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MESSAGE FROM THE BOARD OF DIRECTORS

Welcome. We, the Board are pleased you have chosen to make Springfield Ridge Condominium your home. By living here, you agree to follow the community rules and regulations designed to make our neighborhood safe, attractive, and enjoyable for everyone, and to be a member of The Springfield Ridge Condominium Association.

Our shared goal is to maintain property values, protect the quality of life, and foster a friendly respectful environment. This can be achieved when we all work together. These rules and regulations are meant to be practical and reasonable, and we trust you will find them fair and easy to follow. Also keep in mind that the Board of Directors are Unit Owners like you and are not a local police force.

Please read this Handbook carefully and keep it nearby for reference. If questions arise or if you have suggestions for improvements to these rules and regulations, please reach out to Burgan Property Management through the Owners Portal so your concern can be reviewed and presented to the Board.

This Handbook is a companion to the Association's Declaration and Bylaws. If there is ever a conflict between this Handbook and those Documents, the Declaration and/or Bylaws will govern. They can be accessed online through the Owners Portal.

Thank you

DEFINITIONS

To keep this handbook clear and easier to read the following terms are used consistently throughout this Handbook.

“Association” Refers to The Springfield Ridge Condominium Association Located at
9151 Springfield Rd. Poland, OH 44514 In Springfield Township
Mahoning County, Ohio

“Management Company” Refers to Burgan Property Management located at
5335 Market St., Boardman, OH 44512
Phone: 330-718-0402
Website: Burganpropertymanagement.com

“Resident” Refers collectively to Unit Owners, Occupants, Tenants, and Guests of any
Unit Owner within The Springfield Ridge Condominium Association Property

Other terms will have the same meaning as used by the Declaration and the Ohio
Condominium Act (ORC 5311).

I. INTRODUCTION TO CONDOMINIUM LIVING

A. CONCEPT OF CONDOMINIUM LIVING

1. Each Unit Owner holds title to their individual unit which includes the airspace within the walls and all interior fixtures, such as drywall, windows, doors, and utility lines that serve only that unit. The Unit also includes utility lines and fixtures only serving the Unit, wherever located, floors, ceilings, drywall, windows, doors, and outside the unit.
2. Areas outside the unit’s boundaries are classified as Common Elements and are owned jointly by all Unit Owners as Tenants In Common. Certain portions of the Common Elements, such as patios, and parking spaces in front of garages are designated as Limited Common Elements and are reserved for the exclusive use of a specific unit.

B. UNIT OWNER’S ASSOCIATION

1. All Unit Owners are members of the Association. Unit Owners elect a Board of Directors which consist of six members.
2. The Association acting through its Board and Management Company is responsible for the reasonable maintenance, repair and replacement of the Common Elements and enforcing Association Rules and Regulations as stated in the Declaration, Bylaws and Handbook. The expenses of the Association are to be paid by assessment of all Unit owners by way of Condo Fees.
3. Board members serve on a volunteer basis without compensation. They request and appreciate your cooperation in respecting that Board Members are not employees

and should not be contacted directly on Association related matters. To ensure concerns and questions are addressed Owners must submit them to the Management Company's Owner's Portal.

4. The Board may delegate duties and responsibilities of the Association to The Management Company, which is compensated for services as outlined in the Bylaws.

C. UNIT OWNER'S MAINTENANCE RESPONSIBILITIES

1. The Unit owner is responsible to maintain and repair their unit's interior at their own expense. This includes but is not limited to: Interior walls (excluding structural components), drywall, trim, flooring, Built-in cabinets, appliances, entry doors, overhead garage doors and openers, storm doors, windows, and screens. Plumbing, electrical, and HVAC systems that serve only that unit even if they are located outside the bounds of the unit.
2. Owners are responsible at their expense to replace the mailbox key and clubhouse key.
3. Residents are responsible to keep Limited Common Elements such as, patios and garage entries clean and free of debris. Leaving personal property in the Common Elements or Limited Common Elements between sunset and sunrise is prohibited except as authorized by these Rules.

D. RESTRICTIONS ON THE USE OF CONDOMINIUM PROPERTY

1. The Unit Owner or Resident give up a certain degree of freedom of choice, which they may otherwise enjoy in a separate, privately owned property. Therefore, the integrity of the common scheme must not be interrupted.
2. In order to protect the Unit Owners from undesirable uses of the Condominium Property, there are several restrictions contained in the Declaration, bylaws, and Handbook meant to maximize the Unit Owner's enjoyment of the Condominium Property. Some of these restrictions include:
 - a. The Condominium property is to be used only for residential purposes. The Resident may use a part of their unit as an office provided no customers, co-workers, or clients come to the unit for sales or business purposes.
 - b. Residents are prohibited to engage in hazardous, noxious or offensive activities that would endanger or be a nuisance to anyone or any property. This includes disturbing or excessive noises that exceed 45 dBa.
 - c. The discharge of any type of firearms, explosives, projectiles, or arrow is

prohibited, including but not limited to rifles, shotguns, pellet guns and BB guns.

d. The disposal of hazardous, flammable, or waste materials including litter into the storm sewers or on the Common Elements is prohibited.

e. Residents are prohibited from structurally changing a building or impairing its structural integrity

f. Units may not be used for transient or hotel purposes. Advertising a Unit for license, lease, or rent of short term rental applications (e.g. VRBO and AirBnB) is prohibited.

g. Smoking and any form of tobacco use, including the use of cigarettes, E cigarettes, pipes and vaping devices is not permitted in any indoor common element areas, the clubhouse, the fenced pool area or within 25 feet of building entrances. Smoking inside individual units or patios is allowed only if it does not create odors or smoke that affects neighboring units or common element areas.

h. Door to door solicitations are prohibited.

