

Barrington Master Association



Handbook of Rules, Regulations & Information

WELCOME TO BARRINGTON

On behalf of the Association, we welcome you to the Barrington Master Association. We're so glad you chose Barrington. We want all residents to be familiar with the rules that have made and kept Barrington such a great place to live. We created a Handbook of Rules, Regulations and Information to simplify the information in our Association's legal Declaration as a quick reference for your convenience. These well-planned Rules and Regulations were carefully created by our developer and legal counsel to maintain the health, safety and comfort of all of our residents while maintaining the beauty that is unique to Barrington. We hope you will find the Handbook a valuable resource and will become familiar with the rules. By working together and respecting the rules, we can maintain the privacy, security and beauty of Barrington for years to come.

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 Portage County Fiscal Office Recording Department. You may also obtain these documents from the Barrington website (www.barrington-estates.org) or 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, KareCondo, at P.O. Box 1714, Stow, OH 44224, by telephone at (330) 688-4900 or via email to info@karecondo.com.

Sincerely,
The Board of Directors
Barrington Master Association

CHANNELS OF COMMUNICATION

The Board of Directors consists of five (5) individual Owners elected by their fellow Owners. Board members serve without compensation and are responsible for making the decisions affecting our Association Property. Decisions concerning the Association Property are made during the Board's regular meetings, which are typically held monthly.

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 homeowners, contractors and vendors. If you have questions or concerns about the maintenance of the Association 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 (all related contact numbers can be found on page 14).

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

Thank you for your anticipated cooperation.

TABLE OF CONTENTS

INTRODUCTION	4
I. ENVIRONMENT OF COMMON ELEMENT	5
A. GENERAL	5
B. SIGNS	5
C. GARAGES AND PARKING	5
D. MOTOR VEHICLES	6
II. MAINTENANCE AND REPAIR RESPONSIBILITIES	6
A. ASSOCIATION RESPONSIBILITIES	7
B. OWNER RESPONSIBILITIES	7
III. HOME RESTRICTIONS	7
A. GENERAL	7
B. OCCUPANCY RESTRICTION	8
C. PETS	8
D. RUBBISH REMOVAL	9
E. LANDSCAPING	9
F. SEASONAL DECORATIONS	10
G. FLAGS	10
H. WINDOWS AND DOORS	10
I. DECKS, PATIOS & PORCHES	11
J. SATELLITE DISHES	11
IV. SELLING OR LEASING A HOME	11
A. SALE OF A HOME	11
B. LEASING OF A HOME	12
V. VIOLATIONS OF THE RULES AND REGULATIONS	12
A. COMPLAINT PROCEDURE	12
B. ENFORCEMENT PROCEDURES AND ASSESSMENTS	13
VI. MAINTENANCE FEES AND COLLECTION POLICY	14
IMPORTANT PHONE NUMBERS	15
PROPERTY MAINTENANCE MAP	16

ALL FORMS AND CONTRACTS MAY BE OBTAINED THROUGH MANAGEMENT

INTRODUCTION

The Barrington Master Association is currently comprised of approximately three hundred forty-two (342) freestanding homes and condominiums, which will continue to grow, situated in the City of Aurora. The Association Property is served by the City of Aurora (Police and Fire Departments), Aurora School Systems and the Aurora U.S. Postal Services.

The roads within the Association Property are serviced and maintained by the Barrington Master Association. Architectural oversight is the responsibility of the Barrington Architectural Review Board (ARB), which is appointed by the Barrington Master Board. Any exterior modifications (to homes or grounds) must be submitted to and approved by the ARB before any work may begin.

Water, sewer, electric and gas utilities are individually metered and therefore the responsibility of each Owner.

