

Burridge Place Condominium



Handbook of Rules, Regulations & Information

WELCOME!

Welcome to Burr ridge Place Condominium. We are pleased you selected Burr ridge Place Condominium as your home.

This booklet was developed to serve as an easy-to-understand reference guide for current Unit Owners and to provide information to help new Unit Owners become familiar with our Association.

In order for a Condominium Association to operate smoothly, it is important for Unit Owners to understand the basic concept of how the Association functions. This booklet contains a description of maintenance responsibilities, community information, rules and regulations and Association policies. We hope it becomes your property manual.

Unit Owners should have received a copy of the Burr ridge Place Declaration of Condominium Ownership and Bylaws from the seller at the time of Unit purchase. If you do not have these legal documents, a copy may be obtained from the Summit County Recorder or the Management Company for a copy charge.

This explanatory booklet does not replace our legal documents, the Declarations and Bylaws. It is simply our intent to present information in an easy-to-read format. We believe knowledgeable and informed Unit Owners are the most important part of our Association. Therefore, if there is an inadvertent discrepancy between what is expressed in this booklet and the legal documents, the legal documents will govern.

From time-to-time we will add, delete, modify and revise these guidelines to keep this booklet updated with current information and procedures. If something arises that is not covered in this booklet, please do not hesitate to call the Management Company or a Board member.

The Board of Directors Burr ridge Place Condominium

INTRODUCTION:

1. Burridge Place Condominium is comprised of 44 Condominium Units. Address locations are listed on Burridge Circle and one Unit is on Burridge Lane.
2. The Condominium Property is located in the City of Twinsburg, which utilizes the Twinsburg Post Office and, therefore, a Twinsburg address and zip code of 44087.
3. Burridge Circle and Burridge Lane are dedicated public streets maintained by the City of Twinsburg. Parking areas, driveways and cul-de-sacs are private and maintained by the Association.
4. As a private Condominium Association, we are governed by our own Declaration and Bylaws. We elect our own Board of Directors from our Unit Owner membership and the Board manages the Association affairs on behalf of our forty-four Unit Owners.
5. Our Annual Meeting is held near the beginning of December. Regularly scheduled Board meetings are held throughout the year. Meetings are held at the home of Board members. Unit Owners wishing to attend a Board meeting should:
 - A. Call the Management Company to verify meeting date, time and place.
 - B. If you wish to attend a Board meeting for a specific purpose, please inform the Management Company one week in advance of the topic you plan to discuss. This will enable Board members to plan a more informative and responsive meeting.
6. The Association's fiscal year is January 1st through December 31st.
7. A master policy for insurance coverage is purchased by the Association in accordance with the Declaration. Each Unit Owner must obtain insurance at his/her own expense affording coverage upon any improvements to the Unit, personal property and for his/her personal liability.
8. The Board, on behalf of the Association, retains the services of a professional Management Company to handle day-to-day operations of Burridge Place.
9. The Association and the Management Company do not have the responsibility for law enforcement at Burridge Place. The responsibility for dealing with suspicious or criminal activity remains exclusively with the City of Twinsburg Police Department.
10. Good Neighbor Policy: The Burridge Place Condominium Declaration, Bylaws, and the Rules and Regulations define the standard of living residents may expect from our Condominium environment. These documents are designed to protect the rights of each resident. However, policy and procedure cannot replace courtesy and the need to communicate with each other. Before filing a complaint about a neighbor, take the time to have a personal discussion. Neighbors talking with each other can achieve quicker results in a friendlier fashion. Our documents are our foundation. Our community spirit lies within each resident.

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 property. Decisions concerning the property are made during the Board's scheduled meeting.

In between the regular Board meetings, the Association relies on the Management Company to carry out the Board's decisions and handle all communications by and between the Association's Owners, contractors and vendors. If you have questions or concerns about the maintenance of the 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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I. AWNINGS

1. Awnings may be added to the rear of the unit only and require prior, written approval of the Board.
2. Unit owners should contact the Management Company for specifications.
3. Once added, an awning becomes part of the Unit and must be disclosed as such if the Unit is sold.
4. Unit Owners are responsible for repairing damaged siding when an awning is removed.

