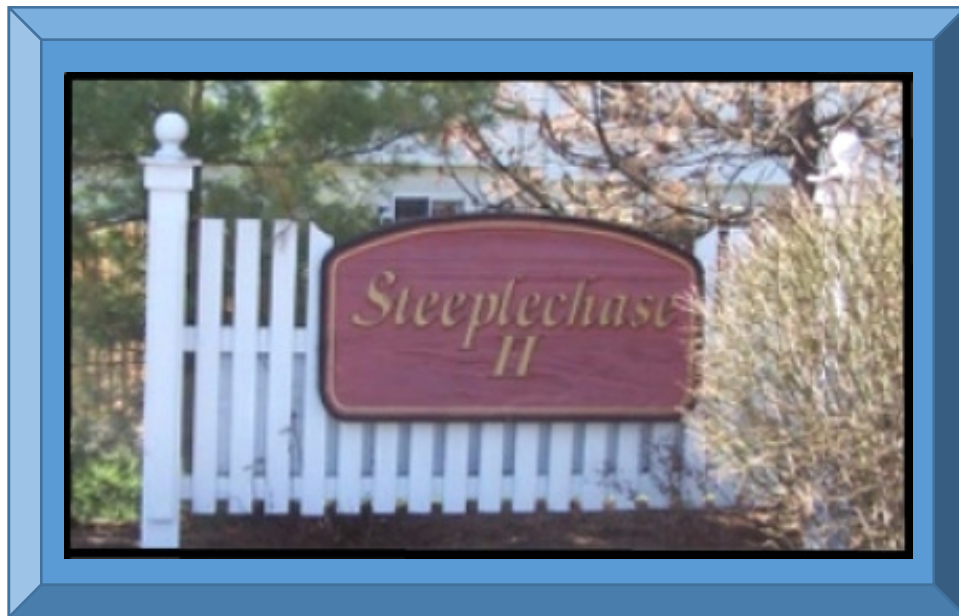


# Steeple Chase II Condominium Association



## Handbook of Information Rules & Regulations

Welcome to Steeple Chase II Condominiums. On behalf of the Association, we hope you will enjoy your home in this great community. Our objective is to maintain Steeple Chase II as an enjoyable, secure place to live. In order to accomplish this, we established a set of rules and regulations that pertain strictly to living at Steeple Chase II in a condominium atmosphere.

These common sense rules and regulations take into consideration the health, safety and comfort of all residents. We hope you will find them reasonable and that you will cooperate by upholding them.

The Board of Directors is given the authority to promulgate and enforce these Rules and Regulations by the Declaration of Condominium Ownership and the Bylaws.

We ask that you familiarize yourself with these rules, keep this booklet handy and refer to it when necessary. If something arises that may not be covered in these rules, please do not hesitate to contact the Management Company.

Sincerely,

The Board of Directors  
Steeple Chase II Condominiums

## CHANNELS OF COMMUNICATION

The Board of Directors consists of three individuals who are Unit Owners and are elected by their fellow Unit Owners. Board Members serve without compensation and are responsible for making the decisions affecting our Condominium Property. Decisions concerning the Condominium Property are made during the Board's regular meetings, typically held quarterly.

In between the quarterly Board meetings, the Association relies on the Management Company to carry out the Board's decisions and handle all communications by and between the Unit Owners, contractors and vendors. If you have questions or concerns about the maintenance of the Condominium Property, please direct the matter to the Management Company, in writing. In case of an emergency, such as a fire, you should contact the fire/police departments.

The Board requests and appreciates your cooperation in respecting that Board Members are not employees and should not be contacted directly on Association-related matters outside of Board meetings. Board Members are not individually responsible for resolving Association matters and can only decide on issues brought to their attention by the Management Company.

The only exception is that you should send a letter directly to the Board Members concerning problems that you may have with the Management Company. Again, all other communications must be directed through the Management Company to assure that your concerns and questions are properly addressed and answered.

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## INTRODUCTION

Steeple Chase II Condominiums are located in the Village of Northfield. There are forty-eight (48) Condominium Units located at Steeple Chase II Condominiums.

The Condominium Property uses the services of the Village of Northfield Police and Fire Departments and the Macedonia branch of the U.S. Postal Service.

The streets and parking within the Condominium Property are private and maintained by the Association.

As a private Condominium Association, we are governed by our own Declaration and Bylaws. We elect our Board of Managers (the Board), which is comprised of three (3) Unit Owners that serve without compensation for a term of three years with no term limitations. Following its election at the Annual Membership Meeting, the Board is organized by electing from among itself the following officers: President, Vice President and Secretary/Treasurer. The Board manages Association affairs on behalf of all Unit Owners.

The Annual Meeting of the Unit Owners for the election of Board Members is held in July of each year. The Association will mail out the announcement notification to all Unit Owners at least 30-days prior to the Annual Membership meeting.

Understandably, there can be confusion about how much freedom we have to make changes to our units. As a "broad brush" statement, we cannot change, add or delete any exterior construction, paint color, decoration or landscaping, without prior written approval of the Board. If you have any questions or concerns, please call the Management Company for interpretation or assistance.

This Handbook of Rules and Information are in addition to those contained in the Steeple Chase II Condominiums Declaration and Bylaws, filed with Summit County, Ohio. Copies of the Declaration and Bylaws of Steeple Chase II Condominiums may be obtained free on-line or at a small cost from either the Summit County Recorder or the Management Company (\$20.00 +\$5.00 postage). Subject to increase without notice.

