

**~ Estates at ~
Tremont Club Condominium Association**

**HANDBOOK OF
RULES AND REGULATIONS
Version 2.0**

**Effective August 1, 2016
Adopted by Board Action on June 12, 2016**

REFERENCE GUIDE

This handbook and reference guide were adopted by the Board of Directors for 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 live by, and its governing of the Association. This is not a substitute for the Declaration and Bylaws, which should be read by every Occupant. 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 management company.

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 Unit Owners and Occupants,

The Board, management and all "Residents" (Unit Owners and/or Occupants) of the Estates at Tremont Club Condominium Association would like to take this opportunity to welcome you to Estates at Tremont Club.

The Estates at Tremont Club is a premier condominium community. Each Resident is important to the overall beauty and uniformity of our community. We are very proud of our community and all of its Unit Owners.

The Estates at Tremont Club Association, like any other association, believes the best interests of the community always outweigh the interests of the individual Resident.

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 Resident. All opinions are important and will be respected. All ideas are welcome.

Welcome Home!

The Estates at Tremont Club Condominium Association
Board of Directors

TABLE OF CONTENTS

Article I. The Board and the Association	1
Board of Directors.....	1
The Board.....	1
Election.....	1
Board Meetings	1
Association Meetings.....	1
Committees	1
Declaration and Bylaws	1
Purpose of Rules and Regulations and Their Modification	2
Property Management Company.....	2
Insurance.....	2
Association Insurance.....	2
Interior Maintenance, Emergency Responsibility	2
Unit Owner's Insurance Coverage	2
Insurance Disclaimer	2
What to do in case of an Emergency	2-3
Article II. Emergency & Important Numbers (see Appendix A)	3
Article III. Financial Matters	3
Association Dues.....	3
Returned Checks.....	3
Delinquency Policy on Fees and Assessments	3
Article IV. Utilities	3
Unit Owner Responsibility	3
Refuse Collection	3-4
Article V. Common and Limited Common Element	4
Definition of Common Element	4
Definition of Limited Common Element	4
Purpose of Common Element	4
Damage to Common Element	4
Personal Property	4
Article VI. Exterior Alteration and/or Modification Policy	5
Article VII. Satellite Dish Policy	6
Satellite Dish Damage Issues.....	6
Satellite Dish Maintenance Issues.....	6
Article VIII. Miscellaneous	6
Personal Hose Reels / Hoses.....	6
Flowers (Annuals).....	6-7
Hanging Flowerpots.....	7
Planters, Flower Boxes	7
Shepherd Hooks.....	7
Bushes and Perennials.....	7
Decorative Items (Statues, Bird feeders, Birdbaths, etc.)	7
Front Porch.....	8
Flags.....	8
Wind Chimes	8
Signs	8
Landscape Lights	8

TABLE OF CONTENTS

Front Door Decorations	8
Front Porch Furniture	9
Grills/Fire Pits/Chimineas/Other Type of Open Flame Devices	8
Winter Considerations	9
Exterior Surface of Building-Window Coverings	9-10
Holiday and Seasonal Decorations.....	10
Garage Sales.....	10
Moving Responsibilities	10
Reasonable Snow Removal	10
Exterior Lights (Front Porch and Garages)	10-11
Parking – Vehicles	11-12
Pets	12
Leasing of a Unit.....	12-13
Clubhouse (See Master Association Handbook)	13
Swimming (See Master Association Handbook).....	13
Fitness Facility (See Master Association Handbook).....	13
Article IX. Enforcement Procedure	13-14
Formal Complaint Form.....	15
Resident Information Request Form.....	16-17
Direct Debit Authorization Form	18
 Appendixes	
Appendix A - Important Telephone Numbers	A1
Appendix B - Optional Service Providers	B1-B2
Appendix C – Estates at Tremont Club - Board Policies	C1
Record Management Policy	C2
Investment Strategy Policy	C3-4
Board Meeting Notice	C5
Collection Policy	C6
Appendix D: - Exterior Alteration/Modification Applications	
Index of Exterior Alteration/Modification Application types	D1
Exterior Alteration/Modification Applications.....	D2-D27

Article I. THE BOARD AND THE ASSOCIATION

A. BOARD OF DIRECTORS

Questions for the Board must be submitted to the property management company who will contact and coordinate with the Board of Directors. You may also email the Board members. The email addresses for Board members can be found on our website: <http://mytremontclub.com/>.

B. THE BOARD

The Condominium Property 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 Bylaws with the responsibility for the operation of the Association affairs and reasonable management of the Common Elements. 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 reasonably maintain property value.

C. ELECTION

The Board is to be comprised of six Unit Owners or spouses of Unit Owners elected by the Unit Owners. Each successive year two Directors will be elected at the annual meeting of the Association to serve a three-year term. Board of Director candidates must have no known enforcement violations or be in arrears on Association assessment.

D. BOARD MEETINGS

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

E. ASSOCIATION MEETINGS

The annual meeting is held by the last Monday in June or within two months earlier consistent with Bylaws Article III Section 2. Advance notice will be hand delivered or mailed no less than five (5) days prior to the meeting. Special meetings of the Association may be called as warranted. Notification of a special meeting will be made with a minimum of five (5) days' advance notice.

F. COMMITTEES

Committees may be appointed by the Board to assist in the management of community activities and affairs. Volunteer Residents will staff committees, with one committee member being designated as committee chairperson. All Residents are encouraged to be actively involved and volunteer for committee appointment. Committees include: Communications (Newsletter), Social, Buildings and Grounds, Rules and Regulations, and Budget and Finance.

G. DECLARATION AND BYLAWS

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

H. PURPOSE OF RULES AND REGULATIONS & THEIR MODIFICATION

The purpose of the rules and regulations is to establish rules that will reasonably preserve our asset (the Condominium Property), control operating and maintenance costs, and provide for a harmonious living environment for all Residents. The condominium industry recognizes that a source of a condominium's resale value lies in the well-kept and uniform appearance of the entire condominium property and it is to this end that your 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 Resident.

I. PROPERTY MANAGEMENT COMPANY

The property management company will distribute the Declaration and Bylaws, Rules and Regulations Handbook and Site Map through the transfer fee procedure to new Residents via the title company administering the closing.

(See appendix A for details on the property management company)

J. INSURANCE

1. ASSOCIATION INSURANCE

Your individual insurance coverage should coincide with the Association's policy. It is suggested that you or your insurance agent contact the Association's insurance agent. You can contact the property management company for the name and telephone number of the Association's insurance agent.

Only the Board may submit claims against the Association's insurance policy.

2. INTERIOR MAINTENANCE, EMERGENCY RESPONSIBILITY

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

3. INSURANCE DISCLAIMER

The Resident is responsible for and is encouraged to determine their individual Units 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.

K. WHAT TO DO IN AN EMERGENCY

If it is an emergency that requires the fire department or police department attention immediately call 911. If an emergency arises involving the plumbing, heating or electrical systems of your Unit, 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.

Article II. EMERGENCY & IMPORTANT NUMBERS (See Appendix A)

Article III. FINANCIAL MATTERS

A. ASSOCIATION DUES

1. Association dues are payable to "THE ESTATES AT TREMONT CLUB CONDOMINIUM ASSOCIATION" on the first of each month. Unit Owners are encouraged to set up automatic electronic transfers with the property management company to pay Association dues. If Unit Owners prefer to pay Association dues by mail or via online banking they may do so. Coupon books for this purpose are available upon request through the property management company.

A late fee charge as established by the Board will be added to any account delinquent after the 10th of the month.

B. RETURNED CHECKS (NSF)

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

1. Charged back to the individual Unit account.
2. A handling fee as established by the Board payable to the Association will be charged back to the Unit.
3. Checks will be held until a replacement check has been cleared for payment.

C. DELINQUENCY POLICY ON FEES AND ASSESSMENTS (See Appendix C - Collection Policy)

When a Unit Owner is delinquent in the payment of fees and assessments for more than the 30 days, the Board may, by majority vote suspend the voting privileges of the Unit Owner at the annual meeting and recommend to the Master Association suspension of the Unit Owner and Occupants use of the recreational facilities until such time as the account becomes current.

Article IV. UTILITIES

A. UNIT OWNER (Resident) RESPONSIBILITY

Residents are responsible for maintenance and payment of their own gas, electric, cable television, telephone, water, sanitary sewer, storm water and trash removal services. In addition, the Resident is responsible 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 Resident's meter.

B. REFUSE & RECYCLING COLLECTION

1. Trash removal is provided by a contract through the City of Hilliard. To initiate service call the City Trash Hotline as found in Appendix A and make sure to indicate you are a new owner at "The Estates at Tremont Club Condominium". The City of Hilliard will bill Residents for this service.

2. The City of Hilliard provides each Unit with 35-gallon blue recycling and green solid waste containers. Residents may opt for larger containers. To do so call the City Trash Hotline as found in Appendix A. Residents are responsible for all cost associated with larger or replacement containers. Recycling and refuse receptacles may be placed at the street (end of unit driveway) no earlier than 6:00 pm the evening before collection day. The receptacles must be returned to your garages the same day services are provided. Collection day is currently on Tuesday 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 Year, the trash will be picked up on the day following the holiday with the exception of Sunday.
3. Trash bags (unless otherwise prohibited by the City) 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. Residents are responsible for cleanup of trash spillage from their containers.

Article V. COMMON AND LIMITED COMMON ELEMENTS

A. DEFINITION OF COMMON ELEMENT

Except that which is defined to be a Unit, the common element is all of the Condominium Property.