II. GAS GRILLS

1. Installation of a natural gas barbecue grill requires prior, written Board approval. Contact the Management Company for specific installation requirements.
2. Propane tanks used for portable gas grills must be stored on patios or decks. PROPANE TANKS CANNOT BE STORED INSIDE THE UNIT OR GARAGE.

III. BICYCLES

The riding of bicycles is prohibited on all grass areas.

IV. BIRD FEEDERS

1. A hummingbird liquid feeder or seed dispensing bird feeder is permitted so long as it is placed at the rear of the Unit and is not an obstruction for the landscape service contractor. Bird feeders may not be attached to the exterior of the buildings.
2. Ground feeding of wild life such as birds. Canada Geese, ducks, squirrels, etc., is prohibited.

V. CABLE TELEVISION

1. Cable television is available to Burridge Place Condominium residents and is a private agreement between the Unit Owner and the cable company at the resident's expense.
2. Arrangements for the installation and/or disconnection of service is a Unit Owner and/or resident responsibility.
3. When cable service is connected, the Unit Owner is responsible to must ensure that the following is completed:
 - a. Wiring for cable television if placed on the exterior of the building, must be installed in a manner so as to make it as inconspicuous as possible (up the corner edge of the Unit and/or along the bottom edge of the siding.)
 - b. Wiring is properly buried in the ground and will not be an obstruction for the landscape service contractor.
 - c. Excavation to bury wires must be covered with topsoil and reseeded.
 - d. Winter installations, when the ground is frozen, must be completed in early spring before the grass cutting begins.
 - e. When cable service is disconnected, the Unit Owner must make sure there are no exposed wires and that service lines are properly secured against the building for future hook ups.

NOTE: Individual television antennas are prohibited.

VI. CHRISTMAS TREES

1. The Christmas tree should be left in the area where the trash containers are placed for weekly trash pickup no later than the last week of January. Christmas trees may also be taken to Gleneagles Golf Course for recycling.
2. Discarding Christmas trees in wooded areas is prohibited.

VII. CLOTHES LINES

1. Clotheslines are prohibited.
2. Clothing or any other household fabric is prohibited from being hung outside of any Unit.

VIII. COMPLAINTS AND RULE ENFORCEMENT PROCEDURES

Complaint Procedure:

1. Complaints against anyone violating the rules are to be made to the Management Company in writing and must contain the signature of the individual filing the complaint.
2. The Management Company will, in most instances, contact the alleged violator after receipt of each complaint. If it is determined that a violation has occurred, a reasonable effort will be made to correct the violation.
3. If reasonable efforts to gain compliance are unsuccessful, the Unit Owner will be subject to a sanction in accordance with the Enforcement Procedure that follows.

Enforcement Procedure:

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 Occupants 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 actions, and in accordance with the procedure outlined below, the Board may levy an assessment for actual damages, levy a reasonable enforcement assessment of up to \$50.00 per occurrence and/or 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 Owner has a right and the procedures to request a hearing before the Board to contest the proposed charge and/or enforcement assessment.
 - v. Should a second rules violations letter be required for the same offense, a \$15.00 Enforcement Assessment penalty will be added to the Owner's account. The second rules violation letter will inform the Owner that a penalty

was applied. The \$15.00 penalty is meant to offset the administrative time taken to write the second and each subsequent letter for the same (unresolved) offense.

- 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 (10th) day after receiving the notice required by Item 4a above.
 - i. If a Unit Owner timely requests a hearing, at least seven (7) days prior to the hearing, the Board shall provide the Owner with a written notice that includes the date, time and location of the hearing. If the 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.

IX. CONTRACTORS

Unit Owners must not give work instructions to any Association service contractor. All service contractor requests must be submitted to the Management Company. Neither the Association nor the Association's service contractors will be held responsible for maintenance, repair or replacement of a resident's personal property in Common Elements.

X. DAMAGE

Damage to the Common Elements caused by a Unit Owner, occupant, pet or guest of a Unit Owner must be repaired or replaced at the expense of the Unit Owner.

XI. DOORS

Replacement of doors and/or the addition of storm doors require prior, written Board approval. Contact the Management Company for specifications.