In the event of any differences between these rules and those in the Declaration and Bylaws, those in the Declaration and Bylaws will control. All governing documents are superseded by the laws of the Village of Northfield. Laws and governing documents are applied in the following manner:

1. Laws of the Federal Government
2. Laws of the State of Ohio
3. Laws of the Village of Northfield
4. Declaration and Bylaws
5. Rules and Regulations

The Declaration of Condominium Ownership and Bylaws should be read by all Unit Owners. Together, they fully explain the operation, maintenance, finances, etc. of your Association. We have taken some of the following information from these documents to assist you in maintaining your individual Unit.

## Terms Used in These Rules:

"**Common Elements and Facilities**" means all of the Condominium Property except the Units and the Limited Common Elements (see Article II (B)(1)) in the Declaration of Condominium Ownership for the specific definition).

"**Limited Common Elements**" means those parts of the Common Element reserved for the use of a certain Unit or Units to the exclusion of the other Units. Examples of Limited Common Elements include all patios and sidewalks (see Article II (B)(2)) in the Declaration of Condominium Ownership for the specific definition).

## I. ENVIRONMENT OF COMMON ELEMENTS

### A. General

1. The Common Elements are for the use and enjoyment of all Steeple Chase II unit owners and/or residents, except those stipulated as Limited Common Elements. Therefore, everyone is required to be considerate in his or her use of these elements.
2. Riding bicycles and roller blades or scooters, etc. on grassed Common Elements is prohibited.
3. Littering is prohibited on Common or Limited Common Elements.
4. Damage to the Common Elements shall be repaired or replaced by the Association at the expense of the responsible Unit Owner. Unit Owners will be held responsible for any damage caused by their residents, tenants or guests, with or without cause.
5. Unit Owners or residents may not change, add or remove **any** foliage or trees without prior written consent of the Board.
6. Nothing may be stored in the Common Elements, e.g., basketball hoops, bicycles, etc. Any items unattended in the Common Elements may be removed and stored at the owner's expense. Neither the Association nor the Association's service contractor(s) will be held responsible for maintenance, repair or replacement of personal property left in Common Elements.
7. Recreational activities that pose a danger or hazard to anyone within the Common Element are prohibited, e.g. playing in the street, etc.
8. Noise that constitutes a nuisance or causes a disturbance to others within the Common Element is prohibited. All noise complaints should be reported to local law enforcement.
9. Residents may not give work instructions to any service contractor (i.e. landscape, snowplow, etc.). Each Unit Owner shall report to the Management Company the need for any repairs of the Common Elements that are the obligation of the Association to maintain.
10. Signs of any type are prohibited on any part of the Common Element except:
  - a. Real estate "Open House" signs may be displayed during the hours of the actual open house but not prior to noon or later than 6:00 p.m. of that same day.
  - b. "For Sale" or "For Rent" signs are prohibited except one professional sign in a window of the unit.
  - c. One security sign not exceeding 1' by 1' in size is permitted.
11. Feeding of wildlife is prohibited (only hummingbird feeders are permitted).
12. Vehicle repairs are prohibited on the Common or Limited Common Elements.
13. Unit Owners are responsible for any fluid leaks and spills on the Common Element, which must be cleaned immediately by Unit Owners, tenants and/or guests.

14. Any type of private sale that draws traffic to the Common Element is prohibited.
  - a. Garage Sales are prohibited
  - b. Yard Sales are prohibited
  - c. Tag Sales are prohibited
  - d. Estate Sales – Professionally conducted estate sales require prior written approval of the Board. The unit owner or executor of the estate must fill out and sign a waiver form for an Estate Sale. This form can be obtained from the Management Company.
15. Mailbox structures are furnished by the US Post Office. The Association does not maintain and does not have keys to the mailboxes. If you need maintenance or lose your mailbox key, please contact the Macedonia US Post Office.
16. No clothes, sheets, blankets and/or other articles shall be hung out or exposed on any part of the Common Elements or Limited Common Elements.
17. All curtains, drapes, shades or blinds displayed in or from any window or glass door of the Building(s) must be white in color when viewed from the exterior of the unit.
18. Nothing shall be done or kept in any Unit or in the Common Elements that will increase the rate of insurance on the Common Elements without prior approval of the Board. No owner shall permit anything to be done or kept in his unit or in the Common Elements which will result in the cancellation of insurance on the building, or contents thereof, or which would be in violation of any law. No waste shall be committed in the Common Elements.
19. Nothing shall be done in any Unit or in, on or to the Common Elements which will impair the structural integrity of the Building or which would structurally change the building except as is otherwise provided in the Governing Documents.
20. Please respect other residents' privacy and do not walk within 10 feet of their windows.

**B. Limited Common Elements** - Those parts of the Common Element reserved for the exclusive use of an individual unit.

1. Unit Owners are generally responsible for the maintenance, repair and replacement of their Limited Common Elements. Mulch for the Limited Common Elements may be provided periodically by the Association.
2. Patio, porch or lawn furniture is permitted only on the surface of a balcony or within the bounds of the patio area.
3. In accordance with the Ohio Fire Code, charcoal burners, gas grills or any other types of open-flame devices are prohibited to be used within ten (10) feet of a multi-family building. The Ohio Fire Code also prohibits operation of such devices on balconies and decks. Violations of this Fire Code should be reported to the local Fire Department at the non-emergency phone number of (330) 467-7150.
4. Gas grills/propane tanks cannot be stored in the garage or Condominium Unit per the Village of Northfield Fire Safety Codes.

