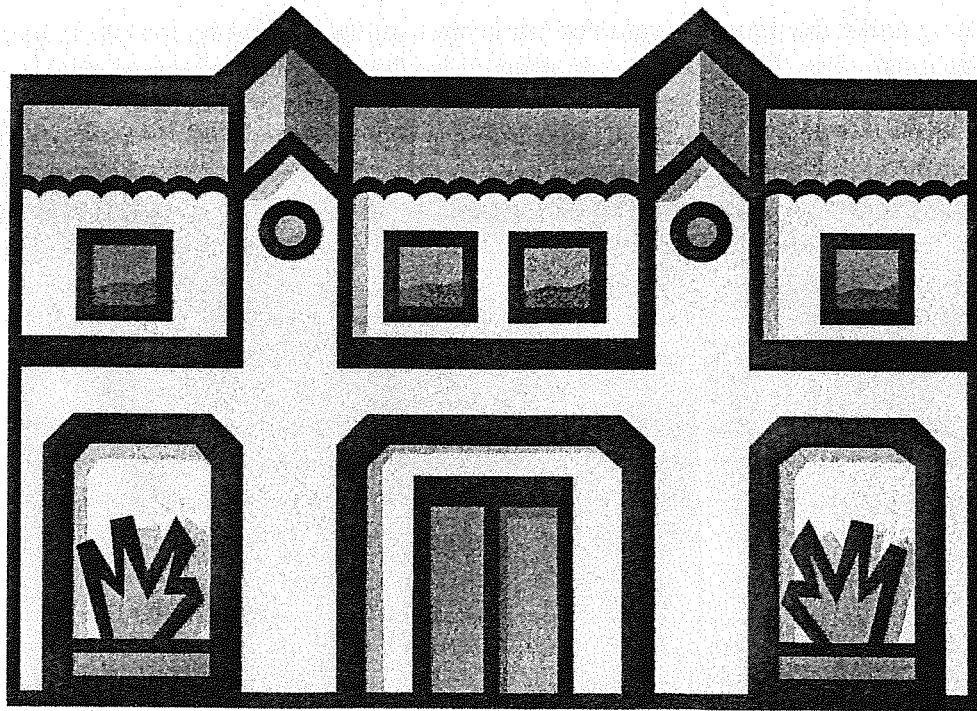


# Woodhill Condominium Homeowner's Policy Manual



The Woodhill Homeowner's Manual is published under the direction of the Board of Directors of the Woodhill Homeowner's Association.

Its purpose is to provide information to all residents on policies ("rules") which govern the manner in which Association homeowners, renters, and their guests are expected to conduct themselves within Woodhill; to facilitate living harmoniously together in a very close space.

In addition, "guidelines" have been generated to provide practical direction. In essence, both rules and guidelines are developed to ensure the safety, comfort, and welfare of all residents. Above all, common courtesy among all residents will go further to create good will and a great place to live, than dealing with enforcement issues.

Maintaining and enhancing the value of our homes on the current real estate market is of interest to most of us. These values are affected by the look and upkeep of all Association properties. It is anticipated following these rules and guidelines will help preserve and improve the integrity and esthetic value of these properties; but to do so **REQUIRES THE HELP OF EVERY RESIDENT**. All residents, whether owners or tenants, are responsible for ensuring they, as well as their guests, comply with the provisions of this manual.

Condominium

The Association is officially known as the Woodhill Condominium. It is governed by an elected Board of Directors.

A. Association Objectives

The main purpose of the Association is:

- To provide maintenance service to the properties which it owns or administers.
- To protect the investment and enhance the value of the property owned by its members.
- To provide an efficient mechanism for numerous people with diverse interests, backgrounds, and living habits in close proximity and to share common possessions with a minimum of inconvenience and loss of personal rights.

B. Board of Directors

An elected Board of Directors oversees the Association's operations. The Board meets monthly and reviews financial and operating activities of the Association. In addition, they consider variances, building and grounds, operating budgets, contracting of services, insurance coverage, asset additions and improvements, and any other items that are brought to the Boards' attention.

The Board of Directors has a fiduciary responsibility to protect the Association and the common areas it manages for the benefit of all. It has the authority to establish any rules deemed necessary for the efficient operation of the Commons. Any restrictions reflected in the Rules & Regulation are designed only to protect the homeowners as a whole and their investments in the community.

C. Property Manager

Associations such as Woodhill typically employ an accredited Property Manager to maintain the property and enforce the rules and regulations in the Offering Plan and any additional rules the Board may institute. Day to day operations are managed by the Property Manager and overseen by a managing agent, hired by the Board of Directors.

