



The Woodlands Homeowners' Association Handbook of Rules, Regulations & Information

WELCOME TO THE WOODLANDS HOMEOWNERS' ASSOCIATION!

On behalf of the Association, we would like to welcome you to “the Woodlands”. We hope you find the Woodlands a very nice place to live. To accomplish this, we have established a set of Rules, Regulations and Information that pertain strictly to living at the Woodlands in a homeowner association atmosphere. These are common sense Rules, Regulations and Information that take into consideration the health, safety, and comfort of our residents. We hope you will find them reasonable and will cooperate by upholding them. We ask that you keep this handbook handy and that you refer to it when necessary. If something arises that may not be covered in the handbook, please do not hesitate to contact KareCondo, at P.O. Box 1714, Stow, OH 44224, or by telephone at (330) 688-4900.

Additional information is contained in the Woodlands' Declaration and Bylaws as recorded in ***Volume 6685, Page 664 et seq.*** of the Summit County Records. A copy of the Declaration and Bylaws and all current amendments may be obtained from the Summit County Recorders office or from KareCondo.

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 prevail.

Sincerely,

The Board of Directors
The Woodlands Homeowners' Association

CHANNELS OF COMMUNICATION

The Board of Directors consists of three individuals who are Townhome Owners and are elected by their fellow Townhome Owners. Board members serve without compensation and are responsible for making the decisions affecting our Common Element. Decisions concerning the Common Element are made during the Board's regular meetings, typically held monthly.

In between the monthly Board meetings, the Association relies on the Management Company to carry out the Board's decisions and handle all communications by and between the Townhome Owners, contractors and vendors. If you have questions or concerns about the maintenance of the Common Element, 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. Any maintenance performed by a vender on behalf of a Townhome Owner at the Townhome Owner's expense will not be reimbursed if that Townhome Owner did not contact the Management Company and utilize proper channels in order to have the maintenance issue remedied.

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INTRODUCTION

The Woodlands Homeowners' Association is comprised of 144 Townhomes within 20 buildings. The Townhome street addresses are numbered beginning with 3811 and ending with 3995 Lake Run Blvd, Stow, OH 44224. Within the 20 buildings there are 144 townhome ranging from 6-10 townhomes per building.

Located in the City of Stow, the Common Element is served by the Stow Police and the Stow Fire Departments and the Stow branch of the U.S. Postal Service.

Drives/parking within the Common Element is private and is maintained by the Association.

Each Townhome is individually metered for the local utilities and is the responsibility of the individual Townhome Owner. Sewer cost is also the responsibility of the individual Townhome Owner and will be billed individually based of water usage. Rubbish is picked up on Thursday for the individual bins and Tuesday and Friday for the dumpsters. Dumpsters are centrally located for the Townhomes that do not have a garage.

As a private Association, we are governed by the recorded Declaration and Bylaws. We elect our Board of Directors, which is composed of Three Townhome Owners, each serving a two year term. The Board manages Association affairs on behalf of all Townhome Owners. The Board of Directors normally meets on the third Tuesday of each month. Monthly meetings are normally held in a Board members' townhome and therefore closed to attendance by Townhome Owners. However, if you wish to attend a Board meeting you must notify the Management Company in advance and arrangements will be made accordingly for your attendance. Meetings may be cancelled or the meeting place changed by the Board. Please contact the Management Company for meeting updates.

The Annual Membership Meeting for the election of Board Members is held the third Tuesday of March each year at the Stow City Hall, providing it does not fall on a holiday.

KareCondo, a professional Association management firm, handles the day-to-day management of the Association. It is responsible for the billing and collection of monthly maintenance fees, obtaining bids for services rendered to the Association, e.g., snowplowing and landscaping, and monitoring these services. It also acts in an advisory capacity to the Board of Directors. Any questions or inquiries must be directed to KareCondo at (330) 688-4900. KareCondo's 24/7 emergency number is 330-734-8303 and should only be utilized for true emergencies that threatens people or Common Element.

KareCondo's website address: www.karecondo.com

What is a Homeowners Association?

It is **not** a Condominium Association.

The Townhome Owner (Home Owner) actually owns the portion of the structure and foundation that surrounds their townhome, and therefore is responsible for insuring said structure.