1. Front Door Replacement: Must remain the same or match the original door color as closely as possible. The Management Company will provide the list of approved door styles and door colors. All hardware must be brass. Brass kick plates and door knockers are permitted on front doors. Plain brass "peepholes" may be installed on front doors. Day-to-day maintenance of the front door is a Unit Owner's responsibility. (EXAMPLE: Replacement of weather stripping, repair of door window moldings.)

2. Rear Sliding Glass Doors to Patio Replacement: Must be identical in overall appearance (e.g. white frame, full glass). French doors, white only, as opposed to sliding doors are acceptable. Maintenance of rear sliding or French doors is a Unit Owner's responsibility.
3. Rear Pedestrian Garage Service Door Replacement: Must be white and identical to the existing door. Maintenance of the garage pedestrian door is a Unit Owner's responsibility.
4. Overhead Garage Door Replacement: Must be metal, insulated and a minimum 26-gauge steel. (24-gauge steel is recommended) with a raised panel design. The door must be white with a baked-on, pre-painted factory finish and the exterior finish must be a rough sawn texture or wood grain appearance. Windows in the garage door are prohibited. The installation of an automatic garage door opener is permitted. Installation and maintenance expense are a Unit Owner's responsibility.
5. Storm Doors: Storm doors, though not required (or recommended), must be full-view glass, or a "full light door." Self-storing door with window and half screen are also permitted. Glass must be clear with no etchings or designs, and frames must be white. Unit Owners may convert storm doors to screen doors for warm-weather use if screen inserts are a standard part of the door.

XII. ESTATE SALES

With PRIOR written approval from the Board, following the death of a Unit Owner, the Estate may conduct a one-day Estate Sale. The Estate must notify the Management Company prior to the sale.

XIII. EXTERMINATING SERVICE (EXTERIOR)

Exterior: The Association provides pest control on an as needed basis for biting and stinging insects such as ants, bees, wasps, etc. on the exterior of a Unit. Please contact the Management Company to report the location of an active nest on the exterior of your Unit.

Interior: Unit Owners are responsible for any and all interior extermination of their Unit.

XIV. FENCES

1. The installation of a fence requires prior written Board approval. Requests to install privacy fencing must include a sketch detailing the location and height. For detailed fencing specifications, please contact the Management Company.
2. Invisible fences and fences enclosing a Unit's rear Limited Common Element are prohibited.

XV. FIRE PITS

For safety reasons, fire pits, are prohibited.

XVI. FLAGS

1. American Flag: One American flag may be displayed in front of the Unit in the flag holder. The flag must be immediately removed and/or replaced if it is worn, faded or tattered.
2. Sports Team Flag: A flag or banner may be displayed on the day of the game in the front of the Unit in the flag holder.
3. Ornamental Banners and Windssocks: Ornamental banners and windssocks are prohibited in front of the Unit.
4. Flag Holder: One flag holder may be attached to the wood trim on the Unit. The flag holder must be made from a metal that will not rust or cause rust marks on the exterior of the Unit.

XVII. GARAGES

1. Garage doors must be kept closed except during ingress, egress or while the Unit Owner/resident is present.
2. Only minor maintenance to motor vehicles (e.g., interior cleaning or changing a tire), is permitted in a garage. Oil changes and other engine maintenance are prohibited on the Condominium Property.
3. No flammable or hazardous items may be stored in a garage.
4. The garage must be used as the primary parking spaces.

XVIII. GARAGE SALES

1. Individual garage sales are prohibited.
2. At the request of the Unit Owners the Board may select an approved day for a community garage sale. Unit Owners may place ads in the local newspaper for their individual sales on the selected community sale date. The ad must NOT state that the garage sale is sponsored by the Burrige Place Condominium Association in order to reduce potential Association liability.

XIX. GARDEN HOSES

1. Garden hoses may not be left in the grass. After use, garden hoses must be coiled and placed on the patio or inside of the garage.
2. Garden hoses should be disconnected from exterior faucets during the winter season.
3. Reels for garden hoses cannot be attached to the exterior of the Unit.

XX. HAZARDOUS MATERIAL

Unit Owners and residents must not pour or allow to spill any oil, solvent, or any other volatile or flammable material into the storm sewers or common area. The Ohio EPA and the City of Twinsburg prohibit such disposal.

XXI. HOT TUBS

The installation of an exterior hot tub requires prior, Board approval. Contact the Management Company for the exact specifications regarding the installation of a hot tub.

