

**~ Estates at ~
Tremont Club**

**HANDBOOK OF
RULES AND REGULATIONS
Effective October 1, 2012
Approved by ETC Board on September 19, 2012**

REFERENCE GUIDE

This handbook and reference guide were prepared by the Board of Directors of THE ESTATES AT TREMONT CLUB CONDOMINIUM 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.

While every effort has been made to assure accuracy, errors do occur. Please feel free to suggest corrections, changes and/or additions.

MESSAGE FROM THE BOARD OF DIRECTORS

Dear Fellow Homeowners and Unit owners,

On behalf of the board, management and all unit owners of THE ESTATES AT TREMONT CLUB CONDOMINIUM ASSOCIATION, we would like to take this opportunity to welcome you to THE ESTATES AT TREMONT CLUB CONDOMINIUM ASSOCIATION.

THE ESTATES AT TREMONT CLUB CONDOMINIUM ASSOCIATION is a premier condominium community. Each Owner is important to the overall beauty and uniformity of our community. We are very proud of our community and all of its owners.

At THE ESTATES AT TREMONT CLUB CONDOMINIUM ASSOCIATION, like any other association, the best interests of the community always outweigh the interests of the individual owners.

We look forward to receiving your questions and/or suggestions on how we; as a community and as a board, can better serve each and every unit owner. All opinions are important and will be respected. All ideas are welcome.

Welcome Home!

THE ESTATES AT TREMONT CLUB CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS & REAL PROPERTY MANAGEMENT, INC.

TABLE OF CONTENTS

Reference Guide, Revisions.....	2
Message from Board of Directors.....	2
Table of Contents.....	3
The Board and the Association.....	4
Board of Directors.....	4
The Board.....	4
Election.....	4
Board Meetings.....	4
Association Meetings.....	4
Committees.....	4
Condominium Declaration & Bylaws.....	4
Purpose of Rules and Regulations and Their Modification.....	5
Noncompliance.....	5
Property Management Company.....	6
Important Telephone Numbers.....	6
Interior Maintenance, Emergency Responsibility.....	6
What to do in case of an Emergency.....	7
Emergency & Important Number.....	7
Financial Matters.....	7
Association Dues.....	7
Returned Checks.....	7
Delinquency Policy on Fees and Assessments.....	8
Insurance.....	8
Association Insurance.....	8
Association Insurance Policy.....	8
Association Insurance Coverage Overview.....	8
Homeowner's Insurance Coverage.....	8
Insurance Disclaimer.....	9
Utilities.....	9
Homeowner Responsibility.....	9
Refuse Collection.....	9
Common and Limited Common Element.....	9
Definition of Common Element.....	9
Definition of Limited Common Element.....	9
Purpose of Common Element.....	9
Activity on Common Element.....	10
Damage to Common Element.....	10
Personal Property.....	10
Modification & Alteration.....	10
Satellite Dish Policy.....	11
Satellite Dish Installation Guidelines.....	11
Satellite Dish Damage Issues.....	11
Satellite Dish Maintenance Issues.....	12
Personal Hose Reels / Hoses.....	12
Flowers.....	12
Hanging Flowerpots.....	12
Planters, Flower Boxes.....	12
Shepherd Hooks.....	12
Bushes and Perennials.....	12
Decorative Items (Statues, Bird feeders, Birdbaths, etc.).....	13
Front Porch.....	13
Storm Door.....	13
Railings.....	13
Flags.....	13
Wind Chimes.....	13
Signs.....	14
Landscape Lights.....	14
Front Door decorations.....	14
Front Door Furniture.....	14
Grills/Fire Pits/Chimneas.....	14
Winter Considerations.....	14
Exterior Surface of Building-Window Coverings.....	14
Holiday and Seasonal Decorations.....	15
Garage Sales.....	15
Moving Responsibilities.....	15
Snow Removal.....	15
Parking – Vehicles.....	15
Pets.....	16
Leasing of a Condominium.....	17
Clubhouse.....	18
Swimming.....	18
Exercise Room.....	18
Condo Rules Enforcement Policy.....	18
Formal Complaint Form.....	19
Application for Exterior Modification.....	20
Unit Owner Information Request Form.....	23
Direct Debit Authorization Form.....	25
Storm Door/Railing Application.....	26

THE BOARD AND THE ASSOCIATION

BOARD OF DIRECTORS

Questions for the Board should be forwarded to Real Property Management, Inc. who will contact and coordinate with the Board of Directors.

THE BOARD

A Condominium is a group of living units established under Ohio Revised Code Section 5311 and organized around a common plan of governance as set forth in the Declaration and Bylaws as amended. The Board of Directors is delegated by Ohio law and the Association Bylaws, with the responsibility for the operation and management of the Common Elements of the community and the Association affairs. The Board has the ultimate authority to make decisions and promulgate rules and regulations in an effort to create a harmonious living environment and help to maintain property value.

