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WAGGONER TRACE

HOMEOWNERS ASSOCIATION, INC.

HANDBOOK OF RULES AND INFORMATION

Effective June 1, 2026

CURRENT PROPERTY MANAGEMENT

Capital Property Solutions
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I. Definitions

Capitalized terms will have the meaning prescribed below, as defined by the Declaration, and as defined by Ohio Revised Code 5312

Waggoner Trace Homeowners Association, Inc. — an Ohio incorporated, nonprofit corporation, which administers and operates the Property.

Common Elements — shall mean any real estate owned or leased by the Association other than a Lot, including easements in favor of the Homeowners Association.

Architectural Review Committee — Is currently the Homeowners Association Board of Directors but can be a separate committee if appointed by the Board of Directors and is charged with adopting the architectural standards of the Association and reviewing requests for construction, modifications, additions, and alterations of Improvements on Lots.

Dwelling Unit — means a building situated on the Properties designed and intended for use and occupancy as a single-family residence.

Lot — a parcel identified on the recorded plat depicting the Property, excluding Common Property.

Owner — a person(s) or entity(ies) that own(s) title to a Lot.

Property — the Lots and Common Elements within the Waggoner Trace Subdivision.

II. Introduction

The developers of Waggoner Trace Property employed the services of skilled land planners, building and landscape architects and professional engineers to create a planned community offering Occupants distinctive character and atmosphere for urban living. Through the Association and the Architectural Review Committee, we strive to maintain a community of quality dwellings and landscaping that retains the integrity of the original community design and protects property values.

The Declaration governs the Property, including dictating many restrictions on using the Property. The inclusion of any recommendation in these Guidelines does not preclude the Architectural Review Committee from disapproving any proposal for any reason.

This Handbook of Rules and Information ("Handbook") is intended to supplement, not replace the recorded Declaration and Bylaws (also referenced to as the "Code of Regulations"), as amended from time to time; therefore, if there should be an inadvertent discrepancy between

what is expressed in this Handbook and the Declaration and Bylaws, the Declaration and Bylaws will govern.

Owners are responsible for the behavior of their Dwelling Unit's Occupants, including all tenants and guests. Each Owner must provide renter's name and contact information to the Association, along with a copy of the lease agreement.

III. Architectural Review Committee (ARC)

The Architectural Review Committee consists of the members of the Board, or persons who are appointed by the Board. The Architectural Review Committee has the exclusive authority to determine architectural standards that govern the construction or modification of Improvements in the Property. Owners are prohibited from **modifying the exterior appearance and design** of their Lot in any way without written approval from the Architectural Review Committee. Owners may perform maintenance on their properties, including like-for-like replacement of features such as windows without seeking Architectural Review Committee approval if the maintenance does not modify the exterior appearance or design of the Lot.

Prior to commencing any exterior Lot modification, the Owner must first submit plans and specifications depicting the nature, kind, shape, color, size, materials, and location of the construction or modification and obtains written approval of the Architectural Review Committee, as well as comply with all provisions of the Declaration and this Handbook. This includes, for example, circumstances where an Owner plans to install or alter any Improvement, such as a fence, change paint colors or roofing materials, adding landscape features, etc.

Owner is responsible for securing any necessary building permits and governmental approval. The Architectural Review Committee’s approval does not mean that the project does not require a building permit or other governmental approvals, and does not mean the plans would be approved by any relevant government entity with jurisdiction over the project. Owners are prohibited to deviate from the approved plan or add items not included on the plan. Anything not part of the submitted plan is not approved and may be required to be removed at a later date at the owner’s expense. Anything approved as part of the plan is considered part of the reason the plan was approved and cannot be excluded from the actual improvements without further written approval.

IV. Architectural Review Committee Powers

To ensure the quality of the Property, a plan review process has been established to review individual Lot modification plans. The authority to approve or disapprove building and landscape plans rests with the Architectural Review Committee, who has broad latitude and discretionary powers regarding approval or rejection of any Lot modification, including, but not limited to:

- The compatibility of design, construction, and development;
- The architectural style and design;
- Colors, textures, materials, and workmanship;
- Height, build, proportions, and location;
- Landscaping; and

- Overall impact on the surrounding property.