B. 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.

C. PURPOSE OF COMMON ELEMENTS

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

D. 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 of a Unit, or guest(s) of any Unit Owner.

E. PERSONAL PROPERTY

1. All personal property, such as lawn chairs, bicycles, tables, chairs, etc. may be kept on the patio element or within the garage.
2. Personal property such as lawn chairs, bicycles, tables, chairs, etc. are prohibited to be kept on any common element.
3. Laundry (swimsuits, towels, rugs, etc.) are prohibited to be hung over any patio or porch railing.

Article VI. EXTERIOR ALTERATION AND/OR MODIFICATION POLICY

- A. Board approval is required for any alteration and/or modification to the common element, or limited common element. The Unit Owner desiring approval for an alteration and/or modification must submit the appropriate application and complete plans, including specifications showing the nature, kind, shape, height, materials, color, location, desired start and anticipated completion dates for the desired alteration and/or modification to the Board for their review and recommendation. The Board will then vote on the proposal (See Appendix D). The alteration and/or modification cannot start without Board prior written approval of the proposal.
- B. Reasons for the Board to not approve a submitted plan for alteration and/or modification include but are not limited to: the proposed alteration and/or modification would interfere with common element maintenance (such as lawn mowing, etc.); the proposed alteration and/or modification would not be aesthetically appropriate in that its appearance, color, character or materials would conflict with the character of the Condominium Property.
- C. With written Board approval, but prior to initiating the alteration and/or modification, the Unit Owner must complete and sign the appropriate applications and documents that will:
- Define the scope of the alteration and/or modification being requested.
 - Acknowledge that the granting of Board approval does not in any way constitute a change as to how the property being modified or altered is defined, and that it remains defined as common element.
 - 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.
 - The Unit Owner is responsible to advise the subsequent Owner of any and all exterior modifications that the Unit Owner is responsible to maintain.
- D. Any Unit Owner who is not current in any fee or assessment due to the Association is prohibited from making any exterior modification until such fees or assessment are paid in full.
- E. Exterior and interior modification and/or alterations that will impair the structural integrity or would structurally change the buildings, units, garages, or grounds are prohibited unless the unit owner receives the Board prior written approval.
- F. The Board has adopted some standard alteration and/or modification applications that may be used to perform allowable exterior changes. These offer a simple method to allow Unit Owners to proceed with desired improvements by simply adhering to the procedures and standards established. These are identified in Appendix D. Copies are also available on the Estates website www.mytremontclub.org or by contacting the Tremont Club concierge (contact information found in Appendix A).

Article VII. SATELLITE DISH POLICY

- A. When a Resident desire to install or have installed a satellite dish the Resident must notify the Board of Directors for such an installation's location and screening plans. Please refer to an example of the notification found in Appendix D.
- B. The Resident must adhere to all City of Hilliard Codes and Regulations and the codes and regulations of other agencies governing such an installation (i.e.; the FCC, the Building Department, the Utility Company, Manufacturer Guidelines, etc.). The Resident is still required to obtain any and all permits, such as a building permit etc. required by Ohio law.

C. SATELLITE DISH DAMAGE ISSUES

- 1. The Resident is responsible for any damage (other than the dish installation itself) to the exterior of building or Unit caused by the installation process.
- 2. If any existing landscape, public improvements or utilities are damaged or destroyed during any phase of installation the Resident, at their expense, must replace and/or repair such damage.
- 3. With dish removal the Resident is responsible to repair any damage resulting from the dish having been installed.

D. SATELLITE DISH MAINTENANCE ISSUES

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

Article VIII. MISCELLANEOUS

A. PERSONAL HOSE REELS / HOSES

- 1. Hoses are prohibited to be stored in the mulched areas during the non-growing seasons. Hose reels or storage units are prohibited to be mounted on the exterior of the Unit.
- 2. Hoses and enclosed hose reels are permitted provided they can be shielded with plantings to the extent possible. Hoses and hose reels must be removed after the first frost until the next Spring. Damaged caused to Units by freezing hoses is the Resident's responsibility.

B. FLOWERS (ANNUALS)

- 1. Residents 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.
- 2. Prior written Board approval is needed to extend a landscaped mulched element, create a new landscape mulch element, or create a garden element.

3. Maintenance of the flowers (annuals) is the responsibility of the Resident, and dead annuals are to be removed at the end of the season. The Association will notify a Resident of dead annuals that have become unsightly and will provide a 7-day notice for removal. If not removed, the Association will remove the annuals. The cost for the removal will be assessed to the Unit.
4. Standing flowerpots of natural materials or giving the appearance of natural materials are permitted on porches and patios.
5. Standing flowerpots, flower boxes, planters, trellises, etc. are prohibited on the grass in the common elements.

C. HANGING FLOWERPOTS

Hanging flowerpots are prohibited to be attached to any part of the common or limited common elements.

D. PLANTERS, FLOWER BOXES

1. Planters or flower boxes are prohibited along the driveway or walkways.
2. Planter and flower boxes made of natural materials are permitted on the front or side porch, sunroom and/or patio.
3. At the end of the season, planter and flower boxes must be removed from view.

E. SHEPHERD HOOKS

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

F. BUSHES AND PERENNIALS

1. Foliage of plantings must not be more than 2 feet tall and 3 feet wide. Foliage or planting must not be higher than the lower window ledge without prior Board approval. Plantings must be watered and trimmed by the Residents as well as kept from invading the grassy area. Residents are responsible for making certain mulch is removed from their planting in the event the landscapers cover planting. Residents 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 Resident to remove such plantings or have them removed and charge the Unit account.
2. **Suggested perennials include:** Hostas, Daffodils, Tulips, Irises, Crocus, Hyacinth, Hardy Geranium, Creeping Phlox, Coraopolis, Violas, Pansies, and Mums.
3. **Suggested bushes include:** Miss Kim Lilacs; Holly; Roses [No climber]; Azaleas; Rhododendrons.

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

1. Statues, statuettes, bird feeders, birdbaths, and decorative art are permitted only in limited common elements.
2. Lawn or yard ornaments of any kind are prohibited in common elements. Artificial flowers are prohibited.

H. FRONT PORCH

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

I. FLAGS

1. The American Flag may be flown or displayed at any time following normal flag protocol.
2. One flag pole holder may be installed on the wood columns of the front porch (see Appendix D for the appropriate exterior modification application).
3. One Decorative or seasonal flags, which are in good condition and of an appropriate size (max. of 3ft x 5ft), are permitted.
4. One school or team flag may be flown and of an appropriate size (max. of 3ft x 5ft), are permitted.

Installation of flag holders must be approved in writing by the Board. An exterior alteration/modification form for this purpose is provided in Appendix D.

J. WIND CHIMES

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

K. SIGNS

1. One professionally prepared unlit 'FOR SALE' or 'FOR RENT' sign may be placed inside the window of a Unit.
2. 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.
3. Open house directional signs are permitted for a reasonable period of time. Other signs, including real estate signs, political signs, and team signs are prohibited.

L. LANDSCAPE LIGHTS

1. Landscape lights are only to be installed in mulched areas of each Unit. They must be no greater than 24 inches high and must be of sufficiently low intensity so that the adjacent neighbors are not disturbed.
2. 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 Resident is responsible for the repair/replacement of the damaged landscape lights. If the landscape lights require a power source, it must be hidden so as not to detract from the aesthetics of the planting beds.

M. FRONT DOOR DECORATIONS

One front door and one rear porch (sunroom) decoration, such as wreath or door hanging, is permitted (only one decoration per door).

N. FRONT PORCH FURNITURE

Front porch furniture is limited to wood, wicker, wrought iron, or similar appearing materials and must be maintained in good repair.

O. GRILLS/FIRE PITS/CHIMINEAS/OTHER TYPE OF OPEN FLAME DEVICES

Grills placed too close to the building may cause damage to siding. The cost to repair damaged siding is the Unit Owner's responsibility.

In accordance to the Ohio Fire Code, gas grills or other type of open flame devices are prohibited to be used within 10-feet of a multifamily building (Unit). Violations of this Fire code are to be reported to the local Fire Department at their non-emergency number which can be found in Appendix A.

Charcoal or natural gas grilles may, however be used on a deck or patio in strict conformance with the Ohio Fire Code. To use a charcoal or natural gas grill (which must be connected to your Unit's gas line), you must ask for and obtain prior written permission from the Board and the Norwich Township Fire Department, as well as comply with all other Fire Code requirements

Grilling must be done in the patio area, driveway or landscape area between porches, patios and/or sunrooms.

P. WINTER CONSIDERATIONS

When necessary during snow and ice events non-destructive de-icing agents must be used. Please refer to the Snow Removal section for details.

Q. EXTERIOR SURFACE OF BUILDING-WINDOW COVERINGS

Residents are prohibited to 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. Signs, awning, canopy, shutter, radio antenna, television antenna, or satellite dish are prohibited to 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 with the number N1040SRCDF. It is sun block film and is solar.

R. HOLIDAY AND SEASONAL DECORATIONS

1. A reasonable amount of lights and decorations, not causing permanent damage to the building, gutters, and wood trim can be displayed in or on the limited common element of each Unit during the holiday season as defined below. Any damage created by the installation of these holidays decorations is the responsibility of the Resident.
2. Holiday decorations and/or lights are prohibited on the common elements with the exceptions of front lawn element and trees, without prior written Board approval.
3. Holiday season means that holiday decorations may be displayed thirty days prior to a holiday and must be removed within thirty days after any holiday.

S. GARAGE SALES

Garage sales and tag sales are prohibited except where endorsed as a community event.

T. MOVING RESPONSIBILITIES

1. If you are moving it is very important to notify the property management company as to whom the new Resident of record is and the closing date. It is the current Unit Owner's responsibility to make certain that all Association dues, etc. are current.
2. Ensure that on the day of the move your moving trucks etc. minimize the interference with the normal flow of traffic, and will permit other vehicles, etc. to pass. Try to arrange for your moving date so that it does not conflict with scheduled events such as refuse collection.

