WINDGATE VILLAGE HANDBOOK

Table of Contents

Pg 2. Rules and Regulations

- Pets, Animals and Livestock
- Nuisances
- Commercial Activities
- Contractors
- Common Areas
- Firearms
- Signs
- Landscaping
- Parking
- Articles Displayed/Hung Outside Units and in windows
- Emergency Access
- Investor Rules
- Refuse
- One-Bedroom Apartments
- Heat Circulating pump shut off valve
- Satellite Dish
- Architectural Control

Pg. 7 State of Ohio House Bill 135

Pg. 8 Enforcement of governing documents

Pg. 9 Resident Complaint Form

Pg. 11 Door Specifications

Pg. 12 Maintenance Responsibility Chart

Pg. 16 Guidelines for Patio Decks

Pg. 17 Grill Waiver





RULES AND REGULATIONS

The following general rules of conduct, supplementing or complementing the legal restrictions of the Declarations and Bylaws, shall be applicable to all Unit owners, Residents, and Guests:

1. PETS, ANIMALS, AND LIVESTOCK: Pets are permitted, but must be cared for in a responsible manner.

A. No animals, livestock or poultry of any kind shall be raised, bred, or kept in any unit or the Common Areas, except that common domestic pets such as dogs, cats, or other household pets may be kept in Units, provided they are not kept, bred, or maintained for commercial purpose, and are not permitted in Common Areas except when restrained by a leash which is not longer than six feet in length.

B. A maximum of two dogs or two cats per unit are permitted. Cat litter must be bagged and disposed of appropriately (It is prohibited to be flushed down toilets, garbage disposals, or laundry sinks).

C. Pet owners are responsible for removing animal waste immediately from all Common Areas and Limited Common Areas (i.e. patio/porch areas). A fine of $50.00 per incident will be assessed for not picking up animal waste immediately (no first warning letter).

D. Owners/Residents are responsible for noise that may disturb residents.

E. If the Board determines that a pet constitutes a nuisance or creates a detrimental or dangerous condition for the Residents, the Board may order the owner to remove such pet from the Condominium Property; and the Board may also charge such owner any costs of repairing any damage to any Common and Limited Common Areas caused by the pet.

F. Enforcement charges are detailed in section "Enforcement of Governing Documents" on page 7. The exception is 1C above, no first warning.

2. NUISANCES: No noxious, offensive, or illegal activity shall be carried on in any unit or upon the Common or Limited Common Areas, nor shall anything be done thereon which may become an annoyance or nuisance to the neighborhood. “Undue noise" i.e., that which can be heard within other units, will be considered a nuisance if occurring within the hours of 10:00 pm and 8:00 am, and continuing beyond 30 minutes.

3. COMMERCIAL ACTIVITIES: No commercial activities shall take place that will disturb the general atmosphere of the community. Activities that have the appearance of being commercial shall be presented to the Board, evaluated, and a ruling made as to its acceptance or rejection.

4. CONTRACTORS: It is an offense to interfere with work carried out by board approved contractors. (Scheduled or non-scheduled emergency work.) Any complaint or comment that a resident has regarding upcoming, ongoing or completed work must be directed to the board/management company. Communication by residents with board approved contractors may be considered to be harassment and will be assessed a fine commensurate with the delay or stoppage caused of a minimum of $100 and up 50% of the amount of the contract.

5. COMMON AREAS: Except as otherwise provided, the Common Areas shall be used for the safe and exclusive use, benefit, and enjoyment of Unit owners, Residents, and Guests for the purpose and in the manner in which such areas and facilities are ordinarily used. In addition:

A. Unit owners are responsible for the maintenance and repair resulting from damage to the common property caused by any negligent or intentional act by the Unit owner, Residents, or Guest.

B. Use of the sidewalks shall be limited to pedestrian traffic.

C. Unit owners are responsible for keeping Common Areas clear of all personal articles. It is the Resident's responsibility to keep the front and rear areas of their Unit neat and tidy.

D. Patio furniture may be stored behind the unit between the months of October – April. All other times it must be set up for use and reasonably maintained.

E. Children are not permitted to play, climb upon, or damage lamp posts, trees, shrubbery, parked vehicles, fences or other structures. Children must be supervised while playing in Common Areas.

F. The Common Areas are not to be used as a facility for activities which may be detrimental to lawn, shrubs, trees, sidewalks, or nearby structures.

G. For the safety of all Residents, children's toys and bicycles must be removed from the Common Area by dark each evening. It is the Resident's responsibility to see that this is done.