The Association is only responsible for the Common Element. The Common Element is defined as everything within the Association grounds excluding the structures/buildings. This means that the Association is responsible for everything outside of the structure/building of your townhome, i.e. landscape, drives and parking areas, drainage, patio areas, fencing, etc.

The Board of Directors has the power to adopt additional “extra services” to be performed by the Association, and these services may be discontinued at the discretion of the Board. The Association currently performs the following additional extra services:

1. The reasonable maintenance, repair, and replacement of all roofs, to include: shingles, flashing, ice and water shield, plywood decking, and tar or felt paper, as the Board determines in the exercise of its business judgment is needed;
2. The reasonable maintenance, repair and replacement of all gutters and downspouts; and
3. The reasonable maintenance and repair of all siding, to include: fascia boards, trim boards, and shutters, as the Board determines in the exercise of its business judgment is needed;
4. The Association’s exterior building responsibilities **shall not** include replacement of siding, windows and doors, screens, frames, threshold, jambs, sashes, and hardware, light fixtures, electrical outlets, chimneys, vents, soil stacks, water spigots, balconies, and/or house address numbers.

Please be aware that the Association **will not** be performing the stated extra services **on demand**, and will schedule the services in a planned phased manner as to equally and evenly administer the services.

Please bear in mind that these additional services are phased and that the Association cannot control the condition of the stated surfaces in between phases. You, as the Home Owner, remain responsible for the condition of the structure and surfaces in which you individually own. Furthermore, these services will not affect your individual homeowner insurance obligation per the Declaration.

I. ENVIRONMENT OF THE COMMON ELEMENT

A. GENERAL

1. Littering is prohibited.
2. The placement or storage of items in the Common Element is prohibited without prior, written approval of the Board. Examples of prohibited items include, but are not limited to, bicycles, litter, boots/shoes, vehicles and furniture.
3. Tents, camping related equipment or any type of portable living quarters are prohibited within the Common Element.
4. Damage to the Common Element shall be repaired or replaced by the Association at the expense of the responsible Home Owner. Home Owners will be held responsible for any damage caused by their tenants or guests.
5. Baseball, football, golf or any other sport games are prohibited within the Common Element.
6. Noise that constitutes a nuisance or causes a disturbance to other residents within the Common Element is prohibited.
7. Any types of private sales that draw traffic to the Common Element are prohibited.
8. Solicitation is prohibited within the Common Element.
9. Off road vehicles, bicycle riding, skateboarding and rollerblading are prohibited within the Common Element.
10. Feeding of wildlife is prohibited within the Common Element.
11. Plantings of any plant material considered to be a food source is prohibited.
12. Lawn ornaments and decorations, including statuary and plastic flowers, are prohibited within the Common Element without prior written approval from the Board of Directors.

B. GARAGES AND PARKING (Amended/added 6, f as of 7/16/2013)

1. Garages must be used as the primary parking space for all residents. The parking pad directly in front of the garage must be used as a secondary parking space for all residents. Residents are prohibited from parking their vehicles in visitor parking.
2. All garage doors must be kept closed when not in use.
3. Assigned resident parking spaces are to be utilized by that resident or their guests only.
4. Only minor maintenance to motor vehicles, e.g. interior cleaning, tire change, are permitted within the Common Element. Oil changes are prohibited within the Common Element.
5. Storage of flammable or hazardous items within the Common Element is prohibited.
6. Parking is prohibited at all times in the following area(s):
 - a. Designated fire lanes;
 - b. Lawns and shrub beds;

- c. In front of any mailbox kiosk, rubbish dumpster, or blocking any parking pad; and
 - d. Any place not specifically designated for parking.
 - e. Visitor parking spaces are for the guests of residents only. All unassigned parking spaces are designated as visitor parking
 - f. "Guests" of residents utilizing visitor parking spaces five or more days per week will be treated as residents and subject to the resident parking rules.
8. Garage doors may only be replaced utilizing a Clopay brand door, Value Plus Series, Model #1000, with panels and no windows. No other type of garage door may be utilized. Contact the management company for more information.

