

**Whitetail Run Owners
Association, Inc.
(Whitetail Run Condominiums)
South Russell, Ohio**

**HANDBOOK
OF
PROPERTY INFORMATION
AND
RULES AND REGULATIONS**

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WELCOME!

Welcome to Whitetail Run Condominiums. We are pleased you selected Whitetail Run Condominiums 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.

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 Whitetail Run Condominium Owners' Association Declarations and Bylaws as well as the Whitetail Run Community Association (Master Association) Declaration 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 Management Company.

This explanatory booklet does not replace our legal documents, the Declarations and Bylaws. It is simply our intent to present information in a format that can be read more quickly and easily. We believe knowledgeable and informed owners are the most important part of our Association. If there is a discrepancy between the Declarations and Bylaws and this booklet, the Declarations and Bylaws control.

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
Whitetail Run Condominiums

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I. INTRODUCTION

- A. Whitetail Run Owners' Association, Inc. is comprised of 44 condominium units at the following address locations:

Cul-de-Sac G:

201 through 221 Manor Brook Drive, Chagrin Falls, Ohio 44022

Cul-de-Sac H:

223 through 239 Manor Brook Drive, Chagrin Falls, Ohio 44022

Cul-de-Sac I:

241 through 259 Manor Brook Drive, Chagrin Falls, Ohio 44022

Cul-de-Sac J:

258 through 284 Manor Brook Drive, Chagrin Falls, Ohio 44022

A schematic drawing showing the location of these Cul-de-Sacs can be found on the last page of this booklet.

- B. Our Condominium Association is in the Village of South Russell which utilizes the Chagrin Falls Post Office and, therefore, a Chagrin Falls address and zip code.
- C. The Village of South Russell has a municipal income tax, collected by the Central Collection Agency (C.C.A.). Please be sure that your withholding statements (W-2s) list you as residing in South Russell Village, Geauga County, Ohio 44022. (Listing the post office of Chagrin Falls as your residence could create a loss of revenue to the Village and an error by your tax dollars going to Cuyahoga County, RITA).
- D. Manor Brook Drive, running west from State Route 306, is a duly dedicated public street maintained by the Village of South Russell. All other roadways within the condominium property are private and maintained by the Association.
- E. 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.
- F. The Board of Directors oversees the condition of the grounds and recommends changes to landscape maintenance policies. The board may form a committee of volunteers to assist with the monitoring. Contact the management office for the names and telephone numbers of current Board Members.

- G. Our Annual Meeting is held in July when possible. Regularly scheduled Board meetings are held throughout the year. Unit owners wishing to attend a Board meeting should call the Management Company to obtain the date, time, and meeting location.
- H. A master policy for insurance coverage is purchased by the Association specifically for common elements. Each unit owner must obtain insurance at his/her own expense affording coverage upon the interior of the unit, personal property and for his/her personal liability. It is the owner's responsibility to provide coverage for all items that are not the responsibility of the Association pursuant to the legal documents.
- I. The Board, on behalf of the Association, retains the services of a professional Management Company to handle day-to-day operations of Whitetail Run.
- J. The Association and the Management Company do not have the responsibility for law enforcement at Whitetail Run. The responsibility for dealing with suspicious or criminal activity remains exclusively with the Village of South Russell Police Department.
- K. Every unit owner, in addition to being a member of Whitetail Run Owners Association is a member of the Whitetail Run Community Association. Community Association dues are billed annually. Water bills are sent quarterly and are payable to the Whitetail Run Community Association. (See Section XII)

II. MAINTENANCE

A. ASSOCIATION RESPONSIBILITIES

The management and repair of the common elements is the responsibility of the Association.

Common elements are everything but the individually owned condominium units. The common elements are owned by the Association. Examples include roofs, siding, lawns roadways, outside walls of buildings, mailbox structures and cul-de-sac entrance fencing.

Specific areas maintained by the association are:

1. Building exterior, foundation, and roof.
2. Lamp posts.
3. Cul-de-sac roadways, parking areas and driveways.
4. Cleaning and repair of gutters and downspouts.
5. Grass cutting and fertilization of lawn areas.
6. Care and maintenance of common element trees.
7. Snow plowing from cul-de-sac roadways, parking areas and driveways.

8. Entrance area fences, street signs and unit house numbers, and the address number on entrance fences.
9. Mailbox structures.
10. The exterior construction of a fireplace chimney, if applicable.
11. Shrubs, beds, and any other landscaping in the front of the units.

These are only some of the items listed in the Declaration of Condominium Ownership. For complete information, refer to the Whitetail Run Declaration of Condominium Ownership.

ASSOCIATION REPAIR PROCEDURES:

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 that is the obligation of the Association to maintain. In most instances, our objective is to address unit owner repair requests in a timely manner. However, many factors including weather, contractor availability, and budget priorities can affect repair completion dates. 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 LEAK:

The Management Company will issue a work order to a roofing contractor to repair the roof. Unit owners are responsible for any interior repairs which may be needed because of a roof leak.

