

Third Edition
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AUTHORITY

Pursuant to the Amended Bylaws of the Chippewill Condominium Unit Owner's Association, Article IV, Section 4., entitled Rules and Regulations, the Board of Managers may adopt such reasonable rules and from time to time amend the same as the members of the Board deem advisable for the maintenance, conservation and beautification of the Condominium Property and for the health, comfort, safety, and general welfare of the unit owners and occupants. Written notice of such rules shall be given to all unit owners and occupants and the condominium property shall at all times be maintained subject to such rules. In the event such rules shall conflict with any provisions of the Amended Declaration or of the Amended Bylaws, the provisions of the Amended Declaration and of the Amended Bylaws shall govern.

This manual is meant to generally explain the rules of the Association. We welcome you to the community and give you some hints that may help you to more fully enjoy your experience as a Chippewill Condominium owner/resident. We hope that it will also serve to answer some of the questions you might have.

TABLE OF CONTENTS

Introduction	7, 8
Gossary of Terms	9,10
Documents	11
Meetings	12
Finances of the Association	13
Delinquencies	14
Management	15
Operations	16
Description of Property	17
Association Responsibilities	18, 19
Unit Owner Responsibilities	19-21
Common Areas	22
Limited Common Areas	23
Individual Unit Guidelines	24, 25
Building Maintenance	26
Grounds Care	27
Unit Owner Improvements	28-30
Interior Improvements	31
Pet Guidelines	32
ADT Alarm System	33, 34
Fire Prevention and Safety	35
Security	36
Parking	37
Pool Rules and Regulations	38, 39
Neighbor Disputes	40
Developer Warranties	41

Table of contents, continued

Common Area Lighting	42
Electrical Reimbursements	42
Utilities	42, 43
Repair services	43
Emergency Services	43
Special Services	43
Insurance	44
Maintenance Tips	45-50
Appendix A - Unit Fixture Information	51, 52
Appendix B - Responsibility Quick Guide	53-55

Greetings,

The Chippewill Board of Managers would like to welcome you to the Chippewill Condominium Unit owners' Association (CCUOA) at Little Turtle. It is our pleasure to share with you, as our members, what we are sure will be a rewarding and challenging experience in condominium living for you and your family.

Your community is made up of people who share a wide range of talents, interests, and stimulating lifestyles. The interaction between our members is what provides the many opportunities for friendship and neighborliness so common to condominium living at Little Turtle.

We hope that you will take every opportunity to participate fully in the affairs of your community by becoming familiar with the year round activities sponsored by the CCUOA and the community's monthly newsletter. As you can imagine, because of the variety and closeness inherent in condominium living, your cooperation and participation in the management of our community is very important to us all. To this end we hope you will take the time to become familiar with the rules and regulations governing your home.

Your Realtor should have provided you with a copy of the CCUOA Amended Declaration and Amended Bylaws. These documents provide the guidelines associated with condominium ownership. You now not only own your own condominium but also share a "part" ownership along with your neighbors in the entire condominium property.

This "part" ownership creates certain responsibilities on your part toward the common areas and limited common areas (terms that you will become familiar with and that are not normally associated with home ownership). Also you will find that certain courtesies and rights are imperative in the daily contact you will have with your neighbors.

While some of our rules and regulations are based on

common sense, others are necessary because of the type and nature of our property and condominium living in general. You will find the Bible verse "do unto others as you would have them do unto you" very appropriate.

This Owner's Manual has been prepared to help you understand the "ins" and "outs" of condominium living. Please take the time to familiarize yourself with its contents. There are many similarities between home ownership and unit ownership but there are also many differences with which you will need to become aware.

*For example, you should know that each unit is allocated parking for two cars only, one inside garage space and one outside space. Any additional cars are to be parked on the lanes (where not prohibitively posted) and Blue Jacket Road. And pets, while we all love them, are severely restricted in their use of the common areas and **are to be leashed at all times**. Also, any modifications or improvements to the outside and any structural changes to the inside of your unit require the review of your Board of Managers.*

Each building in our community has a dedicated, volunteer known as the Building Captain. Ask your neighbors who your Building Captain is if he or she has not already greeted you. Feel free to refer any questions you may have to your Building Captain. Your Building Captain can tell you such things as how to obtain a Chippewill Owner's Manual, swimming pool cards and keys.

If you need a copy of the CCUOA Amended Declarations and Amended Bylaws, or have a maintenance or repair problem, call the Management Company.

Again, it's a pleasure to have you with us. If you have any questions regarding the contents of this manual or need any other assistance, please don't hesitate to call.

Best wishes,

The Chippewill Board of Managers

GLOSSARY OF TERMS

(a) **Assessment, Fees, Dues.** That portion of the common expenses which is to be paid by each unit owner.

(i) Further Assessment. Assessment levied to offset any shortage in operating funds;

(ii) Special Assessment. Assessment levied to finance unit owner-approved capital improvements.

(b) **Association, Chippewill Condominium.** A not for profit Ohio corporation, being the entity charged with the responsibility of operating the condominium property and defined as a unit owners' association pursuant to Condominium Ohio Revised Code.

(c) **Board of Managers.** Individual unit owners elected by the members of the Association to manage or oversee the management of the daily operations of the Association.

(d) **Common Areas and Facilities.** That part of the condominium property not included in each unit.

(e) **Common Expenses.** Those expenses designated as common expenses in the Amended Declaration of Condominium Ownership and/or any of the condominium documents, and which include, without limitation, the following:

(i) maintenance, management, operation, repair and replacement of the common areas and facilities and those parts of the units that are the responsibility of the Association to maintain, repair and replace;

(ii) management and administration of the Association, including and without intending to limit the compensation paid by the Association to a managing agent, accountant, attorney, and other employees;

(iii) all sums lawfully assessed against the unit owners by the Association and such other expenses determined from time to time to be common expenses by the Association.

(f) **Limited Common Areas and Facilities.** Those parts of the common areas and facilities reserved for the use of a certain unit owner to the exclusion of all other unit owners.

(g) **Ownership Interest.** Fee simple title interest in a unit and the undivided percentage interest in the common areas and facilities appertaining thereto.

(h) **Unit.** Those parts of the condominium property that are the subject of individual ownership.

(i) **Unit Owner.** Any person or persons owning the fee-simple estate in a unit and an undivided percentage interest in the common areas and facilities.

DOCUMENTS

The Chippewill Condominium Unit Owners' Association is incorporated as "not for profit" under the Ohio Nonprofit Corporation Law.

The primary purposes for which this corporation was formed are (1) to function as a unit owners' association for condominium property as required by the revised code of Ohio, and in connection therewith, to develop, maintain, improve, repair, alter, operate, administer, service, and generally manage the condominium property, and (2) to enforce all covenants, restrictions, reservations, servitudes, profits, licenses, conditions, agreements, easements, and liens to which the property is or may become subject and which the Association has the right to enforce.

The instruments by and through which the Association fulfills its Articles of Incorporation are the Amended Declaration of Condominium Ownership, the Amended Bylaws of the Association, both of which are filed and recorded with the Franklin County Recorder, and the rules of the Association as stated in this Owner's Manual.

All of these documents are published and available to unit owners, and by acquisition of an Ownership Interest in a unit, each member of the Association is in effect contractually bound by the covenants and provisions of these documents.

Note: A copy of this Owner's Manual, the Amended Declaration and Amended Bylaws must be furnished to prospective buyers, and any real estate agent selling your property, before a contract is signed.

MEETINGS

The Board of Managers usually meets quarterly, on the fourth Wednesday of the month. The time and location of meetings are published in the Association Newsletter and/or flyers. Whenever possible, meetings are held at the Little Turtle Country Club beginning at 7:30 p.m., a time and place convenient to most. Residents are encouraged to attend as this is the appropriate forum at which residents can become familiar with the operation of their association, make requests, or register complaints. Requests and complaints may be made also in writing, citing specifics, and directed to a Board member, committee chairperson, or the Management Company.