V. Architectural Review Submittal

Submittal must be made through the community association management company, who will forward all requests to the Architectural Review Committee for written approval, which must be obtained prior to any Lot Improvements beginning. Use the ARC Request Form found in Appendix B of this Handbook.

The construction or modification must commence within six months from the date of final approval or final approval is void. Storage of construction materials and equipment is only permitted during the actual construction period. If final approval is granted, subject to conditions, and these conditions are not met, then final approval is void. Owners must submit an ARC Request From at least 30 days prior to the planned start of Lot improvements. The Architectural Review Committee will strive to respond within 48 hours of receipt of the submittal.

Any review by the Architectural Review Committee of plans, specifications, designs, drawings, or other submissions is to determine whether such plans comply with the Declaration restrictions and this Handbook. The design review process is not a review of any structural, foundational, construction, building code or other matter. The Owner's submittal to the Architectural Review Committee is a requirement in addition to any other governmental approvals required by state and local building codes or ordinances.

VI. Architectural Review Process

The review process is a simple procedure of complying with the requirements outlined in this Handbook and the format in Appendix C. Use the ARC Request Form in Appendix B to submit your application. Owners must be current in all fees and assessments, and compliant with all restrictions and Rules before they are permitted to submit an architectural review request.

Submissions must include the following (the Architectural Review Committee reserves the right to request additional information as needed):

- Building plans — floor plan, blueprint, diagram showing placement of change or modification including the locations of driveways, walks, patios, decks, site walls, mailboxes, fencing, air conditioning compressors and lighting locations, if applicable;
- Materials including type, finish, and color;
- Photographs of the area(s) to be modified;
- Contractor estimates and date of start and completion, if applicable;
- Irrigation plan, if applicable;
- Type, location, quantity, and size of proposed new improvement, including trees, shrubs, and ground cover, if applicable; and
- Location of all existing trees over four inches in diameter and all flowering trees over two inches in diameter.

VII. Inspection and Enforcement

1. Inspection

The Architectural Review Committee has the right to enter upon the Lot and inspect any construction or modification at any time before, during, and after Owner notifies the Board of completion of any work without being guilty of trespass.

2. Enforcement

If the Architectural Review Committee determines that any Improvement was not constructed or modified in compliance with the approved plans and specifications, the Architectural Review Committee and/or the Association may remedy or remove the improvement and all costs incurred will be charged to the violating Owner. Notice of any violation will be sent to the Owner specifying the items not in compliance. The Owner will have a reasonable timeframe to correct such situation. If such situation is not corrected to the satisfaction of the Architectural Review Committee, the Board of Directors, on behalf of the Association, will have the right to exercise all the rights and remedies afforded to it in this Handbook, the Declaration, the Bylaws, and any applicable laws.

VIII. Architectural Guidelines

To explain what is required for plan approval, the Architectural Review Committee has developed these architectural and landscape standards and will use these standards in reviewing all construction activities but may consider individually the merits of any construction project due to special site conditions.

1. Signs

Signs of any character are prohibited to be displayed on the Property, except:

- Street and identification signs installed by the Declarant or the Association;
- Not more than three political signs not to exceed six square feet in size, which may only be installed 21 days before the day that voting closes, and must be removed within 3 days after the election day when voting closes; and
- One temporary real estate sign not to exceed six square feet in area advertising that such Lot is currently for sale.

2. Storage

Owners are prohibited to leave any objects, waste, or personal property on the front porch unattended or after sunset, except for furniture designed and sold for outdoor use and any other item permitted by this Handbook. Owners are prohibited to leave any objects, waste, or personal property in the front yard area unattended or after sunset. This restriction does not apply to building materials and/or equipment stored on the Lot during approved construction or modification of the Dwelling Unit.

3. Yard Lights and Lampposts

Exterior lighting is prohibited to project light onto neighboring lots or dwelling units. The style, color, size, and location must be approved in writing by the Architectural Review Committee. Front and rear lights are required to be kept on during the dusk to dawn time frame.

