THE CONDOMINIUM AT WINCHESTER COVE ASSOCIATION RULES AND REGULATIONS HANDBOOK

January 2017

Introduction

This handbook is intended to supplement, not replace, the Declaration and Bylaws. Therefore, if there should be an inadvertent discrepancy between what is expressed in this handbook and the recorded documents, the Declaration and/or Bylaws will govern.

A. The Condominium at Winchester Cove Association consists of 60 Units located in 12 buildings on Wincove Drive and Seahorse Lane in the combined apartment/condominium community. The community is in Columbus, Franklin County, Ohio with Groveport, OH 43125, mailing addresses. The buildings are numbered as 27 – 38 in the Condominium Property.

B. As a private condominium association, we are governed by the recorded Declarations and Bylaws. The rules are a tool to reasonably regulate the exterior (real and viewed) and the Common Elements.

C. The Board members (Board of Directors) are Unit Owners or spouses of Unit Owners and are elected by the Unit Owners to reasonably manage the Association's affairs. The Board, on behalf of the Association, retains the services of a professional management company to handle the day-to-day business operations and management of the Condominium Property.

D. The Board requests and appreciates your cooperation in respecting that Board members are not employees and should not be contacted directly on Association related matters outside of Board meetings. Board members are not individually responsible for resolving Association matters and can only decide on issues brought to their attention by the Property Manager or the Management Company. The only exception is that you should send a letter directly to the Board members concerning problems that you may have with the Property Manager or the Management Company. Again, all other communications must be directed through the Property Manager or the Management Company to assure that your concerns and questions are properly addressed and answered.

E. The Board of Directors is indemnified by the Association. Complete details can be seen in the amendment added to the Bylaws in 2010.

F. In case of an emergency, such as a fire or accident, the fire/police department should immediately be contacted.

The following general and specific rules, by type and location, are established to enable the Unit Owners and Occupants to live together in a peaceful, secure and happy community. All rules are put forth as applicable to Unit Owners and Occupants and/or their guests, while residing in or visiting the Units within the Condominium Property.

I. GENERAL RULES AND REGULATIONS

1. According to Ohio Revised Code 5311.09 (A) (2) and (3) and Declaration Article III, Section 2(r), as amended, Unit Owners are responsible to provide occupant information within 30 days after they purchase a unit and 30 days after a change in any occupant information.

2. NOISE which disturbs others is prohibited. This could be noise from dogs barking, boisterous groups, or loud music being played, etc. that infiltrates the walls and/or porches of the Units. Noise volume should be kept at a level so as not to be heard outside of the Unit(s) or if coming from the porch areas, it should not be disturbing to others.

3. GRILLING: Gas, propane and charcoal grills must be placed at least 10 feet or more from a Unit building when in use. (See *Code Compliance Guideline: Open Flame Cooking Devices, April 20, 2015, City of Columbus, Office of the Fire Marshall.)* Violations of this Fire Code should be reported to the local Fire Department at the non-emergency phone number of 614-221-3132 Ext. 7-5604.

4. Large quantities (any amount greater than a gallon) of hazardous or potentially explosive materials should not be stored in any Unit, including the garage area. Exceptions would be small quantities of cleaning fluids, paints or propane gas (for grills) normally needed in a household.

5. Except for feeding birds, Unit Owners and Occupants are prohibited to feed the wildlife anywhere in the Community Property. Follow guidelines in Section II, Item 4.

6. KEYS (entrusted to others): If any keys are entrusted by a Unit Owner or Occupant, or his or her agent, to an employee of the Association, whether for such Unit or any vehicle or item of personal property, the relinquishment of a key is at the sole risk of such Unit Owner, Occupant or agent. The Association is not liable for injury or incidents of any nature whatsoever directly or indirectly resulting therefrom or connected therewith.

7. Unit Owners and Occupants are not to give work instruction(s) to any service contractor or professional hired by the Association or Management Company. This is to ensure that the contractor is performing the work in accordance with the contractual agreement made by the Association or Management Company.

8. Persons, who must register as a sexual predator or offender requiring notification under the Ohio Sex Offenders Act or similar statute, are prohibited from residing in any Unit for any length of time.

9. A pond bank landscaping plan has been established by the Board of Directors. Any intent from Unit Owners to alter the pond bank in any way requires a Request for Modification form (WCCA.frm.05) to be submitted by the Unit Owner and approved in writing by the Board.

10. Any alteration to the Common Elements requires a Request for Modification form (WCCA.frm.05) to be submitted by the Unit Owner to seek prior written approval by the Board. All requests and decisions will be kept on file with the property manager as proof of record. (See Section I, Rule 9 and Section II, Rule 10, 11.)