ELECTION

The Board is to be comprised of six (6) unit owner representatives elected by the owners of the Estates at Tremont Club. Each successive year two (2) trustees will be elected at the annual meeting of the Association to serve a three (3)-year term. Board of Director candidates and members must have no known violations or be in arrears on homeowners association dues.

BOARD MEETINGS

The Board meets as necessary, but in no event less than quarterly, to review the Association's finances and operations.

ASSOCIATION MEETINGS

At least one (1) annual meeting of the Association membership will be called, in the second (2nd) calendar quarter of each year, with a minimum of five (5) days advance notice. Special meetings of the Association may be called as warranted.

COMMITTEES

Committees will be formed by the Board to assist in the management of community activities and affairs. Volunteer Unit Owners will staff committees, with one committee member being designated as Committee Chairperson. All unit owners are encouraged to be actively involved in their community and volunteer for committee appointment. Committees include: Community Newsletter, Social, Buildings and Grounds, Rules and Finance.

CONDOMINIUM DECLARATION AND BYLAWS

Every Unit Owner should have received a copy of the Condominium Declaration and Bylaws at or before the closing on their unit. The Condominium Declaration and Bylaws are the basis by which a common plan of governance for the community was created and provides the rules and regulations by which the Association will be run. It is the duty of each Unit Owner to become familiar with the Declaration and Bylaws.

PURPOSE OF RULES AND REGULATIONS & THEIR MODIFICATION

The purpose of the rules and regulations of THE ESTATES AT TREMONT CLUB CONDOMINIUM ASSOCIATION is to establish rules that will preserve our asset (the community), control operating and maintenance costs, and provide for a harmonious living environment for all unit owners. The Condominium industry recognizes that a source of a condominium's resale value lies in the well-kept and uniform appearance of the entire community and it is to this end that you're Board, pursuant to the Declaration and Bylaws, adopted many of these rules and regulations. 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 Unit Owner.

NONCOMPLIANCE

Unit owners who have problems with other unit owners with regards to following the rules of the Handbook are encouraged to try to resolve the issues informally. Any unit owner who feels that a rule has been violated may file a formal complaint form (see page 21) with the management company. Once that complaint is received, the Board and/or management company will review the complaint, and if warranted (at the Board's discretion), will send a violation letter. The management company will also send the unit owner a copy of the section of the Handbook titled "Noncompliance".

The unit owner receiving the letter has the following options:

- 1) Comply with the Handbook. Once that has been achieved, the unit owner should notify the management company. If the management company does not receive notification, it will inform the board.
- 2) Write a letter to the Board that explains why the ten (10) day period is insufficient. The unit owner must propose another date and explain the necessity for the delay. Once the Board receives this letter, it may decide to grant the delay or instruct the unit owner to comply with the rules within ten (10) days.
- 3) Write a letter to the Board disputing the legitimacy of the complaint. The Board will rule on this. If the complaint is found to be illegitimate, the issue is over. If the complaint is found to be legitimate, the unit owner will be advised to comply with the rules within ten (10) days.
- 4) Refuse to comply. If the unit owner does not comply within the allotted time period and does not write a letter to the board requesting additional time or questioning the complaint, the Board may engage someone to perform the work necessary, and bill the unit owner for the cost.
- 5) The anonymity of the complainant will be protected.

PROPERTY MANAGEMENT COMPANY

The property management company will distribute the Bylaws and Declaration, Handbooks, Directories and Site Map through the transfer fee procedure to new unit owners via the Title Company administering the closing.

The property management company retained by the Board is:

Real Property Management, Inc.
5550 Blazer Parkway, suite 175
Dublin, OH 43017
Tel: 614-766-6500 Fax: 614-792-9174
Web: www.rpmanagement.com

IMPORTANT TELEPHONE NUMBERS

Emergency Police Department	911
Emergency Fire Department	911
Hilliard Police Department	(614) 876-2429
Hilliard Fire Department	(614) 876-7361
Rumpke (refuse contractor through the City of Hilliard)	(888) 786-7531
Electric Service (AEP)	(800) 277-2177
Columbia Gas Department	(800) 900-9473
Tremont Club Concierge Office	(614) 876-5700

INTERIOR MAINTENANCE, EMERGENCY RESPONSIBILITY

All interior maintenance, including that which is emergent in nature, is the responsibility of the Unit Owner. If Real Property Management dispatches a maintenance technician to address an interior emergency maintenance item, the cost for that service call and maintenance is the responsibility of the Unit Owner. For non-emergency interior maintenance, Real Property Management may agree to perform the requested interior maintenance on a fee for service basis to the Unit Owner, or may recommend a contractor for that service.

WHAT TO DO IN AN EMERGENCY

If an emergency arises involving the plumbing, heating or electrical systems of your new home, take the following action:

1. Shut down the system affected.
2. Call the appropriate subcontractor or supplier.

Please note that unless a problem is a safety hazard or could cause property damage, it is not an emergency. If you call a subcontractor during non-working hours for other than an emergency, you may be charged overtime labor for the service call.