XXII. INSURANCE

1. As a Condominium Property, a master policy for insurance coverage is purchased by the Association in accordance with the Declaration. Each Unit Owner/resident must obtain insurance at their own expense affording coverage upon any improvements to their Unit, personal property and for their personal liability. We recommend having your personal insurance agent review the Declaration and Bylaws.
2. Loss claims against the master policy must be filed by the Board.

XXIII. LANDSCAPING

1. Landscaping services are contracted on a yearly basis by the Association and include a regularly scheduled mowing day and lawn fertilization. The contractor will place flags on the property on the day when a scheduled treatment has been applied.
2. Shrub beds located in front of the unit, developer-installed shrub beds, common area shrub beds and tree circles are mulched and weeded by the landscape contractors.
3. Trimming and pruning of shrubs in shrub beds located in front of the Unit, in developer installed shrub beds and in Common Elements are the responsibility of the landscape contractor.
4. Spring and fall clean-up of the property is done by the landscape contractor.
5. During dry summer months, residents are asked to water shrubs adjacent to their units to prevent them from dying.

Flowers

1. Perennial or annual flowers may be planted without board approval, providing the height and size of the flowers is consistent with the surrounding shrub bed plantings and do not exceed the height of the first floor window sill.
2. Flowers planted by a resident must be maintained by the resident in a manner that does not detract from the landscape appearance. Appropriate seasonal clean-up must be provided by the resident at the end of the blooming cycle.
3. Flowers planted by a resident must not in any way, be an obstruction for the landscape service contractor.
4. Flowers must be planted far enough away from the grass line to avoid damage from the landscaper's automatic trimming and edging equipment.
5. Residents will be required to remove unacceptable plants.

Front Shrub Beds

1. In order to maintain uniformity and harmony throughout the property with the original landscaping plan, there shall be no changes to the front of the Unit by the resident which

would utilize railroad ties, landscaping timbers, bricks, rocks, stones, miniature fencing, concrete and such items used as shrub bed edging material or enclosures without prior written Board approval.

2. Unit Owners may not install additional shrubbery in the existing shrub bed in the front of the Unit or in the developer installed shrub beds at the end of some buildings without prior written Board approval.
3. Additional shrubbery must be consistent in height, variety and size to existing plantings.
4. Additional shrubbery selected by the Unit Owner must be of a species that will not encroach upon or cause damage to the Unit, commons areas or any utility service line.
5. A maximum of two (2) flowerpots, three (3) yard ornaments, and two (2) shepherd's hooks may be placed within the confines of the mulched planting bed in front of the Unit, on either side of the front door (not on the sidewalk or driveway, etc.). Items displayed may not exceed twenty-four inches (24") in height and must be removed when out of season or no longer in use. The Board reserves the right to determine what meets or does not meet the guidelines for decorations in the front beds as well as the right to require removal of any item(s).

Addition of Shrub Beds

1. Installation of additional shrub beds by the Unit Owner along the side or behind the Unit must have prior, written Board approval.
2. The width of the shrub bed shall not extend beyond three feet (3') from the side or rear wall of the Unit or from the edge of the patio.
3. The newly constructed shrub bed and shrub bed plantings must be maintained by the Unit Owner.

Vegetables

Vegetable gardens are prohibited. One or two vegetable plants are permitted provided the plants are not visible from the street and are within three feet (3 ') of the rear of the Unit.

Common Area Plantings:

Residents are prohibited from installing landscaping material or other items in the Common Element (including mulched tree rings and any natural areas along the woods).

In natural areas, any objects (e.g., ceramic figures, lights, benches, bricks, etc.) that are not natural to the area must be removed by the Owner, or the Association will cause the item(s) to be removed at the Owner's expense.

XXIV. LAWN FURNITURE

Lawn furniture must not be placed in common lawn areas.

