WINDSOR HOMEOWNERS ASSOCIATION

HANDBOOK OF RULES AND REGULATIONS

REVISED 2016

REFERENCE GUIDE

This handbook and reference guide were prepared by the Board of Directors of The Windsor Homeowners' Association to serve as a quick source of general information about the community, the rules and regulations by which we shall live, and its governing the Association. This is not a substitute for the Declaration and Bylaws, which should be read and understood by every unit owner. In the event of a conflict between this handbook and the Declaration and Bylaws, the Declaration and Bylaws are the controlling documents.

Questions about the Association and its activities should be directed to the Board through the Association's Property Manager. Real Property Management, Inc. 614-766-6500

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THE BOARD AND THE ASSOCIATION

Board of Directors
Last Revision
04/21/2015

M/I Homes Appointed Directors
Jason Francis
Tim Hall
Kevin Zeppernick
Mark Nelson

Resident Elected Directors
Chris Miranda
Richard Proud
Lee Wiegand

▪ THE BOARD

The Board is presently comprised of seven (7) directors; four (4) of which are appointed officers by the developer (M/I Homes) and three (3) owners as elected by members of the association. Within six (6) months of the end of the calendar year in which the last lot is sold to a third-party owner, a Special Meeting of the Membership of this Homeowners' Association will be scheduled. The sole purpose of this Special Meeting of the Membership of the Association (which membership consists of all of the owners of the lots in the Windsor Subdivision) shall be the nomination and the election of five (5) Trustees (Directors). Those Trustees (Directors) will replace the Trustees (Directors) appointed by the subdivision Developer and the homeowner representatives. The new Trustees (Directors) will govern and administer the business of the Association until their successors are elected or appointed.

This election is necessary because the subdivision Developer has decided to exercise its rights pursuant to the provisions of the Declaration of Covenants for Windsor HOA, the Articles of Incorporation of the Association, and the Code of Regulations of the Association, as amended, and allow the membership **to elect all five (5) Trustees (Directors)** and thus, assume control of the Association. The existing Trustees (being the Trustees appointed by the developer of Windsor HOA and the homeowner representatives elected previously) are resigning from their positions, effective as of the conclusion of the special meeting. Each elected Trustee (Director) shall serve a term of one (1) year.

- **BOARD MEETINGS**

Until such time the control of the community is relinquished to the members the Board of Directors shall hold such meetings from time to time as it deems necessary. Following the relinquishment of control of the Association by the Developer, the Board shall meet not less than once in each calendar quarter. If you wish to appear before the board you will need to submit your request in writing, explain the nature of the request, and submit to the managing agent. The association will then notify you of a scheduled date to appear before the board.

- **HOW BOARD MEETINGS ARE CONDUCTED**

An agenda will be established by the board prior to the meeting. Topics of the agenda will be discussed among Board members. Attending owners who wish to address the Board must request prior approval to be placed on the agenda and approved by the President. Requesting owner must be in good standing with the Association and state the topic of discussion. As needed for confidentiality, the Board may elect to go into an Executive Session; at which point any attending Unit Owners will be requested to leave the meeting.

- **ANNUAL MEETING OF MEMBERS**

An annual meeting of the Association members shall be held for the purpose of electing board members on the last Monday of March or within 30 days thereafter. Notification of the meeting shall be provided by the Association to its members not more than sixty (60) days or less than ten (10) prior to the meeting date.

- **SPECIAL MEETINGS**

Special meetings of the Association members may be called as warranted. The notification of such meetings will state the purpose of the meeting. Items relating to this topic will be the only topic of discussion at such meetings.

- **COMMITTEES**

Committees may be formed by the Board to assist in the management of community activities and affairs. Volunteer members of the community will staff such committees, as appointed by the Board, with one committee member being designated as Committee Chairperson. All owners are encouraged to be actively involved in their community and volunteer for committee appointment. Examples of committees include: Social Committee, Architectural Review Community, Landscape Committee, etc.

- **PURPOSE OF RULES AND REGULATIONS & THEIR MODIFICATIONS**

Section 5.13 of the Declaration of Covenants, Conditions and Restrictions of the Windsor Homeowners' Association provides the Board of Directors with the Power to Adopt Rules and Regulations. The purpose of the rules and regulations of Windsor Homeowners' Association is to establish rules that will preserve our asset (the community), control operating and maintenance costs, and provide for harmonious living environment for all residents. The Board may amend the rules and regulations from time to time, as conditions change. Such change will prompt a revision page, or pages, to this handbook that will be issued to each Owner.