II. EXTERIOR AREA

1. VISIBLE EXTERIOR AREA/VIEW:
    - Personal property, such as porch items and lawn furniture, may be kept inside the Unit porch.
    - Items displayed on the porches or in the mulched areas must be maintained and kept in good repair. Promptly remove any broken or unkempt items.
    - A neutral colored (white or cream/beige) roll-up bamboo or vinyl blind, to provide temporary shade, may be attached to the inside of the porch frame. This blind must not be visible from the sidewalks or street when it is not in use. For security purposes, it should not be left down when the Unit Owner is not home.
    - Towels or clothing are prohibited to be hung over porch railings. Sheets, blankets, laundry or other articles are prohibited to be hung out of a Unit (window) or exposed on any part of a building area.
    - Front door decorations (wreaths, seasonal wreaths or small hangings) are permitted to be hung on or over the door. Two decorations are allowed at one time on the front door.
    - Physical items are prohibited to be hung on any outside wall, any building overhang, or placed in Common Elements outside any existing mulched area of the Unit foundation.
    - Any outdoors' items, such as bicycles or sports or recreational equipment, tools, or garden equipment must be stored inside the Unit garage. **NOTE:** Items related to vehicle usage, repair, upkeep or maintenance must also be stored inside the Unit garage.

2. EXTERIOR WINDOW VIEW: To maintain a uniform exterior, all window treatments (curtains, draperies and blinds) are to be backed or lined in neutral colors (shades of white or beige).
    - Any other color must not be visible from the outside. For example, if the front layer of the window treatment is other than neutral colors, the window treatment must hang in such a way that the front color does not show to the outside.
    - Items are prohibited to be displayed in windows except for "Star" service flags (banners) (Section II, Rule 3) or FOR SALE signs (Section II, Rule 20).

3. FLAGS: If displaying a flag, it must be flown from a pole anchored to a pole bracket. One flagpole bracket may be attached to the outer surface of one of the porch posts. The American flag, a POW/MIA flag or a seasonal or sports related flag may be flown from that bracket. Flags must be made of cotton, man-made fibers or plastic materials only.
    - A "Star" service flag (or banner) which indicates that a family member of the Unit is serving in the Armed Forces of the United States is permitted to be placed in a Unit window.

4. BIRD RELATED ITEMS:
    - Bird baths (full size or small water plates) are prohibited.
    - Birdfeeders, thistle socks or bird feeder plates may not be attached to the outside of the Unit or porch. Display these bird related items on wrought iron poles in the mulched areas of the Unit foundation. Wrought iron poles must not exceed 72 inches in height. **NOTE:** The mulched areas around bird related items must be continually cleaned of bird and feed waste to eliminate other scavenger-type animals from coming to these areas. If an area is considered unsanitary and not cleaned by the Unit Owner after a notification letter, the area will be cleaned and the Unit Owner may be charged a service fee comparable to the service rendered by the property maintenance team.
    - Only hummingbird feeders may be hung from the porch overhang or attached to the porch post.
    - Bird feeders only may be hung in the trees immediately in front of the Unit. (Exception, see Section II, Rule 23, regarding holiday lights).

5. The AREA DIRECTLY IN FRONT OF ANY UNIT WINDOW cannot have items placed in this location where the item(s) is (are) higher than the height of the window sill or cannot have any plants planted in this location where the plants would grow taller than the height of the window sill.

6. FLOWERS can be displayed in the following ways:
    - In 1 or 2 hanging baskets of flowers from the porch area.
    - In 1 or 2 flower containers over the porch railing.
    - In flower containers on the porch floor area.
    - In flower containers in the mulched area of the Unit foundation.
    - Planted in the mulched area of the Unit foundation.
    - In flower containers on either side of the garage door of the Unit garage.

7. CONTAINERS AT THE GARAGE DOOR AREA: Containers with fruit and vegetable plants may be placed on the asphalt, on either side of the garage door, of each Unit. This is the only approved area for fruit and vegetable plantings.

8. The TOTAL NUMBER OF ITEMS approved for the exterior areas of each Unit and Unit's foundation is no more than 12. This includes the following:
    - The number of bird feeders/rod holders (in the mulched areas or in the trees).
    - The number of flower hangings or containers, either hanging from the porch, over the porch railings, or in decorative containers above ground and in the mulched areas.
    - The number of porch hangings, such as hummingbird feeders or decorative wind ornaments.

- The number of large, decorative stones/rocks within the mulched area. (A large stone or rock is similar or larger in size than a basketball. Paving and stepping stones do not count as items, if they are flush with the ground.)
- The number of lawn light sets. (A set is a group of lights that are alike.) Lights must be rated for outdoor use.
- The number of decorative garden ornaments.

9. UNITS WITH ENCLOSED PORCHES: Unit Owners or Occupants with enclosed porches must follow all rules that deal with the porch area, as outlined in the rules above. In addition, all rules applying to the outside overhangs or porch posts apply to enclosed porches.

10. EDGING may be installed in front of a Unit, from downspout to downspout, at a height of not more than 6 inches above the ground. Submit the Request for Modification form (WCCA.frm.05) for prior written approval from the Board before installing.
    - Edging can be made of brick, stone, resin or plastic. Wood edgings and/or objects are prohibited.
    - Edging color must be neutral, such as shades of tan (brown) or grey.
    - Unit Owners are responsible for installation, upkeep and repairs.
    - The Association takes no responsibility for damages to edging, including damages from mulch area edging and weed eating.

