

# **DORSET GLEN**

## **Condominiums**

### **Rules and Regulations Handbook**

*The following Rules and Regulations supersede all previously published or announced rules and regulations. Modified and approved June 3, 2015*

# MESSAGE FROM THE BOARD OF DIRECTORS

Dear Dorset Glen Homeowner,

Purchasing a home in a community association offers many advantages to the homeowner and at the same time imposes some restrictions. These restrictions are not meant as an inconvenience or an invasion of your freedom, but rather as a means of maintaining harmony in our community. Each resident's compliance is important to the overall beauty and uniformity of our community.

This handbook sets forth and clarifies certain rules, regulations, and responsibilities for the unit owner, the Board of Directors, and the Management Company. Please review your handbook carefully and thoroughly, along with your Association By-laws and Declaration.

Our property manager from The Case Bowen Company will periodically walk the grounds. When a noncompliance is noted, a warning letter will be sent to the homeowner. If the violation is not resolved after the letter is received, the homeowner can be assessed a fine or asked to appear before the Board to explain his or her noncompliance. Any resident of the community may file a complaint citing a violation of these rules and regulations. Comments and/or Complaints should be directed to The Case Bowen Company, 6255 Corporate Center Drive, Dublin, OH 43016 via email or fax.

**We appreciate your cooperation in helping us to maintain the integrity of our community.**

Sincerely,  
Board of Directors  
Dorset Glen Condominium Association

# IMPORTANT CONTACT INFORMATION

## PHONE NUMBERS

<b>Emergency Police Department</b>	<b>911</b>
<b>Emergency Fire Department</b>	<b>911</b>
Hilliard Police Department	876-7321
Hilliard Fire Department	876-7694
City of Hilliard	876-7361
The Case Bowen Company	799-9800 ext. 37
Case Bowen <b>EMERGENCY</b> After Hours	265-1746
Guardian Water	1-800-444-9283
American Electric Power	1-800-672-2231
Columbia Gas	1-800-344-4077

## DORSET GLEN WEBSITE

[www.dorsetglen.org](http://www.dorsetglen.org)

## CASE BOWEN PROPERTY MANAGEMENT

Managing Agent for the Dorset Glen Condominiums  
Stacia Collins  
c/o The Case Bowen Company  
6255 Corporate Center Drive  
Dublin, OH 43016  
614-799-9800 ext. 37  
(fax) 614-799-8338.  
[scollins@casebowen.com](mailto:scollins@casebowen.com)

# DORSET GLEN RULES AND REGULATIONS

<b>INTRODUCTION</b>	
Message from the Board of Directors	2
Important Contact Information	3
Table of Contents	4-5
Reference Guide	6
<b>THE BOARD AND THE ASSOCIATION</b>	
The Board	7
Elections	7
Annual Association Meetings	7
Condominium Declaration and Bylaws	7
The Purpose of Rules and Regulation and Revisions	7
Noncompliance	8
Fines for Noncompliance	8
<b>FINANCIAL MATTERS</b>	
Association Dues	9
Returned Checks (NSF)	9
Delinquency of Fees and Assessments	9
<b>INSURANCE</b>	
Association Insurance	9
Association Insurance Policy	9
Association Insurance Coverage Overview	10
Homeowner's Insurance Coverage	10
Insurance Disclaimer	10
<b>UTILITIES</b>	
Homeowner and Association Responsibilities	10
Personal Water	10
Refuse Collection	10
<b>COMMON AND LIMITED COMMON ELEMENTS</b>	
Definition of Common Elements	11
Definition of Limited Common Elements	11
Purpose of Common Elements	11
Damage to Common Areas	11
Personal Property	11
Exterior and Landscape Modification	11
Exterior Surface of Building	12
Interior Maintenance, Emergency Responsibilities	12
Signs within the Community	12
Moving Responsibilities	12
Storage Pods	13
Garages	13
Garage Sales and Solicitation	13
Storm Doors	13
Windows and Coverings	13

Front Porches .....	13
Flags .....	14
Holiday Decorations .....	14
Shepherd Hooks .....	14
Decorative Items .....	14
Wind Chimes.....	14
Landscape Lights .....	14
Personal Hose Reels/Hoses .....	14
Community Water .....	14
Grills.....	15
Fire Pits and Chiminia.....	15
Decks and Patios .....	15
Hot Tubs .....	15
Landscape Edging .....	15
Flowers, Flower Boxes, Plants and Planters.....	15-16
Feeders and Wildlife .....	16
Curfew within the Community .....	16
Noise.....	16
Pond.....	17
Winter Considerations.....	17
Pets in the Community .....	17
Parking and Vehicles .....	18
Satellite Dish Policy.....	19
Leasing of the Condominium .....	20
<b>OWNER AND ASSOCIATION RESPONSIBILITIES.....</b>	
Interior and Exterior Maintenance .....	21-22
Insects and Animals .....	23
<b>FORMS AND APPLICATIONS .....</b>	
Formal Complaint.....	24
Satellite Dish Installation Form.....	25
Exterior/Landscape Modification .....	26
Storage Pods .....	27
Leasing Application .....	28

## **REFERENCE GUIDE**

This handbook and reference guide was prepared by the Board of Directors and Management of Dorset Glen to serve as a quick source of general information about the community, the rules and regulations by which we live and its governing of the Association. This is not a substitute for the Declaration and Bylaws, which should be read and understood by every unit owner. In the event of a conflict between this handbook and the Declaration and Bylaws, the Declaration and Bylaws are the controlling documents.