EMERGENCY & IMPORTANT NUMBERS:

Real Property Management: (Your Management Company)	(614) 766-6500
AT&T Telephone Company: (Phone)	(800) 660-1000
Columbia Gas Company:	(800) 344-4077
AEP Electric :	(800) 277-2177
State Farm Insurance	(614) 888-0606

FINANCIAL MATTERS

ASSOCIATION DUES

Association Dues are payable to THE ESTATES AT TREMONT CLUB CONDOMINIUM ASSOCIATION on the first (1st) of each month. Please utilize the provided coupons when paying your Association Dues. Please note that automatic electronic transfer of monthly dues can be arranged through the property management company for your convenience.

A late charge fee of \$25 will be added to any account delinquent after the tenth (10th) of the month.

RETURNED CHECKS (NSF)

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

1. Charged back to the individual account.
2. A \$25.00 handling fee payable to the Association will be charged back to the Unit Owner.
3. Checks will be held until a replacement check has been cleared for payment.

DELIQUENCY POLICY ON FEES AND ASSESSMENTS

Upon the eleventh (11th) day of the month, the property management company sends delinquency notice to the Unit Owner and the Unit Owner's account is assessed a \$25 late charge.

Per the Declarations, a lien may be filed when an account becomes thirty (30) days delinquent. Unless otherwise determined by the Board, a lien will automatically be filed when an account becomes sixty (60) days delinquent. The delinquent Unit Owner's account is charged the cost of filing the lien. The Unit owner is sent a statement monthly until payment is made.

Foreclosure action may be taken when the fees are in arrears by one month Association fees, or at any time prior thereto in the Board's sole discretion. If a foreclosure 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 are recouped by the association after adjudication or settlement.

All fee payments made to Unit Owner's account after that account become delinquent will be applied to the oldest outstanding balance. Late charges will continue to be assessed on the outstanding balance until that account is current.

All Community Association and Master Association privileges will be suspended until such time as the account becomes current.

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

The property management company will handle the Association's delinquent policy.

INSURANCE

ASSOCIATION INSURANCE

The Association will maintain appropriate levels of insurance according to State of Ohio law and The Estates at Tremont Club Condominium Association Declaration and Bylaws.

ASSOCIATION INSURANCE POLICY

A copy of the Association's Insurance Policy can be obtained upon request from the property management company for the cost of copying and postage.

ASSOCIATION INSURANCE COVERAGE OVERVIEW

The Association maintains appropriate levels of insurance for the common elements of the community, as well as the basic structure (both interior and exterior) of the condominium units as they were at the time the units were first transferred from the developer (builder) to the initial owners at the time of closing.

HOMEOWNER'S INSURANCE COVERAGE

Unit Owners should consider obtaining individual homeowner's insurance which would provide coverage for personal contents and damage to other units caused by negligence.

INSURANCE DISCLAIMER

The above is provided solely for informational overview purposes only. A unit Owner is responsible for and is encouraged to determine their individual homeowner's insurance requirements upon consultation with a qualified insurance expert. To assist in that endeavor, a copy of the Association's insurance policy is available from the property management company for the cost of copying and postage.

UTILITIES

HOMEOWNER RESPONSIBILITY

Unit owners are responsible for maintenance and payment on their own gas, electric, cable television, telephone, water and sewer, trash removal and for calling to initiate service on the date of possession. Please note that the electric utilization associated with garage side and overhead garage soffit lighting is on the individual unit owner's meter.

REFUSE COLLECTION

Trash removal is provided by Rumpke. To initiate service call Rumpke at (888) 786-7531, make sure to indicate that you are a new owner at "The Estates at Tremont Club Condominium Association". The City of Hilliard requires Rumpke to send an annual bill to every residential address.

Refuse in receptacles may be placed at the street no earlier than 6:00 pm the evening before collection and the receptacles should be returned to your garages the same day. Collection Day is (to be determined) and collections can begin as early as 7:00 am. During the holiday weeks of Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas and New Years, the trash will be picked on the day following the holiday with the exception of Sunday.

Only trash containers with adequately secured lids, or securely tied garbage bags are permitted for trash removal. Trash receptacles are available through Rumpke. Trash bags that are not placed in containers should be placed out on the morning of the collection day to prevent scattering of the contents by animals or inclement weather. All trash collection must be set out at the end of your driveway, next to the curb. All trash containers must be placed on one side of the driveway, not both, to facilitate trash pickup and vehicle entrance to the driveway. Unit owners are responsible for cleanup of trash spillage from their containers.

COMMON AND LIMITED COMMON ELEMENTS

DEFINITION OF COMMON ELEMENT

Except that which is defined to be a unit, the common element is all of the condominium property.

DEFINITION OF LIMITED COMMON ELEMENT

Those portions of the common elements (the front porch/stoop, side porch/sunroom/patio/yard area and driveway area) that serve one unit and whose use, benefit, and enjoyment are reserved for the lawful occupants of that unit.