- **NONCOMPLIANCE**

Residents who have problems with other residents with regards to following the rules or Declarations of the community are encouraged to try to resolve the issues informally.

Any resident who feels that a rule has been violated and is unable to resolve the matter informally may file a formal complaint (see form on page 13) with the Management Company. All complaints must be signed. Any complaints received unsigned will not be considered for review. Once a complaint is received, the Board and/or management company will review the complaint, and if warranted (in the Boards discretion), will contact the violator regarding the complaint.

The resident violator has the following options:

1) **Comply with the Handbook.** Once this has been achieved, the resident is required to notify the management company of compliance. Such claim of compliance will be verified by the Board of Directors.
2) **Contact the Board of Directors, in writing, requesting an extension in time to become compliant.** The resident must propose a date for compliance and explain the necessity for the delay. Once the Board receives this letter, it may decide to grant the extension or instruct the resident to comply with the original request.
3) **Contact the Board of Directors, in writing, disputing the legitimacy of the complaint. The Board will rule on this.** If the complaint is found to be illegitimate, the matter is closed. If the complaint is found to be legitimate, the resident will be advised to comply with the rules as requested.
4) **Refuse to comply.** If the resident does not comply with the Boards request and does not take advantage of options 2 or 3, the Board has the right to enforce the noncompliance per the provisions provided in the Declarations.

Owners who are non-compliant may anticipate the following action to take place:

- **WRITTEN NOTICE OF VIOLATION:**

Step 1: Written notice will be sent to the Owner, clearly stating:

a. the description of the property damage or violation;
b. the corrective action that is requested;
c. a definite period of time action is to be taken (3-5 days);
d. enforcement action to be taken if compliance date not met

Step 2: Upon no response or action prior to date stated in Step 1, a Second Written notice will be sent. Notice must clearly state:

a. the description of the violation;
b. the corrective action requested by specific date (3-5 days);
c. the cost anticipated to be invoiced upon failure to comply
d. a statement of right to hearing before Board to contest charges or assessments

- **REMEDIAL ACTION:**

Upon lack of remedial action by the Unit Owner, within the period of time provided in Step 2, the Association may take the following action:

The Association will assess fines in the amount of $50.00 per month for maintenance and $100 for structural / construction needs and /or unapproved modifications. All fines assessed are subject to collection enforcement.

The Association issuing the notice may take action to correct the violation. The expenses of such maintenance or repair shall be charged to the Unit owner. Such charges shall be a Special Individual Unit Assessment as provided in Article XV, Section 3(b) of the Declaration.

- **PROPERTY MANAGEMENT COMPANY**

The property management company retained by the Board is:



5550 Blazer Parkway, Suite 175
Dublin, Ohio 430017

- **ASSIGNED COMMUNITY ASSOCIATION MANAGER**

John Rinard	Tel: 614-766-6500 Fax: 614-792-9174
Maintenance Line	Tel: 614-766-6500 ext 7066

- **COMMUNICATIONS TO OWNERS**

The property manager may periodically provide community maintenance or service updates to the unit owners. This communication may be done via community website or by regular mail to every residents mailing address.

- **IMPORTANT TELEPHONE NUMBERS**

Emergency Police Department 911
Emergency Fire Department 911
Real Property Management, Inc..... 614.766.6500
Association After-hours Maintenance Emergency..... 614.766.6500
(Follow voicemail instructions, option 2)
Showcase Communities-Developer..... 614.418.8800

FINANCIAL MATTERS

- **ASSOCIATION ASSESSMENTS**

Association Assessments are payable to the Windsor Homeowners' Association on the first of each month. Owners are encouraged to utilize provided payment coupons as a reminder to remit payment on time. Automatic Electronic Transfer of monthly assessments can be arranged through the property management company. Owners may also choose to utilize on-line banking technology to schedule automatic monthly payment; when utilizing this option, please allow for 10 days for bank processing and mailing of payment.

A late charge of $25.00 will be added to any delinquent account.