Questions about the Association and its activities should be directed to the Board through the Association's Property Manager.

While every effort has been made to assure accuracy, errors do occur. Please feel free to suggest corrections, changes and/or additions.

# **THE BOARD AND THE ASSOCIATION**

## **THE BOARD**

A condominium association is a group of living units established under Ohio Revised Code Section 5311 and organized around a common plan of governance as set forth in the Declaration and Bylaws as amended. The Board of Directors is delegated by Ohio law and the Association Bylaws with the responsibility for the operation and management of the Common Elements of the community and the Association affairs. The Board has the authority to make decisions and promulgate rules and regulations in an effort to create a harmonious living environment and help to maintain property value.

The Board meets frequently throughout the year to review the Association's finances and operations. Any unit owner may request to be placed on the agenda to discuss a specific issue by contacting the Management Company. You may call the property management representative to find out the time and place of the next meeting.

## **ELECTION**

The board will consist of six members. Each successive year two members will be elected at the annual meeting of the Association to serve a three-year term. Fellow unit owners at the annual meeting will elect the Board members.

## **ANNUAL ASSOCIATION MEETING**

Per the declaration, the annual meeting of the Association membership will be called in the first quarter of each year, with a minimum of five (5) days advance notice to all residents. Special meetings of the Association may be called as warranted.

## **CONDOMINIUM DECLARATIONS AND BYLAWS**

Every Unit Owner should have received a set of Condominium By-laws at the closing of their Unit. In its pages are rules and regulations which govern the Association. You should acquaint yourself with those By-laws as well as the Declaration of Condominium Association, a legal document also received when you purchased your unit. If you do not have a copy, management will provide an email copy at no cost. Paper copies will be at the contracted cost of paper, printing and postage.

## **THE PURPOSE OF RULES AND REGULATIONS & REVISIONS**

The purpose of the rules and regulations of Dorset Glen is to establish rules that will preserve our community, control operating and maintenance costs, and provide for a harmonious living environment for all residents. The Board may amend the rules and regulations from time to time, as conditions change. Such change will prompt a revision page, or pages, to this handbook that will be issued to each Unit Owner.

## **NONCOMPLIANCE**

Residents who have problems with other residents with regards to following the rules of the Handbook are encouraged to try to resolve the issues informally. Any resident who feels that a rule has been violated may file a formal complaint form (see page 24) with the management company. Once the complaint is received, the Board and/or management company will review the complaint, and if warranted will send a violation letter requiring compliance.

The resident receiving the letter has the following options:

1. Comply with the Handbook. Once that has been achieved, the resident should notify the management company. If the management company does not receive notification, it will inform the board.
2. Write a letter to the Board that explains why the ten-day period is insufficient. The resident must propose another date and explain the necessity for the delay. Once the Board receives this letter, it may decide to grant the delay or instruct the resident to comply with the rules within ten days.
3. Write a letter to the Board disputing the legitimacy of the complaint. The Board will rule on this. If the complaint is found to be illegitimate, the issue is over. If the complaint is found to be legitimate, the resident will be advised to comply with the rules immediately.
4. Refusal to comply. If the resident does not comply within the allotted time period and does not communicate with the Board requesting additional time or questioning the complaint, the Board per Article IX section 2 of the Declaration may engage someone to perform the work necessary and bill the resident for the cost.
5. A fine will be applied to the condo owner regardless of whether the offender is the owner, occupant, or guest.
6. The payment of a fine does not relieve the offender of the obligation of correcting the violation. If the Association incurs expenses to correct the violation, this expense will be applied to the homeowner. If the homeowner does not pay the bill, a higher fine may be imposed. If this fine remains unpaid, a lien may be placed against the unit in question. This means that the unit cannot be sold unless the fine and all associated expenses in filing the lien are paid and the lien has been removed.

## **FINES FOR NONCOMPLIANCE**

Fines will be assessed for continued non-compliance of the rules and regulations. The following is a schedule of these fines:

1 <sup>st</sup> Notice	Warning letter with 10 days to comply
2 <sup>nd</sup> Notice	Fine of \$50.00 with 10 days to comply
3 <sup>rd</sup> Notice	Additional fine of \$50.00 with 10 days to comply

Additional notices, including an additional \$50.00 fine, will be issued every 10 days until compliance is met.

# FINANCIAL MATTERS

## ASSOCIATION DUES

Association Dues are payable to Dorset Glen Condominium Association on the first of each month. *A late fee of \$25.00 will be added to any account delinquent after the 10th of the month.*

*Please utilize the provided coupons when paying your Association dues. Please note that automatic electronic transfer of monthly dues can be arranged through the property management company.*

## RETURNED CHECKS (NSF)

Any checks returned for non-sufficient funds (NSF) will be:

1. Charged back to the individual account
2. Assessed a late charge of \$25.00 to the homeowners account
3. Assessed a \$33.00 handling fee to the homeowners account, subject to change
4. Held until a replacement check has been cleared for the total amount

## DELIQUENCY OF FEES AND ASSESSMENTS

1. Upon ten (10) days delinquency, the Unit Owner's account is assessed a \$25.00 late charge.
2. A lien is automatically filed at ninety (90) days. The delinquent Unit Owner's account is charged the cost of filing the lien.
3. Foreclosure action may be taken when the fees are in arrears by \$500. If a foreclosure is initiated, attorney fees are also added to the unit owner's account. Any additional cost or attorney fees are added to the delinquent unit owner's account and are recouped by the association after adjudication or settlement.
4. All fee payments made to a unit owner's account after the account becomes delinquent will apply to the oldest outstanding balance. Late charges will continue to be assessed on current months until the account is up to date.
5. The Unit Owner's Association voting privileges will be suspended until such time as the account becomes current.