C. MOTOR VEHICLES

- 1. The speed limit is 10 miles per hour.
- 2. Vehicles not utilized on a regular basis should be stored in that resident's garage.
- 3. All vehicles on the Common Element must bear current license tags. Any stored, abandoned or disabled vehicle that is left unattended for a period exceeding 72 hours, or any vehicle or trailer prohibited, regardless of time, may be towed and stored at the owner's expense in addition to all other remedies.
 - a. The following vehicles are prohibited from being parked, stored, kept or maintained within the Common Element unless garaged:
 - i. Trucks in excess of 3/4 ton;
 - ii. Vehicles licensed, painted/signed for commercial purposes or are equipped with racks, ladders, and/or loaded with contraction material; and
 - iii. All other types of commercial vehicles, unless providing temporary service to a Townhome.
- 4. The following vehicles are prohibited from being parked, stored, kept, or maintained on or in the Common Element: boats, trailers, campers and motor homes.
- 5. Vehicles that are leaking fluid are prohibited from the Common Element. Townhome Owners are responsible for the immediate cleanup of any leaked fluids.
- 6. Motor vehicles found in violation of the Rules and Regulations may be towed immediately and stored at the owner's expense as posted at the entrance, in addition to any other costs incurred.
- 7. Bicycles may be parked only in a garage and are prohibited from being ridden on the Common Element except for ingress and egress purposes. Off-road vehicles are prohibited.

D. SIGNS

1. Except as otherwise specifically provided below, signs are prohibited from being displayed on or from any part of the building, Townhome or Common Element unless prior written approval of the Board is obtained.
2. One 11"x14" professional "For Sale" sign is permitted in the window of the townhome with the name of the real estate agency.
3. One professional "For Sale" sign is permitted in the Common Element 10 feet straight out in front of the entrance to the townhome that is for sale.
4. "Open House" signs may only be utilized during the actual hours of the open house. All other signs are prohibited and may be removed.

E. PETS

1. Dogs, cats, and other common household pets are permitted for a maximum of one (1) total pet per Townhome.
2. All pets must be on a hand-held leash, not longer than 6 feet, and under the control of the owner at all times when outside the Townhome.
3. Pets shall not be tied, fenced, or housed outside of any Townhome.
4. Pet owners are required to immediately remove all waste deposited by their pet and dispose of in a manner which is consistent with established sanitary practices.
5. Pet owners shall be liable for any and all damages caused by their pet to any Common Element including, but not limited to, shrubs, bushes, trees and grass.
6. Washing and/or grooming of pets in the Common Element is prohibited.
7. Any pet creating a nuisance or unreasonable disturbance, as deemed by the Board, may be permanently removed upon ten (10) day written notice from the Board of Directors.

F. RUBBISH REMOVAL

1. All rubbish must be placed in securely tied plastic bags and placed in waste containers with lids on tight. Waste pickup is on ~~Thursday~~ ^{Tuesday} of each week.
2. Dumpsters are for the primary use of Pepperwoods residents. The Pepperwoods are those units with no garages. Dumpsters are emptied on Tuesdays and Fridays of each week. Recycling bins for the Pepperwoods must be placed on the tree lawn or on the grass in front of your townhome by the assigned parking spaces.
3. Waste containers or recycling bins may not be put out before 6:00pm the night prior to the scheduled pickup. Waste containers and recycling bins must be returned to garages prior to 10:00pm the day of pickup.
4. Residents must call the Management Company at (330) 688-4900 for disposal of large items, such as furniture or appliances. The Management Company will notify the waste removal contractor for pick up.
5. Residents may not dispose of tires or paint on the Common Element.

II. MAINTENANCE AND REPAIR RESPONSIBILITIES

The Declaration of Association Ownership and Bylaws, should be read by all Home Owners and residents. 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 Townhome.

A. ASSOCIATION RESPONSIBILITIES

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

1. Driveway and parking areas.
2. Common Element landscaping.
3. Common Element exterminating.
4. Common Element lighting.
5. Building sewer leads to sewer mains.
6. Building drainage leads to storm water mains or catch basins
7. Common Element master insurance policy.
8. Utilities separately metered for Common Element use.

B. TOWNHOME OWNER RESPONSIBILITIES

1. The entire structure/building and everything within said structure/building, surrounding the entire townhome. All shared walls are to be the shared responsibility of the townhomes sharing said wall. All windows and doors that serve one Townhome.
2. All glass and screens within the windows and doors.
3. All heating, cooling and ventilation equipment.
4. All utility service lines, pipes, wires, conduits, and hot water tanks exclusive to the Townhome and within the bounds of the Townhome.
5. Improvements made to the patios from the original construction shall be the sole responsibility of the Home Owner to maintain, repair, and replace.
6. Garage doors and openers.
7. Mailbox locks, keys, doors and hinges.
8. The front planting bed between the side of the garage and the front walkway.
9. Each resident must have their own Homeowners Insurance coverage. The Association carries insurance in accordance with the Declaration; Home Owners are responsible for all personal contents and liability within their Townhomes. 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, or see "Important Telephone Numbers" in the rear of this handbook.