XXV. LEASE OF A CONDOMINIUM UNIT

The following Rules are in accordance with the amendments to the Declaration (Item 12, Section K) recorded at Summit County Records on February 22, 1999 and March 21, 2005:

1. Except for grandfathered rental Units or hardship exceptions, Units must be occupied by the Unit Owner(s) or the parent(s) or child(ren) of the Unit Owner.
 - a. Any Unit Owner that was leasing his/her Unit prior to February 22, 1999 and registered his/her Unit as being leased with the Association within three (3) months of said date, shall be considered "grandfathered" and may continue leasing that Unit until the title to said Unit is transferred to a subsequent owner.
2. To meet a special situation and to avoid an undue hardship or practical difficulty, the Board shall grant permission to a Unit Owner to lease his/her Unit to a specified lessee for a one-time period not less than six (6) consecutive months nor more than twenty-four (24) consecutive months. The one-time hardship exception may in *no* event be extended beyond the one twenty-four (24) month period.
3. In no event shall any Unit be rented for transient purposes, which is defined as a rental for any period less than six (6) consecutive months, nor rented to any business or corporate entity for the purpose of corporate housing or similar type usage.
4. The Unit Owner must provide the Management Company with the following information before the tenant may take up residence:
 - a. A copy of the executed lease.
 - b. A completed Owner/Tenant Information Form (may be obtained from the Management Company).
5. 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.
6. The Unit Owner is responsible for supplying a copy of the Rules and Regulations to the tenant prior to taking up residence.
7. 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.
8. 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.

XXVI. LIGHTING

Exterior Lighting

The installation of additional lighting requires prior, written Board approval. Additional exterior lighting must be maintained by the Unit Owner and/or subsequent purchaser of the Unit.

Landscape & Security Lighting

Landscape lighting or other ground enhancements may not be installed without the Board's prior, written approval. Please contact the Management Company for standard guidelines for decorative landscape lighting.

Porch/Entrance Light Fixtures

1. Maintenance, repair and/or replacement of all front door light fixtures and rear sliding door fixtures are the responsibility of the Association.
2. Bulb replacement is the responsibility of the resident.

XXVII. MAIL/POSTAL SERVICE

1. Cluster mailboxes are provided by the Twinsburg Post Office.
2. The individual mailbox key and lock are the responsibility of the Unit Owner and/or resident.
3. For repair or replacement of the mailbox key and mailbox lock, contact the Twinsburg Post Office.

XXVIII. MAINTENANCE FEES, LIEN PROCEDURES AND COST OF COLLECTION

1. The Management Company provides monthly statements.
2. Maintenance fees may be paid by mailing a check *made payable to Burridge Place Condominium* and the monthly coupon to the Management Company, electronic payment transfer and/or ACH (Automated Clearing House) payment.
3. 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) day of the month.
4. An administrative late charge of \$25 per month shall be imposed for any late payment and on any unpaid balance. (Subject to increase upon further notice.)
5. Any payments made shall be applied in the following order:
 1. First, to interest owed to the Association.
 2. Second, to administrative late fees owed to the Association.
 3. Third, to collection costs and attorney's/paralegal fees incurred by the Association.
 4. Fourth, to the principal amounts owed on the account for common expenses or enforcement assessments chargeable against the Unit.
6. Any past due assessments may cause a lien and foreclosure to be filed against the Unit.
7. 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 Owner.
8. If any Owner (either by his or her conduct or by the conduct of any occupant) fails to perform any act that he/she is requested to perform by the Declaration, the Bylaws or the Rules and Regulations, the Association may, but shall not be obligated to, undertake such performance or cure such violation and shall charge and collect from said Owner the entire cost and expense, including reasonable attorney fees, of such performing or cure incurred by the Association. Any such amount shall be deemed to be an additional assessment and

shall be due and payable immediately following notification of such charge, and the Association may obtain a lien for said amount in the same manner and to the same extent as if it were a lien for common expenses.

9. If any Owner is delinquent in the payment of any fees for more than thirty (30) days, the Board may suspend the voting privileges of the Owner in accordance with the Bylaws.

XXIX. MAINTENANCE AND REPAIR RESPONSIBILITIES

The Declaration of Condominium Ownership and the Bylaws of Burridge Place Condominium 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.

Association Responsibilities:

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

1. Building exterior, foundation, roof, siding and trim.
2. Driveways, parking areas and cul-de-sacs.
3. Gutters and downspouts.
4. Common Element landscaping & snow removal.
5. Common Element utilities.
6. The Association's master insurance policy.
7. Mailbox Gazebos.
8. The pond.
9. Exterior light fixtures (excluding the bulbs).
10. Common Element exterminating services.
11. Signage, address sign plaques and Unit/address numbers.
12. Retaining walls (including decorative stone walls).

