

INFORMATION AND RULES HANDBOOK

FOR

Carriage Hill Chagrin
Second Condominium
Owner's Association, Inc.

Voted and Approved by
the Board of Directors

on

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Complaint/Grievance Form

Summary of the Declaration, By-Laws, and General Rules & Information

Carriage Hill Chagrin Second Condominium Owner's Association, Inc. (hereby known as the Assn.)

There are fourteen (14) units in three (3) buildings in this Assn. Per the Declaration and By-Laws, we are an owner occupied. No Unit or portion thereof may be rented or leased to anyone other than the Unit Owner's parent or child.

The Assn. is managed by a Board of Directors. The Board consists of three (3) individuals who are Owners and elected by their fellow Owners at the Annual Meeting in October. The Board hires the Management Company. The Board members serve without compensation and are responsible for making the decisions affecting our property. THE CONDOMINIUM BOARD MEMBERS ARE YOUR NEIGHBORS. THEY ARE VOLUNTEERS. THEY ALSO HAVE BUSY LIVES. NOTIFY THE MANAGEMENT COMPANY IN WRITING IF SOMETHING NEEDS ATTENTION. (Example: bees nests, landscaping, exterior building needs, icy roads, storm damage, etc.) The Management Company obtains contracts and works with the Board to maintain the property in compliance with the Declaration and By-Laws for the Owners.

The Board meets as necessary during the year to take care of Assn. business. Minutes of a meeting can be distributed to an Owner if requested in writing. Any new business can be presented to the Board at a meeting or by contacting a Board member. The Assn. physical year runs from January 1st to December 31st. An annual meeting is held in October. Every Unit Owner is strongly encouraged to attend that meeting.

The Assn. is responsible for all maintenance of the outside walls, roofs, common areas of lawns (including front areas and side yards), shrubs and trees, ravine, roads, parking lots, driveways, chimneys, gutters, gas lights and building lights.

The Owner is responsible for all inside walls and everything contained within those walls; including plumbing, electrical, water/sewer, insulation, furnace, air conditioning units, appliances, windows, doors and screen doors, and patio/decks. The Owner is responsible for any/all damage to Assn. property, including landscaping, caused by them or their guests/visitors.

All outside grounds are considered "common property" owned by all Owners and taken care of by the Assn. An exception is your Unit's backyard between the privacy fences, and either the back fence or the edge of the ravines. These are "common limited property" and can be managed by the Unit Owner but are still subject to Assn. jurisdiction and written Board approval. If the Unit Owner does not maintain their backyard, the Board will only weed whack and blow the leaves off.

A complaint or grievance against anyone violating the rules must be submitted to the Management Company, in writing, and must contain the date, signature, address and telephone number of the Owner filing the complaint or grievance. Copies of complaints and the identity of the complaining party will be made available to the alleged violator in the event of an enforcement assessment hearing. A Complaint Form is included in this Handbook or can be obtained from the Board.

Air Conditioners

No air conditioners may be placed in the front windows.

Animals and Pets

Only one pet per Unit and it must be housed in your Unit. An exception will be made for a new Owner with more than one pet at the time of purchase. No rabbits, poultry, cats or dogs shall be kept for breeding purposes. No animals may be chained outside of the Unit on limited or common property. Pets must be on a leash at all times. Village Ordinances shall be observed pertaining to picking up feces and safe disposal in your garbage can. It is encouraged to not walk your dog on the Unit's front lawns as brown spots may occur. It is encouraged that dog walking occurs between Units 9 and 10 or up by the fence across from the pool. All Village Ordinances apply to you and your pet.

Antennas, TV Dishes, Cables

All telephone, cable and computer lines and satellite dishes are to be placed only at the back of your Unit. The Assn. will hold the Unit Owner responsible for any leaks or damage to the outside of the building or roof due to a TV dish or cables being placed on the outside. To cable front rooms, lines are to be run from the back, through the attic and down the walls. NO lines of any kind are to be on the FRONT of the Unit.

Backyards

Balcony and/or patio are "common limited property" for the Unit Owner's use only. The Owner usually cares for these areas. If you do not wish to care for this area, the landscape service will weed whack and blow off the leaves. Be careful not to create erosion if your Unit is on a ravine. Landscaping, patios, etc. are yours to maintain and finance as long as they do not interfere with your neighbors' view

or peace and quiet. Any extension of deck or patio replacement must be presented in writing to the Board for approval. The Unit Owner must obtain necessary permits. As a courtesy to the Owner, no one should walk/run behind any Unit, unless absolutely necessary.

Balconies and Decks

Balconies and decks are the Unit Owner's responsibility to maintain. To enlarge, change or replace balconies, railings and decks, the plans must be submitted in writing and written approval by the Board received. Railings are to be kept black wrought iron. No barbeque grills or fire pits or any open fire container may be placed on, or used under the balcony. Village Ordinances regarding barbeques MUST be followed.