11. NEW TREES, SHRUBS, BUSHES and MULCH: A Request for Modification form (WCCA.frm.05) must be submitted to the Board for prior written approval or disapproval if a Unit Owner wishes to plant or install any new trees, shrubs, bushes, large plants or add mulch in any portion of the Common Elements (including the mulched area in front of the Unit Owner's Unit foundation).
    - All additions requested by the Unit Owner and approved by the Board are the responsibility of the Unit Owner or Occupant. The Association will accept no liability.
        - **NOTE:** ADDITION OF EXTRA MULCH: The Association has a mulch bed plan in conjunction with the lawn management company. This plan will ensure that the correct type and color of mulch is used in our mulch beds to help eliminate white fungus and mold and destructive insects in our external areas. Any Unit Owner or Occupant that desires to add or remove mulch to their Unit's mulched bed area must request prior written approval (WCCA.frm.05) from the Board.
        - See the ***Materials' Specifications*** page for more detail.

12. GARDEN HOSES: When garden hoses are not in use, they must be rolled on a standing reel or put in a garden hose pot.

- Hoses are prohibited to be draped over the porch banister or left lying on the ground.
- Any type of hose reel or holder is prohibited to be mounted on the outside exterior wall of a Unit in such a way that it penetrates the wall.

13. DOWNSPOUT DRAIN EXTENSION: The cement drain extension must be placed so the open end extends away from the Unit foundation to allow complete drainage. This will help avoid flooding and also eliminate standing water.

14. SECURITY SIGNS: A total of two security (alarm) signs are permitted to be placed in the mulched area of a Unit.

15. EXTERIOR FRONT DOOR: To maintain a uniform exterior, the exterior front door must be painted Tomahawk Red.
    - See the ***Materials' Specifications*** page for more detail on the paint.

16. STORM DOOR ADDITION OR REPLACEMENT: If a Unit Owner or Occupant is adding or replacing a storm door, a Storm Door Request form (WCCA.frm.03) must be submitted to the Board for its review and prior written approval. This form is specific for the storm door.
    - See the ***Materials' Specifications*** page for more detail.

17. EXTERIOR WINDOWS: Any replacement window must be similar in appearance to the original windows. A Request for Modification form (WCCA.frm.05) from the Unit Owner must be submitted to the Board for its review and prior written approval.
    - See the ***Materials' Specifications*** page for specific window information.

18. REPLACEMENT OF GARAGE DOOR: Unit Owners must replace the garage door with one that is as close as possible to the identical color and design of the original installed garage door. A Request for Modification form (WCCA.frm.05) from the Unit Owner must be submitted to the Board for its review and prior written approval.
    - See the ***Materials' Specifications*** page for more detail.

19. REPLACEMENT OF AIR CONDITIONER: Unit Owners must replace AC units with that of an identical or as close to identical unit. Size, color and design must be as similar as possible to the original unit.
    - See the ***Materials' Specifications*** page for more detail.

20. SIGNS ADVERTISING A UNIT "FOR SALE": For Sale or real estate signs must be displayed on the interior sides of the Unit's window(s). A total of one, professionally prepared sign, not to exceed a total of 9 square feet, is permitted.

21. GARBAGE CONTAINERS: Garbage containers are to be kept inside the Unit garage and not to be stored outside in the drive and parking areas except when putting out the container for trash pick-up.
    - Set the garbage bin as near to the street as possible to ensure pick-up.
    - Do not set the garbage container out until the night before or the morning of the scheduled trash pick-up. **NOTE:** If trash pick-up is a day late, because of a holiday, follow the same rule for putting out the container.
    - The garbage container must be returned to the Unit garage as soon as possible after trash pick-up, but at least by the evening of the day of pick-up.
    - Make certain that the lid on the trash container is closed to prevent animals from getting into the carts and to prevent trash from littering the community.
    - All Unit Owners must have your Unit number on the outside of the trash container.
    - If you are unable to put out or take in your garbage container, ask a neighbor to help you.
    - The Unit Owner is responsible for making special arrangements with the waste pick-up company for removal of large (bulk) items. Waste Management will not take some items, such as automobile tires, for example.
    - If you need a new garbage container, call the waste pick-up company or call the property manager for assistance.
        - See the ***Materials' Specifications*** page for company business information.

22. SATELLITE DISHES: If any Unit Owner or Occupant is interested in having a satellite dish installed for their Unit, it is strongly recommended that the Unit Owner contact the management office BEFORE SIGNING ANY CONTRACT. Unit Owners or Occupants are prohibited from drilling or pushing through the exterior wall to install the satellite dish's wiring. Contacting the management office first will help eliminate and/or reduce contractual disagreements.

23. EXTERNAL DECORATIONS DURING HOLIDAY SEASONS: Seasonal or holiday decorations may be displayed within the porch and mulched areas of each Unit.
    - Holiday decorations are prohibited in any Common Elements with the exception of decorating any tree that is directly in front of a Unit Owners' Unit. The trees can be decorated with lights during a holiday season. Lights must be rated for outdoor use. Unit Owners and Occupants are prohibited from climbing the trees or using ladders to place the lights in the trees.
    - Exterior holiday decorations may be displayed (lighted) 3 to 4 weeks prior to and 2 weeks after a holiday that a Unit Owner or Occupant celebrates.
    - Garlands or buntings, with or without colored or white lights, may be hung on the outside of the porch railings only during the holiday seasons.
    - White lights are allowed at any time within the confines of the porch area, but not on the porch railings (except when hung in the manner given immediately above).