U. REASONABLE SNOW REMOVAL

1. Reasonable snow removal is managed by balancing the needs of Resident safety, amount of snowfall, snow removal costs, and forecast information. Each snowfall is different and removal actions could be different depending on the amount of snowfall, the duration of the snowfall period, and the weather forecast for the days following the snow event.
2. While it is not possible to define a set of actions to be taken for each snowfall or ice event, guidelines for reasonable snow and ice removal standards are established by the Board. The Board's representative may use the National Weather Bureau forecasts etc. in determining what needs to be done. When temperatures are to remain freezing for the day following a snowfall or ice event, then as soon as the snowfall or ice event stops, the representative will take the necessary and warranted action to have the snow or ice removed.
3. Typically, the snow is plowed one lane wide for the first pass to ensure access to the Condominium Property in the most efficient time period. When snow is plowed, cars in parking spaces will have a drift of snow alongside and/or behind any parked vehicle. Spaces without parked cars will be used to place the snow during the first and subsequent passes. We are not our contractor's only client. Therefore, the contractor will return as needed to clear the main roads on all the Condominium Property for which they are contracted to remove snow and continue to open up wider lanes by making additional passes.
4. Resident sidewalks and the sidewalk along Tremont Club Drive will be reasonably cleared of snow and ice. Since this is a costly item the Board has established an opt-out policy for clearing Unit Owner sidewalks. Should you desire to participate in this opt-out program please contact the Tremont Club concierge (contact information found in Appendix A).

V. EXTERIOR LIGHTS (FRONT PORCH AND GARAGES):

1. The Resident is responsible for assuring that the exterior lights on the front porch entrance way and over the garage doors are maintained in proper working manner. Replacement of burned-out bulbs is the Residents' responsibility. Diligence and care should be exercised in the process of the bulb replacement.

2. The approved replacement bulb is a 60 watt/850 lumens LED soft white bulb. Colored replacement bulbs are prohibited. Replacement bulbs are provided by the Association. Contact the Tremont Club concierge (contact information found in Appendix A) to obtain bulbs or if assistance is needed to install the bulbs.

W. PARKING - VEHICLES

1. Parking in the Master Association Common Elements must conform to the Master Associations Rules and Regulations.

2. All parking by Residents or guests of Residents must be in the following order:

a. Inside of the garage or in the Unit's driveway.

b. Within the limited common element in front of the garage door or in a designated visitor parking space.

3. Vehicles parked in common area guest parking spaces must be moved every 48 hours.

4. Vehicles are prohibited to be parked in any manner that blocks any street or driveway, or the ingress/egress to any other Resident's garage. Parking along any street is prohibited. Parking and/or driving on any lawn element are prohibited.

5. Boats, trailers, motor homes, recreational vehicles, trucks (includes all vehicles that have a length of more than 21 feet) and pickup trucks larger than one-ton capacity are considered a prohibited vehicle. Campers, travel trailers, etc. may be parked in the street, drive, alley or common elements designated parking area for a period not longer than 48 hours in a 30-day period without advance approval by the Board or the Board's designated representative. These type of vehicles may be parked in a Unit Owners garage.

6. Major vehicular repairs are prohibited on Condominium Property. Inoperable vehicles (flat tires, dead battery, expired tags, etc.) are prohibited from being parked in any area other than inside a garage except for short-term emergency service (changing a flat tire, battery jump etc.). Residents and their guests must make every effort to protect the common element paving and limited common element paving, such as using wood to distribute jack pressure, while making repairs. Residents are 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 Resident, which are parked in any common element for more than 7 days and not moved are subject to being towed and stored off the Condominium Property at the vehicle owner's expense.

7. Parking of commercial vehicles - those vehicles with commercial plates and/or signage are prohibited from being parked on limited common elements (driveways) or common elements (guest parking) at any time without prior Board written approval. Commercial moving vans and trucks, or other commercial vehicles in the area to perform service or repair work for a Resident or the Association are the authorized exceptions for the length of time necessary to accomplish the service or repair work.

8. Any vehicle in violation of these rules may, in addition to all other remedies, be towed and stored at the owner's expense.

X. PETS

1. Pet owners are responsible for immediately cleaning up after their animals. The common elements are for the enjoyment of all Residents. These elements cannot be fully utilized and enjoyed if animal wastes are left on the grounds. Pets are prohibited 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 Resident. The following clarifies the rules governing pets in the community:

- a. Animals other than those classified as household domestic pets are prohibited. The permitted number of the household domestic pets is established as a maximum of four. Pets are prohibited to be bred or maintained for commercial purposes.
- b. Pets are prohibited to be tethered (tied, chained) outside on the common element.
- c. Animal wastes must be cleaned up immediately. Residents failing to clean up after their pets may be assessed the costs for grounds maintenance people to clean up after their pets. The cost of repairing any damage done to Association property by an animal, such as to siding, lawn etc., will be an enforcement assessment. This includes damage to the common elements caused by urination in the same location. The Board will provide the Unit Owner a notice on any violation of this rule. (See Section IX. Enforcement Procedure)
- d. Pet stations are not designed nor designated to hold a pet's weekly waste. Unless you are walking your pet in the area of a pet station, pet waste is to be put in the Resident's trash can for weekly pickup as provided for as part of the solid waste collection services.

Y. LEASING OF A UNIT

- 1. The number of Occupants is limited to that permitted by local housing, health, and other regulations governing our Units. Units are to be used for residence for individuals living as a single housekeeping unit. The following rules apply to leasing:
 - a. All Residents are responsible for any agents, tenants, tenant's guest, or their agents for their actions and compliance with the Declarations and Bylaws, and Rules and Regulations. The Unit Owner's account is the only account recognized by the Association. All assessments to an account are the responsibility of the Unit Owner.
 - b. 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).

c. 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.

d. All Unit Owners are responsible to administer their properties, make sure their tenants have knowledge of, and abide by the Association Declaration and Bylaws, and the Rules and Regulations.

e. Tenants are to refer all requests or needs to their respective Unit Owner or agents of the Unit Owner. Except in the case of emergency, which tenants must call 911, all tenant inquiries will be directed to the Unit Owner or Unit Owner's agent.

Z. CLUBHOUSE

See Master Association Handbook.

AA. SWIMMING POOL RULES

See Master Association Handbook.

BB. FITNESS FACILITY RULES

See Master Association Handbook.

Article IX. ENFORCEMENT PROCEDURE

- A. The Owner is responsible for any violation of the Declarations, Bylaws or Rules and Regulations ("Governing Documents") by the owner, guest or the occupants, including tenants, of his or her Unit.
- B. Notwithstanding anything contained in the Rules and Regulations, the Board has the right to proceed immediately or otherwise, with legal action for any violation of the Governing Documents, as the Board, in its sole discretion may determine. The entire cost of effectuating a legal remedy to impose compliance, including court costs and attorneys' fees, will be assessed to the account of the responsible Unit Owner.
- C. All cost for extra cleaning and/or repairs to the common elements or other property stemming from any violation will be charge to the responsible Unit Owner's account.
- D. In addition to any other action and if applicable, in accordance with the procedure outlines below, the Board MAY: a) levy an assessment for actual damages, and/or b) levy a reasonable enforcement assessment per occurrence, and/or c) if the violation is continuous and ongoing in nature, levy a reasonable enforcement assessment per day.
- E. Prior to imposition of a charge for damages to the common elements or other property, or an enforcement assessment for a violation, the following procedure will be followed:
 - a. Written notice(s) will be served upon the alleged responsible Unit Owner specifying:
 - i. If applicable and in the absence of any emergency involving an imminent risk of damage or harm to common elements or other property or to the health and safety of any person, a reasonable date by which the owner must cure the violation to avoid the proposed charge or assessment.

- ii. A description of the property damage or violation.
 - iii. The amount of the proposed charge (or, if unknown a reasonable estimate of the proposed charge) and/or enforcement assessment.
 - iv. A statement that the Unit Owner has a right to, and the procedures to request, a hearing before the Board to contest the proposed charge and/or enforcement assessment.
- b. To request a hearing, the Unit Owner must mail or deliver a written "Request For A Hearing" notice which must be received by the Board not later than the tenth day after receiving the notice required by Item "a" above.
 - i. If a Unit Owner timely requests a hearing, at least seven days prior to the hearing the Board will provide the owner with a written notice that includes the date, time, and location of the hearing. If the Unit Owner fails to make a timely request for a hearing, the right to that hearing is waived, and the charge for damages and/or an enforcement assessment will be immediately imposed.
 - ii. At the hearing, the Board and alleged responsible Unit Owner will have the right to present any evidence. This hearing will be held in Executive Session and proof of hearing, evidence or written notice to the Unit Owner to abate action, and intent to impose a charge for damages or an enforcement assessment will become part of the hearing minutes. The Unit Owner will then receive notice of the Board's decision and any charge for damages or enforcement assessment imposed within 30 calendar days of the hearing.
- c. The Association may file a lien for a charge for damages and/or an enforcement assessment that remains unpaid for more than 10 days.

**ESTATES AT TREMONT CLUB CONDOMINIUM ASSOCIATION
COMPLAINT REGISTRATION**

PARTY BEING COMPLAINED ABOUT:

Name (if known): _____

Address: _____

Location, Date and Time problem occurred: _____

STATE RULE VIOLATED:

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 has a right to know who filed the complaint. At that time the confidentiality of this form is null and void.

