

# Sand Court Condominium Association



## Handbook of Rules Regulations & Information

## **WELCOME TO SAND COURT CONDOMINIUM ASSOCIATION**

On behalf of the Association, we welcome you to the Sand Court Condominium Association. We hope that you find Sand Court Condominium a very nice place to live. To help accomplish this, we have established a Handbook of Rules, Regulations and Information that pertains strictly to living at Sand Court in a condominium atmosphere. These common sense Rules and Regulations take into consideration the health, safety and comfort of all of our residents. We hope you will find them reasonable and will cooperate by upholding them.

This handbook is intended to supplement, not replace, the Declaration and Bylaws; therefore, if there should be an inadvertent discrepancy between what is expressed in this handbook and the recorded documents, the Declaration and/or Bylaws shall govern. A copy of the Declaration and Bylaws and all current amendments may be obtained from the Summit County Fiscal Office Recording Department. You may also obtain these documents from KareCondo at no charge via email or for a modest copy/administrative fee for hardcopies.

We ask that you keep this handbook handy and refer to it when necessary. If something arises that may not be covered in the handbook, please contact the Management Company.

Sincerely,  
The Board of Directors  
Sand Court Condominium Association

## CHANNELS OF COMMUNICATION

The Board of Directors consists of three (3) individual Unit Owners 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, which are typically held quarterly.

In between the regularly scheduled 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 by phone or in writing. In case of an emergency (such as a fire), you should contact the local 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 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.

Any maintenance performed by a vendor on behalf of a Unit Owner at the Unit Owner's expense will *not* be reimbursed if that Unit Owner did not contact the Management Company and utilize proper channels in order to have the maintenance issue remedied.

Thank you for anticipated cooperation.

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***ALL FORMS MAY BE OBTAINED THROUGH MANAGEMENT***

## **INTRODUCTION**

The Sand Court Condominium Association is comprised of twenty (20) Condominium Units within three (3) buildings on Sand Court. Situated in the City of Fairlawn, the Condominium Property is served by the Fairlawn Police and Fire Departments as well as the Fairlawn branch of the U.S. Postal Service.

Rubbish is picked up weekly via the onsite dumpster located between Buildings 132 and 135.

As a private Condominium Association, we are governed by the recorded Declaration and Bylaws. We elect our Board of Directors, which is composed of three (3) Unit Owners, each serving staggered three-year terms. The Board manages Association affairs on behalf of all Unit Owners.

The Board of Directors normally meets quarterly. Any Owner wishing to address the Board at the beginning of a board meeting must submit a written request to the Management Company at least one week prior to the meeting, providing a detailed description of the specific topic(s) the Owner wishes to address. This allows the Board the opportunity to review the request prior to the meeting and have any pertinent information available or make any needed preparations accordingly, thereby expediting the Owner's request.

The Annual Membership Meeting for the election of Board Members will be held in the first calendar quarter of each year (usually in March), on a date and hour established by the Board of Directors. Written notice of the Annual Membership Meeting will be provided at least seven (7) days prior to such meeting. However, notice is normally provided 30-60 days in advance.

KareCondo, a professional Condominium Property management firm, handles the day-to-day management operations of the Association, including the billing and collection of monthly maintenance fees, obtaining bids for services rendered to the Association (e.g., snowplowing and landscaping), monitoring these services and facilitating Unit Owners' concerns. It also acts in an advisory capacity to the Board of Directors. Any questions or inquiries must be directed to KareCondo via phone (330-688-4900), email ([info@karecondo.com](mailto:info@karecondo.com)) or the website ([www.karecondo.com](http://www.karecondo.com)).

## **I. ENVIRONMENT OF COMMON ELEMENTS**

The Common Element consists of all parts of the Condominium Property except the Units.