III. LIMITED COMMON ELEMENT

A. GRILLING

In accordance with the Ohio Fire Code, burners, gas grills or any other type 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 telephone number of (330)689-5852.

B. PATIOS AND BALCONIES

1. Storage of nontraditional patio furniture and/or personal items on patios and balconies is prohibited.
2. Nothing is aloud exceed the top of the fence line from inside the patio area accept patio umbrellas.
3. Hanging any items from balcony railings or the privacy fencing is prohibited.
4. Flower boxes and pots are permitted on balconies providing they do not cause a nuisance or a safety issue to the Common Element below.
5. Patios are considered Common Element, and balconies are part of the structure/building.

IV. TOWNHOME RESTRICTIONS

A. GENERAL

1. Alteration to the Common Element is prohibited without the prior, written approval of the Board.
2. Planting flowers of an annual variety is encouraged and must be maintained by the Townhome Owner. Examples of approved plantings include: mums or tulips. Planting or removal of perennials, trees, deciduous shrubs or expansion of flower bed areas must have the prior written approval of the Board.
3. Door, porch, gate, fence or lamp post decorations that are seasonal in nature are permitted during that holiday period only and may not be installed more than three weeks prior to and must be removed no later than 15 days after the holiday. No decorations may be affixed in such a way as to cause damage to the exterior of any building or Common Element.
4. Every proposed modification to the Common Element must be submitted in writing with appropriate drawings to the Board of Directors for written approval at least 30 days prior to the intended commencement of the project. No project may be initiated until written approval is received from the Board.
5. **TELEVISION ANTENNAS;** A satellite dish/umbrella may not be installed anywhere on the Common Element, nor the exterior of a building, without first acquiring written permission from the Board. Cable service is available through Time Warner Cable if desired.

B. WINDOWS AND DOORS

1. A request for installation or replacement of a door, storm door, and or windows must be submitted in writing to, and approved in writing by, the Board of Directors.
2. Use of plastic or other non-glass window or door liners is prohibited on the Townhome exterior.
3. Only curtains/drapes with white or an off-white backing are permitted as window treatments. Window treatments are defined as curtains, draperies, and vertical or horizontal louvers. Bed sheets or newspapers or other non-window coverings inside of windows are prohibited. Window treatments must appear to be installed correctly from the exterior of the Townhome.

C. 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 Common Element on a pole attached to the wood trim only. Please request guidelines from the Management Company.
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 or obstruct the view of any driveways for motorists or pedestrians.
4. The installation of a free-standing flag pole in the ground is prohibited.
5. The flag must immediately be removed and/or replaced if it is worn, faded or tattered.
6. A flag left up after sundown must be lit. Prior Board approval is required before the installation of such lighting.

C. EXTERIOR MODIFICATIONS

1. To submit a request for an exterior modification, the Townhome Owner(s) must be current in all fees and assessments. Only Townhome Owners who are current in all fees and assessments may submit a request for an exterior modification.
2. Painting or changing the exterior appearance of the building, including doors and windows, is prohibited without the prior, written approval of the Board.
3. Installing any sign, awning, canopy, or shutter on the exterior of the building is prohibited without the prior, written approval of the Board.
4. Placing or installing any air-conditioner, ventilator or similar device through the exterior walls or roof of the building is prohibited without the prior, written approval of the Board.
5. Making any changes or alterations to any part of the Common Element is prohibited, except where otherwise provided, without the prior, written approval of the Board.
6. Installing any exterior additions or alterations to the Townhomes is prohibited without the prior, written approval of the Board, i.e. wires or cabling, etc.