**C. Solicitations**

Solicitations of any kind are prohibited. Solicitors must be asked to leave the Common Element immediately.

## II. UNIT RESTRICTIONS

Additions, modifications or alterations of any nature to the exterior of the Unit are prohibited, without the prior written approval of the Board.

### A. Flags

1. One standard-sized flag (not to exceed 3' x 5') of the United States of America is permitted to be displayed within the Limited Common Elements on a pole attached to the garage trim or the porch trim only.
2. One standard-sized flag (not to exceed 3' x 5') for seasonal decoration or sports team support is permitted to be displayed within the Limited Common Elements on a pole attached to the garage trim or the porch trim only.
3. The flag must be made of nylon, polyester or cotton.
4. The location of the flag must not interfere with the use of any walkways or obstruct the view of any driveways for motorists or pedestrians.
5. The installation of a freestanding flagpole in the ground is prohibited.
6. The flag must immediately be removed and/or replaced if it is worn, faded or tattered at the sole discretion of the Board.

### B. General

1. Requests for changes to the patio/balcony area must be submitted in writing, and such changes may not be initiated without prior written approval from the Board.
2. Broken windows, torn screens or damaged front doors must be repaired immediately by the Unit Owner at their own expense.
3. All garage doors must be kept closed, except during ingress, egress or while the Unit Owner/resident is present.
4. Operating a business from a Unit is prohibited.
5. Each Unit shall only be used as a residence for one single family. "Family" or "Single Family" shall refer to one natural person (as opposed to an artificial entity) or a group of two or more natural persons living together, each of whom is related to each of the others by blood, marriage, legal custody or adoption; or not more than two persons not so related who reside together as a single housekeeping unit along with their children, if any. "Family" is defined in this matter for the purpose of regulating occupancy of Parcels and is distinct from the term "immediate family."

## III. MAINTENANCE, REPAIR AND REPLACEMENT RESPONSIBILITIES

Maintenance, repair and replacement of the Common Element should be reported to Management, or in a "true" afterhours emergency, the 24/7 emergency line should be utilized. These items are defined in the Declaration of Condominium Ownership and/or By-Law documents. Other maintenance and repair functions are the responsibility of the Unit Owner. Some of these items are printed below to assist you in your personal maintenance scheduling.



#### **A. Unit Owner Responsibilities**

1. All door replacements, painting of doors, sliding glass doors, door screens, storm doors, light fixtures, hardware and light bulbs serving only that Unit
2. Window replacement, window sashes, window screens
3. Garage doors, including garage overhead door, mechanisms, tracks, springs, cables, locks and garage door opener (if any).
4. Interior of Unit
5. All electrical fixtures, utility pipes, conduits, plumbing lines and water spigot located within each Unit or Limited Common Elements designated for the use of such Unit
6. To replace burned out light bulbs in all exterior light fixtures attached to the unit
7. All heating, cooling and ventilation equipment and pad for air conditioning compressor.
8. Utilities separately metered for the Unit and utility service line connections exclusive to the Unit
9. Maintenance of any/all plantings installed by the Unit Owner
10. **Patio maintenance and/or replacement**
11. Sidewalks and stoops
12. Any Board-approved structure constructed by the Unit Owner
13. To water the lawn and plants adjacent to the unit often enough during the spring and summer seasons to prevent browning, disease and dying grass. (Each owner will be responsible for any grass replacement).
14. Each resident must have his or her own Condominium Insurance coverage as defined by the Declaration. The Association carries insurance in accordance with the Declaration; Unit Owners are responsible for all personal contents and liability within their Units. Only the Board may file claims against the master insurance policy. Your individual insurance coverage should coincide with the Association's insurance policy. It is suggested that you or your insurance agent contact the Association's Insurance Agent. You can contact the Management Company for the name and telephone number of the Association's Insurance Agent.

#### **B. Association Responsibilities**

The Association shall be responsible for the reasonable maintenance of the following:

1. Building roof
2. Vinyl siding and trim
3. Gutters and downspouts
4. Exterior foundations
5. Roadways, driveways and parking Elements.
6. Common Element landscaping, grass cutting, fertilization, and re-seeding of lawn Elements
7. Common Element snow removal (The Association does not shovel the sidewalks)
8. Exterior painting/staining and caulking of Common Elements
9. Balconies, decks, privacy fences and the fence surrounding the retention basin
10. Care and maintenance of Common Element trees
11. Exterior lighting, light fixtures and Common Element electric
12. Common Element exterminating service on exterior of Units
13. Street signs
14. Master Insurance Policy

**These are only some of the items listed in your documents. You must read both the Bylaws of the Association and the Declaration of Condominium Ownership for specifics since these documents prevail.**

