

**CHAGRIN FALLS TOWNHOUSE
ASSOCIATION, INC.**

Chagrin Falls, Ohio

**HANDBOOK OF
RULES AND INFORMATION**

Date Edited: January 2023

WELCOME!

Welcome to Chagrin Falls Townhouse Association. We are pleased you selected Chagrin Falls Townhouse as your home.

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

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

Unit owners should have received a copy of the Chagrin Falls Townhouse Association, Inc. 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 can be obtained from the County Recorder or the management company for a copy charge.

This explanatory booklet does not replace our legal documents, the Declaration and Bylaws. It is simply our intent to present information in an easy-to-read format. We believe knowledgeable and informed 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.

The Board of Directors reserves the right to add, delete, or otherwise modify or amend these guidelines as it deems necessary for the health, safety and comfort of all residents.

The Board of Directors
Chagrin Falls Townhouse
Association, Inc.

Edited: January, 2023

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INTRODUCTION

1. Chagrin Falls Townhouse Association, Inc. is comprised of 10 condominium units.
2. Our condominium association is located in Chagrin Falls which utilizes the Chagrin Falls Post Office and, therefore, a Chagrin Falls address and zip code.
3. All other roadways and parking areas within our condominium property are private and maintained by the Association.
4. As a private Condominium Association we are governed by our own Declaration and By-Laws. We elect our own Board of Directors from our unit owner membership and the Board manages the Association affairs on behalf of our ten unit owners.
5. Our Declaration and By-Laws are filed with the Cuyahoga County Recorder.
7. Our Annual Meeting is held in October. Regularly scheduled Board meetings are held through the year. Meetings are held at various Board members' homes. Unit owners wishing to attend a Board meeting should:
 - A. Call the management company to verify meeting date, time, and location.
 - B. If you wish to attend a Board meeting for a specific purpose, please inform KareCondo Management one week in advance of the topic you plan to discuss. This will enable Board members to plan a more informative and responsive meeting.
8. The Association's fiscal year is January 1st through December 31st.
9. The Board, on behalf of the Association, retains the services of a professional management company to handle day-to-day operations of Chagrin Falls Townhouse Association.
10. The Association and the management company do not have the responsibility for law enforcement at Chagrin Falls Townhouse. The responsibility for dealing with suspicious or criminal activity remains exclusively with the Chagrin Falls Police Department.
11. **Good Neighbor Policy:**

The Chagrin Falls Townhouse Declaration, By-laws, and the Rules and Information 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 a quicker result in a friendlier fashion. Our documents are our foundation. Our community spirit lies within each resident.

AWNINGS

Awnings over windows or hinged doors must be approved by the board.

BARBEQUE GRILLS

On September 5, 2005 a new law pertaining to condominium units was added to the Ohio Fire Code. It states that grilling is now banned anywhere within ten feet of a building or anywhere on any wood deck or balcony.

BICYCLES

The riding of bicycles or any recreational vehicle on grassy areas is prohibited.

BIRD AND GROUND FEEDERS

1. Seed dispensing bird feeders are permitted during the winter months of November through April.
2. Bird feeders cannot be attached to the exterior of the building.

CABLE TELEVISION AND INTERNET SERVICE

Individual television antennas are prohibited on any roof.

CHRSTMAS TREES

1. Kimble Company schedules the removal of Christmas trees with rubbish.
2. Discarding Christmas trees in wooded areas is prohibited.
3. Christmas trees larger than four feet in height must be cut into four-foot sections before Kimble Company can pick them up.

CLOTHES LINES

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

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 cure the violation.
3. If reasonable efforts to gain compliance are unsuccessful, the unit owner will be subject to a sanction in accordance with the penalty provisions contained hereunder.