D. SALE OF A TOWNHOME

1. Within fifteen (15) days of executing a purchase or sales agreement, the Townhome Owner, Title Company, or real estate agent must notify the Management Company and make arrangements for a maintenance fee update letter. At the same time as above, the Townhome Owner must provide the following:
 - a. Names of all residents;
 - b. Home and business mailing addresses;
 - c. Home and business telephone numbers;
 - d. Name, business address and telephone number of any person who manages the Townhome on behalf of the Townhome Owner;
 - e. Sales price; and
 - f. Mortgagee.
 - g. Any change in the information required in a-d must be provided to the Board within thirty (30) days of the change.
2. The Management Company will coordinate the paperwork with banks, real estate agents, appraisers, and escrow agents. A transfer fee for these services may be charged to the seller and paid out of escrow from proceeds due to the seller at the time of title transfer.
3. Only one 11"x14" professional "For Sale" sign is permitted in the window of the townhome with the name of the real estate agency.
4. Only one professional "For Sale" sign is permitted in the Common Element ten feet (10') straight out in front of the entrance to the townhome that is for sale.
5. "Open House" signs may only be utilized during the actual hours of the open house. All other signs are prohibited and may be removed.
6. All other signs are prohibited. Signs may not be attached outside the windows.
7. The seller is responsible for providing the following items to the buyer:
 - a. Copy of the Declaration and Bylaws, and any Amendments to same.
 - b. Copy of the Rules and Regulations.
 - c. Townhome access door key(s), mailbox, and garage door key(s).
 - d. Garage door opener.

E. LEASING OF A TOWNHOME

1. Leasing a Townhome for transient or hotel purposes, as defined as periods of less than four (4) consecutive months, or providing hotel, laundry and similar services, or roomers/borders, is prohibited. Sub-leasing is prohibited.
2. Townhomes must not be occupied by more than one (1) single family.
3. Only one 11"x14" professional "For Rent" sign is permitted in the window of the townhome.
4. The Townhome Owner must provide the Management Company with the following information before the tenant takes up residence:
 - a. Copy of the lease;

- b. Full name of tenant(s);
 - c. Names of all residents of the Townhome; and
 - d. Home and business telephone numbers of tenant(s).
6. The Townhome Owner is responsible for making the tenant aware of the Rules and Regulations.
7. The Townhome Owner is responsible for tenant violations of the Declaration, By-Laws, and/or Rules and Regulations. The Townhome Owner shall be responsible for enforcement assessments and all other damages and any recourse the Townhome Owner may wish to take against a tenant who is in violation.
- H. The lease document must contain a clause making it subject to the covenants and restrictions in the Declaration, Bylaws, and Rules and Regulations.

F. MOVING

Move-ins and outs may only take place between the hours of 8:00 a.m. and 8:00 p.m. Monday through Sunday. Move-ins and outs may not unreasonably disturb or inconvenience the other residents.

G. COLLECTION POLICY (Restated on January 27, 2010)

1. All assessments, including maintenance fees, are due on the first (1st) day of the month and are considered late if not postmarked by the fifteenth (15th) of the month.
2. An administrative late charge of thirty-five dollars (\$35.00) per month shall be incurred for any late payment and on any unpaid balance of the assessment (Subject to increase upon further notice).
3. Any payments made shall be applied in the following order:
 - a. Interest and/or administrative late fees owed to the Association.
 - b. Collection costs, attorneys' fees incurred by the Association.
 - c. Principal amounts owed on the account for common expenses and assessments.
4. Any past due assessments may cause a lien and foreclosure to be filed against the Townhome.
5. Any costs, including attorneys' 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 Townhome Owner.
6. If any Townhome 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 Townhome Owner the entire cost and expense, including reasonable attorneys' fees, of such performing or correction 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 Townhome Owner is delinquent in the payment of any fees for more than thirty (30) days, the Board may suspend the privileges of the Townhome Owner to vote and/or use any of the amenities.

H. COMPLAINT PROCEDURE

1. 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.
2. Reports of violation should include violator's name or Townhome address (both if available) and a detail description of the alleged violation, i.e. date, time, location, etc.
3. The Board of Directors and/or the Manager will, in most cases, contact the alleged responsible Townhome 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 Townhome Owner will be subject to sanction in accordance with the assessment provisions contained in the following Section I, Enforcement Procedures and Assessments for Rule Violations.