II. GENERAL INFORMATION

A. The Board manages the Association affairs on behalf of all Unit Owners. All Unit owners are encouraged to attend the annual Meeting and participate in the election of the Board

B. Each resident is responsible for the payment of their individually metered utilities including water, sewer, gas, electric, telephone, cable TV, internet. trash pickup and property tax.

C. Each Owner must obtain Condominium insurance at their expense affording coverage for personal property and personal liability.

D. The Board does not have responsibility for law enforcement at the condominium property. The responsibility for dealing with suspicious or criminal activity remains exclusively with the **Springfield Township Police Department 330-542-2377**

E. Common Elements are for the shared use and enjoyment of all Residents

F. These rules and regulation are subject to change at the discretion of The Board

III. GENERAL REGULATIONS

A. All activities in the Units, Common Elements and Limited Common Elements must comply with Federal, State, and Local Laws.

- B. Residents are not permitted to allow conditions that would increase insurance rates.
- C. Residents must promptly report maintenance issues through the Owner's Portal
- D. Garage and Estates sales are prohibited.
- E. Owners and Occupants who do not serve on the Board are prohibited from communicating with, giving work instructions to, harassing, or otherwise interfering with any contractor hired by the Association whether the contractor is on Property or not. This requirement is not intended to reduce service. This requirement ensures the contractor is performing the work according to the agreement executed by the Board, and helps the Association maintain a good reputation with the trades community. Any Owner or Occupant violating this policy will be assessed all damages incurred by the Association, including, but not limited to correcting work performed not in compliance with the agreement, retaining a new contractor, and the cost to have the contractor return to the Property. If you have a question or a suggestion, please contact the Management Company through the Owners Portal.
- F. Obstructing the sidewalk or entrance to any other Unit or Common Element is prohibited
- G. All grills must be propane, charcoal grills are not permitted. Grills must be monitored at all times while in use and at least ten feet from fences and buildings while hot..
- H. Chimineas, wood burners and any other open flame devices are prohibited.
- I. Garage doors must be kept in a closed position when not in active use for entering or exiting the garage.
- J. Residents must reduce noise to a reasonable level so it cannot be heard in another Unit with the windows closed between the hours of 10PM and 7AM.
- K. Any complaint must be submitted to the Management Company through the owner's Portal. Anonymous complaints will not be accepted. Verbal communication cannot be acknowledged in any fashion by the management Company because of the "Hearsay" nature of such concerns.

IV. ENVIRONMENT OF COMMON ELEMENTS

The entire land and improvements that are not part of the Unit are the Common Elements. Each Unit Owner is entitled to unit ownership of an individual interest in the Common Elements.

- A. Structures of a temporary nature such as trailers, tents, motor homes, shacks, out buildings or accessory buildings either temporary or permanent are prohibited. One

umbrella is permitted on the patio, provided it is properly anchored to avoid causing damage. Owners will be liable for the cost of repairing damage caused by their umbrella.

- B. Clothes, sheets, blankets, towels (including beach towels), laundry of any kind or similar articles are not allowed to be hung out or exposed on any condominium property nor allowed to be used as window coverings. Window coverings that are not designed and sold as window coverings are prohibited.
- C. All items left unattended in the Common Elements may be removed and stored at the Residents expense.
- D. Recreational activities and equipment, including skateboards, rollerblades, ramps, benches or chairs on any part of the Common Elements including the parking lot and road is prohibited.
- E. Signs or advertising devices of any nature are prohibited on any portion of the condominium property except:
 - 1. One security sign is permitted at the front or garage entrance
 - 2. "Open House" signs are permitted the day of an open house for sale of a unit.
 - 3. One professionally prepared sign "For Sale" or "For Rent" not more than nine (9) square feet in size is permitted on the interior side of the window
- F. Requests for alterations to the Common Elements, including Limited common Elements such as, patios, fences, landscaping, entry ways or sidewalks that would alter the outside appearance of a Unit must be submitted to the Management Company and approved in writing prior to construction.
- G. Leaving any personal property outside the Unit is prohibited except as authorized by these Rules. This includes but not limited to such things as recreational equipment, wading pools, and sand boxes. All such items must be stored in the Unit Owner's garage. Basketball hoops are prohibited.
- H. Neither the Association nor the Associations contractors will be responsible for maintenance, repair or replacement of any Residents personal property in the common elements.

