



**THE TRADITIONS AT
WORTHINGTON WOODS
CONDOMINIUM ASSOCIATION**

COMMUNITY POLICIES AND PROCEDURES

APARTMENTS FOR RENT
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**THE TRADITIONS AT WORTHINGTON WOODS
CONDOMINIUM ASSOCIATION
COMMUNITY POLICIES AND PROCEDURES
UPDATED 2012**

This Policy and Procedures Handbook has been prepared to provide a ready reference of the rules and regulations for The Traditions at Worthington Woods Condominium Association and the responsibilities of the Association and the Unit Owners. This is not a substitute for the Declaration and By-Laws. It should be read and understood by all unit owners and residents. In the event of a conflict between this handbook and the Declaration, the Declaration is the controlling document. Questions about the Association and its activities, or an interpretation of the rules, should be directed to The Community Association Management Company.

The Board of Directors has established rules and regulations for the welfare and harmony of all residents, as well as for the protection of the community. It is the duty of each owner or resident to become familiar with the rules and ensure compliance by all members of the household, including guests.



DEFINITIONS

COMMON ELEMENT

“Common Elements” (except the Limited Common Elements) all of the property located within the Condominium Community designed for all homeowners’ use and enjoyment, i.e. clubhouse, pool, open spaces, ponds, streets, etc...

LIMITED COMMON ELEMENT

“Limited Common Elements” Those portions of the Common Elements are designed for the exclusive use of a single homeowner, i.e. front porch, driveways, mulch beds, etc...

THE “ASSOCIATION”

“Association” the Association is comprised of all owners that currently own a unit(s) within the condominium community.



I. PERSONAL PROPERTY

A. All personal property including bicycles and grills must be kept inside the garage or in the enclosed patio area.

B. All items that are placed in the mulch beds, with the exception of live flowers and the approved items listed in Section I., C., Approved Decorative Items, must be pre-approved by the Board of Directors in writing by completing an Application for Exterior Improvement.

C. Approved Decorative Items

1. Wreaths hung on front doors using wreath hangers.
2. Door knockers may be installed on the front door.
3. Sports and Team flags are acceptable.
4. Flower pots and are permitted on the front porch area, but not on the sidewalk.
5. One bird feeder per unit is permitted.
6. Annuals are permitted in the mulch areas immediately adjacent to the unit.
7. Garden hoses must be rolled and or stored when not in use.

D. Prohibited Decorative Items

1. Yard ornaments, statues, artificial flowers and the like.
2. Laundry poles or lines – no laundry may be hung in the porch or patio area or the common areas, including towels, rugs, swimsuits, etc.
3. Stones, rocks, bed edging of any type or size in the front of the unit.
4. Any items placed in common areas not previously approved in writing by the Board of Directors.
5. Birdbaths are not permitted.
6. Patio or solar lights are not permitted in the front of the unit.
7. Nothing may be attached to or on the bricks of the unit.

E. Holiday Decorations

1. Christmas lights and decorations are permitted on the shrubbery in the mulch beds closest to the unit. No lights or decorations are permitted on any common area trees or shrubbery. They may not be displayed before Thanksgiving Day and must be removed by no later than January 8th of the following year.
2. No musical decorations or musical lights of any kind are allowed. 3) Other holiday decorations are permitted under the same guidelines, and may not be displayed more than one week before or one week after the holiday.



II. PLANTINGS

- A. Flowers may be installed only in the existing mulch area around your unit.
- B. Flowers and plants are not permitted around any tree.
- C. Flowers must not exceed the height of existing windows.
- D. Maintenance of flowers is the responsibility of the unit owner and dead annuals are to be removed by October 31st. The remaining annuals must be removed by November 30th.
- E. Any plantings not maintained by the owner will be maintained by the grounds crew and the owner will be billed accordingly.
- F. Any plants not removed by said dates will be removed by the grounds crew and the Associations' cost of removal/disposal will be assessed by the unit owner.

III. EXTERIOR ALTERATIONS/VARIANCES

A. Landscape Plants

- 1. All permanent plantings must be submitted in writing to the management company for Board of Director review and approval.
- 2. The use of similar plants throughout the community will ease the approval process.
- 3. All bed installation changes must have prior approval.
- 4. Mulch must be the same as the existing hardwood.