PURPOSE OF COMMON ELEMENTS

The common element is for the sole and exclusive use, benefit and enjoyment of the unit owners for the purpose and manner in which such elements and facilities are ordinarily used. All Unit Owners jointly own the common elements, including the limited common element. No one shall use the common element or limited common element in such a manner as to disturb others.

ACTIVITY ON COMMON ELEMENT

There shall be no playing of organized sports, lounging, parking of bicycles, baby carriages, wagons, toys, vehicles, benches, chairs on any part of the common element except that patio/porch elements, (limited common element) and any Board approved extension of the patio. It is expected that unit owners will demonstrate common courtesy to your adjoining unit owners relative to noise and activities on patios and porches. Party activities on the common elements and limited common elements (porches and patios) should terminate by 10:00 pm Sunday through Thursday, and 12:00 am on Friday and Saturday night.

DAMAGE TO COMMON ELEMENTS

Unit Owners are responsible for the maintenance and repair resulting from damage to the common elements caused by any negligent or intentional act by the unit owner, residents of a unit, or guest(s) of any unit owner or resident.

PERSONAL PROPERTY

All personal property, such as lawn chairs, bicycles, tables, chairs, etc. may be kept on within the patio element or the garage, unless through board approval, there has been an extension to the patio, which would then permit personal property to be placed on the approved patio extension.

No laundry (swimsuits, towels, rugs, etc.) will be hung over any patio or porch fence.

MODIFICATION AND ALTERATION

Board approval is required for any modification or alteration to the common element, or limited common element. The unit owner desiring approval for a modification or alteration will submit complete plans, including specifications showing the nature, kind, shape, height, materials, color, and location, desired start and anticipated completion dates, for the desired alteration or modification to the Management Company for their review and recommendation. The Management Company will present to the board the proposed modification. The Board will then vote on the proposal. (See page 22). Modification or alteration cannot start without board approval of the proposal.

Reasons for the Board to NOT APPROVE a submitted plan for modification and/or alteration include, but are not limited to, that the proposed modification and/or alteration would interfere with common element maintenance (such as lawn mowing, etc.), or that the proposed modification and/or alteration would not be aesthetically appropriate in that its appearance, color, character or materials would conflict with the character of the community.

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

- Define the scope of the modification or alteration approved.
- 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.
- Make the Unit owner, or subsequent Unit Owner, responsible for all maintenance and or damage repair to 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.

SATELLITE DISH POLICY

When a unit owner wishes to install, or have installed a satellite dish, that unit owner must make an application to the Board of Directors via the Management Company for such an installation and screening plans. Please refer to an example of that application elsewhere in this handbook. A completed application does not in any way infer approval.

The approval by the Board does not in any way alter or limit the requirement of the Unit Owner to adhere to all Hilliard Codes and Regulations, and those codes and regulations of other agencies governing such an installation (i.e.; the FCC, the Building Department, the Utility Company, Manufacturer Guidelines, etc.). The Unit owner is still required to obtain any and all permits, such as a building permit etc. required by law.

SATELLITE DISH INSTALATION GUIDELINES

Dishes shall be as small as possible, but in no case larger than 39.4 inches (one meter) in diameter and shall not be affixed to or placed upon any exterior wall, roof, or in the common elements unless approved by the Board in writing.

The dish installation shall be of quality construction and shall conform to all applicable building codes and manufacture's specifications.

The Board reserves the right to have the dish owner paint the dish in a color that will blend with the surrounding building and/or install landscape screening to hide the dish.

Any variation in installation from that represented on the original approved application for dish installation must be submitted in writing approval.

SATELLITE DISH DAMAGE ISSUES

The Unit Owner is responsible for any damage, other than the dish installation itself, to the exterior of building or unit caused by the dish installation process.

If any existing landscape, public improvements or utilities are damaged or destroyed during any phase of installation, the Unit Owner, at their expense, replace and/or repair such damage.

With dish removal, the Unit Owner is responsible to repair any damage resulting from the dish having been installed.

SATELLITE DISH MAINTENANCE ISSUES

Dish maintenance and/or repair are the responsibility of the Unit Owner. The Unit Owner is responsible for any additional unit maintenance and/or repair costs incurred as a result of the dish installation.

PERSONAL HOSE REELS / HOSES

Hoses are not permitted to be stored in the mulched areas. Hose reels or storage units are not permitted to be mounted on the exterior. Enclosed hose reels are permitted provided they can be shielded with plantings to the extent possible. Hoses and hose reels shall be removed after the first frost until the next spring. Damaged caused to units by freezing hoses shall be the unit owners responsibility.

FLOWERS (ANNUALS)

Owners are encouraged to plant flowers (annuals), in the mulched common elements immediately adjacent to their unit and to the mulched area elements around common element trees. Planting around common trees that do not have a surrounding mulched element, etc. is prohibited without prior written Board approval.