V. ASSOCIATION MAINTENANCE RESPONSIBILITIES

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

- A. Building exterior, foundation, roof, gutters, downspouts, patios, fences, lamp posts, street lights, sidewalks, driveways, curbs, gazebo, mailboxes, clubhouse and clubhouse parking lot
- B. Entrance signs and all signs pertaining to the Common Elements

C. Reasonable snow and maintenance of the parking lot, driveways and sidewalks. The Association cannot possibly eliminate all slippery conditions on the Property. When temperatures are near or below freezing, Owners must exercise additional caution and expect ice and slippery conditions to exist. Owners are responsible for warning all Occupants and guests of the slippery conditions.

D. Landscaping of common Elements including care and maintenance of trees, shrubs and bushes, grass cutting, mulching, leaf removal, fertilizing and reseeding of lawn areas.

VI. UNIT RESTRICTIONS

A. Broken windows, torn screens, damaged doors, broken or crooked window treatments must be repaired or replaced immediately by the Unit Owner at their expense.

B. One flag holding bracket is permitted for a Current three feet by five feet United States of America flag, State of Ohio flag, or POW/MIA flag to be mounted on the front facing exterior sunroom wall. Attached in a manner as to not damage the exterior and using stainless steel screws to avoid rust stains. We recommend taking part in the Community flag program when available. One Blue Star and/or Gold Star United States Service Banner may be displayed in a window on the interior of a unit.

C. Watering hoses may not be mounted on the exterior walls of any unit and must be stored in the Unit when not in active use.

D. In order to have a visible, uniform standard appearance throughout the community, all window treatments such as curtains, drapes, shades, horizontal or vertical blinds must be white when viewed from the outside.

E. Window air conditioning units are prohibited including floor models that vent through a window.

F. Residents are not permitted to make alterations to portions of the unit or building maintained by the Association without Written board approval.

G. Satellite dishes are not permitted on roofs, but can be located inside fenced areas with Board approval.

VII. WINDOW AND DOOR REPLACEMENT

A. The installation of replacement windows and doors are the responsibility of the Unit Owner and must have prior written approval from The Board. Requests must include specifications with drawings and/or pictures of the windows or doors to be replaced and be submitted to the Management Company through the Owner's

portal.

- B. Windows and doors, when replaced by the Unit owner must be identical in appearance to the existing windows and doors, which includes, size, configuration, grid pattern, composition and color.
 - 1. Window Option: Units that have sliding windows in the sunroom may replace the them with a single or double hung window. The window configuration of a single window unit or double window unit must match the window configuration of Building 400.
 - 2. Storm door options: The board has taken the time to research storm doors at Lowes. We have added a split screen (also known as a retractable) due to their popularity and no storage requirements. All storm doors must be white.
 - * Pella Full View #874968.
 - * Pella Retractable #957704
 - * Larson Full View #758239
 - * Larson Retractable #585253

VIII. UNIT LANDSCAPING

- A. Flowers may be planted inside the patio fence or in existing mulched bed areas, provided they are not taller than the surrounding bed plantings. Plantings which are considered ground cover are prohibited. Artificial flowers and plants are also prohibited. Flowers planted by a Resident become the responsibility of that Resident for watering and weed control.
- B. Growing vegetables or fruit in the mulched beds is prohibited. You may grow vegetables in the fenced patio area as long as they do not grow taller than the patio fence nor outside of or under the patio fence.
- C. Residents may add up to four (4) pieces of ornamentation to the mulched beds outside of the patio area. All such items must not exceed two (2) feet in height or one and a half (1'-6") feet in width nor interfere with the Landscaper's duties. Benches, water fountains, stepping stones etc. are not permitted. One bird bath is permitted.
- D. Plants or vines that cling or adhere to the building or fences are prohibited.
- E. Three hanging plants and three flower pots are permitted per unit outside of the fenced patio area. A plant may be hung on the lamp post or shepherd hooks located in the mulched beds. One flower pot may be located by the garage entry. Flower pots and shepherd hooks are prohibited to be placed on the grass.
- F. Lawn Ornaments are prohibited except for those that are considered temporary holiday decorations

- G. Mulching of beds whether wood bark or stone mulch will be done by the Association depending on the condition of the beds and budgetary constraints. Residents are prohibited from applying mulch independently to a Unit's mulched beds. A Unit Owner may request through the Management Company to have prior written board approval to have their bark mulch beds upgraded to a stone mulch bed at their cost, and must use the Association's Landscape Contractor.
- H. Landscape changes, such as shrubs, bushes, trees and lilies are prohibited without prior written Board approval. Requests must be submitted to the Management Company with specifications. Changes or additions must be of similar size and species as other plantings in the community. All landscaping plantings installed by a Unit Owner must be warranted by the Unit Owner for period of two years. The Unit Owner is responsible to assure the planting has adequate water. The new plantings will be considered a contribution to the Association.