H. In an effort to promote safety and not ban cooking grills, you must read & sign a waiver to keep and use a grill on the property. When in use, in accordance with Ohio Fire Code 308.1.4., cooking grills must be placed at least Ten (10) feet away from a building and structures. Violations will be reported to the management company. If you are reported grilling on a deck or against a divider fence not following the Ohio Fire Code, you will be subject to an immediate $100.00 fine. Everyone intending to own and keep a grill must sign the waiver or you will be required to remove it immediately. This policy is also in hopes of lowering insurance costs to the Association in the future.

I. Fire pits are strictly prohibited on the property.

6. FIREARMS: Use of firearms, including BB guns, bows and arrows, slingshots, or other weapons discharging a projectile is prohibited on condominium property.

7. SIGNS: No signs may be displayed to the public view except those approved by the Board. One professionally prepared sign advertising the unit for sale, lease, or rent may be placed on the interior side of a window. No political, religious, or propaganda signs are permitted.

8. LANDSCAPING: No person may remove existing trees or shrubbery without prior approval by the Board. No new shrubbery or trees may be planted without the written permission of the Board. Residents may plant flowers in the beds beside their Unit. Damage to trees and shrubbery caused by a Unit owner, Resident, or Guest may result in a special assessment by the Board to the Unit owner to recover costs.

9. VEHICLES – PARKING

A. A maximum of two (2) vehicles per unit is permitted. Each unit will be assigned two (2) parking permits. The permits are to be hung from the rear view mirror of the vehicle. Vehicles without a permit are subject to towing at the owner's expense (see 8 B for exception).

B. Use of more than 2 permits per unit is prohibited. The Board may, at its discretion, grant permission to an owner to borrow a parking permit from a neighbor in cases of hardship.

C. Parking of vehicles without a permit is approved between the hours of 9:00 AM and 5:00 PM Monday through Friday (except holidays). This will allow residents' repairmen, contractors, etc. to park in Windgate Village without being towed during the above hours and days. Parking at other times is subject to towing.

D. The parking permits are the property of Windgate Village. Permits cannot be duplicated or sold. Anyone found to be using a parking permit previously reported lost or stolen will be towed without warning at the owner's expense. Residents found in violation will be fined and/or denied access to parking at Windgate Village.

E. Lost parking permits will be replaced at a cost of $40.00 each. Requests for replacement permits must be made by the Unit owner. Temporary permits can be issued in an emergency situation ($25.00 deposit required), pending receipt of replacement permits. Damaged permits are replaced at no charge (the damage permit must be returned to a Windgate Village representative).

F. Parking is permitted in designated parking areas only. Owners/residents are to ensure their guests park in the proper area.

10. ARTICLES DISPLAYED/HUNG OUTSIDE UNITS & IN WINDOWS: No Unit owner or Resident shall display, hang, store, or use any clothing, blankets, laundry (including clotheslines), or other articles outside their Unit, or which may be visible from the outside of their Unit without the approval of the Board. Window coverings, visible from the exterior of Units, must show a solid white color or lining. No newspaper or sheets are permitted. The Board reserves the right to determine what is aesthetically appealing. All seasonal decorations must be removed within 1 week following the holiday except for December holiday decorations, which must be removed by January 21st.

11. EMERGENCY ACCESS: In case of an emergency please provide the Management Company with Unit Owner/Resident home, work, and other phone numbers. Failure to

provide emergency contact information may result in a locksmith being called to gain access to the Unit and the cost of the locksmith will be billed back to the Unit owner. If the locksmith cannot gain access, the lock will be drilled and its replacement will be the Unit owner's responsibility. Doors may be broken down in case of emergency.

12. INVESTOR RULES

A. Unit owners who lease or rent their units must notify the Management Company of the name and phone numbers of their residents and provide a copy of the executed written lease (if so requested). All tenants must be given a copy and abide by all the rules, regulations, and guidelines herein.

B. Investor owners must keep the Association informed of their current address and home and work phone number (in case of emergencies).

C. No unit or garage lease shall be for less than six months.

D. Unit Owners are responsible for tenant rules infractions, plus any enforcement charges subject to those infractions. This applies to all rules infractions and enforcement charges.

E. Owners / tenants are not permitted to sublet their units. Ex. On short term rental sites like Air B&B.

13. REFUSE

A. No Unit, Limited Common Area, or the Commons Areas shall be used or maintained as a dumping ground for rubbish. Trash, garbage, or other waste shall not be kept or stored in Common Areas.