#### **IV. PARKING AND MOTOR VEHICLES**

- A.** The speed limit is 10 MPH.
- B.** The garages must be used as primary parking and then driveway in front of garage door as secondary parking
- C.** All vehicles within the Common Element must bear current license tags. Any stored, abandoned or disabled vehicle that is left for a period of 72 hours or more may be towed at the vehicle owner's expense in addition to any other remedies.
- D.** Non-commercial vehicle parking is permitted within designated parking areas unless otherwise restricted within these rules.
- E.** On-street parking is prohibited.
- F.** Parking vehicles of any kind on the grass is prohibited.
- G.** The following vehicles are prohibited from being parked within the Common Element without written consent of the Board:
  - 1. Vans or trucks (except two-axle trucks having no more than four tires)
  - 2. Buses
  - 3. Boats or boat trailers
  - 4. Campers or camper trailers
  - 5. Mobile and/or motorized homes and van conversions
  - 6. Recreational Vehicles
  - 7. Motorcycles
- H.** Vehicles that are licensed, signed, used, painted, commercially equipped or otherwise identified for commercial purposes must be parked within the confines of a garage and are otherwise not permitted to be parked on the property unless providing temporary service to a Unit or the Association.
- I.** Trucks, motorcycles, mopeds, snowmobiles, jet skis and bicycles must be parked within the confines of a garage and are otherwise not permitted.
- J.** Vehicles found in violation of the rules and regulations may be towed at the vehicle owner's expense, in addition to any other penalty assessments that may be imposed.
- K.** Unit Owner's guests may not park within the Common Element in excess of 48 continuous hours without prior Board approval.
- L.** Repairing or washing of vehicles within the Common Element is prohibited.
- M.** Unit Owner(s) shall be liable for all fluids leaks causing stains or damage to the Common Element by their vehicles or their guest's vehicles.

## **V. PETS**

- A.** No animals, rabbits, livestock, fowl, poultry or reptiles of any kind shall be raised, bred or kept in any Unit or in the Common Elements or Limited Common Elements.
- B.** All pets must be hand leashed and in control of the owner at all times when outside of the Unit.
- C.** No pet shall be tied, staked, leashed or housed on the Common or Limited Common Element at any time. Pets may not be housed on patios.
- D.** Pet owners are responsible for the immediate and complete removal of feces dropped by their pets. Pet feces must be disposed of in a proper container.
- E.** Pet owners will be held liable for any and all damages caused by their pets to any Common Element including, but not limited to, shrubs, bushes, trees and grass.
- F.** Except for dogs and cats, no animals shall be raised, bred or kept in any Unit or in the Common or Limited Common Elements.
- G.** The Board of the Association has the right to require the owner of any pet to remove such pet from the Condominium Property upon three (3) days notice if the pet is causing or creating a nuisance or unreasonable disturbance. Nuisance may be defined as the pet owner's failure to clean up after the pet or keep the pet on a leash when outside. Unreasonable disturbance is defined as, but not limited to, excessive barking. Upon the pet owner's receipt of such notice, the owner shall promptly and permanently, and without recourse, remove such pet from the Unit and from the Condominium Property.

## **VI. SECURITY**

Security is one of the major concerns of all residents. Your cooperation will be appreciated in complying with the following:

- A.** Report any suspicious person(s) or unusual activity immediately to the Village of Northfield Police Department and then to Management.
- B.** Keep garage doors closed at all times when the garage is unattended.
- C.** Report any thefts to the Village of Northfield Police Department and then to Management.
- D.** Notify your neighbor(s) when you will be away for extended periods of time.

## **VII. CONTRACTED SERVICES**

### **A. Rubbish Removal**

- 1. Rubbish pickup day is currently Thursdays. Rubbish must be placed at the curb at the end of your driveway no sooner than 6:00 PM the night before and no later than 7:00 AM the day of the pickup.
- 2. Rubbish and trash must be placed inside a trash container at the curb.
- 3. If you have a large item or bulk item, please contact the Village of Northfield to arrange a "large item pickup."
- 4. The Association does not contract for rubbish pickup. The service is provided by the Village and all questions should be directed to the Village of Northfield.

## **B. Landscaping Service**

1. Landscaping services are contracted on a yearly basis. The contracted services include, but are not limited to, the following:
  - a. Regular grass and lawn maintenance, including, cutting, weeding and fertilizing the Common Elements.
  - b. Care and maintenance of all Common Element trees, including pruning, fertilization and dead tree removal.
  - c. Care of Common Element shrub and shrub beds.
  - d. Shrub trimming occurs twice per year, approximately June 15<sup>th</sup> and again after September 15<sup>th</sup>, weather dependent.
2. Unit Owners or residents may not give work instructions to any landscaper or employees. If there is need for additional work, such as the removal of a dead tree, the Unit Owner must call Management and report the need for such work. Any expenses arising from additional work performed as the result of direct instructions from a resident to the landscaper without Board or Management approval will be charged to that Unit Owner.

***NOTE: Watering the lawn is suggested and is the responsibility of the unit owner. Watering helps keep the lawn green during the drier months. Watering trees in the Common Element with just a trickle of water from a hose at the base of the tree will help keep the tree from dying and/or disease during the drier months of the season.***

## **C. Snow Removal Service**

1. Reasonable snow removal from the Association Common Elements is performed when snowfall exceeds a 2" trigger depth.
2. Snow is removed from the streets, driveways, parking and mailbox areas.
3. The Association does not provide snow removal (shoveling) of unit sidewalks or stoops, as these are Limited Common Elements and are the responsibility of the owner to maintain.