Name _____

Address _____

Work number _____ Home/Cell number _____

Signature _____

Date _____

***Please remit this completed form to the property management company.
See Appendix A for specific information.***

Estates at Tremont Club Condominium Association Resident Information Request

According to Ohio Law 5311.09(A) (2) and Bylaws Article IV, Section 14(c) within 30 days of ownership, the Unit 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 Unit Owner's Unit as an agent of that Unit Owner.

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

The property management company

Address found in Appendix A

DATE _____

NAME OF COMMUNITY _____

UNIT 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:

**The property management company
Address found in Appendix A**

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 the property management company, in writing, if at any time I decide to cancel the service.

Signature _____ Date _____ Monthly Fee _____

APPENDIX A IMPORTANT NUMBERS

PROPERTY MANAGEMENT COMPANY

The Property management company retained by the Board is:

Associa® dba Real Property Management, Inc.
5550 Blazer Parkway, Suite 175
Dublin, OH 43017
Tel: 614-766-6500 Fax: 614-792-9174
Web: <http://www.rpmanagement.com>

IMPORTANT TELEPHONE NUMBERS

Emergency Police Department	911
Emergency Fire Department	911
Hilliard Police Department (non-emergency)	614-876-7321 or 614-889-1112
Norwich Township Fire Department (non-emergency)	614-766-1112
Local Waste Services (Trash Collection)	614-409-9375
City of Hilliard Trash Hotline	614-334-1209
Spectrum Utility Solutions (Water Billing)	614-777-1199
Columbia Gas Company	614-460-2222
AT&T	800-660-1000
Time Warner	614-481-5050
AEP Electric	800-277-2177
Tremont Club Clubhouse (Concierge)	614-876-5700

susan@mytremontclub.com

Tremont Club Website:

<http://mytremontclub.com>

APPENDIX B OPTIONAL SERVICE PROVIDERS

DISCLAIMER: The Association does not imply or express an endorsement of any service or product offered by the service providers listed below.

APPLIANCES

Whirlpool Appliances	800-253-1301
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COMPUTERS

Daddy's PC Computer Service	
(Michael Sherry)	614-537-2208
Innovative Technology Support, Ltd.	614-476-8960

COUNTER TOPS

Perotta	614-876-7921
(Granite Tops)	

DRYER VENT CLEANING

Dryer Vent Wizard of Central Ohio	614-935-9574
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ELECTRICAL

Romanoff Electric	614-755-4500
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EMERGENCY RESTORATION

Puroclean	614-309-5739
(Water, Fire & Mold)	

FLOORING

America's Floorsource	(Chris Miller -Easton area)	614-237-3181
	(Erik Warren – Trabue Road)	614-429-3121

GARAGE DOORS

Hamilton Parker	614-358-7800
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Mike McHugh	614-348-7329
(Garage Door Repair)	

HANDYMAN

Dan Forney of Grove City	614-875-9248 (H)
	614-581-7355 (C)

Ray Garcia	614-319-4359
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APPENDIX B

OPTIONAL SERVICE PROVIDERS

DISCLAIMER: The Association does not imply or express an endorsement of any service or product offered by the service providers listed below.

HEATING & COOLING

Air Source Heating & Cooling	614-886-2008
Arrow Heating & Cooling	614-229-4328
Hetter Heating & Air Conditioning	614-784-9200
SOS Heating and Cooling	740-972-3784

LIGHTING

Capital Lighting (Light Fixtures)	614-841-1200
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PAINTING

Up Against the Wall (Interior & Wallpapering) (Karen MacCallum)	614-268-1600
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SECURITY

Act Now 2 B Secure (Randy or Susie Brock)	614-348-5389
ADT Security	800-369-0996

WINDOW CLEANING

Crystal Clear Window Cleaning of Ohio, Inc. (Mark Johnston)	937-901-2913
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WINDOWS/SIDING

Alside Supply Center	614-985-4611
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APPENDIX C

Records Management Policy	C-2
Investment Strategy Policy	C-3-4
Board Meeting Notice Policy	C-5
Collection Policy	C-6

RECORDS MANAGEMENT POLICY

Records of the Estates at Tremont Club Association will include, but not be limited to, annual meeting minutes, Board meeting minutes; financial statements and meeting agendas. These records will be maintained on the Association's website and in hard copy.

The records will be kept under the appropriate category by date. The following standard shall be used for filing and nomenclature for documents maintained:

ETC_year month day_file name, e.g.:

ETC_20141112_HOA Board Meeting Minutes - (November 12, 2014 Estates Board Meeting minutes)

ETC_20141112_HOA Board Agenda – (November 12, 2014 Estates Board Meeting Agenda)

ETC_20141013_Financial Report – (October 31, 2014 financial report supplied by Property Management Company)

Hard copies of these records will be made available through the Tremont Club concierge (614) 876-5700 for those who want hard copies. There may be a cost associated with hard copies. Copies are also available on the Association website: <http://mytremontclub.com/>.

This policy was adopted by Board Action on June 12, 2016. The same date the Handbook of Rules and Regulations was adopted.

INVESTMENT STRATEGY POLICY

The Board's primary investment objective is the preservation of principal and should be used as a reference while making financial decisions throughout the year. Specific investment objectives and approved investments should be selected. Liquidity is also a concern since a reserve fund is often needed to pay for unexpected expenses and could be needed at any time.

The investment options that fit these criteria are:

- Money Market Funds — stable principal and liquid
- Certificates of Deposit (CDs) — FDIC insurance up to maximum (per tax id, per bank)
- US Government Securities-Treasury Bills-mature in less than 1 year
- Treasury Notes-mature in 1-10 years
- Treasury Bonds-mature in 10-30 years
- Zero Coupon Bonds-US Government or US Treasury — generally 1 to 30 years
- US Government Agency Securities- generally 1 to 30 years

To obtain the investment objective the first two options of Money Market Funds and Certificates of Deposit (CDs) are the only ones that guarantee preservation of capital while permitting access to the money. Bonds and notes have a much longer time horizon to obtain higher interest rates than CD's which subjects the funds to interest rate risk and possible capital losses if money is needed immediately during a rising interest rate environment.

Ineligible Investments and Transactions. The Association is prohibited to invest in the following asset classes:

- Individual stocks;
- Equity mutual funds, domestic or foreign;
- Mutual funds consisting of bonds or mortgages and or derivatives;
- Options on equity, debt or commodities;
- Floating rate securities; and
- Investment in a single institution in excess of FDIC insurance limits.

Certificate of Deposit (CD) Investment Strategy

The Board may establish a set of 4 CD's that will be purchased on staggered dates: The first set of purchases shall be as follows: One 90-day, one 180-day, one 270-day and one 365-day CD shall be purchased. These will be nearly equal in original value as they can be based on the available amount to be invested. Upon maturity the 90, 180 and 270 day CDs may be renewed for a period on one year. This will provide for a CD that will mature approximately every quarter. Additional CD's may be authorized by the Board and staggered between existing CD maturity dates. These will be established using the funds available in the account for Regular Reserve funds. The Board determines the financial institution in which the funds will be deposited. The Board may decide to have fewer than 4 CD's and shall then stagger maturity dates in an equal time period.

The Board intends to establish that it will maintain in the Regular Reserve account a minimum balance of \$25,000.00. The Treasurer or other officer defined below will work with the property management company to establish the amount of initial purchase for the CD's. This will be the current reserve balance less, \$25,000.00 divided in nearly equal CD's (total of 4 to be purchased). The Treasurer or other officer will subsequently on maturity date of a CD determine the amount of funds that may be transferred to the maturing CD consistent with maintaining the aforesaid minimum regular reserve cash balance.

Should the Board determine that a CD will have funds withdrawn to meet current or anticipated needs the Board will take action to specify an amount to be withdrawn and deposited in the regular reserve or operating fund account.

Authority to authorize the withdrawal and/or deposit of reserve funds:

The officers (President, Vice President, Secretary and Treasurer) are all authorized to ensure that the provisions of this Investment Strategy are carried out. This includes authorization to instruct our property manager to withdraw and deposit funds in accordance with this policy.

Reporting

On an annual basis, an investment report will be prepared and submitted by the Treasurer, an outside advisor or property management company, who will provide such report to the Board of Directors in a timely manner, listing the reserve fund investments held by the Association and the current market valuation of the investments. The report will include a summary of investment earnings during the prior fiscal year. The Board will make available to requesting members a list of investments as to type, amount and rate of return of the instruments, along with funds and accounts in which Association funds are invested or deposited. The total Reserve Fund Balance is to include the regular reserve funds and the CD reserve funds.

Any financial reports to Unit Owners shall have the account and Federal ID numbers redacted.

This policy was adopted by Board Action on June 12, 2016. The same date the Handbook of Rules and Regulations was adopted.

BOARD MEETING NOTICE POLICY

The Board establishes the following requirement for notice of Board meetings:

Advance notice required:

Regular meetings:

All Board members will be notified at least one week in advance of regularly scheduled meetings. The Secretary will send this notice when the property management company is not attending the meeting. The property management company will send this notice when the property manager will be in attendance.

Special meetings:

All Board members will be notified at least five (5) days in advance of specially called meetings. The Secretary will send this notice when the property management company is not attending the meeting. The property management company will send this notice when the association's property manager will be in attendance.

Method of notice:

Notice will be by email to each Board member to the email address supplied by the individual board members.

Should an email address not be provided or a Board member has elected not to be notified by email a notice will be sent to the respective Board member's home address.

Other notice of meetings:

The Board meeting dates will be published in advance in the Association's newsletters.

The Board meeting dates will be provided on the Association's website.

All such notices will extend an invitation to all Unit Owners to attend the Board meeting for an open discussion period that will be part of the regular Board meeting agenda.

