

Worthington Glen Condominium Association



Unit Owner Handbook October 2014

This booklet was developed to serve as an easy to understand reference guide for existing Unit owners and to provide information to help new Unit owners and Occupants become familiar with our adopted Association policies.

Worthington Glen Condominium Rules and Regulations

<i>General Information</i> _____	
Board of Trustees _____	5
Management Company _____	5
Accounting _____	5
Financial Matters _____	5
Association Fee Collection Policy _____	5-6
Insurance _____	6
Budget _____	6
<i>Declarations & Bylaws</i> _____	
Conveyance _____	7
Architectural Control _____	7
Rules and Regulations _____	7
Disputes Between Owners _____	7
Unit Uses _____	7
Common Area Uses _____	8
Limited Common Areas _____	8
Visible Areas _____	8
Offensive Activity _____	8
Renting and Leasing _____	8
Vehicles _____	8
Signs _____	8
Structural Integrity _____	8
Construction in Easements _____	9
Animals _____	9
<i>Section I – Vehicles and Parking</i> _____	10
<i>Section II – Trash & Dumpsters</i> _____	10
<i>Section III – Pets</i> _____	11
<i>Section IV – Noise</i> _____	11
<i>Section V – Common and Limited Common Elements</i> _____	11
Vegetable Gardens _____	11
Outside Water Spigot _____	11
Water Conservation _____	12

De-Icing Agent _____	12
Sump Pumps _____	12
Patio/Deck Maintenance _____	12
Deck Improvements _____	12-13
Patio Improvements _____	13
Yard Sales _____	13
Holiday Decorations _____	14
Hot Tubs _____	14
Satelite Antennas _____	14
Skateboarding _____	14
<i>Section VI – Architectural Control</i> _____	15
Storm Door Standard _____	15
Windows _____	15
Change to Exterior of Unit _____	15
<i>Section VII – Obligations of Unit Owners</i> _____	15
Change Policy _____	15
Enforcement _____	15
Insurance _____	15
Leasing _____	15-16
<i>Section VIII – Safety – Security and Personal Conduct</i> _____	16
Safety / Damage _____	16
Fireworks _____	16
Trespassers and Solicitors _____	16
Criminal Acts _____	16
Worthington Glen Block Watch _____	16
<i>Important Phone Numbers</i> _____	17
<i>Checklist of Maintenance Responsibility</i> _____	18

GENERAL INFORMATION

BOARD OF TRUSTEES

The Board of Trustees is charged with the responsibility for the operation and management of the Association's affairs as provided by the Association Bylaws. The Board of Trustees consists of six Worthington Glen Homeowners, each elected by fellow homeowners at the annual homeowners meeting.

There is one Annual Association Meeting for all homeowners held in the first calendar quarter of each year. The purpose of the Annual Meeting is to provide an overview of the Association's affairs and elect Trustees.

MANAGEMENT COMPANY

The manager for the Worthington Glen Condominium Association is Condominium Administrators located at 845 Lookout Point Drive, Columbus, Ohio 43235. Gary Jones is the Administrator for Worthington Glen. All operational and maintenance requests should be directed to Gary Jones at 614-848-3320. Email address: Worthingtonglen@aol.com

ACCOUNTING

All accounting for the Association is being completed by Lynnea Amweg. Please refer questions concerning individual account balances to Lynnea at 614-793-0022.