Prior written Board approval is needed to extend a mulched element, create a new mulch element, or create a garden element.

Maintenance of the flowers is the responsibility of the unit owner, and dead annuals are to be removed at the end of the season. The Association will notify a unit owner of dead annuals that have become unsightly and will provide a seven (7) day notice for removal. If not removed, the Association will remove the annuals, and the cost for the removal will be assessed to the Unit Owner.

Flowerpots are prohibited on unit walkways.

Standing flowerpots of natural materials or giving the appearance of natural materials are permitted on porches and patios.

Standing flowerpots, flower boxes, planters, trellises, etc. are prohibited on the grass elements of the common property.

HANGING FLOWERPOTS

Hanging flowerpots are not permitted to be attached to any part of the common or limited common elements.

PLANTERS, FLOWER BOXES

Planters or flower boxes are prohibited along the driveway or walkways.

Planter and flower boxes made of natural materials are permitted on the front or side porch, sunroom and/or patio.

At the end of the season, planter and flower boxes must be removed from view.

SHEPHERD HOOKS

Shepherd hooks will only be permitted in the mulched areas. Shepherd hooks shall be placed so as not to obstruct mobility of pedestrians or lawn care workers etc.

BUSHES AND PERENNIALS

Perennials may be planted within the existing mulched areas and are the responsibility of the unit owner for proper care and maintenance.

Foliage of plantings should not be more than two (2) feet tall and three (3) feet wide. In no case should foliage or planting be higher than the lower window ledge without approval. Plantings must be watered and trimmed by the homeowners as well as kept from invading the grassy area. Homeowners are responsible for making certain mulch is removed from their planting in the event the landscapers cover planting. Home owners may add topsoil products to enrich their mulch beds at their discretion. If plantings are not properly trimmed and/or maintained, the property management company has the right to ask owner to remove such plantings or have them removed at homeowner's expense.

Suggested perennials include: Hostas, Daffodils, Tulips, Irises, Crocus, Hyacinth, Hardy Geranium, Creeping Phlox, Coraopolis, Violas, Pansies, and Mums.

Suggested bushes include: Miss Kim Lilacs; Holly; Roses [No climber]; Azaleas; Rhododendrons.

DECORATIVE ITEMS (Statues, Bird feeders, Birdbaths, Etc.)

Statues, statuettes, bird feeders, birdbaths, and decorative art are permitted only in limited common elements.

Lawn or yard ornaments of any kind are prohibited in common elements. Artificial flowers are prohibited.

FRONT PORCH

Two statues or decorative items are permitted on the front porch,

STORM DOOR

The approved storm door is a Larson Signature or Secure Elegance (added security) series or approved equal, these are full view glass white in color. A full view double window storm door with a single middle bar providing for a self storing screen is also permitted. The approved double window storm door is the Larson Tradewinds or approved equal. All hardware must be brushed nickel or white (if already installed). If one of Larson storm door's is not used the alternate door is to be submitted to the Building and Grounds Committee for approval. The Building and Grounds Committee will maintain a list of approved alternate storm doors.

RAILINGS

The approved railing for porch steps is black wrought iron with straight lines. The railings are the responsibility of the unit owner and must be kept in good shape. The Board will maintain a list of approved railings, both those installed by the developer and those installed by the unit owner.

FLAGS

The American Flag may be flown or displayed at any time following normal flag protocol. Decorative or seasonal flags, which are in good condition and of an appropriate size (3ft x 5ft), are permitted. School and Team flags may be flown on game day only.

Installation of flag holders are not permitted of the common or limited common porch element. Damage created by installation of flag holders, through the drilling of holes permitting water to enter and causing wood damage, either immediate or in the future, is the responsibility of the unit owner. Flags may be displayed with ground mounted flag poles only.

WIND CHIMES

Wind chimes are permitted in the mulched areas provided they are not adjacent to an adjoining unit's bedroom.

SIGNS

One (1) professionally prepared, unlit 'FOR SALE' or 'FOR RENT' sign may be placed inside the window of a unit.

A security system decal may be placed in the window and/or on a small sign designed for that purpose and placed in the garden bed element closest to the front door.

Open house directional signs are permitted for a reasonable period of time. No other signs, including real estates signs, political signs, team signs, are permitted. Developer for Sale signs are permitted on the common elements.

LANDSCAPE LIGHTS

Landscape lights are only to be installed in mulched areas of each unit. They must be no greater than 24" high and must be of sufficiently low intensity so that the adjacent neighbors are not disturbed.

The Unit Owner assumes all responsibility for the landscape light installation and maintenance. Should the landscape lights be damaged in the normal course of property management, such as through lawn mowing etc., the Unit Owner is responsible for the repair/replacement of the damaged landscape lights. If the landscape lights require a power source it shall be hidden so as not to detract from the aesthetics of the planting beds.

FRONT DOOR DECORATIONS

One non-holiday or holiday related front door, porch or sunroom decoration, such as wreath or door hanging, is permitted (only one decoration per door).

