Villas of Earlington Condominium Association

Rules and Regulations
Owner/Occupant Handbook

Revised April 2025

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VILLAS OF EARLINGTON CONDOMINIUM ASSOCIATION

Rules and Regulations
Revised April 2025

These rules included here reinforce and expand upon and detail the information found in the Villas of Earlington Condominium Declarations and Bylaws under which the Villas of Earlington Condominium Association operates. A six-member Board of Directors is responsible for maintaining and reinforcing these requirements to ensure the safety and enjoyment of all Villas Unit owners and occupants. Each May/June at the Annual Owner's Meeting two Board members are elected by majority vote of owners to serve three-year terms. The budget and long-range plans are reviewed. Owners are encouraged to attend, participate, ask questions and vote on the future of the Villas of Earlington Community. At least four Board of Director meetings are held each year to maintain the finances and operations of the Association. Board members volunteer their service to our community and cannot make individual decisions regarding owner interests and concerns.
All owners/occupants must read and adhere to these rules. An up-to-date Owner Occupancy Form is required for each Unit (Appendix). The Property Management Company, currently Central Buckeye Management and Construction Services, provides management for the Villas of Earlington Community. Questions and concerns should be directed to:

David Jones, Owner
Emergency Contact: (614) 459-1406)
E-mail: centralbuckeye@columbus.rr.com
Address: 5448 Briarbank Drive, Columbus, Ohio 43235

DEFINITIONS

Unit Owner
Units shall be occupied and used by the respective owners only as private dwellings for the owner, the owner's family, and social guests, and for no other purpose. Each owner of a Unit shall, automatically on purchasing his/her Unit, become a member of Villas of Earlington Association, herein referred to as the Association, and will remain a member until his/her ownership ceases, at which time membership in the Association will also cease.

Intended Use of the Buildings
All Units of the Villas of Earlington are intended for residential use only. The Unit shall be occupied and used by the owner only as a private dwelling. Rental or lease of any

Unit, including transient hotel rental, is prohibited per the Villas of Earlington Declaration and By-Laws. No Tier II or Tier III sex offender subject to community notification of residence address may own or occupy a Unit or remain on the Villas of Earlington property for any length of time.

Payments to the Association

Association fees for the upcoming calendar year are announced in December and take effect in January. Association fees are to be paid in the month due. Any Association fee payment received after the month due will be assessed a $20 late fee. Unit owners are encouraged to pay Association fees by automatic bank transfer to reduce administrative costs.

The Board of Directors may include a special assessment in the Association budget. Generally, a special assessment will be reflected in the Association's budget for the following calendar year.

Payments to the Association are applied in the following order:

1. Late fees and interest

2. Fines (see below)

3. Invoices for work performed for a Unit which are not covered by Association responsibility, whether requested by the Unit owner or ordered by the Association

4. Special assessments

5. Regular condominium fees.

Failure to pay any Association fees, assessments, invoices, late fees or fine will cause the Unit owner to be in default of his/her obligations under the Declaration and By-Laws. In that event, the Association may levy additional fines. Liens on the Unit will be filed when a Unit owner's account becomes 3 months in arrears.
Foreclosure proceedings may begin when a lien is filed on any Unit.

Fines

Under the Declaration and By-Laws, the Association is authorized to enforce compliance with these Rules and Regulations by assessing and collecting fines. Violation notices and fines are enforced by The Property Management Company. Late fees/fines are a separate payment and are not to be deducted from HOA dues. Fines will be maintained as a separate bookkeeping item.

Any Unit owner who is in default of any rule after written notice to correct the violation will be fined as follows:

1. The first fine for any violation shall be $25

2. Any repeat violation of any rule within a 12-month period will result in an automatic doubling of the previous fine:

   1st fine = $25
   2nd fine = $50
   3rd fine = $100
   4th fine = $200, etc.

3. Within 10 days of delivery of the notice of violation, a written appeal may be filed with the Board. The Board will respond to such an appeal no later than thirty (30) calendar days from receipt of the appeal. Regardless of whether an appeal is filed, the fine must be paid with the next regular Association fee payment. If an appeal has been filed in the allotted time and the violation is reversed by the Board, the fine will be refunded.

4. In the case of owner-correctable violations such as, but not limited to, improper parking, not using trash bins or the like, the doubling provision applies for each month the violation is not corrected. The Association reserves the right to have the violation corrected and bill the owner for all costs incurred.