Barbeques

It is Village law that all barbeques or fire boxes must be twenty (20) feet from the building. IF FIRES SHOULD OCCUR DUE TO YOUR NEGLIGENCE REGARDING THESE LAWS, THE ASSN. INSURANCE AND YOUR PERSONAL INSURANCE WILL NOT COVER DAMAGES. Grills with direct gas lines from the Unit should also be twenty (20) feet away from the building. All fire sources should NOT be under balconies. These laws also include – NO gas cans or butane stored in garages or inside the Unit.

Business and Industry

No business or industry may be conducted from the Unit whereby the public or clients frequent the Unit.

Clothes Lines

Clothes lines are not permitted. Hanging of any clothing, towels, bedding outside the Unit in any manner, including

balcony railings, is not permitted. Do not use pipes in the basement for hanging any items.

Chimneys

The outside maintenance is done by the Assn. (such as tuckpointing or flashing on roof). CHIMNEY CLEANING is the responsibility of the Unit Owner and should be done on a yearly basis.

Doors

The front door and the sliding doors of the Unit are the Owner's responsibility to maintain and can only be replaced with similar doors. All front doors are black and are painted by the Assn. when the trim is painted (if needed). Front screen and storm doors are the Unit Owner's and can be replaced with a white aluminum/vinyl door of your choosing.

Driveways

The Assn. maintains and replaces the aprons when needed. Storage pods are prohibited. Heavy trucks/moving vans may be parked on the first twelve (12) feet of the driveway where the concrete is thicker. Only residential passenger vehicles are permitted in the Unit driveway overnight. Pickup trucks are to be parked in the visitor parking lot overnight. During snowfall, all extra cars must be parked in the visitor parking lot or they will be towed. Spaces are tight and the plow truck has little room to maneuver. There are spots where if one neighbor has a car parked in the apron, the other neighbor cannot be plowed. NO parking in the street except for ACTIVE loading or unloading.

Fences

The back privacy fences behind Units 6 – 9 and between all Units are maintained by the Assn. Owners should not plant

anything that will deteriorate these fences. Barbeque grills should NOT be placed close to these fences.

Flags

Only one (1) American, or military, or blue stars flag, no larger than five (5) feet by three (3) feet, may be flown. Flag may be made of nylon, polyester, or cotton. Flag holders are to be installed on the wooden posts in front of the Unit.

Front Shrubbery and Side Yards

The Assn. is responsible for planting and maintaining these areas. Replacement shrubbery will be by the Assn. Flowers may be planted with approval from your neighbors. No vegetables may be planted in any of the beds or placed in containers in the front of the Unit. NO trellises are to be placed or attached to, or on, the front or sides of porches, downspouts and buildings. No statues, blow-ups or seasonal decorations may be placed in the front of the Unit. Residents and your visitors/guests are asked to please respect and be mindful of the shrubbery, trees, lawn, gas lights, siding and signs. Any damage to Assn.'s common elements by residents, visitors/guests may be charged to that Unit Owner. Be considerate of others! We all live here and enjoy it looking nice.

Furniture

Furniture on front porches or entrance ways should be kept to a minimum and approved by your neighbor. Furniture is to be kept under your roof line.

Garage Doors and Trim

Garage doors belong to and are maintained by the Assn. Any damage done to the doors or trim by the residents, visitors/guests will be expensed to the Unit Owner. Please

inform the Board as soon as possible, if there is damage caused by the snowplow. Garage door openers, drains, floors and plumbing belong to the Unit Owner.

Garbage

Garbage cans and bags are picked up on Thursday. Time varies from 6:00 a.m. to 9:00 a.m. If there is a holiday, garbage is picked up on Friday. Please do not put FOOD garbage out the night before (animals are attracted to the food). All cans and bags must be put away by Thursday night. Village Ordinances state – garbage can be placed out after 6:00 p.m. the night before and containers in by 7:00 p.m. the day of garbage pick up.

Gas Lights

The Assn. maintains and replaces the gas lights and mantles. Everyone must be cautious around the gas lights, as just a knock or bump to them may break them. They are very fragile.

Keys

The Assn. maintains a key box between Units 11 and 12 for the fire and police departments. They are the only ones that can unlock the box and get the key out. If the Unit Owner changes the lock or adds a deadbolt to the Unit, please give the Chagrin Falls Fire Marshall a key to be kept in the key box.

Landscaping Services

No one is to call the landscapers or direct them in any way. If you have a suggestion or a problem arises, please notify, in writing, the Management Company. Do not forbid landscapers to do the job they were hired to do. This includes spraying and mulching. Any damage by a pet to

the grass or bed areas will be repaired at the Owner's expense.

Laundry

Clothes lines are prohibited in back or sides of the building. No hanging of anything on decks, patios, railings, furniture, etc. including the gas and water pipes in the basement.