## INSURANCE

Included in the regular monthly assessment fee for all single family and Townhomes is an amount to cover casualty and liability insurance. The Property Manager procures the necessary coverage based on competitive bids. Casualty insurance (fire and other hazards) covers the basic structure of each individual unit. This includes all exterior and interior walls, standard installed carpeting, appliances, cabinets, and electrical and plumbing fixtures.

Blanket coverage is updated annually. For any reasonable expectation of loss within the community as a whole, the total coverage, less a \$ 1,000.00 deductible per incident, can be anticipated to provide full replacement value.

Individual homeowners are advised to review the blanket policy with their own insurance agent to determine the need for additional casualty coverage for unit upgrades, customized extras, and contents. There is a standard insurance form, HO-6, applicable to condominium and townhouse developments. Homeowners are advised to investigate its applicability to their particular needs.

Liability insurance is available to protect against legal action alleging negligence or responsibility for damages, injuries, or death on Common property. This coverage does not eliminate the need for homeowners to carry individual liability insurance to protect against accidents that might occur inside units.

## ANNUAL PROPERTY INSPECTION

The Association and Property Manager for compliance with standards and regulations will review all property at least once a year. The review includes Common grounds. The Property Manager, as authorized by the Board of Directors, will notify in writing, those homeowners obligated to bring their work into compliance.

## COMPLIANCE PROCEDURE

The Property Manager is charged with overseeing compliance with rules and regulations set forth in the Offering Plan and/or as subsequently established by the Board of Directors.

1. In the event of non-compliance, the Property Manager is directed by the Board to advise an individual homeowner by letter, detailing the specific complaint and specifying a time frame for corrective action.

2. Penalties for continued refusal to comply with Property Manager requests may include, but are not limited to:

- Removal by the Association at homeowner expense of unauthorized additions to property or buildings, and restoration to its previous condition.
- Towing of illegally parked or stored vehicles
- Fines or sanctions for actions that disturb the peace, or transgress acceptable neighborly conduct within the Community.
- Placing liens on a homeowners unit to insure payment of fines levied, or costs incurred by homeowners.

### NEWSLETTERS

Periodically newsletters will be sent to brief all homeowners and renters about the Association, community events, and informative news concerning residents. The Management Company must approve all items prior to printing in order to ensure its pertinence, accuracy, and tastefulness. If you are interested in writing an article for the newsletter, please contact Crofton Associates at 248-3840.

### MEMBER'S RESPONSIBILITIES

As homeowners at Woodhill Condominiums, you automatically become a member of the Association; having a vested interest in and responsibility for adhering to rules and regulations set forth by the Association. When renters occupy properties, it is the Association member's responsibility to ensure their renters understand and comply with the rules and regulations of the community.

Following these tips can help ensure a pleasant community association experience:

- Be familiar with the covenants, conditions, and restrictions
- Whenever given the opportunity, participate in the decision making process
- Make all criticism constructive
- Be patient
- Assume the responsibility to get the job done
- Consider the effect of ones actions on others
- Practice being open and honest to ones neighbors

To provide continuity to the Association, its management and operations, the Board is continually looking for interested Association members to assist in this process. Due to general turnover and changing lifestyles, Board members change. Any involvement in the Association can be very rewarding and beneficial to you, your investment and your neighborhood community. If you are willing to provide your assistance, please contact a Board member or the Property Manager.

## YOUR OFFERING PLAN

Woodhill is governed not only by the laws and regulations of the Town of Greece, but further regulated by restrictive covenants in the Offering Plan (prospectus) you received when you purchased your property. The Offering Plan contains the declaration of protective covenants, conditions, restrictions, easements, charges and liens, and the By-Laws applicable to all properties sold at Woodhill.

Homeowners and residents are required to follow the regulations as outlined in the Offering Plan, and any other regulations approved by the Board of Directors. It is important that all of us understand and follow the guidelines established. This Resident's Manual is a synopsis of these regulations intended to complement, not replace, these documents.

## COMMON ELEMENTS MAINTAINED BY THE WOODHILL ASSOCIATION

- Exterior walls and siding
- Roofs
- Gutters, downspouts
- Brick walls
- Parking areas and sidewalks
- Lawn areas and plantings

## ELEMENTS MAINTAINED BY UNIT OWNERS

- Storm doors, front and rear
- Windowpanes, casing (frames), screens
- Doors
- Stoops and stairs
- Appliances, including furnace, hot water tank, air conditioner, sump pumps
- Interior walls/ ceilings
- Attic/ attic insulation
- Interior electrical service
- Sinks and toilets
- Basement interior