B. *Large items such* as *appliances, furniture, carpet, etc. are to be placed in the fenced area in the alley between Kings Court and Northwest Court. Large items placed anywhere else will be removed at the Unit Owner's expense.*

C. Tree branches, and small trimming from trees or bushes shall be put in pape lawn bags and placed in the fenced area in the alley between Kings Court and Northwest Court, and the Management Company contacted for proper removal.

14. ONE-BEDROOM UNITS: Storage bins are available in the basement of one-bedroom Units. Any items stored outside of the bins will be removed by the Management Company. No items are to be stored in common hallways (i.e. bicycles, waste baskets, etc.). This is necessary to maintain a neat and orderly space and to ensure we do not violate any fire codes.

15. HEAT CIRCULATING PUMP SHUT OFF VALVE (effective February, 2004): If the circulating pump is replaced or repaired (repair involving the circulating water) a shut off valve must be installed. Installing these valves will isolate the Unit's heating system from other Units, and allow repairs to be done without turning off heat to the entire building.

16. SATELLITE DISH

A. Dish cannot be greater than 18 inches in diameter either round or average.

B. Dish must be mounted to a freestanding pole 1 1/2 inches in diameter minimum not to exceed 2 inches.

C. The freestanding pole must be at a minimum depth of 24 inches in ground, cemented in the ground and capped.

D. The freestanding pole is to be 24 inches away from divider fences and the building, no further than the first sidewalk parallel to the building, but not more than 11 feet from the building, and in the space directly behind the Unit in which the dish is serving.

E. Height of Dish is not to exceed eight (8) feet.

F. The Unit owner is responsible for a clean installation of the dish and must re-seed any grass around the pole that was damaged during installation. Residents are responsible for any damages caused by any other means during installation.

G. Wiring must enter the unit at the lowest direct point on building and then travel the inside walls of the unit to the point of connection.

H. The satellite dish and all components thereof must be removed when it is no longer in use. This responsibility transfers with the transfer of ownership.

17. ARCHITECTURAL CONTROL: NO UNIT OWNER OR TENANT OF A UNIT OWNER SHALL MAKE ANY STRUCTURAL ALTERATION, ADDITION, OR IMPROVEMENT TO A UNIT WITHOUT PRIOR WRITTEN APPROVAL OF THE BOARD. The following examples are illustrative, but not limited to the types of changes that require prior approval: interior structural changes, changes to main plumbing lines, exterior doors, storm and screen doors, replacement windows, storm windows, exterior painting, decks, patios, and exterior porch lights. Exterior lighting shall not be directed in such a manner as to create annoyance to your neighbor. No structures such as dog houses, storage sheds, etc., shall be constructed on any lot at any time. Unit owners who plan to make any additions or changes must submit their request in writing to the Board.

FREQUENTLY ASKED QUESTIONS

1. How long does it take for an application to be approved?

a. An application could take as long as 30 days to be approved by the committee. Please submit a complete application with lots of detail to help shorten the process.

2. If I have to resubmit an application, does the 30 days restart?

a. Yes, the 30-day approval period restarts each time you need to resubmit an application.

3. How will I be notified if my application is approved or denied?

a. You will be notified by email (if provided) or mail.

4. How do I submit my application?

a. By sending an email to pm2977@yahoo.com or by mailing your application to 4900 Reed Rd Suite #230, Columbus, OH 43220

5. Do I need a city, county, or other agency permit?

a. Such approvals or permits are the responsibility of the applicant.

b. Please submit the approved permit with your application.

STATE OF OHIO HOUSE BILL 135 (effective July, 2004) - changes adopted by the Board February, 2005.

A. "Common Areas and Facilities" are now called "Common Elements".

B. Enforcement Assessments (5311.081 (C)) - permits the right of the Board to levy enforcement assessments for rule violations.

C. Lien for late fees and enforcement assessments (5311.18 (A) (1)) - a condominium lien may be filed not only for past due maintenance fees and assessments, but also for outstanding interest, late fees, enforcement assessments, collection costs, and attorney fees.

D. Association may evict tenants (5311.19 (B) (1)) - the Association may evict tenants who are in violation of the Governing Documents or restrictions, so long as the Unit owner is provided with at least ten days (10) written notice of the intended eviction action. The costs of eviction, including reasonable attorney fees, shall be charged to the Unit owner and shall constitute a special assessment against the Unit owner.

E. Suspend Use and Voting Privileges of Delinquent Owners (5311.081 (B)(18) - Board may suspend the voting privileges and use of recreational facilities when an owner is more than thirty (30) days delinquent.

