBITED IN THE "TURN AROUND" AREAS AT THE END OF THE DRIVEWAYS WITH THE EXCEPTION OF SERVICE AND SUPPLY VEHICLES. VIOLATORS ARE SUBJECT TO BEING TOWED AT THE OWNERS EXPENSE.*
- *No vehicles may be parked in the clubhouse parking areas for more than 48 consecutive hours. If outside services contractors are performing daytime work at your residence, please return your vehicles to your driveway/ garage at the end of the workday. VIOLATORS ARE SUBJECT TO BEING TOWED AT THE OWNERS EXPENSE.*
- *Inoperable vehicles, (with flat tires, expired license plates, etc.) or vehicles which cannot be identified as belonging to a resident which are parked in any common area for more than 48 consecutive hours may be towed from the premises at the owner's expense. No repair work on vehicles is permitted to take place in limited common or common areas. Short term emergency work (flat tire, battery change, etc.) is permitted.*

- 22.) SOLICITATIONS AND GARAGE SALES
- *Solicitation by commercial enterprises is not permitted within the community. Due to restricted parking and accessibility, garage sales, yard sales and tag sales are prohibited.*

23.) UTILITIES

- *Residents are responsible for maintenance and payment of their own gas, electric, water and sewage, cable television and telephone services. It is the responsibility of the owner to contact utility companies and initiate services on the date of possession.*

24.) CONDOMINIUM SALES

- *Residents are responsible for advising the Villas at Trotters Pointe Board of Directors when they make the formal decision to sell their condominium. We will see unfamiliar traffic and activity in and around your residence and want to be certain it is with your permission.*
- *Residents are responsible for disclosing prospective buyer's names and information to the Villas at Trotters Pointe Board of Directors at the inception of a signed contract.*
- *Communicate names of new prospective owners and once established, advise the Board of Directors with the final closing date and date of possession.*
- *Ensure all monthly fees are current and at which time the responsibility for the HOA fees will change from the current owners to the new owners.*
- *Return the pool key to a member of the Board of Directors.*

AMENDMENTS

The rules and regulations in this document may be subject to changes, modifications, deletions, or additions at any time by a majority vote at the discretion of the Board of Directors.

VIOLATIONS

The rules and regulations have been implemented to make the rules of our community clear and free of different perceptions and interpretations. It may be necessary to review policies and amend them to make any notable discrepancies understood. If resident violations are noted, the Board of Directors will send a written letter to the residents, note the violations, and highlight the rules pertaining to such. The resident is provided with 7 days to correct the violation or request a hearing with the Board of Directors to discuss the violation. If the discussion and final decision result in a violation, the residents will be afforded an additional 7 days for correction. If the violation(s) is not corrected to coincide with the established community rules, monetary fines will be initiated. $10.00 for the first violation and $25.00 for each additional offense.

DEFINITIONS

TERM	DEFINITION
ASSOCIATION	Association is a not-for-profit corporation created by the filing of the articles and is one and the same as the association created for the Condominium under the Condominium Act.
BOARD	Those persons who serve as the Board of Directors of the Association.
COMMON ELEMENTS	All Condominium Property except that portion described in the Declaration as constituting a unit or units.
LIMITED COMMON ELEMENTS	Those Common Elements whose use is reserved for the lawful occupants of that unit. (concrete pad and patio)
PATIO	For the purpose of this document, the term "patio" herein refers only to the patios that have been constructed as an additional condo unit usage area that may have a fenced enclosure. The interior of a patio fence is considered part of the patio. The exterior of a patio fence in considered the same as a "visible area" as defined in the "Rules and Regulations". This definition precludes the "placing of any device or ornament" on the outside wall with the with the exception of holiday decorations.
CONCRETE PADS	The term "concrete pad" is the area outside of the front door extending from the edge of the patio to the start of the flower bed in front of the unit.

APPENDIX A

I. Rules Related to the Payment of Condominium Fees.

All payments of HOA (Homeowners Association) fees are due on the first day of each month. If the total monthly amount due is not received on or before the 10th day of the month in which it is due, a late fee of $25.00 will be added to the total amount due. Late fees are accumulative. A $25.00 late fee will be assessed for each month the fees remain late or unpaid.

At the end of each month, unpaid condominium fees, late fees, fines, legal fees and / or special assessments will accrue interest charges of 18% per annum, or 1.5% monthly.

Regular condominium fees are established on an annual basis and collected in equal monthly installments. If any monthly installment is not paid within 10 days from the due date, the Board has the authority to declare the entire annual condominium fee to be due immediately.