4. Fencing

a. Fence Guidelines for Lots Connected to the "Private Alley"

Fences must be constructed of vinyl or composite material only. The fence design must match the existing fences installed by the builder and must be 72 inches in height and white. Once the plan is approved in writing by the Architectural Review Committee and the City, the owner must coordinate the marking of the property lines to ensure the fence is properly placed. The fence will be situated on the property line, may only extend far enough towards the front of the dwelling as to enclose the air conditioning/heating equipment, and may not extend towards the private alley as to interfere with visibility from driveways or intersections.

b. Fence Guidelines for Lots Not Connected to the "Private Alley"

For all other lots, fences must be constructed of vinyl or composite material only. The fence must be 42 inches in height and white. Once the plan is approved in writing by the Architectural Review Committee and the City, the owner must coordinate the marking of the property lines to ensure the fence is properly placed. The fence will be situated on the property line and may only extend far enough towards the front of the dwelling as to enclose the air conditioning/heating equipment.

Invisible electric dog fences are permitted. Border fences located on lots throughout the area are considered lot improvements and must be maintained by the Owner.

5. Swimming Pools, Hot Tubs, or Saunas

Swimming pools are prohibited, except temporary wading pools that are not more than 2 feet deep and returned to the inside of the Dwelling Unit before sundown each day.

Hot tubs and spas may be approved, but only if incorporated into a deck with privacy fencing or other such adequate screening as approved in writing by the Architectural Review Committee. All hot tubs and spas must be approved by the Architectural Review Committee in writing as to style, size, color, and location before being brought into the Subdivision.

6. Jungle Gym Equipment

Jungle Gym apparatus or structures must be in the Rear Yard and not located outside any side or rear setback lines. Such structures are prohibited to be made of any material other than wood construction with natural wood coloring or may be painted or stained brown or gray. Structures that include colored items of equipment, such as a slide or swing set seats, will be approved, provided all such colored equipment is all the same color. Any jungle gym structures that include a roof must be natural canvas in the same color as the dwelling. All jungle gym equipment on any one lot must be the same colors.

7. Basketball Hoops

Basketball hoops or goals not capable of being moved inside the garage each evening are prohibited, regardless of location. Portable basketball goals are permitted but require written

approval, may not block streets or sidewalks, and must be returned to the dwelling's garage before sunset each day.

- Specifications: In general, any commercially available portable goal will be acceptable. Any lighting for the goal must not shine on any neighboring dwelling, lot, or patio or deck areas.
- Location: A portable basketball goal may be located on a driveway for the period of its current use. Any portable goal must be put away inside the garage immediately after each use. Any basketball hoop or goal outside after sunset is considered in violation of these guidelines.
- Use: Playing basketball or any game using a basketball hoop is prohibited after 9pm and before 9am. The Board shall have the right to set different hours if use creates an unreasonable disturbance.

8. Solar Panels

Solar energy collection devices are permitted with Board approval. Submit requests for approval before any work with details of types of devices and location.

Solar Energy Collection Devices (SECD), as defined by Ohio Revised Code 5312.16, including but not limited to solar panels, must be installed in a rear-facing, roof-mounted array; except as otherwise provided, installations that are visible from the street associated with the Lot's address are prohibited. For corner Lots, the "rear" roof is in relation to the front door. SECDs are not permitted to be mounted anywhere on the Lot except the rear roof. All installations are prohibited until the Board approves the request in writing.

Accommodations will be made if the rear of the dwelling unit faces north, and the Owner can provide evidence from a professional installer that the SECD would be at least 25% less efficient if installed on the rear of the dwelling unit than on the sides of the roof. In such circumstances, an Owner will be granted permission to install the SECD on the side of the roof.

All components of the SECD must be compatible with the design of the dwelling. The color of the SECD system components must be the same color of the dwelling roof shingles to the greatest extent practical. Photovoltaic / solar "shingles" that mimic the look of a composite shingle are acceptable but must match the color of the current dwelling roof shingles as much as is practical. Piping, electrical connections, or other lines or wires must be located directly under the system and/or alongside the perimeter of the system, when possible, and placed as inconspicuously as possible so that there is no exposed piping, electrical connections, or other lines or wires when viewed from all angles of the Lot. The highest point of a SECD array must be at least two feet lower than the ridge of the roof where it is attached. The SECD must be installed in an uninterrupted rectangular pattern.

9. Radio and Television Antennas

No exterior antennas, aerials, satellite dishes, or other apparatus for the reception or transmission of television, radio, satellite, or other signals of any kind shall be placed, allowed, or maintained upon any portion of the Common Elements.