FINANCIAL MATTERS

Condo dues are payable to Worthington Glen on the first of each month. Due should be mailed to:

Worthington Glen Condominium Association
Dept. LB-517
PO Box 183134
Columbus, Ohio 43218-3134

A \$25.00 late charge is applied to all accounts which are not received prior to the 20th of the month. Please refer to collection fee agency on page 5 for details. Automatic Electronic Payment is also available through management. Please contact Condominium Administrators to request an ACH Form. *Special Assessments may be levied as deemed necessary by the Board of Trustees. Please refer to Declarations & Bylaws.*

ASSOCIATION FEE COLLECTION POLICY: REVISED 7-1-2013

- 1) All condominium fees are due in full on an annual basis on January 1st of each year. However, to avoid causing hardship to association members, the Worthington Glen Board of Trustees has always allowed the condo fee assessments to be paid on a monthly basis. All such monthly fees are due on the first day of each month. A grace period of 20 days is allowed with the proviso that any time any fee is not received by the 20th of each month a late charge of \$25.00 will be assessed to the Unit Owner.
- 2) If payment is received prior to the end of the month, the unit owner will receive a statement advising him/her that a late fee has been charged to the account and payment of the late charge is expected.
- 3) If payment is not received by the end of the month a letter is sent to the unit owner advising that their condo fee is now 30 days past due, that a late charge has been added to the

amount due and that payment of the fee, including the late charge, must be received no later than 10 days from the date of the letter. Additionally, the owner may be charged an annual interest rate of 10%.

- 4) If payment is not received as requested, the account is to be turned over to our Attorney for further action (approximately 60 days past due). The Attorney will send one more letter advising that a lien will be placed on the unit if payment is not received within 30 days of the date of letter. Such action will result in an assessment for initial attorney fees as well as assessments for any future court and/or other legal costs incurred in the collection of these debts.
- 5) If payment is not received, the Attorney will follow with the most appropriate action needed to collect the funds which are due to Worthington Glen Condo Association. The unit owner will incur the cost of all legal fees (attorney, court costs and/or filings – such as liens, garnishments etc.) and will have been so advised by our Attorney. Foreclosure will be done with Board Approval.
- 6) Court Action will take place regardless of the amount involved. If the delinquent amount is allowed to accelerate, collection costs will also accelerate and make actual collections more difficult.
- 7) The Board may accept a payment plan which, in its judgment, will allow full collection of the delinquent account.

INSURANCE

The Board of Directors has insured the Association with Farmers Insurance Group. The agent representing Farmers Insurance is Debbie Arnold of Arnold Insurance (740-698-9611). The deductible is \$5,000.

Individual Unit Owners are encouraged to purchase Condominium Homeowner's insurance to cover those items not covered under the Association's contract. Please refer to the bylaws.

BUDGET

The Board approves the budget for the succeeding calendar year in the fall. This budget is mailed to all unit owners, no later than December 1st of each year.

DECLARATIONS & BY-LAWS

Every homeowner should have received a set of By-Laws and the Condominium Association Declaration at the time of closing on their unit. These pages contain the rules and regulations of the governance of Worthington Glen Condominium Association. **You must acquaint yourself with these documents.** If you need a copy, please contact the property manager. There will be a \$10.00 charge due to the length of the document.

DECLARATION HIGHLIGHTS

CONVEYANCE (DECLARATION, SECTION III, ARTICLE 2 (M))

The Association must be notified in writing, within 5 days after a unit is sold. It is the new owner's responsibility to contact the Association after the closing, providing the names and telephone numbers of all occupants. The new owners shall be provided a copy of all rules and regulations.

ARCHITECTURAL CONTROL (DECLARATION, ARTICLE III, SECTION 2 (O))

No building, fence, wall, sign or other structure shall be commenced, erected or maintained upon Condominium Property, nor shall any exterior addition to or alteration be made, until the plans and specifications showing the nature, kind, shape, height, materials, color, and location of the same shall have been submitted to and approved in writing to the Board or its designated representative, as to the lawfulness, and appropriateness, and as to harmony of design, color and location in relation to the surrounding structures and topography. Alterations not approved may be subject to being restored to the original condition at the owner's expense.

RULES AND REGULATIONS (DECLARATION, ARTICLE III, SECTION 2 (P))

The Board of Trustees may adopt and enforce rules and regulations concerning the use of the Condominium Property to serve the best interest of the Unit owners as a whole.