SKYLIGHT LEAK:

The Management Company will issue a work order to a contractor to investigate. If the skylight is leaking because of a roofing problem, the roofing problem will be repaired. However, the skylight itself is the responsibility of the unit owner. If the skylight has become defective, the unit owner will be advised, and any further maintenance or replacement is unit owner responsibility.

B. OWNER RESPONSIBILITIES

The unit owners are responsible for the maintenance and repair of their individual units 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 are limited to the use of one condominium unit owner such as decks and patios. They are designated common elements because the Association has control over how they are maintained. For example, an owner could not paint their private deck black since the color of decks affects everyone.

For a complete description of limited common elements, please refer to the Whitetail Run Declaration of Condominium Ownership.

Some specific items requiring maintenance by the unit owner are:

1. Interior of the unit to include drywall, paint, wallpaper, and subflooring.
2. All doors, door frames, door screens, windows, window frames and window screens.
3. Skylights.
4. Internal operation of a fireplace to include chimney cleaning and chimney cap screen.
5. Garage space including garage doors and their mechanisms which include tracks, springs, cables, locks, and automatic door opener.
6. All heating, cooling and ventilation equipment including the pad for the air conditioning compressor unit.
7. Exterior water faucet and electrical outlet serving the individual condominium unit.
8. Patio, deck, porch.
9. Gas, electric, telephone, water or other utilities or service lines, pipes, wires and conduits which serve the individual condominium unit.
10. Individual mailbox key and lock.
11. Light fixtures attached to the exterior of the condominium unit, including the replacement of burned-out bulbs.
12. Additions or changes constructed by the unit owner.

III. ARCHITECTURAL GUIDELINES

To create a uniform looking area and establish common guidelines for improvement projects within Whitetail Run Condominiums, the following rules have been enacted and apply to all requests for exterior modifications.

- A. A written request with supporting detail and diagrams for any type of modification 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.
- B. All additions or changes constructed by a unit owner must be maintained by the unit owner, and any subsequent purchaser of that unit except screened porches and sunrooms which increase the unit's square footage. See Section IV.B.10 below.

- C. It is the responsibility of the seller to disclose to a new unit owner any architectural changes that are the responsibility of the unit owner to maintain.
- D. Following written approval from the Board, it will be the unit owner's responsibility to secure necessary building permits, to obtain approval from the Village of South Russell, and to insure conformity to jurisdictional codes. A copy of all building permits must be submitted to the Board prior to the commencement of construction. The owner must amend the property deed to reflect any increased square footage.
- E. Once material for the exterior modification is placed on the condominium property, the work must begin within one week and continue through completion within six months and be done in a reasonable manner that will not detract from property appearance nor inconvenience neighbors.

IV. ARCHITECTURAL APPROVAL PROCEDURE

- A. Review of architectural change requests, submitted by a unit owner will be handled in accordance with the following schedule:
 - 1. A written request must be submitted to the Management Company.
 - 2. The Management Company will copy and distribute all written requests to Board Members.
 - 3. The Board will instruct the Management Company to provide written notice to the unit owner of approval or refusal.
- B. In addition to the above, the following guidelines provide standards for specific improvement projects. Prior written Board approval must still be requested and obtained for each item.
 - 1. Awnings
 - a. The installation of an awning must be in accordance with the specifications stated in the Declaration and Bylaws, be approved by the Board PRIOR to installation, and be accepted by adjacent unit owners.
 - b. Awnings can be installed only over a patio or deck.
 - c. Awnings are the owner's responsibility to maintain.
 - 2. DECKS & PATIOS
 - a. Installation of decks and patios must have PRIOR written Board approval. The written approval from the Board of Directors must be submitted along with your application to the Village of South Russell for a building permit.
 - b. Decks and patios must be designed and constructed in

accordance with the specifications stated in the
Declarations and Bylaws.

- c. Decks and patios are the owner's responsibility to maintain.

3. DOOR REPLACEMENT

Replacement doors must have PRIOR written Board approval.

a. Front Door and Rear Sliding Glass Door Replacement

- (1) Must be identical to the existing door in style and color.
- (2) Brass kick plates and door knockers may be installed on front doors.
- (3) Doors are designed and constructed in accordance with the specification stated in the Declaration and Bylaws.
- (4) Maintenance of the front door is a unit owner responsibility.

4. EXTERIOR LIGHT FIXTURES

Replacement of exterior light fixtures must have PRIOR written Board approval.