- **RETURNED CHECKS (NFS)**

Any check returned for non-sufficient funds (NSF) will be:

1) Charged back to the individual account
2) A $32.00 Handling Fee payable to the Association will be charged back to the Unit Owner

- **DELIQUENCY POLICY ON FEES AND ASSESSMENTS**

Upon the 15th day of the month, the property management company sends a statement of account to the Unit Owner as reminder. 30 days after the due date, the assessments are delinquent and subject to Late Fees and collection procedures as outlined in the Declarations of Covenants, Conditions and Restrictions of the community.

Per the Declarations, interest charges and $25 late fee are applicable and a lien may be filed when an account becomes delinquent. Unless otherwise determined by the Board, when an account becomes 90 days delinquent the balance of the year's assessments may be escalated through the end of the calendar year and a lien may be filed against the unit. The delinquent Unit Owner's account is charged for all costs related with collection of the assessment, including, but not limited to legal fees, filing fees and administrative fees. A collection fee of $7.00 will be assessed on a quarterly basis to any account that is delinquent 30 days.

The Unit Owner's Association voting privileges will be suspended until such time as the account becomes current.

Legal action may be taken when the fees remain in arrears after lien being filed. If a legal action is initiated, attorney fees and costs are also added to the Unit Owner's account. Any additional cost or attorney fees are added to the delinquent Unit Owner's account and will be requested to be paid as part of the adjudication or settlement.

All fee payments made to a Unit Owner's account after that account becomes delinquent will be applied first to all Late Fees, Collection Fees, and legal charges, then to the oldest Assessment balance. Late charges will continue to be assessed on the outstanding balance until that account is current.

COMMON PROPERTY

- **DEFINITION OF COMMON PROPERTY**

The common property shall mean all real and personal property owned or maintained by the Association for the common use and enjoyment of the Owners for the purpose and manner in which such elements and facilities are ordinarily used.

- **ACTIVITY ON COMMON PROPERTY**

There shall be no leaving of unattended bicycles, baby carriages, wagons, toys, vehicles, benches, chairs on any part of the common property. It is expected that Owners will demonstrate common courtesy to fellow residents relative to noise and activities on common areas.

- **DAMAGE TO COMMON PROPERTY**

Owners are responsible for the maintenance and repair resulting from damage to the common property caused by any negligent or intentional act by the Owner, residents of a unit, or guest of any Owner or resident.

ARCHITECTURAL REVIEW / MODIFICATIONS

- **EXTERIOR MODIFICATIONS OR ALTERATIONS**

Board approval is required for **any** exterior modification or alteration to any home or lot which changes the original design, landscape, color or appearance of the exterior of the property. Approval is required **PRIOR** to the modification commencement. The Owner desiring approval for a modification or alteration shall submit application (found on pages 14, 15, & 16), complete plans, including specifications showing the nature; kind, shape, height, materials, color, and location, desired state and anticipated completion dates, for the desired alteration or modification to the Management Company for Board review and recommendation. The Management Company will then present to the Board the proposed modification or alteration. The Board will then vote on the proposal.

With written Board approval, but prior to initiating the modification and alteration, the Owner will sign appropriate documents that will:

1. Define the scope of the modification or alteration approved
2. Acknowledge that the granting of Board approval does not in anyway constitute a change as to how the property being modified or altered is defined, and that it remains defined as common property.
3. Make the Unit Owner, or subsequent Unit Owner, responsible for all maintenance and or damage repair the modification or alteration, irrespective of how that damage was created. The Unit Owner, or subsequent Unit Owner, is also responsible for any additional maintenance or repair costs realized by the Association as a direct result of the presence of that modification or alteration.

- **APPROVED EXTERIOR COLORS**

The approved colors for shutters, front doors, siding, and trim will be as follows:

Windsor Approved Shutter/Front Door Colors (Sherwin Williams paints, specified as "M/I Black", "M/I Boreaux", etc.)
Black
Bordeaux
Federal Brown
Midnight Blue
Midnight Green
Musket Brown
Tuxedo Gray
Wineberry

Approved Alside Vinyl Siding Colors
Antique Parchment
Aspen White
Bone
Country Beige
Glacier White
Monterey Sand
Natural Linen
Pearl

Trim/Gutters
ALL Glacier White

Shutters and front doors should be coordinated to match.