III. PETS

1. Household domestic pets: Pets, not bred or maintained for commercial purposes, may be maintained in a Unit, provided that the Unit Owner or Occupant keeps the pets in accordance with the terms and conditions as set forth in the Declaration and in these rules.
    - Unit owners are allowed to have a total of 2 pets (either 2 dogs, or 2 cats or 1 of each).
    - All pets must be carried or on a hand-held leash and in the company of an individual who is able to fully control the pet, if they are outside the Unit.
    - Pets may be tied inside the boundaries of the porch.
    - Pets are prohibited from being tethered in such a way as being able to roam by themselves in the outside lawn or Common Elements around a porch or tree or to be fenced or housed outside of a Unit.
    - Pet owners will be held liable for any and all damages caused by their pets. This includes, but is not limited to the Common Elements, such as grassy areas, landscaping, and mulched areas.
    - Pet owners are responsible for immediate and complete clean up after their pet(s).
        - NOTE: To be the best neighbor possible, it is recommended that all pets (on hand-held leashes) be taken close to the edges of the grass (near the pond) and allowed to do their business. This will keep animals from messing in the mulched areas around porches and flower gardens of Unit Owners and Occupants. This is a suggestion, not a rule. Please be respectful.

2. ENFORCEMENT AND ENFORCEMENT ASSESSMENTS (regarding pets): Violations of the pet rules will be addressed the same as with other rule violations. Warning letters, enforcement assessments and grievance procedures are outlined in Section VIII (Enforcement Procedures).
    - The right of a Unit Owner or Occupant to maintain a pet in a Unit is subject to termination if the Board, in its full and complete discretion determines that maintenance of the animal constitutes a nuisance or creates a detrimental effect on the Condominium Property or other Units or Occupants.

3. EXOTIC ANIMALS ARE PROHIBITED. For details on the Ohio Law for Exotic Animals, see OHIO REV. CODE §1533.71 - entitled License to raise or keep game birds and animals.
    - Violations of the Ohio law should be reported to the local Police Department at the non-emergency phone number of 614-645-4545.

IV. WHEELED DEVICES, VEHICLES and PARKING GUIDELINES

1. UNIT OWNER OR OCCUPANT PARKING: Residential parking is to be in the Unit garages or in the Limited Common Element immediately outside of the Unit Owner's garage.

- Unit Owners and Occupants must park their vehicles in such a way as to not block access of the free flow of traffic in the garage asphalt area(s) between each two Unit buildings.
- Vehicles owned by Unit Owners and Occupants are not be parked in the Common Elements intended for guest parking for an extended period of time. The definition of extended period of time is longer than 72 hours. Therefore, if it is necessary for a Unit Owner or Occupant to use the guest parking area for longer than 72 hours, you must register with the property manager's office.

2. VISITOR'S PARKING: Visitor parking is limited.
    - Any visitor's vehicle that is to be parked and not moved for longer than 72 hours must be registered with the property manager's office. The Unit Owner must notify the property manager of the vehicle owner, and a description and license plate number of the vehicle that will be parked for an extended time.
    - Unit Owners or their guest's vehicles are prohibited to block the free flow of traffic throughout the Condominium Property.

3. AUTOMOTIVE REPAIR: Vehicle repairs are prohibited to be undertaken in any Common Element (except in the case of an emergency, such as jumping a dead battery or changing a flat tire).

4. PROHIBITED VEHICLES: All vehicles parked outside on Common Elements must bear current license plates and be in running order. Otherwise, vehicles that don't meet these conditions are subject to towing and being stored.

5. ADDITIONAL PROHIBITED VEHICLES BY TYPE: The following vehicles are prohibited from being parked at any time or at any place in the Condominium Property:
    - Semi-tractor trucks and/or trailers
    - Buses
    - Recreational vehicles
    - Boats or Boat Trailers
    - Campers or Camper Trailers
    - House or other Trailers

6. BICYCLES: Bicycles may be ridden on the asphalt areas only. Bicycles are prohibited to be ridden on the sidewalks.

7. Usage of ROLLER BLADES, ROLLER SKATES, and SKATEBORADS and SIMILARLY WHEELED DEVICES is prohibited within the Condominium Property.

8. WHEELCHAIRS, MOBILITY AIDS, AND OTHER POWER-DRIVEN MOBILITY DEVICES: Motorized wheelchairs or aids must be ridden only in the asphalt areas of the Condominium Property.
    - EXCEPTION: With caution, wheelchairs or aids can be used to enter the mailbox areas to drop-off or retrieve mail.
    - The device must be ridden below or at the posted speed limit of 15 MPH.
    - NOTE: Any motorized chair or aid must be equipped with lights and reflective devices when driven on the common roadways after dark.

V. TOWING

1. VEHICLES: Vehicles parked in any area of the Condominium Property and not registered properly or as acceptable according to the rules, will be towed and stored. The towing guidelines are as follows:
    - See the required posted signage in the community for current towing information.
    - Towing and storage charges will be at the owner's expense.
    - Towing will be done after 72 hours of the vehicle being illegally parked **OR**
    - Towing will be done immediately if an emergency arises and no owner can be identified or located.
    - Any vehicle in violation of these rules may, in addition to all other remedies, be towed and stored at the owner's expense.
    - Call the property manager if you need assistance.