This policy was adopted by Board Action on June 12, 2016. The same date the Handbook of Rules and Regulations was adopted.

ESTATES AT TREMONT CLUB CONDOMINIUM **COLLECTION POLICY**

1. All assessments, including maintenance fees, are due on the first (1st) day of the month and are considered late if not received by the 11th of the month.
2. An administrative late charge of \$35.00 per month shall be incurred for any late payment and on any unpaid balance of the assessment. (Subject to increase upon further notice)
3. Any payments made shall be applied in the following order:
 - a. Interest and/or administrative late fees owed to the Association.
 - b. Collection costs, attorney fees incurred by the Association.
 - c. Principal amounts owed on the account for common expenses and assessments.
4. Any past due assessments may be cause for a lien, a suit for money judgement, and/or foreclosure to be filed against the Unit. Once judgement is obtained the Association may proceed to post-judgement actions such as a bank attachment and/or wage garnishment.
5. Any costs, including attorneys' fees, recording costs, title reports and/or court costs, incurred by the Association in collection of delinquent assessments shall be added to the amount owed by the delinquent Owner.
6. If any Owner (either by his or her conduct or by the conduct of any occupant) fails to perform any act that he/she is requested to perform by the Declaration, the Bylaws, or the Rules and Regulations, the Association may, but shall not be obligated to, undertake such performance or cure such violation and shall charge and collect from said Owner the entire cost and expense, including reasonable attorney fees, of such performing or cure incurred by the Association. Any such amount shall be deemed to be an additional assessment and shall be due and payable immediately following notification of such charge, and the Association may obtain a lien for said amount in the same manner and to the same extent as if it were a lien for common expenses.
7. If any Owner is delinquent in the payment of any fees for more than thirty (30) days, the Board may suspend the privileges of the Owner to vote and recommend to the Master Association suspension of the Unit Owner and Occupants use of the recreational facilities until such time as the account becomes current.

This policy was adopted by Board Action on June 12, 2016. The same date the Handbook of Rules and Regulations was adopted.

APPENDIX D
BOARD POLICIES
AND EXTERIOR ALTERATION/MODIFICATION APPLICATIONS:

Only Unit Owners can submit Exterior Alteration/Modification Applications

Application for Alteration/Modification – General	D-2-4
Enclosed Roof Drain Exterior Modification Application ..	D-5-6
Exterior Porch/Step Hand Rails or Post Installation Exterior Modification Application	D-7-8
Flag Holders and Hook Hanger Installation Exterior Modification Application	D-9-10
Ice Dam Installation Exterior Modification Application ...	D-11-13
Irrigation System or Unit Landscape Area Only Exterior Modification Application.....	D-14-17
Mail Box Installation Exterior Modification Application ...	D-18-19
Radon System Installation Exterior Modification Application	D-20-21
Satellite Dish System Notification and Installation Verification Request Exterior Modification Application	D-22-24
Storm Door Installation Exterior Modification Application	D-25
Sump Pump Discharge System Exterior Modification Application	D-26-27

Copies of these applications are available by contacting:
Tremont Club concierge at (614) 876-5700, or
on our website at <http://mytremontclub.com/>

*The Exterior Modification/Alterations Applications and Procedures contained herein
Appendix D were adopted by Board Action on the June 12, 2016. The same date the
Handbook of Rules and Regulations was adopted.*

APPLICATION FOR ALTERATION/MODIFICATION - GENERAL

Your Alteration/Modification application must be submitted and APPROVED before you begin your project. Please check your governing documents for specifics pertaining to your community and note that any alterations/modifications must be approved by your Board. Only Unit Owners can submit an application.

Any application submitted without adequate information and it will be returned without review and approval. Please complete the following information with check list and submit this form **with 2 copies of plans, drawings, and/or literature** to:

Board and/or property management company.

COMMUNITY NAME ESTATES AT TREMONT CLUB CONDOMINIUM ASSOCIATION

UNIT OWNER NAME(s) _____ **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 Architectural Review Board 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 applicable processing fee (non-refundable). The processing fee must be a check or money order, made payable to the property management company. There may be additional costs and/or deposits related to the review and approval that are required by the Association and are the responsibility for payment to the Association by the Unit Owner. 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 City of Hilliard to receive your permit (if necessary). The City may require an approval letter from the association and a site plan depicting your improvement on your Unit.

DATE REQUEST RECEIVED _____ **REQUEST PAID** _____

ARCHITECTURAL REVIEW CHECK LIST

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. Construction or installation is prohibited to commence without prior written approval from the Board and all required government permit 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 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 must 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 complete sets of landscape drawings and specifications.
- ☐ Landscape plan must 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. Utility meters, air conditioning condensers and method of screening.
 5. Low voltage landscape lighting with fixtures and transformer types and locations.
 6. Location and construction methods, materials, and colors for all paved areas and decks which are not indicated on site plan.
 7. Plant materials list.

***SUBMITTED PLANS APPROVED AS NOTED SUBJECT TO CITY OF HILLIARD
ZONING REGULATIONS***

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:

Unit Owner Name (s) _____

Address: _____

_____ Site plan submitted showing location of satellite dish on Condominium 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 Unit attached to Unit 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.

ENCLOSED ROOF DRAIN EXTERIOR MODIFICATION APPLICATION

Background:

In the Condominium Property Individual Units were designed in several ways:

1. Some Unit roof drains were built and designed using underground pipes that carry the water to the roads through an opening in the curbs.
2. Other Units were designed with roof drains that go to splash blocks or onto driveway paved areas.
3. Some Units have a combination of these two methods.

All methods are consistent with building code and standards. While the reasons for the differences are not known by the Association, they were the conditions when Unit Owners purchased their Units.

Policy Statement:

The Association will reasonably maintain roof drain systems consistent with the manner in which they were built.

Should a Unit Owner decide to change their roof drain system to an enclosed system they may request approval to do so by submitting an enclosed roof drain system application. The drainage system proposed must be consistent with enclosed drainage systems constructed in the Condominium Property. These are typically constructed with three (3)–inch PVC pipe that is extended from the downspouts underground to an outlet (a three (3) –inch diameter cored hole in the curb).

Send application to the Board, Building and Grounds Committee. The chairperson of this committee will review the application, approve it consistent with this policy and present it for record to the Board at the next regular meeting. **There is no cost for this application.**

All cost to modify the roof drain systems will be the responsibility of the Unit Owner. As with those Units built with an enclosed system, upon completion the Association will reasonably maintain these enclosed roof drainage systems in the modified state.

Notice: By law, everyone MUST contact the Ohio Utilities Protection Service, 8-1-1 or 1-800-362-2764, at least 48 hours but no more than 10 working days (excluding weekends and legal holidays) before beginning ANY digging project.

This law applies to the person or company doing the excavating so unless you are doing the work this requirement is the responsibility of the person or company you hire to perform the work associated with this application and policy.

ENCLOSED ROOF DRAIN EXTERIOR MODIFICATION APPLICATION

As the Unit Owner(s) of the Unit identified below I/we propose to enclose our roof drain system. The system to be built will be consistent with the systems in place within the Condominium Property. Generally, the systems consist of three (3)-inch PVC pipe and extends underground from the downspouts to an outlet (a three (3)-inch cored hole in the concrete curb).

I/We understand all cost associated with this improvement will be ours. We further agree to restore all disturbed areas consistent with the condition they were in prior to the installation.

For record purposes only we require that this application be completed and submitted to the Board through the Grounds and Building Committee (GBC). Work is prohibited to begin until this application has been signed by the Chair of the Building and Grounds Committee.

Call 8-1-1 or 1-800-362-2764 before you dig: It's the law!

There is no fee for this application.

**Upon completion contact of the installation the GBC chair to have inspected.
Please print**

Unit Owner Name (s) _____

Unit Address: _____

Daytime Phone: _____

Date of Application: _____

Date Application Receive: _____

Application approved ☐ Yes ☐ No Date: _____

Building and Grounds Committee Chairperson

Inspection Date: _____ ☐ Installation Satisfactory _____
Initials BGC Chair

Mail or Drop this form to:
Estates at Tremont Club
Grounds and Building Committee Chairperson
c/o Concierge
4800 Tremont Club Drive
Hilliard, OH 43026

EXTERIOR PORCH RAIL, STAIR RAIL AND/OR HAND POST EXTERIOR MODIFICATION APPLICATION

☐ Exterior hand rails for porches and/or steps are permitted provided they meet specific requirements. The approved railing for porches and/or steps is black wrought iron. The main vertical members may be from 1-inch square up to 2 ½"-inches square. Vertical members may be from 1/2 -inch square to 1-inch square. The vertical members may be straight or twisted. See pictures below for examples. The railings are the responsibility of the Unit Owner to install and must be well maintained in terms of color and installation.



☐ Hand Posts are permitted provided they meet specific requirements. These are a metal or wood post that has a White PVC or Vinyl covering as shown in the picture below. These are not to contain any lettering for address or names, etc. These hand posts are the responsibility of the Unit Owner to install and must be well maintained in terms of color and installation.



Check the appropriate box above for which the application is being submitted. The Board will maintain a list of approved railing or post installations.

EXTERIOR PORCH RAIL, STAIR RAIL AND/OR HAND POST EXTERIOR MODIFICATION APPLICATION

For record purposes we require that this application be completed and submitted to the Board through the Grounds and Building Committee (GBC). Work is prohibited to begin until this application has been signed by the Chair of the Building and Grounds Committee.

There is no fee for this application.

Upon completion on installation contact the GBC chair to have inspected.