B. Construction/Building Changes/Additions

No changes, including additions or removals, may begin without prior written approval, including construction, landscaping, or lighting. No items may be attached to a unit or building without approval.

1. Storm doors

May be installed using the approved style and color for the community. The current approved door is a white full view storm door. Failure to follow guidelines can result in the required replacement of the door at the owner's expense.

2. Satellite dish

- a. A dish may be installed in the patio area or in a mulch bed. No stand auditable in back.
- b. Dish must be 20" or less in size and neutral in color (black, off white, gray, and beige) and no higher than 36" from ground level to the top of the dish.
- c. Owner is responsible for any and all damages to building or unit as a result of installation and wiring. Dish wiring must be buried deep enough so it does not interfere with landscaping activities.
- d. Dish may not be installed on the roof in any instance.



III. COMMON ELEMENTS

1. Skateboarding/ Hoverboarding will not be permitted in the community.
2. Use of all recreational facilities is expressly prohibited outside of designated hours. All curfews that have been established are enforced by the municipality in which the Community is located. Young children are not permitted to play unsupervised in common areas or in the streets or parking areas. Parents or guardians are expected to supervise and oversee all outside activities of their children.
3. The owner is not permitted to erect signs on any of the common areas. Items found will be removed at the Owner's expense. Signs may only be displayed in 1 window of a unit and cannot exceed 3' x 3'.
4. Communities with lakes, ponds, or streams: The use of good judgment and common sense is imperative. Fishing, swimming, boating, rafting, or any other recreational sports are prohibited. Children under the age of sixteen (16) must be accompanied by an adult occupant when in the area of the lake or pond. Out of respect for the privacy of those occupants living near these areas, please limit activities to common element areas, away from doors and windows.

IV. EXTERIOR ALTERATIONS/VARIANCES

A. Landscape Plants

1. All permanent plantings must be submitted in writing to the management company for Board review and approval.
2. Use of similar plants throughout the community will ease approval process.
3. All bed installation changes must have prior approval.
4. Mulch must be the same as the existing hardwood.

B. Construction/Building Changes/Additions

No changes, including additions or removals, may begin without prior written approval, including: Construction, landscaping or lighting. No items may be attached to a unit or building without approval.

C. Satellite Dish

1. A dish may be installed in the patio/balcony area only.
2. Location: On a pole, in a container, installed within the boundaries of patio or balcony. The pole and satellite dish cannot be placed in the grass and must be placed on the patio only. The pole will not be higher than 36 inches above the ground. Wiring may not run along the outside of walls. Wiring may not be fed into the building via the windows and siding. Satellite dishes found installed in any other manner will be removed without warning at Owner(s) cost. Resident will be responsible for damages to property and removal charges and fines. Owner will be responsible for any damages to building and wiring during installation. No modifications to the exterior building are permitted at any time.



IV. WINDOW COVERINGS

All window coverings must be neutral in color (white, beige, off-white, ivory) on the exterior side. All coverings must be professionally made. No sheets, paper, blankets, etc. may be used.

V. NUISANCE/NOISE/GARAGE DOORS

- A. Please respect neighbors and community rights to peaceable living. Any noise or nuisance that constitutes an unreasonable disturbance to another or that is audible outside the unit will not be tolerated.
- B. Garage doors are required to be kept closed at all times for security and appearance.

VI. ANIMALS/PETS

- A. Household pets are permitted inside units (i.e. dogs, cats, fish, etc...) Barnyard or non-domesticated animals and the like are strictly forbidden anywhere in the community.
- B. Any animal outside the unit at any time must be contained on a leash and attached to the owner, without exception.
- C. Failure to leash a pet can result in the required removal of the pet from the community. Violent pets, or those that threaten or harm other owners/guests, will require removal from the community.
- D. Pet waste must be picked up immediately, during walk-in limited common or common areas. Any person walking a pet must be able to exhibit clean-up material or face violation procedures. Failure to clean up after pet will result in strict violations and possible fines.
- E. No pet may be tied/tethered outside of the unit at any time. Pet tethers will be removed and disposed of at the owners' expense.