IX. PARKING AND TRAFFIC

- A. The garage is to be used as the primary parking of Residents vehicles and such space should not be used as a storage area in a way that would prohibit the use of the garage for vehicle parking. Parking of Residents vehicles in front of garage doors must not interfere with the ability of other Residents to move in and out of other garages that share driveways. Parking of a vehicle anywhere on Condominium Property is prohibited.
- B. Residents that have one or two vehicles must park them in the garage, and additional two Resident owned vehicles may be parked in front of the garage door. Residents vehicles are not to be parked for more than 12 hours in the turn around space adjacent to their driveway. Parking of a vehicle anywhere on Condominium Property is prohibited.
- C. Parking of any vehicle in the grass is prohibited.
- D. Parking in the street between sunset and sunrise is prohibited
- E. The Resident is responsible for instructing guests where they must park so that the Guest does not block or hinder access to other units, streets, driveways or fire hydrants. Guests may park in the turn around space adjacent to the Resident driveway or at the Clubhouse parking lot.
- F. Inoperable vehicles with flat tires, broken components, expired license plates, tags etc. or vehicles which cannot be identified as belonging to a Resident, which are parked in any Common Element or Limited Common Element for more than 48 consecutive hours may be towed and stored off the Condominium Property at the vehicle owner's expense. Repair work on vehicles is prohibited in the Limited Common or Common Elements except for short-term emergency work such as flat tire, battery charge etc.

- G. Boats, trailers, motor homes, trucks larger than a 3/4 ton pickup truck, travel trailers or any vehicle with commercial advertising are prohibited to be parked on any street or driveway between sunset and sunrise. Other vehicles used for recreation (conversion vans or recreational vehicles are permitted to be parked in front of the garage for 48 hours in any 60 day period to allow for loading and unloading. Such vehicles must not exceed 20 feet in length. Full size pick up trucks with extended or quad cabs may be parked in front of the vehicle owner's garage. Commercial moving vans and commercial trucks when in the area to perform service or repair work are an authorized exception.
- H. Residents are responsible at their expense for damage to Common Elements caused by service vehicles, such as delivery vans, moving vans, etc. The Resident may seek reimbursement from the service provider for any cost associated with repairing the damage. Oil leaks or other surface staining fluid spills on driveways, parking areas or roadways must be cleaned immediately. Efforts must be made immediately to correct the mechanical problem of any vehicle leaking oil or other surface staining fluids.
- I. The speed limit within the Condominium Property is 14 MPH. Excessive speed and reckless driving are prohibited.

X. PETS

- A. Animals, such as rabbits, livestock, fowl, or poultry of any kind are prohibited to be raised, bred, or kept in any Unit or in the Common or limited Common element. Dogs, cats and other household pets may be kept in Units, subject to the rules and regulations adopted by the board provided they are not kept, bred, or maintained for any commercial purpose. Non-household pets that are prohibited include, but, are not limited to rabbits, livestock, fowl, poultry, monkeys, pigs, frogs, snakes, lizards, or other reptiles, horses, and wild hybrids, along with any rare or unusual pet kept within a human household, which is generally thought of as a wild species, not domesticated, and not typically kept as a pet.
- B. No more than two household pets may be kept in any one unit.
- C. All pets must be registered with the Association through the owner's Portal under PET POLICY.
- D. All cats and dogs must be on a hand held leash and attended by a responsible person when outside of a Unit. Pets of any kind are prohibited to run loose on the Condominium property
- E. Pets of any kind may not be tied or chained outside and left unattended, Stakes are prohibited to be used to restrict pets. Underground electronic pet fences (invisible fences) are prohibited
- F. Pet owners are responsible for immediate clean up after their pets on the

condominium property. Owners are prohibited to allow pets to utilize garages, entryways, patio areas, sidewalks, driveways and streets for the purpose of elimination. Such practices result in undesirable stains and odors. Please be respectful of your neighbors.

- G. Pet owners are liable for any and all damages or injuries caused by their pets to any Condominium Property, people or pets, including but not limited to injuries to other people, injuries to other pets, shrubs, bushes, trees, and grass. Residents are fully responsible for and will be held accountable for adherence to this ruling by their guests
- H. Pets must be housed within the Pet Owner's Unit. Garages, entryways and patio areas must not be used to house animals. Exterior doghouses are prohibited on the Condominium property.
- I. Ground feeding, or outdoor feeding of wildlife such as cats, squirrels, birds, chipmunks, deer etc., is prohibited. Food placed on the ground attracts rodents and creates an unsightly appearance.
- J. Bird Feeders are prohibited. Hummingbird liquid feeders are permissible as long as they are placed in the patio area. One bird house may be placed in the tree next to the patio.
- K. Animal nuisances are prohibited. Examples of nuisance behavior or behavior that creates an unreasonable disturbance are:
 - a) Pets whose unruly behavior causes personal injury, injury to another animal, or property damage.
 - b) Pets who make noise continuously and/or incessantly for a period of ten minutes or intermittently for two hours or more to the disturbance of any occupant at any time of day or night.
 - c) Pets in Common Elements who are not under the complete physical control of a responsible human companion and on a hand-held leash of no more than six feet in length or in an animal carrier.
 - d) Pets who relieve themselves on walls or floors of Common Elements.
 - e) Pets who exhibit aggressive or other dangerous or potentially dangerous behavior.
 - f) Pets who have lunged at, or charged another animal or person

XI. EXTERIOR LIGHTING

Residents are responsible for the exterior light fixtures and light bulbs that are mounted on the exterior of their unit, such as the front entry light and garage entry light. Replacement of these fixtures must be the same as other units in the development

Installation of any additional exterior lighting is prohibited including but not limited to,

Landscape lighting, party lights, torch lights, tree lights and lights in landscape ornaments. The exception to this is temporary lighting used for holiday decorations.