10. Air Conditioning and Heat Pump Equipment

Air-conditioning and heating equipment must be located only in rear or side yards to provide minimum visual impact from other Lots. Window air-conditioning units are prohibited.

11. Awnings

Metal and plastic awnings for windows, doors, decks, or patios are prohibited. Canvas awnings may be used subject to prior written approval of size, color, location, and manner of installation for the lot in question.

12. Exterior Carpeting

Exterior carpeting, including turf that mimics a grassy look, is prohibited to be installed on the Lot in a location that it is visible from any neighboring lot or the street.

13. Railings

All deck, balcony, and porch/steps railings must be vinyl, composite, or wrought iron.

14. Water Discharge

Storm water must be disposed in accordance with the drainage plan for the subdivision and city regulations.

15. Skylights

May be approved for a contemporary design house depending upon the design and the particulars of the lot. Submit requests for approval before any work with specific details and location.

IX. Rules

1. General Landscape Maintenance

Grass is prohibited to exceed a height of 6 inches on the Lots. Lawn areas must be kept free of weeds and wildflowers. Driveways, walkways, rock beds, and planted areas must be kept free from weeds, wildflowers, grass, grass clippings, litter, trash, refuse, and waste.

Lawns, driveways, walkways, rock beds, tree rings, and plant beds must be maintained in a manner compatible with their designed purpose. Flowers must be planted in flower beds (not in rock beds). Grass must be maintained only in the lawn area (grass is not permitted to grow into rock beds or plant beds). Architectural Review Committee approval is not required to change existing plantings in existing flower beds; however, changes to garden bed borders or creation of new beds requires does require approval and an ARC request form should be submitted prior to work commencing. Plantings in the flower bed are prohibited to exceed the height of the first floor windowsill.

Borders between different areas, such as lawn areas vs. plant beds, are not required but are recommended. If borders exist, they must be maintained in an orderly, clean, and attractive condition. Reasonably sized bricks, concrete, stones, rubber, wood, and live edging are permitted to be used as borders. Edging material must be uniform across the entire Lot.

Although tree rings are not required around trees in turf areas, if installed, tree rings must be kept in an orderly, clean, and attractive condition, and free from breakage, deterioration, and crumbling.

Building and gardening materials must only be used for the purposes for which they are designed and sold. All furniture that is not designed and sold for outdoor use is prohibited outside the dwelling unit for any period.

Any design changes (landscape or structure) to the front yard that are approved in writing by the Architectural Review Committee must be completed in a timely fashion, and within the timeframe stipulated on the written approval.

Removal of dead shrubs, bushes, trees, and plants must occur in a reasonable time frame. Board approval is not required for removal of dead plant materials.

Bare lawn spots must be reseeded, fertilized, and watered to ensure growth of new grass during the early spring and/or fall season. Owners are prohibited from allowing bare spots to exceed 10% of the lawn area visible from the street.

Vegetable and food producing gardens anywhere on the Property are prohibited unless approved in writing by the Association. Size and design are dependent on the yard and must be included in the Improvement Application (Appendix C). Existing gardens at the time of publication of this manual that do not have Board approval must submit improvement applications.

Leaves that fall on the lawn area must be mulched or bagged in a reasonable time frame, but in all events, dead leaves are prohibited to remain on any lot for more than 14 days.

Excluding items specifically permitted by these Guidelines, personal property is prohibited to be left outside the dwelling unit in front of the rear building line for any period unattended, and never after sunset.

Any lawn fixtures, lawn statues, ornaments, decorations, or sculptures are limited to 4 fixtures, statues, ornaments, and decorations on any given Lot and must be approved in writing by the Board prior to installation.

2. General Structural Maintenance

Fence and siding must be free of mildew, breakage, cracking, missing components and any other damage. Any damaged siding, fencing, windows, or other exterior portions of the dwelling unit must be repaired immediately.

Roof shingles, bricks, and shutters must be uniform in color and free of any damage. As of the date of this handbook the approved color for roof shingles is Weathered Wood.

Driveways should be maintained and free of potholes. Driveways may be blacktop or concrete but should not be stamped, colored, or of any decorative design.