2. TOWING ZONES: The towing zones for the Condominium Property are identified as follows:
    - The driveways leading into and out of each of the two garage areas of the condominium buildings and the asphalt areas in between each of the two buildings that sits back to back to each other. There are 6 such areas in the Condominium Property.
    - Another Towing Zone area in the Condominium Property is the row of parking spaces at the far southeast end of the Condominium Property that are in front of Building #37 and across from Building #36.

VI. COMMUNITY CENTER

1. Any Unit Owner or adult Occupant who reserves the Community Center for private use must be present for the duration of the event and is responsible for clean-up.
    - A Unit Owner or adult Occupant can reserve the clubhouse for a private function by communicating and consulting with the Apartment Manager (whose office is located in the Community Club House).

- The rules of use of the clubhouse and the clean-up requirements will be given to the Unit Owner or adult Occupant at the time the clubhouse is reserved.

2. Any private event conducted at the Community Club House must be confined to the interior of the building and the patio area.
    - The grill can be used only if requested at the time that the reservation is made.
    - The pool is not included in the reservation of the Community Center.

VII. COMMUNITY POOL

1. The community center pool can be used by all Unit Owners and Occupants during open pool season. A seasonal pass must be obtained by each Unit Owner or Occupant at the community center office. Pool rules will be reviewed at the time the pass is given.
2. Pool hours are posted at the pool.
3. The pool may be closed at the discretion of the Board of Directors or the Management Company, due to inclement weather or for any safety and/or health reason.

VIII. RECORD REQUESTS

1. For Record(s) Request information, see Attachment A, Record Request Policy.
2. Use the Records Request form (WCCA.frm.10) to view or obtain records.
3. Call the Management Office for further information.

IX. ENFORCEMENT PROCEDURES

1. Complaints: Complaints against any Unit Owner or Occupant violating the Handbook must be submitted to the Management Company in writing.
    - The complaint must contain the name, address, date, telephone number and signature of the individual filing the complaint.
    - Unit Owners or Occupants must use the Customer Complaint Submission Form (WCCA.frm.06) to file a complaint.

2. See Attachment B for “Enforcement Procedures”.

X. COLLECTION POLICY

1. Association Fees are to be paid at the first of each month. A late fee of $20.00 will be assessed after the 10th of a month if the monthly association fee is not received.
2. See Attachment C for the “Collection Policy”.

ATTACHMENT A

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 books, records, and financials of the association (the "Records"), for any reasonable and proper purpose, pursuant to the requirements, charges, and standards set forth by this policy.

B. An owner may not examine or copy any of the following Records that concern, pertain to or, contain information about:

- Information that pertains to 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 community property related matters;
- Information that pertains to contracts or transactions currently under negotiation or information that is contained in a contract or other agreement containing confidentiality requirements and that is subject to those requirements;
- Information that relates to the enforcement of the Declaration, Bylaws, or rules against other owners or that would constitute an unwarranted invasion of privacy of any other owner; and
- Matters or issues the disclosure of which is prohibited by State or Federal law.

2. ALL REQUESTS FOR RECORDS MUST BE IN WRITING. An owner who wants to inspect, copy, or receive any association Record must submit a written request to the board or manager. The request must specify the particular Record(s) desired, including pertinent time periods, and state whether the request is for inspection or copying. The request must be sufficiently detailed to allow the association to retrieve the Record(s) requested.

3. ONLY OWNERS OR AUTHORIZED REPRESENTATIVES MAY INSPECT. Every owner has the right to inspect, copy, or receive association Records in compliance with the rules and procedures contained in 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 CONDUCTAND PROCEDURE GOVERNING REQUEST TO INSPECT/COPY

A. All inspections will take place at the association's office or at such other location as the Board designates. No owner may remove original Records from the location where the inspection is taking place.

B. The association will make Records available for inspection within a reasonable time, but no more than 5 business days, after the association actually receives the written inspection request. This time frame may be extended if the Records requested are so voluminous or otherwise in such condition as to render this time frame unreasonable.

The association will notify the owner (by telephone, in person, by email, or in writing) that the records are available and specify the time, date, and place for the inspection.

C. If the owner requests to receive documents by regular mail or email, the association will provide the requested Records within a reasonable time, but no more than 10 businesses days, after the association actually receives the written inspection request. This time frame may be extended if the Records requested are as voluminous or otherwise in such condition as to render this time frame unreasonable.

D. The alteration, in any manner, of any association record by an owner is prohibited.

E. All people inspecting or requesting copies of Records must conduct themselves in a businesslike manner and cannot interfere with the operations of the association's office or such 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. All requests for further assistance and copying during an inspection must be directed only to that one association-designated person.

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 resident, board member, manager (or anyone at the management company), officer, Director or employee.

5. CHARGES FOR COPIES/INSPECTION

A. Upon written request to the Board of Trustees, the association will defer records request services and dissemination to the Property Management team and/or clerical team members.
B. The cost of procuring such requested records will be handled by the established service fees of the management company.
C. The Board of Trustees and the property management company will work together to provide compliance for record requests.