DISPUTES BETWEEN OWNERS (DECLARATION, ARTICLE III, SECTION 2(Q))

In the event of any dispute between Unit owners as to the application of the foregoing restrictions or any rule or regulation promulgated pursuant thereto, the party aggrieved shall submit a complaint in writing to the Board specifying the dispute. The Board shall set a time, date and place for a hearing thereon within sixty (60) days thereafter, and give written notice to each party thereon no less than three days in advance. The Board shall thereupon hear such evidence on the dispute as the Board deems proper and render a decision on the matter to each party within thirty (30) days. No action of any type may be instituted by either party to such a dispute unless the dispute has first been submitted to and determined by the board as foresaid.

UNIT USES (DECLARATION, ARTICLE III, SECTION 2(A))

No unit shall be used for any purpose other than that of a residence for individual living together as a single housekeeping unit, and used customarily incidental thereto, provided, however, that no Unit may be used as a group home, commercial foster home, fraternity or sorority house, or any similar type of lodging, care or treatment facility.

COMMON AREA USES (DECLARATION, ARTICLE III, SECTION 2 (B))

The common areas (except the Limited Common Areas) shall be used in common by Unit Owners and occupants and their agents, servants, customers, invitee, and licenses, in accordance with the purposes for which they are intended, reasonably suited and capable, and as may be required for the purposes of access, ingress to, egress from, use, occupancy and enjoyment of Units. Unless expressly provided otherwise herein, no Common Areas shall be used for any purpose other than the health, safety, welfare, convenience, comfort, recreation or enjoyment of Unit owners and occupants.

LIMITED COMMON AREAS (DECLARATION, ARTICLE III, SECTION 2 (C))

The Limited Common Areas means those areas serving exclusively one individual Unit consisting of an outside stoop and a patio contiguous to and appurtenant to each unit. The Limited Common Area extends 10 feet from the building. The Limited Common Areas is reserved for the exclusive use of the Unit or Units which those improvements serve.

VISIBLE AREAS (DECLARATION, ARTICLE III, SECTION 2 (D))

Nothing shall be caused or permitted to be hung or displayed on the outside or inside of the windows (except inoffensive drapes, curtains or louvered blinds) or placed on the outside walls of the building otherwise outside of the Unit, or part thereof, an no sign, awning, canopy, shutter or television or citizen's band or other radio antenna or transmitter, or any other devise or ornament, shall be affixed to or placed upon the exterior walls or roof or any part thereof, or in, on or over a patio or balcony unless authorized by the Board.

OFFENSIVE ACTIVITY (DECLARATION, ARTICLE III, SECTION 2 (3))

No noxious or offensive activity shall be carried on in any Unit, or upon Common or Limited Common Areas, or shall be used in any way or for any purpose which may endanger the health of or unreasonably disturb any occupant.

RENTING AND LEASING (DECLARATION, ARTICLE III, SECTION 2 (G))

No Unit or part thereof, shall be rented or used for transient or hotel purposes, which is defined as (i) rental for any period less than 30 days; (ii) rental under which occupants are provided customary hotel services such as room service for food and beverages, maid service, the furnishing of laundry and linen, busboy services, and similar services; (iii) rental to roomers or boarders, that is rental to one or more persons of a portion of unit only. No lease may be of less than the entire Unit only. Any lease agreement shall be in writing, shall provide that the lease shall be subject in all respects to the provisions hereof, and to the rules and regulations promulgated from time to time by the Board, and shall provide that the failure by the tenant to comply with the terms of the Condominium organizations documents and lawful rules and regulations shall be a default under the lease. Prior to the commencement of the term of the lease the Unit owner shall notify the Board, in writing, the name or names of the tenants and time during which the lease shall be in effect.

VEHICLES (DECLARATION, ARTICLE III, SECTION 2 (F))

The Board may promulgate rules and regulations restricting or prohibiting the parking of vehicles on the common area.