Dwelling Units must be maintained in accordance with the “Community-wide Standard” which involves keeping the dwelling unit free from broken components, discoloration, missing components, cracks, and tears.

3. Animals and Pets

The maintenance, keeping, boarding, or raising of animals, livestock, poultry, or reptiles of any kind, regardless of number, is prohibited on any Lot or upon the Common Elements, except that the keeping of guide animals and orderly domestic pets (e.g., dogs, cats, or caged birds) without the approval of the board, is permitted, subject to the Rules and Regulations adopted by the board. Non-domestic pets that are prohibited include, but are not limited to, rabbits, livestock, fowl, poultry, pigs, snakes or other reptiles, horses, and wild hybrids, along with any rare or unusual pet kept within a human household that is generally thought of as a wild species.

Such pets are prohibited to be kept or maintained for commercial purposes or for breeding. Any such pet causing or creating a nuisance or unreasonable disturbance or noise may be permanently removed from the Property upon ten days written notice from the board. Examples of nuisance behavior include, but are not limited to:

- Pets whose unruly behavior causes personal injury or property damage;
- Pets who make noise continuously for a period of ten minutes or more, or intermittently for two hours or more, to the disturbance of any person, at any time of the day;
- Pets outside the Unit who are not accompanied by and under the complete physical control of their owner and on a hand-held leash no more than six feet in length;
- Pets who exhibit aggressive or other dangerous or potentially dangerous behavior toward any person or their pet(s); or
- Pets that are conspicuously unclean or parasite infested.

Pets are prohibited upon the Common Elements unless accompanied by someone who can control the pet and unless carried or leashed on a hand-held leash not longer than six feet in length. All pets which may leave the Lot shall be inoculated as required by law. All Owners and Occupants shall clean up all pet droppings immediately and completely. Pet owners are responsible for removing any excrement left by their pets in a Common Element or neighbor's property.

4. Vehicles

Vehicles are prohibited to be parked in a driveway blocking the sidewalk. Vehicles may not be parked on the sidewalk or the curb and will be towed at the owner's expense. Vehicles may not be parked long term at the mailboxes and must allow for 15 feet of clearance on either side of the mail boxes to allow for proper mail delivery. Vehicles parked on streets are prohibited to be parked in a manner that impedes the use of emergency vehicles.

5. Parking; Vehicle Repairs

Except in connection with construction activities, large trucks, trailers, campers, recreational vehicles, boats, and other large vehicles are prohibited to be parked on the Property except in garages without Board approval. Junk or derelict vehicles or other vehicles on which current registration plates are not displayed are prohibited to be kept upon any portion of the Property.

A "junk vehicle" is defined as: a vehicle that has rust covering 50% or more of its surface; a vehicle that is extensively damaged, including any of the following: a broken window or windshield or a missing tire, motor, or transmission; a vehicle that is incapable of movement under its own power; a vehicle with expired license tags.

Vehicle repairs and storage of vehicles are not permitted on the Property, except for changing a flat tire or jumping a battery. A vehicle will be considered stored if it does not move from the same parking spot for seven consecutive days. Motor vehicles are prohibited to be driven on the non-paved portions of the Common Elements, except such vehicles as are authorized by the Board and needed for upkeep of the Common Elements.

6. Trash

Except in connection with construction activities, no burning of any trash and no accumulation or storage of litter, refuse, bulk materials, building materials or trash of any other kind shall be permitted on any Lot. Trash containers shall not be permitted to remain in public view except on days of trash collection, being permitted to be placed no earlier than 5pm the evening before pickup, and being required to be returned to the inside of the garage no later than 11pm the day of pickup. Trash containers should be stored in the garage or side/rear of the unit. No incinerator shall be kept or maintained upon any Lot.

All trash is required to be in a container with a secure lid at all times when outside the dwelling unit. Recycling materials must be secure to prevent them from blowing around the neighborhood.

7. Noise

No person shall cause any unreasonably loud noise. Creating noise that can be heard inside another dwelling unit more than 30 decibels is prohibited.