ATTACHMENT C

Collection Policy **

1. All assessments, including maintenance fees, are due on the first (1st) day of the month and are considered late if not received by the tenth (10^{th}) day of the month.

2. An administrative late charge of twenty ($20) per month shall be incurred for any late payment and on any unpaid balance of the assessment. (This might be subject to increase upon further notice.)

3. Any payments made shall be applied in the following order:

1. Interest and/or administrative late fees owed to the Association.
2. Collection costs, attorney's fees incurred by the Association.
3. Principal amounts owed on the account for common expenses and assessments.

4. Any past due assessments may cause a lien, a suit for money judgment, and/or foreclosure to be filed against the Unit Owner. Once judgment is obtained, the Association may proceed to post-judgment actions such as bank attachment and/or wage garnishment.

5. Any costs, including attorneys' fees, recording costs, title reports and/or court costs, incurred by the Association in the collection of delinquent assessments shall be added to the amount owed by the delinquent Unit Owner.

6. If any Unit Owner (either by his or her conduct or by the conduct of any occupant) fails to perform any act that he/she is requested to perform by the Declaration, the Bylaws or the Rules and Regulations, the Association may, but shall not be obligated to, undertake such performance or cure such violation and shall charge and collect from said Unit Owner the entire cost and expense, including reasonable attorney fees, of such performing or cure incurred by the Association. Any such amount shall be deemed to be an additional assessment and shall be due and payable immediately following notification of such charge and the Association may obtain a lien for said amount in the same manner and to the same extent as if it were a lien for common expenses.

7. If any Unit Owner is delinquent in the payment of any fees for more than thirty (30) days, the Board may suspend the privileges of the Unit Owner to vote and/or use any of the amenities.

**Adopted by the Winchester Cove Condominium Association Board of Trustees June 02, 2016.

ATTACHMENT D

MATERIALS' SPECIFICATIONS

To Ensure Uniformity on the Exterior of each Building, these MATERIALS' SPECIFICATIONS Requirements are listed as follows: (Items with an asterisk (*) indicate the Unit Owner's responsibility.)

1. **DOORS***
   - a. **FRONT DOOR COLOR***
     - **MUST BE TOMAHAWK RED**
       - **Paint Stores Will Know Color Combinations to mix to get this specific color.**
   - b. **DOOR TRIM PAINT***
     - **"Grey porch paint" is required. There is a gallon of this paint available for door trim and porch touch ups. Call the property manager or one of the board members to get it.**
   - c. **STORM DOOR* (if wanted)**
     - **LARSON OR PELLA DOORS**
     - **COLOR MUST BE ALMOND**
     - **Prior Authorization Required (Storm Door Request – WCCA.frm.03)**

2. **PORCHES**
   - **a. OFFICIAL PAINT FOR PORCHES – the paint (type and color) for the porches has remained the same since the community was built and is kept on hand by the association for touch up and repairs by the Unit owners. If anyone desires to touch up a porch, see one of the board members.**

3. **WINDOWS***
   - **a. Polaris Window Company is the original window installer and still remains in business. Unit windows have a life time warranty, but a service fee is required when work is completed.**
   - **b. Call 1-800-FIX-1USA (1-800-349-1872) or check the Internet for more and/or updated details.**

4. **WINDOW COVERINGS***
   - **a. Must show WHITE or NEUTRAL COLOR from the outside.**
   - **b. No other color should be seen.**

5. **AIR CONDITIONERS* – New AC units should be similar in color and size and shape, as the originals.**

6. **WASTE MANAGEMENT SERVICES – If a Unit Owner has bulk items* to be picked up, he/she must call the company office and make the arrangements. If a new garbage container* is needed, the resident must call for that.**
   - **a. Customer Service: 1 (866) 909-4458.**
   - **b. The email address is www.wm.com .**

7. **MULCH* - Must be black organic or triple processed black mulch.**

.

Additional numbered items:

7. **MULCH* - Must be black organic or triple processed black mulch.**

PLEASE ADD THIS ADDITION TO THE WINCHESTER COVE CONDOMINIUM ASSOCIATION'S RULES BOOK – JANUARY 2017.

THANK YOU.
JANUARY 2019

UNDER: **I. GENERAL RULES AND REGULATIONS,**

ADD THE FOLLOWING:

11. **ARCHITECTURE:** The Association is responsible for maintaining and preserving the original design of the community (including the grounds and buildings) as defined by the Declaration and Bylaws, architectural renderings, and descriptions. These standards of design enhance the value of our property through a cohesive design. **EXTERIOR CHANGES** of any sort (grounds or buildings) are prohibited without submitting the appropriate form to the Management Company and receiving Board approval (See attachment D). If approval is granted, it is the unit owner's responsibility to obtain the appropriate permit(s)* if needed prior to any work being started and to work within the time guidelines given by the Board of Trustees. In a case where a front door or a window(s) is/are being replaced and framing is involved, a licensed contractor must be used to safeguard the integrity of the structure.

* Depending on the type of work being done, the Unit Owner must work with the Management Company and/or the Board of Trustees to ensure compliance with all regulatory entities.