The Bylaws require that an annual meeting of unit owners be held in May of each year to elect Board members. Other special meetings can be called from time to time, but the annual meeting is usually the single most important meeting of members. Notice is given to all unit owners in advance of all annual and special meetings. If a unit owner is unable to attend meetings then he/she may cast a vote, should voting be necessary, by proxy. Proxy statements are prepared by the Management Company and mailed to each unit owner prior to the annual or special meetings. In addition to the annual meeting held to elect Board members, an annual budget meeting is held to review the ensuing year's budget.

Committees hold meetings as needed. Residents interested in serving on a committee or wishing to attend a committee meeting should contact the respective committee chairperson or any Board member. A request can also be sent to the Board by e-mail: chippewill2@aol.com where it will be passed on to the appropriate committee person.

FINANCES OF THE ASSOCIATION

Each year on or before December 1, the Association prepares an estimated budget necessary to pay all common expenses for the ensuing year together with a reasonable amount considered to be necessary for the reserve for replacements and contingencies. The estimated total common expenses is then assessed to each unit owner in proportion to his percentage of ownership. The unit owner receives on or about December 15 a copy of the Board approved budget and is advised as to his assessment which is payable in 12 equal monthly installments.

Further and Special Assessments are apportioned using the same formula as is used for common expenses. Further Assessments are those assessments levied to offset any shortage in operating funds, and Special Assessments are used to finance capital improvements.

Each unit owner's monthly fee, including any additional assessment, is due and payable to the Association on the first day of each month for the current month and received by the Association's Management Company no later than the 15th day of that month. To facilitate payment, the Management Company provides pre-addressed labels with payment coupons.

DELINQUENCIES

After the 15th of each month, a late fee is assessed and will continue to be charged until the account is fully paid up and current. When a delinquent account is 60 days past due and that amount is not paid within an additional 30 days, a lien is filed. A late charge balance of \$250.00 will also result in a lien being filed. Liens are not satisfied until the delinquent balance is fully paid up. In the fourth month of delinquency the unit owner's past due account is turned over to the Association's attorney for collection through Civil Court action.

When a lien is filed the amount determined to be delinquent is the pro-rated amount due for the balance of the year plus any interest, late fees, and attorney fees. For example, if the monthly assessment is \$120.00, and three months are past due (\$360.00) from June through August, then the amount of the lien filed will be \$840.00 (seven months, June through December) plus any interest, late fees, and attorney fees.

MANAGEMENT

Management services for the Chippewill Condominium Unit Owners' Association are provided by the Management Company. The Management Company provides a number of services to the Association such as:

- receiving and recording unit owner maintenance requests in a daily maintenance log
- handling of accounts receivable and payable
- preparation of a monthly operational statement
- review of delinquent accounts
- annual preparation of association fee coupon books
- onsite review of unit owner maintenance and repair requests
- monthly accounting of association operations
- provides the necessary link between the various legal and professional services required in the daily operations of the Association

It is the responsibility of the Board of Managers to review and formulate association policy, according to the Association's Amended Declaration of Condominium and Amended Bylaws, and to instruct the Management Company as it administers association policy through its contact with unit owners and service providers. The Management Company is retained by the Association and operates under the direction and control of the Board.

OPERATIONS

The daily operations of the Association are immense. While the Chippewill Condominium Unit Owners' Association takes great pride in its informal community atmosphere, the Association is actually a very complex business organization and is operated in the same manner as other multimillion dollar enterprises. A large number of service providers are required to perform grounds care, maintenance and repairs. The direction that these service providers receive is the responsibility of the Management Company.

The Association does not employ anyone, rather, the Association contracts through the Management Company for the services it requires for operations. For this reason, unit owners are discouraged from engaging in policy dialogue regarding maintenance, repair, or grounds care with any of the service providers under contract with the Association. All matters of association business should be directed to the Management Company.

The Chippewill Board of Managers is made up of elected trustees whose task is to plan for the fiscal integrity of the Association. This planning involves the short term, or immediate needs of unit owners, i.e., maintenance, repairs and capital improvements, as well as long term goals such as road repairs and building rehabilitation. For this reason, the Chippewill Board of Managers is not unresponsive to the desires of individual unit owners, and unit owners are encouraged to contact Board Members or attend Board Meetings to discuss their needs; constructive unit owner dialogue regarding the policies and operations of the Association is welcomed.

The monthly newsletter contains names, addresses and telephone numbers of Board members. When a resident has a question or problem, written dialogue is preferred, to better transfer your message to all Board members. A note or letter can be dropped off to any Board member. Unit owners with internet access are encouraged to send an e-mail directly to the Board, www.chippewill2@aol.com. The Chippewill web site address is **www.littleturtle.com** with access using the screen name CHIP and password GRAY.

GENERAL DESCRIPTION OF CONDOMINIUM PROPERTY

The Chippewill Condominium Unit Owner's Association consists of 35 residential structures located on approximately 30 acres, and comprising, in total, 250 individual units with the swimming pool, a maintenance garage, the freestanding building housing the pool facilities, and the lanes, plus property improvements such as lighting, drainage, landscaping, trees, parking areas, paving, etc.

The majority of the property - units - are individually owned, single, freehold estates. The remaining common areas consist of all parts of the condominium property except the units and are owned in common by each unit owner (tenants in common) according to the percentage of ownership he or she is entitled to and as set forth in the Association's Amended Declaration of Condominium.

In any discussion of ownership in the Chippewill Condominium, it is important to know and remember that the Association is comprised of only two types of property: units and common areas. However, when contemplating management, maintenance, or repair obligations, the property is actually divided into three distinct, though not necessarily separate, areas of responsibilities: units, common areas, and limited common areas. Limited common areas are common areas that the Association owns but that serve only a particular unit and for which the unit's owner is granted an exclusive and irrevocable license to use and occupy (such as balconies, patio decks, and garages). Association and unit owner obligations with respect to these three areas of responsibility are delineated in the following pages.

MANAGEMENT, MAINTENANCE, REPAIRS, ALTERATIONS AND IMPROVEMENTS RESPONSIBILITY

RESPONSIBILITY OF THE ASSOCIATION

The Association is responsible for the management, maintenance, repair, replacement, alteration and improvement of the common areas and facilities, excluding the limited common areas and facilities unless otherwise indicated herein. The expense of these obligations is borne by each unit owner according to his/her percentage of common area ownership. The Association assesses each unit owner annually (payable monthly) for these expenses.

There are a number of common services that the Association provides for the benefit of all unit owners and for which the Association prepares an annual operating budget. The Association provides and pays the costs of water, waste removal, electricity for common-area lighting, snow removal* from lanes and parking areas, pool telephone, lake maintenance and swimming pool operations. Certain structural maintenance-and-repair requirements and expenses such as for unit foundations, basement floors and roofs are covered.

* Unit owners are responsible for snow and ice removal from balconies, decks and limited common area walk ways. Association policy is to remove snow accumulations of three inches or more from lanes and parkingcourtyards.

Other services which are paid for by the Association generally include landscaping, gardening, painting and cleaning of the common areas which includes the exterior siding of units. Liability and casualty insurance for the common areas as well as the expenses of collecting bad debts from delinquent unit owners and retaining legal counsel are also common expenses and paid for by the Association.

Specific limited common area expenses that are the responsibility of the Association include: staining balcony trim, painting chimney stacks, garage door replacement, and repairing multi-unit fire alarm systems. The Association is also responsible for the structure and structural components of garages. Unit owners, however, have certain responsibilities

towards the upkeep of garages as indicated in the Responsibilities of Unit Owners.