5. If a violation is appealed to the Board, and that appeal is denied, the Unit owner will immediately, within 24 hours, correct the violation, unless a time extension is granted by the Board.

Common Areas
Common areas shall include the following:

- Vehicular access and parking areas
- Exterior walkways
- Installations for services such as power, telephone, light, and gas.
- All sewer pipes from the tap of the public sanitary system to a Unit's branch lines
- All underground utilities from the property line to the individual Unit meter
- All lawns, mulched areas, landscape plantings and flower beds, street lighting and signage.
- Retaining walls

Limited Common Areas

Limited common areas shall include the following:

- The concrete patio area (including any privacy fence) adjacent to some Units
- A Unit's front porch/s
- The gas lamp or solar light and post

The limited common areas are reserved for the exclusive use of the Unit to which they belong. Unit owners shall be responsible for maintenance of the listed limited common areas. The Association is responsible for the asphalt driveway area and the streets within the community.

GENERAL OUTDOOR APPEARANCE

Satellite Dishes/Underground cables/antennas
Satellite dish installation is permitted within the Villas of Earlington with Board approval. Currently installed dishes must be in operation to remain. Dishes no longer in service should be removed from the common areas surrounding a Unit.

Underground communication cables (phone, internet, television, etc.) are the responsibility of the Unit owner and ownership company. Installation of all such lines into the owner Unit requires Association approval in writing. Unit owner requesting such installation should complete and submit a Modification form. Owners should frequently inspect the underground cables and areas near their Units where cables are buried underground and report any damage to Association Management immediately. Damage caused by contracted Association vendors (landscaping, etc.) is not the responsibility of the Association. Responsible contracted Association vendors should be notified immediately after damage is reported so that they can make repairs.

Awnings/Exterior Window Treatments
Awning or exterior window shades are prohibited. Decorative shutters that currently exist or are replaced by the Association are the only outside window treatment permitted.

Exterior windows can be replaced at the Unit owner's expense. A Modification form must be completed, submitted and approved by the Board before purchase and installation of exterior windows. Glass block or frosted window glass is not permitted and will not be approved by the Board.

Bicycles/Motorcycles
Bicycles and motorcycles must be stored (when not in use) in the garage, not on the patio, driveway, sidewalk or lawn, or leaning against the Unit.
Exterior Painting

The Association provides exterior Unit painting that is contracted to professionals. Unit owners may only perform touch-up painting and only with approved paint. The Property Management Company can provide information on the approved paint.

Fences/Walls
No fences or walls of any type or patio stones may be erected around patios, porches or the common area, including but not limited to electric fences to control pets, whether the lines are in ground or above ground.

Front Door/Garage/Patio Lights
Front door, garage, gaslight and patio lights are to be maintained by the Unit owner. Outdoor lights attached to buildings are not to be replaced without the written approval of the Board. A Modification Form should be completed and submitted indicating the light fixture replacement. A standard light fixture must be used.

Front Steps
Front steps may only be resurfaced or otherwise altered with Board approval. A Modification Form should be completed, submitted and approved before alteration.

Posts for Gas/Solar Lights
Gas or solar lights are to be maintained by the Unit owner. Gas lights are to be always lit. The lamp posts, cross bars and the eagle on the lamp post must be painted with heat resistant high gloss black paint; the caps on the cross bars must be painted with heat resistant high gloss black or brass paint. The cross bars cannot exceed 16 inches in total length and must be centered across the post. The posts will also need to be repaired/straightened if they are damaged or leaning and/or not installed properly.
The property manager should be notified if a lamp post is damaged or leaning. The Maintenance personnel will determine if a leaning gas lamp post is fixable or needs to be replaced. The property manager can also provide the name of a certified company/technician specializing in gas repair. Due to the potential danger of a gas leak, damage must be repaired immediately at owner expense. If considered a danger/hazard, the Association may complete repairs and require the Unit owner to pay for the repair.

Gas/solar lamp post removal requires board approval by submitting a Modification Application Form. Gas lamp post removal can only be completed by a certified gas company/technician. The gas line to the post must also be turned off in the Unit's basement/crawl space.

Hot Tubs/Jacuzzis/Whirlpool Tubs
Outdoor hot tubs, Jacuzzis or whirlpool tubs of any type are prohibited.