12. **SCREENED IN PORCH**: Currently, per Ohio Condo Law, Chapter 5311: Condominium Property, if a Unit Owner desires to screen in the front porch, 100% of the Unit Owners in the community must approve the request. Please contact the management office for further information and clarification.

13. **SALE OF A CONDOMINIUM**: If a Unit Owner is planning to sell his/her condominium, it is the current (selling) Unit Owner's responsibility to provide a copy of the RULES BOOK to the Realtor for any potential buyer's inquiries and then for the new owner to have at closing for their continued use in the community. The current (selling) owner is responsible for making the realtor aware that our Association (Community) has a non-lease agreement in place per our Declaration and Bylaws.

14. **NO FISHING**: The retention pond is the private property of the Association. Due to the excessive cost of financial liability to cover any accidents or injuries related to the use of the pond, the association is prohibiting all pond activities. Therefore, it is prohibitive to fish, cast lines, catch minnows, wade or take part in any other form of recreation in or on the pond or pond waters. This applies to all Unit Owners or lessees, and family members or visitors of any residents. This would also include any nonresidential persons (who would be considered trespassers).

15. **DRONES**: It is prohibitive to fly a drone or drones above or alongside of the Association's condominium buildings and/or common road ways that come into or go out of the Association's real estate. This includes flying over and above any of the Unit buildings, the pond and the common element yard acreages and tree lines without the written permission and consent of the Board of Trustees.

16. **USE OF MARIJUANA**: Marijuana smoking is not permitted inside the walls of the units or in the common and limited common element areas.

17. **SECURITY CAMERAS AND ELECTRONIC MONITORING DEVICES** (Also see # 14, Under II. Exterior Area): Security cameras and electronic devises on external elements of the buildings must be approved by the Board of Trustees. Due to architectural regulations set forth in the Bylaws and Regulations of the Association, each system will have to be requested, with written details submitted to the board, and then must have a written approval by the Trustees and/or Property Manager. Requests can be made by using the form **EXTERNAL SECURITY DEVICE REQUEST (WCCA.frm.08)**. It must be completed and approved by the Board or Manager prior to any installation being completed. A Unit Owner must submit in writing that the devise(s) will be removed and the external elements restored to their original condition when the Unit is sold. The Unit Owner requesting to install the external devise(s) must agree that the devise(s) is/are to be used for their own private needs and not for the needs of others or the community.

DELETE PAGE 18 OF

THE RULES AND REGULATIONS HANDBOOK, JANUARY 2017

AND REPLACE WITH THE FOLLOWING PAGES 18A and 19.

ATTACHMENT D

ARCHITECTUAL REQUIREMENTS AND/OR MATERIALS' SPECIFICATIONS

To Ensure Uniformity on the Exterior of each Building, these **SPECIFICATION REQUIREMENTS** are listed as follows:

EXTERIOR FRONT DOOR, UNIT WINDOWS, and GARAGE DOOR:

1. To maintain a uniform exterior, any replacement of the front door, the unit windows and/or the garage door must be of an identical design type and size as the original architectural build.
2. Any replacement or repair on these items must have a completed and approved **Request for Modification Form – WCCA.frm.05** by the Board or Manager prior to any work being completed. (It is important to remember that these requirements satisfy not only the Declaration and Bylaws, but, also, most often, allow a Unit to be sold without any legal replacement requirements. This adds value to the Unit and saves time for the seller when a Unit is being sold. The Board approved **Request** paperwork assures the Unit Owner of a successful rework.)
3. DOOR PAINT
    d. FRONT DOOR PAINT
        - COLOR* MUST BE TOMAHAWK RED
            - Paint Stores Will Know Color Combinations to mix to get this specific color.

    e. DOOR TRIM PAINT*
        - "Grey porch paint" is required. There is a gallon of this paint available for door trim and porch touch ups. Call the property manager or one of the board members to get it.

    f. STORM DOOR* (if wanted)
        - LARSON OR PELLA DOORS
        - COLOR MUST BE ALMOND
        - **Prior Authorization Required (Storm Door Request – WCCA.frm.03)**
4. PORCHES
    a. OFFICIAL PAINT FOR PORCHES – the porch paint has remained as the same architectural specific external grey type that was originally applied and is kept on hand by the association for touch up and repairs by the Unit owners. If anyone desires to touch up a porch, see one of the board members.

5. WINDOWS*
    a. Polaris Window Company is the original window installer and still remains in business. Unit windows have a life time warranty, if you are the original buyer from MODC builders. If not, a Unit Owner can still be serviced by Polaris Window Company. Call the company for details.
    b. Call 1-800-FIX-1USA (1-800-349-1872) for details and information.

4. WINDOW COVERINGS*
    c. Must show WHITE or NEUTRAL COLOR from the outside.
    d. No other color should be seen.

PAGE 18A

5. AIR CONDITIONERS* – When a Unit Owner is installing a new AC device, the Unit Owner must notify the Board of Trustees by using the Modification form **– WCCA.frm.5** and requesting approval of the external appliance. The board requires AC units to be of conforming shape and construction as the original installed unit. This will document the Unit Owner's responsibility of the installation and will provide the date and details of the work.