### **A. GENERAL**

1. Littering is prohibited.
2. The placement or storage of items (e.g., bicycles, vehicles, furniture, etc.) in the Common Elements is prohibited without prior, written approval of the Board.
3. Damage to the Common Elements shall be repaired or replaced by the Association at the expense of the responsible Unit Owner. Unit Owners are responsible for any damage caused by their tenants or guests.
4. Noise that constitutes a nuisance or disturbs other residents within the Common Element is prohibited.
5. Feeding of wildlife is prohibited.
6. Residents may not give work instructions to any contractor hired by the Association (e.g., landscapers, snowplow drivers, plumbers, etc.).

### **B. SIGNS**

1. Except as otherwise specifically provided below, signs (or other advertising of any nature) are prohibited from being displayed on or from any part of the Building, Unit or Condominium Property without prior written approval of the Board.
2. One professional "For Sale" sign is permitted in a Unit's interior window.

### **C. LANDSCAPING**

1. Residents are prohibited from planting any landscaping material (plants, trees, etc.) in the Common Element.
2. Any changes or additions to shrubs, bushes or trees are prohibited without the Board's prior, written approval.
3. Only annual flowers may be planted within the Limited Common Elements without prior approval from the Board. The Unit Owner is responsible for all maintenance or replacement of such plantings. Unkempt plantings may be removed at the Board's discretion and at the Unit Owner's expense.
4. Plantings may not obstruct or impede landscaping services or access to public utility equipment, walks or drives.

#### **D. MOTOR VEHICLES**

1. The speed limit is 10 miles per hour. Please drive with caution (especially around corners and up or down hills) as children may be crossing the parking area).
2. All vehicles on the Condominium Property must display current license tags. Any abandoned or disabled vehicle that is left unattended for a period exceeding 72 hours, or any prohibited vehicle regardless of time, may be towed and stored at the owner's expense in addition to all other remedies.
3. Only minor maintenance to motor vehicles (e.g., interior cleaning) is permitted within the Common Element.
4. Vehicle repairs, including, but not limited to, engine maintenance (e.g., oil changes), are prohibited within the Common Element.
5. Vehicles that are leaking fluid are prohibited from the Condominium Property. Unit Owners are responsible for the immediate cleanup of any leaked fluids.
6. The following vehicles are prohibited from being parked, stored, kept or maintained within the Condominium Property unless garaged:
  - a. Trucks or vans in excess of 3/4 ton, buses and pickup trucks with cargo in the bed
  - b. Vehicles licensed, painted or signed for commercial use
  - c. Boats, snowmobiles, skimobiles and jet skis
  - d. Recreational vehicles, including campers and mobile homes
  - e. Trailers
  - f. Vehicles with loud exhaust systems and/or sensitive alarms

#### **E. GARAGES & PARKING**

1. All resident vehicles must be registered with the Management Company. Any vehicles on the premises for thirty (30) days or longer are considered resident vehicles.
2. The garage must be used as the primary parking space for all residents. The parking space in front of the garage is secondary.
3. The following are prohibited within the Common Element:
  - a. Parking anywhere other than in designated parking areas (e.g., on the lawn)
  - b. Parking in front of a garage without the respective Owner's permission
  - c. Parallel parking next to any structure
  - d. Parking that impedes access to mailboxes or walkways
  - e. Parking within ten (10) feet of a fire hydrant
4. Garage doors must be kept closed at all times except ingress, egress or while a resident of the Unit is present.
5. Only minor maintenance to motor vehicles (e.g., interior cleaning) is permitted in a garage. Oil changes and other engine maintenance are prohibited within the Common Element.
6. Storing flammable or hazardous items in a garage is strictly prohibited.

## **II. ENVIRONMENT OF LIMITED COMMON ELEMENTS**

Certain parts of the Common Element are built and designed specifically for each Unit. The Limited Common Element includes patios and the driveway in front of garages.

### **A. WINDOWS AND DOORS**

1. A request for installation or replacement of a door, storm door and/or window(s) must be submitted in writing to the Management Company for Board approval.
2. Plastic or other non-glass window or door liners visible from the Unit exterior are prohibited.
3. Only curtains, drapes and vertical or horizontal louvers that are white in color (as seen from the exterior of the Unit) are permitted as window treatments. Bed sheets, newspapers or other non-window coverings are prohibited.
4. Broken windows, torn screens and damaged front doors must be repaired immediately by the Unit Owner at his or her expense.