The Case Bowen Company, managing agent, handles these delinquency policy actions.

# INSURANCE

## ASSOCIATION INSURANCE

The Association will maintain appropriate levels of insurance according to the laws in the state of Ohio and Dorset Glen Declaration and Bylaws.

## ASSOCIATION INSURANCE POLICY

A copy of the Association's Insurance Policy may be obtained upon request from the property management company for the cost of copying and postage.

## **ASSOCIATION INSURANCE COVERAGE OVERVIEW**

The Association maintains appropriate levels of insurance for the common elements of the community, as well as the basic structure (both interior and exterior) of the condominium units as they were at the time the units were first transferred from the developer (builder) to the initial owners at the time of closing.

## **HOMEOWNER'S INSURANCE COVERAGE**

Unit owners are strongly encouraged to obtain individual homeowner's insurance which would provide coverage for personal contents as well as any and all additions, improvements, betterments, and upgrades added to the unit subsequent to when the unit was transferred from the developer (builder) to the very first Unit Owner at closing. In addition, the insurance policy should cover any damages caused by "neglect" including but not limited to: stove fire; broken pipe due to no winterization, i.e. hose bib; overflowing toilet or tub.

## **INSURANCE DISCLAIMER**

The above is provided solely for informational overview purposes only. A Unit Owner is responsible for and is encouraged to determine their individual homeowner's insurance requirements upon consultation with a qualified insurance expert. To assist in that endeavor, a copy of the Association's Insurance policy is available from the property management company.

# **UTILITIES**

## **HOMEOWNER AND ASSOCIATION RESPONSIBILITIES**

Residents are responsible for maintenance and payment of their own gas, electric, water and sewage, cable television, telephone, and for calling to initiate service on the date of possession. The Condominium Association pays common water, trash and common street lighting utilities.

## **PERSONAL WATER**

Every home owner is responsible for their own water, sewage and maintenance of anything specific to providing or calculating their personal water use. Please pay your bill within a timely manner as fines could be incurred.

## **REFUSE COLLECTION**

The Association, through a trash contractor, provides trash receptacles in order to keep our community clean. Refuse in receptacles must be placed at the street no earlier than 6:00 p.m. the evening before collection. During the holiday weeks of Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas and New Years, the trash will be picked on the day following the holiday with the exception of Sunday. Refuse containers must be returned to the inside of the garage the evening of collection day and may not be stored outside between pick-ups. Please break down boxes and place with your receptacle for pickup, make sure to place items so that they do not blow away and litter the community.

## **COMMON AND LIMITED COMMON ELEMENTS**

### **DEFINITION OF COMMON ELEMENT**

Except that which is defined to be a unit, the common element is all of the condominium property.

### **DEFINITION OF LIMITED COMMON ELEMENT**

Those portions of the common elements (the front porch/steps, rear patio/yard area and driveway area) that serve one unit and whose use, benefit, and enjoyment are reserved for the lawful occupants of that unit.

### **PURPOSE OF COMMON ELEMENTS**

The common area is for the sole and exclusive use, benefit, and enjoyment of the residents for the purposes and in the manner in which such areas and facilities are ordinarily used. No one shall use the common areas in such a manner as to disturb others. All unit owners own the common areas. No unit owner has any authority to change or modify this area unless he/she has the proper permission from the Board. The common area includes all areas of the grounds except for the front porch and rear deck or patio. It is expected that Unit owners will demonstrate common courtesy to your adjoining unit residents relative to noise and activities on patios and porches.

### **DAMAGE TO COMMON AREAS**

Unit owners are responsible for the maintenance and repair resulting from damage to the common areas caused by any negligent, unintentional or intentional act by the unit owner, residents of a unit, or guest of any unit owner or resident.

### **PERSONAL PROPERTY**

All personal property, such as lawn chairs, bicycles, tables, toys, etc., must be kept inside the limited common area and stored in the garage when not in use. Personal property may not be stored in the common areas and under or on decks. Pinwheels or moving lawn decorations are restricted to the limited common area.

### **EXTERIOR AND LANDSCAPE MODIFICATIONS**

Modifications, changes, additions, or improvements to the exterior (including decks) and landscaping of the unit buildings may not be made without prior written approval of the Board of Directors (See "Application for Exterior/Landscaping Modification" form in this handbook).

Impairment of Structural Integrity of Buildings: Nothing shall be done in any unit which would impair the structural integrity or would structurally change any of the buildings.

Modifications and changes without the Boards approval could result in fines and the costs to return the modification back to original conditions.

## **EXTERIOR SURFACE OF BUILDING**

Unit owners shall not cause or permit anything to be hung or displayed on the outside of windows or placed on the outside wall of any of the buildings. No signs, awning, canopy, shutter, radio or television antenna, or satellite dish shall be affixed to or placed upon the exterior walls or roof or any part of any building without the prior consent of the Board of Directors.

## **INTERIOR MAINTENANCE, EMERGENCY RESPONSIBILITY**

All interior maintenance, including that which is emergent in nature, is the responsibility of the Unit Owner. If Case Bowen dispatches a maintenance technician to address an interior emergency maintenance item, the cost for that service call and maintenance is the responsibility of the Unit Owner. For non-emergency interior maintenance, Case Bowen may recommend a contractor for that service.