Hose Hangers

Garden hoses are not to lie outside on the ground. They are to be kept on a hose hanger or inside when not in use. Hose hangers should be in an area shielded by shrubbery. No hose hanger may exceed 3 feet from ground level.

Kick Plates
Kick plates may be installed on front doors if they are brass or look like brass.

Patios
Patios shall not be altered from their present state or removed without Board approval of detailed plans in advance. A Modification form should be completed and submitted for Board review and approval. A Unit that does not have a patio may not add one.

Patio/Driveway Grilling
Propane gas grills are permitted but operation of such must be at least 10 feet from any structure. Units with a patio may keep their propane gas grills on the patio. Units without a patio should abide by all fire risk safety recommendations for storage of gas grills and propane as indicated in the safety standards that follow. Unit owners who wish to store their gas grills in the common area adjacent to their Unit should notify the Property Manager and specify exactly where the gas grill will be located. All grills located outside must have a grill cover.

According to safety standards, a propane grill should never be stored inside a garage with a full propane tank; always store the grill outdoors in a well-ventilated area, away from heat sources, and with the propane tank disconnected and valve closed; if storing the grill in a garage, the tank should be completely empty and the grill should be positioned in a cool, dry area with good ventilation.

Charcoal Grills are prohibited.

Radon Mitigation Systems
Radon Mitigation Systems will be permitted as needed and added at the owner's expense. The location of any exterior part of the system must be approved by the Board prior to installation. A Modification Form must be submitted.

Screen/Storm Doors
Screen or storm doors may be added at the Unit owner's expense using only the approved design and color. Specific information about screen or storm doors may be obtained from The Property Management Company. A Modification form must be completed, submitted and approved by the Board prior to purchase and installation.

Swing Sets/Outdoor Toys

No swing sets or other outdoor toys or sports equipment are to be erected or stored anywhere on the property including patios, limited common area, or common areas. This includes portable basketball hoops and other portable sports equipment.

Windows/Window Coverings
All window coverings whether draperies, blinds (vertical or horizontal) or valances must be white or off white on the exterior side. Blinds or interior shutters must have a uniform appearance from the outside. Bent or broken slats must be repaired. Sheets, blankets or similar materials are not to be used as window coverings except during the first week of moving into a Unit.

Window Boxes
Window boxes are prohibited.

Decorative Items
Wreaths may be displayed on front doors, patio doors or chimney walls. Shepherd's hooks may be installed by the Unit owner in the common area adjacent to your Unit to display flowers or other approved decorations.

Bird feeders and bird houses may be hung by a Unit owner on a shepherd's hook but may not be attached to the exterior of the Unit. Bird feeders that attract rodents or nuisance birds are prohibited. The Board reserves the right to limit the number of bird feeders or bird houses per Unit. If destructive critters attracted by bird feeders become a problem, the Board will request that bird feeders be emptied or removed.

Decorative flowerpots must be kept on the patio or porch of the Unit, or in the common area adjacent to your individual Unit.

Landscape Lights
Landscape lights may be installed along the sidewalk and around the common area directly surrounding the patio and adjacent to your individual Unit with prior approval from the Board especially if landscape lighting requires underground cables. A Modification Form must be submitted and approved by the Board prior to installation.

The American Flag
The American Flag may be flown or displayed at any time following normal flag protocol.

Flags can only be displayed using a moveable flag apparatus that is attached to a shepherd's hook or by installing a flagpole holder to the post by the front door or garage door of the Unit. No permanent in-ground flagpoles are permitted.

Decorative Flags

Decorative flags are permitted and can only be displayed using the same apparatus as the American flag.

Holiday Decorations
Christmas lights and decoration are permitted in the common areas adjacent to your Unit and/or building exteriors provided the decorations do not damage the common area, building, gutters or siding. They may not be displayed prior to Thanksgiving and must be removed no later than January 15th.

Other holiday decorations are also permitted in the common areas adjacent to your Unit and/or building exteriors provided the decorations do not damage the common area, building, gutters or siding. They may not be displayed for more than 15 days before the holiday and must be removed within 10 days of the holiday.

VEHICLES AND PARKING

Vehicles
Owner vehicle information is required on the Owner Occupancy Form. That includes license number, make and model of each vehicle. Owners are limited to no more than three vehicles kept on Association property. The speed limit in the community is 10 miles per hour. Reckless operation, excessive speed, parking by the side of any road, and parking or driving on the grass is prohibited.