XII. DECORATIVE ADDITIONS

- A. A single door wreath is permitted. Wreathes must be removed when they become faded, tattered or are not appropriate to the season.
- B. To avoid damage to the exterior finish of the Units, all items permanent or temporary requiring attachment to the building or fences are prohibited.
- C. Holiday lights and decorations are permitted to be placed in the limited Common elements, such as patios Mulched beds and grass areas adjacent to the Limited Common Elements during holidays and seasons
- D. Winter holiday decorations may be displayed from the day after Thanksgiving to January 15th of the following year. Other holiday decorations may be displayed two weeks before the holiday and must be removed by one week after the holiday.
- E. Lights must be rated for outdoor use and turned off by 11PM. Residents are prohibited to climb the sides of buildings access roofs, climb trees, or put themselves or others in a dangerous situation in Common or limited common Elements.
- F. The Association asks that each Resident when decorating their units to keep in mind that we share the use of our property together. Therefore the integrity of the common scheme must not be disrupted and not be offensive to others.
- G. Windsocks and other similar ornaments are prohibited. One wind chime is permitted As long as it is no larger than three feet and makes a sound that is not offensive to the Residents and are not attached to the exterior of the building.
- H. A single welcome light is permitted as an interior window light.

XIII. TRASH REMOVAL

- A. Residents are responsible for arranging the paying for trash removal service, Utilizing the Associations Contractor
- B. Trash must be in the contractor supplied trash container when placed at the curb for Pickup. No bags are permitted to be put out at the curb
- C. Residents are responsible to arrange pick-up of furniture and appliances with the waste contractor and should not place these items at the curb without having

Secured such arrangements

- D. Trash containers must be stored in the Resident's garage. Trash is prohibited outside the unit except in a completely sealed bag located within closed Container. Trash containers are prohibited outside the unit except from 3 PM the day Before collection until 9 PM the day of collection.

XIV. SALE, RENTAL, AND OCCUPANCY REQUIREMENTS

A. When a Unit Owners Sells or Rents out their unit they are required to notify the Board through the Management Company prior to occupancy, providing the following information:

1. Name of Occupants
2. Home and business mailing address
3. Home and business telephone numbers
4. Name, business address and telephone number of any person who manages the Unit on behalf of the Unit Owner.
5. Email address

B. The Unit Seller is responsible for providing a copy of the Declaration and Bylaws In such a case that the unit is rented, the Unit Owner is responsible for providing The Rules and Regulations Handbook to the tenant.

C. The Unit Owner, whether selling or renting out their unit must provide the new Occupant with a mailbox key and a key to the clubhouse. The Unit owner is Responsible for Tenant violations of the Declaration and Bylaws and the Rules and Regulations, including enforcement assessments and other damages

D. ANY PERSON WHO MUST REGISTER AS A TIER II OR TIER III SEXUAL OFFENDER REQUIRING NOTIFICATION UNDER THE OHIO SEX OFFENDERS ACT OR SIMILAR STATUTE OR OTHER JURISDICTION IS PROHIBITED FROM RESIDING IN ANY UNIT FOR ANY LENGTH OF TIME. SUCH PERSONS ARE ALSO PROHIBITED FROM ENTERING ONTO OR REMAINING IN OR ON THE CONDOMINIUM PROPERTY FOR ANY LENGTH OF TIME.

XV. AVAILABILITY OF COPIES OF THE DECLARATION, BYLAWS & RULES

A. Copies of Governing Documents are available online through the Management Company's Owner's portal under Association Documents.

B. There will be an administrative charge for the following

1. Processing necessary paperwork related to the sale of a unit
2. Request by individual Unit Owners, but limited to, renegotiating of mortgages
3. Each copy of the Associations financials.

XVI. VOTING PRIVILEGES

- A. Each Unit is given one vote in matters that require vote.
- B. If the Unit owner cannot attend, they can transfer their vote, by written proxy, to another Unit Owner of their choosing
- C. If the Unit Owner does not attend the vote or submit their proxy, they relinquish their vote to the majority present and must abide by the decisions made by the majority. The Management Company will send additional information regarding this voting procedure to reach Unit owner with the annual meeting notification letter.
- D. If a Unit owner is delinquent in payments to The Association, The Board may suspend the Unit owner's voting privilege.

XVII. ADMINISTRATION OF RULES AND REGULATIONS

- A. These rules may be revised in any way and at any time by The Board
- B. The Board, at its discretion, may delegate its powers and duties with respect to the granting consents, approvals and permissions under these rules to the management Company or a duly authorized committee of the Board.
- C. Any consents, approvals, or permissions granted by The Board, its Managing Company or committee, pursuant to these rules may be revoked by the Board at any time.