6. WASTE MANAGEMENT SERVICES – If a Unit Owner has bulk items* to be picked up, the Unit Owners must call the company office and make the arrangements. If a new garbage container* is needed, the resident must call for that.

a. Customer Service: 1-866-909-4458.
b. The email address is www.wm.com .

7. MULCH* - Must be black organic or triple processed black mulch.

(Items with an asterisk (*) indicate the Unit Owner's responsibility for replacement and/or maintenance.):

PLEASE ADD THE FOLLOWING

FORM

TO THE PACKAGE OF FORMS

SENT IN THE

JANUARY 2017 EDITION

OF THE RULES.

EXTERNAL SECURITY DEVICE REQUEST (EACH DEVICE AND INSTALLATION MUST BE PRE-APPROVED.)

Mail or Fax to: C/o Current **Property Manager**

Request for approval of the installation or re-installation of an external security/electronic devise at the following address:

_____

Key points:

- The Board of Trustees request that all external devices are ones that can be installed on the door trim so as not to violate the brick or siding of the external porch areas.
- All Unit Owners requesting approval of an external device must read and agree to the terms listed below.
- BLINK, NEST and RING devices are usually acceptable and can fit with in the door trim area. Others may be acceptable also. But, ALL EXTERNAL SYSTEMS MUST BE APPROVED.

1. Describe and illustrate on **back of page** the location of the devise on the Unit exterior.
2. Also, indicate how the devise will be attached or anchored:
   _____.
3. Model # of Devices being requested: _____.
4. Indicate that Unit Owner will be responsible for restoring the Exterior of the Unit to its original architectural condition prior to the Unit being sold:
   YES _____ NO _____
5. Indicate that the Unit Owner is knowledgeable that the said device being installed is to be used for the security of the said Unit Owner and/or Lessee and is not intended for the security of any other Unit or for the community; nor is it to be used in any way as an infringement upon another Unit Owner's or Lessee's privacy.
   AGREE _____ DISAGREE _____

First Condominium UNIT Owner's Signature

_____ Date _____

Second Condominium UNIT Owner's Signature

_____Date _____

Mailing Address (if owner does not reside at the Unit address listed above):

_____

_____

****

BOARD or Manager's APPROVAL

_____ **DATE** _____

IF NOT APPROVED, INDICATE WHY:

_____

_____

DATE/SIGN/FILE IN UNIT OWNER'S FILE.

WCCA.frm.08

DRYER VENT CLEANING RULE ADDED January 2020

DRYER VENT CLEANING RULE

Each Unit Owner must provide documented proof of the cleaning of the dryer vent in his/her unit(s) at a minimum of once every three years.
The board approved rule is effective at the beginning of 2020 and by 01 September, 2020, each unit owner must provide written documentation or an invoice from the service provider, to the property manager, indicating the completion of a dryer vent cleaning. (If the dryer vent was cleaned in the 2019 calendar year and there is a receipt or invoice to document the service, this will fulfill the initial September 2020 requirement.)
All receipts will be documented and filed to track compliance.

CEMENT SLAB PORCH MODIFICATIONS – adopted January 2021.

Rule: Section ll -Exterior Area, Item 24

Cement Slab Porch: The cement slab porch can be modified by using Nature Stone Flooring. It is the Unit Owner's responsibility (whether the one that applied the product originally or the current Unit Owner) to maintain and clean the porch. A Request for Modification Form (WCCA.frm.05) must be submitted to the Board. Prior approval is not needed if the specifications are met.

Attachment D

Porches

b. Modification of the Cement Slab Porch

- Modification Form (WCCA.frm.05) must include or have attached the manufacturer's information and warranty along with the color used. The signed form will be kept in the owner's file. A copy should be given to the new Unit Owner if the Unit is sold.
- Nature Stone Flooring is the only approved product that can be used to cover the floor space on the cement slab porch.
- To maintain a uniform exterior, the color must be River Tan Beige, Birchwood, or Grey Brown.

Additional information relating to PORCHES can be found under the original ***Materials' Specifications*** page 18 (Attachment D).

For The Winchester Cove Condominium Association

ANTI-HARASSMENT POLICY:

This Anti-Harassment Policy is hereby adopted as part of the Association's Rules, and governs behavior within Winchester Cove:

The Association will not tolerate harassment of any type or kind, including abusive comments or conduct, of any Owner, Occupant, employee, contractor, or other person, 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 Occupant's living conditions is prohibited. Harassment can take many forms, including words, signs, jokes, pranks, intimidation, physical contact, or violence.

Any complaints or concerns regarding harassment and/or discrimination within the community are to be noted on the complaint form, signed and, dated, and provided to to the Community Association Management company who will immediately forward the complaint to the Board of Directors for further action. The Board may will investigate the complaint, and, as the Board so determines, may use the services of a professional mediator, or seek legal advice to address the situation, and use all enforcement mechanisms provided to the Association under the governing documents. All complaints 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, and does not, 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. The Association will use reasonable efforts to address complaints of harassment, but is not liable to any Owner, Occupant, employee, contractor, or other person of the Association's alleged failure to enforce this Anti-Harassment and Discrimination Policy.

Adopted March 2021