

UNIT OWNER'S GUIDE

RULES AND REGULATIONS OF THE COVINGTON LANE CONDOMINIUM ASSOCIATION

REVISED 2025

The purpose of these rules and regulations is to maintain Covington Lane as a high quality community, provide clarification, while taking into consideration the health, safety, welfare, and comfort of all residents.

These rules and regulations are intended to supplement, not replace, the Declarations and By-Laws. Therefore, if there should be a discrepancy between what is expressed in the rules and regulations and the Declarations and/or By-Laws, the Declarations and/or By-Laws shall govern.

Management Company

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1. EXTERIOR OF UNITS

- a. No changes are to be made to the outside structure of the units, without prior, written approval from the Board (*i.e.* drilling a hole for a flagpole, attaching something to the siding, etc). All approved changes will be made and maintained at the unit owner's expense.
- b. This includes any type of awning which is only allowed with board approval.

2. SATELLITE DISHES

- a. Prior written approval is needed from the Board before installation. Dishes shall be no larger, nor installed any higher, than is absolutely necessary for reception of an acceptable quality signal. They are to be installed by a professional satellite dish company only and in accordance with local building and safety codes. They shall not damage or impair common or limited common areas. They must not be installed on any building, but be free standing and shielded from view from the outside community and from other units when possible.

3. FENCES

- a. They are permitted in the rear or side portion of the unit's limited common area with Board written approval. Requests and plans must be submitted in writing to the management company and meet all city codes.
 - i. Maximum height of 6 feet;
 - ii. Constructed of treated lumber;
 - iii. May be stained or painted with natural wood colors only (*i.e.* Walnut Brown, Maple, Mahogany, etc). Stain or paint must be upkeep by the homeowner. If you are not sure if the color you want is considered "natural," please reach out to the board.
 - iv. Board on board only

4. LANDSCAPING

- a. The homeowner has the right to plant and maintain plants, including flowers and shrubs, in their front, back, and side beds in the limited common area(s). However, this does not include

trees which are property of the association; any changes regarding trees (including trimming) must be approved by the board.

- b. Our landscapers are responsible for the maintenance of front, back, and side beds, including weeding, mulching, and the trimming of all shrubs and trees. Landscapers will not enter fenced areas, so any beds in those areas must be maintained by the homeowner.
- c. Watering of plants and yards are the responsibility of the homeowner not the association; please make sure to keep them hydrated as needed.
- d. Residents may not plant in the common areas without board approval.
- e. If a homeowner's plantings become excessive so as to interfere with landscaping services or another unit owner's property, the Management Company will notify you in writing. You may either remove what is necessary to allow landscaping services, or choose to opt out of the landscaping services altogether. If there is no response within 15 days of receipt of notification, you will be deemed to have opted out of those services. This does not reduce your monthly maintenance assessment.
- f. If you choose to opt out, you are responsible for the maintenance of the beds including weeding, trimming, and replacement of any shrubs as needed. You will be responsible to keep the beds neat and consistent with the rest of the Association.
- g. A homeowner may, at any time, notify Management in writing of their desire to opt out of landscaping services to perform their own gardening.
- h. Potted plants are permitted in the unit owner's limited common area(s) so long as they are kept in an orderly fashion. Potted plants are not permitted to be kept in common areas.
- i. A list of recommended plants is available upon request.

5. ASSOCIATION CONTRACTORS

- a. Unit owners are prohibited from giving work instructions to any association contractor, landscaping, snow plowing, tree removal, gutter cleaning, etc. This is to ensure that the contractor is performing the work in accordance with the contractual agreement. If you have a request, it should be submitted to the management company.

6. PETS

- a. Owners must comply with Twinsburg City Ordinance Chapter 505, including the following:
 - i. Pets must be kept on a leash and under control at all times.
- b. Owners must clean up after their pets. Pets may not be tied to a tree or shrub in common areas. Pet owners will be held liable for any and all damages caused by their pets.

7. STORAGE/USE OF COMMON GROUNDS

- a. No lawn furniture/grills should be placed permanently in the common areas.
- b. Nothing should be left in the common areas overnight.
- c. Nothing shall be stored in the patio areas other than patio furniture, grills, potted plants, etc. The patio/deck will be kept in a neat and orderly manner.
- d. No hot tubs are allowed without board approval.

8. RUBBISH

- a. Rubbish removal is done by the City of Twinsburg. Pick up day is Tuesday. Rubbish must be in bags or containers and should be placed at the curb either the evening before pickup after, or the morning of.

9. PARKING

- a. Owners and their guests are asked to be considerate and careful when parking their vehicles.

- b. Vehicles parked in front of garages must not in any way hamper entrances or exits of their neighbors.
- c. No commercial truck, motor home, boat, or other similar vehicles shall be parked on the street, or in any parking area, other than in your garage.
 - i. This does not include vehicles that may be doing work during the day on a unit (*i.e.* moving truck, plumber, electrician, appliance delivery, etc.).
- d. Short term parking by unit owners and their guests in guest parking areas needs board written approval if they will be using the space for more than three nights.
- e. Auto repairs shall be limited to the unit owner's garage. Absolutely no fluids may be drained on driveways or common grounds. Fluids may not be disposed of in the storm sewers or waste management bins. Please follow the necessary safety precautions pertaining to disposal.

10. GARAGE SALES

- a. Participating in Ethan's Green community garage sale, once per year, is permitted. Special circumstances will also be considered such as moving sales. Prior written approval from the Board is required for any such additional sales.
- b. A city permit may be needed for garage sales in compliance with Twinsburg City Ordinance 741.08.