SIGNS (DECLARATION, ARTICLE III SECTION 2 (H))

No sign of any kind shall be displayed to the public view on the Condominium Property except: (a) on the Common Areas, signs regarding and regulating the use of the Common areas, provided they are approved by the Board; (b) on the interior side of the window of a Unit, on professionally prepared sign advertising the Unit for sale or rent.

STRUCTURAL INTEGRITY (DECLARATION, ARTICLE III, SECTION 2 (I))

Nothing shall be done in any Unit, or in, on or to the Common or Limited Common Areas, which may impair the structural integrity of any improvement.

CONSTRUCTION IN EASEMENTS (DECLARATION, ARTICLE III, SECTION 2 (K))

No structure, planting or other material shall be placed within the easements which will interfere with maintenance of utility and drainage facilities.

ANIMALS (DECLARATION, ARTICLE III, SECTION 2 (L))

Except for hereinafter provided, no animal, livestock or poultry of any kind shall be raised, bred or kept in any Unit or on the Common Areas. Household domestic pets, not bred or maintained for commercial purposes, may be maintained in Unit, provided that: (i) no animals shall be permitted in any portion of the Common Areas except on a leash (not longer than 6 feet in length) maintained by a responsible person; (ii) the permitting of animals shall be subject to such rules and regulations as the Board may from time to time promulgate, including, without limitation, the right to place limitations on the size, number, and type of such pets, and the right to levy enforcement charges against person who do not clean up after their pets; and (iii) the right of an occupant to maintain an animal in a Unit shall be subject to termination if the Board, in it's full and complete discretion, determines that maintenance of the animal constitutes a nuisance or creates a detrimental effect on the Condominium or other Unit or occupants.

SECTION 1 – VEHICLES AND PARKING

All parking must be restricted to defined parking spaces, driveways and garages. Vehicles must fit entirely within the confines of the defined parking places, driveways, or garages they occupy.

All unit owners must use their assigned parking spaces prior to using an unassigned space. All unassigned parking spaces shall be open for parking of guests or residents, on a first-come, first-serve basis. Unmarked spaces may not be used for the storage of any vehicle. Parking in an unmarked spot shall be limited to 3 days. All assigned spaces are Common Area and are subject to the rules and restrictions of the Association.

Parking in marked fire lanes (YELLOW PAINTED CURBS) is prohibited and subject to immediate towing.

Parking of inoperable or unlicensed vehicles in any defined space or driveway is prohibited. All inoperable vehicles are subject to towing on a 24-hour notice. Major repairs (those that cannot be completed in one day) are not permitted to be performed on the premises, except inside garages.

Boats, trailers, recreational vehicles, or any vehicle with a hauling capacity greater than one (1) ton may not be parked anywhere on the premises for more than 24 hours.

Any vehicle in violation of these rules is subject to immediate towing.

Cars parked illegally in assigned spots will be towed.

Each unit has 1 assigned parking space. This includes the 3-Bedroom condos as well. This doesn't include the driveway.

The speed limit in the condominium is 11 MPH

SECTION 2 – TRASH & DUMPSTERS

Refuse (Trash) must be placed inside the trash receptacles. If the containers are full use another less full container. Please keep the lids on the containers closed. Refuse must be placed in tied plastic bags and not thrown loosely into containers. Bags must be securely tied.

Do not leave trash on the side of the dumpster. Please put inside!

Bulk Trash shall be placed only at the dumpster site on Barnsley Lane after unit occupant requests City of Columbus Bulk Pick Up (614-645-8774). The Bulk Items shall not be set out earlier than 24 hours prior to the scheduled pick up. Bulk items placed at the dumpster area shall be properly secured to prevent injury to residents.

Examples of items to be placed in bulk area: Grills, Chairs, Mattresses, Furniture (Tables, couches) TVs, and any other large item that does not fit in the trash receptacle (dumpster).