VII. PARKING/VEHICLES

- A. No boats, motor homes, trucks larger than $\frac{3}{4}$ ton pickup, travel trailers, or the like maybe parked in any driveway or parking lot for more than 48 hours.
- B. All parking by residents or guests should be (a) within the garage or (b) in the common area directly in front of the garage door **if you have a driveway that allows for the car to be completely out of the street** or (c) in designated parking spaces on the property. Parking at the clubhouse is restricted to 24-hour increments.
- C. Inoperable vehicles (flat tires, expired license plates, shattered windshields, etc...) parked for more than 24 hours outside of a garage can be towed off-premises at the owners' expense.
- D. No repair work is permitted on vehicles in a limited common area or common area except for short-term emergency work (flat tire, battery changes, etc...) E. Any vehicle found in violation of these rules is subject to towing at the owner's expense.



F. Parking so as to block a garage or driveway or to otherwise impede traffic is strictly prohibited. Vehicles will be towed immediately at the owner's expense without notice.

VIII. SPEED LIMITS

- A. Posted speed limits will be enforced.
- B. No person shall operate a motor vehicle in any manner, which is classified as reckless under any applicable traffic code, law, or ordinance of any governmental body having jurisdiction over your community.

IX. TRASH COLLECTION

- A. You can set trash out the day before pickup after 5 pm and containers must be retrieved by the evening of pickup.
- B. If you are out of town you should make arrangements with your neighbor to retrieve your container to avoid violating rules.
- C. All trash must be in bags and placed in a container.
- D. Trash containers are to be taken to the designated collection location. E. All trash containers must be kept in the garage.

X. SOLICITATION AND GARAGE SALES

- A. All solicitation is prohibited in the community.
- B. Garage sales are prohibited unless approved by the Board of Directors.

XI. CONDOMINIUM SALES

A. Pre Sale

- 1. One (1) professionally made "For Sale" or "For Rent" sign, no larger than 3'X3', may be posted in a unit window.
- 2. No signs may be posted in any common area or limited common area including the entrance to the community. An "Open House" sign may be posted on the day of the Open House only.
- 3. The unit owner is responsible to make their realtor aware of all rules around unit sales.

B. Post Sale

- 1. All dues must be current
- 2. Upon sale of the unit, the new owner must notify the management company with their name and closing date.
- 3. Owner should transfer all keys, including mail keys to the new owner. 4) Owner should confirm that Title Company has contacted Management Company for appropriate documentation.



XII. COMPLIANCE

The Association shall, except in cases of emergency, notify any unit owner of any violation, which may result in sanctions against him/her, and request voluntary compliance.

A. No Voluntary Compliance

If a unit owner does not comply with the rules upon request, then the Association may pursue any and all remedies available to it, including fines, litigation, arbitration, and self-help. All enforcement costs shall be assessed to the unit owner, pursuant to the Declaration of Condominium and Ohio Law.

B. Delinquent Condo Dues Policy

1. Condo dues are due on the first of each month. Partial payments will be assessed a late charge.
2. A late charge of \$10.00 will be added to any account where payment is received by the bank after the 10th day of the month. A notice of delinquency will be sent by the management company after the 10th of each month.
3. At 60 days, a Demand Letter will be sent from the association's attorney and the attorney fees will be added to the amount past due.
4. At 90 days a lien will be filed.
5. At 120 days foreclosure action will be taken.

C. Application of monies received

Owners must keep their accounts current. An account is considered current when the account has no outstanding monies due. All monies received by the management company will be applied to an owner's account in the order below:

- 1) Late fees
- 2) Fines
- 3) Board action taken resulting in costs assessed to the owner
- 4) Special Assessments
- 5) Condo association fees



D. Repeated Violations

In the event that policies are violated, an owner takes the risk of being assessed a fine. Repeated violations will result in the following violation procedure:

1st	Letter	1st Warning
2nd	Letter	2nd Warning
3rd	Letter	3rd Warning

Fines will be assessed to your condominium account immediately and due with your next monthly fee payment. Dispute of any fine should be submitted to the management company in writing. It will then be submitted to the Board of Directors at the next scheduled meeting for review. Board of Director decisions are final. We would hope that assessing fines will not be necessary, and request that all owners and residents be courteous to each other, respect their community, and abide by the Community Guidelines.