### **B. PATIOS**

1. Storing personal items or non-traditional/non-seasonal patio furniture on patios is prohibited.
2. Hanging items from the privacy fences is prohibited. Damages caused by hanging or attaching items to the fences will be repaired at the appropriate Unit Owner's expense.

### **III. MAINTENANCE AND REPAIR RESPONSIBILITIES**

The Declaration of Condominium Ownership and the Bylaws of the Sand Court Condominium Association should be read by all Unit Owners and residents. Together, they fully explain the operation and maintenance of your Association. The following information was taken from these documents to assist you in maintaining your individual Unit. However, additional information can be found in the aforementioned governing documents.

#### **A. ASSOCIATION RESPONSIBILITIES**

The Association is responsible for the reasonable maintenance, repair and/or replacement of the following:

1. Building exterior, foundations, roofs, siding and trim
2. Gutters and downspouts
3. Roadways, walkways, driveways and parking areas
4. Common Element landscaping and snow removal
5. Common Element utilities
6. Common Element exterminating services
7. Rubbish removal service
8. Association's master insurance policy
9. Exterior post lamps

#### **B. UNIT OWNER RESPONSIBILITIES**

Unit Owners are responsible to report promptly to Management any need for repairs that are the responsibility of the Association. In addition, Unit Owners are also responsible for the reasonable maintenance, repair and/or replacement of the following items:

1. All space bounded by the undecorated interior surfaces of the perimeter walls, floors and ceilings, including the garage space (including all improvements within that space)
2. The Limited Common Elements designated for his/her use
3. All doors (including frames, jams, door screens/glass and garage doors)
4. Garage door openers and any equipment used for opening and closing garage door(s).
5. All windows (including frames, sashes, screens and glass)
6. All plumbing, electric, heating, cooling and other utility or service lines, pipes, wires, ducts and conduits serving only the Unit and located within the bounds or exterior walls of the Unit
7. Any damage to any part of the Condominium Property, including the Common Element and/or Units, caused by the Unit Owner, Occupant or guest
8. Mailbox keys (if the previous Unit Owner did not provide you with a mailbox key, please contact the local Post Office or a locksmith)

#### IV. UNIT RESTRICTIONS

Any changes, additions or improvements to the Common Element (i.e., alterations that are not within the walls of a Unit) are prohibited without prior, written approval of the Board.

##### A. GENERAL

1. Unless prior, written approval of the Board is obtained, Unit Owners shall not cause or permit anything to be hung or displayed on, or visible from, the exterior of any Unit or Building, and no sign, awning, canopy, shutter, radio/television antenna, satellite dish, air conditioning unit or other wiring shall be affixed to, placed upon or protruding through the exterior walls or roof or on any patio.
2. Installation of any satellite dish/antenna on, attached to or extending into the Common Element is prohibited (including attachment to the exterior siding or roof as described above). Any Unit Owner contemplating installing a satellite dish/antenna *anywhere* other than within the parameters of the Limited Common Element of the Owner's patio (any not extending into the airspace of the Common Element) must submit a written request that includes a drawing indicating the proposed location, height and screening materials to be used for the Board's approval.
3. Garage, yard, patio and tag sales are strictly prohibited.
4. Lawn ornaments, lighting and other ground enhancements may not be installed without the Board's prior, written approval.
5. The storage of flammable or hazardous items in any Unit or garage is prohibited.
6. In accordance with the Ohio Fire Code, charcoal burners, gas grills or any other type of open-flame devices (including but not limited to fire pits, chimineas, etc.) are prohibited from being used within ten (10) feet of a multi-family building; nor shall any propane tank or combustible material be stored anywhere on the Property. The Ohio Fire Code also prohibits operation of such devices on balconies and decks. Violations of the Fire Code should be reported to the local Fire Department at the non-emergency phone number.
7. Hummingbird feeders may not be attached to or placed on the buildings, fences or trees.
8. No items are permitted to be nailed to any tree on the Condominium Property.
9. Clotheslines are prohibited. No clothing, sheets, blankets, laundry of any kind and/or other articles (including towels, bathing suits, etc.) shall be hung or exposed on any part of the Common or Limited Common Elements.
10. Repairs made to Units by contractors or residents may only be performed between the hours of 8:00 a.m. and 6:00 p.m. Monday through Saturday, except in the case of an emergency.
11. Unit Owners shall perform their responsibilities in such manner so as not to unreasonably disturb other persons residing within the building.

