

Laurel Woods Owner's Association



Handbook

WELCOME to Laurel Woods Owner's Association! We hope you enjoy your home and find living in the community a friendly and rewarding experience!

Our vision

We envision a neighborhood that represents a high quality of living and is considered a desirable place to live by residents and non-residents alike. We encourage and support an association of neighbors who voluntarily work together to increase property values and promote the spirit of respect, caring, community, family, and friends.

Mission statement of the Laurel Woods Board

Our mission is to enhance our quality of life by maintaining our common areas and upholding our Covenants, Declarations, and By-Laws. As representatives of the homeowners, we will take an ethical and objective approach in representing their interests. We will seek out and support initiatives that strengthen resident bonds and will take actions necessary to maintain a safe, friendly & aesthetically pleasing place to live.

To help accomplish this, we have established a Handbook intended to accompany the copy of our Bylaws and Declarations that you received upon purchase of your home. These documents should serve to define many of the benefits and obligations that come with living at Laurel Woods in a Homeowner's Association atmosphere. These commonsense Rules and Regulations take into consideration the health, safety and comfort of all of our residents. We hope you find them reasonable and will cooperate by upholding them.

This Handbook is intended to supplement, not replace, the Declaration of Covenants (Declaration) and Bylaws. If there should be an inadvertent discrepancy between what is expressed in this Handbook and the recorded documents, the Declaration and/or Bylaws shall govern. A copy of the Declaration and Bylaws was provided to you by the seller. You may also obtain these documents from KareCondo at no charge via email or for a modest copy/administrative fee for hardcopies.

We ask that you keep this Handbook, the Bylaws and Declarations handy and refer to them when necessary. If something arises that may not be covered in these materials, please contact the Management Company, KareCondo, at P.O. Box 1714, Stow, OH 44224, by telephone at (330) 688- 4900, or via email to info@karecondo.com.

The Laurel Woods Declaration, Bylaws and the Handbook define the standard of living residents may expect from our Homeowners Association 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, in a non-threatening way, can achieve quicker results in a friendlier fashion. Our community spirit lies within the hands of each resident.

Thank you,
The Board of Directors
Laurel Woods Owner's Association

I-INTRODUCTION AND GOVERNANCE

Laurel Woods is in Copley, Ohio. The property uses the services of the Copley Police and Fire Departments.

The property is comprised of forty-seven (47) Homes. The streets are maintained by the Township and the drives are maintained by the Association. The Association also maintains an insurance policy for the common areas. Homeowners and residents are responsible for obtaining insurance for their homes and personal effects.

As a private Homeowner's Association, we are governed by our own Declaration and Bylaws. We elect our own Board of Directors from our unit owners and the Board manages association affairs on behalf of our owners. There are Three (3) Board members who each serve without compensation for a term of three (3) consecutive years. There are no term limitations. Board terms are staggered to provide the Association members with continuity of experience and service from one year to the next. Following its election at the Annual Meeting, the Board of Directors is organized by electing from among its members the following officers: President, Vice President(s), and Treasurer.

The Annual Meeting of the owners for the election of Board Members is held in the month of December each year. Regularly scheduled Board meetings are held throughout the year. Unit owner's wishing to attend a Board meeting should check with the Management Company to verify the date, time and meeting location.

The Association retains the services of KareCondo, as our property managers.

II-CHANNELS OF COMMUNICATION

The Board of Directors consists of three (3) individuals who are unit owners and are elected by their fellow unit owners. Board members serve without compensation and are responsible for making the decisions affecting our property. Decisions concerning the property are made during the Board's scheduled meeting.

In between the regular Board meetings, the Association relies on the Management Company to conduct the Board's decisions and handle all communications by and between the Association's owners, contractors and vendors. If you have questions or concerns about the maintenance of the property, **all questions must be directed to the Management Company**, via telephone, in writing, or via the Management Company's website, or email at info@karecondo.com. In case of an emergency, such as a fire, you should contact the fire/police departments.

The Board requests and appreciates your cooperation in respecting that the Board members are not employees and should not be contacted directly on Association related matters outside of the Board meetings. Board members are not individually responsible for resolving Association matters and can only decide on issues brought to their attention by the Management Company. The only exception is that you should send a letter directly to the Board members concerning problems that you may have with the Management Company. Again, all other communications must be directed through the Management Company to assure that your concerns and questions are properly addressed and answered.