5. FENCES

Privacy Fence and Fence Enclosures:

- a. The installation of a fence must have PRIOR written Board approval. The written approval from the Board of Directors must be submitted along with your application to the Village of South Russell for a building permit.
- b. Fences must be designed and constructed in accordance with the specifications stated in the Declaration and Bylaws.
- c. Fences constructed by a unit owner must be maintained and insured by the unit owner and/or any subsequent purchaser of the unit.
- d. Invisible Fences

- (1) Installation of invisible fence requires PRIOR written Board approval.
- (2) Written consent must be obtained from adjacent homeowners.
- (3) The invisible fence must be professionally installed.
- (4) The invisible fence must be installed behind the unit within the common area.
- (5) Permission to install an invisible fence does not imply that a pet may be left outside unattended.

6. FRONT PORCHES
Front porches are the unit owner responsibility.
 - a. Unit owners may cover the concrete slab flooring of their front porch. Prior Board approval is required before the installation of any covering of the concrete slab flooring.
 - b. Siding, railings, and posts are maintained by the Association.

7. GARAGE DOORS
Any changes in garage doors must have PRIOR written Board approval. Garage doors, when replaced, must be an approved door which will not detract from the overall architectural style of Whitetail Run Condominiums. Garage doors must be designed and constructed in accordance with the specifications stated in the Declarations and Bylaws.

8. NATURAL GAS BARBECUE GRILLS
 - a. Installation of a natural gas barbecue grill must have PRIOR written Board approval.
 - b. Grills must be designed and constructed in accordance with the specifications stated in the Declaration and Bylaws.
 - c. Maintenance, repair and replacement are unit owner's responsibility.

9. SATELLITE DISHES
 - a. The installation of a satellite dish must have PRIOR written Board approval.
 - b. The satellite dish must be designed and constructed in accordance with the specifications stated in the Declarations and Bylaws.
 - c. Maintenance, repair and replacement are unit owner's responsibility.

10. SCREENED PORCH/SUNROOMS
 - a. Screened porch enclosures and sunroom additions must have PRIOR written Board approval.
 - b. Screened porch enclosures and sunrooms must be designed and constructed in accordance with the specifications stated in the Declarations and Bylaws including Amendments pertaining to additions.
 - c. Screen enclosures and sunrooms are added to unit's square footage and are thereby maintained by the Association in

the same manner as the unit. The Owner is required to update the deed.

11. SKYLIGHTS

- a. Installation and replacement of skylights must have PRIOR written Board approval.
- b. Skylights must be designed and constructed in accordance with the specifications stated in the Declarations and Bylaws.
- c. Maintenance, repair and replacement of skylights are unit owner responsibility.

12. STORM DOOR

- a. Installation of a storm door must have PRIOR written Board approval.
- b. Storm doors must be designed and constructed in accordance with the specifications stated in the Declarations and Bylaws.
- c. Maintenance, repair and replacement are unit owner's responsibility.

13. WINDOW REPLACEMENTS

- a. Installation of replacement windows must have PRIOR written Board approval, except in the case of damage where an identical replacement is made.
- b. An upgrade in the quality of windows will be approved provided replacement windows are similar in appearance to the existing windows.
- c. Maintenance, repair and replacement are unit owner's responsibility.

V. SERVICES

A. CABLE TELEVISION

1. Cable television is available to Whitetail Run Condominium owners. Please contract appropriate vendors for service.
2. Cable television is a private agreement between the unit owner and the cable company at the owner's expense.
3. Arrangements for the installation and/or disconnection of service is a unit owner responsibility.
4. When cable service is connected, unit owners must follow up with the cable company to assure the following is completed:
 - a. Wiring for cable television is not placed on the exterior of

the building.

- b. Wiring is properly buried and will not be an obstruction for the landscape service contractor.
- c. Any excavation to bury wires must be covered with topsoil and reseeded by the cable company.
- 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.

B. EXTERMINATING SERVICE.

1. Whitetail Run Condominiums contracts with an exterminating service provider during the months of May through October for exterior, common element service. A regularly scheduled service day is arranged each year prior to the start of the contract.
2. On the regularly scheduled monthly service day, the exterminating contractor handles common element problems reported by unit owners, the landscaper and/or the property manager. If you are experiencing a pest control problem around the exterior of your condominium unit, the exterminating contractor will service the exterior of your unit on the regularly scheduled service day at no extra charge to you or the Association. To obtain service, call the Management Company.
3. Interior service is NOT included in the exterminating contract. Should you experience a problem inside your condominium unit the option of obtaining service from the Association contractor is available at unit owner expense. Call the Pest service company and they will assist you with scheduling an appointment.

C. INSURANCE

1. As a condominium property, a master policy for insurance coverage is purchased by the Association specifically for common elements.
2. Each unit owner must obtain insurance at their own expense affording coverage upon the interior of their unit, personal property and for their personal liability. Your personal insurance agent should review the Declaration and Bylaws. Unit owner insurance coverage must include items which are the unit owner's responsibility to repair and/or maintain. If your insurance agent has questions about the Association's master policy, contact the Association's agent. 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.
3. Report any damage to common element property to the Management Company.

D. LANDSCAPING

1. Landscaping services are contracted on a yearly basis by the Association to maintain the appearance of Whitetail Run Condominiums.
2. The services include:

Regularly Scheduled Mowing Day: The regularly scheduled service day is arranged each year. Weather conditions will affect the schedule.