As a private Association, we are governed by the recorded Declaration and Bylaws. We elect our Board of Directors, which is composed of five Owners, each serving a three-year term. The Board manages Association affairs on behalf of all Owners. The Board of Directors' annual meeting schedule can be found on the Barrington website (www.barrington-estates.org). Owners must call the Management Company prior to any meeting for updates of any changes as meetings may be canceled, rescheduled or moved to a different location by the Board. Further, any Owner wishing to raise a topic with the Board must submit a written request to the Management Company at least one week prior to the meeting, providing a detailed description of the topic(s) the Owner wishes to address.

The Annual Membership Meeting for the election of Board Members is typically held in April or May of each year. Members will be notified in advance of the specific location and time of the meeting.

KareCondo, a professional Association Property management firm, handles the day-to-day management operations of the Association, including the billing and collection of quarterly maintenance fees, obtaining bids for services rendered to the Association (e.g., snow plowing and landscaping), monitoring these services and facilitating Owners' concerns. It also acts in an advisory capacity to the Board of Directors. Any questions or inquiries may be directed to KareCondo via phone (330-688-4900), email (info@karecondo.com) or online (www.karecondo.com).

I. ENVIRONMENT OF COMMON ELEMENT

The Common Element consists of all parts of the Association Property except the homes, their lots and the Clubside Condominium Common Element. A more detailed description of the Common Element can be found within the Association's Declaration.

A. GENERAL

1. Littering is prohibited.
2. The placement or storage of any items (e.g., bicycles, vehicles, furniture, etc.) in the Common Element is prohibited without prior written approval from the Board.
3. Damage to the Common Element shall be repaired or replaced by the Association at the expense of the responsible Owner. Owners are responsible for any damage caused by their Tenants or guests.
4. Nothing shall be done or kept in any home or in the Common Element that may increase the rate of the Association's insurance on the Common Element, or cause it to be canceled, without the prior written consent of the Board.
5. Noxious or offensive activity, noise that constitutes a nuisance or disturbs residents within the Common Element is prohibited.
6. Feeding of wildlife is prohibited, except bird feeders are permissible.
7. Fishing, hunting or poisoning wildlife, or discharging firearms, are strictly prohibited.
8. Residents may not give work instructions to any contractor hired by the Association (e.g., landscapers, snowplow drivers, gate guards, etc.) and must immediately contact the Management Company with any work-related issues.

B. SIGNS

"For Sale" and "For Rent" signage is prohibited by the Declaration. Any other type of signage must be approved by the ARB prior to being posted. Two security signs are allowable providing the sign post does not exceed 3' in height and the size of the sign does not exceed 6" x 6". The Declarant (Developer), or his assignees, are not subject to these rules.

C. GARAGES & PARKING

1. All resident vehicles must be registered with the Association via its Management Company. Resident vehicles must be registered with the BMV to a Barrington address in order to receive an RFID tag – Otherwise, a (short or long-term) visitor pass must be obtained. All vehicles on the premises must have an RFID tag or visitor pass.
2. The garage must be used as the primary parking space for all residents.
3. All Common Element guest parking spaces are reserved for guest parking only. These spaces are available to guests on a first-come, first-served basis.
4. 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.

5. Garage doors must be kept closed at all times except ingress, egress or while a resident of the home is present.
6. Carports are prohibited.
7. Automatic garage door openers are required.
8. Overnight on-street parking is prohibited. However, non-resident on-street parking is permissible between the hours of 8:00am and 2:00am. Direct blocking of driveways is prohibited.

D. MOTOR VEHICLES

1. The speed limit is 20 miles per hour. Please drive with caution (especially around corners) as pedestrians may be present.
2. All vehicles on the Association 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. Maintenance to motor vehicles anywhere within the Common Element is prohibited.
4. Basic maintenance to motor vehicles (e.g., car washing and tire changes), is permitted within your driveway. Any other type of motor vehicle maintenance, including, but not limited to, engine maintenance (e.g., oil changes), must be performed within the confines of your garage or offsite.
5. Vehicles that are leaking fluid are prohibited from the Association Property. 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 Association Property unless garaged:
 - a. Trucks (except two-axle trucks with no more than four tires), vans and buses.
 - b. Vehicles licensed, painted or signed for commercial use (with the exception of vehicles belonging to either the Builder or any contractor hired by the Association while performing services on the Property).
 - c. Boats, snowmobiles, ATVs and jet skis.
 - d. Recreational vehicles, including golf carts, campers and mobile homes.
 - e. Tractors and trailers.
 - f. Vehicles with loud exhaust systems and/or sensitive alarms.