In those instances where an individual unit owner has been negligent in maintaining or repairing limited common property, the Association is obligated to make the necessary repairs and charge that unit owner for them. In those cases where collection is not practical, the expense becomes a common expense and is paid for the by Association from monthly fees.

The maintenance, repair, and replacement responsibilities of the Association are considerable, and the Association's ability to make these repairs is contingent upon each unit owner paying his or her monthly dues on time. Collection fees rob the Association of the funds necessary for the routine operation of the Association.

RESPONSIBILITY OF UNIT OWNERS

Each unit owner is responsible for maintaining, repairing or replacing, at his or her expense, all portions of his or her unit and all limited common areas and facilities designated for his or her use, unless specifically allocated as an Association responsibility. The Amended Declaration of Condominium defines a unit as a single, freehold estate consisting of (1) all space bounded by the undecorated, interior surfaces (whether plaster, drywall, wood, concrete, or other materials) of the perimeter walls, windows, and doors; (2) the decorated surfaces of interior walls, doors, floors, and ceilings - including paint, lacquer, varnish, wallpaper, paneling, tile, and any other furnishing material applied to these surfaces; (3) the basement (where applicable); and (4) generally includes the following:

- all glass and screens within doors; all patio glass, screen door, and window frames within the perimeter walls of each unit; all rollers, latches, handles, locks, and window sashes;
- all wood and metal front doors and door frames; all hinges, latches, handles, locks, door knockers, and sill plates;
- all ducts and plumbing, electrical equipment and appurtenances; cable, conduit, telephone and electrical wiring, and other fixtures, including heating and air conditioning systems and control devices located within the bounds of each unit or which serve only that unit, excluding the outside building electrical service firebox but not its contents; and

- sump pump (where applicable).

It should be fairly obvious that unit owners are responsible for the upkeep of their own units as defined above. The proper operation of sump pumps (where applicable) and floor drains, and winterizing outdoor spigots for example, ensures not only the immediate safety and security of the unit, but neighboring units as well. It is the responsibility of unit owners with sump pumps to exercise reasonable care in preventing the buildup of silt in their unit's weep system by keeping sump pumps in good operating condition. Any weep system repairs caused by unit owner neglect of their sump pump is the responsibility of that unit owner.

Unit owners have other responsibilities as well. There are certain perimeter or outside areas and facilities that are the responsibility of each unit owner to keep in reasonable repair. These are the limited common areas and facilities which include:

- all insulation within walls, ceilings and attic;
- all balconies and patio decks, including balcony/deck boards but excluding joists, joist hangers, balusters, hand rails, and wooden steps;
- concrete or brick patios, courtyards, and door stoops which serve each unit;
- garages and their component parts, including but not limited to hinges, locks, springs and pulleys and excluding garage doors, their tracks, and the structural components of the garage itself;
- fireplaces, including but not limited to chimneys, dampers, grates, fireboxes, spark arrestors, and chimney caps;
- outside water spigots;
- patio, garage, and vestibule lighting fixtures, excluding common area courtyard lighting fixtures;
- snow and/or ice removal from walks; and
- interior walls and ceilings.

All repair and/or replacement materials must be of similar or like kind.

Unit ownership means just that. Each unit owner is responsible for the interior repairs of his or her unit regardless of the nature of the repair.

While unit owners have been granted an irrevocable

license to use limited common property, and it is the unit owner's responsibility to maintain and repair limited common property, **the actual replacement of limited common property cannot be done without the approval of the Board of Managers.**

COMMON AREAS

Common areas include building foundations and exteriors, attics, pool, lake, service lanes, sidewalks, recreational and grassy areas. The preservation of these areas is dependent on the cooperation of each unit owner and/or resident.

The investment in the common areas can be enhanced and maintenance can be kept at a reasonable level, provided:

- all plants and grassy areas are left undisturbed;
- neither firearms or airguns are discharged;
- refuse is placed in the Columbus city provided garbage container for pick up by the Columbus Sanitation Department;
- refuse is not left out beside the garbage container, in accordance with the pick up rules given by the City of Columbus: refuse outside the container will not be picked up unless it is tree limbs and/or foilage bundled as prescribed by said City. Each unit owner is responsible for contacting the City for special pick up of items which will not fit in their container: call **645-TRSH (8774)** - color code **GRAY**;
- no glass or metal containers are permanently stored in visible areas;
- bikes and motorbikes are ridden on paved surfaces only, with racing and reckless operation prohibited;
- common sidewalks, driveways, entrances and passageways are kept unobstructed, and are not used as play areas;
- any damage to the common areas caused by a unit owner, child of a unit owner, guest of a unit owner, or a renter of a unit owner, will be repaired at the expense of that unit owner;
- no soliciting is allowed; and
- pet guidelines are rigidly followed (see Individual Unit Guidelines).

LIMITED COMMON AREAS

Limited Common areas are those common areas exclusively serving a unit. Although these areas are for the private use of individual residents, they are subject to the rules and regulations of the Association. These limited common areas include the individual unit's assigned patios and decks. The investment in the limited common areas can be enhanced and maintenance kept at a reasonable level provided certain guidelines are followed:

- Limited common areas should be used only by those residents they are intended to serve.
- No awnings, canopies, shutters, transmitting antennae, or any other ornament or device are permitted in the limited common areas.

In addition, the Board of Managers has established the following “**don't**” items which require each unit owner's cooperation:

- Please don't plant trees or shrubs without first getting Committee/Board of Managers review and approval.
- Please don't stack firewood against units, garages, fences or on decks. Place firewood in a log-holding device which provides support and allows air circulation to siding, fence and deck wood.
- Please don't install indoor/outdoor carpet on decks. The carpet will hold moisture against the wood, with damaging effects. Any deck damage due to carpeting is that unit owner's repair responsibility.
- Please don't add top-soil in enclosed patio areas above the bottom fence line. Patio fences are not designed to withstand the pressure of dirt against fence boards.
- Please don't use any open flame device (grill, torch, etc.) near the buildings, fences, or on balconies without exercising extreme caution.
- Please don't make any modifications to common property without prior review and approval by the Committee/Board of Managers.
- Please don't leave trash containers out; remove and replace **in the garage** within 24 hours of pick up.

Residents can and will be held responsible and charged for the removal of unapproved alterations and devices.

INDIVIDUAL UNIT GUIDELINES

Although the 250 units comprising Chippewill are privately owned, they are nevertheless subject to certain guidelines set forth in the Association's Amended Declaration of Condominium and Amended Bylaws as well as those promulgated by the Board of Managers.

We all have a common investment and wish to see Chippewill be a happy and rewarding experience for every resident. This can be accomplished only if the following guidelines are strictly observed by each resident:

- Units are used solely as a residence.
- No noxious or offensive activity is carried on in any unit.
- No unit is used in such a manner that will disturb or endanger other residents.
- Dogs and cats are prohibited from running loose. The Columbus leash law applies, and dogs outdoors must be under leash restraint at all times with a responsible person in charge. **There are no exceptions.** All pet owners are required to clean up after their pets, and barking dogs that disturb the peace of unit owners must be attended to or removed from the property.
- The Columbus Sanitation Department picks up trash and refuse once a week. Materials must be put in the provided container, and the container should not be placed outside until the evening before trash collection day. Collection days (and their changes) are published daily in the *Columbus Dispatch* and in the Association Newsletter. Chippewill Condominium property collection color is **GRAY**. Call the Columbus Sanitation Dept., **645-TRSH (8774)** to arrange for a special pick up of large items (free) or for additional information.
- Parking in Chippewill is severely limited. Only licensed, registered and operable vehicles may be parked on any outside parking areas. Each resident is provided parking space for two automobiles: one in the unit's assigned garage, and one in a designated outside parking space. All additional cars (guest parking included) must be parked on the service lanes, where not prohibitively posted, and Blue Jacket Road, which is a city street dedicated for this

purpose. Designated spare or guest parking spots are unassigned and used on a first come, first serve basis. Parking of RVs, trucks, boats, trailers, and the like is strictly forbidden on Chippewill property.