III- MAINTENANCE OF COMMON AREAS

Common Area Definition - Common Areas consist of everything but the individually owned Homes and their respective lots. Common Areas are owned by all the Homeowners together. Examples include Open spaces outside of owners' lots, front entrance signage. The reasonable repair and maintenance of all the Common Areas are done at the Association's expense except as otherwise explained in the Declarations and Bylaws of the Association.

- A. Each Unit Owner shall report to the Management Company, via telephone, in writing, via email or via the Management Company's website, the need for any repairs of the Common Area, which are the obligation of the Association to maintain.
- B. Residents must not give work instructions to any Association maintenance or service contractor (landscaper, snow removal service, etc.). 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 Common Area service contractor requests must be submitted to the Management Company, via telephone, in writing, or via email or the Management Company's website.

III- HOME OWNERS ASSOCIATION RESPONSIBILITIES

The Association is responsible for the reasonable maintenance, repair, and/or replacement of the following:

1. Maintenance of Common Areas and entranceway including removal of dead and/or diseased trees in the Common Areas.
2. Snow Removal from driveways and walkways.
3. Painting of mailboxes, light posts, garage trim, front and back door wood trim.
4. Landscaping, including grass cutting, fertilization of lawns and trees, and chemical weed treatment. Trimming of common area perimeter trees and bushes to maintain the property line. Trimming of trees adjacent to homes but only to the extent of 12 feet off the ground.
5. Community identifying signs.
6. Trash removal service.
7. Pay expenses of and maintain insurance coverage on the Common Areas.
8. Prepare financial reports and annual tax filings
9. Oversee the performance of the Management Company

IV- HOME OWNERS RESPONSIBILITIES

- A. Units shall be occupied and used for residential purpose only as private dwellings for owners and their families, and for no other purpose. Conduct of a trade or business is prohibited without written approval of the Board. Home offices where clients/customers are not permitted is permissible.
- B. Units shall be maintained in good condition and repair. Repairs made to units by contractors and/or residents must be performed only between the hours of 8:00 a.m. and 6:00 p.m. Monday through Saturday, except in the case of an emergency. Construction trash containers require written approval of the Board

Unit Owner Responsibilities include:

- a. All portions of home, interior, and exterior, including roof, siding and foundations
- b. Post lights
- c. All utilities, heating, cooling, and other equipment installed for use of your home.
- d. Patios and decks.
- e. Garage doors.
- f. Insurance for private homeowner coverage.
- g. Maintenance of all bushes, shrubs and plantings in beds adjacent to your home.

- C. Any exterior modification of any building, structure or landscaping appurtenant to such building or structure requires prior written Board approval. Any item requiring prior written approval from the Board must be submitted to the Management Company with any pertinent information (e.g., drawings, plans, photos, adjoining neighbor approvals etc.) to enable the Board to make an informed decision. The Board will review the information and respond to the request accordingly. No action should be taken by the Unit Owner until written approval is received.

- D. No sign or other advertising device shall be placed upon any portion of the Property.

- E. Installation of any satellite dish or antenna is prohibited on, attached to, or extending into the Common Elements, unless prior written approval from the board is received.
 - i. Any owner considering the installation of a satellite dish or antenna must:
 - a. Comply with the Association's Satellite Dish Rules contained in Section 7.13 of the Bylaws which specify a maximum of 18 inches in circumference and that the dish is not visible from the Road., and
 - b. Submit a drawing to the Board of Directors indicating the proposed location, height, and screening materials to be used.

- F. Temporary holiday decorations are permitted provided they are not fastened in a permanent way to the exterior of the Unit. Holiday decorations are permitted no more than 4 weeks prior to the holiday. Decorations must be removed 10 days following the holiday, weather permitting.

- G. The Association contracts with Republic Trash (Republic) for the collection of our trash. Unit Owners should follow Republic's published procedures for trash collection and times and may only use trash bins provided by Republic.
 - i. Trash bins should be placed at the foot of the driveway no later than 6:00 a.m. the morning of the scheduled pick-up, but no earlier than 5:00 p.m. the previous day. OK
 - ii. If the pick-up day is a legal holiday, a special schedule will be observed.
 - iii. When not placed out for collection, trash bins shall be stored in a manner that they cannot be seen from adjacent and surrounding property.
 - iv. Large items must be pre-authorized by the Management Company prior to pick up and charges incurred will be billed to the Unit Owner.