II. MAINTENANCE AND REPAIR RESPONSIBILITIES

The Declaration of Association Ownership and the Bylaws of the Barrington Master Association should be read by all 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 home. 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. Entranceways;
2. Master Association roads, which includes Clubside roads;
3. Perimeter fences, walls and gates, including security gates;
4. Guard house and access control;
5. Pond and fountains;
6. Association's master insurance policy (covers Common Element & Association liability);
7. Common Element utilities;
8. Common Element street and sign lighting;
9. Common Element signage;
10. Common Element snow removal;
11. Common Element landscaping (including mowing);
12. Drainage within the Barrington Master Association, regardless of the location (including a homeowner's lot but excluding Clubside Manor Condominium drainage).

B. OWNER RESPONSIBILITIES

1. Owners are responsible to promptly report to management maintenance issue and any need for repairs to the Common Element in order for timely action to be taken.
2. Owners are responsible for the reasonable maintenance, repair and replacement of their entire lot, including any structures or improvements on said lot (excluding Clubside Manor).
3. It is the responsibility of the Owner to request and obtain approval from the Barrington Architectural Review Board (ARB) before initiating any modifications outside the home (such as landscaping or architectural modifications).
4. For security purposes, each Owner must provide one (1) light of a kind designated by the ARB, which shall automatically go on at dusk and remain on until dawn. Each Owner shall keep and maintain said light in good condition and repair and shall replace any burnt out bulbs promptly as required.

III. HOME RESTRICTIONS

No part of the Common Element shall be used for business or any purpose other than housing and the related common purposes for which the Common Element was designed. Any changes, additions or improvements to the Common Element (i.e., alterations that are not within the walls of a home) are prohibited without the prior, written approval of the ARB.

A. GENERAL

1. Unless prior, written approval of the Barrington ARB is obtained, Owners shall not cause or permit anything to be hung or otherwise visible from the exterior of any home or structure, and no swing, awning, canopy, shutter, antenna, satellite dish, air conditioner or other wiring shall be placed upon or protruding through the exterior walls or roof.

2. Any Owner contemplating installing a satellite dish/antenna must submit a written request that includes a drawing indicating the proposed location (may not be visible from the road or golf course) to the Barrington ARB for approval.
3. Garage, yard and patio sales are strictly prohibited.
4. Lawn ornaments, lighting and other ground enhancements may not be installed without the prior, written approval of the Barrington ARB.
5. No items are permitted to be nailed to any tree on the Association Property.
6. Clotheslines are prohibited. No clothing, sheets, blankets, laundry of any kind and/or other articles shall be hung or exposed on any part of the Property.
7. Repairs made to homes by contractors or residents may only be performed between the hours of 8:00 a.m. and 6:00 p.m. Monday through Friday and 8:00 a.m. to 12:00 p.m. on Saturday, except in the case of an emergency.

B. OCCUPANCY RESTRICTION

Homes 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.