8. No Trade or Business

Trade or business activity of any kind is prohibited to be conducted in or from any Lot or Dwelling Unit except that an Owner or Occupant of a Lot or Dwelling Unit may conduct such business activity within the Lot or Dwelling Unit so long as: (a) the existence or operation of the business activity is not apparent or detectable by sight, sound or smell from the exterior of the Lot or Dwelling Unit; (b) the business activity conforms to all zoning requirements for the Property; (c) the business activity does not involve persons coming on to the Lot who do not reside in the Property; and (d) the business activity is consistent with the residential character of the Property.

The terms "business" and "trade" shall include, without limitation, any occupation, work or activity undertaken on an ongoing basis which involves the provision of goods or services to persons other than the provider's family and for which the provider receives a fee, compensation or other form of consideration, regardless of whether such activity is engaged in

full-time or part-time, or whether it generates a profit. The term "trade" or "business" for purposes of this restriction shall not include the construction, operation and maintenance of any model home or homes and sales offices by any builder during reasonable hours.

9. Open Fires

Open burning is not permitted on the Property, except that outdoor fireplaces, grills, and chimneys may be used as long as they are supervised. Unsupervised fires must be extinguished immediately and grills closed.

10. Clothes Drying

Any outdoor clothes drying apparatus is prohibited.

X. Anti-Harassment Policy

The Association will not tolerate harassment of any Owner, Occupant, employee, Community Association Manager, contractor, or other party for any reason, to the extent protected by Federal, State, or local laws, including but not limited to abusive comments or conduct predicated upon race, color, creed, religion, ancestry, sexual orientation, national origin, citizenship, age, sex, disability, pregnancy, genetic information, military status, or veteran status. All harassment that adversely affects any other Occupant's living conditions is prohibited. All harassment that adversely affects an employee's working conditions is prohibited. Harassment can take many forms, including words, signs, jokes, pranks, intimidation, physical contact, or violence. Threatening physical harm or property damage is also prohibited.

If an Owner, Occupant, employee, or other person feels that they have been subjected to conduct that violates this policy, the person should immediately report the matter to the Community Association Manager. If an Owner or Occupant is unable for any reason to contact the Association Manager, or the Manager is the person performing the prohibited harassment or being harassed, then contact the current Property Manager. Once the matter has been reported it will be promptly investigated and any necessary corrective action will be taken where appropriate, including use of all enforcement mechanisms provided to the Association under the governing documents. All complaints of unlawful harassment will be handled in as discreet and confidential a manner as is possible under the circumstances.

The procedure for reporting incidents of harassing behavior is not intended to impair, replace, or limit the right of any person to seek a remedy under available state or federal law by immediately reporting the matter to the appropriate state or federal agency.

XI. Communications Policy

Owners and Occupants who do not serve on the Board are prohibited from communicating with, giving work instructions to, harassing, or otherwise interfering with any contractor hired by the Association whether the contractor is on Property or not. This requirement ensures the contractor is performing the work according to the agreement executed by the Board, and helps the Association maintain a good reputation with the trades community. Any Owner or Occupant violating this policy will be assessed all damages incurred by the Association, including but not limited to correcting work performed not in compliance with the agreement, retaining a new

contractor, and the cost to have the contractor return to the Property. Owners or occupants may report concerns or submit questions to the board by emailing waggonertracehoa@gmail.com or through the homeowners online portal at portal.cpscolumbus.com.

XII. Records Request Policy

1. Records Available for Inspection

A. Unless otherwise prohibited by law or this policy, any owner may examine and copy (including receiving copies or other information by email) the Association's books, records, and financial reports from the last five years ("Records"), when requested in accordance with this policy for any reasonable and proper purpose.

B. An owner may not examine or copy any Records that contains any information about:

- Personnel matters, including but not limited to salary/benefits information, performance reviews, applications, disciplinary action, and health matters;
- Communications with legal counsel or attorney work product pertaining to potential, threatened, or pending litigation or property-related matters;
- Contracts or transactions currently under negotiation or information that is contained in a contract or other agreement containing confidentiality requirements;
- Enforcement of the Declaration, Bylaws, or rules against other owners or occupants; and
- Matters or issues the disclosure of which is prohibited by state or federal law.