PORCH FURNITURE

Porch furniture should be limited to wood, wicker, wrought iron, or similar appearing materials and must be neutral in color.

GRILLS/FIRE PITS/CHIMNEAS

Grills placed too close to the building may cause damage to siding. The cost of the repair damaged siding is the Unit Owner's responsibility. Grilling should be done in the patio area, driveway or landscape area between porches, patios and/or sunrooms.

WINTER CONSIDERATIONS

The use of salt on the concrete porches, walks and patios is prohibited. Non-destructive de-icing agents should be used. Please refer to the Snow Removal section on page 16, for details.

EXTERIOR SURFACE OF BUILDING-WINDOW COVERINGS

Unit Owners shall not cause or permit anything (except where it is expressly permitted in this handbook) to be hung or displayed on the inside or outside of windows (except interior inoffensive drapes, curtains or louvered blinds with white backing) or placed on the outside wall of any building, and no signs, awning, canopy, shutter, radio antenna, television antenna, or satellite dish shall be affixed to or placed upon the exterior walls or roof of any part of any building without the prior consent of the Board of Directors. Window tinting is permitted but it must be the following: Lumar window film- neutral color and the number is N1040SRCDF. It is sun block film and is solar.

HOLIDAY AND SEASONAL DECORATIONS

A reasonable display of lights and decorations, not causing permanent damage to the building, gutters, and wood trim can displayed in or on the limited common element of each unit during the holiday season. Any damage created by the installation of these holidays decorations is the responsibility of the unit owner.

Holiday decorations and/or lights are not allowed on the common property, with the exceptions of front lawn element and trees, without written board approval. The Board will make adequate time provisions for evaluating holiday displays submitted for approval.

Holiday decorations may be displayed thirty (30) days prior to a holiday and must be removed within thirty (30) days after any holiday.

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 condominium dues, etc. are current.

Ensure 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.

SNOW REMOVAL

When there is snowfall of two (2) or more inches and the National Weather Bureau forecasts temperatures to remain freezing for the following day after the snowfall, then, as soon as the snowfall stops, the contractor will plow the property. When temperatures are forecasted to rise above freezing the day after a two (2)-inch or greater snowfall, the contractor will usually salt the roadways instead of plowing.

Typically, the snow is plowed one (1) lane wide for the first pass. It is likely that when the snow is plowed, cars in parking spaces will have a drift of snow behind the vehicle. Also, spaces without cars parked in them will be used to place the snow during the first pass. We are not the contractor's only client; therefore, the contractor must proceed to clear the main arteries on all the properties they are contracted to remove snow from. However, the contractor will return and continue to open up wider lanes (2nd pass).

Sidewalks and driveways will also be cleared. Ice-foe is the only approved de-icing agent permitted to be used on concrete surfaces. Ice-foe is a commercial based chemical and is not available at retail stores. Please contact Real Property Management for details.

EXTERIOR LIGHTS (FRONT PORCH AND GARAGES):

The unit owner is responsible for assuring that the exterior lights on the front porch entrance way and over the garage doors are to be maintained in a proper working manner. Replacement of burned-out blubs is the unit owners' responsibility. Diligence and care should be exercised in the process of the bulb replacement. If you are unable to replace exterior bulbs the property management company will do it for you for a nominal fee..

The approved replacement bulb is a 60 watt CFR soft white light bulb. Colored replacement bulbs are prohibited.

PARKING - VEHICLES

All parking by unit owners or guest of unit owners shall be in the following order:

1. Inside of the garage or garages. Garages are to be used for vehicles and not for storage.
2. Within the limited common element in front of the garage door or in a designated visitor parking space.

No motorized passenger vehicle shall be parked or be driven in the grass areas.

Vehicles parked in guest parking spaces must be moved every twenty-four (24) hours and may not be used on a regular basis for a household with multiple vehicles.

No vehicles shall be parked in any manner that blocks any street or driveway, or the ingress/egress to any other unit owner's garage. Parking along any street is strictly prohibited. Parking and/or driving on any lawn element are prohibited.

Boats, trailers, motor homes, recreational vehicles, trucks (larger than 1 ¾ ton pick-up), campers, travel trailers, etc. may be parked in the driveway for a period no longer than twenty-four (24) hours without advance approval by the Board or the Board's representative.

Major vehicular repairs are prohibited on common or limited common property. Inoperable vehicles (flat tires, dead battery, expired tags, etc.) shall not be parked in any area other than a garage except for short-term emergency service (changing a flat tire, battery jump etc.). Unit Owners and their guests will make every effort to protect the common property element paving and limited common element property paving, such as using wood to distribute jack pressure, while affecting repairs. Unit Owners will be responsible for any damage created. Vehicles with flat tires, expired license tags, parked in a guest parking area etc., inoperable vehicles or vehicles which cannot be identified as belonging to a Unit owner, which are parked in any common or limited common element for more than forty-eight (48) hours may be towed off the premises at the vehicle owner's expense.