Please print

Unit Owner Name (s) _____

Unit Address: _____

Daytime Phone: _____

☐ Date Wrought Iron Step Railing Installed _____

☐ Date Wrought Iron Porch Railing Installed _____

☐ Date Hand Post Installed _____

Date of Application: _____

Date Application Receive: _____

Application approved ☐ Yes ☐ No Date: _____

Building and Grounds Committee Chairperson

Inspection Date: _____ ☐ Installation Satisfactory _____
Initials BGC Chair

Mail or Drop this form to:

Estates at Tremont Club
Grounds and Building Committee Chairperson
c/o Concierge
4800 Tremont Club Drive
Hilliard, OH 43026

FLAG HOLDERS AND HOOK HANGERS ON FRONT PORCH INSTALLATION EXTERIOR MODIFICATION APPLICATION

BACKGROUND

The standards below are established to allow these to be a simple request to install consistent with the standards established.

Flags or Flag Poles

U.S. Flags may be displayed at all time if properly hung or displayed.

One Flag Pole holder may be installed on the wood columns of the front porch. They must be white in color similar to what is shown below. These are available at Home Depot, Lowes and other hardware stores.

These are installed using decorative white wood screws or white head screws. #10 X 2 ½" wood screws are to be used. All holes must be predrilled to the manufacturer's recommended size.

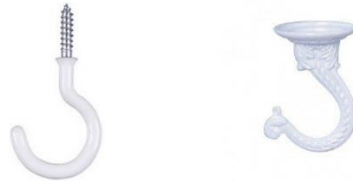
Alternatively, a flag may be hung without a pole on the non-entry side of the porch on the underside of the wood beam using white decorative hooks similar to those shown below. The hooks are to be installed by predrilling all holes to the manufacturer's recommended size. The screw portion of these hooks should extend at least 2 ½ "into the beam.

One Hanging Basket Hook is permitted to be hung on the non-entry side of the porch on the underside of the wood beam using a white decorative hook similar to those shown below. The hook is to be installed by predrilling to the manufacturer's recommended size. The screw portion of these hooks should extend at least 2 ½ "into the beam.

Flag Holders



Hooks



POLICY STATEMENT

Installation of these flag holders and hooks require an architectural change application to be submitted. The Unit Owner is responsible for any damage these installations may cause to the wood beams, columns or joist. Applications will be reviewed and if determined to be compliant will be approved. This application will be reviewed by the chair of the Buildings and Grounds Committee and if approved will be documented by the Board at its next regularly scheduled meeting. Any other type of installation requires full review and approval by the Board before proceeding and must be submitted on an Exterior Alteration Modification.

**FLAG HOLDERS AND HOOK HANGERS ON FRONT PORCH INSTALLATION
EXTERIOR MODIFICATION APPLICATION**

As the Unit Owner(s) of the unit identified below I/we propose to install a flag holder and/or hook hangers on the front porch consistent with the requirements of the Estates at Tremont Club.

I/We understand all cost associated with this improvement be ours. We further agree and understand the I/we are responsible for any damage these installations may require.

For record purposes only we require that this application be completed and submitted to the Board through the Grounds and Building Committee (GBC). Work is prohibited to begin until this application has been signed by the Chair of the Building and Grounds Committee.

Upon completion of installation contact the GBC chair to have inspected.

This application is for ☐ flag holder and or ☐ hooks (check which applies)

Please print

Unit Owner Name (s) _____

Unit Address: _____

Daytime Phone: _____

Date of Application: _____ **Date Application Receive:** _____

Application approved ☐ Yes ☐ No **Date:** _____

Building and Grounds Committee Chairperson

Inspection Date: _____ ☐ **Installation Satisfactory** _____
Initials BGC Chair

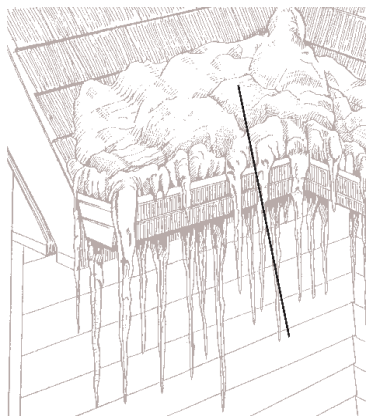
Mail or Drop this form to:

Estates at Tremont Club
Grounds and Building Committee Chairperson
c/o Concierge
4800 Tremont Club Drive
Hilliard, OH 43026

ICE DAM INSTALLATION - EXTERIOR MODIFICATION APPLICATION

Background: What Are Ice Dams?

Ice dams are formed when heat from the inside of a home escapes into the attic and warms the roof decking during the winter. This heat, combined with heat from the sun, can melt snow on the roof. Melting snow on the upper roof and in the valleys then runs down toward the eaves as water. When it reaches the cold eaves and gutters it refreezes. The continual thaw and re-freeze process creates ice dams. The result is water backing up under the roof shingles or behind fascia boards where it can soak through the roof decking or wall sheathing, causing damage to attics, ceilings and walls.



Ice Dam

Ice Dam Defense

There are three ways to defend against the damage ice dams cause: insulation, ventilation and water-proofing shingle underlayment. All three work together. Insulation keeps heat from escaping from your Unit's living space into your attic. Ventilation removes the heat and helps keep the roof deck evenly cool to help prevent snow from melting on the roof. Finally, waterproofing shingle underlayment is laid across the roof before roof shingles are applied.

Roof Warranty

All shingle manufacturers exclude from warranty coverage leaks caused by water backup behind ice dams, which can form on the eaves of the roof. These leaks can be easily prevented. Proper ventilation will minimize the chances of ice dam formation waterproofing shingle underlayment, properly installed, will prevent leaks in spite of ice dam formation and will also prevent leaks from wind-driven rain.

Roofs

The roofs do have insulation, ventilation and water-proofing shingle underlayment. These do not prevent the formation of ice dams but should minimize any damage.

Policy Statement

Should a Unit Owner decide they want to avoid ice dams they may request an architectural change to install ice dam prevention systems. The application must be submitted to the Board through the Chairperson of the Building and Grounds Committee (BGC). The system proposed must be one of the approved heat tape or other systems below. Installation is to include a switch that may be placed either inside the garage or rear porch area. Send the application to the Board, Building and Grounds Committee. The chairperson of this committee will review the application, approve it and present it for record to the Board at the next regular meeting.

All cost to install and maintain heat tape ice dam or other systems is the responsibility of the Unit Owner. Once approved the Unit Owner may install the ice dam prevention system at their expense. The Association assumes no responsibility to maintain these systems and offers no assurances they will perform properly. Should this area of the roof need repair sooner than similar roof areas of the same age the Unit Owner shall be responsible for these additional repairs.

If the roof needs to be repaired or replaced in the future the Association will not repair or replace the ice dam prevention system. The Unit Owner would be responsible for requesting another architectural change and if approved again pay all cost consistent with this operations policy.

Approved heat tape and other systems:

- **Maximum of 500 Watt systems by:**
- Frost King (found at Home Depot) Model RC-60, 80 or 100 (This refers to the length of the system).
- Gutter Melt – heat tape system (for estimate call (888) 239-1232 or <http://www.heatizon.com/products/heatizon-brands/guttermelt>)
- EASYHEAT ADKS Roof and Gutter De-Icing Heat Trace Cable available at hardware stores on online (search – EASYHEAT ADKS)
- Other heat tape systems are available and may be used but details from manufacturer must be submitted with the application.
- Heated Helmet (for estimate call (888) 624-1201) *more expensive but no exposed wires.*

ICE DAM INSTALLATION - EXTERIOR MODIFICATION APPLICATION

As the Unit Owner(s) of the Unit identified below I/we propose to install an approved ice dam system. The system to be built will be consistent with the systems in place within the Condominium Property and/or one of the approved systems below.

I/We understand all cost associated with the installation and maintenance of this system will be ours. The Association assumes no responsibility to maintain these systems and offers no assurances they will perform properly. Should this area of the roof need repair sooner than similar roof areas of the same age the Unit Owner will be responsible for these additional repairs.

For record purposes only we require that this application be completed and submitted to the Board through the Grounds and Building Committee (GBC). Work is prohibited to begin until this application has been signed by the Chair of the Building and Grounds Committee.

There is no fee for this application.

Upon completion of installation contact the GBC chair to have inspected

Please print

Unit Owner Name (s) _____

Unit Address: _____

Daytime Phone: _____

Date of Application: _____

System proposed to be installed: _____

Date Application Receive: _____

Application approved ☐ Yes ☐ No Date: _____

Building and Grounds Committee Chairperson

Inspection Date: _____ ☐ Installation Satisfactory _____
Initials BGC Chair

Mail or Drop this form to:
Estates at Tremont Club
Grounds and Building Committee Chair
c/o Concierge
4800 Tremont Club Drive
Hilliard, OH 43026

IRRIGATION SYSTEM INSTALLATION FOR UNIT LANDSCAPE AREA ONLY EXTERIOR MODIFICATION APPLICATION

An automatic sprinkler system will help maintain a healthy beautiful landscape. It is the most convenient and efficient way to ensure your landscape area gets the water it needs without over or under watering, and it will conserve water.

System design and installation are critical factors that will affect your system's performance and longevity. Should you choose to install a system you must hire a professional to design and install your sprinkler system.

You could consider rain shut-off and moisture sensing devices that can help with water and cost savings.

STOP! Make sure you know where all gas lines, power lines and cable TV lines are before you start to dig. Make sure your contractor calls OUPS.

Call 8-1-1 or 1-800-362-2764 before you dig: It's the law!

By law, everyone MUST contact the Ohio Utilities Protection Service (OUPS) 8-1-1 or 1-800-362-2764, at least 48 hours but no more than 10 working days (excluding weekends and legal holidays) before beginning ANY digging project.