Enforcement Procedures and Assessments for Rule Violations:

1. If any unit owner violates a fine in a manner that, by the determination of the Board, affects the rights of others or their property, immediate action will be initiated.
2. The entire cost of effectuating a legal remedy to impose rule compliance, including attorney fees, shall be added to the account of the violating unit owner.
3. In accordance with the procedure outlines below, an assessment of up to but not exceeding \$50.00 per occurrence MAY be levied by the Board on any owner found in violation of the Rules and information. In the case of a tenant who is in violation, the owner of the unit in which said tenant resides will be held liable for the assessment.
4. In addition, all costs for extra cleaning and/or repairs stemming from the violation of the Rules and information will be added to the assessment.
5. *Prior* to the imposition of an assessment for a rule violation, the following procedures will be followed:
 - A. Written demand to stop the violation will be served upon the alleged violator specifying:
 1. The alleged violation;
 2. The action required to stop the alleged violation; and
 3. A reasonable time period during which the alleged violation must cease without the imposition of an assessment.
 - B. If the same rule is violated past the time period set above or over a period not to exceed twelve (12) months the Board will serve the violator written notice of a hearing to be held by the Board. This notice will contain the following:
 1. The nature of the violation;

2. The time and place of the hearing, including at least a ten (10) day notice.
 3. A request for the violator to attend the hearing and supply any statement of evidence on his or her behalf;
 4. The intent of the Board to impose a fifty-dollar (\$50.00) assessment per violation occurrence.
- C. At the hearing, the Board and the alleged violator(s) will have the right to present any evidence. This hearing will be held in Executive Session and proof of hearing, evidence of written notice to violator to abate action, and intent to impose assessment shall become part of the hearing minutes. The assessment will only be imposed by the majority vote of the members of the Board present at this hearing.
- D. If any unit owner fails to perform any act that he/she is requested to perform by the Declaration, the Bylaws, or the Rules and information, the Association may, but shall not be obligated to, undertake such performance or cure such violation, and shall charge and collect from said unit 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 upon such unit owner and shall be due and payable when the payment of the monthly maintenance fee next following notification of such charge becomes due and payable, 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.

DAMAGE

Damage to the common elements caused by an owner, occupant, tenant, pet or guest of an owner must be repaired or replaced at the expense of the unit owner, who may then seek reimbursement from the tenant, occupant or guest.

DECKS

Replacement of a deck requires *prior* written Board approval. A written request must be addressed to the Board of Directors and mailed to the management company.

1. Decks must be constructed of pressure treated wood.
2. Maintenance of a deck is the unit owner responsibility.
3. Drawings of the deck must show length, width, height, support structures, and ground preparation. Support structures must be anchored in concrete.
4. The deck must be insured under the unit owners' private homeowners' insurance.
5. A Chagrin Falls building permit is required.

DECORATIONS

1. No decorations may be attached to the aluminum siding surface.
2. Shrubby or trees may be decorated with Holiday lights from Thanksgiving through mid January.

DOORS

Replacement of doors requires *prior* written board approval. A written request must be addressed to the Board of Directors and mailed to the management company. The Board will review the request and instruct the management company to provide a written response approving or denying the request.

1. Front Door

- A. Brass kick plates and doorknockers may be installed on front doors.
- B. Maintenance of the front door is a unit owner responsibility.
EXAMPLE: Replacement of weather stripping or painting.

2. Rear Sliding Glass Doors to Patio

- A. Must be similar in appearance and color to the existing door (i.e., white frame, full glass).
- B. Maintenance of rear sliding door is unit owner responsibility.

3. Pedestrian Garage Service Door

- A. Must be identical to existing door.
- B. Color must be white.
- C. Maintenance of the garage pedestrian door is unit owner responsibility.

4. Overhead Garage Door Replacement

- A. All replacement doors must be metal.
- B. Metal garage door options are limited to the following specifications:
 1. The door must be white with a baked-on, pre-painted factory finish, windowless, insulated, and a minimum of 26-gauge steel.
 2. The style of the metal door must have a raised panel design with a rough sawn texture or wood grain finish.

3. Maintenance and upkeep of the overhead garage door and garage door mechanism including automatic door openers are unit owners' responsibility.

5. Storm Doors

- A. Interchangeable screens are permitted.
- B. Maintenance of the storm/screen door is the unit owners' responsibility.

EXTERIOR CHANGES/ARCHITECTURAL CONTROL

1. A written request with supporting detail and diagrams for any type of modification, installation, or addition to the limited common element of each unit must be submitted to the Board for review. Written approval must be obtained from the Board *prior* to the initiation of any project. Failure to receive *prior* Board approval may result in a rule violation assessment to the unit owner and may require removal of the unapproved item. Building permits are the responsibility of the unit owner to obtain.
2. Construction materials must match the existing structure and conform to the architectural precedents set by the builder. The same materials, finishes, and colors must be used.