## **SIGNS WITHIN THE COMMUNITY**

*No signs will be permitted except as follows:*

1. One professionally prepared "For Sale" sign may be placed in a front and/or rear window of the condominium.
2. Security system decals may be placed in the window and/or a small post designed for the purpose might be put in the garden bed area closest to the front door.

No real estate signs are permitted in any common areas. Open house direction signs are permitted only the day of the open house. No political signs are permitted in common or limited common areas.

## **MOVING RESPONSIBILITIES**

If you are moving, it is very important to contact the Property Management Company. Let them know who will be the new owner of record and your closing date.

It is the former owner's responsibility to make certain all condominium dues are current. It is the former owner's responsibility to give the Association Declaration and By-laws to the new owners. If you do not have a copy, management will provide an email copy at no cost. Paper copies will be at the contracted cost of paper, printing and postage.

Please make certain that on the day of moving, your moving trucks etc. will not interfere with the normal flow of traffic, and will permit other trucks, refuse collection vehicles etc. to pass. Try to arrange for your moving date so that it does not conflict with scheduled events such as refuse collection.

## **STORAGE PODS**

Storage Pods may be used but are limited to 1 common parking space or unit owner's driveway and cannot block any street or driveway, or the access/egress in any direction. The storage pod may not be in Dorset Glen for more than 7 days. A request to have a storage pod must be submitted to Case Bowen and approved before the storage pod is delivered. Please see attached request form in the back of the handbook.

## **GARAGES**

Garage doors should be closed when not in use. Please do not use your garage as a storage facility but as a place to park your car. This would help alleviate parking space issues.

## **GARAGE SALES AND SOLICITATION**

Solicitation by commercial enterprises is prohibited at Dorset Glen Condominiums. In a like manner and due to restricted parking availability, garage sales and tag sales are specifically prohibited, unless approved by the Condominium Association in regards to a community activity.

## **STORM DOORS**

There are three types of board approved SCREEN storm doors: an Andersen "HD 3000 Fullview" door, a full view Larson Classic View door and a self-storing Larson classic view door. Doors can be purchased at Lowe's or Home Depot or most hardware stores. Doors must be dark green in color to match the front doors.

## **WINDOWS AND COVERINGS**

Unit Owners shall not cause or permit any signs, flags, posters, foil, sheets, blankets, stickers, decals, stained glass or other non-window covering items to be stuck, hung or displayed on the inside of windows and sliding doors. Only interior non-offensive drapes, curtains or louvered blinds in **white or off-white** on the exterior facing side will be permitted. All window and door treatments must be kept in good repair.

Window air conditioners are not permitted in any window of a unit. Interior portable air conditioners with venting along the bottom portion of a window are permitted. Venting must be flush with the window screen and cannot exceed 8 inches in height. Window fans are prohibited.

## **FRONT PORCHES**

Front porches must be uncluttered and neat in appearance at all times with minimal items in sight. Front porches should not be used for storage. Bikes, clothing, shoes, children's toys, and other personal property should not be left on the front porch.

Front porch furniture should be limited to wood, wicker, wrought iron, or similar appearing materials. It must be in good repair and kept in a clean and orderly manner.

## **FLAGS**

The American Flag may be displayed at any time following normal flag protocol. Team flags are permitted only on the day of the game. Flags should be in good condition and an appropriate size (3ft x 5ft). Damage created by installation of flag holders, through the drilling of holes permitting water to enter and causing wood damage, either immediate or in the future, is the responsibility of the Unit Owner.

## **HOLIDAY DECORATIONS**

A reasonable display of lights/decorations not causing permanent damage to the building, gutters, wood trim or siding may be displayed during holiday seasons. Any damage created by the installation of these holiday decorations is the responsibility of the Unit Owner. Holiday lights and decorations are permitted. No lights or decorations are permitted on any Common Element area trees or shrubbery. They may not be displayed before Thanksgiving Day and must be removed no later than January 21st. Other holiday decorations are permitted under the same guidelines and may not be displayed more than two weeks before or two weeks after the holiday.

## **SHEPHERD HOOKS**

Shepherd hooks will only be permitted in the rear limited common element and must be removed when not in use. Placement of shepherd hooks cannot impede the landscape contractor's ability to properly maintain the common area or limited common area. Each unit is allowed 2 hooks.

## **DECORATIVE ITEMS** (Statues, Bird Feeders, Birdbaths, Etc.)

Statues, statuettes, bird feeders, birdbaths, and decorative art are permitted only in back limited common elements or any rear landscaping. They must be in good condition and may not exceed 4 items total. Lawn or yard ornaments of any kind are prohibited in common elements. Artificial plants and flowers are not permitted.

## **WIND CHIMES**

Wind chimes are permitted in the rear limited common element as long as they do not bother immediate neighbors. Each unit may have only one wind chime.

## **LANDSCAPE LIGHTS**

Outdoor lighting may be installed in the limited common areas only after approval by the Board. Please do not place them or any other landscaping around the trees. Solar lights are only permitted in the mulch bed directly in front of the unit. They are NOT permitted along driveways or around the bottoms of the trees. There is a maximum of 6 solar lights permitted per condo. Lights must be maintained in good condition and in working order.

## **PERSONAL HOSE REELS / HOSES**

No hose mounts or hoses are allowed to be stored in flowerbeds or be attached to any portion of the unit. Hoses must be kept neat and stored on a hose reel when not in use. Personal hose reels and hoses must be stored out of sight during winter months.

## **COMMUNITY WATER**

The community water spigot attached to each building is for water use that benefits the whole community. This includes items such as power washing buildings and watering of community plantings. ***The community water spigots are not for personal use and residents may be fined.*** Please do not use them for washing cars, letting children play in sprinklers, or anything else that does not benefit the community as a whole.