Lawn Fertilization - Five Applications:

Application 1: Early spring (April), this consists of fertilizer and pre-emergent crabgrass control.

Application 2: Late spring (May), this consists of broadleaf herbicide.

Application 3: Summer (July), this consists of slow-release fertilizer and surface insecticide.

Application 4: This consists of fertilizer and broadleaf herbicide.

Application 5: Fall (September), This consists of winterization.

The contractor will place flags at the entrance to each cul-de-sac twenty-four (24) hours before a scheduled treatment. Please observe these flags when entering or leaving the property. The contractor tries to mark enough areas to ensure that owners are aware of these applications. While chemical lawn treatments are designed not to be harmful to people or pets, it is recommended that you avoid grass areas for approximately twenty-four (24) hours if the area is wet from rain and during the time it is wet from morning dew.

Mulch: Mulch will be applied at the discretion of the Board based upon consultation of a landscaper. If applied, mulch is limited to planting beds adjacent to the front of the condominium unit.

Weeding of Shrub Beds: Planting beds adjacent to the front of the condominium units will be weeded by means of chemical control and/or by hand-weeding to maintain a neat appearance.

Trimming of Shrubs: Trimming is limited to the planting beds adjacent to the front of the condominium unit. Shrubs are trimmed, in accordance with standard trimming/pruning requirements of the shrubs. Some shrubs should be trimmed at one time of the season, while others at another time of the season. Therefore, this is done on an as-needed basis, depending upon the type of shrub.

Spring Clean-Up: Spring clean-up is done in April and will include all common elements and shrub beds adjacent to the front of all condominium units.

Fall Clean-Up: Fall clean-up is done in October and will include the removal of leaves from all areas.

All planting beds along the side and behind the condominium units as well as shrubs and trees installed by the owner must have written approval by the Board and be maintained by the owner at the owner's expense. Owners may have mulch installed in these areas at their expense.

3. During the growing season, owners are encouraged to water flowers and shrubs. We obtain our water supply from wells. While our wells supply all the water needed for home use, they will not support the watering of lawns by everyone in our community. From time to time there are watering limitations imposed by the Village of South Russell.
4. In order to maintain uniformity and harmony throughout the property with the original landscaping plan, there shall be no changes to the shrub beds adjacent to the front of the condominium units without PRIOR Board approval.

SEASONAL FLOWERS:

1. Seasonal flowers may be planted in planting beds adjacent to the front of the condominium unit WITHOUT PRIOR 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. Original shrub plantings may not be removed to make room for perennial or annual flowers.
2. Seasonal flowers planted by a unit owner must be maintained by the unit owner in a manner that does not detract from the landscape appearance. Appropriate seasonal clean-up must be provided by the unit owner at the end of the blooming cycle.

ADDITIONAL LANDSCAPE PLANTINGS:

Unit owners may add planting beds along the side and behind their condominium units with PRIOR Board approval providing:

1. Such plantings must be consistent in height, variety and size to existing plantings.
2. The variety of plant material selected by the unit owner must be of a species that will not encroach upon or cause damage to the unit,

- common elements or any utility service line.
3. Plantings installed by an owner must not, in any way, be an obstruction for the landscape service contractor.
 4. Additional plantings installed by a unit owner must be maintained by the unit owner and/or any subsequent purchaser of the unit.

TREES

1. Type of tree, size, and location, must have PRIOR written Board approval prior to the commitment to plant.
2. Type of tree must be a variety that will not encroach upon or cause damage to the unit, common element, or utility service lines.
3. A tree ring must be created and maintained by the unit owner around the base of the tree in an effort to prevent damage from landscaping equipment. The tree ring must be covered with dark shredded bark mulch typically used by landscape contractors. Wood chips, gravel type stones, or any other decorative shrub bed coverings are prohibited.
4. When planting a tree, the unit owner is responsible for damage that may occur to underground utility service connections or lines during the time the tree is being planted as well as for any future damage that may be caused as a result of growth of the tree. Owners must call Ohio Utilities Protection Service forty-eight (48) hours before digging. The toll-free telephone number is 1-800-362-2764.
5. Any and all landscape plantings installed by a unit owner must be maintained by the unit owner and/or any subsequent purchaser of the unit at their expense.

At the request of the owner, and upon approval by the Board as an enhancement of the property, the Association will pay for the removal and replacement of dead, dying, or overgrown trees and shrubs in the limited common area, at a cost to the association of up to \$350.00 per tree and \$100.00 per shrub. The owner will pay any excess cost for approved projects. The board at its discretion, and at its own expense, may remove, with or without replacement, trees and shrubs as needed to maintain the physical integrity and/or aesthetic character of the property.