- A unit may be leased in its entirety but all leases and lessees are subject to the Articles of Condominium, Amended bylaws, rules and guidelines of the Association.
- No sign of any kind is allowed for public display except that a single sign advertising a unit for sale, lease or rent is permitted on the interior side of a window of the unit.
- Nothing is done in any unit which may impair the structural integrity of the condominium.
- No alteration/addition to the exterior of a condominium is permitted without submitting an application in writing to the Board for their approval. Residents making unauthorized alterations or additions will be held responsible and charged the costs for removal of same.
- Minor routine maintenance of automobiles and motorcycles is allowed in garages, but garages are restricted from being used as a facility for the repair, overhaul and/or painting of cars, trucks, motorcycles and boats. No engine oil is allowed to be dumped in any storm sewer on the property. All of these storm sewers drain into the ravines and ponds located throughout the property.
- Skateboards and mopeds are restricted from being used in the parking courtyards and sidewalks of each building.
- Individual unit owner garage sales are strictly prohibited. During the spring and/or fall of each year the Association is part of a community-wide garage sale, and residents are encouraged to participate. The date for the community garage sale is published in the Association Newsletter, local newspapers, and on signs at the edge of Little Turtle prior to the event.

BUILDING MAINTENANCE

Each year the Association provides maintenance inspections and makes building repairs on a planned basis. There are four areas of planned maintenance and repair that are on-going throughout the year. These are:

- SIDING REPAIR
- FENCE REPAIR
- CONCRETE REPAIR
- ALARM SYSTEM REPAIR

These planned maintenance and repair routines are not undertaken on all 35 buildings at once, however. The cost of refurbishing the entire property all at once is prohibitive. For this reason the property has been divided into street zones and each zone is provided the benefits of this planned maintenance and repair on a cyclical 3 - to - 4 year schedule. The only exception to this is alarm system maintenance, which is scheduled for the entire property once each year. In addition to these planned maintenance routines, the Association makes unit owner requested repairs throughout the year.

It is to every unit owner's benefit that the Association makes timely and reasonable repairs to the common property. The Association's ability to do so, however, is dependent upon its finances, and for this reason it is not unreasonable to expect that certain repairs will require financial planning, through the Association's operating budget, before these repairs can be made. For example, structural repairs to buildings are usually budgeted on a priority basis. Structural repairs include repairs to foundations, basement floors, and patio/balcony decks.

GROUNDS CARE

The Association's grounds upkeep responsibilities are extensive. Lawn mowing, grass and tree fertilizing, tree and shrub pruning, flower bed planting, grass reseeding, snow removal, erosion control, and leaf raking are just a few of the many grounds services provided by the Association.

Each year, as unit owners landscape the surrounding common or limited common areas, the Association's responsibilities and expense increase. These additional responsibilities and expenses are generally welcomed, because landscape improvements add to the aesthetic value and beauty of our property, but only to the extent that the Association can afford to maintain the residuals of these improvements. For example, limited common area landscape maintenance is the responsibility of each unit owner, but trees and shrubs aren't particular about where they spread their roots or drop their leaves and limbs. Any limited common area landscape improvements invariably require additional common area maintenance. For this reason we ask that any limited common area landscape improvements such as tree or extensive shrubbery plantings be carefully thought out and planned. Any common area plantings, while encouraged, must be reviewed by the Board of Managers.

All unit owners have an investment in the Chippewill property that can only be safeguarded if each and every unit owner will take the time and interest in caring for his/her surrounding areas. The Association, for example, provides new tree plantings throughout the property each year at considerable expense. New tree plantings require a little extra care and it is hoped that unit owners will assist by watering these new plantings.

UNIT OWNER IMPROVEMENTS

All exterior modifications must be in keeping with the character of the community and must be approved before any such work is begun. For planned exterior modifications to be considered by the Chippewill Board of Managers, the homeowner must complete a "NOTIFICATION OF INTENT TO MODIFY/ALTER COMMON PROPERTY" form and submit it to the Board of Managers, along with appropriate supporting materials. The individual homeowner is responsible for the maintenance of all exterior modifications.

To simplify the review process, the Board of Managers has compiled a list of approved common property improvements.

The following modifications ARE ALLOWABLE WITHOUT Board approval:

- Within the front door overhang area, the unit owner may "personalize" the entrance to his/her unit with potted plants, etc., which are not permanently installed and which will not damage the exterior or structural materials of the unit.
- Free-standing and hanging potted "live" plants are encouraged (no plastic plants please!).
- Planting of annual and perennial flowers in any existing planting bed. Cooperation with neighbors is encouraged. Please note that any creation of new beds requires Committee/Board review and approval. Natural wood (cedar or redwood) plant boxes on deck rails are approved. Caution should be taken to ensure that no damage is done to the unit or rail. It is the unit owner's responsibility to repair any damages.
- Birdhouses on poles, attached to units, or hung in trees - natural materials only, please! Don't nail directly into trees.
- Front doors to units (doors only, not the frame) may be painted black or dark brown in color (Majestic flat-black, oil base with acrylic additive, for example).
- Outside air conditioning equipment may be painted in the standard, original color.
- Storm doors have been approved by the Board. They must be black, bronze tone, or dark brown in color, and must be attached to the existing door frame.
- Unit owners may replace front door hardware (locks, door knobs, etc.) with hardware of their choice.

The following modifications ARE NOT allowed without Board approval:

DECKS

We encourage deck additions and will give serious consideration to any unit owner who wants to add a deck to his/her unit. However, because decks are built on limited common property, strict construction methods with quality materials are enforced.

Any plans for adding a deck to your unit must be reviewed by the Board of Managers. **There are no exceptions.** Be prepared to submit a detailed construction drawing of the proposed deck regardless of who is going to do the construction. You will also need the written approval of your immediate neighbors.

LANDSCAPING

All unit owners are encouraged to plant trees, shrubs and flowers in and around each unit's limited common areas. Any plantings in areas that may be construed as common areas are also encouraged but must be reviewed by the Board of Managers. If there is any doubt as to whether an area is limited common or common property, please consult a committee/ Board member.

WOOD BURNING STOVES

Wood burning stoves are not permitted under any circumstances. No wood burning stove can be installed in any unit without compromising the existing chimney flue, stacks and chase construction.

FIREPLACES

Any fireplace alterations or modifications must be submitted in writing with detailed drawings to the Board of Managers. Any alterations or modifications to the existing fireplace construction without the Board of Managers approval will be removed by the Association at the unit owner's expense.

Reminder: Do not burn store-bought pressed logs in the fireplaces; they were designed to burn natural wood logs only. Artificial logs burn too hot and can and have caused fires in the past.

PATIOS

Each unit has an enclosed patio off the kitchen area. This patio was originally constructed of concrete, which may be modified or replaced with different construction materials (brick, for example). However, because proper drainage away from the unit must be maintained, all modifications or replacements must be submitted in writing with detailed drawings to the Board of Managers for review and subsequent Board approval. No construction can commence without this approval.

HOT TUBS

New hot tub installations are NOT permitted.

LANDSCAPE LIGHTING

All unit owners are encouraged to install landscape lighting. However, in order to ensure the aesthetic integrity of our property, landscape lighting must be reviewed by the Board of Managers.