EXTERMINATING

1. If you are experiencing an insect control problem around the exterior of your condominium unit, call KareCondo Management 330-688-4900 so that the service can be arranged for you at condominium expense.
2. Inside problems are the responsibility of the unit owner.

FENCES

Invisible Fences are prohibited.

FLAGS

One American flag may be displayed per unit. 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 weeping marks on the exterior of the condominium unit. Other hanging ornaments (ornamental banners and wind socks) must be seasonal and appropriate.

GARAGES

1. Garage doors must be closed when garage is not in use.
2. No maintenance or body work to motor vehicles may be done in a garage are prohibited.

3. Nor shall flammable or hazardous items shall be stored in a garage.
4. The garage must be used as the primary parking space.

GARAGE SALES AND ESTATE SALES

Garage sales and Estate sales are prohibited.

HAZARDOUS MATERIAL

Unit owners and residents must not pour or allow spilling any oil, solvent, or any other volatile or flammable material into storm sewers or common element. The Ohio EPA and the Chagrin Falls prohibit such disposal.

HOT TUBS

The installation of an exterior hot tub is prohibited.

INSURANCE

1. As a condominium property, a master policy for insurance coverage is purchased by the Association specifically for common elements. Each unit owner/resident must obtain insurance at their own expense affording coverage upon their unit, personal property and for their personal liability. We recommend having your personal insurance agent review the Declaration and By-Laws.
2. Unit owner insurance coverage must be issued to include items that are the unit owner's responsibility to repair and/or maintain.
3. If your insurance agent has questions about the Association's master policy, contact the Association's agent.
4. You may also want to obtain a quote for your personal insurance needs from the Association's agent. For the name of the Association's agent, call the management company.
5. Loss claims against the master policy must be filed by the Board of Directors.

LANDSCAPING

1. Landscaping services are contracted on a yearly basis by the Association to maintain the appearance of Chagrin Falls Townhouse Association.
2. Mulch installed by a resident must match the type of mulch used by the landscape contractor.
3. During the landscape season, residents should water shrubbery and trees adjacent to the unit often enough to prevent browning, disease or die out. Sprinkling bans should be observed.

Flowers

Low annual flowers may be planted in planting beds adjacent to the front of the condominium unit and maintained by the unit owner.

Front Shrub Beds

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 units by the resident which would utilize railroad ties, landscaping timbers, bricks, rocks, stones, miniature fencing, concrete and other such items used as shrub bed edging material or enclosures.

Unit owners *may not* install shrubbery in the existing shrub bed in front of the unit without *prior* Board approval.

1. Additional or replaced shrubbery must be consistent in height, variety and size to existing plantings.
2. Additional or replaced 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. (Example of an unacceptable planting: Vines.)
3. Additional shrubbery planted by a resident in a front shrub bed will be maintained by the landscape service contractor.
4. Residents will be required to remove unacceptable plantings.
5. In the event unit owners wish to replace existing shrubs that have become overgrown or unsightly, owners should submit a plan for approval to the Board for replacement. After approval the Association will then remove the old plantings as required. Cost of any new planting and their installation is a unit owner responsibility.

Addition of Shrub Beds

1. Additional shrub beds must have *prior* written Board approval before they may be installed by the unit owner along the side or behind the condominium unit.
2. The width of the shrub bed shall not extend beyond three (3) feet from the side or rear wall of the condominium unit or from the edge of the patio.
3. Flower beds installed by a unit owner must be maintained by the unit owner and/or any subsequent purchaser of the unit.
4. Shrub beds installed by a unit owner will be maintained by the landscape contractor.

Trees

Trees shall be planted by the Association only.

Other Plantings

Residents desiring to change or add landscape plantings in the area of their condominium unit must submit written specifications and obtain prior written Board approval.

1. Vegetable gardens are prohibited except as follows:
2. One or two vegetable plants are permitted providing the plants are inconspicuous and are not visible from the street.
3. Vegetable plants, if installed, must be within three feet of the rear of the condominium unit.
4. Appropriate seasonal clean up is necessary.