NATURAL AREAS

There are natural wooded areas on the property that offer privacy screening as well as contribute to our “living in the country” appearance. These areas are not formally landscaped or maintained in shrub bed fashion. The Association will, from time-to-time, clean-up the perimeter of the natural areas. It is our intent to retain the natural

look.

OTHER PLANTINGS

Vegetable plants are permitted providing the plants are not conspicuous, do not create an obstruction for the landscape service contractor, and are planted in a bed adjacent to the rear of the condominium unit.

E. MAIL/POSTAL SERVICE

Cluster boxes are required and provided by the Chagrin Falls Post Office. Individual mailboxes are prohibited by Post Office regulations except in the case of an owner with a disability.

1. The individual mailbox key and lock are the responsibility of the unit owner.
2. For repairs or replacements of the mailbox key and mailbox lock, contact the Chagrin Falls Post Office.
3. Delivery to the unit front porch is permissible if the owner has a physician-documented disability. A Board approved mailbox must be mounted on wood on the unit porch.

F. MANAGEMENT COMPANY

Whitetail Run Condominium Association contracts with a professional Management Company to operate and manage the Association under the direction of the Board of Directors. Among other duties, the Management Company performs the following:

1. Attends regularly scheduled Board and Annual Owner Meetings.
2. Maintains the record file of papers relating to the administration, ownership of the members of the Association, and correspondence of any and all business matters or obligations of the Association.
3. Assists the Board in the administration of the Association policies, including the Rules and Information.
4. Hires, supervises, and exclusively interacts with contractors and other such personnel as may be necessary to operate and maintain, at the Association's expense, the common elements, with the approval of and to the satisfaction of the Board of Directors.
5. Collects monthly Association fees and pays Association bills.
6. Receives and responds to all telephone calls and answers correspondence from the owners.
7. Provides a 24-hour answering service, 7 days a week at (330) 688-4900
8. The Management Company assigns a specific managing agent to serve the Association. Please contact the board for the name of the current agent.

G. NEWSPAPER DELIVERY

1. To arrange to have the newspapers delivered to your home, please contact the office of the newspaper you desire.
2. If you plan to be away for an extended period, contact the newspaper office to have delivery suspended.
3. The Association requires all owners to keep newspapers picked up.
4. Individual newspaper boxes are prohibited.

H. POSTLAMPS

1. Post lamps located throughout the condominium property are maintained by the Association.
2. If you observe a burned-out bulb, please call the Management Company.

I. RUBBISH REMOVAL AND RECYCLING

1. Rubbish removal service is provided by the Association.
2. Charges for this service are included in the monthly maintenance fee.
3. Questions concerning the service should be directed to the Management Company.
4. Tote carts are the property of the service provider and should remain with the condominium unit when the unit is sold.
5. The tote cart is maintained by the service provider. If repairs are necessary, call the Management Company.
6. Rubbish containers should not be conspicuous except on the day trash is collected. Rubbish containers should be kept inside the garage at all other times.
7. Rubbish pickup takes place weekly on Wednesday mornings. Please place totes outside on Tuesday evening. Yard waste (trimmings, weeds etc.) should be put into large trash bags and placed along the side of the containers.
8. Rubbish collection is affected by holiday schedules. Whenever a holiday occurs during the week, rubbish may be picked up the same day or a day later.
9. Large items of rubbish such as discarded furniture, appliances, mattresses, carpeting, etc. will be removed from the premises at the owner's expense. Contact the service provider for special needs.
10. Unit owners may employ a service company or contractor of their choice to haul away large items of rubbish at their own expense.
11. Please do not place large items of rubbish out for pickup until the scheduled pickup date.
12. The Village of South Russell has an annual trash day each year in May for owners to deliver items to Village Hall. Senior owners can call and have items picked up. The Village also has a day in June when they shred documents for owners. Further details are provided in the South Russell Village Spring Newsletter.
13. Recycling service is offered every other week on trash pickup day.

J. SNOW PLOWING

1. Manor Brook Drive is a dedicated, public street. Snow plowing is provided by the Village of South Russell.
2. Whitetail Run Owners' Association employs the services of a contractor to plow driveways, parking areas and cul-de-sacs when snow accumulation reaches two (2) inches.
3. To protect the surface of roadways, parking areas and the environment, the use of salt is limited. The contractor is instructed to spread salt or an ice melt product on roadway inclines and around mailbox areas whenever they are on the property and observe an icy condition. Sidewalks are shoveled by the contractor.
4. The contractor comes to the property when the snow exceeds two (2) inches. 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 use an ice melt product on areas near their home. If driveways become icy, the contractor will apply salt, if needed.
5. Please report problem conditions to the Management Company.

K. UTILITIES

Each Whitetail Run Condominium owner is responsible for the payment of their utilities, telephone, sewer, television, water, and Association Dues. Please refer to this list of important numbers.