## **GRILLS**

The operation of a charcoal grill, gas grill, or any open flame cooking device is prohibited in any garage, porch, or deck at Dorset Glen and must be used a safe distance from the building. Grills placed too close to the building may cause damage. The cost of the repair for damage is the Unit Owner's responsibility. Grills must be properly maintained and in proper working order. If your grill has a grill cover please make sure it is on the grill and secured when not in use.

The 2005 Ohio Fire Code requires families living in multi-family dwellings to follow these regulations; "the operation of a charcoal burner, gas grill or any other open-flame cooking device is prohibited on decks...In addition, these devices should not be used anywhere within 10 feet of combustible construction, including nearby walls, overhangs, patio fences, railings..."

## **FIRE PIT or CHIMINEA**

Fire pits, a chiminea or anything that produces an open flame is prohibited.

## **DECKS AND PATIOS**

All patio tables and chairs, patio swings, grills, etc. must be kept in good repair and may be stored on the rear deck or patio year round when kept in good repair and in a clean and orderly manner. Personal property may not be stored in the common areas and under or on decks.

## **HOT TUBS**

Exterior hot tubs are not permitted.

## **LANDSCAPE EDGING**

To maintain a consistent look of the community please do not use edging around mulched areas.

## **FLOWERS, FLOWER BOXES, PLANTS, AND PLANTERS**

Owners are encouraged to plant flowers (annuals and perennials), in the mulched common elements immediately adjacent to their Unit. Planting around common trees or landscape is prohibited without prior written Board approval. Vegetables may be planted in containers and must be in the rear of the unit. Prior written Board approval is needed to extend a mulched element, create a new mulch element, or create a garden element.

Maintenance of the flowers is the responsibility of the resident, and dead annuals are to be removed at the end of the season. The Association will notify a resident of dead

annuals that have become unsightly and will provide a seven (7) day notice for removal. If not removed, the Association will remove the annuals, and the cost for the removal will be assessed to the Unit Owner.

Standing flowerpots of natural materials or giving the appearance of natural materials are permitted on porches. Standing flowerpots, flower boxes, planters, trellises, etc. are prohibited on the grass elements of the common property.

Planters or flower boxes are prohibited along the driveway or walkways. Planter and flower boxes made of natural materials or are a container that is intended to be a planter are permitted on the front porch and patio or deck.

Planters and flower boxes must look nice and have healthy plants at all times. Empty planters and flower boxes are not permitted and must be stored in the garage. There may not be more than 5 planters or flower boxes in the front of the unit.

Artificial plants and flowers are not permitted.

At the end of the season, large planters and flower boxes must be cleaned up and must look neat, small planters (less than 10 inches across) must be removed and stored in the garage.

No plant materials or soil may be discarded in common areas or under deck.

### **FEEDERS AND WILDLIFE**

Residents who wish to have bird feeders and/or houses must get prior approval from the Board and must be in the backs of units. Once approved, residents will be responsible for keeping them clean and for picking up any debris that falls to the ground. The bird feeder and/or house must be freestanding style and not attached to walls or trees. Feed may not be placed on the ground and around trees; it is messy, unsightly, and causes weeds to grow if seeds germinate. Bird seed is the only item that may be left out. Feeding of bread, nuts and other food items is prohibited because it draws unwanted wildlife such as skunks, raccoons, ducks, squirrels, geese, etc. which could cause damage to the property.

### **CURFEW WITHIN THE COMMUNITY**

Be aware that there is a curfew for our city of Hilliard. Unless accompanied by an adult, anyone under the age of 18 must be indoors by midnight and anyone under the age of 12 should be indoors by dark. This is an ordinance within the City of Hilliard and includes the streets of Dorset Glen.

### **NOISE**

Excessive or disturbing noises are prohibited. This includes radios, boom boxes, and car stereos played in the parking lot and common area, as well as stereos and televisions inside the home.

## **POND**

Ice skating, swimming, and fishing are strictly prohibited. Feeding of the waterfowl is not permitted. Throwing anything into the pond, including rocks, is not permitted.

## **WINTER CONSIDERATIONS**

The use of salt on the concrete porches, walks and patios is prohibited. Calcium Chloride or other non-destructive de-icing agents must be used.

## **PETS IN THE COMMUNITY**

Pet owners are responsible for promptly cleaning up after their animals. The Condominium Common Areas are for the enjoyment of all unit owners/residents. These areas cannot be fully utilized if animal waste is left on the grounds and pets are allowed to run uncontrolled. The following rules clarify the covenants and restrictions of the Association Declaration and By-laws.

1. All pets must be on a leash when in the common areas or limited common areas.
2. All common, limited common and patio areas must be kept clean and free of pet waste.
3. No animal pens or houses are permitted on patios or porches or any limited common or common areas.
4. The cost of repairing any damage done to Association property by an animal will be recovered via a special assessment issued to the unit owners responsible for the animal. This includes damage to the common lawn area caused by pet urination in the same areas.
5. Animal waste must be cleaned up immediately. Owners consistently failing to clean up after their animals may be faced with removal of the animal from the condominium property upon written notice from the Board.
6. Bags with pet waste must be thrown away and may not be visible in any way.
7. Each household is limited to two dogs and/or two cats.
8. Pet owners may be fined for excessive and/or continuous dog barking from either inside or outside of their residence or if barking occurs late at night or early in the morning.
9. Residents are prohibited from maintaining animals for commercial breeding purposes.
10. All pets must be registered with Franklin County. More information is available at [doglicense.franklincountyohio.gov](http://doglicense.franklincountyohio.gov)
11. Pets may only be tethered outside in the rear of the units in the presence and under supervision of the owner. Tether cannot be a chain and may not be more than 6ft long. Tether must be strongly secured to an anchor that does not cause damage.
12. Pets must be under the control of the owner and may not harm or endanger any other resident or any other resident's pets.
13. Animals other than those classified as Household Domestic Pets are prohibited.
14. All pets will be supervised at all times by owner(s) while outside of residence.