Parking of Commercial Vehicles - those vehicles with commercial plates and/or signage are not permitted to be parked on limited common elements (driveways) or common elements (guest parking) at any time. Commercial moving vans and trucks, or other commercial vehicles in the area to perform service or repair work for a Unit Owner or commercial vehicles performing services or repairs requested by the developer are the authorized exceptions for the length of time necessary to accomplish the service or repair work.

Violation of any of the parking and vehicle operating rules can result in towing, without notice, at the vehicle owner's expense.

PETS

Pet owners are responsible for promptly cleaning up after their animals. The Condominium Common Elements are for the enjoyment of ALL unit owners and residents. These elements cannot be fully utilized and enjoyed if animal wastes are left on the grounds. Pets are not allowed to run uncontrolled, leashes must be held in hand and no animal may be off a leash as that animal, even if very docile, can represent an annoyance to, or perceived threat by a fellow community unit owner.

The following clarifies the rules governing pets in the community:

- 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. Pets will not be bred or maintained for commercial purposes.

- All pets must be on a leash at all times when in the common or limited common element.

- Animal houses or pens are not permitted on patios, porches, limited common or common elements.

- Pets shall not be tethered (tied, chained) outside on the lawn, patio, porch, common element.

Animal wastes must be cleaned up immediately. Owners failing to clean up after their pets will be assessed the costs for grounds maintenance people to clean up after their pets. Owners consistently failing to clean up after their animals may be faced with removal of the offending animal from the Condominium property upon written notice from the Board.

The cost of repairing any damage done to Association property by an animal, such as to siding, lawn etc., will be a special assessment of the Unit Owner responsible for that animal. This shall include damage to the common lawn element, and limited common garden element, caused by urination in the same location.

In addition to any other remedy, pet owners may be assessed for violation of these policies, at the rate of \$25 for each offense, after the first warning notice.

LEASING OF A CONDOMINIUM

The number of occupants shall be limited to that permitted by local housing, health, and other regulations governing our units. No unit shall be used for any purpose other than that of a residence for individuals living as a single housekeeping unit. No unit may be used as a group home, commercial foster home, etc. With this stated, the Board has promulgated the following rules regarding leasing:

- The Developer – Seller of the units, which have not been sold, is expressly excluded from any restrictions regarding leasing and may execute leases at its sole discretion, and needs no Board approval. Every lease and renewal lease covering a unit of a condominium shall be in writing and duly executed by the parties thereto; it shall contain all provisions required by this handbook and shall not be for a period of less than one year.

- All unit owners are responsible for any agents, tenants, tenant's guest, or their agents for their actions and compliance with the bylaws, declaration, and standing rules and regulations per this handbook. The owner's account is the only account recognized by the Board. All assessments to an account are the responsibility of the Unit Owner.
- A copy of the tenant's lease is to be recorded with the property manager, along with a signed acknowledgement of these Rules and Regulations (the Handbook).
- All Unit Owners are responsible to hear and report their tenant's requests, complaints, or observations and convey that information to the Board and/or the Board's representative on a timely basis, so that action can be taken, if needed by the Board or the Property Manager.
- All unit Owners are responsible to administer their properties, make sure their tenants have knowledge of, and abide by, the Association bylaws, the Association declaration, and the Rules and Regulations of the Community as outlined by this handbook.
- All Unit Owners are responsible to fulfill their Association responsibilities.
- Tenants are to refer all requests or needs to their respective Unit Owner or agents of the Unit Owner.
- Except in the case of dire emergency, all tenant inquiries will be directed to the unit owner or owner's agent.

CLUBHOUSE

See Master Association Handbook.

SWIMMING POOL RULES

See Master Association Handbook.

EXERCISE ROOM RULES

See Master Association Handbook.

CONDO RULES ENFORCEMENT POLICY

1. Complaints – A case shall be opened upon the receipt of a written complaint by any homeowner.
 - a) The Property Manager is authorized to open cases for violations of any rule or restriction he or she personally observes.
 - b) The person making the complaint must be identified in the complaint, and must be willing to testify at any hearing.
2. Letters
 - a) A series of three (3) letters shall be sent to the unit owner who is responsible for compliance.
 - i. The first (1st) letter offers a reminder of the rule and requests compliance.
 - ii. The second (2nd) letter requests compliance so that further action may be avoided.
 - iii. The third (3rd) letter notifies the owner of the sanction the Association proposes to levy against them for the violation.