Lighting Fixtures

The lights on the garage doors and next to the front door are not to be replaced by the Unit Owner. A bulb for your garage light, when it burns out, is available from a Board member. Please contact a Board member.

Loitering

Village Ordinances are upheld for people loitering around the parking lot or common property. It is the responsibility of the Unit Owner to make sure family members, visitors/guests are aware of these ordinances.

Mailboxes

Mailboxes should be black if replacement is necessary.

Parking Lot

The parking lot is for our Assn. only. Those Units having more than one vehicle can use the visitor parking lot to park their extra vehicles. No vehicles may be stored on the visitor parking lot that are inoperable and not road worthy, display expired or missing license tags. Also, no long term storage of pods, trucks, commercial vehicles, trailers, boats, RVs, motor cycles, ATVs or similar vehicles are permitted. Recreational vehicles may be parked temporarily for 24 hours.

Signage

No signs, including real estate signs, may be displayed in the front yards or entrance to the area. An exception is during a real estate open house. Political signs may be displayed one month before the election and taken down the day after the election.

Snowplowing

During snow falls, all extra vehicles must be moved and parked in the visitor parking lot. After a heavy snow fall is over, vehicles can be moved back and the visitor parking lot will be cleared of snow.

Tools, Toys and Recreational Equipment

No recreational equipment, toys, balls, basketball hoops, swimming pools, bicycles, sleds, garbage cans, barbeque grills, tools, garden supplies, hoses, lawn chairs, etc. may be left outside the Unit in the common property including front and side yards, driveways and parking lot. Due to limited space and close quarters, only NERF or wiffle balls are to be used on Assn. property. For the safety of everyone, if residents, guests/visitors are playing in the street and a vehicle appears in the street, all playing STOPS and the individuals playing move OFF the street. Individuals are to wait until the vehicle is gone before returning to the street to play.

Trees and Ravine Vegetation

The trees and vegetation behind the Units situated on the ravines are part of the Assn.'s common property. No Unit Owner may remove any vegetation without the Board's permission. No Owner may have trees removed or limbs cut down or vegetation radically changed without the Board's approval. Also, no garden debris, grass clippings, kitty litter, pet feces or garbage may be thrown over the

banks. The Assn. will have any dead trees or branches hanging over roofs cut down by a professional. The Assn. also periodically has the ornamental trees pruned.

Vents: Laundry

If a Unit Owner moves their laundry units upstairs on the first floor, then the vents must be channeled out through the garage. Please make sure the vents are white to blend with siding (see Units 7 or 8 for examples). These vents are the responsibility of the Unit Owner.

Vents: Furnace, Air Conditioning and Hot Water

High efficiency gas appliances mandate that they be vented to the outside with a 2" PVC pipe fifteen (15) inches off the ground. Should a Unit Owner choose to purchase a high efficiency furnace, the pipes must be vented only to the SIDES and BACK of the building. Contact the Board to obtain written approval at least thirty (30) days before any work is started. These vents are the Unit Owner's responsibility.

Walkways and Steps

The walkways at the sides of the buildings that have been added by the Unit Owner are the responsibility of the Unit Owner, not the Assn.

Water Faucet to Back or Side of Buildings

Any Units that have a water faucet to their back patio area or at the side of the Unit, it is there because a previous owner installed it. The Unit Owner is responsible for these faucets or for installing and maintaining them. Please be sure the water faucet is turned completely OFF when not in use. A dripping faucet adds tremendously to the Assn.'s water bill. Also, please be sure that the outside faucet is WINTERIZED each year to avoid any water pipe breakage

and water lost. The Unit Owner will be held responsible for excessive water loss.

Water and Sewer

The Assn. pays for the water and sewer. It is important that no toilets are left running, or phantom flushing or a faucet (inside or out) drips. Make sure the water is turned off to toilets and appliances when leaving for an extended trip or the winter. Your vigilance in this matter will save the Assn. from having to assess or raise fees to pay a large bill. It is wise to have and utilize water turn-offs in the basement.

Water Turn-Offs

Most units have turn-offs for their own Unit. There are no turn-offs for Units 7 and 9. Water main turn-off valves are in Units 9, 12 and 33. Main sewer outlets are in Units 6, 12 and 18. If a Unit needs to turn off a water main, notify the Owners FIRST, unless it is an emergency.

Windows

The windows and sliding glass doors are the responsibility of the Unit Owner. Replacement windows must be the same size and 8 over 8, double hung with half screens and white aluminum or vinyl clad. Written documentation and picture of the proposed replacement window must be submitted to the Board. The Board will review the documentation and picture in a timely manner, and upon acceptance, will give written approval to the Unit Owner for installation to begin. No air conditioners, signage, posters, decorations, sheets or blankets may be placed in the windows. Electric candles at Christmas time are acceptable.