XIII. AMENDMENTS

These policies are subject to change from time to time at the discretion of the Board of Directors.

XIV. ADDITIONAL NOTES/GUIDELINES

- A. Any and all variances to these guidelines must be in writing to be valid. Under no circumstances will any approvals be given verbally. There can be no exceptions to this rule.
- B. Any representations or “approvals” given by anyone other than your Board of Directors or your management company is not applicable. The interference of any owner with a vendor, in the execution of their contract, will be considered a rules violation. Vendors are required to report owner interference to the management company.
- C. Snow will be removed from the streets and walks when it reaches 3 inches of accumulation. Icy conditions will be treated at the discretion of the Board.
- D. Preserve areas are not to be used for dumping waste, trash, or garbage.



APPLICATION FOR ALTERATION/MODIFICATION

Your Alteration/Modification application must be submitted and APPROVED before you begin your project. Please check your Community Governing Documents for specifics pertaining to your community and note that any alterations/modifications must be approved by your Association. We cannot approve any application submitted without adequate information and it will be returned without review and approval. Please complete the following information with checklist and submit this form with 2 copies of plans, drawings, and/or literature to:

Real Property Management, Inc.
Attn: Stephanie Soroky
5550 Blazer Parkway, Suite 175
Dublin, OH 43017

COMMUNITY NAME _____

NAME _____ **DAYTIME PHONE** _____

ADDRESS _____

TYPE OF ALTERATION/MODIFICATION(S) REQUESTED:

Estimated completion for project(s): _____

(must be completed within 6 months of approval)

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

Signature of Association Director, Agent, or ARB Officer

Date: _____

Note: _____

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

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

DATE REQUEST RECEIVED _____ **REQUEST PAID** _____



ARCHITECTURAL REVIEW CHECKLIST

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

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

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

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

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

Landscape Design Review

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



SATELLITE DISH POLICY FORM

SUBMITTED PLANS APPROVED AS NOTED SUBJECT TO THE TOWNSHIP YOU RESIDE IN FOR ZONING REGULATIONS for TRADITIONS AT WORTHINGTON WOODS

REVISED
May 2007

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

Address: _____

Site plan submitted showing location of satellite dish on property _____

Satellite dish to be of natural color

_____ Satellite dish to not exceed 18 inches in diameter

_____ Location of the satellite dish to be installed in the rear of home in mulch bed

_____ View of the satellite dish to be hidden by landscape screening

_____ Other:

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



POOL RULES

1. The pool is for the exclusive use of the residents and a limited number of guests. Any person that cannot be identified as a resident, or who is not accompanied by a resident, will be asked to leave.
2. All persons using the pool and pool facilities will do so at their own risk and sole responsibility. There is no lifeguard on duty.
3. Each unit is limited to no more than four (4) users in the pool area at any one time. Guests must be accompanied by a resident 18 years or older, at all times. Proof of age maybe requested.
4. The following items and behaviors are strictly PROHIBITED in the pool area:
 - Glass and other breakable items
 - Animals or pets
 - Running, diving, or disruptive behavior
 - Private pool parties
 - Motorized toys and boats
 - Drinking or eating in the water
 - Electrical Devices (Non-battery)
5. Swimmers are required to wear garments sold as swimwear. Infants must wear swimsuits and diapers intended for the pool.
6. Persons with open sores or communicable diseases are not permitted in the pool.
7. No food items are allowed in the pool area except at the tables or the lounge area.
8. Lounge chairs & tables must be returned to the original location.
9. Pool hours are 7 AM -10 PM weekdays, 7 AM – 12 Midnight and will be enforced. The pool is open to all residents observing the pool rules. Anyone in the pool after hours is considered trespassing.