If a condominium fee payment reaches 60 days in delinquency and / or the sum of all condominium fees, special assessments, interest and fines is equivalent or exceeds the total of 2 months of HOA fees, the Board may place a lien against the unit in violation. If payment arrangements have not been arranged to bring the delinquency current, a foreclosure or other legal action will ensue. The costs of preparing and filing any actions required to collect such delinquent funds will be the responsibility of and assessed against the owner of the unit in violation.

II. Special Assessments

Special assessments (an amount deemed due to be paid) may be levied at times for major expenses, repairs, improvements or projects.

APPENDIX B

Villas at Trotters Pointe Condominium Association Satellite Dish Policy

The following rules must be followed when installing a satellite dish in the common or limited common areas of the Villas at Trotters Pointe Condominium Association. Please review and comply with this policy when considering and choosing to install a satellite dish.

I. All requests for satellite dish installations must be submitted to the Board of Directors for review prior to the installation process taking place. Please submit an application for an exterior improvement complete with project completion timelines and a detailed plan for placement.

II. The installation must be completed by a certified installer possessing proof of liability and workers compensation insurance. Proof of insurance requirements must be submitted to the Board of Directors prior to installation.

III. Satellite dishes must be one meter (39.7") or less in diameter. This includes direct to home satellite dishes, TV antennas, wireless cable antennas and customer end antennas that receive and transmit wireless signals. None of the above may be placed inside, outside or on windows.

IV. Satellite dishes must be mounted to a post no higher than is necessary to acquire or transmit a quality signal and as near to the patio fence and unit as is reasonable. In units without an exterior wall facing the direction required for an adequate signal, the dish must be mounted to the vertical trim near the top of the enclosed porch roof provided. The mounting hardware must be mounted to the trim only. The Board of Directors reserve the right to authorize placement of all the outside satellite equipment.

V. All cables must be tightly mounted to and through the building. Flat, under the window cables are preferred for transferring the signal into the unit. If drilling through the brick / mortar wall, the drilling must be in the mortared joints, not through the face of the stone or brick. Only one (1) cable wire penetration, and only large enough for the cable to pass through. The hole penetration can be no higher than the bottom of the nearest window or through the soffit for units without adequate signal exposure. Hole penetration must be no more than 10 feet from the mounted dish.

VI. Any and all damage or repairs required to be made to the unit or the surrounding area including but not limited to the building exterior, landscaping, concrete structures, etc. that occur as a result of installation or future maintenance resulting from the satellite dish or its components are the sole financial responsibility of the owners, both present and future. Any noted damage or deterioration caused by the satellite or related equipment must be repaired immediately when detected and the sole expense of the homeowner. All associated costs are assigned to present and future owners.

Please sign and return to the Villas at Trotters Pointe Board of Directors

The Villas at Trotters Point Rules and Regulations instituted and conveyed herein are applicable to all units, owners and residents in the Trotters Pointe Community. Please acknowledge receipt, understanding and acceptance of all components of this rule book and its contents.

OWNER:_____

Date:_____

OWNER:_____

Date:_____

Resident if not an owner of record:

RESIDENT:_____

Date: _____

RESDENT:_____

Date: _____

TROTTERS POINTE UNIT OWNER / RESIDENT INFORMATION REQUEST

Ohio revised Code 5311.09 (A) mandates the following:

(2) Within thirty days after a unit owner obtains a condominium ownership interest, the unit owner shall provide the following information in writing to the unit owners association through the board of directors:

(a) 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; (b) The name, business address, and busines telephone number of any person who manages the owner's unit as an agent of that owner.

(3) Within thirty days after a change in any information that division (A) (2) of the section requires, a unit owner shall notify the association, through the board of directors, in writing of the change. When the board of director's request, a unit owner shall verify or update the information.

Please complete all applicable information and return to:

The Villas at Trotters Pointe Condominium Association

1268 Paddock Loop, Washington Court House, Ohio 43160

DATE:_____

OWNER(S)_____

RESIDENT(S) , IF NOT OWNER_____

ADDRESS_____

Mailing address if different than unit address_____

HOME PHONE_____

CELL PHONE(S)_____ / _____

E-MAIL ADDRESS (optional)_____

Business mailing Address_____

Business Phone_____

Vehicle Make_____Model_____Year_____

Color_____ / License Plate Number_____ / State_____

IN THE EVENT OF AN EMERGENCY, CONTACT

NAME _____RELATIONSHIP_____

PHONE_____

NON-RESIDENTIAL EMERGENCY CONTACT:

NAME _____RELATIONSHIP_____

PHONE_____

IS THIS A RENTAL PROPERTY? YES_____ / NO_____

If yes, please complete the following:

UNIT MANAGER / AGENT NAME_____

BUSINESS PHONE_____ / CELL PHONE_____

BUSINESS ADDRESS_____

LIST BELOW ALL PERSONS OCCUPYING THE UNIT, (Children, Relatives, Roommates, Renters)

If the occupant(s) is/are the same as the owner(s) of record, the following information is not applicable. No need to complete.