RULES AND REGULATIONS OF WOODHILL CONDOMINIUM

1. Each townhouse owner shall keep his townhouse in a good state of preservation and cleanliness. He shall not allow anything to fall from the windows or doors of the premises, nor shall he sweep or throw from the premises any dirt or substance upon the grounds.
2. Refuse shall be securely placed in proper containers in such manner and at such times and places as the Board of Directors or its agent may direct.
3. The sidewalks and entrances must not be obstructed or encumbered or used for any purpose other than ingress and egress to and from the units in the buildings.
4. No organized sports activities, picnics, barbeques, or outdoor fires are allowed unless the Board of Directors grants a special permit for a particular event.
- \*5. Unit owners shall not leave lawn furniture, picnic tables, charcoal grills or the like on the lawn areas.
6. No fences, hedges, or walls shall be erected or installed by any homeowner anywhere on the property.
7. Homeowners shall not permit or keep any disturbing noises or objectionable odors to be produced within or to emanate from their units.
8. Unit owners shall not permit or keep in their units any inflammable, combustible or explosive material, chemical or substance.
9. Water closets and other water apparatus in the buildings shall not be used for any purpose other than those for which they were designed. Any damage resulting from misuse of any of these fixtures in a unit shall be repaired and paid for by the unit owner.
10. No sign, advertisement, notice or other lettering shall be exhibited, inscribed, painted, or affixed by any unit owner on any part of the outside of any building, hung from windows or placed on a window sill, without prior written consent of the Board of Directors. Security signs are excluded.
11. No awnings, aerals or other projections shall be attached to the outside walls of the buildings, and no blinds, shades or screens shall be attached to, hung or used on the exterior of any window or door of a unit, without an approved variance request.
12. Townhome owners, their employees, customers, and visitors shall not at any time or for any reason whatsoever enter upon the roof of any townhome or building without the prior written consent of the Board of Directors.
13. The Board of Directors, or its designee (Crofton Associates) shall have the right of access to any unit for the purpose of making inspections, repairs, replacements, or improvements, or to remedy certain conditions that would result in damage to other portions of the building.
14. Nothing shall be done or kept in any unit or in the common elements that will increase the rate of insurance for any building or contents thereof, without the prior written consent of the Board of Directors. No homeowner shall permit anything to be done or kept in his unit or in the common element that would/ could result in the cancellation of insurance on any building or contents thereof or

which would be in violation of any law. No waste shall be left in the common elements.

15. No noxious or offensive activity shall be carried on in any unit or in the common elements, nor shall anything be done therein, either willfully or negligently, which may be or become an annoyance or nuisance to other unit owners or occupants.
16. No animals or reptiles of any kind shall be raised, bred, or kept in any townhouse or on the common element. Homeowners are permitted to keep one dog, cat, or other household domesticated pet. *No weight limit.*
17. All dogs must be leashed and in control at all times. Owners are expected to clean up droppings on their own property and the property of other residents in the community.
18. The maximum speed limit for all vehicles within the property shall be ten (10) miles per hour.
19. No commercial vehicles shall be parked or stored on any portion of the property, except for vehicles temporarily on the premises for the purpose of making deliveries or providing services to the dwelling units or in connection with the maintenance of the common element.
20. No abandoned or unregistered vehicle shall be parked, left, or stored upon the property or any portion thereof.
21. No recreational vehicles shall be parked or stored on any portion of the property, except for a 4-hour duration to temporarily load or unload but not for overnight parking or storage for longer periods.
22. No "For Sale", "For Rent", "For Lease" signs or other window displays are permitted on any part of the property without the written approval of the Board of Directors.
23. No unit owner shall alter, impair or otherwise affect the common elements without the prior written consent of the Board of Directors.
24. Any complaints regarding services or operation of the Condominium shall be made in writing to the Board of Directors or Crofton Associates.
25. **Crofton Associates supplies pre-printed envelopes and payment card for your monthly assessment. These payments are due on the first of every calendar month. Accounts not current after repeated notification will be turned over to an attorney and a lien filed. Attorneys' fees and lien costs will be the responsibility of the member in default. Funds collected will be applied first to the legal fees and last to the outstanding charges. Notice of default may also be sent to the unit owner's mortgage holder.**
26. Any consent or approval given under these Rules and Regulations may be added to, amended, or repealed at any time by resolution of the Board of Directors.
27. A unit owner may apply to the Board of Directors for a temporary waiver of one or more of the foregoing rules. Such temporary waiver may be granted by a majority of the Board of Directors, for good cause shown, if, in the Board's judgment, such temporary waiver will not interfere with the purpose for which the Condominium was formed.



28. These Rules and Regulations may be supplemented from time to time, repealed or modified by a majority vote of the Board of Directors. No such additional or modified Rule or Regulation shall take effect until communicated in writing to the unit owners. Any Rule or Regulation adopted by the Board of Directors can be repealed or otherwise superseded by a vote of a majority of the unit owners.