C. PETS

1. Three (3) dogs (excluding vicious dogs, as described below), cats, domestic, or other household domestic pets, not exceeding five (5) total pets per home, are permitted.
2. Wild or exotic pets (e.g., livestock, fowl, reptiles, etc.) and vicious dogs 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 Association 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 domestic animal.
3. All pets must be on a handheld leash and under the control of the owner at all times when outside the home (Declaration, Article VII, Section 7.5).
4. Pets shall not be tied, fenced or housed outside of a home 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 Element 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 Association 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 home and from the Association 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. Rubbish must be placed outside, at the end of the driveway, for pickup no later than 7:00 a.m. the morning of collection, but no earlier than 5:00 p.m. the previous day.
2. Rubbish containers must be returned to the rear or side yard (within the setback line and screened or walled from front streets, adjoining properties and the golf course) by 9:00 p.m. on the day of scheduled collection. Containers must remain within said areas 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 rubbish must be placed in securely tied/fastened bags before disposing of in a rubbish container(s) with the lid properly secured. Rubbish must be deposited directly into the appropriate waste container(s) and may not be left outside overnight or for any extended period of time.

E. LANDSCAPING

1. Residents are prohibited from planting, removing or modifying any landscaping material (e.g., plants, trees, etc.) in the Common Element. Any modification to the Limited Common Element landscape is prohibited without prior written approval from the Barrington Master Association ARB, unless allowed herein.
2. Any plant life replacement in kind may be performed without prior approval. When in doubt, contact the Management Company.
3. Annual flowers may be planted without prior approval. The Owner is responsible for all maintenance or replacement of such plantings. Unkempt plantings may be removed at the Board's discretion.
4. Plantings may not obstruct or impede landscaping services, access to public utility equipment or views of the golf course.
5. Any changes, removals or additions of shrubs, bushes or trees, or changes to the grade of any portion of the Property, are prohibited without the Barrington ARB's prior written approval.
6. Each Owner must keep and maintain the property owned in a clean and safe condition and in good order and repair, including, but not limited to, the seeding, watering and mowing of all lawns and the pruning of trees, shrubbery and grass (excluding Clubside Manor). The following are specific guidelines for homeowners:
 - a. Mowing – Lawns must be mowed weekly during the growing season between April and November as weather permits. Grass height should be even and consistently cut at a height between 3 to 3.5 inches.
 - b. Fertilizing/Weeding – Granular Fertilizer should be applied 4 times per season along with 2-3 applications of turf weed herbicide to control turf weeds.
 - c. Watering – Lawns require at least 1 inch of water per week in order to maintain their health. If a homeowner has an irrigation system, watering should be done every other morning. Depending on the season, watering times for lawns should range from 15 to 20 minutes per zone, and planting beds should be 8 to 12 minutes per zone. Watering may need to be increased or decreased dependent upon weather in order to maintain a healthy lawn.

- d. Bed Maintenance – Weeds *under* 2 inches can be treated with Roundup, while anything *over* 2 inches should be hand-pulled.
- e. Pruning – Pruning should be done twice per season, once after Memorial Day and again in the fall.
- f. Edging – Edging of planting beds should be done in the spring with a minimal edge of 2 inches deep. Edging of concrete should be done bi-weekly.
- g. Mulch – Mulch should be applied, at a minimum of every other year, in the spring to early summer at a 2” depth.
- h. Removals – Dead plants or trees should be removed from the landscape and replaced as required.

F. SEASONAL DECORATIONS

1. Seasonal decorations (lights, wreaths, flowerpots, etc.) may be displayed. Electrical lighting must be treated for outdoor use.
2. Seasonal lights or decorations may not be put up more than sixty (60) days before and must be removed no later than two (2) weeks after the holiday, weather permitting.

G. FLAGS

1. One standard-sized flag (not to exceed 3’ x 5’) of the United States of America is permitted to be displayed in accordance with proper flag etiquette and after receiving approval from the Barrington ARB with respect to the size, placement, color, finish and design of the flagpole.
 - 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 or 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 flag must immediately be removed and/or replaced if worn, faded or tattered.
4. Any other flags require prior written approval from the Barrington ARB prior to installation.

H. WINDOWS AND DOORS

1. A request for installation or replacement of a door, storm door or window must be submitted in writing to the Barrington Master Association ARB for prior approval.
2. Use of plastic or other non-glass window or door liners is prohibited.
3. Only curtains, drapes and vertical or horizontal louvers that are white, near white or beige in color as visible from the exterior of the Living 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 Owner at his or her expense.