Please note: Construction debris and Yard waste are not permitted in dumpsters or Bulk area. The city will not pick up dumpsters with construction debris or yard waste.

Residents are not to play near dumpsters or bulk area.
Failure to comply will result in a \$25.00 fine.

SECTION 3 – PETS

Not properly removing pet waste around your common area will result in a fine (\$50) for each occurrence. Pet owners who blatantly disregard regulations will be assessed a fine up to \$250.00.

Carry your “pooper scooper” or something else that is sufficient in cleaning up after your pet completes his/her outing.

Pet tie out stakes are prohibited in all Common Areas. Stakes are permitted within the confines of your Limited Common Area. The chain must not extend into the common area or other’s Limited Common Area. Tie out stakes or chains found in the common area will be removed.

No placing food outside for animals: Residents that are providing food, water, or shelter to any wild animals, including stray and feral cats can be given a warning notice and fine (\$50) for each occurrence. If after being fined and this continues to be an issue, you as the homeowner can be turned over for enforcement action.

Pets, including cats, are not permitted to run unattended in any areas of the complex. Pets must be on a leash at all times.

SECTION 4 – NOISE

Please keep the noise level down. Please remember that your deck/porches back up to your neighbors and we can hear you.

Loud parties, disputes or any other noise disturbance – please contact the non-emergency police line at 614-645-4545.

SECTION 5 – COMMON AND LIMITED COMMON ELEMENTS

BED MAINTENANCE

The owners are requested to maintain the front and rear landscape beds. Beds should be mulched and kept free of weeds.

VEGETABLE GARDENS

No vegetable garden may be cultivated or maintained on the Common Areas. Vegetable garden are permitted within the confines of the Limited Common Area and must be enclosed with a privacy fence. Plants must be maintained within the patio area and shall not exceed the height of the existing patio fence. **No growing illegal cannabis!**

OUTSIDE WATER SPIGOT

Each unit has an existing water spigot. Some units have the spigot in front and others have the spigot in the rear of the unit. We encourage all residents to be neighborly when it comes to sharing outside water sources. **The maintenance and repair of the interior individual water line, including the exterior water spigot, shall be the responsibility of the unit owner whose spigot is attached.**

All hoses must be disconnected from the outside water spigots in the fall to prevent pipes from freezing. Hoses must be stored in a safe and non-hazardous way.

WATER CONSERVATION

All residents of Worthington Glen share the cost associated with use of water and sewers. The Association encourages water conservation in an effort to minimize this expense. Watering laws, consistent with the policies of the local government, is welcomed and encouraged during dry periods.

A few conservation tips:

Sprinklers – water flowers and lawns only. Do not water the condo, sidewalk or street.

Don't use the sprinklers to cool off or for play. Running through water from a hose or sprinkler waste gallons of water.

Use Residents' pools to water plants

DE-ICING AGENTS

The use of salt on the concrete porches and walks is prohibited. Calcium Chloride or other non-destructive de-icing agents are the only acceptable de-icing agents to be used by residents. Porches must be swept clean after de-icing agents to avoid damage to the concrete.

SUMP PUMPS

Unit owners with sump pumps are responsible for monitoring the efficiency of the sump pump and reporting any malfunction to the property manager. Worthington Glen maintains the sump pumps, but cannot monitor their efficiency. Please report problems to the property manager.

PATIO / DECK MAINTENANCE

All patios and/or decks must be maintained in a proper condition to assure safety as well as to maintain a good overall appearance. The patio and deck shall not be used for storage of personal items other than typical lawn and patio furniture, grills, etc.

Unit owners shall be requested to correct such violations in a timely manner. The Association shall take whatever means necessary and available to correct non-complying violations.