11. STORM/SCREEN DOORS

- a. All storm doors must be white and full view type, and are at the unit owner's expense. All screen areas measure not less than 29" wide by 73" long, or a two section storm door with each screen area measuring not less than 29" wide by 35" long, with a middle bar of no more than 2" wide between the top and bottom sections of screen (glass). Any and all damage caused by the storm door will be the unit owner's responsibility and expense.

12. NOISE

- a. Consideration of one another should be a priority. Therefore, TV's, stereos, gatherings, animals, motorcycles, etc. should be kept at a reasonable volume with that in mind.
- b. Residents should be in compliance with the Ohio Administrative Code Rule 1501:46-9-06 regarding noise.

13. SNOW REMOVAL

- a. Snow removal will be per the association contractor's agreement. Snow removal shall include the removal of all snow, in driveways and walkways when accumulation exceeds two inches (2"), or when required by the Board/Management due to extreme or hazardous conditions. Notify the management company with any problem that prevents completion of the contract work.
- b. Unit owners should only use concrete-safe ice melter.

14. PEST CONTROL

- a. Unit owners are responsible for the treatment of any pests between the walls of their limited common area(s) (*i.e.* indoors).
- b. The association is responsible for the treatment of any pests in the common area(s) (*i.e.* gazebos, in the siding of a unit) that are causing, or could reasonably cause, damage.
 - i. Unit owners will report any pests that are causing, or could reasonably cause, damage to the common areas, including the exterior of any unit(s), to the association in a reasonable amount of time to prevent future or further damage.
- c. Unit owners are not permitted to place any poison around the exterior of their unit (*i.e.* rat poison, etc.).
 - i. Unit owners are allowed to place traps with contained bait such as ant traps.

15. CONDUCTING OF BUSINESS

- a. Each Unit shall be used for residential purposes and for no other purpose per section 13 of the Bylaws. No commercial business is to be conducted, for profit, out of the condominium unit.
16. SELLING OF UNITS
- a. A “For Sale” sign may be displayed in one window.
 - b. Open house signs are permitted only at the times of the open house, and must be removed promptly afterwards that same day.
 - c. It is the seller’s responsibility to provide any and all bylaws, rules and regs, etc. to new property owners.
17. GARAGE DOORS
- a. For security and appearance, garage doors should be kept closed and locked when not in use.
 - b. Loss or theft of garage contents are the responsibility of the unit owner.
18. PAINTING
- a. The association is responsible for painting of the exterior unit front doors, exterior unit back doors, exterior rolling garage doors, and wood trim.
 - b. Unit owners are responsible for the interior door in the garage that goes into your condo, and interior of the front door. The current colors can be obtained from the Board or Management if needed.
19. VIOLATION COMPLAINTS
- a. Complaints against anyone violating the rules or regulations, or Declarations and By-Laws, are to be made to the management company in writing and by the individual filing the complaint. The Board/Management Company will contact the alleged violator after the receipt of each complaint and, if a violation has

occurred, a reasonable effort will be made to correct the violation.

- b. Residents are not permitted to contact board members directly regarding concerns and complaints; these should always be submitted to management.
- c. If reasonable efforts to gain compliance are unsuccessful, the Board will authorize the Management Company to send out a warning letter giving the unit owner no less than 30 days to comply. If compliance still does not occur, the Management Company may impose an assessment in the amount of \$50 on the unit owner. Thereafter, the unit owner will be charged an additional assessment of \$50 for each month until the unit owner corrects the violation and is in compliance.
- d. The Board may also arrange to correct the violation at the unit owner's expense if the unit owner refuses to correct the violation in the 30 days given to comply. The board may not arrange to correct the violation at the unit owner's expense before the 30 days given to comply.
- e. The above applies to violations noted by the Board or Management Company. More specifics can be found on the recorded Amendment No. 56790827 filed 1/11/23.

20. COLLECTION POLICY/PROCEDURE

- a. All assessments, including maintenance fees, are due on the first (1st) day of the month and are considered late if not received by the fifteenth (15th) of the month.
- b. An administrative late charge of ten dollars (\$10.00) per month shall be incurred for any late payment and on any unpaid balance.
- c. Any payments made shall be applied in the following order:
 - i. Administrative late fees owed to the Association
 - ii. Collection costs, attorney's fees incurred by the Association.
 - iii. Principal amounts owed on the account for common expenses and assessments.

- d. Any costs, including attorney fees, recording costs, title reports, and/or court costs incurred by the Association in the collection of delinquent assessments shall be added to the amount owed by the delinquent owner.
- e. A collection letter from the Management Company may be sent to any owner whose account is two (2) months delinquent. A collection letter from the Association's attorney may be sent to any owner whose account is three (3) months delinquent.
- f. Any owner whose account is four (4) months delinquent may have a lien filed against their unit and may lead to foreclosure action being initiated at the Board/Management Company's discretion. This lien/foreclosure action can only be dismissed upon receipt of payment in full. More information on liens can be found in section 15 of the Bylaws.

21. HOLIDAY DECORATIONS

- a. Light and festive decorations are permitted to be displayed in the Limited Common Areas and/or building exteriors provided that the decorations are not affixed in such a manner that requires any penetration of the exterior unit and the decorations do not damage or discolor limited common elements, gutters, or siding.
 - i. Ex. Decorations may only be displayed on the building exterior if they are secured by a suction device, ties, or similar non-permanent options.
- b. All decorations, especially those with electrical connections, must not interfere with snow removal and/or landscaping services.
- c. Decorations must not be displayed more than two weeks after the holiday.
- d. Seasonal wreaths on doors are welcome as long as they are kept in good condition.