Association Repair Procedures:

In an effort to keep monthly maintenance fees affordable, our Association tries to do maintenance/repair work in bulk versus having a complaint driven procedure.

Unit Owners are responsible to report promptly to Management any need for repairs that are the responsibility of the Association. The objective is to complete Unit Owner repair requests within ten working days. However, weather, contractor availability, budget priorities and other factors may affect repair completion dates. Emergency repairs are given prompt attention.

Unit Owner Responsibilities:

The Unit Owner is responsible for the reasonable maintenance, repair and/or replacement of their individual Unit and the Limited Common Elements designated for their Unit. For a complete description, refer to the Burridge Place Declaration of Condominium Ownership and Bylaws. Some specific items maintained by the Unit Owner are:

1. All doors, door frames, door screens, windows, window frames and window screens.
NOTE: The Declaration and Bylaws make the Association responsible for painting the exterior surface of the garage doors.
2. Skylights.
3. Internal operation of a fireplace to include chimney cleaning and chimney cap screen.
4. Garage space including garage doors and their mechanisms.
5. All heating, cooling and ventilation equipment including the pad for the air conditioning compressor unit.
6. Exterior water faucet including winterization and the electrical outlet(s) serving the individual Unit.
7. Patio and/or deck.
8. Gas, electric, telephone, water or other utilities or service lines, pipes, wires and conduits within the bounds of the individual Unit.
9. Any additions or changes constructed by the current or prior Unit Owner such as a fence, deck or porch enclosure.
10. Insurance for private homeowner coverage.

XXX. MOTOR VEHICLES

1. Only minor maintenance to motor vehicles (e.g., interior cleaning and tire changes), is permitted within the Common Element. Vehicle repairs, including, but not limited to, engine maintenance (e.g., oil changes) are prohibited within the Common Element.
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. Vehicles that are leaking fluid are prohibited from the Condominium Property. Unit Owners are responsible for the immediate cleanup of any leaked fluids.
4. 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. Commercial vehicles (unless providing temporary service to a Unit or the Association)
 - 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.
 - g. Motorcycles, mopeds and bicycles.

XXXI. NAME PLAQUES

Name plaques or nameplates of any type are prohibited.

XXXII. NEWSPAPER DELIVERY

1. The Association requires all Unit Owners to keep newspapers picked up from driveways, lawns and gazebos.
2. Individual newspaper boxes are prohibited.

XXXIII. NOISE

Noise that causes a disturbance or creates a nuisance to other residents is prohibited.

XXXIV. PARKING

1. Residents must use the garage as the primary parking spaces.
2. If the resident has more than two automobiles, the extra automobiles must be parked on the Unit's driveway space, immediately in front of the garage door or garaged separately.
3. Parking in the cul-de-sac or turn around areas near gazebos is prohibited.
4. Parking on lawn areas is prohibited.
5. On street parking is prohibited by City Ordinance. However, permission to park on the street during a limited period of time or for a specific occasion can be obtained by contacting the Twinsburg Police Department.
6. Guest parking spaces are limited and must be used for visitors only.
7. A guest parking space can be used to temporarily accommodate a resident's needs. However, residents are not permitted to use guest parking spaces on an overnight basis.

XXXV. PATIOS AND DECKS

1. Storing personal and non-traditional/seasonal items on patios and/or decks is prohibited.
2. The construction/expansion of a deck or patio requires prior written Board approval. For specific guidelines, please contact the Management Company.

XXXVI. PETS

1. No animals, such as rabbits, livestock, fowl, or reptiles of any kind shall be raised, bred, or kept in any Unit or the Common or Limited Common Elements except for dogs, cats, or other household pets that may be kept subject to Rules and Regulations adopted by the Board.
2. All pets are to be on a hand-held leash when outside of a Unit.
3. Pets must not be permitted to run loose on the Condominium Property.
4. No pet shall be tied, fenced or housed outside a Condominium Unit
5. Pet owners shall be held liable for any and all damages caused by their pets to any Common Elements including, but not limited to shrubs, bushes, trees, and grass.
6. Pet owners are responsible for immediate and complete clean up after their pet. This is especially important when walking your pet on Common Elements or on property belonging to private homes.