## **D. Exterminating Service**

1. The Association has a "will call" pricing contract with a Pest Control Company for the exterior, Common Element areas of the property.
2. If you are experiencing a pest control problem around the exterior of your Unit, please contact the Management Company. Please give Management the location of the nest or the highest areas of activity. Management will then contact the exterminating service, report your problem and arrange for treatment.
3. Pest control services required by an owner inside a Unit should be scheduled by the Unit Owner. The individual Unit Owner is responsible for payment of any interior service charges. The Unit Owner is free to contract with any pest control vendor for interior services, at the Owner's discretion, however the Association Pest Control vendor will provide a discount to the Owners for interior services.

## **E. Other Services**

1. Other services provided by the Association include, but are not limited to, the following:
  - a. Exterior painting
  - b. Road repair
  - c. Exterior building and maintenance repair
  - d. Gutter cleaning

2. If a Unit Owner has need for service inside a Unit, you may arrange for such service directly with a source of your choice. Make certain cost and extent of service is specific as neither the Association nor Management will assume any responsibility for such service, its quality or costs.
3. If necessary work is required to be completed on an individual Unit consisting of areas that are the responsibility of both the Association AND that Unit Owner, contractors will invoice each party respectively. The Association, at its discretion, may order any work to be performed. If the Unit Owner fails to pay their portion of the work directly to the contractor, the Association may pay on behalf of the Unit Owner and apply such costs to said Unit Owner's account.

## **VIII. BUILDING GUIDELINES**

### **A. Awnings**

All awnings are prohibited.

### **B. Hot Tubs**

Hot tubs are prohibited.

### **C. Barbecue/Fire Pits**

Barbecue or fire pits or other enclosed types of permanent grills are prohibited.

### **D. Fences**

Fences, other than the existing privacy fences between the patios, of any type are prohibited.

### **E. Detached Buildings**

Sheds or other types of detached buildings are prohibited.

In order to create exterior uniformity, preserve integrity and establish common guidelines and standards for improvement projects within the Association, the following rules apply to all requests for exterior modifications, except where specifically noted.

### **F. Satellite Dishes**

Any Unit Owner proposing to install a satellite dish on the condominium property must first obtain a "Satellite Dish Waiver Form" from the Management Company. The Owner will sign the form and return it to the Management Company with a detailed sketch of the proposed location of the satellite dish installation. A copy of this form is located at the end of this Handbook. The Board of Directors has given the Manager the authority to approve these types of routine requests, providing all of the stipulations below have been complied with.

**The Unit Owner must notify the Board of the proposed installation, in writing, prior to any installation. The notification shall include a sketch showing the location of the proposed dish installation.**

1. No dish measuring greater than 1 meter in diameter shall be permitted.
2. The Unit Owner is responsible for any repairs to lawn areas, planting beds or Common Element areas, disturbed by the installation.

3. The dish must be located within the Unit Owners Limited Common Area or may be attached to the building siding. .
4. **The dish must not be attached to any roof of a building.** A pole-mounted installation is suggested. If your unit has a privacy fence, you may opt to install the dish attached to the INTERIOR side of the fence.
5. The Board reserves the right to require additional screening landscaping to be installed if the Board deems it necessary to conceal the dish. The landscaping will need to be installed by the Unit Owner installing the dish, and at the Unit Owner's expense.
6. **The dish should be located in the least visible location from the street allowed by the broadcast signal. Rears and sides of units are preferred.**
7. All wires and cables must be neatly bound and must not run along the outside of the building for any distance. **All cables must be buried underground in an orderly manner. The entry-point where the cables enter the perimeter wall must be sealed and waterproofed. Cables must be fished through the inside of the perimeter, or interior, walls, especially to the 2nd floor. All interior jack wiring must be done inside the unit.**
8. If the dish needs to be moved or displaced to facilitate repairs to the Common Area, the cost for removal and/or displacement and reinstall will be charged to the Unit Owner.
9. If the dish is not installed following these guidelines, the Association has the right to remove the dish at the Unit Owner's expense.
10. The Unit Owner is responsible for any damage to the Common Elements during the installation and/or removal of the satellite dish.

#### **G. Cable TV**

1. Cable television is a private agreement between the Unit Owner and/or resident and the cable company at the resident's expense.
2. Arrangements for the installation and/or disconnection of service are the unit Owner and/or resident responsibility.
3. When cable service is connected/disconnected, unit Owners must follow up with the Cable Company to make sure the following guidelines are followed, and completed:
4. Co-axial cable may not be visible on the outside of the unit.
5. A small hole can be drilled through the wall on the ground floor to access co-axial cable into the unit. Make the hole as unobtrusive and as inconspicuous as possible; try to hide the entry point behind a shrub, or plantings, if available. The hole should be approx. 24" up from the ground, just above the bottom plate.
6. Cable may not run on the outside of the siding, it cannot be hidden behind siding or downspouts.
7. If cable is to go to the second floor, it must be fished INSIDE the walls. It absolutely cannot be run up the wall on the outside of the unit.
8. Upon completion of installation, all excess cable must be buried underground. If any Common Area lawn is destroyed or not repaired properly, covered with topsoil and re-seeded by the Cable Company, then the unit Owner is responsible for the repair, or the Association cost to have said repairs completed.
9. Winter installations when the ground is frozen, must be completed early in the spring, before the lawn cutting begins. (No later than April 15th)
10. The cable junction box must be kept neat, closed and properly secured. No wires exposed.
11. **The Unit Owner is responsible to make sure the cable installer follows these guidelines.**