I. DECKS, PATIOS & PORCHES

1. Storing personal items and nontraditional patio furniture on decks, patios and porches is prohibited.
2. Areas beneath decks and the elevated terrace are not to be used for storage unless the areas are permanently shielded from public view.

J. SATELLITE DISHES

1. Small 18"-24" satellite dishes are permitted in the Barrington development.
2. Satellite dish placement may not be visible from the street or the golf course.
3. Satellite dishes should never be mounted to the front or side of a home where they are clearly visible.
4. Satellite dish placement in planting beds on the side or rear of the home is permissible providing they are not visible from the street or golf course and that they are shielded from the neighbor's view by some type of shrubbery.
5. In the event that a satellite dish can only be placed in a front planting bed because it is the only way for it to receive reception, it must be surrounded by shrubs or placed underneath a fake rock, which costs approximately \$300.00. If a fake rock is utilized, it should be landscaped so that it blends in with the surrounding landscape.
6. Owners with satellite dishes that are clearly visible from the street or golf course will be asked to remove the dish.
7. If a satellite dish placement variance is required, or you are uncertain of dish placement, an ARB Application must be submitted for ARB approval.

IV. SELLING OR LEASING A HOME

A. SALE OF A HOME

1. All signage is prohibited (including "For Rent" and "For Sale" signs).
2. Within fifteen (15) days of executing a purchase or sales agreement, the 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 noted above, the Owner must provide Management with the following information:
 - a. Names and full contact information for all residents.
 - b. Name, business address and telephone number of any person that manages the home on the Owner's behalf.
 - c. Sales price.
 - d. Mortgagee.
 - i. Any change in the information required in a-d above must be provided to the Board within thirty (30) days of the change.
4. 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.

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. Home access door key(s) and garage door key(s)
 - d. Garage door opener

B. LEASING OF A HOME

1. If all Association Rules are not adhered to by a tenant, the Association may initiate eviction proceedings to evict a Tenant. The Association shall give the Owner at least ten (10) days written notice of the intended eviction action. The costs of any eviction action, including reasonable attorney fees, shall be charged to the Owner and shall be the subject of a special Assessment against the offending home and made a lien against that home.
2. In no event shall any home be rented for transient purposes, which includes a rental for any period less than six (6) months, nor rented to any business or corporate entity for the purpose of corporate housing or similar type usage. Sub-leasing of any home is also prohibited.
3. Homes must not be occupied by more than one (1) single family. Except for rental homes, homes must be occupied by the Owner(s), parent(s), child(ren), grandparent(s), grandchild(ren) or sibling(s) of the Owner.
4. The 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 (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 Owner is responsible for supplying a copy of the Rules and Regulations to the Tenant prior to taking up residence.
7. The Owner is responsible for any violations of the Declaration, Bylaws or Rules & Regulations by the Tenant. The Owner is therefore liable to the Association for the conduct of the Tenant and any enforcement assessments or damages to the Association Property.

V. VIOLATIONS OF THE RULES AND REGULATIONS

A. COMPLAINT PROCEDURE

1. Complaints concerning rule violations 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 and/or home 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 Owner after receipt of such complaint, and a reasonable effort will be made to correct the violation.

4. If the reasonable efforts to effect compliance are unsuccessful, the 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 Owner shall be responsible for any violation of the Declaration, Bylaws or Rules and Regulations by the Owner, guest(s) or Occupant(s), including any Tenants of his/her home.
2. All costs for extra cleaning and/or repairs stemming from any violation will be added to the responsible 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 and/or per day.
 - 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 Owner must cure the violation to avoid the proposed charge or assessment;
 - ii. A description of the Association Property damage or violation;
 - iii. The amount of the proposed charge and/or enforcement assessment;
 - iv. A statement that the 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 ten (10) days after receiving the notice required by Item 4a above.
 - i. If an 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 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 Owner to abate action and intent to impose an enforcement assessment shall become a part of the hearing minutes. The 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.