XXXVII. PLAY EQUIPMENT AND TOYS

1. Play equipment and/or toys, which cannot be returned to the interior of the Unit each nightfall are prohibited.

XXXVIII. POND

The pond located on the Condominium Property serves the purposes of aesthetics and ground surface drainage. The pond is not intended for recreational use. Therefore, playing, fishing, swimming and boating in or around the pond is prohibited. All residents must be on guard against potentially dangerous conditions and must take reasonable steps to prevent injury.

XXXIX. PORCHES AND ADDITIONS

Porches and Room Additions may be added to any Unit within the Limited Common Element as long as the Unit Owner has prior, written approval from the board and 100% of the Association members. Contact the Management Company for specific details.

XL. SALE OF A CONDOMINIUM UNIT

1. One professional "For Sale" sign is permitted on a Unit's interior window.
2. An "Open House" sign is permitted on Saturdays and Sundays between 12:00 p.m. and 6:00 p.m. One "For Sale Arrow" sign may be displayed in front of the Unit near the driveway; from 12:00 p.m. to 6:00 p.m. when the Unit is open for public viewing.
3. 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.
4. At the same time as above, the Owner must provide Management with the following:
 - a. Names and full contact information (including home and business mailing addresses and phone numbers) for all residents.
 - b. Name and business address and telephone number of any person that manages the Unit as an agent 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 the change.
5. The Management Company will coordinate the paperwork with banks, real estate agents, 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.
6. 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.

XLI. SATELLITE DISHES

1. Installation of any satellite dish/antenna on, attached to, or extending into the common elements is prohibited. Attachment to the exterior siding of a Unit or any roof area is strictly prohibited. Any resident contemplating the installation of a satellite dish/antenna elsewhere on the Condominium Property must comply with the following rules and must submit a drawing to the Board indicating the proposed location, height, and screening materials to be used.
2. Any and all efforts must be used to install the satellite dish in a manner so as to make it as inconspicuous as possible.
3. Wiring for the dish must be kept at minimum visibility to all other Burridge Place Condominium Units. If wiring is placed on the exterior of the building, it must be installed in a manner so as to make it as inconspicuous as possible (up the corner edge of the Unit and/or along the bottom edge of the siding.)
4. The Unit Owner is required to sign a Release holding the Association harmless from any responsibility associated with the satellite dish.
5. The Unit Owner is responsible for any damage caused to the property, which occur as a result of installation, maintenance, use or removal of the satellite dish.
6. In the event of a sale of the Unit, the satellite dish must be removed and the area restored to its original condition.

XLII. SEASONAL DECORATIONS

1. Nothing may be attached to the exterior of the Unit. Seasonal decorations (lights, wreaths, flowerpots, doorknockers, etc.) may be displayed on the front door, patio and/or deck. Shrubbery may also be decorated with holiday lights. Electrical lighting must be rated for outdoor use.
2. Seasonal lights or 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. Wreaths and floral bouquets must be removed once they become faded, tattered or out of season.

XLIII. SIDING

1. To avoid damage to the siding, nothing can be attached to the exterior of the Unit, except for pre-approved awnings in the back of the Unit.

XLIV. SIGNS

1. Advertising signs of any nature are prohibited upon any portion of the Condominium Property.
2. One security company sign, not exceeding the height of two feet (2') or the size requirement of 1 ft. X 1 ft., may be displayed in the front shrub bed.
3. One professional "For Sale" sign is permitted on a Unit's interior window

XLV. SKYLIGHTS

1. In accordance with the Declaration and Bylaws, installation and replacement of skylights are the Unit Owner's responsibility and require prior, written Board approval.
2. Unit owners should contact the Management Company for specifications.

XLVI. SLEDDING AND SKATEBOARDING

Sledding and skateboarding on the Condominium Property are prohibited.

XLVII. SMOKE DETECTORS

Working smoke detectors are required in all Units and must be maintained by the homeowner. This is a City of Twinsburg Fire Ordinance.