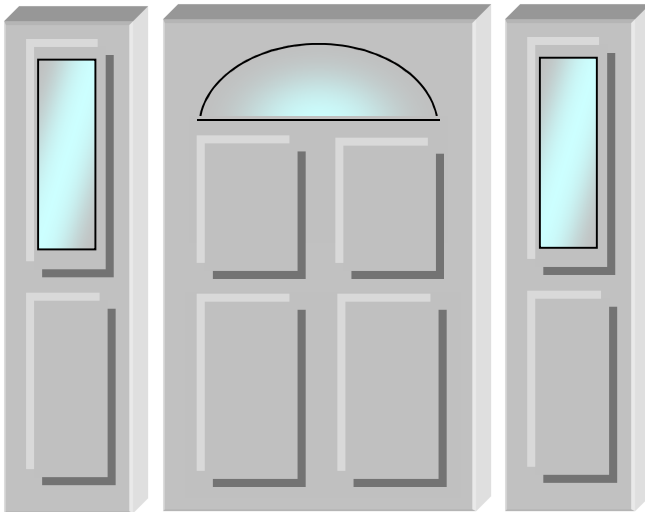
#### H. Storm/Screen Doors

1. A sketch of the door must be provided, and prior, written approval of the Board must be received before installation.
2. The door must be a full view glass, and frame or fasteners must be white. Glass must be clear and must not have grates/bars; no frosted or etched glass is permitted.
3. The storm door may have a kick plate and brass, pewter or nickel hardware is permissible.
4. Maintenance and upkeep of storm or screen doors is the Unit Owner's responsibility.

#### I. Door Replacement

1. Front Door Replacement must be identical to the existing door and must be painted the Steeple Chase II **approved color, WHITE on the exterior.**
2. Sliding doors must be identical in overall appearance.
3. These are the two approved front door style for replacement doors at Steeple Chase II

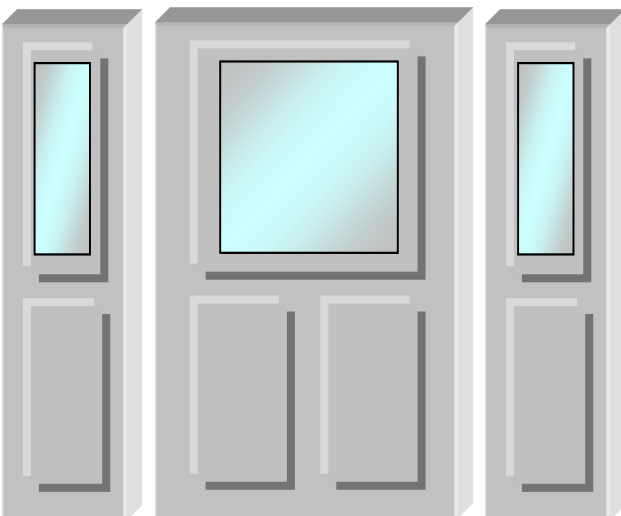
### (A) FAN LITE STYLE W/ HALF SIDELIGHTS



#### MIDDLE UNITS

If you live in a middle unit you may only replace your front door with Style (A)

### (B) HALF LITE STYLE DOOR W/ HALF SIDELITES



#### END UNITS

If you live in an END UNIT you may replace your front door with Style (A) or Style (B)

## **J. Windows**

1. Window replacements must be identical in appearance to the existing windows.
2. The replacement windows must have the same size and number of grids (mullions) as the original windows.

## **K. Window Air Conditioners**

1. Window air conditioners are prohibited.

## **L. Decorative Additions**

1. A door wreath and an American flag with a holder are permitted. The holder and attachments must be of such a material that will not rust or cause rust weeping marks.
2. Brass doorknockers are permitted.
3. All other decorative items or signs attached to the exterior of a Unit are prohibited.
4. Temporary seasonal decorations (e.g., Christmas, Hanukah, Easter and Halloween decorations) are permitted, provided they are not affixed to the exterior of the Unit, are installed no more than 14 days prior to the holiday and are removed within 14 days after the holiday.

## **IX. SALES OR RENTAL OF UNITS**

### **A. Leasing Units**

1. "For Rent" signs are prohibited with the exception of one professional sign placed in a window of the Unit.
2. The Unit Owner must complete a new Owner/Tenant Form and submit it to the Management Company each time his/her Unit is leased.
3. The Unit Owner is responsible for providing the Association Rules & Regulations booklet to the tenant and the tenant is bound by the Association rules and restrictions.
4. The Unit Owner is responsible for the acts of his/her tenants.

### **B. Sale of the Unit:**

1. One professionally made "For Sale" sign is permitted in one window of the unit.
2. "Open House" signs with a directional arrow are permitted only on the days and during the hours of the Open House.
3. The Management will coordinate the required paperwork with banks, realtors, appraisers and escrow agents. A transfer fee will be charged to the seller and paid out of escrow from proceeds due to the seller at the time of title transfer.
4. The seller is responsible for providing the following information to the buyer:
  - a. A copy of the Declaration and Bylaws
  - b. A copy of the Rules and Regulations
  - c. A written notice of all architectural modifications made by the seller or previous sellers that are the responsibility of the Unit Owner to repair and maintain.
5. The Ohio State Condominium Laws, Statute 5311.09 (A)(2), states, "Within thirty days after a Unit Owner obtains a condominium ownership interest" that this information be provided to the Association; and 5311.09 (A)(3) states that, "Within thirty days after a change in any information that division (A)(2) of this section requires, a Unit Owner shall notify the Association, through the Board, in writing of the change. When the Board requests, a Unit Owner shall verify or update the information." Please find an Owner/Occupant form at the end of this handbook.