Temporary Patio Awnings may be erected from Memorial Day to Labor Day and must be taken down after Labor Day. **No awning may be permanently attached to the building.**

DECK IMPROVEMENTS

All deck plans must be submitted and approved by the Association, prior to obtaining a building permit. A preliminary approval will be issued and an approval for construction will be granted once a building permit is obtained and a copy is presented to the Association. Construction may not be initiated until the Association issues approval in writing. A final approval will be issued after the deck is completed according to the approved specifications.

Contact OUPS (1-800-362-2764) prior to digging to mark all utility lines.

All utility services including but not limited to gas, electric, water and sewer, telephone, cable, and storm water, requiring be relocating and/or repairing as a result of the installation of a deck, patio, or landscaping shall be the responsibility of the unit owner making alteration.

All application for deck approval must include the following:

- A. Site Plan
- B. Foundation Plan
- C. Top View

- D. Front Elevation View
- E. Side Elevation View
- F. Details
- G. Materials

Construction material for decks will be limited to Redwood, Cedar and Wolmanized Lumber as well as Vinyl, with fasteners suitable for exterior use (i.e. galvanized, zinc plated screws).

Decks must include a rail not to exceed 48" in height, minimum 36" rail required by City Code.

Steps cannot exceed 36" in width and must be securely fastened to deck.

Decks that are elevated in excess of 6" must be completely screened using lattice. Any other screening material other than lattice must be approved prior to installation.

All decks must be sealed and/or stained and maintained in good repair.

Privacy fences may be extended to 10" upon approval by Association, prior to installation. Fence height may be extended not to exceed 6" above deck.

The Limited Common area is comprised of the area directly location behind your unit extending out 10'.0". **Air conditioners must not be relocated outside the designated "LCA".**

Decks shall allow for a 30" clearance for access to all gas and electric meters.

The Association reserves the right to access any utility line that may be restricted by the deck. Repairs to the deck shall be the responsibility of the unit owner.

There is a 45 day time frame for completion of decks and patios once construction begins. If construction is not completed in 45 days the Board reserves the right to remove materials. Exceptions may be granted on a per case basis.

PATIO IMPROVEMENTS

All patios must be approved in writing prior to installation.

Contact OUPS (1-800-362-2764) prior to digging to mark all utility lines.

All patios must a minimum of 4" sub-base of sand or gravel.

Patios must be installed to create a minimum slope of 3/8" per foot sloping away from building.

Patios must be self contained requiring a border. Any lumber used should be wolmanized or treated for exterior purposes.

Patio surface must be relatively flat or consistent providing a safe walking area.

Construction materials shall be limited to: brick, stone or concrete.

Patios shall not exceed the designated LCA behind units. The Limited Common Area is comprised of the area directly behind your unit extending out 10'.0". **Air conditioners must not be relocated outside the designated "LCA".**

YARD SALES

Yard, garage or similar sales on Association property are prohibited except:

1. Association sanctioned events involving the entire community (Spring and Fall)
2. Individual "Moving" sale associated with the sale of a unit upon prior board approval. The manager shall have authority to grant approval for one (1) two-day moving sale per unit.

HOLIDAY DECORATIONS

Decoration by an individual are only permitted within 6 feet in front of, and 10 feet in the rear of, each unit. Christmas decorations may be displayed from Thanksgiving until the second week in January. All other Holiday decorations may be displayed for a two week period. No screws, nails, or other fasteners shall be placed through siding. Attachment into wood is permitted.

HOT TUBS

Liability insurance is to be carried by unit owner, not Association. Hot tub owners must provide evidence that liability insurance in the amount of \$1,000,000 is in place.

Hot tubs must be covered and locked when not in use. Tub must be surrounded by 6 foot fence with self-locking gate. **Fence must be approved by Board.** Water purity must be monitored and maintained at acceptable levels. Hot tub cannot be permanently affixed to deck without obtaining board approval and proper building permits. Association shall not be responsible for damage caused by repairs to utility lines or necessary maintenance performed on building.