Source Rain Bird Irrigations systems

IRRIGATION SYSTEM GUIDELINES

SECTION 1: GENERAL

A. Description

1. Purpose: To establish guidelines for design and installation of cost effective, reliable irrigation systems for landscape areas to promote efficient water use and protect natural resources.

2. Definition: Irrigation systems are those that apply and control water application to landscape areas.

Sprinkler Systems: apply water evenly over lawn areas using a systems of controllers, sprinkler heads etc.

Drip Systems: apply water at a slow application rate to plant materials. Such systems include: single-port emitters, multi- port emitters, and in-line emitters.

3. Scope: These guidelines apply to all drip and regular irrigation systems used on landscaped areas.

6. Construction Permits: Construction permits may be required for installation. Permits specifically cover installation of backflow preventers and standard voltage electrical work. Specific local requirements must be verified before installation.

7. Testing and Inspection Certifications: Testing certifications per building code for backflow preventers and standard voltage electrical work shall be obtained.

B. Materials and Equipment Warranties

1. Installation: The Unit Owner assumes full responsibility for the proper installation of the system. Irrigation system components should be specified and installed only within the capabilities and limitations stated by the manufacturer, these guidelines, and any applicable local codes.

SECTION 2: MATERIALS

A. Irrigation Controllers.

1. All irrigation controllers must be UL listed and properly grounded according to manufacturers' recommendations and local electric codes. - Proper installation and grounding are essential to avoid electrocution.
2. The controller housing or enclosure must protect the controller from the environment in which it is installed. - Weather exposure shortens controller life.
3. The controller must be capable of separate watering programs for each significantly different hydro zone. - Different plant types require irrigation at different intervals.
4. The irrigation controller must include running increments of minutes and hours. - Most drip systems require a cycle time of at least one hour. - Repeating cycles may serve as an alternative to longer run times.
5. Controllers used in areas where run-off can be a problem must be capable of implementing a minimum of three start times per day. - Repeating cycle's decreases run-off.
6. Additional equipment such as rain switches and soil moisture sensors can provide additional water savings.
7. Electronic controllers must be installed at least 12 feet from motors, air conditioners, or other electrical equipment that emit electromagnetic frequencies (EMFs). - EMFs can cause the controller to malfunction.

B. 110 Volt Primary Wiring

1. All primary wiring must be UL listed #12 gauge with #10-gauge ground. - #12-gauge wire provides durability. Larger ground wire provides more safety for the user and the equipment.
2. All primary wiring installed below ground must be installed in conduit per electrical code. - Conduit helps prevent the wire from being accidentally severed.
3. All primary wiring installed above ground must be installed in gray schedule 40, PVC electrical conduit, flexible metallic conduit, or electrical metallic conduit. - 110 volt wiring must not be exposed to the elements or the user.
4. The controller must be connected to a dedicated electrical breaker. - Controllers on separate breakers have less chance of power failures.

C. Guidelines for Landscape Irrigation Systems

1. All low voltage wire that is directly buried must be UL listed, direct burial wire. #16 gauge or thicker wire must be used, based on the length of the run electrical demand. Wire sizing must be based on electrical demand and length of run. #18-gauge wire is acceptable for residential installations where multi-strand wire cable is used and all valves are within 150 feet of the controller. - Smaller gauge, poorly insulated wire allows unidentifiable current leakage and early failure.
2. Connections are to be made waterproof with devices specifically designed for direct burial. Splices must be placed in a valve box. - Poor splices are the cause of most troubleshooting expense.
3. Use expansion coils at wire connections. - Expansion coils allow for extra wire to make repairs.
4. Leave slack in wires at turns. - Wires expand and contract with temperature. Extra wire in the corners keeps wire from fatiguing.

D. Irrigation Points of Connection

1. Water Source
 - a. Where possible, the point of connection should be before the water line enters the building.
 - b. The tap should be sized to meet the water demand of the irrigation system.
 - c. Tap size should be at least $\frac{3}{4}$ " for residential installations.
 - d. The water supply should not be down-stream from any soft-water system.
2. Pipe Between Point of Connection and Backflow Preventer
 - a. Type K copper pipe or schedule 40 PVC pipe must be used below ground between the point of connection and the backflow preventer. - Galvanized pipe eventually corrodes and can clog emitters.
 - b. Pipes of dissimilar metals must be connected with a dielectric fitting. - Galvanized pipe will quickly deteriorate if connected to copper pipe.
 - c. A manual shut-off valve must be installed between the potable water supply and the backflow prevention unit. A ball valve is recommended. - A manual shut-off allows installation and repair without interrupting flow to the house. - A manual shut-off allows for winterizing the downstream components of the point of connection. - Ball valves must be opened and closed slowly.

Backflow Prevention Assemblies. Provide backflow prevention assemblies at all connections with potable water supplies according to county, municipal, or other applicable codes. It is the responsibility of the designer to specify the assembly according to all applicable regulations. It is the Unit Owner's responsibility to see that the assembly is installed properly and that it passes inspection.

**IRRIGATION SYSTEM INSTALLATION
FOR UNIT LANDSCAPE AREA ONLY
EXTERIOR MODIFICATION APPLICATION**

As the Unit Owner(s) of the Unit identified below I/we propose to install an approved irrigation system **for unit mulched landscape areas only**. The system to be installed will be consistent with the systems in place within the Condominium Property and/or the designated below. All systems are to be designed and installed by qualified irrigation company or Landscape Company

I/We understand all cost associated with the installation and maintenance of an irrigation system will be the individual Unit Owners. The Association assumes no responsibility to maintain these systems and offers no assurances they will perform properly.

For record purposes only the Association requires that this application be completed and submitted to the ETC Board through the Grounds and Building Committee (G&BC). No work is to begin until this application has been signed by the Chair of the Building and Grounds Committee.

There is no fee for this application.

Upon completion of installation contact the G&BC chair to have inspected

Please print

Unit Owner Name (s) _____

Unit Address: _____

Daytime Phone: _____

Date of Application: _____

System proposed to be installed:

Name of System _____ and

Name of Company to install system _____

Date Application Received: _____

Application approved ☐ Yes ☐ No _____ Date _____

Building and Grounds Committee Chairperson

Inspection Date: _____ ☐ Installation Satisfactory _____

Initials ETC B&GC Chair

Mail or Drop this form to:

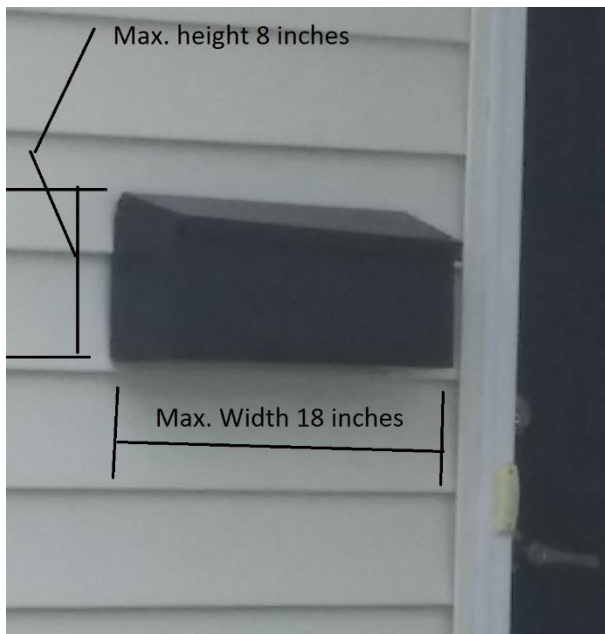
Estates at Tremont Club
Grounds and Building Committee Chair
c/o Concierge
4800 Tremont Club Drive
Hilliard, OH 43026

MAIL BOX INSTALLATION EXTERIOR MODIFICATION APPLICATION

Mailboxes may be installed at a Unit as provided for herein. These mailboxes are the responsibility of the Unit Owner to install and must be maintained in terms of color and method of installation

The Unit Owner must first apply and obtain the approval of the Hilliard Post Master for the installation of a mail box at the front door of the Unit. This is needed as we have central mailboxes and the post master must approve the relocation of delivery of mail to the individual Unit.

Once this is done submit the approved documentation with this application. Mail boxes are to be black and metal and must conform to all requirements of the United States Post Office.



The Board will maintain a list of approved unit located mail box installations.

For record purposes we require that this application be completed and submitted to the Board through the Grounds and Building Committee (GBC). Installation is prohibited until this application has been signed by the Chair of the Building and Grounds Committee

Upon completion of installation contact the GBC chair to have inspected.

**MAIL BOX INSTALLATION
EXTERIOR MODIFICATION APPLICATION**

Please print

Unit Owner Name (s) _____

Unit Address: _____

Daytime Phone: _____

☐ Date Mail Box Installed _____

Date of Application: _____

Date Application Receive: _____

Application approved ☐ Yes ☐ No Date: _____

Building and Grounds Committee Chairperson

Inspection Date: _____ ☐ Installation Satisfactory _____
Initials BGC Chair

Mail or Drop this form to:
Estates at Tremont Club
Grounds and Building Committee Chairperson
c/o Concierge
4800 Tremont Club Drive
Hilliard, OH 43026

RADON SYSTEM INSTALLATION EXTERIOR MODIFICATION APPLICATION

Background:

You have tested your Unit for radon, but now what? If you have tested your Unit for radon and confirmed that you have elevated radon levels, 4 picocuries per liter in air (pCi/L) or higher, our guidance can help you have a Radon Reduction System installed in an efficient manor

- Select a qualified radon mitigation contractor to reduce the radon levels in your Unit.
- Determine an appropriate radon reduction method.
- Maintain your radon reduction system.