## **B. 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 Element in accordance with proper flag etiquette and provided the bracket is secured to wood trim to the right or left of the garage only (not the siding) using galvanized screws.
  - a. Proper US Flag Etiquette: Always hang or fly the flag with the union (the stars) in the upper left corner. A flag on a flagstaff should be able to fly free in the breeze and should only be attached to the flagstaff or halyard on the left edge of the fabric. Flagstaffs or flagpoles should be long/tall enough that the flag does not touch the ground. Flags should be taken in at night unless they are illuminated.
2. The flag must be made of nylon, polyester or cotton.
3. The location of the flag must not interfere with the use of any walkways.
4. The installation of a freestanding flagpole by a Unit Owner in the ground or Common Elements is prohibited.
5. The flag must immediately be removed and/or replaced if it is worn, faded or tattered.

## **C. PETS**

1. One (1) dog not exceeding 90 pounds or two (2) dogs with a maximum weight of 65 pounds each (excluding vicious breeds as described below), cats, domestic, caged (including bird cages and fish tanks) or other household domestic pets not exceeding five (5) total pets per Unit are permitted.
2. Wild or exotic pets (e.g., rabbits, livestock, fowl, reptiles, etc.) and vicious dogs (Doberman, Rottweiler, Presa Canario, any dog commonly known as a pit bull or any mixed breeds of the foregoing) are expressly prohibited. Except for domestic animals (household pets), no animals shall be raised, bred, kept or maintained for any commercial purpose in any part of the Condominium Property for any length of time.
  - a. A "vicious dog" is a dog that has either (1) caused injury, including death, to any person or (2) killed another dog.
3. All pets must be on a handheld leash not longer than six feet (6') and under the control of the owner at all times when outside the Unit (within the Common Element).
4. Pets shall not be tied, fenced or housed outside of a Unit for any period of time.
5. Pet owners are responsible for the immediate, complete cleanup after their pet and the proper, sanitary disposal of pet waste.
6. Pet owners shall be liable for any damages caused by their pet to any Common Elements including, but not limited to, shrubs, bushes, trees and grass.
7. Any pet causing a nuisance or unreasonable disturbance may be permanently removed from the Condominium Property upon three (3) days written notice from the Board. Upon the pet owner's receipt of such notice, the owner shall promptly and permanently, without recourse, remove such pet from the Unit and from the Condominium Property. *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, but not limited to, excessive barking.

**D. RUBBISH REMOVAL**

1. The dumpster between Buildings 132 and 135 is emptied weekly (currently on Monday, though subject to change). All waste must be in a sealed/tied garbage bag, and cardboard boxes broken down, and placed inside the dumpster. Placing waste around the dumpster area is strictly prohibited, and any costs incurred to remove such items may be assessed to the appropriate Unit Owner's account.
2. Owners must call the Management Company to schedule a large-item pickup in advance (e.g., furniture, appliances, carpeting, etc.). Any additional charge by the refuse company for large item pickups will be applied to the Owner's account.

**E. SEASONAL DECORATIONS**

1. With the exception of lights, seasonal decorations (wreaths, flowerpots, etc.) may be displayed on the front door and/or patio. Exterior electrical lighting is prohibited.
2. Seasonal decorations may not be put up more than thirty (30) days before and must be removed no later than two (2) weeks after the holiday.

**F. OCCUPANCY RESTRICTION**

1. No person who is adjudicated to be a sexual predator or habitual sex offender and required to register with the Ohio Sex Offenders Act or similar statute from another jurisdiction, as the same may from time to time be amended, may reside in or occupy a Unit for any length of time.
2. Units must be occupied by and used for single-family purposes only as private dwellings for owners, their families or lessees and for no other purpose.