STORM WINDOWS & PATIO STORM DOORS

As a general rule, outside storm windows and patio storm doors are not approved for units. Proper installation of the "add ons" require modifications to the existing common property, which may impair the Association's ability to do building maintenance. For this reason, any window or patio glass storm treatment must be approved by the Board of Managers.

WINDOW & PATIO GLASS DOOR REPLACEMENT

The replacement of window and patio sliding glass doors (including frames) is allowed but must be of an approved type. Before any replacement can be done, the type and manufacture of the replacement window or sliding glass door must be approved by the Board of Managers. Any unauthorized replacements will be corrected at the unit owner's expense.

INTERIOR IMPROVEMENTS

Unit owners are free to modify or improve the interior furnishings of their units. However, any modifications or alterations to the **structure** or **structural components** of interior walls, such as removing or relocating wall partitions, or cutting holes in roofs or perimeter walls, must be approved by the Board of Managers.

LIGHTING FIXTURES

Each unit has three or four outdoor limited common property light fixtures: the front porch, enclosed kitchen patio, walkout basement patio (where applicable), and balcony. These light fixtures are the responsibility of individual unit owners to maintain. Unit owners however, cannot replace these light fixtures. The replacement of these light fixtures is the responsibility of the Association.

All limited common area modifications, additions, repairs and/or replacements must be made with Board approval. Unit owners who make unauthorized modifications, additions, repairs and/or replacements are responsible for the cost of restoring the property to its original condition.

PET GUIDELINES

Unlike many condominium properties, a monetary deposit for pets is not required of unit owners who own dogs and/or cats. However, the unattended use of the common areas by dogs and/or cats is severely restricted. **Dogs are not allowed free access to the common areas and are to be leashed at all times. No exceptions.** Unit owners may not chain or rope their dogs to any type of restraint device, either permanently or temporarily attached to the condominium property, for the purpose of unattended use. Unit owners are responsible for removing the excrement of their dogs from the condominium property. Unit owners are not allowed to walk their dogs in any part of the recreational area encompassing the swimming pool. Unit owners with barking dogs that disturb the comfort and quiet of their neighbors will be asked to remove these pets from the condominium property.

Cats are not allowed free access to the condominium property at any time and are to be restrained within each unit owner's limited common property. Unit owners that allow their cats to roam the condominium property will be asked to remove these pets from the condominium property.

Any condominium property damage caused by pets is the responsibility of their owners. Unit owners with pets that cause property damage will be assessed for the repair of this property. In addition to any remedies listed above, the failure of unit owners to abide by these pet guidelines will result in rules violation charges being filed with the Franklin County Prosecutor's office.

ADT ALARM SYSTEM

All units comprising the Chippewill Condominium property are equipped with a comprehensive fire detection and alarm system consisting of a **photoelectric smoke detector, an alarm horn**, and two **heat sensors**; one located in the attic and one in the basement area. Additionally, all attached garages are equipped with a heat sensor. One unit in each building houses the main control panel for that building. On an exterior end of each building is mounted an annunciator panel, which indicates the unit in which an alarm has originated, and alarm horn. In the event of an alarm, all alarm horns will sound inside each individual unit in that building for five minutes and the strobes will be illuminated to aid the fire department in quickly locating the building and/or unit in trouble.

When one of the detecting devices is activated, the ADT Central Station is immediately notified by the automatic dialer in the central control panel. ADT then calls the fire department and our security company.

When an alarm is activated in a unit, the horns in all the units of that building will sound off. The bottom line, in that eventuality, is for all occupants of the affected building to **EVACUATE THE PREMISES IMMEDIATELY.**

The alarm system brings with it a high level of personal and collective security along with some very important resident responsibilities. Resident-activated false alarms cause unnecessary concern and inconvenience to neighbors. They also cause needless fire runs which are not at all appreciated by the Fire Department. Our goal is to totally eliminate this type of alarm and the following guidelines are provided to achieve this end:

- Prevent smoke from outside barbeque grills from entering your unit.
- Use the range hood fan while cooking and cleaning an oven. Never leave the stove unattended while in use.
- Never leave a toaster or toaster oven unattended while in use.
- When showering, prevent steam from reaching the smoke detector by closing the bathroom door and using the exhaust fan. Take care when exiting after using the shower, watch out for residual steam.

- Clothes dryers must be vented to the outside to control lint.
- When starting a fire in the fireplace, be sure the damper is open and in good working condition.
- When carpet is being laid, prevent steam from steaming irons from activating the smoke detector by providing adequate ventilation.
- Dust can set off a smoke detector, so the dust level caused by interior decorating activities should be kept to an absolute minimum.

No equipment, regardless of type or make, is fail safe. The alarm call that is automatically dialed to ADT is dependent on the telephone line being operative in the unit containing the building's central control panel. Do not become complacent. In the event of an alarm, check with the Columbus fire department, **221-2345**, to be sure that the alarm has been reported to them by ADT. If questioned, insist that you are within Columbus city limits.

Annual alarm inspections and testing are done in order to insure that the multi-unit alarm system is operating according to its design specifications. Each resident is notified at least two weeks prior to an alarm inspection of the date of the inspection. The Association and/or its bonded representatives must have access to each unit on inspection day. Any resident that fails to provide the Association and/or its bonded representatives access to his/her unit on inspection day is liable for any fees that the Association may incur in gaining access to or for rescheduling the inspection of his/her unit. These fees typically run in excess of \$100.00.

Residents of units containing the Master Alarm Panel are required to report to the Management Company any interruptions or disconnects in phone or electrical service immediately.

FIRE PREVENTION & SAFETY

The most essential ingredient in fire prevention is the daily, conscientious practice of good housekeeping habits by all residents. In addition, these guidelines are offered:

- Each unit should have one or more of the residential-type fire extinguishers located in strategic places.
- Keep entry ways, patios and decks free from trash and litter.
- When removing ashes from fireplaces and grills, be certain that there are no burning embers. Disposal of this residue should be in a metal container and kept away from flammable materials such as fences and cedar siding.
- Trash should never be piled against a unit's exterior siding, garage, or fences since the careless tossing of a cigarette could ignite a very serious fire.
- Fireplaces were designed for the burning of natural wood logs only. Do not burn store-bought pressed logs and do not overload the firebox.
- To prevent the possibility of a soot fire, chimneys should be cleaned periodically by a professional chimney sweep, the frequency of which will be dictated by fireplace usage.
- The discharge of fireworks in Chippewill is prohibited. In the first instance, it is illegal. In addition, their use poses a dangerous fire hazard as well as creating the potential for serious personal injury.
- Obey speed limits at all times: 35 m.p.h. on Little Turtle Way, 25 m.p.h. on Blue Jacket Road, and 10 m.p.h. on all Chippewill Lanes. Remember, **NO PARKING** on service lanes where signs are posted.
- Be ever mindful of children and their activities. Be doubly cautious in the vicinity of the swimming pool area during the summer season.

SECURITY

Security in Chippewill is authorized by the Board of Managers and the Ohio Revised Code to provide patrol, inspection, surveillance, investigations and enforcement services as needed. This organization is made up of licensed, bonded and professionally trained security officers.

Security will patrol nightly, with periodic foot patrol. If a situation warrants, it is called upon to furnish special surveillance. In addition, it responds to all fire alarms and alarm-system trouble signals.

Security can be enhanced if residents will contribute in the following areas:

- Lock all doors and windows when leaving your unit.
- Lock your garage and your vehicles. Make sure no items are visible inside the vehicle to tempt a thief.
- When planning to be absent from your unit for an extended period of time, it would be advisable to notify your Building Captain or a trusted neighbor.
- When leaving your unit alone for more than a few days, have someone pick up your mail, newspapers, etc. so that items left around aren't an invitation to burglars. It's a good idea to stop the daily newspaper.
- Report immediately all incidents of forced entry, theft, vandalism, etc. to the Columbus Police and to Shamrock Security. Also report any suspicious activities or persons and solicitations of any kind. Soliciting is not permitted.
- Never leave valuables visible from the sliding glass patio door when it is open. A culprit can enter this area and leave undetected with your valuables.
- Parents should know where their children are. Columbus curfew laws apply and are enforceable in Chippewill.
- Parents are financially responsible for any damage to common areas and limited common areas together with the appurtenances thereof caused by their children.