Garages
Each owner/occupant shall maintain their garage so that 2 vehicles can be parked inside. Storage of items in the garage that prevents the parking of 2 vehicles is prohibited. Extended parking of any vehicle outside of the garage on the driveway of the Unit is prohibited.

The door of the garage is to be kept shut except for leaving, entering, loading, and unloading or cleaning the garage or vehicle. No repair work is permitted on vehicles in limited common or common areas except for short-term emergency work (flat tire repair or battery charge).

If a Unit Owner wishes to repair or replace a garage door, garage door repair/replacement/painting is the responsibility of the Unit owner.

Parking
Roadway, driveway, and parking areas within the Villas of Earlington can be narrow and confining. **Whenever possible, owner/occupant vehicles should be kept within the two-vehicle garage located for each Unit.** Oversized vehicles (pickup trucks, SUVs. Vans) should be parked in the asphalt parking area nearest the owner's Unit or on the

street outside of the community. Owners with a third vehicle should also use the visitor parking area closest to their Unit or on the street outside of the community. Owners are encouraged to communicate with their neighbors regarding the use of the limited parking areas near their Units especially if guests are expected so that guests have space to park. Guests have first rights to Visitor parking spaces.

No vehicle/s should impair the view from a neighboring Unit. Parking spaces need to be available for owner guests. Vehicle and parking concerns/complaints should be shared in writing (Appendix Complaint Form) with the Association management company. No vehicle shall be parked in a manner that blocks or restricts roadways or driveways. Disabled, non-operable, expired license plate vehicle's may not be kept on Association property. No boats or recreational vehicles may be stored within the Villas of Earlington. The Association retains the right to administer fines and/or have vehicles towed when not in compliance with Association regulations.

Delivery vehicles have become an increasing concern for the Association and owners. If an owner recognizes damage to a Unit, landscaping or trees, it should be reported to Association management immediately so that the delivery company can be notified. If an owner observes such damage happening, the Unit owner should collect the vehicle license number and as many details as possible to report to Association Management.

Commercial moving vans, when conducting contract business and commercial trucks when in the area to perform service or repair are an authorized exception to the above limitations.

If there is a vehicle parked in violation of these rules, contact The Property Management Company (614-459-1406).

PETS

Pets

Two household domestic pets (cat or dog) may be kept in any Unit. The Association Board has full and complete discretion to issue rules concerning pets, including termination of a resident's right to keep a pet. For example, the right to maintain a pet may be terminated if the pet repeatedly disturbs other residents due to barking or aggressive behavior.

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Pets shall not be bred or maintained for commercial purposes.

All dogs or cats, when outdoors, shall be maintained on a leash not more than 10 feet in length. A responsible adult shall always supervise all dogs or cats. Neither a dog nor a cat is to roam freely on the Villas of Earlington premises. Unit owners shall be fined if

they or members of their household permit a domestic pet to roam freely and unsupervised.

Owners or caretakers shall be responsible for immediate clean-up of all pet droppings no matter where the droppings occur. Unit owners are subject to fines for violation of this rule.

No pet shall be tethered (tied or chained) outside the Unit on the patio, in the lawn or tied
to trees or yard stakes anywhere in the community. Doghouses, cages or dog runs are prohibited. Fences to contain any animal outside the Unit are prohibited.

Unit owners may be fined for violation of these rules at the rate of $25 for the first offense and progressive fines as noted above (see Fines). Whether or not fines are paid, the Board of Directors in its discretion may require the pet to be removed if the Unit owner repeatedly violates these rules.

The action or behavior of any pet is the sole responsibility of the Unit owner. The Association disclaims all responsibility or liability for any animal in the community.

GROUNDS/PROPERTY MAINTENANCE

In the Spring the Association contracts to have mulch applied to common areas throughout Association property. Owners choosing to add additional mulch must match the color and consistency of the Association application and must contact the Property Manager for permission prior to applying additional mulch. Mowing is provided by the Association to all lawns. In the Fall the Association provides trimming and/or treatments to trees and shrubs on Association property. Dead trees/shrubs will be removed at the Association expense. Snow removal is provided by the Association during Winter months when snowfall reaches 2 or more inches. Ice treatments to streets and driveways are also provided by the Association when necessary. Owners should not apply salt to concrete or asphalt.

The Association is responsible for roofing, exterior painting, exterior siding and asphalt access throughout the community. Long range plans are in place for necessary repairs and replacements. Long range plans are reviewed at the annual owner's meeting.