2. All Requests for Records Must Be in Writing

Waggoner Trace Homeowners Association records including meeting minutes and reports are maintained on the homeowners online portal. Homeowners may login to the portal to review and print records at any time. An owner who wants to inspect, copy, or receive physical copies of any Association Record must make a request by contacting CPS Property Management at Phone: 614-481-4411 or Email: admin@cpscolumbus.com. The request must specify the Record(s) desired, including pertinent time periods from the five years immediately preceding the request, and state whether the request is for inspection or copying.

3. Only Owners or Authorized Representatives May Inspect

Every owner has the right to inspect, copy, or receive Association Records when in compliance with this policy. An owner may authorize, in writing, an attorney or other designated representative to conduct this inspection or request copies on the owner's behalf.

4. Rules of Conduct and Procedure Governing Request to Inspect/Copy

a. To the extent an owner is not able to obtain Records on the Association's website or management portal, an owner may inspect Records rather than receive copies by email or regular mail upon request. All inspections will take place at the office of the Association’s management company or at such other location as the Board designates. Removing original Records from the location where the inspection is taking place is prohibited.

b. The Association will make Records available for inspection within a reasonable time after receiving an inspection request.

c. If the owner requests to receive documents by regular mail or email, the Association will provide the requested Records within a reasonable time after the Association receives the records request.

d. Owners are prohibited from altering any Association Records.

e. All people inspecting or requesting copies of Records must conduct themselves in a businesslike manner and not interfere with the operations of the Association's office or any other location where the inspection or copying is taking place. The Association, through the Board or manager, will assign one staff person or other Association representative to assist in the inspection.

f. During an inspection, the owner may designate for copying Records by use of a tab, clip, or sticky note upon the page(s) desired.

g. Owners may not exercise their inspection or copying rights to harass any other owner or occupant, Board member, manager (or anyone at the management company), officer, director, or employee.

5. Charges for Copies/Inspection

a. Approved minutes of the Association annual meetings are available at no charge through the homeowners online portal.

b. Charges will apply for physical copies of records, mailing, or staff time for records inspection provided by the Association. The requesting owner must pay the costs of copying, providing, or inspection at the rates outlined by the Association’s management agent. At the time of this handbook update the current rates are as follows:

- $100 per hour clerical fee plus additional charges as outlined below:
  - $0.25 per page for black and white printing or copying;
  - $0.75 per page for color copying
  - $0.15 for #9 Envelope
  - $0.50 for Large Envelopes/Flats
  - Postage at USPS Rates

Appendix A — Enforcement Policy

A. Notwithstanding anything contained in these Rules, the Board has the right to proceed, immediately or otherwise, with legal action for any violation of the Declaration, Bylaws, or Rules ("Governing Documents") as the Board, in its sole discretion may determine. The entire cost of effectuating a legal remedy to impose compliance, including court costs and attorneys' fees, will be assessed to the account of the responsible Owner.

B. The Owner is responsible for any violation of the Governing Documents by the Owner, or the guests, or the occupants, including tenants, of the owner's home.

C. All costs stemming from any violation, including enforcement assessments, cleaning, repairs, or removal, will be charged to the responsible Owner's account.

D. In addition to any other action and if applicable, in accordance with the procedure outlined below, the Board may: (a) levy an enforcement assessment for damages and/or cleaning of the common elements or other property; (b) levy an enforcement assessment per occurrence or if the violation is continuous and ongoing in nature, levy an enforcement assessment per day; or (c) levy an enforcement assessment for the approximate cost to physically remove the violation. For any violation that is continuous and uninterrupted for a period of more than 24 hours, each calendar day that the violation continues without interruption constitutes a new and separate violation.

E. Prior to the imposition of an enforcement assessment for a violation, the following procedure will be followed:

- Written notice(s) will be served upon the alleged responsible Owner specifying: (a) a description of the property damage or violation; (b) the amount of the proposed charge or enforcement assessment; (c) a statement that the Owner has a right to request a hearing before the Board to contest the proposed charge or enforcement assessment; and (d) if applicable, a reasonable date by which the Owner must cure the violation to avoid the proposed charge or assessment.
- To request a hearing, the Owner must submit a "Request for Hearing" notice (See Appendix A-1) to the Property Manager by email or mail not later than the tenth day after receiving the notice. If an Owner timely requests a hearing, at least seven days prior to the hearing the Property Manager will provide the Owner with a written notice that includes the date, time, and location of the hearing. If the Owner fails to make a timely request for a hearing, the right to that hearing is waived, and the enforcement assessment will be immediately imposed.
- At the hearing, the Property Manager and alleged responsible Owner have the right to present any evidence. Any evidence presented during the hearing will be entered into the Associations official records. The hearing will be held in Executive Session that may include the board members, the Property Manager, the Association’s attorney, the homeowner, the homeowner’s legal representative, but will be closed to other members of the homeowners association. Within 30 calendar days of the hearing, the Owner will be sent written notice of the board's decision.
- In the event of an enforcement assessment hearing, or court hearing, copies of complaints and the complaining party identity will be made available to the alleged violator.