- H. The following vehicles are prohibited from being parked, stored, kept or maintained within your property unless garaged:
1. Trucks (except 2 axles with no more than 4 tires).
 2. Vehicles licensed, painted, or signed for commercial use
 3. Boats, snowmobiles
 4. Recreational vehicles
 5. Trailers
 6. Motorcycles, and motor scooters
- I. Laurel Woods is a pet friendly neighborhood. Dogs, cats, and other common household domestic pets are permitted.
- i. Pet owners must cleanup and carry away any waste matter from their pet anywhere within the Association and must dispose of same in a sanitary manner at once. Failing to do so will be considered a violation of the rules and should be reported to the management company, in writing, so that appropriate action can be taken.
 - ii. Dogs shall at all times, whenever they are outside a Living Unit, be confined on a leash, not longer than (6) feet in length, held by a responsible person. No signs or other advertising of any nature shall be placed upon any portion of the Property or displayed from any window or door, with the exception of Security System signs, which must be placed in a front planting bed and must not exceed 12" x 12". "For Rent" signs are prohibited. Stand size "For Sale" signs are permitted with the prior written approval of the Board.
- J. Section 7.19 of the Declarations contains detailed provisions governing the sale, leasing of Living Units and provide detailed guidance to Owners contemplating sale or lease of their unit.
- i. To enable the Association to maintain accurate records of the names, addresses and phone numbers of Owners, each Owner shall notify the Association in writing, within five (5) days after such Owner's Living Unit has been transferred or leased to another person.
 - ii. Each Owner agrees to provide to a purchaser or lessee of such Owner's Living Unit a copy of the Declaration, Bylaws, and other relevant documents.
 - iii. Section 7.19 (b) covers Owner's right to Lease a Living Unit and require that living units may not be leased for a period of less than 6 months, and among other things, a copy of the written lease be submitted to the Board. The Lease must indicate it is subject to the terms of the Declaration and By Laws. See section 7.19 for complete details.
- K. Section VIII, IX, and X contain detailed information about the responsibility of the Unit Owner to pay Assessments for the expenses of Common Areas and

should be reviewed and referred to for specific questions. Failure to pay Assessments timely will result in late fees, other costs and potentially liens being placed on your property.

IV- FREQUENTLY ASKED QUESTIONS:

FAQ 1

Q1- I would like to replace/upgrade the deck, does this require Board approval?

A1- Yes refer to the guidelines for Exterior Modifications in Section III D of this Manual and Section 7.14 of the Declaration

FAQ 2

Q2- I would like to replace/upgrade the landscaping of my Unit, does this require Board approval?

A2- Yes refer to the guidelines for Exterior Modifications in Section III D of this Manual and Section 7.14 of the Declaration

FAQ 3

Q3- I'm concerned about the condition of a tree or trees near my property. Is the Association responsible for removal of trees?

A3- It depends. Trees located on the Owners property are the responsibility of the Unit Owner. Trees located on Common Areas are the responsibility of the Association. Trees located on adjoining properties owned by 3rd parties including The Heritage Woods Area Landowners Association are the responsibility of said 3rd parties.

FAQ 4

Q4-I do not want the Association landscaper to trim my bushes and shrubs. Who do I inform?

A4- You should contact the Management Company, via telephone, in writing, or via the Management Company's website, or email at info@karecondo.com.

FAQ 5

Q5- I have witnessed a neighbor continuously violating a provision of our By Laws or Declarations. Who do I inform?

A5- You should inform the Management Company, via telephone, in writing, or via the Management Company's website, or email at info@karecondo.com.

FAQ 6

Q6- There is standing water after heavy rain near my house. Will the Association take care of this?

A6- Like the trees it depends on the location. The Association will be responsible for remediation of drainage issues that originate on Common Areas only.

FAQ 7

Q7- An arborvitae near my home appears to be dead. Will the Association remove and replace it?

A7- No, it has been over 20 years since the construction of our homes. The addition of private landscaping over the years makes it impossible to determine which bushes were originally installed. The Board has established the policy that all bushes and shrubs are the responsibility of the home owner. Also, remember any changes to landscaping requires advance approval of the Board. Refer to the guidelines for Exterior Modifications in Section III D of this Manual and Section 7.14 of the Declaration