XVIII. MAINTENANCE FEES, LIEN PROCEDURES, AND COST OF COLLECTIONS

- A. Each Owner is assessed a monthly Assessment (often called the Maintenance Fee) also known as Condo Fees, to maintain the Common Elements and operate the Association in accordance with the Declaration, Bylaws, and the budget approved by the board.
- B. Payment for the Condo Fee is due on or before the 1st (first) of every month and must be postmarked no later than the 1st.
- C. An Administrative late charge of \$15.00 will be assessed for any late payment received after the 15th (fifteenth) of the month on any unpaid balance. The Administrative late charge is subject to increase without notice,
- D. Any Payment (money) will be applied in the following manner. 1. Interest and/or administrative late fees owed to The Association 2. Collection costs 3. Attorney fees incurred by The Association 4. Principal amounts owed on the account such as expenses and assessments
- E. Past due Condo Fees and assessments may cause a lien and/or foreclosure to be filed

against the Unit Owner

F. Any costs including attorney fees, recording costs, title report and/or court costs incurred by The Association in the collection of delinquent assessments will be added to the amount owed by the delinquent Unit owner

XIX. ENFORCEMENT PROCEDURES AND ASSESSMENT FOR VIOLATION

- A. The Unit Owner is responsible for any violation of the Declaration, bylaws, and the Rules and Regulations by Unit Owner themselves, tenants, occupants or guest.
- B. Notwithstanding anything contained in these rules, the Board has the right to proceed, immediately or otherwise, with legal action for any violation of the Associations governing documents, as the Board in its sole discretion may determine. The entire cost of effectuating a legal remedy to impose compliance, including the costs and attorneys' fees, will be added to the account of the responsible Unit Owner.
- C. All cost stemming from any repairs and/or extra cleaning from any violation will also be added to the responsible Unit owner's account
- D. In addition to any other action and if applicable, in accordance with the procedure outlined below, the Board may: (a) Levy an assessment for actual damage and/or (b) levy a reasonable enforcement assessment per occurrence and/or (c) if the Violation is continuous and ongoing in nature, levy a reasonable enforcement Assessment per day
- E. Prior to the imposition of an enforcement assessment for a violation, the following Procedure will be followed
 - 1. Written notice(s) will be served upon the alleged responsible Unit Owner specifying:
 - a. If applicable, a reasonable date by which the Unit Owner must cure the violation to avoid the proposed charge or assessment.
 - b. A description of the property damage or enforcement assessment
 - c. The amount of the proposed charge and /or enforcement assessment
 - d. A statement that the Unit Owner has the right to, and the procedures to request a hearing before the Board to contest the proposed charge and/or enforcement assessment.
 - 2. To request a hearing, the Unit Owner must mail or deliver a written "Request for Hearing" notice which must be received by the Management Company not later than the 10th day after receiving the notice required by Item E. Above.
 - a. If a Unit Owner timely requests a hearing at least seven days prior to the hearing The Board will provide the Unit Owner with a written notice that includes the date, Time, and location of the hearing. If the Unit Owner fails to mke a timely request for a hearing, the right to have hearing is waived, and the charge for damages and/or enforcement assessment will be immediately imposed: and
 - b. At the hearing the Board and the alleged responsible Unit Owner will have

The right to present any evidence. This hearing will be held in executive session
And proof of hearing, evidence, or written notice to the unit Owner to abate action,
And intent to impose an enforcement assessment will become part of the
Hearing Minutes. The Unit Owner will then receive notice of the Board's decision
And any enforcement assessment imposed within 30 days of the hearing.

3. The Association may file a lien for an enforcement assessment and/or damage charge, which remains unpaid for more than 10 days

XX. CLUBHOUSE RULES

There is a \$75.00 fee and a \$200.00 refundable security deposit to rent the Clubhouse. Reservations can be made through the Owner's Portal. A rental date will be secured only when all fees have been paid in full. The COMMUNITY CALENDAR is accessible through the portal where available dates will be visible.

DO NOT mark the calendar at the clubhouse before contacting the Management Company and all fees have been paid in full.

The following Rules are in effect:

1. Events must be booked by Unit Owners
2. All social activities must end by 11:00 PM
3. There are folding chairs and tables in the storage closet for use. Tables and chairs should be returned to the closet in the same condition following any event
4. Preparations and setting up tables and chairs are to be made on the same day as the event. The premises are to be cleaned and left in good order following the event if possible, or no later than 9:00AM the following day. See Cleaning list posted in clubhouse
5. Unit Owner is responsible for the behavior of their guest at all times and assumes full responsibility for any theft and/or damage to the clubhouse or any part of the Common Elements.
6. Parking is allowed in the adjoining parking lot and on the street as long as it does not obstruct the flow of traffic.
7. Loud and boisterous noises, including music or profanity or any other offensive behavior is prohibited
8. Pets or animals of any kind are prohibited in the clubhouse except for service dogs assisting a disabled person
9. Use of clubhouse for business meetings or any other commercial use is prohibited
10. The clubhouse cannot be reserved on behalf of a non-resident group or organizations. A violation of this rule will result in forfeiture of the security deposit.
11. Unit Owners must assure their guest departs from the condominium property in a manner that will not disturb other Residents
12. Close and secure clubhouse, lock all doors, close windows, turn off TV and turn off the fireplace before leaving
13. Unit Owner is responsible to prohibit the use of the exercise room and the pool by any

of their guests. A violation of this rule will result in the forfeiture of the security deposit. Furthermore, at any time all residents reserve the right to use the exercise room, Pool when open and restrooms.