SATELLITE ANTENNAS

Under Article III, section 2 (D) of the Worthington Glen Declarations and By-Laws – No sign, awning, canopy, shutter or television or citizens band or other radio antenna or transmitter, or any other device or ornament shall be affixed to or placed upon the exterior walls or roof or any part thereof, or in, or over a patio or balcony, unless authorized by the Board. However, the Federal Communications Commission (FCC) has recently released a ruling on over-the-air devices that invalidates the Association's bylaws which prohibit antennas.

Therefore, we must allow satellite antennas. Such antennas however must adhere to the following guidelines:

1. Satellite Dish Antenna (s) no larger than 39 inches may be installed inside your limited common area (LCA), patio area, in accordance with the FCC, and shall not extend beyond the "LCA" as described in the Association Declaration and By-Laws. No satellite dish may be attached to the building or roof. No dish may be installed in the "Common Area". The association requests that you obtain approval from management prior to installation. Holes may not be drilled into the building without prior approval.
2. Units in building where reception cannot be received in the patio area due to the direction the building faces, may petition the Board, in writing for an alternate location.

SKATEBOARDING/SCOOTERS/RAZORS

All skateboarding after 9:00pm is prohibited. No skateboarding ramps are to be erected anywhere on the Association property.

Parents who permit their residents to participate in skateboarding activities or whose residents' damage Association property (such as trees and any landscaping) will be liable for all damage which results.

SEASONAL TOYS

Basketball Hoops, bikes, residents pools must be stored inside during winter months.

SECTION VI – ARCHITECTURAL CONTROL

DOORS/WINDOWS & SCREENS

Owners are responsible to maintain and keep in good repair all windows, screens and doors.

STORM DOOR STANDARD

The Board of Trustees has approved full length glass storm doors and the standard white cross buck door without grids for the community. All doors must be approved in writing, the Association Manager prior to installation. Doors installed without approval are subject to being removed at the owner's expense.

WINDOWS

Exterior storm windows are prohibited to be installed over existing windows. Replacement windows must be in similar style to the original windows.

CHANGE TO EXTERIOR OF UNIT

If any changes are made to the exterior of any unit, without Board approval, including but not limited to windows, doors, lighting fixtures, etc., the Board has the right to remove it immediately at the owner's expense.

SECTION VII – OBLIGATIONS OF UNIT OWNERS

CHANGE POLICY

Any unit owner may request the Board change an existing rule by submitting a written petition supported by not less than 75% of all unit owners.

ENFORCEMENT

The Board of Trustees reserves the right exclusively to enforce all rules and regulations. The Board may delegate the enforcement responsibility to a representative agent of the Board. The Board or its agent's remedies may include the following:

1. Courtesy letter requesting violation is corrected promptly. (Warning)
2. Enforcement Fine up to a maximum of \$250.00 may be levied only after a warning has been given and the violation is not corrected. Notice of charge is given to the non-complying owner.
3. Legal action required to remedy the situation. All legal expenses incurred on behalf of the Association to enforce the rules and regulations will be assessed against the non-complying unit.

INSURANCE

If an insurance claim is made to cover damages to a single unit (not common area) other than water and sewer back-up, sump pump failure or main water line leak, the deductible shall be paid by the unit owner, not the Association.

LEASING

If you rent or lease your unit, within 10 days of the commencement of the lease the Association must receive in writing the following:

1. The name of the tenant and/or tenants
2. The address of the Unit that is being rented
3. The name and address of the Unit owner
4. The term of the lease
5. A copy of the written lease that is in compliance with Article III, Section 2 (G)

Every lease must provide that it is subject, in all respects, the rules, regulations and organization documents of the Worthington Glen Condominiums and that failure of the tenant to comply with the rules and regulations shall be a default under the lease. Failure to insert this provision or to comply with Article III, Section 2 (G) will result in rejection of the lease. The lease shall also include a provision that any holdover tenants shall also be subject to the rules and regulations of the Worthington Glen Condominiums and failure to comply will be a default.

