

WALKER WOOD
HOMEOWNER ASSOCIATION

HANDBOOK

Jan. 2011

REFERENCE GUIDE

This Handbook was prepared for the homeowners of Walker Wood to serve as a quick source of general information about the community, the rules and regulations by which we shall live, and its governing Association. This is not a substitute for the Code of Regulations, which should be read and understood by every homeowner. In the event of a conflict between this Handbook and the Code of Regulations, the Code of Regulations is the controlling document.

Questions about the Association and its activities should be directed to the Board through the Association's Property Management Company, Towne Properties.

While every effort has been made to assure accuracy, errors do occur. Please feel free to suggest corrections and/or changes and additions to Towne Properties or to the association website (www.walkerwoodhoa.com).

MESSAGE FROM THE BOARD OF TRUSTEES

Dear Homeowners and Residents,

On behalf of the Board, management and all residents of the Walker Wood Homeowner Association, we would like to take this opportunity to welcome you to our community.

Walker Wood Homeowner Association, like any other homeowner association, believes the best interests of the community always outweigh the interests of the individual residents.

Most homeowners moved here because they wanted to live in a clean, well-maintained, safe and orderly community that also helps protect the value of their home.

We look forward to receiving your questions and/or suggestions on how we, as a community and as a Board, can better serve each and every resident. All opinions are important and will be respected. All ideas are welcome.

Welcome Home!

*Walker Wood Homeowner Association Board of Trustees
&
Towne Properties*

CODE OF REGULATIONS

Every homeowner should have received a copy of the Code of Regulations, Easements, Restrictions, Assessments, and Assessment Liens at or before the closing on their home. This document provides the basis by which a common plan of governance for the community was created and provides the rules and regulations by which the Association will be run. It is the duty of each Homeowner to become familiar with the Code of Regulations.

PURPOSE OF RULES AND REGULATIONS AND THEIR MODIFICATION

The purpose of the rules and regulations is to establish rules that will preserve our asset (the community), control operating and maintenance costs, and provide for a harmonious living environment for all residents. The homeowner industry recognizes that a source of a home's resale value lies in the well-kept and uniform appearance of the entire community, and it is to this end that your Board, pursuant to the Code of Regulations, adopted many of these rules and regulations. 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.

FINANCIAL MATTERS

The association depends upon all owners making their payments in a timely manner in order to continue to maintain a high quality community, and to provide the necessary services. The annual due per lot owner is \$150.00. Dues are used to pay for expenses on utilities, landscaping, maintenance, insurance and taxes on the nearly 20 acres of green spaces, entrances, common areas and woods owned by the Walker Wood Home Owner Association (WWHOA). Administration and property management company fees are also paid from the annual dues. Toward that end, the following payment policies have been established:

1. **Due Date:** Notification of dues letters are mailed to homeowners on Feb. 1st and dues are due by March 1st of each calendar year.
2. **Delinquency:** A payment is delinquent if not paid on or before March 15th.
3. **Late Fee:** A late fee of \$50.00 will be levied against any lot owner who does not pay dues by March 15th. A delinquency notice will be mailed on or about the 20th of the month.
4. At its sole and unfettered discretion, the Board may cause a lien to be recorded against the lot of any owner who has assessments, or portions or installments of assessments, that remain unpaid ten (10) days after said payment has become due. As such, applicable attorney fees will be assessed to the homeowner.
5. Any lien that is recorded will reflect the year's assessments accelerated in their entirety, and the association will be under no obligation to release such lien until all such assessments have been paid, including past dues, late fees and lien fees payable to the WWHO A upon sale of the property.

RESIDENTIAL USES

Lots shall not be used for any purpose other than that of a residence for individuals living together as a single housekeeping unit. No Dwelling shall be rented or used for transient or hotel purposes, which are defined as:

1. Rental for a period less than thirty (30) days.
2. Rental under which occupants are provided customary hotel services.
3. Rental to roomers or Boarders, that is, rental to one or more persons of only a portion of a residence on a lot.

COMMON AREAS

USE OF COMMON AREAS

The common areas are for the sole and exclusive use, benefit, and enjoyment of the residents for the purpose and manner in which such areas and facilities are ordinarily used. All Homeowners jointly own the common area. No one shall use the common area in such a manner as to disturb others. The pond located on Aiken Circle is a common area available for resident use (e.g. Fishing during daylight hours) other than the shoreline of the lake that is immediately adjacent private property on the southeast side of the pond.

Homeowners are responsible for the maintenance and repair resulting from damage to the common areas caused by any negligent or intentional act by the Homeowner, residents of a home, or guest of any Homeowner or resident.

ARCHITECTURE and LANDSCAPE

EXTERIOR MODIFICATION APPROVAL

Any alteration to the lot as originally improved, requires a written plan be submitted for approval from the Board before any alteration is started. Examples of changes that require prior approval include: exterior doors, garage doors, windows, shutters, paint and stain colors, awnings, patios and decks, installed sports and play equipment, pools and spas, fences, flagpoles and landscape improvements or changes, and drainage system improvements. New structures, such as dog houses, storage sheds, etc. are prohibited.