LAWN FURNITURE

Lawn furniture must not be placed in common lawn areas.

LAWN ORNAMENTS

Lawn ornaments, yard statuary or other artifacts may not be displayed in front of a condominium unit or along the side of a unit if they are visible from the street. Lawn ornaments may not be placed in any common element.

LIGHTING

The installation of additional lighting requires prior written Board approval. A written request must be addressed to the Board of Directors and mailed to the management company. The Board will review the request and instruct the management company to provide a written response approving or denying the request. Small lawn ornaments may be used if they are seasonal and appropriate.

1. Additional exterior lighting must be maintained by the unit owner and/or any subsequent purchaser of the unit in a manner that will not detract from the appearance of the condominium property or hinder the safety of the residents.
2. The owner must obtain and submit to the Board a written consent form signed by the owners of the neighboring units located on each side of the unit where additional lighting is being installed.

Landscape Lighting

Landscape Lighting is not encouraged and must receive written consent from the board.

Security Lighting

1. Motion detector flood light fixtures may be installed near the rear patio doors.
2. Wiring for security light fixtures cannot be placed on the exterior of the building.

Porch/Entrance Light Fixtures

1. The exterior fixtures on the front of each condominium unit and garage are maintained by the Association. Some of these fixtures operate automatically on a photocell. Some fixtures are controlled by an on/off switch located inside the condominium unit.
2. Burned out bulb replacement is the responsibility of each resident.

MAIL/POSTAL SERVICE

Mailboxes are maintained by the Association.

MAINTENANCE FEES, LIEN PROCEDURES AND COST OF COLLECTION

1. The management company provides payment coupons and envelopes to each owner at the beginning of the Association's fiscal year for payment of the monthly maintenance fee.
2. Maintenance fees are paid by mailing a check; make payable to Chagrin Falls Townhouse Association and the monthly coupon to the management company.
3. Maintenance fee payments are due on the 1st day of each month and will be considered late after the 15th day of the month. A late fee, in the amount of Fifteen Dollars (\$15.00) will be assessed to your account if payment is received after the 15th.
4. If an account becomes three (3) months delinquent, (90 days) the Association will request the attorney's to file a lien on the property.
5. If an account remains delinquent for a period of five (5) months, the Association attorneys will be instructed to file a foreclosure on the property.
6. All legal fees incurred as a result of collection procedure will be billed to the unit owner's account.

MAINTENANCE AND REPAIR

Association Responsibilities:

The maintenance and repair of the **common elements** are the responsibility of the Association.

Common property is everything but the individually owned condominium units. Common elements are owned by all unit owners together. Examples of **common elements** include roofs, lawns, driveways, parking areas, outside walls of buildings, mailboxes.

Some specific areas maintained by the association are:

1. Building exterior, foundations, roofs, siding and trim.

2. Gutters and downspouts.
3. Roadways, driveways, parking areas and sidewalks.
4. Landscaping, including grass cutting, fertilization of lawn and trees.
5. Snow plowing from roadways, driveways and parking areas.
6. Exterior post lamps and light fixtures on front of units except bolt replacement.
7. Mailboxes.
8. Common element gas.
9. Common element insurance.
10. Shared common element expenses, which include landscaping and maintenance.
11. Condominium unit address signs.
12. Exterior Painting.

These are only some of the items listed in the Declaration and By-Laws. For complete information, you should read the Chagrin Falls Townhouse Declaration of Condominium Ownership and By-Laws.

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 encouraged to report to the management company the need for any repairs of common elements of the condominium property that are the obligation of the Association to maintain. In most instances, our objective is to complete unit owner repair requests within ten working days. However, weather, contractor availability, budget priorities and other factors can affect repair completion dates. On the other hand, emergency repairs are given prompt attention. Some examples of repair procedures are listed below:

Landscaping and Snow Plowing Complaints

The management company immediately relays the information to the contractor.

Roof Leaks

The management company will issue a work order to a roofing contractor to repair the roof. The Association will repair damaged drywall. Unit owners are responsible for repairing the decorated surface such as paint or wallpaper, which may be needed as a result of a roof leak.