***Pet owners may be fined for violation of these policies at the rate of \$50.00 for each offense, after the first warning notice.***

## PARKING/VEHICLES

1. The speed limit within the community is 15 MPH. Reckless operation, excessive speed, parking or driving on the lawn areas is prohibited.
2. All parking by residents or their guests must be:
  - a. Within the unit's garage, within the limited common area in front of the garage door or within the visitor parking spaces.
  - b. All vehicles shall be parked in such a manner as to not block any street or driveway, or the access/egress in any direction.
3. Parking along the street is **not permitted** for any period of time. This is for emergency purposes and will be strictly enforced. *Emergency vehicles are unable to get through with vehicles parked on the streets.*
4. All vehicles are required to be properly licensed and operable.
5. Cost of clean-up of oil spills or any damage to the property caused by the owner or owner's resident will result in the owner being assessed for the damage.
6. Inoperable vehicles (with flat tires, expired tags, etc.) or vehicles which cannot be identified as belonging to a Dorset Glen resident, shall not be parked in any common areas except for short-term emergency work which should be completed in 72 hours (flat tire, battery change/jump, etc.).
7. No boats, trailers, motor homes, recreational vehicle, truck (larger than 1 3/4 ton pickup), campers, travel trailers, or any vehicle with commercial advertisement may be parked on the street, visitor parking spaces or driveway overnight. Other vehicles used for recreation will be permitted to park in the limited common area for 24 hours to allow for loading and unloading. Said vehicles must not block normal access/egress of other residents. Commercial moving vans, when conducting business and commercial trucks when in the area to perform service or repair work are the authorized exception.
8. Vehicles may not stay unmoved in the same spot for more than 14 days.

**Violation of any of the parking/vehicle rules will result in towing at the vehicle owner's expense, after a reasonable attempt has been made to notify the owner.**

## **SATELLITE DISH POLICY**

PRIOR TO INSTALLATION, the Unit Owner must contact or complete the form on page in order to notify the management company and Board of your intent. This is not to prevent the installation but to ensure that the following guidelines are followed.

1. Dishes shall be one meter (39 inches) or less in diameter.
2. The dish installation shall be of quality construction, and shall conform to all applicable building codes and manufacturer's specifications. Specifically, dishes shall be properly grounded according to applicable codes and manufacturer's specifications.
3. All cables and wires shall be routed in such a manner that they are not easily visible from neighboring units or from the street.
4. Dishes shall be installed in the rear of the unit or on the limited common element for that unit.
5. If installation of the dish in accordance with Section 4 would prevent adequate signal reception, the dish may be installed in the following location:
  - On the side of the building, set on a post not to exceed a height of 3 feet. The dish must be installed as close to the building as possible and may not be installed in front of another units window.
6. The Board reserves the right to specify the specific location where the dish is to be mounted provided that signal reception is adequate in that location.
7. Under no circumstances is the dish to be attached to either the roof of the unit, the roof of the garage, the chimney, or any portion of the building.
8. The Board reserves the right to have the dish owner paint the dish in a color that will blend with the surrounding building.
9. The owner of the unit shall be responsible for any damage to the unit caused by the dish or the installation process.
10. The Unit Owner is responsible for any damage, other than the dish installation itself, to the exterior of building or unit caused by the dish installation process. If any existing landscape, public improvements or utilities are damaged or destroyed during any phase of installation, the Unit Owner shall, at their expense, replace and/or repair such damage. With dish removal, the Unit Owner is responsible to repair any damage resulting from the dish having been installed or removed.

## **LEASING OF CONDOMINIUM RULES**

(see "Application to Lease Condominium" in this handbook)

### **The board has promulgated the following rules regarding leasing:**

1. In any one calendar year only one lease will be permitted for a minimum period of six (6) months and a maximum period of twelve (12) months.
2. All lease applications, whether made directly between the Unit Owner and Lessee, or through an authorized real estate broker or sales person, must be submitted in writing to the Association at least fourteen (14) days prior to the beginning of the lease period. The Board of Directors will consider all lease applications expeditiously.
3. A \$125.00 administrative fee must accompany all lease applications. Applications not received by the lease start date will be fined \$75 each month until the application and fee is received.
4. A Lease Application shall consist of a Unit Owner's lease accompanied by the required fees. (No action will be taken if the Lease Application is incomplete or the fee is not received.)
5. All condominium dues must be current. Any Unit Owner whose account is in arrears is required to present a payment plan with their application to take care of any delinquent monies in a timely manner.
6. Unit Owners shall maintain the same rights, privileges and obligations as if they continued to inhabit their unit.
7. Unit Owners shall be assessed twenty-five dollars per week (\$25.00) for each week their lessee occupies the unit without approval of the Board of Directors.
8. No more than ten percent (10%), a total of 6 units, of the condominium units may be leased at one time, including the rights of any institutional first mortgage, insurer, or Guarantor that takes title to a unit by foreclosure.
9. An owner may not own more than one condominium unit.
10. No corporate leases are permitted.
11. The number of occupants shall be limited to that permitted by local housing, health, and other regulations governing our units.
12. No unit shall be used for any purpose other than that of a residence for individuals living as a single housekeeping unit.
13. No unit may be used as a group home, commercial foster home, etc.
14. All Unit Owners are responsible to manage their properties, insuring their tenants have knowledge of, and abide by, the Association Bylaws, the Association Declaration, and the Rules and Regulations of the Community as outlined by this Handbook.
15. All Unit Owners are responsible for any agents, tenants, tenant's guests, or their agents for their actions and compliance with the bylaws, declaration, and standing rules and regulations per this handbook. The owner's account is the only account recognized by the Board. All assessments to an account are the responsibility of the Unit Owner.
16. If a unit is in a lease purchase or land contract it still must follow the leasing rules and guidelines until the unit is officially sold.