14. Smoking inside any part of the clubhouse is prohibited. Outside smoking is permissible as long as they are more than 25 ft. from any entrance and all cigarette butts and related objects are picked up and properly discarded
15. The appropriate covers must be used to protect the wood dining room tables at all times
16. The pool table is never to be moved nor used as a regular table without a cover placed over it

XXI. POOL RULES

THERE IS NO LIFEGUARD ON DUTY

1. Each Unit Owner is allowed four guests, including children, and must be present at the pool with their guests at all times
2. Private Parties are prohibited at the pool.
3. Safety equipment is for emergencies only
4. All children under the age of 16 must be accompanied by a responsible adult at all times
5. Animals are prohibited in the fenced pool area, except for service dogs who have been granted a written accommodation from the Board.
6. No running, jumping or diving
7. Food and drinks are prohibited in the pool
8. Glass of any kind such as bottles, drinking glasses etc. are prohibited in the fenced pool area
9. Clean up your area before you leave, straighten chairs and lower umbrellas
10. Use the rear entrance to the restrooms. Wet bathing suits or other wet clothing is prohibited in the clubhouse
11. Pool hours are from 10:00 AM until dark, or at the discretion of The Board and/or the pool committee
12. Smoking of any kind and loud or offensive music over 45dBa are prohibited
13. All persons with bladder or bowel control problems are prohibited from using the pool unless they are wearing appropriate protective garments

XXII. RESPONSIBILITIES FOR PATIOS, PATIO FENCES, LANDSCAPING AND TREES

- A. Any new Concrete Patio and it's required patio fence, landscaping and tree installed or replaced by the Unit Owner must have Board approval. The Unit Owner will be responsible to warrant against defects in the material and workmanship of the new or replaced above mentioned items for a period of two (2) years from the date of completion. After the two (2) years the Association will be responsible to repair or replace them. Replacement by the Association of the patio will be poured concrete and does not include staining, resurfacing compounds, sealers, or stamping of concrete.
- B. All new plantings done by the Unit Owner with Board approval are Unit Owners

responsibility to assure they have adequate water.

- C. All new patios, patio fences, landscaping and trees must have written approval from the Board before work begins, Plans need to be submitted with specifications and drawings to the Management Company.
- D. If a Unit owner fails to maintain items they are responsible for, The Association may perform the work and assess the cost to that Unit Owner.

XXIII. ELECTRIC VEHICLE (EV) CHARGER POLICY

- A. This Policy is intended to ensure the safe installation and operation of electric vehicle (EV) charging equipment with The Springfield Ridge Condominium Association while protecting Association property, maintaining electrical safety and providing clear guidelines for Unit Owners
- B. EV charging equipment is permitted only inside the Unit Owner's private garage.
- C. Chargers are not permitted in driveways, common element areas, patios, or exterior walls.
- D. All installations must serve a single unit only and may not be shared with or extended to another unit.
- E. Prior written approval from the Board is required before any installation. Unit Owner must submit a request through the Management Company's Owner's Portal and must include:
 - 1. A description of the charger model and capacity
 - 2. A licensed electrician's proposal with electrical specifications, permit details and a copy of the electrical contractor's insurance.
 - 3. Confirmation that the installation complies with all Local building and fire codes, National Electrical Code (NEC) and UL (Underwriters Laboratories) certificate standards
 - 4. A copy of the Unit Owner liability insurance coverage for the installation and operation of the Charger
- F. Installation must be performed by a licensed and insured electrician
- G. The Charger must connect to the Unit's own electrical panel and meter, and all wiring must be contained within the unit's garage and not pass through common walls
- H. The electrical panel must have adequate capacity and include dedicated circuits and safety disconnects per code

- I. The Unit Owner is fully responsible for the cost, operation, repair, maintenance and insurance of the EV Charger and related wiring
- J. Any damage to The Association's property resulting from the installation or operation of the Charger in the Inuit owner's responsibility to repair
- K. The Association has the right to inspect or require documentation of proper installation and code compliance
- L. The Unit Owner Must maintain liability insurance covering potential loss or damage arising from the chargers installation or use.
- M. The Association is not liable for injury, loss, or property damage related to EV chargers installation or use.
- N. Upon sale of the unit or removal of the charger the Unit Owner must restore the area to its original condition unless, the new owner assumes responsibility and submits their intent in writing to the Management Company.
- O. The Association may require removal of any charger installed without approval or in violation of this policy
- P. Violation of this policy will be enforced in accordance with the Enforcement Policy contained herein.