GENERAL RESTRICTIONS

▪ ANTENNAS

No outside television or radio aerial or antenna, or other aerial or antenna, including satellite dishes, for reception or transmission, shall be maintained upon any Site of Common Property, or a portion thereof, to the extent permissible under applicable statutes and regulations, including those administered by the Federal Communications Commission, **except that this restriction shall not apply to satellite dishes with a diameter less than one (1) meter, erected or installed to minimize visibility from the street which the dwelling Building fronts.**

▪ FLOWERS

Owners are encouraged to plant flowers (annuals and perennials), in their landscaped beds. Maintenance of the flowers is the responsibility of the owner, and annuals are to be removed at the end of the season.

▪ PERSONAL PROPERTY

Storage of all personal property, such as bicycles, toys, hoses, etc. shall be kept within the enclosed patio element or the garage. No laundry (swimsuits, towels, rugs, etc.) will be hung over any patio or porch fence.

▪ SIGNS

One, unlit wood panel sign and post 'FOR SALE or FOR LEASE' signage is permitted meeting the signage guidelines required by the Windsor Community and the New Albany Communities may be placed in the front lawn of a property. No metal signs are permitted. See attached exhibits for signage located at the back of handbook.

Election signs may be placed within the private lawn not more than two (2) weeks prior to the election date. Due to maintenance access needs one sign per lawn please.

NO signs are permitted to be placed within the common property, unless written approval has been provided by the Board of Directors.

▪ FRONT PORCH FURNITURE

Front porch furniture is required to be in good working condition and maintained as "patio" out door furniture. Ripped, torn, faded or damaged cushions/furniture will not be permitted.

TRASH RECEPTACLES

No trash, ashes, garbage or other refuse shall be thrown or dumped on any land or area within the Windsor HOA. Each Owner shall provide suitable receptacles for the temporary storage and collection of such refuse and all such receptacles shall be stored at the side or rear of the dwelling Building, shall be screened from the public view and from the wind, and shall be protected from animal and other disturbance. This means the receptacles shall be stored inside of garage or inside of enclosed fenced area or at the side or rear of Building screened from the public view from any street or carriage way (alleys). Please note the installation of screening must be approved by the Architectural Review Board by submitting an application for exterior improvement.

Trash containers may not be put out any earlier than 5 PM the night before pick up day and must be retrieved no later than 11 PM the evening of pick up day. If you are unable to comply within the parameter we ask that you make arrangements with your neighbors to assist you.

HOLIDAY AND SEASONAL DECORATIONS

A reasonable display of lights and decorations can be displayed during the holiday season(s). Nothing shall be installed on common property, unless written approval is provided by the Board of Directors. Holiday Decorations may be displayed thirty (30) days prior to said holiday and must be turned off within ten (10) days after the holiday and removed within thirty (30) days after said holiday; weather permitting.

GARAGE SALES

Garage sales and tag sales are specifically prohibited except where endorsed and approved by the Board as a community event.

MOVING RESPONSIBILITIES

If you are moving, it is very important to notify the Property Management Company as to whom the new Unit Owner of record is and the closing date. It is the current owner's responsibility to make certain that all association assessments, etc. are current.

Please make certain that on the day of moving, your moving trucks, etc. will not interfere with the normal flow of traffic, and will permit other trucks, refuse collection vehicles, etc. to pass. Try to arrange for your moving date so that it does not conflict with scheduled events such as refuse collection.

PARKING - VEHICLES

All parking by residents or guests of residents shall be first inside of the garage. Parking along carriage way is strictly prohibited. If there is no available space within the garage, parking shall be on the public street directly in front of your privately owned property.

No vehicles shall be parked in any manner that blocks any street, carriage way or driveway that may encroach or prevent the ingress/egress to any other Owner's garage or mailbox; this includes parking sideways on driveway approaches that cause a vehicle to encroach upon the carriageway.

Boats, trailers, motor homes, recreational vehicles, trucks (larger than 1 ¾ ton pickups), campers, travel trailers, etc. are prohibited.

Inoperable vehicles (flat tires, wrecked, expired tags, etc.) shall not be parked in any area other than inside a garage except for short-term emergency service (changing a flat tire, batter jump, towing, etc.). Owners and their guests will make every effort to protect the common property element paving and such as using wood to distribute jack pressure, while affecting repairs. Owners will be responsible for any damage created.

Parking of Commercial Vehicles – those vehicles with commercial signage are not permitted to be parked at any time. Commercial moving vans and trucks, or other commercial vehicles in the area to perform service or repair work for Owner or commercial vehicles performing services or repairs requested by the developer are the authorized for the length of time necessary to accomplish the service or repair work.