## Interior and Exterior Maintenance Items

<i>Description</i>	<i>Unit Owner</i>	<i>Association</i>
<b>Fireplace (all components)</b>	<b>X</b>	
<b>Doors: Weather-stripping, Storms &amp; Screens</b>	<b>X</b>	
<b>Doors: Garage &amp; Entry **</b>	<b>X</b>	
<b>Heating &amp; Air – Conditioning System</b>	<b>X</b>	
<b>Deck or Patio Repair/Replacement (if part of original construction)</b>		<b>X</b>
<b>Deck divider lattice, if applicable</b>		<b>X</b>
<b>Personal Pipes: Gas, Water, Sewer servicing one unit</b>	<b>X</b>	
<b>Property Damage within unit</b>	<b>X</b>	
<b>Walls : Interior Maintenance</b>	<b>X</b>	
<b>Windows: Frames, Glass, Screens &amp; Storms</b>	<b>X</b>	
<b>Wiring: Electrical &amp; Telephone Servicing One Unit</b>	<b>X</b>	
<b>Foundation Walls, Footing Drains</b>		<b>X</b>
<b>Garages: Structural Maintenance, Siding, Trim</b>		<b>X</b>
<b>Interior Damage: Caused by Roof Leak, etc. (drywall, etc.)</b>	<b>X</b>	
<b>Landscaping: Care &amp; Replacement of Patio/Deck Shrubbery &amp; Plantings</b>	<b>X</b>	
<b>Landscaping: Care of Lawns, Shrubbery, Trees (exception: owner planted)</b>		<b>X</b>
<b>Common Area Lighting</b>		<b>X</b>
<b>Exterior Unit Light Fixtures/Bulbs</b>	<b>X</b>	
<b>Light Bulbs for interior or exterior lights on each unit</b>	<b>X</b>	
<b>Painting: Exterior &amp; Color Selection</b>		<b>X</b>
<b>Pipes: Servicing More Than One Unit</b>		<b>X</b>
<b>Road &amp; Parking Area Pavement</b>		<b>X</b>
<b>Roofs: Shingles, Flashing, Gutters, Downspouts</b>		<b>X</b>
<b>Snow Removal: Roads</b>		<b>X</b>

<i>Description</i>	<i>Unit Owner</i>	<i>Association</i>
<b><i>Snow/Ice Removal: Unit Driveways, Entrances and Sidewalks</i></b>		<b><i>X</i></b>
<b><i>Wall: Exterior Structural Maintenance</i></b>		<b><i>X</i></b>
<b><i>Unit Winterizing</i></b>	<b><i>X</i></b>	

***\*\*Painting of garage/entry door will be completed when the entire property is painted. Should the garage/entry doors require painting before this time, it would be the Owner's responsibility.***

<i>Problem</i>	<i>Owner</i>	<i>Association</i>
<b>Ants: Carpenter</b>		<b>X</b>
<b>Honey</b>	<b>X</b>	
<b>Pavement</b>	<b>X</b>	
<b>Pharaoh</b>	<b>X</b>	
<b>Bees: Honey - exterior only</b>		<b>X</b>
<b>Wood</b>		<b>X</b>
<b>Centipedes</b>	<b>X</b>	
<b>Earwigs</b>	<b>X</b>	
<b>Fleas</b>	<b>X</b>	
<b>Groundhogs</b>		<b>X</b>
<b>Hornets - exterior only</b>		<b>X</b>
<b>Indian Meal Moths</b>	<b>X</b>	
<b>Mice</b>	<b>X</b>	
<b>Millipedes</b>	<b>X</b>	
<b>Opossums</b>		<b>X</b>
<b>Raccoons</b>		<b>X</b>
<b>Rats</b>	<b>X</b>	
<b>Roaches</b>	<b>X</b>	
<b>Silverfish</b>	<b>X</b>	
<b>Skunks</b>		<b>X</b>
<b>Spiders</b>	<b>X</b>	
<b>Squirrels</b>		<b>X</b>
<b>Termites</b>		<b>X</b>
<b>Ticks</b>	<b>X</b>	
<b>Wasps - exterior only</b>		<b>X</b>
<b>Woodpeckers</b>		<b>X</b>

# Dorset Glen Condominium Association

## FORMAL COMPLAINT

THE DORSET GLEN CONDOMINIUM ASSOCIATION

VIOLATOR (S), IF KNOWN:

---

ADDRESS, UNIT NUMBER, IF KNOWN:

---

CAR, VEHICLE, LICENSE PLATE NUMBER, IF APPLICABLE:

---

PET OR ANIMAL DESCRIPTION, IF APPLICABLE:

---

VIOLATION: Describe nature, location, date, time, etc. (provide photo if possible)