COMMON AREA LANDSCAPING RESPONSIBILITY

Landscape Plants/Trees/Shrubs/Lawns

Trees and shrubs within the common area are/become property of the Association. Plantings in the common area of each Unit are the responsibility of the Association. Owners are encouraged to care for and keep viable all shrubs, evergreens, perennials

and grasses located in the common area surrounding their Unit. The Association's landscape company takes care of trimming landscape plants, trees, shrubs and cutting lawns. Owners shall **not** remove or destroy landscape plants, trees or shrubs. Alteration or removal of such plants requires a detailed plan approved in advance by the Board. A Modification Form should be submitted, reviewed and approved prior to any landscape alteration. The Association will not pay for the removal or replacement of viable plants.

Noxious or invasive species are prohibited on Association property.

Deciduous trees (more than 4 inches in diameter or 20 feet tall) within a common area are owned by the Association and pruning, trimming and/or removal will be at the Association expense. The Association may assist financially if natural causes or accidents result in the need to remove and/or replace plantings.

If an owner believes that the lawn, landscape plants, trees or shrubs are not being cared for properly please notify The Property Management Company. Owners are encouraged to water plants, trees and shrubs in the common areas adjacent to your Unit. Remember, if these plants, trees, or shrubs die and must be removed, the cost ultimately comes out of your pocket through your Association dues. If an owner wishes to install any tree, shrub or perennial, a Modification form must be completed, reviewed and approved by the Board prior to any installation.

Flowers

Flowers may be purchased and planted in the common areas adjacent to your Unit by the Unit owner. Maintenance of flowers planted by the owner is the responsibility of the owner. The owner is responsible for the care, watering and removal of dead flowers. Decorative pots and shepherds' hooks are permitted.

All yard plant waste must be placed in appropriate paper yard waste bags and placed at the curbs on Dublinshire Drive or Earlington Parkway for collection on the dates scheduled by the City of Dublin (currently Monday). Plastic bags may not be used for yard waste. No yard waste can be placed/dumped on Villas of Earlington property.

Vegetables

Vegetable gardens must be maintained only on the Unit owner's patio. Vegetables must be planted in pots, not in the ground. Vegetables shall not be planted in common areas.

Trash/Recycling/Yard Waste

Trash cans and recycling bins are to be stored in the garage, not the exterior of the Unit. No trash containers or recycling bins are to be set out prior to 7:00 pm the evening before collection. Trash pick-up day currently is Wednesday. All trash containers and recycling

bins must be picked up and put away by 9:00 pm of collection day. Trash must be set out in trash cans or recycling bins, not in bags. Putting trash out in bags can cause trash to be spilled around pick-up locations, for others to clean up.

Because the trash/recycling trucks are large, and our blacktopped streets are somewhat crowded the Board has determined that it is in the best interest of Unit owners to have trash/recycling set in specific areas to save wear and tear on our streets. The following are locations for trash pick-up:

- The corner of Villas Drive and Caspersan Court for residents of 7610, 7614, 7618, and 7622 Caspersan Court
- The corner of Villas Drive and Catawba Place for 7609,7615, 7619, 7623, 7626, and 7630 Catawba Place residents.
- Driveways of 5551 and 5547 Villas Drive
- Corner of cul-de-sac for 5537, 5535, 5539 and 5543 Villas Drive
- Corner of cul-de-sac for 5517, 5521, 5525 and 5529 Villas Drive
- Corner of cul-de-sac near 5504 Villas Drive for 5497, 5500, 5501, 5504, 5505, 5508, 5509, 5513 Villas Drive
- Corner of cul-de-sac for 5504, 5512 and 5516 Villas Drive
- Driveways of 5508 and 5516 Dublinshire Drive
- Corner by the street for 7609, 7617, 7625, and 7633 Earlington Parkway
- Corner by the street for 7641, 7649, 7657, and 7665 Earlington Parkway

SOLICITATION/YARD SALES/SIGNAGE

Solicitation/Garage Sales

Solicitation by commercial enterprises is not authorized within the community. Garage sales and tag sales are prohibited unless approved by the Board as a planned community event. The Board may also approve individual garage or tag sales if the owner complies with parking regulations. A request must be sent to the Property Management company no less than 7 days prior to the planned garage sale. All patrons shall park on Dublinshire Drive or Earlington Parkway and not in the visitors' parking spaces or other common areas.