## **X. COMPLAINT PROCEDURE**

- A.** Complaints concerning any violations must be made to the Management Company in writing and must be signed by the individual filing the complaint. Violation reports via email are acceptable.
- B.** Reports of violation should include violator's name or unit address (both if available) and a detailed description of the alleged violation, i.e. date, time, location, etc. A photo of the alleged violation is always helpful.
- C.** Complaints via the telephone or submitted anonymously will not be accepted and will not be acted upon.
- D.** The Board and/or the Manager will correspond with the alleged responsible Unit Owner after receipt of each complaint and a reasonable effort will be made to correct the violation.
- E.** If the reasonable efforts to effect compliance are unsuccessful, the Unit Owner will be subject to sanction in accordance with the assessment provisions contained in the following Section XI, Enforcement Procedures and Assessments for Rule Violations.

## **XI. ENFORCEMENT PROCEDURES AND ASSESSMENTS FOR RULES VIOLATIONS**

- A.** The Unit Owner shall be responsible for any violation of the Declaration, Bylaws or Rules and Regulations by the Unit Owner, guests or residents, including tenants and employees (if any), of his or her Unit.
- B.** Notwithstanding anything contained in these Rules and Regulations, the Board shall have the right to proceed, immediately or otherwise, with legal action for any violation of the Association's governing documents as the Board may determine in its sole discretion. The entire cost of effectuating a legal remedy to impose compliance, including court costs and attorneys' fees, shall be added to the account of the responsible Unit Owner.
- C.** All costs for extra cleaning and/or repairs stemming from any violation also will be added to the responsible Unit Owner's account.
- D.** In addition to any other action and in accordance with the procedure outlined in Section E4 below, actual damages and/or an enforcement assessment of up to, but not exceeding \$50.00 per occurrence, or if the violation is of an ongoing nature, per day, may be levied by the Board against a Unit Owner in violation.
- E.** Prior to the imposition of an enforcement assessment for a violation, written notice(s) will be served upon the alleged responsible Unit Owner specifying the following:
  - 1. A reasonable date by which the Unit Owner must cure the violation to avoid the proposed charge or assessment
  - 2. A description of the Condominium Property damage or violation
  - 3. The amount of the proposed charge and/or enforcement assessment
  - 4. 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.
- F.** 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 no later than the tenth day after receiving the notice required by Item 4 above.

1. If a Unit Owner timely requests a hearing, at least seven days prior to the hearing, the Board shall provide the Unit 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.
  2. 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 an enforcement assessment shall become a part of the hearing minutes. The Unit Owner will then receive notice of the Board's decision and any enforcement assessment imposed within thirty (30) days of the hearing.
- G.** The Association may file a lien for an enforcement assessment and/or damage charges that remain unpaid for more than ten (10) days.

## **XII. MAINTENANCE FEES, LIEN PROCEDURES AND COST OF COLLECTIONS**

- A.** All assessments, including maintenance fees, are due on the first (1st) day of the month and are considered late if not received postmarked by the fifteenth (15th) of the month.
- B.** An administrative late charge of twenty-five dollars (\$25.00) per month shall be incurred for any late payment and on any unpaid balance of the assessment (subject to increase upon further notice).
- C.** Checks should be made payable to: "Steeple Chase II Condos" and mailed to Management.
- D.** Any payments made shall be applied in the following order:
  1. Interest and/or administrative late fees owed to the Association.
  2. Collection costs and/or attorney's fees incurred by the Association.
  3. Principal amounts owed on the account for common expenses and assessments.
- E.** Any past due assessments may cause a lien and/or foreclosure to be filed against the Unit.
- F.** Any costs, including attorney's fees, recording costs, title reports and/or court costs, incurred by the Association in the collection of delinquent assessments shall be added to the amount owed by the delinquent Unit Owner.
- G.** If any Unit 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 correct such violation and shall charge and collect from said Unit Owner the entire cost and expense, including reasonable attorney's fees, of such performing or correction incurred by the Association. Any such amount shall be deemed 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.
- H.** If any Unit Owner is delinquent in the payment of any fees for more than thirty (30) days, the Board may suspend the Unit Owner's privileges to vote and/or use any amenities.
- I.** The Association will take the following action regarding Owner's in arrears:
  1. A delinquent account more than 60-days in arrears will receive a Collection Letter from the Association attorneys.
  2. A delinquent account more than 90-days in arrears, the Association will instruct the attorneys to place a lien on the unit.
  3. A delinquent account of more than 150-days in arrears, the Board may instruct the Association attorneys to foreclose on the unit.