F. 5311.21 permits the Association to retain common profits at year end and apply them toward reserves.

G. The Association must allow owners to display the United States flag.

H. Budgets must provide adequate funds for repair and replacement of major capital items, but not less than 10% of the operating budget unless 51% of the owners annually approve a lesser amount.

I. Board meetings may be held by any communication method, **including, phone, e-mail, or other method determined by the Board members**. Instead of a meeting, the Board may take action with the unanimous written consent of the Board members.

J. Owners in a foreclosure action cannot assert as a defense that the Association or Board breached its duty.

ENFORCEMENT OF GOVERNING DOCUMENTS: The Board, at its discretion, may assess enforcement charges against a Unit owner to correct a Unit owner's or Tenant's breach of the Declaration, Bylaws, and Rules and Regulations. All complaints and requests must be made in writing with specific details. Depending upon the nature of the complaint or request, it should be directed to a Board member and/or Committee Chairperson and/or the Management Company. Noise complaints require letters from a minimum of two Units regarding a single incident. These letters should be directed to the Board or the Management Company. The following process may be used unless another process is deemed required at the sole direction of the Board.

First Violation: Warning letter is sent to the Unit owner.

Second Violation: Letter and assessment of a $40.00 enforcement charge.

Third Violation: Letter and assessment of a $65.00 enforcement charge. Fourth

Violation: Letter and assessment of a $90.00 enforcement charge.

Fifth Violation: Matter to be brought before the Board for their decision and determination of the amount of fines, implantation of self-help or in the cases involving pets, removal of the pet. An appeal may be made to the Board for relief at any point during the complaint process.

RESIDENT COMPLAINT FORM

Date Filed:

Unit Owner being complained about:

Address:

Date and Time problem occurred:
VIOLATION OF WHAT RULE IN THE DECLARATION OR HANDBOOK:

Please explain the problem:

What have you done to resolve this problem?

What is your recommendation for a solution?

UNIT OWNER FILING COMPLAINT: (Must be filled out and signed)

Name: Date: Address:

Phone: (H) (W)

Signature:

PLEASE REMIT TO: Patterson Merkle. Contact Holly McCloy at (614) 235 1187 or pma2977@yahoo.com

4900 Reed Rd Suite #230, Columbus, OH 43220 (24/7 Emergency: (614) 221-7985)

You can email the board directly at windgatevillageboard@wgvcolumbus.com

REQUEST FOR HEARING

Unless a written request for a hearing, signed by the person(s) named as owner(s) is received by the Board within ten (10) days of the date of said letter, the Board may proceed with the enforcement assessment without a hearing, and you will have waived your right to a hearing. If you want to request a hearing, then this completed form must be received within ten (10) days by Patterson Merkle, 4900 Reed Rd Suite #230, Columbus, OH 43220.

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I, request to be scheduled for a hearing before the Board at the time of the next scheduled meeting, or sooner, of which I will be notified of at least seven (7) days in advance.

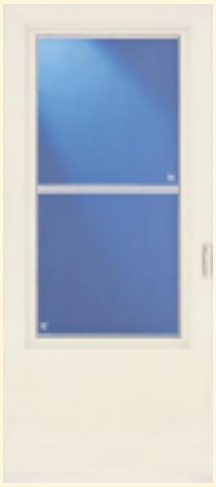
I believe the enforcement assessment should not be imposed because

Signature: Date: Printed Name: Unit Address:

DOOR SPECIFICATIONS

KINGS COURT AND NORTHWEST BOULEVARD:

All main front doors are required to contain nine top window panels.
All storm doors are required to be beige or almond color and shall be two-tiered panel glass.
Examples are available at Menards. Comparable models are permitted, as long as they meet the specifications.





NORTHWEST COURT:

All main front doors are required to contain nine top window panels.
All storm doors are required to be beige or almond color and shall be one glass panel on top with closed bottom.
Examples are available at Menards. Comparable models are permitted, as long as they meet the specifications.





Questions?