- b) The first (1st) letter is used unless the same owner has previously violated the same rule. The second (2nd) letter is used on the second occurrence, and the third (3rd) letter is used if there are three or more prior occurrences.
 - c) Each letter invites the owner to request a hearing before the Board to refute the accusation, request a variance or expectation, to advise the Board of extenuating circumstances, or to make any other explanation or argument to the Board that they should consider before implementing any sanction.
 - d) The case may be closed at any point if the owner complies by curing the violation, or if the Board determines that no violation occurred.
3. Hearing
- a) The Board of Directors shall hear any unit owner who requests a hearing under this process
 - b) The President, or his appointee shall present the facts supporting the enforcement steps taken to date, and may call the complainant to testify if necessary.
 - c) The unit owner may present evidence and testimony to refute the accusation, to support a request for variance or exception, or to make any other explanation or response he deems relevant.
 - d) The Board will adjourn to consider all the evidence and, not more than thirty (30) days after the hearing to advise the homeowner of its findings and decision.
4. Sanctions
- a) All sanctions imposed shall be fair and reasonable, and shall be imposed in a uniform way, so as not to favor any owner or group of owners over another.
 - b) The Board shall, in its sole and absolute discretion, establish sanctions that are fair and reasonable for any given rule violation.

Complaint Registration

PARTY BEING COMPLAINED ABOUT:

Community Name _____
Name (if known) _____

Address _____

Date and Time problem occurred _____

NATURE OF DECLARATION 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.
5550 Blazer Parkway, Suite 175
Dublin, Ohio 43017

COMMUNITY NAME _____

NAME _____ **DAYTIME PHONE** _____

ADDRESS _____

TYPE OF ALTERATION/MODIFICATION (S) REQUESTED:

Estimated completion date for project(s): _____

(Must be completed within thirty (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). The processing fee must be a check or money order, 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 thirty (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 CHECKLIST

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 or installation shall commence without prior written approval from the Association and all required government approval.

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

- Complete copy of the Alteration/Modification Application.
- Two (2) sets of complete 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) complete 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
June 2012

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 39.4 inches (one meter) 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.

Estates at Tremont Club Condominium Association Unit Owner Information Request

Ohio Law 5311.09(A) (2) mandates that within thirty (30) days of ownership, the owner must notify the association of the home address, home and business mailing addresses, and the home and business telephone numbers of the unit owner and all occupants of the unit, and the name, business address, and business telephone number of any person who manages the owner's unit as an agent of that owner.

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

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

DATE _____

NAME OF COMMUNITY _____

OWNER NAME(S) _____ **DATE OF BIRTH** _____

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)

PLEASE 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 #: _____

DIRECT DEBIT AUTHORIZATION

Complete and return the application below to:

Real Property Management
5550 Blazer Parkway, Suite 175
Dublin, OH 43017
Fax 614-792-9174

INCLUDE A VOIDED CHECK, OR PHOTOCOPY OF YOUR CHECK. *Please do not substitute a deposit slip for voided check; the routing number may differ and cause your debit to be rejected.*

Payments will be withdrawn on the 5th of each month, or the first business day thereafter. Thank you for using your association's direct debit option!

Name: _____ KEEP THIS PORTION

Address: _____

City/State/Zip: _____

Telephone: _____ Email: _____

Bank routing number: _____ Account number: _____

Start direct debit of payments in (month) _____

Checking Savings

I authorize my Association to initiate entries to the account listed above to make my monthly association fee payment plus return charges when applicable. I will notify Real Property Management, in writing, if at any time I decide to cancel the service.

Signature _____ Date _____ Monthly Fee _____

Name: _____ RETURN THIS PORTION

Address: _____

City/State/Zip: _____

Telephone: _____ Email: _____

Bank routing number: _____ Account number: _____

Start direct debit of payments in (month) _____

Checking Savings

I authorize my Association to initiate entries to the account listed above to make my monthly association fee payment, plus return charges when applicable. I will notify Real Property Management, in writing, if at any time I decide to cancel the service.

Signature _____ Date _____ Monthly Fee _____

STORM DOOR/RAILING APPLICATION

The approved storm door is a Larson Signature or Secure Elegance (added security) series or approved equal, these are full view glass white in color. A full view double window storm door with a single middle bar providing for a self-storing screen is also permitted. The approved double window storm door is the Larson Tradewinds or approved equal. All hardware must be brushed nickel or white (if already installed). If one of the Larson storm doors is not used the alternate door is to be submitted to the Board for approval. The Board will maintain a list of approved alternate storm doors.

The approved railing for porch steps is black wrought iron with straight lines. The railings are the responsibility of the unit owner and must be kept in good shape. The Board will maintain a list of approved railings, both those installed by the developer and those installed by the unit owner.

For record purposes only we require that this application be completed if the resident is replacing the door supplied by the builder or installing a wrought iron railing. **There is no application fee for this application.**

Please print

Name _____
Address _____
Daytime Phone _____
Date Door Installed _____
Type of Door Installed _____
Date Railing Installed _____

If you have any questions about this application, the approved storm door, or railings, contact Lisa Fetherolf at Real Property Management, 614.792.9174.

Mail this form to:
Real Property Management
5550 Blazer Parkway, Suite 175
Dublin, OH 43017

Fax to: 614-792-9174

Email to: www.rpmanagement.com