XXIV. VACANT OR UNOCCUPIED UNIT POLICY

- A. The Purpose of this policy is to establish clear definitions and procedures for the oversight of Vacant or Unoccupied Units to preserve property values and protect neighboring residents. Vacant or Unoccupied Units can pose risks through neglect, water leaks, pest intrusion, frozen plumbing, vandalism, squatters or other preventable damage.
- B. Definitions:
 - 1. Vacant Unit: A Unit that is not inhabited and not actively maintained, Unfurnished, or where utilities necessary for habitability have been disconnected or are not being used. A Unit may be deemed Vacant if it remains unoccupied for sixty (60) consecutive days or more without confirmation of active maintenance or inspection by the Owner or the Owner's spokesperson. Vacancy includes but is not limited to under probate, listed for sale, under renovation without ongoing oversight.
 - 2. Unoccupied Unit: A Unit that is temporarily not inhabited by its Owner, Tenant or other lawful Occupant, but remains furnished, maintained, and regularly monitored by the Owner or their representative. Utilities such as heat, water electricity remain active and the Unit remains habitable, such as short-term

Travel, seasonal absences or transitional periods between occupants.

C. If a Unit remains unoccupied for thirty (30) consecutive days, the Owner or designated representative must notify The Management Company in writing of:

1. The reason and time period for the temporary unoccupancy
2. The name and number of a responsible local contact person
3. Confirmation the unit is being maintained and utilities remain operational

D. Any unit determined to be vacant for sixty (60) days or more shall receive a letter and be subject to inspection by the Management Company at reasonable intervals not to exceed every three (3) months. Inspections shall verify:

1. The interior is secure and free from visible damage
2. The unit does not present risk or nuisance to adjoining units or the Common elements.
3. The Owner or the Owner's Representative must cooperate and provide access within ten (10) days or may be fined.

E. The Unit Owner remains fully responsible for all inspection costs and maintaining the unit, including keeping the unit secure, clean and in good repair during any vacancy period.

F. Basic Utilities especially heat during cold months, must be maintained to prevent frozen pipes, water damage or other hazards

G. The unit must be kept free from pests and conditions that could cause infestations or nuisance to neighboring units

H. The Owner Must assure that the unit is inspected at least once per month by a responsible party.

I. Owner must maintain insurance coverage at all times, including coverage for damage caused by failure to properly maintain a vacant unit. Proof of insurance may be requested by the Board.

J. If a vacant unit appears to be neglected, unsecured or causing damage such as water leaks, pests or odors, the Management Company may take reasonable steps to enter the unit for inspection or emergency mitigation, as permitted by the Declaration and Ohio Condominium Law. The Unit Owner will be responsible for all related costs, including repairs and any legal or contractor expenses incurred by The Association

K. Owners who reside out of town or seasonally elsewhere must provide the Association with a current mailing address, phone number and email address for their temporary location. Failure to update contact information may result in delays or additional costs for the Unit Owner if issues arise while the unit is vacant

L. To avoid the freezing of plumbing lines or fixtures, Owner must continuously maintain heat in their Dwelling at a minimum temperature of 55 degrees Fahrenheit or higher at all times. If at any time the Dwelling experiences a loss of heat, the Owner is responsible to immediately report the problem to the Management Company. If a Dwelling will be vacant for more than 72 consecutive hours, the Owner must:

1. Make sure all windows are shut and locked;
2. Open all cabinet doors where water lines and drains are located;
3. Arrange for a responsible person to check on the Unit to verify that the heat is on there are no leaks or concerns.

M. Failure to comply with this policy may result in violation notices, reimbursement assessments for damages or emergency services or other remedies allowed under the Association's governing documents.

XXV. ANTI - HARASSMENT POLICY

The Association will not tolerate harassment of any Owner, Occupant, employee, agent, manager, contractor, or other party for any reason, to the extent protected by Federal, State, or local laws, including but not limited to abusive comments or conduct predicated upon race, color, creed, religion, ancestry, sexual orientation, national origin, citizenship, age, sex, disability, pregnancy, genetic information, military status, or veteran status. All harassment that adversely affects any other Occupant's living conditions, including Board members' living conditions, is prohibited. All harassment that adversely affects an employee's working conditions is prohibited. Harassment can take many forms, including words, signs, jokes, pranks, intimidation, physical contact, violence, or inundating a person's telephone or email with excessive and unnecessary communications. The Association also prohibits threats to cause physical harm or property damage to any Owner, Occupant, employee, agent, contractor, or other party for any reason. The Association also prohibits causing harm to another individual or property. Aggressive or threatening actions and words are prohibited to be directed at any Owner, Occupant, employee, agent, manager, contractor, or other party for any reason.

If an Owner, Occupant, employee, or other person feels that they have been subjected to conduct that violates this policy, the person should immediately report the matter to the Management Company. This complaint will go straight to the Board. If a Board member is the person performing the prohibited harassment or being harassed, then contact a different Board member in writing that you feel comfortable reporting the harassment to. Once the matter has been reported it will be promptly investigated and any necessary corrective action will be taken where appropriate, including use of all enforcement mechanisms provided to the Association under the governing documents. All complaints of unlawful harassment will be handled in as discreet and confidential a manner as is possible under the circumstances.

The procedure for reporting incidents of harassing behavior is not intended to impair, replace, or limit the right of any person to seek a remedy under available state or federal law by immediately reporting the matter to the appropriate state or federal agency