XLVIII. SNOWPLOWING

1. Burr ridge Place Condominium employs the services of a contractor to plow driveways, cul-de-sacs and parking areas when snow accumulations reach two inches (2").
2. If your car is parked on the driveway during snowfall, you must move the car before the snowplow contractor arrives if you want your driveway plowed. Driveways will be plowed after accumulations of two inches (2") or more.
3. To protect the surface of driveways, parking areas and the environment, the use of salt is limited. The contractor is instructed to spread salt or an ice melt product around mailbox gazebos whenever they are on the property and observe an icy condition.
4. The contractor comes to the property when it snows. However there may be times when it is not snowing but service is needed. Examples are blowing and drifting snow or freeze/thaw cycles. We ask the contractor to periodically check the property for these winter conditions. We also encourage Unit Owners to be prepared to help themselves by using an ice melt product on their driveways.
5. Unit owners should report problem conditions to the Management Company so they can relay your report to the snow plow contractor.

XLIX. STREET LIGHTS

1. Electric street lamps located on Burr ridge Circle and Burr ridge Lane are maintained by Ohio Edison. If you observed a burned-out bulb, please call Ohio Edison.

L. STRUCTURES

Structures such as storage sheds, swimming pools, animal shelters, basketball hoops, flag poles, and light posts are prohibited.

LI. TRASH REMOVAL AND RECYCLING

1. Trash and recycling must be placed outside, at the curb of the concrete driveway, for pickup no earlier than 5:00 p.m. the previous day. Trash and recycling are currently picked up on Tuesdays.
2. Trash and recycling containers must be returned to the interior of the garage by midnight on the day of scheduled collection. Containers must remain inside the garage at all other times than noted above. If you cannot observe these time limits, please make arrangements with your neighbor(s) in order to comply.
3. All trash must be placed in securely tied/fastened bags before disposing of in a waste container(s) with the lid properly secured. Trash must be deposited directly into the appropriate waste container(s) and may not be left outside (Unit doors, garages, decks, etc.) overnight or for any extended period of time.
4. Owners must call the City of Twinsburg or employ a vendor of their choosing to schedule a pickup for large items (e.g., furniture, mattresses, etc.) at their expense.

LII. WINDOWS

1. Installation of replacement windows must have prior, written Board approval, except in the case of damage where an identical replacement would be made.
2. Windows, when replaced by the Unit Owner, must be identical in appearance to the existing windows.
3. Sunscreen coatings may not be installed on the exterior of panes of glass. If an interior sunscreen coating develops bubbles streaks, etc. that can be seen from outside the Unit, it must be removed.
4. Maintenance and upkeep of windows and screens are a Unit Owner responsibility.
5. Broken windows or torn screens must be repaired immediately by the Unit Owner at his/her expense.
6. Window air conditioning Units are prohibited.
7. To create a uniform appearance throughout the community all curtains, drapes, shades, vertical or horizontal louvers, blinds, etc., with only white, near white or beige backing are recommended for use as window treatments.
8. The use of plastic liners as added insulation over the exterior of doors or windows is prohibited.
9. The use of blankets, sheets, etc., is not permitted even as a temporary window covering.

LIII. WINTERIZATION OF OUTSIDE FAUCETS

1. As a precaution against the water line to your exterior faucet freezing and bursting in winter weather, make sure your faucet is the frost-free style. If it is not, winterize the faucet. If you have any questions, contact your plumber.

LIV. WIRING

Installation of wiring for electrical, telephone, air conditioning, machines or the like on the exterior of the building or which protrudes through the walls or the roof of the building requires prior, written Board approval.

CONTACT LIST

Property Management Company:

Kare Condominium Management Company, Inc. (Kare Condo)
P. O. Box 1714
Stow, OH 44224-0714

Office Hours: Monday through Friday - 9:00am - 4:30pm
(Closed for lunch 12:00pm – 1:00pm)

Customer Service	330-688-4900
After Hours: Emergency or Non-Emergency	330-688-4900
Fax Line	330-688-4932
Email Address	info@karecondo.com

Other Telephone Numbers:

Emergency Service	911
City of Twinsburg Police Department (Non-Emergency)	330-425-1234
City of Twinsburg Fire Department (Non-Emergency)	330-963-6256
City of Twinsburg	330-425-7161
Ohio Utilities Protection Service	800-362-2764
Ohio Edison (for reporting street light and power outages)	800-633-4766