Unit Owner Responsibilities

The unit owner is responsible for the maintenance and repair of their individual unit and the limited common elements belonging to their unit.

The **unit** is defined as the boundaries of the individually owned condominium unit and everything within these boundaries built and installed for the exclusive use of the owner.

Limited common elements include components of a unit that, in most instances, can be seen from outside but are limited to the use of one condominium unit owner. They are designated "common" areas because the Association has control over how they are to be maintained.

To assist you with your personal maintenance scheduling, we are listing some specific items that are maintained by unit owners. For a complete description, please refer to the Chagrin Falls Townhouse Declaration of Ownership:

1. Interior of the unit to include paint, wallpaper and other finishing material applied to walls, floors and ceilings.
2. All doors, doorframes, door screens, windows, window frames, and window screens.
3. Internal operation of a fireplace to include chimney cleaning and chimney cap screen.
4. Garage space including garage doors and their mechanisms that include tracks, springs, cabled, locks and automatic door opener.
5. All heating, cooling and ventilation equipment including the part for the air conditioning compressor unit.
6. Exterior water faucet including winterization and the electrical outlet(s) serving the individual condominium unit.
7. Patio, deck, balcony or porches.
8. Gas, electric, telephone, water or other utilities or service lines, pipes, wires and conduits which serve the individual condominium unit.
9. All plantings installed by the resident behind and on the side of the condominium unit.
10. The shrubbery adjacent to the unit must be watered often enough during the spring and summer seasons to keep plantings alive.
11. Any additions or changes constructed by a unit owner.

MANAGEMENT COMPANY

Chagrin Falls Townhouse Association has contracted with KareCondo Management to operate and manage the Common elements of the property under the direction of the Board of Directors.

Among other duties, the management company performs the following:

- Attends regularly scheduled Board and Annual Meetings and provides the agenda for each.
- Maintains the Association documents, contracts, and files.
- Assists the Board in the administration of the Association policies, including the Rules and Information Handbook.
- Hires, supervises and interacts with contractors at the direction of the Board of Directors.
- Collects monthly Association fees and pays Association bills.
- Receives and responds to all telephone calls and answers correspondence from the residents.
- Provides a 24-hour emergency telephone response system.

Telephone Numbers for the Management Company
Monday through Friday – 9:00 a.m. – 5:00 p.m.

330-688-4900
info@karecondo.com

After Hours – Non emergency

330-688-4900

Voice Mail will record your message and we will return your call on the next business day.

After Hours – Emergency

330-688-4900

Emergency shall be defined as a situation affecting the safety of a resident of threatening damage to COMMON property. If a life-threatening event occurs call 911.

Property Manager

The property manager reports directly to the Board of Directors. From time to time you will see the property manager on the condominium property working with contractors and following-up on situations reported by unit owners.

MOTOR VEHICLES

1. The following vehicles are not permitted to be parked within Chagrin Falls Townhouse:
 - A. Buses.
 - B. Boats and boat trailers.
 - C. Campers or camp trailers.
 - D. Mobile and/or motorized homes.
 - E. House or horse trailers.

NOTE: For the purpose of loading or unloading and in preparation for a trip, the recreational vehicle may be parked on the unit's driveway space for a period of time not to exceed twenty-four (24) hours so long as the Board has given prior written approval.

2. Trucks, trailers, boats, recreational vehicles and motorcycles are prohibited unless parked within the confines of a garage at all times while on the condominium property and used only for entry and egress to Chagrin Falls Townhouse.
3. Trail bikes and snowmobiles are prohibited on the condominium property.
4. Vehicles owned by residents which are licensed, painted, signed, or used for commercial purposes must be kept within the confines of a garage at all times while on the condominium property.
5. All vehicles on the property must bear current license tags.
6. Vehicles with exhaust systems that disturb other residents are prohibited.
7. Moving vans are permitted to be temporarily parked on the street provided that the flow of traffic is not obstructed.
8. Vehicle repairs are prohibited on condominium roadways, parking areas, driveways, and garages.
9. Oil or fluid leaks or spills on roadways, parking areas, or driveways must be cleaned **IMMEDIATELY** by the resident. Efforts must be made immediately to correct the mechanical problem of any vehicle leaking oil or other surface staining fluids.
10. Inoperable vehicles and vehicles titled to a non-resident are prohibited from the condominium property.