PARKING

The close proximity of neighbors and the sharing of some facilities demands the constant practice of the "Golden Rule" by each resident which is so necessary for compatible and happy condominium living. Although this applies to the observance of all condominium rules, it especially relates on a daily basis to parking.

Parking in Chippewill is severely restricted because of lack of space and the narrowness of its service lanes. Each resident is provided parking space for two vehicles: one in the unit's assigned garage and one in a designated outside parking space. These vehicles may consist of passenger cars, passenger-type vans, and non-commercially-licensed small pickup trucks (3/4 ton or less).

All vehicles (including guest parking), in addition to the allotted two, must be parked on the service lanes (where not prohibitively posted) and Blue Jacket Road (a Columbus city street dedicated for this purpose). The parking of RVs, trucks, boats, boat trailers, and the like is not permitted in Chippewill.

When directed by the Board, our security company is authorized and instructed to ticket illegally parked vehicles for towing without notice, at the vehicle owner's expense, when owners refuse to move or repeatedly park in unauthorized areas.

POOL RULES & REGULATIONS

The Chippewill swimming pool is located in the Activity Center area. The swimming season begins on Memorial Day and runs through Labor Day, weather and pool conditions permitting. The hours of operation of the pool are printed in the Newsletter and/or in flyers prior to the beginning of the swimming season, and are posted at the pool along with the rules.

The Association provides lifeguards for attended swimming during posted hours. Any current dues-paid resident may use the swimming pool during these lifeguarded hours.

Common sense is the best guide whenever any question arises concerning the operation of the pool. At times a great deal of diplomacy is needed in order to balance the desires of the adults and still provide a safe environment for small children. With this in mind, we ask that all residents and guests conduct themselves in a courteous manner at all times.

Activities such as water volley ball is restricted at all times, even during the 15-minute recess period for children. Play equipment such as rafts and innertubes are allowed only at the discretion of the lifeguard, who at all times have absolute control of the pool and its use. Every 45 minutes, for 15 minutes (ending on the hour), a rest break is called for children under the age of 16.

The pool should not be used as a day-care facility. All children under the age of eight must be accompanied by a person age 16 or older. Babies, diapers, and the pool do not mix. All babies must wear tight-fitting (around the legs) diapers and an outer bathing suit. The outer bathing suit is a must.

Guests are welcome to use the pool and pool area as long as they are accompanied by an adult resident or have received permission to be unaccompanied by a member of the Pool Committee. There is no fee for bringing guests to the pool. Large groups of guests are not allowed unless permission has been obtained from someone on the Pool Committee. If you are going to entertain a large group, such as a school group, please give the pool committee at least three days prior notice.

Food is allowed in the pool area at the discretion of the lifeguards and Pool Committee personnel. When food is brought into the pool area it must be consumed at a table or chair. Drinks are allowed only in plastic or metal containers. **Absolutely NO GLASS IS ALLOWED** in the pool area!

NEIGHBOR DISPUTES

The barbeque grill can be used free of charge by any resident at any time, however, it must not be removed from the pool area. The pool house phone is to be used for emergencies only. Residents are discouraged from using it for personal calls.

There are no restrictions on bathing attire, and suntan lotion need not be removed prior to swimming. No bicycles are to be left unattended in or around the pool area. No dogs are allowed in or around the pool area.

If the air temperature drops below 68 degrees the pool will be closed. Also, at the first sign of lightning, the pool will be closed until lightning stops.

In order not to annoy others with personal tastes and volume levels of music, we ask that no personal radios be played in the pool area unless private headphones are used. Any confrontations between the lifeguards and residents will be settled according to the edict of the lifeguards, and residents may appeal to the Board of Managers only.

Pool rules violations are subject to a maximum \$50 enforcement charge and/or suspension of all pool privileges for the swimming season.

POOL RENTAL FOR PRIVATE PARTIES

Any resident age 18 or older may rent the pool on any evening, from 8 p.m. to 12:00 a.m. for parties. This is reserved on a first come, first serve basis. A pool rental agreement must be signed and a deposit taken at least 10 days prior to the rental day. There are no exceptions! Anyone renting the pool is responsible for cleaning up afterwards. The cost is \$50.00, refundable, depending upon any cleanup required after the party (at the discretion of the Pool Committee).

All evening pool parties require a lifeguard, at a cost of \$40.00, to be paid to the lifeguard by the person renting the pool.

KEY CLUB

For a fee of \$10, an adult member (children are not allowed) may belong to the Pool Key Club. This allows use of the pool, at your own risk, from 6:00 a.m. to 10:00 a.m. in the morning, and from 8:00 p.m. to midnight during the pool season (except when there is a private party booked).

Should you and a neighbor become involved in a dispute involving common property (parking, for example), either the Security Company, the Management Company, or a Board member should be contacted. Should the nature of the dispute involve limited common property (private walkways, for example) it is your responsibility to talk to your neighbor in an effort to rectify the situation. Failing this, the Association may be contacted and the Board of Managers will try to arbitrate any dispute.

It is each unit owner's responsibility to handle complaints such as loud music, barking dogs, toys, skateboards, or bicycles left in and around limited common property. If the nature of the complaint is serious enough, the offended party should contact the Security Company or the Columbus police.

The Association cannot control the daily activities of your neighbors nor create harmonious, neighborly relations. You own your dwelling and are responsible for the limited common areas that service your unit. For this reason, you are liable for any injuries caused by you, your children, or your guest's actions.

DEVELOPER WARRANTIES

Our property was developed in 1974 and to date there are no simple developer warranties on our buildings or contents. For the most part, the Association is responsible for correcting any builder defects, the cost of which is paid for by your association fees.

As a unit owner you may have certain legal rights for the absolution of builder defects. Obviously any legal recourse that you may seek will involve the Association. For this reason we ask that you consult the Board of Managers prior to any attempt at adjudication through the courts. Legal remedies are expensive and every unit owner's monthly fees reflect the cost of legal fees to the extent that the Association is involved in any legal action.

COMMON AREA LIGHTING

The common area lighting consists of street lights, parking courtyard lighting, and sidewalk lighting (mounted at the apex of the garages). Any repair of these fixtures should be directed to the Association's Management Company. At no time should any Common Area lighting be disconnected from its electrical source, either by physical disconnection or electrical shutoff.

ELECTRICAL REIMBURSEMENTS

In some instances common area lighting may be connected to your unit's electrical system. The Association keeps detailed records of these "hookups" and reimburses those unit owners involved once a year for the kilowatt usage of this lighting. If you have any doubts or questions as to whether your unit is supplying the electricity for any common area lighting, please consult the Association's Management Company.

UTILITIES

Water and sewage is paid for each unit owner by the Association through Association fees. Electricity is the expense of each individual unit owner. Generally the pipes, wiring, meters, and service apparatus that supply water and electricity to each individual unit are limited common property and the responsibility of each unit owner.

WATER & SEWAGE

Each building has a main water line running the length of the building. The water line that supplies each individual unit is connected or "Tee-d" to this building main.

Each unit owner is responsible for any blockage of sewer lines which affects his/her unit only, regardless of where that blockage is located. Any sewer blockage which affects two or more units is the responsibility of the Association.