Violations of any of the parking are subject to enforcement mechanisms and shall result in being posted as non-compliant and a fine of $25 per occurrence after first notice.

PETS

Pet owners are responsible for promptly cleaning up after their animals. The Common Property is for the enjoyment of ALL Owners and Residents. These areas cannot be fully utilized and enjoyed if animal waste is left on the grounds. Pets are not allowed to run off a leash as that animal, even if very docile, can represent a perceived threat by a fellow community resident. The following clarifies the rules governing pets in the community:

1) Animals other than those classified as Household Domestic Pets are prohibited. The number and size of the household domestic pets are subject to reasonable limitations in accordance to local municipal laws. Pets will not be bred or maintained for commercial purposes.

2) All pets must be on a leash within the common property.

3) Animal houses or pens are not permitted.

4) Pets shall not be tethered outside on the lawn, patio, porch or common property.

5) Animal waste must be cleaned up from ALL areas immediately after dropping.

6) The cost of repairing any damage done to Association property by an animal will be a special assessment of the Owner responsible for that animal. This shall include damage to the common lawn.

7) In addition to any other remedy, pet owners may be assessed for violation of these policies, at the rate of $25.00 for each offense, after the first warning notice.

Enforcement of pet policies will be delegated to the Local Municipalities and Franklin County Dog Warden, unless offending unit owners are witnessed and documents by a member of the community.

Recreational Devices

Recreational devices such as, playsets, swing sets and trampolines are not permitted to be used or stored outside of fence line on any Lot. Portable basketball hoops are permitted in the driveways only or inside of fenced areas. Permanent basketball hoops are not permitted to be installed to exterior portions of the home.

Associa
Real Property Management, Inc.

COMPLAINT REGISTRATION

PARTY BEING COMPLAINED ABOUT:

Name (if known)
_____

Address_____

Date and Time problem occurred_____

NATURE OF <u>DECLARATION</u> VIOLATION:

_____

_____

_____

_____

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

_____

_____

_____

UNIT OWNER FILING COMPLAINT *~ while all complaints are kept confidential, please keep in mind that the party being complained about has a right to face their accuser in a court of law. At that time, the confidentiality of this form is null and void.*

Name_____

Address _____

Work number _____ Home number _____

Signature_____ Date_____

Please remit this completed form to:	REAL PROPERTY MANAGEMENT, INC. 5550 Blazer Parkway, Suite 175 Dublin, Ohio 43017 Or Fax: (614) 792-9174

APPLICATION FOR ALTERATION/MODIFICATION

Your Alteration/Modification application must be submitted and APPROVED before you begin your project. Please check your Community Governing Documents for specifics pertaining to your community and note that any alterations/modifications must be approved by your Association.

We cannot approve any application submitted without adequate information and it will be returned without review and approval. Please complete the following information with checklist and submit this form **with 2 copies of plans, drawings, and/or literature** to:

Real Property Management, Inc.
Attn: John Rinard
5550 Blazer Parkway, Suite 175
Dublin, Ohio 43017

COMMUNITY NAME _____*Windsor Homeowners Association*_____

NAME _____ ***DAYTIME PHONE*** _____

ADDRESS_____

TYPE OF ALTERATION/MODIFICATION (S) REQUESTED:

_____

_____

Estimated completion date for project(s): _____

(must be completed within 30 days of approval)

Your application for Alteration/Modification [has] [has not] been approved as submitted.

_____
Signature of Association Director, Agent, or ARB Officer

Date: _____

Note: _____

Be sure to read the governing document for your community and complete the attached checklist before you submit your application for approval. Be certain to attach the $15.00 processing fee (non-refundable) made payable to Real Property Management. There may be additional costs and/or deposits related to the review and approval that are required by the Homeowner's Association and are the responsibility for payment to the Association by the homeowner. Any application that deviates from the approved plans will be inspected by the Association for compliance. Please allow at least 30 days for reviews to be completed.

After you have received your approval from the Association, contact the Township you reside to receive your permit (if necessary). The Township you reside may require an approval letter from the Association and a site plan depicting your improvement on your lot/home.

DATE REQUEST RECEIVED _____ **REQUEST PAID** _____

*ARCHITECTURAL REVIEW CHE*CKLIST

Your Association reviews the site plans, architecture, landscape architecture and site engineering and approvals for all new structures and/or modifications or additions of existing structures. No construction of installation shall commence without prior written approval from the Association and all required government approval.