Dominion East Ohio Gas.....1-800-362-7557

Illuminating Company.....1-888-544-4877

Sewer (GCDWR).....440-285-2222

L. OTHER SERVICES

As the need arises, other services may be contracted to maintain Whitetail Run Condominiums:

1. Gutter cleaning
2. Exterior building repairs
3. Painting
4. Tree trimming/removal
5. Landscaping repairs and improvements

6. Asphalt repairs on driveways and roadways
7. Power washing of unit exteriors. The Association will pay up to \$250 once every two years for power washing. Please contact the Management Company to arrange for this service.

VI. SALE OR LEASE OF A UNIT

A. SALE OF A UNIT

1. All unit owners must notify the Management Company in writing of any changes in occupancy within thirty (30) days of such change.
2. ONE "OPEN HOUSE ARROW" SIGN IS PERMITTED IN FRONT OF THE UNIT FROM NOON TO 6:00 P.M. ON WEEKENDS WHEN THE UNIT IS OPEN FOR PUBLIC VIEWING.
3. Exterior "FOR SALE" signs are prohibited.
4. Sale of condominium unit:
 - a. 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.
 - b. 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 title transfer.
 - c. The seller is responsible for providing the following information to the buyer:
 - (1) Copy of the Declaration and Bylaws.
 - (2) Copy of the Handbook of Property Information and Rule and Information
 - (3) 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.

B. LEASE OF A UNIT

Leasing of units is prohibited by the Declaration of Condominium Ownership.

VII. RULES AND INFORMATION

A. COMMON ELEMENTS

1. The common elements are for the use and enjoyment of all Whitetail Run Condominium unit owners. Therefore, everyone is required to be considerate in their use of the area.
2. Littering is prohibited.
3. Any and all damages to the common elements caused by an owner, children, pet, or guest of an owner must be repaired or replaced at the

- expense of the unit owner.
4. Any and all items left unattended in the common elements may be removed by the Board at the owner's expense.
 5. Any noise which distracts or disturbs others is prohibited. Owners must refrain from any activity which creates a nuisance.
 6. Unit owners must not give work instructions to any Association service contractor (i.e., landscaper, snow plower, and exterminator). This requirement is not intended to reduce or refuse service; it is simply an administrative procedure to ensure that the contractor is performing the work in accordance with the contractual agreement. All service contractor requests must be submitted to the Management Company.
 7. Signs or other advertising of any nature are prohibited upon any portion of the condominium property except:
 - a. One "OPEN HOUSE ARROW" sign may be displayed in front of the unit from Noon to 6:00 p.m. weekends when the unit is open for public viewing.
 - b. One security company sign, not exceeding the height of two feet or the size requirement of 1 ft. X 1 ft., may be displayed in the front shrub bed.
 8. Unit owners must not pour or allow spilling of any oil, solvent, or any other volatile or flammable material into the storm sewers. Ohio EPA and the Village of South Russell prohibit such disposal.
 9. Lawn furniture must not be placed in common elements. Landscape service contractors will not accept the responsibility of moving the personal property of owners to facilitate grass cutting.
 10. Lawn ornaments may not be displayed in front of a unit or along the side of a unit if it is visible from the street.
 11. Neither the Association nor the Association's service contractors will be held responsible for maintenance, repair, or replacement of an owner's personal property in common elements.
 12. Toys which cannot be returned to the interior of the unit or garage each nightfall are prohibited.
 13. Skateboards and skateboard ramps are prohibited from the condominium property.
 14. The riding of bicycles, snowmobiles, and other vehicles is not permitted on grass areas.
 15. Garage sales are prohibited.
 16. Moving Sales are permitted by Whitetail Run Owners' Association as a **one-time** event which must meet the following criteria:
 - a. The sale may be conducted for two days during the hours of 10:00 a.m. to 4:00 p.m.
 - b. Vehicle parking of visitors to the sale must be restricted to designated visitor parking areas only. No streets or neighboring driveways are to be blocked. The unit owner is responsible for the cost of repairs to any damage done to the grass or other common elements.

- c. No articles or belongings, other than those belongings of the unit owner, are to be sold out of the unit. All other sales are strictly prohibited.
- d. No items may be displayed outside of the unit.

B. UNIT RESTRICTIONS

1. Units shall be occupied and used for single family purpose only as private dwellings for owners, their families and guests and for no other purpose.
2. 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 is prohibited.
3. Decorative items, such as Christmas lights, may not be permanently affixed to the exterior of any unit or building. However, a wreath on a door, a flag holder, a door knocker, or a brass door kick plate are acceptable.
4. To avoid damage to the aluminum siding all items requiring attachment to the siding are prohibited
5. The use of plastic or other non-glass window or door liners is prohibited on the exterior of any unit.
6. Broken windows, torn screens, damaged front doors, or damaged garage doors must be repaired immediately by the unit owner at their expense.
7. Window air conditioning units are prohibited.
8. Nameplates of any type are prohibited.
9. Patios and decks shall not be used as storage areas. Appropriate items placed on patios and decks include outdoor furniture and planters. Likewise, storage areas over the garage shall not be converted to alternative use.
10. To create a uniform appearance throughout the community we encourage all curtains, drapes, shades, vertical or horizontal louvers, blinds, etc. with only white, near white or beige backing to be used for window treatment.
11. Other structures such as storage sheds, swimming pools, animal shelters, carports, or gazebos are prohibited.