OCCUPANT NAME(S)_____

HOME PHONE_____CELL PHONE(S)_____

OCCUPANT BUSINESS PHONE(S)_____

OCCUPANT(S) BUSINESS ADDRESS_____

INFORMATION FOR RESIDENT DIRECTORY

The residents of the community are provided with a directory of their neighbors. Names and address are automatically included.

Names(s)_____

Unit #_____

The following information is optional. Please indicate the name of the person for phone, e-mail and birthday. Not necessary to include the year.

Name:_____ / E-mail_____Birthday_____

Name:_____ / E-mail_____Birthday_____

Name:_____ / E-mail_____Birthday_____

Name:_____ / E-mail_____Birthday_____

Anniversary:_____

VILLAS AT TROTTERS POINTE CONDOMINIUM ASSOCIATION

APPLICATION FOR EXTERIOR IMPROVEMENT

Your exterior improvement application **must be submitted and approved** before you begin your project. The Board cannot approve an application without complete information.

Please complete the following information and submit this form accompanied by a detailed drawing, graph, photo and /or literature to a member of the Board of Directors or place it under the door of the Board office in the Clubhouse.

*Please review the Rules and Regulations Book for specific details pertaining to the community. Your requested improvements must pertain to the areas surrounding your Limited Common Area.

NAME:_____UNIT #_____

Contact Information: Phone_____ E-Mail_____

TYPE OF IMPROVEMENT REQUESTED

Description of Improvement:

_____

_____

_____

_____

Other Information for Consideration:

_____

_____

Estimated Timeline for Completion of Project(s)_____

Date request received:_____

- Applications that deviate from pre-approved plans must be inspected by the Trotters Pointe Board of Directors and may take up to thirty (30) days to complete the application review and provide a written decision or approval.

Your application for exterior improvement (HAS) or (HAS NOT) been approved.

DIRECTORS / DATE:

1.) _____ / _____ 2.) _____/_____

3.) _____ / _____4.) _____/_____

5.) _____ / _____

VILLAS AT TROTTERS POINTE
CLUBHOUSE RESERVATION FORM & AGREEMENT

NAME: _____

ADDRESS: _____

PHONE: _____ FUNCTION DATE: _____ FUNCTION TIME: _____

THE CLUBHOUSE SHALL ONLY BE RENTED BY UNIT OWNERS IN GOOD STANDING FOR PRIVATE NOT-FOR-PROFIT PURPOSES.

I have read Villas at Trotters Pointe Clubhouse Rules, page 8 of *the Rules & Regulations* and agree to abide by them. I fully understand that any cost incurred or penalties assessed by Villas at Trotters Pointe Condominium Association, through the use of these facilities by me and my guests shall be paid by me upon presentation of a statement. I will have no more than _____ guests.

The Unit Owner reserving the Clubhouse must be in attendance throughout the entire function and is totally responsible for the conduct of their guests and for the observance of the rules and regulations. The party room, kitchen, and restrooms are the only areas available to the Unit Owners and guest. Neither the pool nor any areas around the pool are permitted to be used. The exercise room is also off-limits during the time of rental. All kitchen supplies (paper goods, food items etc) are to be provided by the Unit Owner who has rented the space. Items in the pantry closet are not to be used for these occasions.

Renting Party: _____ Date: _____

FOLLOWING THE EVENT:

1. All trash must be removed from the building. (Bring your own trash bags.)
2. All countertops and table tops must be cleaned.
3. Floors must be swept and carpet vacuumed (floor mopped, if needed).
4. Tables, chairs and furniture must be returned to pre-function position.
5. Kitchen must be cleaned (oven, too, if used).
6. Bathrooms must be cleaned.

* No events will be booked for Unit Owner under age 21. Adult (21 and older) Unit Owner must be present.
* No residents may make advance reservations for use of the Clubhouse on a weekend (Friday, Saturday, or Sunday) more than three (3) times during a calendar year. There is no limit to the number of times a resident may make advance reservations for use of the Clubhouse on weekdays. (Monday-Thursday)
* The Association, or Owners shall not be responsible for any articles, personal or otherwise, which are lost, stolen, or missed by any resident, guest or friend.
* The rental deposit is $175.00; the rental fee is $25.00. If the Clubhouse is back in its original state, a refund of the full deposit will be returned to you.