The following is a schedule of information required at each review. Only complete submittals will be considered.

- ❑ Complete copy of the Alteration/Modification Application.
- ❑ Two (2) sets of compete building and site plans with specifications for the building and other permitted structures.
- ❑ Clearly marked site survey showing the location of the proposed improvement.

The Architectural Plans shall include (additions or structural changes):

- ❑ Floor plans for all floors.
- ❑ All exterior elevations at minimum showing height dimensions, roof pitches, materials and colors to be used.
- ❑ Selection of all exterior materials and finishes.

Landscape Design Review

- ❑ Two (2) compete sets of Landscape drawings and specifications.
- ❑ Landscape Plan should show:
  1. Existing and proposed trees.
  2. Proposed tree/vegetation removal.
  3. Patios, terraces, retaining walls and screen walls with dimensions and height where appropriate.
  4. Pool/screen enclosures.
  5. Pool, air conditioning, and irrigations equipment and method of screening.
  6. Utility meters, air conditioning condensers and method of screening.
  7. Low voltage landscape lighting with fixtures and transformer types and locations.
  8. Location and construction methods, materials, and colors for all paved areas and decks which are not indicated on Site Plan.
  9. Playground equipment.
  10. Plant materials list.

SUBMITTED PLANS APPROVED AS NOTED SUBJECT TO TOWNSHIP ZONING REGULATIONS

REVISED
May 2007

The satellite dish plans as submitted are approved as noted with the following checked items to be added to the satellite dish plans submitted for review:

Address: _____

_____ Site plan submitted showing location of satellite dish on property

_____ Satellite dish to be of natural color

_____ Satellite dish to not exceed 18 inches in diameter

_____ Location of satellite dish to be installed in the side yard or rear of home attached to home or in mulch bed

_____ View of satellite dish to be hidden by landscape screening

_____ Other:

_____
_____
_____
_____
_____

This becomes part of the approval package for the above referenced location.

WINDSOR HOMEOWNERS ASSOCIATION

UNIT OWNER INFORMATION REQUEST

Please fill in all the information that applies and return to:

Real Property Management, Inc.
5550 Blazer Parkway, Suite 175
Dublin, Ohio 43017

DATE: _____

OWNER NAME(S): _____

ADDRESS:_____ *UNIT #* _____

MAILING ADDRESS *(other than unit address, if applicable):*

_____

HOME PHONE(S):_____ CELL PHONE(S):_____

EMAIL ADDRESS (*optional):*_____

BUSINESS MAILING ADDRESS (ES):_____

BUSINESS PHONE(S):_____

VEHICLE MAKE:_____MODEL:_____YEAR:_____

COLOR:_____LICENSE PLATE #:_____

IN THE EVENT OF ANY EMERGENCY, CONTACT:

NAME: _____

PHONE: _____

RELATIONSHIP: _____

IS THIS A RENTAL PROPERTY? YES ____ NO ____ IF YES, PLEASE PROVIDE A COPY OF THE CURRENT LEASE.

UNIT MANAGER/AGENT NAME *(If applicable)*_____

BUSINESS PHONE:_____CELL PHONE: _____

BUSINESS ADDRESS:_____

(Please complete reverse side of form)

PEASE LIST BELOW ALL PERSON(S) CURRENTLY OCCUPYING THE UNIT

(I.e. Children, Relatives, Room-mates, Renters)