F. The Association may file a lien for any enforcement assessment that remains unpaid for more than 10 days.

Appendix A-1 — Request for Hearing Form

WAGGONER TRACE HOA — REQUEST FOR HEARING FORM

IMPORTANT — HOW TO SUBMIT THIS FORM
This completed form must be submitted to the Property Manager no later than **ten (10) days** after receiving the notice of proposed enforcement assessment. Requests received after this deadline will not be honored and the enforcement assessment will be immediately imposed.
Submit by EMAIL or MAIL to:
Capital Property Solutions
Email: **admin@cpscolumbus.com**
Mail: **P.O. Box 630, Worthington OH 43085**

Section 1: Owner Information

Owner Name(s)	Property Address
Mailing Address (if different)	**Phone Number / Email Address**

Section 2: Notice of Violation Information

Date of Violation Notice Received	Notice Reference Number (if provided)
Description of Alleged Violation (as stated in the notice)	
Proposed Enforcement Assessment Amount	**Cure Deadline (if stated in notice)**

Section 3: Basis for Hearing Request

Please describe below the grounds on which you are contesting the proposed charge or enforcement assessment. Attach any supporting documentation (photographs, receipts, correspondence, etc.) to this form.

Reason(s) for Contesting the Violation / Proposed Assessment
Supporting Documentation Attached (list documents, if any)

Section 4: Preferred Method to Receive Hearing Notice

The Property Manager will provide written notice of the hearing date, time, and location at least seven (7) days before the hearing. Please indicate your preferred contact method below.

☐ Email	**Email Address:**
☐ Mail	**Mailing Address (if different from property address):**

Section 5: Owner Certification and Signature

I, the undersigned Owner, hereby request a hearing before the Board of Directors of the Waggoner Trace Homeowners Association, Inc. to contest the proposed violation and/or enforcement assessment described above. I certify that the information provided in this form is true and accurate to the best of my knowledge.

Owner Signature

Date

Appendix B — ARC Request Form

WAGGONER TRACE HOA — ARC REQUEST FORM

Architectural Review Committee Application

IMPORTANT — READ BEFORE SUBMITTING

Architectural Review Committee (ARC) approval is required **before beginning any exterior improvement or modification.** This form is not required to perform general maintenance, including like-for-like replacement of items such as windows that will not alter the appearance or design of your home or lot.

Submission of this application **does not constitute approval.** Work may not begin until **written ARC approval** has been issued.

Submission of an ARC request **after work has commenced or been completed** does not guarantee approval and does not waive the Association's right to require corrective action or enforcement in accordance with the governing documents.

Project Status Certification

Please check one:

☐ **Proposed Project**

I certify that the improvement described in this application **has not yet begun** and will not begin until written ARC approval is received.

☐ **After-the-Fact Submission**

I acknowledge that the improvement was commenced or completed prior to ARC approval and understand that:

- This submission is for **compliance review only**
- Approval is **not guaranteed**
- The Association may require modification, correction, or enforcement action
- Submission does not cure the violation or waive enforcement rights

If after-the-fact, explain why ARC approval was not obtained prior to work commencing:

Owner Acknowledgment

I acknowledge that I have read and understand the ARC process and that failure to obtain approval prior to beginning work may result in enforcement action. I further acknowledge that ARC decisions are based on current Association standards and do not establish precedent.

Owner Name (Print) _____ Property Address _____

Owner Signature _____ Date _____

Submit completed forms to Capital Property Solutions:

- Online: portal.cpscolumbus.com
- Email: admin@cpscolumbus.com
- Mail: P.O. Box 630, Worthington, OH 43085