C. BIRD FEEDERS

1. A hummingbird liquid feeder or seed dispensing bird feeder is permitted as long as it is placed at the rear of the condominium unit and is not an obstruction for the landscape service contractor.
2. Ground feeding of wild life such as birds, Canada Geese, ducks, squirrels, etc., is prohibited.

D. GARAGES

1. Garage doors must be closed when not in use.
2. Only minor maintenance to motor vehicles may be done in a garage. Body work, noisy repairs or repairs which may result in fluids running into

the driveway are prohibited.

3. No flammable or hazardous items shall be stored in a garage.
4. The garage must be used as the primary parking space.

E. MOTOR VEHICLES

1. The following vehicles are not permitted to be parked within Whitetail Run:
 - a. Buses.
 - b. Mobile and/or motorized homes.
NOTE: For the purpose of loading or unloading and in preparation for a trip, a recreational vehicle may be parked on the unit's driveway space for a period of time not to exceed forty-eight (48) hours so long as the Board has given prior written approval.
 - c. Trucks (except two-axle trucks with no more than four tires).
2. Trailers, boats, recreational vehicles, and motorcycles are prohibited unless parked within the confines of a garage at all times while on the condominium property.
3. Use of trail bikes and snowmobiles are prohibited on the condominium property.
4. Vehicles 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 which disturb other owners are prohibited.
7. Moving vans are permitted to be temporarily parked on the road provided that the flow of traffic is not obstructed.
8. Vehicle repairs are prohibited on condominium roadways, parking areas, and driveways.
9. Oil or fluid leaks or spills on roadways, parking areas, or driveways must be cleaned **IMMEDIATELY** by the owner. Efforts must be made immediately to correct the mechanical problem of any vehicle leaking oil or other surface staining fluids.

F. PARKING

1. Owners must use the garage as the primary parking space.
2. If the owner has more than two vehicles, the extra vehicles must be parked on the unit's driveway space, in front of the garage door or separately garaged.
3. Parking on any grassed or lawn area is prohibited.
4. Parking in areas designated as a fire lane is prohibited.
5. On street or cul-de-sac parking can be used to temporarily accommodate an Owner's needs. However, owners are not permitted to park overnight on the streets or on the cul-de-sacs.

G. 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 Association.
2. In accordance with the Village of South Russell leash ordinance and Whitetail Run Rules and Regulations, all pets are to be leashed when outside of a condominium unit.
3. Pets must not be permitted to run loose on the condominium property.
4. NO PET shall be tied or housed outside a condominium unit.
5. Pet owners shall be held liable for all damages caused by their pets to any common property 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 dog on common elements or on property belonging to private homes.
(See also Rules and Information relating to invisible fences.)

VIII. MAINTENANCE FEES, LIEN PROCEDURES AND COST OF COLLECTION

- A. The Management Company provides payment coupons and envelopes to each owner at the beginning of the year for payment of the monthly maintenance fee. The Management Company also offers a direct debit option from your bank account.
- B. Maintenance fees are paid by mailing a check, made payable to Whitetail Run Owners' Association, together with the monthly coupon, to the Management Company.
- C. Maintenance fees and assessments are due on the first (1st) day of the month and are late if not received by the thirtieth (30th) of the month.
- D. An administrative late charge may be incurred for any late payment and on any unpaid balance.
- E. Any cost, including attorney fees, recording costs, title reports, and/or court costs incurred by the Association in the collection of delinquent maintenance fees or assessment shall be added to the amount owed by the delinquent owner.
- F. Maintenance fee, past due, may cause a lien and foreclosure to be filed against the owner of the condominium unit.
- G. If any unit owner fails to perform any act that he 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 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 assessment 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.

IX. COMPLAINT PROCEDURE

- A. 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.
- B. 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.
- C. If reasonable efforts to gain compliance are unsuccessful, the violating unit owner will be subject to a sanction in accordance with the penalty provisions contained hereunder.