Some radon reduction systems can reduce radon levels in your Unit by up to 99 percent. Most Units can be fixed for about the same cost as other common Unit repairs. Your costs may vary depending on the size and design of your Unit and which radon reduction methods are needed. Get an estimate from one or more qualified radon mitigation contractors.

Policy Statement:

RADON MITIGATION - ESTATES AT TREMONT CLUB

This requires an application for Architectural Modification as these systems require an external change requiring an exterior vent. Installations conforming to this policy can be approved in a streamlined manor.

Should a Unit Owner decide to have a radon reduction system installed they must request approval to do so by submitting this installation application for Radon Reduction Systems. The application must include a schematic plan of the proposed system and the system must be vented through the garage to the roof. Any other venting method will require a full review and approval by the Board prior to installation.

Send the application to the Board, Building and Grounds Committee. The chairperson of this committee will review the application, approve it consistent with this policy and present it for record to the Board at the next regular meeting. **There is no cost for this application.**

All cost to install, modify and maintain the radon reduction system is the responsibility of the Unit Owner.

RADON SYSTEM INSTALLATION EXTERIOR MODIFICATION APPLICATION

As the Unit Owner(s) of the Unit identified below I/we propose to install a Radon Reduction System. The system will be built to be consistent with the systems in place within the Condominium Property and the proposed vent will be though the garage and vented through the roof.

I/We understand all cost associated with this improvement will be ours.

For record purposes only the Board requires that this application be completed and submitted to the Board through the Grounds and Building Committee (GBC).

Work is prohibited to begin until this application has been signed by the Chair of the Building and Grounds Committee.

There is fee for this application.

**Upon completion on installation contact the GBC chair to have inspected.
Please print**

Unit Owner Name (s) _____

Unit Address: _____

Daytime Phone: _____

☐ Copy of Schematic Plan on how the system will be installed and vented is attached.

Date of Application: _____

Date Application Receive: _____

Application approved ☐ Yes ☐ No Date: _____

Building and Grounds Committee Chairperson

Inspection Date: _____ ☐ Installation Satisfactory _____
Initials BGC Chair

Mail or Drop this form to:
Estates at Tremont Club
Grounds and Building Committee Chairperson
c/o Concierge
4800 Tremont Club Drive
Hilliard, OH 43026

**SATELLITE DISH SYSTEM INSTALLATION NOTICE
AND LOCATION VERIFICATION REQUEST
EXTERIOR MODIFICATION APPLICATION**

SATELLITE DISH NOTIFICATION POLICY

When a Unit Owner desire to install, or have installed a satellite dish, that Unit Owner must notify the Board of Directors of such an installation and screening plans.

The Unit Owner must adhere to all City of Hilliard Codes and Regulations and the codes and regulations of other agencies governing such an installation (i.e.; the FCC, the Building Department, the Utility Company, Manufacturer Guidelines, etc.). The Resident is required to obtain any and all permits, such as a building permit etc. required by Ohio law.

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 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, must 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.

***SUBMITTED PLANS APPROVED AS NOTED SUBJECT TO CITY OF HILLIARD
ZONING REGULATIONS***

The satellite dish plans concerning installation location as submitted is accepted as noted with the following checked items to be added to the satellite dish plans submitted for review:

Unit Owner Name (s): _____

Unit Address: _____

Contact information:

Phone Number _____ and/or email _____

INSTALLATION LOCATION PLAN SUBMISSION:

- _____ Site plan submitted showing location of satellite dish on Condominium 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 Unit attached to Unit or in mulch bed
- _____ View of satellite dish to be hidden by landscape screening
- _____ Other:

The information above becomes part of the approval package for the installation at the above referenced location.

As the Unit Owner(s) I/we are notifying the Board of the Satellite Dish System's installation and are requesting approval of the location only.

I/We understand all cost associated with the installation and maintenance of this satellite dish system is the individual Unit Owner's. The Association assumes no responsibility to maintain these systems and offers no assurances they will perform properly.

For record purposes only the Association requires that this installation notification be completed and submitted to the Board through the Grounds and Building Committee (GBC).

**SATELLITE DISH SYSTEM INSTALLATION NOTICE
AND LOCATION VERIFICATION REQUEST
EXTERIOR MODIFICATION APPLICATION**

There is no fee for this application.

Upon completion of installation contact the GBC chair to have location inspected.

Please print

Unit Owner Name (s) _____

Unit Address: _____

Daytime Phone: _____

Date of Application: _____

System proposed to be installed:

Name of Manufacture/installer of Dish System

Date Application Received: _____

Location approved ☐ Yes ☐ No _____ Date _____
Building and Grounds Committee Chairperson

Inspection Date: _____ ☐ Installation location satisfactory _____
Initials BGC Chair

Mail or Drop this form to:

Estates at Tremont Club
Grounds and Building Committee Chair
c/o Concierge
4800 Tremont Club Drive
Hilliard, OH 43026

STORM DOOR INSTALLATION EXTERIOR MODIFICATION APPLICATION

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

For record purposes the Board requires that this application be completed and submitted to the Board through the Grounds and Building Committee (GBC). Work is prohibited to begin until this application has been signed by the Chair of the Building and Grounds Committee.

No fee is required for this application.

Upon completion of installation contact the GBC chair to have inspected.

Please print:

Unit Owner Name (s) _____

Unit Address: _____

Daytime Phone: _____

Type of Door Installed _____

Date of Application: _____

Date Application Receive: _____

Application approved ☐ Yes ☐ No Date: _____

Building and Grounds Committee Chairperson

Inspection Date: _____ ☐ Installation Satisfactory _____
Initials BGC Chair

Mail or Drop this form to:

Estates at Tremont Club
Grounds and Building Committee Chairperson
c/o Concierge
4800 Tremont Club Drive
Hilliard, OH 43026

SUMP PUMP DISCHARGE SYSTEM INSTALLATION EXTERIOR MODIFICATION APPLICATION

WINTER TEMPORARY SOLUTION



1 ¼" or 1 ½" sump pump discharge hose
Available at Lowes and Home Depot cost under \$15.00 provides an easy and quick solution when exterior pipes are frozen.

WINTER PERMANENT SOLUTIONS:



According to IceGuard® Discharge Line Protection: Many sump pump discharge lines are susceptible to freezing during the cold winter months. Our IceGuard® discharge line protection prevents this from happening, with no need for the homeowner to do anything! This specifically designed grated adapter is located outside where the discharge line exits the house. If the pipe underground freezes in the winter, water can still be pumped out without the worry of backups into your basement!

In cold regions, when temperatures reach below freezing levels, one of the main concerns for every home owner is frozen pipes.

Frozen pipes can wreak havoc in a home. The internal plumbing

can be insulated to prevent freezing, but some lines that run outside, cannot be effectively insulated.

Among these, one that is especially troublesome is the sump pump discharge line. A frozen discharge line can virtually render a [sump pump](#) useless, or simply burn it out, and cause basement floods.

Until not too long ago there wasn't much you could do about it either. Fortunately, Basement Systems, through their commitment to keep basement dry all the time, managed to come up with a solution that make basement floods due to frozen discharge lines history.

A simple and yet clever extension, called **IceGuard®**, will keep the pumped water flowing no matter how cold it is outside.

Install with an air gap



or with a grated opening:



As the Unit Owner(s) of the Unit identified below I/we propose to install an approved sump pump discharge system. The system to be installed will be consistent with the systems in place within the Condominium Property and/or one of the approved systems below.

SUMP PUMP DISCHARGE SYSTEM INSTALLATION EXTERIOR MODIFICATION APPLICATION

I/We understand all cost associated with the installation and maintenance of this system is the individual unit owner's responsibility. The Association assumes no responsibility to maintain these systems and offers no assurances they will perform properly.

For record purposes only the Association requires that this application be completed and submitted to the Board through the Grounds and Building Committee (GBC). Work is prohibited to begin until this application has been signed by the Chair of the Building and Grounds Committee.

There is no fee for this application.

Upon completion of installation contact the GBC chair to have inspected

Please print

Unit Owner Name (s) _____

Unit Address: _____

Daytime Phone: _____

Date of Application: _____

System proposed to be installed:

- ☐ IceGuard® System ☐ Air Gap ☐ Grated opening; or
☐ Other similar system details on installation and type attached to application

Date Application Received: _____

Application approved ☐ Yes ☐ No _____ Date _____
Building and Grounds Committee Chairperson

Inspection Date: _____ ☐ Installation Satisfactory _____
Initials BGC Chair

Mail or Drop this form to:

Estates at Tremont Club
Grounds and Building Committee Chair
c/o Concierge
4800 Tremont Club Drive
Hilliard, OH 43026

**RESOLUTION FOR ADOPTION OF
THE ESTATES AT TREMONT CLUB CONDOMINIUM
ASSOCIATION'S
HANDBOOK OF RULES AND REGULATIONS**

Motion to approve: THE ESTATES AT TREMONT CLUB CONDOMINIUM ASSOCIATION'S HANDBOOK OF RULES AND REGULATIONS – Version 2.0 and Appendixes A-D thereto. The appendixes contain policies, exterior modification application forms and procedures that are also adopted as part of this motion. The date of the Handbook will be the date that this motion is ratified by the Board. The effective date of the Handbook and Appendixes shall be August 1, 2016. This is to provide adequate time to make the Handbook available to all Unit Owners.

Motion by: Clyde Seidle

Second by: Joan Buffington

Resolution Adopted 6/12/2016

BOARD MEMBER	YES	NO
Clyde Seidle, President	X	
Greg Davis, Vice President	X	
Joan Buffington, Secretary	X	
Barbara Cash, Treasurer	X	
Ed Bobay	X	
Keith Banks	X	



Clyde R. Seidle, Board President
June 12, 2016