NAME PLAQUES

Name plaques or nameplates cannot be attached to the exterior of the building.

NOISE

Noise that causes a disturbance or creates a nuisance to other residents is prohibited. This includes loud music and barking dogs.

PARKING

1. Cars belonging to a unit owner must be placed in the unit owner's garage or driveway. Owners with more than two (2) cars need to get permission from the board before parking in the designated visitor parking area.
2. Guests, especially overnight guests, should first use the driveway then use designated guest parking areas. Two (2) spaces are located by unit 5 and two (2) more by unit 34.
3. Parking on the street or in any grassy area is strictly prohibited. Violators will be towed at the owners expense.

4. Cars or motor vehicles of any kind should not be parked in the visitor parking area for more than 48 hours without the prior written approval of the Board.
5. When entertaining a large number of guests for a specific function, be sure to make the following temporary parking arrangements:
 - A. Inform neighbors of your scheduled plans.
 - B. Depending on the number of invited guests, parking on the roadway can be used in addition to the guest parking spaces.
 - C. When entertaining a larger group, parking along Drive is acceptable, providing prior notification is given to the Chagrin Falls Police Department.

PATIOS

The installation of or the expansion of a patio requires *prior* written Board approval. A written request must be addressed to the Board of Directors and mailed to the management company. The Board will review the request and instruct the management company to provide a written response approving or denying the request.

1. Concrete patios must be poured and remain a natural color.
2. The patio must not extend beyond the sidewalls of the existing configuration of the condominium unit. Further, it must not extend beyond the limited common element associated with the rear of the condominium unit.
3. Drawings of the patio must show length, width, and slope. Slope must be sufficient to drain flow away from the building.
4. Relationship of the patio to the air conditioner and other utility fixtures must be clearly shown.
5. The patio must be insured under the unit owner's private homeowner's insurance.
6. The surrounding landscape/lawn area, including shrubs, must be immediately restored to the original condition upon completion of construction.
7. The unit owner must obtain and submit to the Board a written consent signed by the owners on each side of the proposed patio construction.
8. Maintenance and upkeep of the patio is the unit owner's responsibility.
9. Patios shall not be used as storage areas. Appropriate items placed on patios include outdoor furniture, planters and portable grills.

PERSONAL PROPERTY

Items left unattended in the common elements may be removed by the Board at the owner's expense. Items which cannot be returned to the interior of the unit each nightfall are prohibited. Rubbish, debris or other unsightly materials should not be left in view of neighbors.

PETS

1. All dogs must be trained and able to be controlled by the owner.
2. In accordance with the Chagrin Falls leash ordinance and our rules and information, all pets are to be leashed when outside of a condominium unit.
3. No pets should be tied, fenced or housed outside a condominium unit.
4. Pet owners are liable for any damage caused by their pets to any common property including, but not limited to shrubs, bushes, trees, and grass.
5. Pet owners are responsible for immediate and complete clean up after their pet. This is especially important when walking your dog on common elements.
6. Except for dogs, cats or other domestic household pets, no animals, rabbits, livestock, fowl or reptiles of any kind should be raised, bred or kept in any unit or in the common or limited common elements.

POSTLAMPS

1. Post lamps located throughout the condominium property are maintained by the Association.
2. If you observe a burned out mantle, please call the management company.
3. Burned out mantles are replaced by a volunteer from each area. The management company notifies the volunteers of burned out mantle reports.

RENTAL OF A CONDOMINIUM UNIT

When renting a unit the owner needs to notify the board.

RUBBISH REMOVAL AND RECYCLING

1. Rubbish removal service is provided by Kimble Company.
2. Rubbish containers should not be conspicuous except on the day trash is collected. Rubbish containers should be kept inside garage at all other times.