I. ENFORCEMENT PROCEDURES AND ASSESSMENTS FOR RULE VIOLATIONS

1. The Townhome Owner shall be responsible for any violation of the Declaration, Bylaws or Rules and Regulations by the Townhome Owner, guest(s), or the residents, including tenants and employees, if any, of his or her Townhome.
2. 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, in its sole discretion may determine. 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 Townhome Owner.
3. All costs for extra cleaning and/or repairs stemming from any violation also will be added to the responsible Townhome Owner's account.
4. In addition to any other action and in accordance with the procedure outlined in Section 5 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 Townhome Owner in violation.
5. 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 Townhome

Owner specifying:

- i. A reasonable date by which the Townhome Owner must cure the violation to avoid the proposed charge or assessment;
 - ii. A description of the Common Element damage or violation;
 - iii. The amount of the proposed charge and/or enforcement assessment; and
 - iv. A statement that the Townhome Owner has a right to, and the procedures to request, a hearing before the Board to contest the proposed charge and/or enforcement assessment.
6. To request a hearing, the Townhome Owner must mail or deliver a written "Request for a Hearing" notice which must be received by the Board not later than the tenth day after receiving the notice required by Item 5a above.
- a. If a Townhome Owner timely requests a hearing, at least seven days prior to the hearing the Board shall provide the Townhome Owner with a written notice that includes the date, time and location of the hearing. If the Townhome 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; and
 - b. At the hearing, the Board and alleged responsible Townhome 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 Townhome Owner to abate action, and intent to impose an enforcement assessment shall become a part of the hearing minutes. The Townhome Owner will then receive notice of the Board's decision and any enforcement assessment imposed within thirty (30) days of the hearing.
7. The Association may file a lien for an enforcement assessment and/or damage charges that remain unpaid for more than ten (10) days.

J. RECORD REQUEST POLICY

1. Any Townhome Owner may inspect and/or copy Association records by appointment at the principal office of the Element management company. An owner must make the request for inspection in writing listing the documents to be inspected and/or copied and the reason and purpose for the request. The request may be sent to the Element Manager or any member of the Board of Directors.
2. No owner may submit more than one (1) request for inspection and/or copying in a thirty (30) day period.
3. Inspections may be made during the normal business hours of the principal office of the Element management company. The appointment should take place after the appropriate records are made available. Normally, this would be within ten (10) business days after the request is received. During an inspection, the owner may designate for copying such records by use of a removable tab, slip or

post-it note on the page(s) desired. Normally, the copies will be made available within ten (10) business days of the date they are designated. Original records may not be removed from the inspection location.

4. Townhome owners shall not exercise their inspection rights in order to harass any other owner, agent or the Property Manager. Any owner will be required to sign a log when they inspect records or receive copies showing the date and the records inspected or copied.
5. Upon written request, owners shall be provided meeting minutes at no charge. For records other than meeting minutes, the owner shall pay for copies and for the clerical time involved with retrieval, copying and re-filing the documents. The fee for this service will be determined by the Element Manager and agreed to by the owner. It will be based on the number of copies and the amount of time involved satisfying the request (for retrieval, copies and re-filing).
6. The Board of Directors may withhold from inspection or copying any records that in its reasonable business judgment would:
 - a. Constitute an unwarranted invasion of privacy;
 - b. Constitute privileged information under the attorney-client privilege;
 - c. Involve pending or anticipated litigation or contract negotiations, or
 - d. Involve the discipline or dismissal of a specific member of the Board of Directors.

Please keep this Handbook of Rules and Regulations in the Townhome and if the Townhome should change hands make sure the buyer receives this copy. Thank you for being a part of The Woodlands Homeowners Association and for helping to keep our Association a great place to live.

IMPORTANT TELEPHONE NUMBERS

Emergency:

Stow City Police/Fire Emergency 911
Stow City Police - Non Emergency (330) 689-5700
Stow City Fire - Non Emergency (330) 689-5852

Utilities:

Stow City Division of Water (330)-689-2889
Ohio Edison (Electric) (800) 633-4766
Dominion East Ohio Gas Company (800) 362-7557

Services:

Stow City Hall (330) 689-2700
Stow Post Office (330) 688-9288
Stow Library (330) 688-3295
Time Warner Cable (330) 630-7951
Waste Management (800) 523-7193
Action Pest Service (216) 321-0404
Miller Garage Door (330) 325-2967
(Garage door service and replacement (Clopay Series 1000 only))

KareCondo:

Customer Service (330) 688-4900
Fax (330) 688-4932
Emergency (330) 734-8303