ELECTRICITY

Each building has one or more electrical service fireboxes housing the electrical meter and an electrical shutoff breaker for each unit in that building. The electrical firebox, but not its contents, is the responsibility of the Association. The electrical meter is the responsibility of the electric company. The wiring

and breaker running from each electric meter to each unit's electrical fuse or breaker box (located in each unit) as well as that fuse or breaker box is limited common property and the responsibility of each individual unit owner.

REPAIR SERVICES

Unlike home ownership, condominium unit ownership provides for the maintenance and repair of the exterior of your unit and for grounds upkeep. All maintenance or repair requests for common property should be directed to the Association's Management Company. You, however, are required to maintain and keep in good repair the many limited common areas of your unit.

EMERGENCY SERVICES

Should any emergency arise concerning your personal or limited common area property for which you cannot obtain assistance on your own, you may call the Association's Management Company or any Board member for assistance. Your association has had and continues to deal with emergencies of all types and may be able to help you resolve any problems that you may encounter.

SPECIAL SERVICES

The Association can and does provide many special services to individual unit owners. For example, if you are disabled or someone living with you is disabled and requires special assistance or amenities that may require altering common or limited common property, you should contact the Association's Management Company or a Board member with your request.

Any special services or amenities provided by the Association outside of those services or amenities for which the Association is normally responsible may require an additional fee to be paid by the unit owner. Your Board of Managers will work closely with you in resolving any problems or difficulties that you may encounter.

INSURANCE

The Association provides casualty and liability insurance for the common property, i.e., buildings and grounds. Any damage caused to the common areas of buildings will be repaired by the Association, but any concurrent damage to the personal property of residents is the responsibility of each resident.

Residents are obligated to insure themselves and their possessions against personal liability and their possessions for loss or damage. In addition, each resident should insure any additions and betterments to his/her units. Limited common property, wall coverings, carpeting or special floor coverings, as well as appliances, should be insured by the resident.

Each unit, when constructed, was left with an unfinished basement. Therefore, any improvements to the basement areas such as paneling, dry wall, ceiling material, and lighting fixtures should be insured.

The standard homeowner policy for a condominium is an HO5 policy. You should review this policy with your insurance agent to make sure that it includes any additions and betterments that you make, or that have been made to your unit. Any questions regarding the type and amount of insurances provided by the Association should be directed to the Board of Managers or the Management Company.

MAINTENANCE TIPS

Living in a condominium means that sometimes a problem in your unit could also mean a problem in a connecting unit. We have added this section to help with basic maintenance of items that a resident might not be familiar with. Always consult the item manual for the manufacturer's suggested maintenance tips and troubleshooting tips, especially if you were not the original purchaser of the item. Not all of these tips will be applicable.

SUMP PUMPS

As constructed, all units have a network of underground drains located beneath the basement floor. This network of drain pipes and the weep holes in the foundation blocks that feed these drain pipes is called the weep system. The weep system helps relieve water buildup beneath the basement floor and relieves water pressure from against the foundation walls. **At the first sign of a wet or damp basement, the Association's Management Company should be called.**

In addition to the weep system, all units with below grade basements (units not located on the ravine) are equipped with a sump pump. The sump pump helps the weep system operate efficiently in heavy rains by discharging at a rapid rate the water collected in the weep drains to an outside drain line or pit. Sump pumps that do not operate, or do not operate properly, allow water and silt to collect in the weep drains. Over a period of time the weep system may become clogged. Wet basements may be the result of a clogged weep system, and it is very expensive to unblock a clogged weep system. For this reason, **unit owners are required to keep their sump pumps in proper working order.**

Periodic inspection of the sump pump is necessary to insure that it is working properly. The following steps will help unit owners determine if their sump pump is working:

1) Listen for the sump pump operating during medium to heavy rain falls. The pump should operate periodically for a short period, just long enough to empty the sump pump pit.

2) If you do not hear the sump pump operating during medium to heavy rain falls, remove the sump pump pit cover and observe whether there is any water in the pit. It is normal for there to be enough water in the pit to just cover the sump

pump motor. If the sump pump pit is filled to the point that you cannot see the pump motor, then the sump pump may NOT be operating.

3) If you do not hear the sump pump operating during medium to heavy rain falls, and the water level in the sump pump pit is low, you can manually fill the sump pump pit with water to a point just below floor level. The sump pump should kick in and empty the pit. If this does not happen, unplug the sump pump from the electrical outlet and plug a lamp into the same outlet. If the lamp lights, meaning that the outlet is functioning properly, then the sump pump is defective and needs to be replaced. If the lamp does not light, then there is some electrical problem with the outlet and an electrician should be called.

While weep systems are common property (the responsibility of the Association), weep system **repair to units caused by an inoperable sump pump is the responsibility of that unit's owner.**

FLOOR DRAINS

Townhouse units are equipped according to code with a laundry room floor drain. Residents are advised to keep this floor drain unobstructed from tile, linoleum, carpet, or other floor coverings. In the event of a water leak, burst pipe or hose, or cracked hot water heater, the laundry room floor drain must be able to drain the basement area.

ICE MAKER/HUMIDIFIER WATER LINES

In any environment, refrigerator ice maker and furnace humidifier water lines can be a hazard in units so equipped. These water lines are small 1/4 inch plastic or copper tubing. A cursory inspection of the laundry room ceiling under the kitchen area (townhouses) will reveal the small icemaker line running through the laundry room ceiling. Plastic water lines become brittle with age and should be replaced with copper tubing. A humidifier water supply line is easily identifiable as emanating from the humidifier. In either case, determine where the water shut off valve is located for each of these appliances. If a unit is going to be vacant for an extended period of time, both icemaker and humidifier should be turned off and the water supplies to each appliance shut off.

WASHING MACHINE HOSES

The water hoses connecting a washing machine to the hot and cold water lines should be inspected periodically for cracks, brittleness, fraying, kinks or crimping when made of rubber. Replace both of these hoses if either one of them shows any sign of wear. Far better are the metal hoses; they are far more reliable and the cost over rubber is minimal. Check that the washing machine discharge hose is securely seated in the drain tube. Both the hot and cold water lines to the washing machine should be shut off if the unit is going to be unattended for an extended period of time.

DRYER VENTS

Dryers are vented to the outside. Only use materials sold for these purpose of venting from the dryer to the outside, and install according to the manufacturer's instructions. It is important check periodically for lint build up. Lint build up at worst can cause a dryer fire, at the least causes longer operating dryer time. This is not only expensive in added electricity use, but environmentally unfriendly.

MAIN WATER LINE

Each unit has a main cold water supply line located either under the basement stairwell, or in the laundry room running through the foundation wall. The unit water shutoff valve is located at the point where this line passes through the foundation wall. It is recommended that this water line be shut off during extended periods of absence in the winter time. Any heat failure could cause water pipes to freeze and burst. Before the water is shut off from the main shutoff valve, the hot water tank should be turned down to low

HOT WATER HEATERS

Water that is found on the floor next to or under a hot water tank can emanate from one of two places. Hot water heaters have a pressure relief valve installed on the top of the tank. A piece of plumbing, usually aluminum tubing, is attached to this valve and directed towards the floor. If water has accumulated under the pressure relief valve tubing, the pressure relief valve most likely needs to be replaced. A large puddle of water found underneath the hot water tank usually means that the Fiberglas tank has developed a crack and a

new hot water heater will have to be installed. In either case, the hot water heater can be used for a short period of time, but should be replaced as soon as possible.

Water heaters will last longer if their temperature settings are set at medium to low. Consult the manual for your hot water heater to determine how and where to make this adjustment.

PATIO SCREEN DOORS

Most handymen or hardware stores can rescreen a patio screen door. Screen doors that do not slide properly can be fixed by a handy resident. Parts for the original patio screen doors, rollers and latches can be secured from Fox Windows, 2709 Westerville Rd., 267-2543.