## IMPORTANT TELEPHONE NUMBERS

### Emergency:

Police/Fire Emergency.....	911
Police - Non Emergency.....	(330) 467-7139
Fire/EMS – Non Emergency.....	(330) 467-7150
Summit County Sheriff.....	(330) 643-2181
Poison Control Center.....	(216) 231-4455

### Utilities:

Electric (Ohio Edison).....	(800) 633-4766
Gas (Dominion).....	(800) 362-7557
Water (Cleve Division of Water).....	(216) 664-3130
Sewer (NE Ohio Regional Sewer).....	(216)-664-3130
Sewer Assessment (Village of Northfield).....	(330) 468-4374
Rubbish (Rumpke – Contract w Village of Northfield).....	(800) 828-8171

### KareCondo:

Customer Service.....	(330) 688-4900
Fax.....	(330) 688-4932
Emergency (After Hours follow prompts).....	(330) 688-4900

### General:

Nordonia Hills Public Library.....	(330) 467-8595
Post Office (Macedonia).....	(330) 467-1076

# STEEPLE CHASE II CONDOMINIUM ASSOCIATION, INC.

## OWNER/OCCUPANT(S) INFORMATION

The Ohio State Condominium Laws, under Statute 5311.09 (A)(2), states, "Within thirty days after a Unit Owner obtains a condominium ownership interest," that this information be provided to the Association; and 5311.09 (A)(3) states that, "Within thirty days after a change in any information that division (A)(2) of this section requires, a Unit Owner shall notify the Association, through the Board of Directors, in writing of the change. When the Board of Directors requests, a Unit Owner shall verify or update the information."

OWNER(S) NAME(S): \_\_\_\_\_

UNIT ADDRESS: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_  
(IF DIFFERENT FROM UNIT ADDRESS)

HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

OTHER OCCUPANT IN UNIT: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

OTHER OCCUPANT IN UNIT: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

OTHER OCCUPANT IN UNIT: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

The following information is required in order to effectively protect your property, possessions and that of all of our owners.

**PET(S)** 1) Dog: \_\_\_\_ Cat: \_\_\_\_ Type (Breed): \_\_\_\_\_ Color(s): \_\_\_\_\_

2) Dog: \_\_\_\_ Cat: \_\_\_\_ Type (Breed): \_\_\_\_\_ Color(s): \_\_\_\_\_

If none, check here

**VEHICLE(S)** 1) Color, Make & Model \_\_\_\_\_ License # \_\_\_\_\_

2) Color, Make & Model \_\_\_\_\_ License # \_\_\_\_\_

3) Color, Make & Model \_\_\_\_\_ License # \_\_\_\_\_

4) Color, Make & Model \_\_\_\_\_ License # \_\_\_\_\_

If none, check here

EMERGENCY CONTACT NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

**(Must be able to provide access to your unit for emergency entry)**

Please note that this form is to be completed in its entirety to prevent the Association from re-requesting the information. Providing partial or no information within the required 30 days of receipt may result in the Board taking any and all action within their means to elicit compliance of the request for information. Thank you in advance for your timely response.

**STEEPLECHASE II CONDOMINIUM ASSOCIATION**  
**C/o KareCondo Management**

**Satellite Dish Installation Policy & Waiver Form**

Any Unit Owner contemplating the installation of a satellite dish elsewhere on the condominium property must comply with the following guidelines:

- a. **The Unit Owner must notify the Board of the proposed installation, in writing, prior to any installation. The notification shall include a sketch showing the location of the proposed dish installation.**
- b. No dish measuring greater than 1 meter in diameter shall be permitted.
- c. The Unit Owner is responsible for any repairs to lawn areas, planting beds or Common Element areas, disturbed by the installation.
- d. The dish must be located within the Unit Owners Limited Common Area or may be attached to the building siding. .
- e. **The dish must not be attached to any roof of a building. A pole-mounted installation is suggested. If your unit has a privacy fence, you may opt to install the dish attached to the INTERIOR side of the fence.**
- f. The Board reserves the right to require additional screening landscaping to be installed if the Board deems it necessary to conceal the dish. The landscaping will need to be installed by the Unit Owner installing the dish, and at the Unit Owner's expense.
- g. **The dish should be located in the least visible location from the street allowed by the broadcast signal. Rears and sides of units are preferred.**
- h. All wires and cables must be neatly bound and must not run along the outside of the building for any distance. **All cables must be buried underground in an orderly manner. The entry-point where the cables enter the perimeter wall must be sealed and waterproofed. Cables must be fished through the inside of the perimeter, or interior, walls, especially to the 2nd floor. All interior jack wiring must be done inside the unit.**
- i. If the dish needs to be moved or displaced to facilitate repairs to the Common Area, the cost for removal and/or displacement and reinstall will be charged to the Unit Owner.
- j. If the dish is not installed following these guidelines, the Association has the right to remove the dish at the Unit Owner's expense.
- k. The Unit Owner is responsible for any damage to the Common Elements during the installation and/or removal of the satellite dish.

I have read the Rules regarding the correct installation of a Satellite Dish. I agree to submit a written request, including a small sketch with the exact placement of the dish, to sign and return this waiver form and to be bound by the covenants of these Association Rules & Regulations.

\_\_\_\_\_

<b>SIGNATURE</b>	<b>PRINT NAME</b>	<b>ADDRESS</b>	<b>DATE</b>
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**Please mail a copy of this Waiver Form back to the Management Company with your written request & drawing. The Steeple Chase II Condominium Association Board has given the Management authority to approve these requests, as long as the guidelines above are followed. You will not have to wait until the next Board Meeting; KareCondo Mgmt. will call you, or send a written authorization to install your Satellite Dish. Thank you for your cooperation.**