X. ENFORCEMENT PROCEDURES AND ASSESSMENTS FOR RULE VIOLATIONS

- A. If any unit owner violates a rule in a manner which, by the determination of the Board affects the rights of others or their property, immediate legal action will be initiated.
- B. 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.
- C. In accordance with the procedure outlined in Item E below, an assessment may be levied by the Board on any owner found in violation of the Rules and Regulations.
- D. In addition, all costs for extra cleaning and/or repairs stemming from the violation of the Rules and Regulations will be added to the assessment.
- E. PRIOR to the imposition of an assessment for a rule violation, the following procedures will be followed:
 - 1. Written demand to stop the violation will be served upon the alleged violator specifying:
 - a. The alleged violation.
 - b. The action required to stop the alleged violation; and
 - c. A twenty-four (24) hour time period during which the alleged violation must cease without the imposition of an assessment.
 - 2. If the same rule is violated past the time period set above, the Board will serve the violator written notice of a hearing to be held by the Board. This notice will contain the following:
 - a. The nature of the violation,
 - b. The time and place of the hearing, including at least a ten (10) day notice.
 - c. A request for the violator to attend the hearing and supply any statement of evidence on his or her behalf.
 - d. The intent of the Board to impose a fifty dollar (\$50.00) assessment per violation occurrence.
 - 3. 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 then present at this hearing.

XI. GOOD NEIGHBOR POLICY

The Whitetail Run Condominium Declaration, Bylaws, and the Rules and Regulations define the standard of living owners may expect from our condominium environment. These documents are designed to protect the rights of each owner. 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, in a non-threatening way, can achieve quicker results in a friendlier fashion. Our documents are our foundation. Our community spirit lies within each owner.

XII. WHITETAIL RUN COMMUNITY ASSOCIATION

- A. The Whitetail Community Association is responsible for the maintenance of the water plant and water supply system and the designated common elements maintained for the benefit of the owners of Manor Brook Gardens, the homes on Whitetail Drive, the homes in the Reserve and our condominium units.

Members of the Whitetail Community Association are the unit owners in the Whitetail Run Condominiums, the owners of homes on Whitetail Drive and in the Reserve. The owners of Manor Brook Gardens are not members of the Association but contract with the Association for their water and the maintenance of the water supply system and the common elements.

The water used by the Whitetail Run Condominiums is metered and billed quarterly by the Association. The water used by Whitetail Run and Manor Brook Condominium owners is also metered and billed on a quarterly basis. Private homes in The Reserve have individual wells and do not participate in water plant expenses.

- B. Shared Common Element expenses are shared by (1) Whitetail Drive, (2) Whitetail Run Condominiums, and (3) The Reserve of Whitetail.

The shared common elements are:

- Property entrance off Route 306.
- Pond near Route 306 entrance, along side of Manor Brook Drive.
- Fences, trees, lighting, signs at Route 306 entrance.
Green space, fence, sign, landscaping underneath power lines near the Reserve. A small sediment pond and one large pond located in shared common element green space on Woodland Court.
- Planting bed, stone column, gas light fixture and decorative fencing on each side of Manor Brook Drive near the single family

home address of:

530 Manor Brook Drive

527 Manor Brook Drive

- Cul-de-sacs on Whitetail Drive and Deer Court.
- Cul-de-sacs on Fawn Court, Woodland Court and Reserve Trail.
- Community sign posts.

C. Board of Directors

1. Five owners are elected from the following electoral districts by the membership to serve on the Board of Directors.
 - a. Electoral District One - Whitetail Drive single family homes
 - b. Electoral District Two - Whitetail Run Condominium Unit units
 - c. Electoral District Three - Reserve Single Family Homes
2. The responsibility of the Whitetail Run Community Association Board of Directors is to oversee and make decisions to provide for the operation and maintenance of the shared common element facilities.

D. The annual meeting for the Whitetail Community Association is generally held in June or within 180 days after the close of the fiscal year. Regularly scheduled Community Association Board meetings are held throughout the year. Unit owners interested in attending a Board meeting should call the Management Company to obtain the date, time, and meeting location.

E. Water for Whitetail Drive private homes, for Whitetail Run Condominiums and Manor Brook Gardens Condominiums is obtained from wells on the property. The water is treated at the water plant to comply with EPA standards then distributed to the owners.

F. Community Association maintenance fees are paid annually and water fees are billed to owners on a quarterly basis by. To pay Community Association maintenance fees and water usage, mail your check payable to Whitetail Run Community Association to the Management Company for the Community Association.

IMPORTANT CONTACT NUMBERS

South Russell Village:

Emergency.....	911
Police (non-emergency).....	440-338-7611
Fire (non-emergency).....	440-247-8281
Village Hall.....	440-338-6700

Management Company:

KareCondo, P.O. Box 1714, Stow Ohio 44224
Phone: 330-688-4900
Fax: 330-688-4932
Association Manager: Kalie Gardner
Email: kgardner@karecondo.com

Service Providers:

Direct TV.....	1-877-335-0249
Dish TV.....	1-877-779-0559
Spectrum(Time Warner Cable).....	1-855-707-7328
Windstream.....	1-866-445-3402
The Plain Dealer.....	1-216-999-6000
The Chagrin Valley Times.....	(440) 247-5335
Dumpster Bandit Customer Service.....	(216) 402-2547

Utilities:

Dominion East Ohio Gas.....	1-800-362-7557
Illuminating Company.....	1-888-544-4877
Sewer (GCDWR).....	(440) 285-2222
Whitetail Community Association (water).....	(216) 932-8822