MAINTENANCE RESPONSIBILITY CHART

A = WINDGATE VILLAGE CONDOMINIUM ASSOCIATION O = UNIT OWNER

DESCRIPTIONS (if applicable)		MAINTENANCE		REPLACEMENT
Light Fixtures:				
Community Pole Lighting		A	A	A
Common Element Garage Light		A	A	A
Common Element Building Light		A	A	A
Porch Light		O	A	A
Interior Light Fixture		O	O	O
Other Electrical:				
Transformer to Meter Box		A	A	A
Meter Pack to Electric Panel		A	A	A
Electric Panel (in unit)		O	O	O
Electric Panel Wiring to Outlets, Etc.		O	O	O
Plugs, Switches, Fixtures, Etc.		O	O	O
Doorbell		O	O	O
Doorbell Wiring		O	O	O
Alarm Systems		O	O	O
New Ext. Phone Wiring & Jacks for Individual Unit		O	O	O
Internal Phone Wiring & Jacks		O	O	O
Garage Doors:				
Springs, Wheels, Tracks & Weather stripping		O	O	O
Electrical Openers		O	O	O

Replacement/ Other		O	O	O
Exterior Coating of Door		O	O	O
Entrance Doors:				
Glass, Locks, Weather-stripping		O	O	O
Replacement		O	O	O
Handles, Knobs, Locks		O	O	O
Exterior Coating of Doors		O	O	O
Storm/Screen Door		O	O	O

DESCRIPTION		MAINTENANCE		REPLACEMENT
Windows & Sliding Doors:				
Glass - Breakage, leaks, Mullions, Other		O	O	O
Mechanism - Locks, Operators, Balances		O	O	O
Casing & Frame		O	O	O
Weather-stripping & Screens		O	O	O
Handles, Knobs, Locks		O	O	O
Kitchen Items:				
Disposal Switch, Wiring & Plumbing		O	O	O
Kitchen Cabinets		O	O	O
Kitchen Plumbing Including Faucets		O	O	O
Hood & Vent Fan		O	O	O
Dryer Vents		O	O	O
Walls, Ceilings & Floors:				
Interior Surfaces, Partition Walls & Drywall		O	O	O
Perimeter Drywall		O	O	O
Structural Support Walls & Exterior Walls (not Drywall)		A	A	A

Load Bearing Structure of Building		A	A	A
Ceiling Covering & Interior Drywall		O	O	O
Floor Structure		A	A	A
Floor Coverings		O	O	O
Heating and Air Conditioning:				
Boiler		A	A	A
System Lines in Unit		O	O	O
Circulating Pump		O	O	O
Zone Valves		O	O	O
Bleeder Valve		O	O	O
Shut off Valves in Unit		O	O	O
Air Conditioning Coil & Outside Unit		O	O	O
Radiators and Baseboards		O	O	O
Fireplace(s) & Chimney(s):				
Fireplace		O	O	O
Interior Liner & Stack		O	O	O
Exterior Surface-siding, etc.		A	A	A
Chimney Cap (galvanized) if applicable		O	O	O
Fire Box and Glass Door/Screens		O	O	O

Plumbing & Gas Lines:				
Sanitary & Storm Sewer up to Unit		A	A	A
Interior Sanitary Drains		O	O	O
Main (common) Supply Water Line to Unit		A	A	A
Main Water Supply Line Shut Off Valve		A	A	A
Other Water Lines in Walls and Ceilings		O	O	O
Exterior Water Spigots, Supply Line, and Interior Valve		A	A	A

Faucets, Valves, Toilets, Other Fixtures		O	O	O
Main Gas Supply to in Line Shut Off		A	A	A
In line Shut Off Valve for Furnaces, Etc.		O	O	O
Other Gas Lines (Dryer, H/W, Stove, Etc.)		O	O	O
Water Heater		O	O	O
Stoops:				
Stoop Concrete		A	A	A
Stoop Awning		A	A	A
Divider Fence		A	A	A
Miscellaneous:				
Attic Insulation		A	A	A
Cable Television Wiring (inside unit)		O	O	O
Driveway / Asphalt Roadways		A	A	A
Garage Floor (concrete)		A	A	A
Gutters		A	A	A
Roof Vents		A	A	A
Streets/Curbs		A	A	A
Sump Pump(s) & Discharge Pipes		A	A	A
Exterior Street Lamp Posts		A	A	A
Street Signage		A	A	A
Front Landscaping		A	A	A
Rear Landscaping		O	O	O

GUIDELINES FOR PATIO DECKS

Procedure for Approval of New Deck

1. A professionally drawn set of patio plans must be submitted to the association manager for review. The association manager will review the plans and submit to the Board for approval.

2. The Unit owner is responsible to ensure their contractor obtains all permits required by the City of Columbus and the deck is built according to City code.

Construction and Deck Specifications

1. Decks must be constructed of treated lumber to resist rot and insects. A clear or approved stain should be used on the wood, no paint permitted. Deck may not be attached to a privacy fence or extend beyond any fence. Approved colors are: Earth tones and grays, all colors are at the Board's discretion and part of the approval process.