VI. MAINTENANCE FEES AND COLLECTION POLICY

- A. Assessments, including maintenance fees, are due on the first (1st) day of the month and are considered late if not received by the tenth (10th) of the month.
- B. An administrative late charge of fifty dollars (\$50.00) per month shall be incurred for any late payment and on any unpaid balance of the assessment (subject to increase upon further notice).
- C. Any payments made shall be applied in the following order:
 - 1. Interest and/or administrative late fees owed to the Association
 - 2. Collection costs, attorney's fees incurred by the Association
 - 3. Principal amounts owed on the account for common expenses and assessments.
- D. Any past-due assessments may cause a lien and foreclosure to be filed against the home.
- E. 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.
- F. 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 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.
- G. 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 vote and/or use any of the amenities.

IMPORTANT TELEPHONE NUMBERS

Emergency:

Police/Fire Emergency.....	911
Portage County Sheriff.....	(330) 296-5100
Police – Non-Emergency.....	(330) 562-8181
Fire/EMS – Non-Emergency.....	(330) 562-7171
Poison Control Center.....	(216) 231-4455
Poison Control Center (National Number).....	(800) 222-1222

Utilities:

Ohio Edison (Electric).....	(800) 633-4766
Dominion (Gas).....	(800) 362-7557
City of Aurora Water & Sewer Department.....	(330) 995-9109
City of Aurora Service Department.....	(330) 995-9116
Rumpke (Trash Removal).....	(800) 828-8171
Portage County Recycling Center.....	(330) 678-8808
Time Warner Cable/Spectrum.....	(855) 244-1206
Windstream (Phone & Internet).....	(800) 445-5880

KareCondo:

Customer Service.....	(330) 688-4900
Fax.....	(330) 688-4932
Emergency.....	(330) 688-4900

General:

Barrington Guard House (Main Gate).....	(330) 562-1819
Aurora City Hall.....	(330) 562-6131
Aurora Memorial Public Library.....	(330) 562-6502
Aurora Post Office.....	(330) 562-7505
Aurora Chamber of Commerce.....	(330) 562-3355
Aurora City Schools.....	(330) 562-6106
Aurora Parks & Recreation.....	(330) 562-4333
Portage County Board of Elections.....	(330) 297-3511
Cleveland Clinic Twinsburg Health & Surgery Center.....	(330) 888-4000
UH Aurora Health Center.....	(330) 954-7200
Senior Center.....	(330) 995-9148
Aurora Inn Hotel & Event Center.....	(330) 562-0767
The Bertram Hotel & Conference Center.....	(330) 995-0200
Aurora Advocate (weekly newspaper).....	(330) 541-9400
Akron Beacon Journal (daily newspaper).....	(330) 996-3600
The Plain Dealer (daily newspaper).....	(216) 999-5000
Record Courier (daily newspaper).....	(330) 541-9400





Barrington Master Association



<https://www.budgetmailboxes.com/imperial-mailboxes--shown---610-bronze-mailbox---post.html>

SKU: WL-888K-6BM Black



The Century Residential Mailbox System includes the following:

- Century Decorative Mailbox 8 (19 in. L x 7.75 in. W x 9 in. H)
- Standard size Newspaper Holder (6 in. W x 6 in. H x 15 in. L)
- "S" Scroll Mounting Bracket (3/4 in. W x 4 in. H x 15 in. L)
- Imperial Post 8 (74 in. H x 4.5 in. W x 4.5 in. D)
- Do not install the top Century Address Plate
- Address numbers should be 3" white adhesive numbers, installed on the Newspaper Holder as pictured.
- All installation hardware
- Installation instructions
- Manufacturer's limited Warranty
- Approximate cost is \$400.00
- Installation is the responsibility of the homeowner (contact management at 330-688-4900 for contractor resources)