I HAVE READ THE FOREGOING RULES AND AGREE TO ABIDE AND HAVE MY GUESTS ABIDE BY THE SAME.

Unit Owner's Signature: _____ Date: _____

2/16/18

VILLAS AT TROTTERS POINTE
REQUEST FOR ADDITIONAL POOL GUESTS

NAME: _____

ADDRESS: _____

PHONE (res): _____ PHONE (cell): _____

FUNCTION DATE: _____ FUNCTION TIME: _____

The swimming pool shall only be used by unit owners/residents in good standing for private not-for profit purposes.

The guidelines as provided in the Trotters Point Guideline Book are as follows:

1. Each condo unit is allowed up to 4 guests on any given day.
2. A condo unit may request in writing up to 8 guests on any given day. There shall be not more than one group of 8 approved in any one day. (This is to allow other residents to have access to the pool).
3. The condo owner (over the age of 21 years) must remain with his/her guests throughout the entire function and is totally responsible for the conduct of their guests and for the observance of all rules and regulations.
4. All trash must be removed from the pool area.
5. Tables & chairs must be returned to pre-function position.

Please consult the Trotters Pointe Guideline Book for complete list of rules for use of the swimming pool.

The Association shall not be responsible for any articles, personal or otherwise, which are lost, stolen, or misplace by any resident or guest.

I will have no more than _____ guests.

I have read the Villas at Trotters Pointe Swimming Pool rules in the Guideline Book and agree to abide by them. I fully understand that any cost incurred or penalties assessed by Villas at Trotters Pointe Condominium Association, through the use of the pool by me and/or my guests shall be paid by me upon presentation of a statement.

Unit Owner/Resident Signature: _____
Date: _____

Approved by: _____ Date: _____
Board of Directors

APPROVED STORM DOOR FOR VILLAS AT TROTTERS POINTE

The following front storm door is (the only) approved for front entry doors within the Villas at Trotters Pointe Condominium:

Manufacturer: EMCO (Andersen)
Product Style: 3000 TruEase with Nickel Hardware
Part Number: 21281
Frame Size: 36"W x 80"H
Color: Sandstone

We have arranged special pricing for the Villas at Trotters Pointe Condominium Owners through the local Home Depot. If purchasing through this local vendor please speak to the General Manager, Store Manager, or Sam at the "Pro-Desk". The normal price on this door is $230.40; they are offering the door to our Owners for $200.00. They will professionally install the door for an additional $99.00.

Normally this is a special order door. They have agreed to stock a few of these doors in the store for our Owners to allow for immediate purchase and installation. Initially there may be a short 2+- week delay on orders while they begin to stock the door once they see that Owners will in fact be purchasing these storm doors.

Home Depot is very committed to your, the Owners within the Villas at Trotters Pointe Condominium satisfaction. If there is any problems please let them know and they will work to resolve any concerns.

You should be aware that neither The Villas at Trotters Pointe Homeowner's Association or the Developer has any involvement in the installation, warranty or service of these storm doors. Rather, they are responsible only for the color and door style selection. These doors have been chosen based on the reasonable belief that they are of good quality, will perform well and will be an enhancement to the community.

Very Truly,

VILLAS AT TROTTERS POINTE CONDOMINIUM HOMEOWNERS ASSOC.

Villas at Trotters Pointe Condominium Association

Complaint Registration

PARTY BEING COMPLAINED ABOUT

Name (if known) _____

Address _____

Date and Time problem occurred _____

NATURE OF VIOLATION

- ☐ Excessively loud music / disturbing the peace
- ☐ Pet loose and unattended
- ☐ Pet tethered in common area
- ☐ Excessive barking or other mischievous behavior
- ☐ Not cleaning up after pet
- ☐ Animal feces in limited common area
- ☐ Trash in limited common area
- ☐ Trash container not put away
- ☐ Parking in a prohibited area
- ☐ Unauthorized vehicle parking in community
- ☐ Other (please describe) _____

ADDITIONAL COMMENTS

please include any additional comments that will assist us in the enforcement of the above mentioned violation

_____

_____

_____

UNIT OWNER FILING COMPLAINT

Name _____

Address _____

Work number _____ Home number _____

Please remit this completed form to:

Trotters Pointe

Board of Directors

TROTTERS POINTE
WORK ORDER

Date of Request _____

Condo Owner/Resident Name _____

Unit Number _____

Phone Number _____

E-mail _____

Description of Issue

_____

_____

_____

_____

_____

_____

_____

Place work order under office door for a review by a Board Member