Copies of the leases and any questions you may have shall be directed to Condominium Administrators, 845 Lookout Point Drive (614-848-3320).

SECTION VIII – SAFETY – SECURITY AND PERSONAL CONDUCT

SAFETY / DAMAGE

Individuals who allow their residents to play in the “common areas” assume sole responsibility and liability for damage to Association building and/or property. The Association assumes no responsibility or liability for damage to personal items and/or injury to individuals as a result of anyone playing in the common area.

FIREWORKS

It is illegal to set off fireworks (fire crackers, bottle rockets, etc) in the Glen and the State of Ohio. You must be licensed to set off fireworks. Only “novelty and trick” fireworks, such as party popper and glow worms can be discharged by unlicensed individuals.

Please contact local law enforcement with illegal fireworks complaints.

TRESPASSERS AND SOLICITORS

Worthington Glen Condominium is a private residential area closed to the general public. Trespassers, solicitors, and unauthorized vehicles are prohibited.

CRIMINAL ACTS

Criminal acts committed on Worthington Glen Property shall be reported to the Columbus Police Department.

WORTHINGTON GLEN BLOCK WATCH

Interested becoming involved in your community, please email the coordinator at BlockWatchGlen@yahoo.com for more information. You may also send any information pertaining to car breakins etc to the coordinator.

IMPORTANT PHONE NUMBERS

COLUMBUS POLICE DEPARTMENT	9-1-1 OR 614-645-4545
COLUMBUS FIRE DEPARTMENT	9-1-1 OR 614-221-2345
CONDOMINIUM ADMINISTRATORS WEBSITE ADDRESS: http://condoadministrators.sharepointsite.com EMAIL ADDRESS: worthingtonglen@aol.com	614-848-3320
THE ACCOUNTING GROUP (LYNNEA AMWEG)	614-793-0022
CALL BEFORE YOU DIG (OUPS)	800-362-2764
POISIN CONTROL CENTER	800-222-1222
AT&T	800-572-4545
TIME WARNER CABLE	614-210-3008
INSIGHT COMMUNICATIONS	614-236-1200
WOW CABLE	866-496-9669
AMERICAN ELECTRIC POWER	614-836-2570
COLUMBIA GAS OF OHIO	800-344-4077
COLUMBUS REFUSE (BULK PICK-UP)	614-645-8774

<i>Checklist of Maintenance Responsibilities</i>		
Description	Unit Owner	Association
Decks/Patios	X	
Doors (Weather-stripping, hardware, frames, door jambs, storm-doors, screen)	X	
Doors (Garage, entry, storm, slider) Routine maintenance, painting and replacement	X	
Fences, Dumpsters		X
Foundation Walls, Footing Drains		X
Heating and Air Conditioning	X	
Insurance: Property and General Liability		X
Insurance: Personal Property	X	
Landscaping: Lawns, shrubs and trees		X
Lights: Exterior fixtures on Units	X	
Numbers: Unit Address		X
Painting: Exterior Color Selection		X
Pipes (Personal pipes-gas, water, sewer) servicing one unit	X	
Pipes - servicing more than one unit		X
Plumbing: Toilets and Disposal	X	
Plumbing: Sump Pump		X
Property Damage within Unit	X	
Repair of all damage to any part of the Common Area caused by resident, visit, family member, tenant, pet or vehicle	X	
Roofs: Shingles, Gutters, Downspouts		X
Sidewalks/Stoops - Concrete		X
Snow Removal: Streets, Walks, Stoops		X
Streets, Parking Spaces, and Parking Area Pavement		X
Unit Smoke Detectors	X	
Walls (Interior Maintenance)	X	
Walls (Exterior Siding)		X
Windows (frames, glass, screens, storms)	X	

Wiring (electrical, cable, television) servicing one unit	X	
---	---	--