Patio screen doors that rub the bottom track are difficult to open and close. The (original) doors use two bottom rollers to slide along the door track. Two additional rollers located at the top of the screen are used to guide the screen door. Each bottom roller supports the entire weight of the screen door and each roller must be positioned correctly and in good operating condition in order to support this weight. One adjustment screw positions the roller by fixing it in an up or down position. The roller has a spring attached that acts like a shock absorber. By loosening the screw that secures the roller, and repositioning the roller in a lower position, the bottom of the screen door is raised. Rollers that are adjusted to the lowest possible position, and that still do not allow the bottom of the screen door to clear the track, need to be replaced. Removing the adjustment screw allows the roller to be removed from the screen frame, and a new roller to be installed. Even if your original screen doors have been replaced, you may be able to use this as a guide.

PATIO SLIDING GLASS DOORS

Patio sliding doors that become clouded have broken seals and need to have their glass panes replaced. Doors that will not slide freely need an experienced handyman to make repairs. If the sliding glass door is pinned between the top and lower tracks, the Management Company should be contacted in order to inspect for structural defects.

FRONT DOOR LOCKS

Front door locks can be repaired by a locksmith or handyman. Most front door hardware can also be replaced by a handy resident. Note that the front door locks have 2 3/4" backset, and a barrel rather than a plate latch.

GARAGE DOORS

Check all hinges twice a year. Make sure hinge screws are tight (a nut driver or socket set is required). If they cannot be tightened, remove the screws and fill the screw holes with wooden tooth picks or wood splinters as shims, and try again. If they are still loose, replace them with flathead through-bolts. The flathead should be installed on the outside of the garage door. Broken garage door springs must be replaced as soon as possible, and in pairs. Loose garage door panels should be reported to the Management Company.

TRASH COMPACTOR

Trash compactors (one came with the unit, but may have been removed) should be filled to the top before compacting. As a compactor ages, it is less advisable to try and compact glass bottles, especially if they are placed upright in the compactor. Do not allow trash to hang over the side of the compactor bin and make sure that the bin clamping ring is securely in place and locked.

OUTDOOR WATER FAUCETS

Most units, excluding second floor Flat units, are equipped with one perma-frost outdoor water spigot in the kitchen patio area or by the front door. Some units have an additional perma-frost spigot installed by the builder either at the walkout dining room patio deck area or at the walkout basement deck area. The design of these spigots is such that the shutoff valve is located further away (12 to 14 inches) from the shutoff handle than normal. This allows the shutoff valve to be recessed deep into the wall cavity, where freezing is less likely to occur. However, if the heat retained within the wall cavity is not sufficient, the shutoff valve and water supply plumbing will freeze. If this happens, the water supply plumbing may burst, resulting in considerable water damage to the unit or units.

For this reason, a second shutoff valve was installed in the basement, allowing the water supply to be turned off well within

the heated confines of each unit. Generally, each outdoor water spigot installed when the units were built has this second shutoff valve. In order to winterize outdoor spigots, it is not enough to turn off this second valve because even if both valves are turned off, a sufficient amount of water remains in the plumbing that may freeze and rupture the plumbing.

The only safe way to winterize outdoor spigots is to 1) TURN OFF inside valve (shutting the water off), 2) OPEN the outside faucet, and let all the water drain out. 3) It is important to LEAVE the outside valve "on" while draining the supply pipe in order to break any vacuum air-lock that may prevent the pipe from draining properly. It is also best to leave the outside faucet "on" in the unlikely event of a line break.

Unit owners need board of Managers approval prior to having additional outdoor spigots installed. Installation will be performed by a licensed plumber, and any future maintenance or repairs to these spigots will be paid for by the unit owner.

INDOOR FAUCETS AND TOILETS

Residents can help the Association control its monthly water bill by repairing leaky faucets. Any handy person can replace the cup washers in most faucets at a fraction of the cost of paying for wasted water. Toilets that leak usually are heard if not seen. By removing the toilet tank top and bending the float arm down slightly (where applicable), most toilet leaks can be fixed. Units are inspected periodically during the Multi-Alarm inspections for leaky plumbing, and residents are required to fix any water leaks that are found.

APPENDIX A

Weights and Measures

CARPETING

2 Bedroom Flat Unit	82 sq. yds.
2 Bedroom Townhouse	
First floor	60 sq. yds.
Second floor	55 sq. yds.
Family room (bsmt.)	60 sq. yds.
3 Bedroom Townhouse	
First floor	68 sq. yds.
Second floor	70 sq. yds.
Family room (bsmt.)	61.5 sq. yds.
4 Bedroom Townhouse	
First floor	62 sq. yds.
Second floor	96 sq. yds.
Family room (bsmt.)	69.5 sq. yds.

NOTE: Carpet on the stairs and landing to the second floor and in the second floor hallway is included in the first floor measurements. Carpeting measurements for family rooms do not include the utility room, but do include the stairs and landing to the first floor. These measurements are approximate only.

FIREPLACES

36" Superior Woodburning Fireplace (original had black finish) model 036 E2 Set).

LIGHTING FIXTURES

All lighting fixtures original to the unit are by Lighting Unlimited.

SLIDING PATIO DOORS

Original sliding glass doors were/are Crossley series #700 with 1/2" insulated glaze.

TUB/SHOWER ENCLOSURES AND MIRRORS

Swan Manufacturing Co. supplied the original tub and shower enclosure, model #150; aluminum frames with aquatex tempered safety glass. Original plate glass mirrors supplied by Swan Manufacturing Co.

KITCHEN CABINETS

Kitchen cabinets installed by the builder are/were by Adler Kay Inc., models: Oakleigh, Avon, Eldorado and Lido pattern. Colors: cherry, walnut, ebony and white.

DOOR HARDWARE

Original hardware installed by the builder: Westlock door-knobs and locks. Suggested parts supplier: Vanguard Hardware, 3017 Indianola Avenue, Columbus, 267-6602.

APPENDIX B

MAINTENANCE RESPONSIBILITIES

O = Unit Owner
A = Association

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Alarm System A

Master panel A
Sensors A

Balcony A O

Balusters A
Deck boards O
Handrails A
Joists A
Painting A
Staining A
Structure A
Trim A

Chimney A O

Chase A
Stack O
Cap O
Flue O
Flashing A
Painting A
Siding A

Deck (original) A O

Balusters A
Deck boards O
Handrails A
Joists A
Steps A
Structure A
Trim A

Doors O

Door knockers O
Frames O
Hardware O
Hinges O
Locks O
Patio doors O

Electrical A O

Underground wiring A
Indoor wiring O
Garage wiring O
Circuit breakers O

Fences A

Boards A
Posts A

Fireplace O

Firebox O
Grates O
Screens O
Damper O

Foundations A

Furnace O

Garage A O

Doors A
Hinges O
Locks O
Pulleys O
Cables O
Springs O
Tracks A
Structure A
Painting A
Roofs A
Floors A

Glass O

Patio doors O
Windows O

Gutters A

Heating & Cooling O

Furnace O
Heat pump O
Air conditioner O
Ducts O
Wiring O
Thermostat O
Sump pump O

House Numbers O

Improvements/ Betterments A O

Lawns A

Lights A O

Back patio O
Balcony O
Courtyard A
Front entrance O
Garage O
Kitchen patio O
Spot lights A

Mailbox O

Patios O

Back (first 6 ft.) A
Kitchen (original) A

Pet waste cleanup O

Plumbing A O

Faucets O
Toilets O
From unit shutoff O
Interior pipes O
Outside spigots O
To unit shutoff A
Underground Drains A

Property Damage A O

Common A
Interior O
Limited common A

Roofs A