## **V. SELLING OR LEASING A UNIT**

### **A. SALE OF A UNIT**

1. One professional "For Sale" sign is permitted on a Unit's interior window.
2. Within fifteen (15) days of executing a purchase or sales agreement, the Unit Owner, title company or real estate agent must notify the Management Company and arrange for a maintenance fee update letter and certificate of insurance.
3. At the same time as above, the Owner must provide Management with the following:
  - a. Names and full contact information for all residents
  - b. Name, business address and telephone number of any person that manages the Unit on behalf of the Unit Owner
  - c. Sales price
  - d. Mortgagee
  - e. Any change in the information required in a-d above must be provided to the Board within thirty (30) days of said change.
4. The Management Company will coordinate the paperwork with banks, appraisers and escrow agents. A transfer fee for these services (currently \$150.00) will be charged to the seller and applied to his/her account.
5. The seller is responsible for providing the following items to the buyer:
  - a. Copy of the Declaration and Bylaws, including any Amendments to same
  - b. Copy of the Handbook of Rules, Regulations & Information
  - c. Unit access door key(s), mailbox and garage door key(s)
  - d. Garage door opener

## **B. LEASING OF A UNIT**

1. In no event shall any Unit be rented for transient purposes, which includes a rental for any period less than thirty (30) days, nor rented to any business or corporate entity for the purpose of corporate housing or similar type usage. Sub-leasing of any Unit is also prohibited.
2. The Unit Owner must provide the Management Company with the following information before a tenant may take up residence:
  - a. A copy of the executed lease
  - b. A completed Owner/Tenant Information Form (which may be obtained from the Management Company)
3. The lease document must contain a clause making it subject to the covenants and restrictions in the Association's Declaration, Bylaws, and Rules and Regulations.
4. The Unit Owner is responsible for supplying a copy of the Rules and Regulations to the tenant prior to taking up residence.
5. The Unit Owner is responsible for any violations of the Declaration, Bylaws, and/or Rules and Regulations by the tenant. The Unit Owner is therefore liable to the Association for the conduct of the tenant, any enforcement assessments and/or damages to the Property.
6. The Association may initiate eviction proceedings to evict a tenant. The Association shall give the Unit Owner at least ten (10) days written notice of the intended eviction action. The costs of any eviction action, including reasonable attorney's fees, shall be charged to the Unit Owner and shall be the subject of a special Assessment against the offending Unit and made a lien against that Unit.

## **VI. MAINTENANCE FEES AND COLLECTION POLICY**

1. Assessments, including maintenance fees, are due on the first (1<sup>st</sup>) day of the month and are considered late if not received by the tenth (10<sup>th</sup>) of the month.
2. An administrative late charge of fifteen dollars (\$15.00) 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 owed to the Association
  - b. Administrative late fees owed to the Association
  - c. Collection costs, attorney's fees and paralegal fees incurred by the Association
  - d. Principal amounts owed to the Association for common expenses or enforcement Assessments chargeable against the Unit
4. Any past due assessments may cause a lien and foreclosure to be filed against the Unit.
5. Any costs, including attorney 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 Owner.
6. If any Owner (either by his/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 attorneys' 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 use the recreational facilities.

## **VII. VIOLATIONS OF THE RULES AND REGULATIONS**

### **A. COMPLAINT PROCEDURE**

1. Complaints concerning violations of the Rules must be made to Management in writing (emails are acceptable) and must be signed by the individual filing the complaint.
2. Reports of violation should include violator's name or unit address (both if available) and a detailed description of the alleged violation (e.g., date, time, location, etc.).
3. The Board of Directors and/or the Manager will, in most cases, contact the alleged responsible Unit Owner after receipt of each complaint and a reasonable effort will be made to correct the violation.
4. 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 Enforcement Procedure below.