2. The approximate size for decks is 13 feet 9 inches wide by 8 feet 10 inches deep and 18 inches in height. Height including railing is approximately 57 inches. Railings by boiler room stairways should be 33 to 33.5 inches high per City code (check with City code has not changed before submitting plans and show proof of this with application).

3. All air conditioner compressors, electrical boxes, drain tiles, faucets, windows, downspouts, boiler room stairways, etc. must be accessible. If the deck hampers accessibility to repair Association property, the Unit owner will be responsible for repairs to their deck if any part of the deck is dismantled.

4. There should be no opening under the deck where critters can get underneath. All decks must be built to the ground or have some form of covering (example: Lattice)

Maintenance Responsibility

1. Unit owner is responsible for the general appearance and maintenance of their deck, such as replacing warped, rotted, or split boards, fastening loose boards, etc.

2. Deck must be cleaned and sealed with a clear water repellent or an approved stain at least once every two years. A recommended stain is Behr Deck Plus, Semi Transparent, California Rustic Color. (**BEHR #SC-130 California Rustic Solid Color House and Fence Exterior Wood Stain).**

3. Association reserves the right to repair or clean a deck and bill the cost to the Unit owner, if the Unit owner is given a reasonable amount of time to perform such tasks and does not complete them.

WINDGATE VILLAGE
GRILL RELEASE AND INDEMNIFICATION AGREEMENT

I/we, _____, ("Owner(s)") are a unit owner(s) within the Windgate Village Unit Owners' Association ("Association") and acknowledge that, in consideration of my/our signing of this Release and Indemnification Agreement ("Agreement"), I/we are permitted by the Association to operate a grill (the "Grill") on Association common element property. For purposes of this Agreement, "operate" means and includes the placement, use, and maintenance of a Grill in the common elements and limited common elements outside the Owner's unit. I/we further acknowledge that the Association's Board of Directors may prohibit the operation of the Grill by prohibiting the operation of all grills with 30 days' written notice and, upon such 30 days, the terms of this Agreement will terminate. I/we understand and represent that my/our operation of the Grill is subject to and will comply with all applicable laws, regulations, and codes of the City of Columbus, Franklin County, and the State of Ohio, which includes the Ohio Fire Code, and I/we assume all liability, expenses, fines, and other costs related to, arising out of, or caused by noncompliance. Violation of the Ohio Fire Code or any other applicable laws, codes, or regulations will constitute a breach of this Agreement, and this Agreement will immediately terminate upon such a breach.

I/we, on behalf of ourselves and our executors, administrators, heirs, successors, and assigns, hereby waive, release, and discharge the Association, its Board of Directors, officers, agents, community association manager, and employees from any and all liability for death, disability, personal injury, fines, property damage, or damage of any kind that may arise from or be caused by my/our or my/our guest's operation of the Grill.

I/we agree and do hereby indemnify, release, discharge and hold forever harmless the Association, its Board of Directors, officers, agents, managers, and employees from and against any and all liabilities, claims, damages, losses, causes of action, fines, suits, judgments, and expenses (including reasonable attorneys' fees and court costs) of any kind, nature, or description, including claims attributable to bodily injury, personal injury, fines, disease, or death, or to damage or destruction of any property, arising out of, related to, or caused by the operation of the Grill. I/we agree to repair and replace any common element, unit, or personal property damaged by the Grill, to the extent such repair is not covered by insurance, and restore the damaged property to its condition immediately prior to being damaged. If I/we fail to repair or replace the damaged property within a reasonable time, not to exceed 60 days, the Association may repair the damage and charge the cost against my/our unit as a special individual assessment. I/we will, before operating the Grill, provide the Association with a certificate of insurance evidencing a general liability insurance policy with a minimum of not less than $100,000.00.

If a tenant occupies my/our unit, I/we acknowledge that as the Owner(s), I/we are responsible for providing my/our tenant with this information and, if my/our tenant uses a Grill, I/we are responsible for ensuring they follow the Association's rules.

As Owner(s), I/we acknowledge I/we have carefully read this Agreement and fully understand its contents. I/we sign this document as my/our own free act, with the intent it will legally bind me/us, my/our tenants, and my/our heirs and personal representatives.

OWNER(S)

Signature: _____ Signature:_____

Print Name: _____ Print Name:_____

Date: _____ Date:_____

Unit Address: _____ Unit Address:_____