1. OCCUPANT NAME(S):_____

OCCUPANT HOME PHONE:_____CELL PHONE: _____

OCCUPANT BUSINESS PHONE(S): _____

OCCUPANT BUSINESS ADDRESS (ES): _____

VEHICLE MAKE: _____ MODEL: _____ YEAR: _____

COLOR: _____ LICENSE PLATE #: _____

2. OCCUPANT NAME(S):_____

OCCUPANT HOME PHONE:_____CELL PHONE: _____

OCCUPANT BUSINESS PHONE(S): _____

OCCUPANT BUSINESS ADDRESS (ES): _____

VEHICLE MAKE: _____ MODEL: _____ YEAR: _____

COLOR: _____ LICENSE PLATE #: _____

3. OCCUPANT NAME(S):_____

OCCUPANT HOME PHONE:_____CELL PHONE: _____

OCCUPANT BUSINESS PHONE(S): _____

OCCUPANT BUSINESS ADDRESS (ES): _____

VEHICLE MAKE: _____ MODEL: _____ YEAR: _____

COLOR: _____ LICENSE PLATE #: _____

4. OCCUPANT NAME(S):_____

OCCUPANT HOME PHONE:_____CELL PHONE: _____

OCCUPANT BUSINESS PHONE(S): _____

OCCUPANT BUSINESS ADDRESS (ES): _____

VEHICLE MAKE: _____ MODEL: _____ YEAR: _____

COLOR: _____ LICENSE PLATE #: _____

Associa®

REQUEST FOR AUTOMATIC PAYMENT OF ASSESSMENTS

Thank you for your interest in Electronic Funds Transfer. Please fill out the following information to complete this request.

HOMEOWNER AUTHORIZATION FOR ELECTRONIC FUNDS TRANSFER

I authorize the branch and the financial institution listed below to debit my bank account automatically for each association assessment billing period. ***Note:** **Information below is required. If not provided, there will be delays in processing your direct debit request.**

***MANAGEMENT COMPANY NAME:** Real Property Management

HOMEOWNER NAME: _____

HOMEOWNER ACCOUNT NUMBER: _____

***ASSOCIATION NAME:** _____

ADDRESS AND UNIT #: _____

CITY: _____ STATE: _____ ZIP: _____

HOMEOWNER BANK NAME: _____

HOMEOWNER BANK ACCOUNT NUMBER: _____

☐ CHECKING ACCOUNT – Include a voided check from the account you would like to debit

☐ SAVINGS ACCOUNT – Include a bank statement from the account you would like to debit

BANK ROUTING NUMBER: _____

ELECTRONIC SIGNATURE: _____

In order for funds to be pulled in time for next month's assessment, this form must be received no later than the 20th of the prior month. The automatic payment process will begin with your next assessment period once we have received your completed form and either your voided check or bank statement depending on type of bank account.

Return by email: Scan and send this form and a voided check to: customerservice@rpmanagement.com

OR

Return by mail:
Complete and send this form and a voided check to the following address:

Associa Real Property Management
5550 Blazer Parkway, Suite 175
Dublin, Ohio 43017

Delivering unsurpassed management and lifestyle services to communities worldwide.

Windsor Homeowners' Association - Estimated Responsibilities of Association and Unit Owner.
All items marked "Association" are included with your monthly association assessments.

Maintenance / Service Item	**Responsible Party**
Landscaping	
• **Mowing/trim front and side yards**	**Association**
• Mowing rear yards and patio areas	Unit Owner
• **Weeding front and side landscaping**	**Association**
• Weeding rear yard/patio improvements	Unit Owner
• **Mulching front and side landscaping**	**Association**
• Mulching rear improvements	Unit Owner
• **Pruning of new growth on front landscape, including each end Units side mulch beds – Please note this does not include reduction pruning**	**Association**
Pruning rear and side yard improvements	Unit Owner
• **Fertilization of front yard and side yard**	**Association**
• Fertilization of rear yard/patio	Unit Owner
• Planting, caring for and removing annual flowers	Unit Owner
• Remove and replace dead plant material	Unit Owner
• **Edge Walks 10 x**	**Association**
• **Early Spring Clean Up of mulch beds front/side and in turf areas**	**Association**
• **Fall Aeration**	**Association**
• **Fall Leaf Clean Up of mulch beds front/side and turf areas**	**Association**
• **Tree and plant/shrub fertilization for Units and common area and street trees.**	**Association**

Snow Removal will take place at 3 inches of snowfall. No chemicals on sidewalk.
De-icy will take place on carriage ways (alleys) only.

• Public streets	Village of New Albany
• **Carriage Way (alleys)**	**Association**
• **Main Sidewalk**	**Association**
• **Driveways**	**Association**
• Units front sidewalks & Steps	Unit Owner
• Patio area	Unit Owner

Carriage Way Lighting (rear of Unit only)

• **Bulb & photo cell changes on rear coach lighting Carriage Way garages only**	**Association**
• Broken glass or fixtures	Unit Owner
• Electrical repairs	Unit Owner
• Front Yard Lamp Post (includes bulb replacement)	Unit Owner

Common area maintenance

Association these services include:
Common area Mowing, Mulching, Pruning, Fertilization
Fence painting/repairs
Common area tree replacement
Common area insurance and taxes

Declarant reserves all rights to adjust services as needed to best serve the community.