Signage

Except as otherwise permitted by law or approved by the Board, no signage of any kind shall be displayed on the condominium property, except that no more than 2 professionally prepared signs advertising a Unit for sale is permitted (see Sale of Property).

Sale of Property

No "out door" for sale signs are permitted. Signs must be placed inside the Unit in the

windows.

Any owner who lists a Unit for sale shall notify The Property Management Company within 48 hours of the listing. The seller is also required to notify The Property Management Company within 48 hours when the property is withdrawn from the market.

Within fifteen days of executing a purchase or sales agreement or other document transferring ownership of a Unit and at least three days prior to closing, the Unit owner or real estate agent must notify The Property Management Company to make arrangements for a maintenance fee update.

Unit and mailbox access, keys and garage opener(s) must be provided to the new owner(s). Gas and electric services must be transferred, not shut off. The Association has the right, but not the obligation, to activate gas and electric service that has been disconnected, enter the Unit to supply heating or cooling, and charge the Unit Owner for all expenses incurred. The seller is responsible for paying all Association dues in full so that they are current at the time of closing. Association Property Management is responsible for providing to the Buyer a copy of the Declaration and Bylaws, any amendments and the Owner/Occupant's Handbook. New Owners must submit a confirmation via e mail to the Property Manager that they have **received and read** these important documents. centralbuckeye@columbus.rr.com.

The new Unit owner, no later than 10 days after transfer of property deed for the Unit, shall provide the following to The Property Management Company: 1) Name on title; 2) home and business telephone numbers, home and business mailing addresses, and email addresses for the Unit Owner and any occupants of the Unit. The Owner Occupancy Form must be completed and submitted to the Association Management Company. centralbuckeye@columbus.rr.com.

General Information

- Vehicles with loud mufflers are prohibited.
- Loud music or other noise that may disturb other residents is prohibited. "Loud" is defined as being able to be heard at greater than 50 feet.
- Laundry poles or clotheslines are prohibited. Laundry may not be hung outside the Unit.
- No offensive activity shall be carried out in any Unit or in the common or limited common areas.
- The Association and its Board members shall not be liable for any alleged failure, whether negligent, intentional or otherwise, to enforce these Rules and Regulations.

Appendix A: Maintenance Responsibility Chart

A= The Villas of Earlington Condominium Association **O**= Unit Owner

DESCRIPTION		MAINTENANCE	REPAIRS	REPLACEMENT
Light Fixtures:				
Garage Photo Cell-if any		O	O	O
Common Area Post Light		O	O	O
Porch, Patio and Deck Light		O	O	O
Interior Light Fixture		O	O	O
Other Electrical:				
Transformer to Meter Box		Utility/ A	Utility/ A	Utility/ A
Meter Box to Fuse Box		O	O	O
Circuit 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		O	O	O
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		O/A	O/A	O/A
Entrance Doors:				
Glass, Locks Weather-stripping		O	O	O
Replacement		O	O	O
Handles, Knobs, Locks		O	O	O
Exterior Coating of Doors		O	O	O
Storm/ Screen Door – IF APPLICABLE		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 & Trim		O	O	O
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		O	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
Ceiling Covering/Drywall		O	O	O
Walls, Ceiling & Floors:				
Floor Structure		A	A	A
Floor including subflooring and Coverings		O	O	O
Basement / First Level:				
Structural Concrete Walls		A	A	A
Concrete basement and garage floor		O	O	O
Modifications		O	O	O
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)		O	O	O
Interior Flue(s)		O	O	O
Exterior Surface-brick-siding, etc.		A	A	A
Chimney Cap (galvanized)		O	O	O
Chimney Flue Caps		O	O	O
Chimney Flue Screens		O	O	O
Plumbing & Gas Lines:				
Sanitary & Storm Sewer up to Unit		A	A	A
Interior Sanitary Drains		O	O	O
Water Supply Line to Unit Meter or Physical Bounds of a Unit from shut off valve (whichever is nearer to the common line)		A	A	A
Main Shut Off Valve				A
Other Water Lines in Walls and Ceilings		O	O	O
Exterior Water Spigots		O	O	O
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
Wood and/or Wrought Iron Stairways		N/A	N/A	N/A
All Other Components		N/A	N/A	N/A
Screened Porch External Paint		A	A	A
Screened Porch Internal Maintenance		O	O	O
Miscellaneous:				
Gutters		A	A	A
Roof Vents		A	A	A
Skylights		O	O	O
Sump Pump(s) & Discharge Pipes		O/A	O/A	O/A
Cable, Internet, Television Wiring		O	O	O
Attic Insulation		O	O	O
Entrance Porch (concrete)		O	O	O
Garage Floor (concrete) / Driveway		O/A	O/A	O/A