## **B. ENFORCEMENT PROCEDURES AND ASSESSMENTS**

1. The Unit Owner shall be responsible for any violation of the Declaration, Bylaws or Rules and Regulations by the Unit Owner, guest(s) or the Occupants, including any tenants of his/her Unit.
2. All costs for extra cleaning and/or repairs stemming from any violation also will be added to the responsible Unit Owner's account.
3. In addition to any other action, and in accordance with the procedure outlined below, the Board may:
  - a. Levy an assessment for actual damages
  - b. Levy a reasonable enforcement assessment of up to, but not exceeding, \$50.00 per occurrence
  - c. Levy a reasonable enforcement assessment per day if the violation is continuous and of an ongoing nature
4. Prior to the imposition of an enforcement assessment for a violation, the following procedure will be followed:
  - a. Written notice(s) will be served upon the alleged responsible Owner specifying all of the following items:
    - i. A reasonable date by which the Unit Owner must cure the violation to avoid the proposed charge or assessment
    - ii. A description of the Condominium Property damage or violation
    - iii. The amount 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 owner must mail or deliver a written "Request for a Hearing" notice, which must be received by the Board no later than the tenth (10<sup>th</sup>) day after receiving the notice required by Item 4a above.
    - i. If a Unit Owner timely requests a hearing, at least three (3) 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.
    - 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 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.
  - c. The Association may file a lien for an enforcement assessment and/or damage charges that remain unpaid for more than ten (10) days.

## IMPORTANT TELEPHONE NUMBERS

### **Emergency:**

Police or Fire Emergency \_\_\_\_\_ 911  
Police (Non-Emergency) \_\_\_\_\_ (330) 670-4300  
Fire (Non-Emergency) \_\_\_\_\_ (330) 668-9540  
Summit County Sheriff \_\_\_\_\_ (330) 643-2181  
Poison Control Center \_\_\_\_\_ (800) 222-1222

### **Utilities:**

City of Akron Utilities (Water & Sewer) \_\_\_\_\_ (330) 375-2554  
City of Akron Water Distribution Division \_\_\_\_\_ (330) 375-2420  
Summit County Sanitary Sewer Services \_\_\_\_\_ (330) 926-2400  
Ohio Edison (Electric) \_\_\_\_\_ (800) 633-4766  
Power/Light Outage Reporting Line \_\_\_\_\_ (888) 544-4877  
Dominion East Ohio (Gas) \_\_\_\_\_ (800) 362-7557  
Ohio Utilities Protection Service (OUPS) \_\_\_\_\_ (800) 362-2764

### **KareCondo:**

Customer Service \_\_\_\_\_ (330) 688-4900  
Fax \_\_\_\_\_ (330) 688-4932

### **General:**

Fairlawn-Bath Library \_\_\_\_\_ (330) 666-4888  
State Farm Insurance \_\_\_\_\_ (440) 526-6745  
Fairlawn Post Office \_\_\_\_\_ (330) 864-6409  
Summit County Board of Elections \_\_\_\_\_ (330) 643-5200  
Dog Licensing (Summit County Services Department) \_\_\_\_\_ (330) 630-7226  
Animal Control \_\_\_\_\_ (330) 643-2845

PROPERTY MAP



# SAND COURT CONDOMINIUM

C/O



## OWNER/OCCUPANT(S) INFORMATION

*The Ohio State Condominium Laws, Statute 5311.09(A)(2), states that "Within thirty days after a unit owner obtains a condominium ownership interest" that this information be provided to the Association. Statute 5311.09(A)(3) states, "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: \_\_\_\_\_ EMAIL: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_  
*(If different from Unit address)*

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

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

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

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

**The following information is required in order to protect your property/possessions and that of all of the owners:**

PETS: 1) Dog: \_\_\_\_\_ Cat: \_\_\_\_\_ Type (Breed): \_\_\_\_\_ Color(s): \_\_\_\_\_

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

IF NONE, PLEASE CHECK HERE.

VEHICLES: 1) Color, Make & Model: \_\_\_\_\_ License #: \_\_\_\_\_

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

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

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

IF NONE, PLEASE 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 thirty (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.