3. Rubbish pickup takes place weekly on Thursday mornings. Rubbish containers should not be set out prior to 6pm on Wednesday evening or left out past midnight on Thursday.
4. Rubbish collection is affected by holiday schedules. Whenever a holiday occurs during the week, rubbish may be picked up a day earlier or a day later. Call Kimble Company (800-201-0005) for information on holiday schedules.
5. Large items of rubbish such as discarded furniture, appliances, mattresses, carpeting, etc. must be removed from the premises at the owner's expense. Call Kimble Company (800-201-0005)
 - A. Kimble will provide the extra pickup requested by the unit owner at an additional charge.
 - B. Unit owners may instead employ a service company or contractor of their choice to haul away large items of rubbish at their own expense.
 - C. Please do not place large items of rubbish out for pickup until scheduled pickup date.

SALE OF A CONDOMINIUM UNIT

1. "FOR SALE" signs are prohibited.
2. One "OPEN HOUSE ARROW" sign may be placed on the lawn near the driveway in front of the home from Noon to 6:00 p.m. on weekends when the unit is open for public viewing.
3. After your unit is sold, you or your Realtor must call the management company to make arrangements for the maintenance fee update letter and certificate of insurance for the buyer and other Association documents.
4. The management company will coordinate this paperwork with banks, realtors, appraisers, and escrow agents. A transfer fee is charged to the seller and paid out of escrow from proceeds due to the seller at the time of the title transfer.
5. The seller is responsible for providing the following information to the buyer:
 - A. Copy of Declaration and Bylaws.
 - B. Copy of Rules and information Booklet.
 - C. Written notice of any and all architectural changes, landscaping changes and other improvements constructed by seller or previous sellers which are the responsibility of the unit owner to repair and maintain.

SATELLITE DISHES

1. With *prior* Board approval, a DDS 18 inch satellite dish may be installed in the limited common element adjacent to the rear of the unit.
2. Any and all efforts must be used to install the satellite dish in a manner so as to make in as inconspicuous as possible.
3. Wiring for the dish must be kept at a minimum visibility to all other Chagrin Falls Townhouse Association units.
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 cause to the property that occurs 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.

SIGNS

Signs or other advertising of any nature are prohibited upon any portion of the condominium property expect:

1. One "Open House Arrow" sign may be displayed in front of the unit near the driveway, from Noon to 6:00 p.m. weekends when the unit is open for public viewing.
2. One security company sign, not exceeding two (2) feet in height or the size requirement of 1ft. X 1ft., may be displayed in front of a shrub bed.

SKATEBOARDS

Skateboards and skateboard ramps are prohibited from the condominium property.

SNOWPLOWING

1. Chagrin Falls Townhouse Association employs the services of a contractor to plow driveways, roadways and parking areas when snow accumulations reach two (2) inches.
2. Driveways must be cleared of cars to be plowed.
3. To protect the surface of driveways, parking areas and the environment, the used of salt is limited.
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 and we

encourage owners to be prepared to help themselves by using an ice melt product near their home.

5. Please report problem conditions to the Association manager (216-932-4379). The management company will always relay your reports to the snow plow contractor. By working together we can survive winter's woes and enjoy the winter's beauty.

SPRINKLING SYSTEM

The installation of an automatic lawn sprinkling system is prohibited.

STRUCTURES

Structures such as storage sheds, animal shelters and basketball hoop are prohibited.

UTILITIES

Each Chagrin Falls Townhouse Association resident is responsible for individually gas and electric metered utilities.

WATER AND SANITARY SEWERS

These utilities are paid by the condominium association from the monthly maintenance fee dues.

WATER HOSES

Water hoses may not be left in the grass. After use, garden hoses must be coiled and placed on the patio, on hangers, or inside of the garage. Otherwise, they may be damaged by landscape service equipment.

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. An upgrade in the quality of windows will be approved providing replacement windows are identical in appearance to the existing windows.
4. Sunscreen coatings may not be installed on the exterior panes of glass. If an interior sunscreen coating develops bubbles, streaks, etc. that can be seen from outside the unit, it must be removed.
5. Maintenance and upkeep of windows are a unit owner responsibility.
6. Broken windows or torn screens must be repaired immediately by the unit owner at his expense.
7. Window air conditioning units are prohibited.

8. Draperies, window shades, blinds or curtains must be hung on all windows.
9. To create a uniform appearance throughout the community window coverings should be white or have a white lining.
10. The use of plastic liners as added insulation over the exterior of doors is prohibited.

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 of the roof of the building require *prior* written Board approval.