APPENDIX B

VILLAS OF EARLINGTON MODIFICATION APPLICATION FORM

A Modification Form is required for any external modifications to a Unit, the limited common area or the common area surrounding that Unit. Your Modification application must be submitted and APPROVED by the Board of Directors before you begin your project. Please complete the following information with checklist and submit this form with 2 copies of plans, drawings, and/or literature to The Property Management Company, centralbuckeye@columbus.rr.com. All projects must comply with Association Bylaws and Rules.

UNIT OWNER'S NAME _____ ***DAYTIME PHONE*** _____

ADDRESS_____ **DATE**_____

Brief Project Description_____

_____

Estimated Timeline for project(s)_____

Contractor_____ **Attached Plans**_____

Project costs and fees/permits are the responsibility of the Unit owner. Approved projects must be completed within six months. Approval may require thirty days. Management will provide a written response approving or denying the project. Additional project plans or information may be required for decision making.

DATE FORM RECEIVED _____ **MANAGER**_____

Your application for Alteration/Modification [*has*] [*has not*] *been* approved as submitted.
[Additional information is needed]

Approval/rejection date_____ **Board Member Signature**_____

Comments: _____
_____
_____

Be sure to read the Villas of Earlington Rules and Regulations and complete the attached checklist before you submit your application for approval. Please allow at least 30 days for reviews to be completed. After you have received your approval from the Association, contact the City of Dublin to receive your permit (if necessary).

REVIEW CHECKLIST

Your Association reviews your proposed plans. No modification or installation shall commence without prior written approval from the Association and all required government approval.

The following is a schedule of information required at each review.

- ❑ Complete copy of the Modification Application Form
- ❑ Submit the Modification Form to the Property Manager.
- ❑ Submit One set of plans

Landscape Design Review

- ❑ One complete set of Landscape drawings and specifications.
- ❑ Landscape Plan should show:
  1. Existing and proposed trees; plant material list.
  2. Proposed tree/vegetation removal.
  3. Low voltage landscape lighting with fixtures and transformer types and locations.

Appendix C

VILLAS OF EARLINGTON
DUBLIN, OHIO
OWNER/S OCCUPANCY FORM

The Ohio Condominium Law (5311.09A2) requires Unit owners to provide necessary ownership information to the Villas of Earlington. That information must also be updated when changes occur. The Board of Directors and the Management Company will utilize the information to maintain security and protection of owners and family members living in the community.

OWNER(S) NAME(S)_____
UNIT STREET ADDRESS_____
PHONE_____ CELL_____
EMAIL_____

____ I choose not to have my contact information shared with others.

Family Occupants_____ _____ _____
_____ _____ _____

EMERGENCY CONTACT INFORMATION

Name_____ Phone_____
Relationship_____
Contact person must be able to provide access to the Unit in case of an emergency.

VEHICLES

License_____ Make_____Model_____
License_____ Make_____Model_____
License_____ Make_____Model_____
Vehicles must be kept in the Unit's 2 car garage. The extra vehicle must be parked in the visitor parking area nearest the owner's Unit or on the city street. See Handbook for additional information.

PET(S)

Dog/Cat Name_____ Breed_____ Color_____
Dog/Cat Name_____ Breed_____ Color_____
See Handbook for specific rules

Please submit this form to the Property Management within 10 days of completion. centralbuckeye@columbus.rr.com

APPENDIX D

Complaint Registration

PARTY BEING COMPLAINED ABOUT:

Name _____

Address_____

Date and time problem occurred_____

NATURE OF VIOLATION:

_____

_____

ADDITIONAL COMMENTS:

Please include any additional comments that will assist us in the enforcement of the above-mentioned violation:

_____

_____

UNIT OWNER FILING COMPLAINT: All complaints are kept confidential to the extent possible, but we cannot guarantee that the party being complained about will not be able to identify the Unit owner or occupant filing the Complaint.

Name_____

Address _____

Telephone number _____

Signature_____

Date_____

Please remit this completed form to: *The Property Management Company*
Centralbuckeye@columbus.rr.com