BE RESPECTFUL



CLUBHOUSE RULES

The Association takes pride in presenting our residents with a beautiful clubhouse in which to relax with neighbors, friends, and guests. Policies have been established to assure each resident the enjoyment of the clubhouse without infringement upon the privileges of other residents and guests.

Any person using the clubhouse must abide by the following guidelines:

1. Residents are responsible for their guests at all times and at no time shall anyone under 21 years of age be permitted to consume any type of alcohol.
2. Alcohol is not permitted unless an owner 21 years old or above is present.
3. Assume full responsibility for any damage to the clubhouse, damage to the articles in the clubhouse, and for the theft of any property, whether personal or community.
4. **Smoking is not allowed anywhere inside the clubhouse.**
5. Guests at the clubhouse shall be advised and directed by the host resident of the rules for parking and courtesy of the other residents.
6. **Leave the clubhouse in a clean condition. Cleaning fees may be assessed to the resident / owner, if necessary.**
7. The rental of the clubhouse does NOT include the use of the pool or fitness center.
8. Close and secure the premises, turn off all lights except for a lamp at the front lobby, and vacate the clubhouse by 10:00 pm Sunday thru Thursday and by 12:00 pm on Friday and Saturday. Anyone in the social room of the clubhouse after hours is trespassing, the police may be summoned, and the resident will be held accountable.

The following is prohibited in the clubhouse:

1. Amplified music, loud noise, profanity, or other offensive behavior.
2. Any kind of animal(s).
3. Use of exercise room by guests.
4. Giving the door code/access to a guest.



TO RENT THE CLUBHOUSE

A Clubhouse Reservation Form must be submitted to the management company at least 48 hours prior to the requested time. Clubhouse Reservation Forms are available on page 17.

Only owners/residents may reserve and use the clubhouse and they must be 18 years of age or older.

You are not permitted to rent the clubhouse on behalf of an outside organization or for commercial use.

A check in the amount of \$75.00, addressed to Traditions at Worthington Woods Condominium Association, is the rental fee and is due a minimum of 48 hours prior to the start of the scheduled event. If you need to cancel, you must contact RPM at least 48 hours prior to the scheduled event to receive a refund.

The Association shall not be responsible for any articles, personal or otherwise, which are lost, stolen, or misplaced by any resident/owner or guest. The unit owner is responsible for any injuries resulting from accidents that might occur during any rental period.

The rental of the clubhouse does NOT include the use of the pool or fitness center.

Renter agrees to the Clubhouse Rental Policies, as well as to the Clubhouse Cleanup checklist located on page 18.



TRADITIONS AT WORTHINGTON WOODS CONDOMINIUM ASSOCIATION

CLUBHOUSE RESERVATION FORM

NAME: _____ PHONE (Res) _____
ADDRESS: _____ PHONE (Bus.) _____

Date of Requested Reservation _____ Starting at _____ Ending at _____

I have read and had a copy of the Traditions at Worthington Woods Condominium Association Clubhouse Rental Policies and agree to abide by them. I fully understand that any costs incurred or penalties assessed by the Traditions at Worthington Woods Condominium Association, through the use of these facilities by myself and any guests. I will have no more than _____ guests. I understand that my guests are not allowed to use the pool or fitness equipment.

Signature of homeowner _____ **Date** _____

A rental check in the amount of \$75.00 shall be made payable to: Traditions at Worthington Woods Condominium Association.

Deposit Received _____ Date _____

Ck. No. _____

Comments: _____



TRADITIONS AT WORTHINGTON WOODS CONDOMINIUM ASSOCIATION

CLUBHOUSE CLEAN-UP CHECKLIST :

- The Association does not furnish cleaning supplies
- Kitchen counters wiped, but DO NOT use any type of abrasive cleaners
- Run garbage disposal
- Clean up any spills in the microwave oven. Make sure the oven is off and wiped clean. Do not turn on the oven self-clean.
- Vacuum
- Kitchen floors are swept and mopped
- Tables in the Social Room wiped clean
- Television and VCR/DVD are turned off
- All trash must be removed from the kitchen and taken home with the renter
- Replace trash can liners
- Remove all food from the refrigerator and make sure the door is closed
- LOCK ALL DOORS