---

---

Signature: \_\_\_\_\_

DATE: \_\_\_\_\_

Address: \_\_\_\_\_

Print name:

---

**PLEASE MAKE COPY OF THIS FORM FOR USE**  
**Please email, fax or mail completed form to Stacia Collins**  
**at The Case Bowen Company**

# Dorset Glen Condominium Association

## SATELLITE DISH INSTALLATION FORM

**DATE SUBMITTED:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_

**DESCRIPTION OF PROPOSED LOCATION OF SATELLITE DISH INSTALLATION**

Please describe and draw a plot map

**INSTALLATION TO BEGIN ON:** \_\_\_\_\_

**INSTALLATION TO END ON:** \_\_\_\_\_

**THE UNIT OWNER AND THEIR DESIGNEES (CONTRACTOR) MUST COMPLY WITH THE FOLLOWING:**

1. The installation guidelines and responsibilities as outlined in this handbook.

The City of Hilliard and other governing agencies permits, building regulations, ordinances, etc., including any final inspection requirements.

Management Company recommends / does not recommend this installation for approval.

Board Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ By: \_\_\_\_\_ DATE: \_\_\_\_\_

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# Dorset Glen Condominium Association

## Application for Exterior/Landscaping Modification

Note: Proposed modifications should be submitted a **minimum of 15 days prior to scheduled starting date.**

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Type of exterior or landscaping modification (Give a complete description) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Contractor: \_\_\_\_\_ Telephone: \_\_\_\_\_ Address: \_\_\_\_\_  
City, State, Zip \_\_\_\_\_ Has the contractor done work at Dorset Glen before? Yes \_\_\_\_\_  
No \_\_\_\_\_  
If "YES" for whom? Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Schedule dates for modification: From: \_\_\_\_\_ To: \_\_\_\_\_  
The following documentation must accompany all modifications. **If incomplete, approval will be withheld.**

1. Construction/Landscaping plans and specifications.
2. Plot plan showing exact location with respect to the condominium unit, deck, and limited common area.
3. Elevation plans showing North – East – South – West views.

It shall be the responsibility of the owner to insure that the contractor or if the owner is completing the work that he/she comply with the following:

1. The above required documentation and specifications.
2. The City of Hilliard permits, building regulations, ordinances, etc. including a final inspection.
3. Contractor's one-year warranty on materials and labor.
4. **Repair of any damages to the common area or other condominium units due to this modification.**

The owner will be responsible for any and all repairs to any addition for the first 12 months after completion. Upon notice to the Board of Directors at the end of 11 months, an inspection will be made to accept the unit into the condominium common area maintenance program.

It is the desire of the Owner, the Board of Directors and the Management Company to maintain the integrity of the Dorset Glen Condominium Association, to continue to enhance its beauty and to protect your investment.

Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_

For the Board of Directors. By: \_\_\_\_\_ (Property Manager)

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# Dorset Glen Condominium Association

## Storage Pod Application

Name: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

When Will Pod Be Delivered \_\_\_\_\_ When Will Pod Be Removed \_\_\_\_\_

Description of where pod will be located \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Picture or drawing of where Pod will be located:

.

The owner(s) or their designees (contractor) must comply with the following:

- The specifications as approved by the Board of Directors
- The City of Hilliard permits, building regulations, ordinances, etc.
- Repair of any damage to the Common Element or other condominium units

Management Company recommends/does not recommend this modification for approval.

Approved or Disapproved

By \_\_\_\_\_

Date: \_\_\_\_\_

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**at The Case Bowen Company**

# Dorset Glen Condominium Association

## Owner Application to Lease Condominium

The undersigned, owner of \_\_\_\_\_ hereby submits this Application to Lease, together with a \$125.00 administration fee. Renewals require an application and administration fee.

**\*Applications received after the lease start date will incur a \$75.00 penalty each month until the application and fee are received.**

**NOTE:** Each new lease period requires a separate \$125.00 administration fee. When renewing, the application must be submitted to the Board 30 days prior to the lease expiration.

I understand that **if any question is not answered, the application may be returned** and not approved.

Name(s) of Lessee(s): \_\_\_\_\_ Telephone: \_\_\_\_\_

Current Address: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Number of Vehicles: \_\_\_\_\_

Names of other occupants and relation to Lessee (**include ages of all children**):

Name: \_\_\_\_\_ Relation: \_\_\_\_\_

Name: \_\_\_\_\_ Relation: \_\_\_\_\_

Name: \_\_\_\_\_ Relation: \_\_\_\_\_

Lease Terms: In any one calendar year only one lease will be permitted for a minimum period of six (6) months and a maximum period of twelve (12) months.

From: \_\_\_\_\_ 20\_\_ To: \_\_\_\_\_ 20\_\_ Total \_\_\_\_\_ months

This unit shall be used as a private residence. I have familiarized the tenant with the By-Laws and the Rules and Regulations of the Association and I, as owner, understand and agree by the Dorset Glen Condominium Association Rental Rules.

The Dorset Glen Condominium Association and/or its Directors or agents shall in no way be liable with respect to any matter concerning this application. **Leased properties in Franklin County are required by law to be registered with the Franklin County Auditor.**

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE:** Real Estate Broker may sign owner's name if authorized in writing by owner. A copy of authorization must accompany Application to Lease.

\*\*\*\*\*

Date Received: \_\_\_\_\_ Date Approved: \_\_\_\_\_

Date Owner Notified: \_\_\_\_\_ Date Disapproved: \_\_\_\_\_

For the Board of Directors: By: \_\_\_\_\_ (Property Manager)

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