Residents should submit a written request to the property management company for consideration by the Board using the form available at the end of this handbook and on the WWHOA website (Exterior Modification Request). The written request should provide sufficient details, such as color and dimensions, to aid the Board in making a determination.

LAWN, LANDSCAPE, DRIVEWAY, SIDEWALKS APPEARANCE AND MAINTENANCE

All portions of a Member's yard visible from the street or adjoining property shall be maintained by the Member so as to present a neat and clean appearance, free of trash and weeds, and to reflect a high pride of ownership. All landscaping shall be properly maintained by the resident so as to avoid any unsightly conditions. Driveways and sidewalks (front or fronts/side for corner lots) must be maintained (including snow removal) and in good repair that is free of any significant cracks, fractures or offsets that pose a risk to other residents or compromise the aesthetic quality of the neighborhood. Any expenses incurred by the WWHOA to maintain the property for the homeowner will be assessed to the homeowner. If assessments are not paid within 30 days additional late fees and liens may also be assessed.

Free standing vegetable gardens are prohibited.

Mailboxes must be of matching design, material and stain color consistent with that chosen by the WWHOA. They must remain in good condition with house numbers visible on both sides.

OFFENSIVE ACTIVITIES

No activity noxious or offensive, in the reasonable judgment of the Trustees, shall be carried on or permitted upon any part of the WWHOA. Nor shall anything be done thereon which may be or may become an annoyance or nuisance to the neighborhood, including signs, displays or decorations that are deemed offensive.

REFUSE COLLECTION

Garbage and refuse shall be placed in containers. Trash containers may be placed at the curbside no earlier than 6:00 p.m. prior to the collection day and must be removed by 6:00 a.m. the day after collection. At all other times, trash containers are prohibited from being stored in front of garage doors or any portion of the residence and must be stored within the building.

SIGNS

One temporary professional real estate sign unlit ('FOR SALE' or 'FOR RENT') and not exceeding 2' x 2', advertising that a lot or residence is for sale or lease is allowed. A security system decal may be placed in the window and/or on a small sign designed for that purpose and placed in the area closest to the front door. Open house directional signs are permitted for a reasonable period of time.

Political signs no larger than 2' by 2' feet are permissible to be displayed up to 30 days prior to and 7 days after an election.

LANDSCAPE LIGHTS

Exterior lighting should not shine on any other lot except the lot upon which they are located on and should not disturb the adjacent neighbors.

PARKING –AUTOMOBILES, BOATS, RECREATIONAL VEHICLES, TRAILERS, ETC

To the extent there are sufficient spaces within the garage, all vehicles are to be parked within the garage. In the event there are more vehicles than garage spaces, vehicles parked outside the garage must be operable and must be regularly driven by a resident and not a visible nuisance.

On street parking is prohibited wherever "No Parking" signs are posted.

Boats, trailers, recreational vehicles etc. may only be parked in a garage shielded from view from streets. Such vehicles may be parked in a driveway for a period of 72 hours or less.

PETS

Domestic animals only are permitted and are to be kept for domestic purposes only; breeding or maintaining pets for any commercial purpose is prohibited. No more than two dogs or two cats or two other pets which are permitted outdoors may be kept in any residence except when animals in excess of such numbers are less than three months old.

1. The owner of a pet is responsible for immediately cleaning up after the pet if it defecates on public land, common space or other Residents' property; and if such cleaning up is not done, the owner shall be liable for all costs incurred by the Association for cleaning up and disposal of such defecation.
2. Excrement from a pet kept or turned loose within the confines of a Member's yard shall be promptly cleaned up and disposed of in order to avoid creating a nuisance, odors, or an unsightly or unsanitary condition.
3. Any Resident owning a pet is responsible for insuring that frequent barking and/or howling of such pet does not create a disturbance.
4. Animals other than those classified as Household Domestic Pets are prohibited.
5. Pets will not be bred or maintained for commercial purposes.
6. All pets must be on a leash when in the common or limited common area.

NONCOMPLIANCE

Situations may arise where a resident believes another resident has violated the Walker Wood HOA Code of Regulations. The Board recommends residents to address these situations directly with other residents if possible, but if this is not successful, then a formal complaint can be submitted to the property management company (see attached WWHOA Complaint Form). Once the complaint is received, the property management company will attempt to verify the violation. Once verified, the property manager will then send the offending resident a letter that states the complaint and requires resident compliance within a ten-day period. The property management company will also send the resident a copy of the section of the Code of Regulations or deed restrictions that applies to the violation. Board Members will receive a copy of the letter. Additionally, due to potential sensitivity of these issues, the complainant will remain anonymous unless the complainant directly informs the other resident of the complaint filed.

The resident receiving the letter has the following options:

- 1) Comply with the Code of Regulations. Once that has been achieved, the resident should notify the management company. If the property 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 within ten days.
- 4) Refuse to comply. If the resident does not comply within the allotted time period and does not write a letter to the Board requesting additional time or questioning the complaint, the Board may engage someone to perform the work necessary, and bill the resident for the actual cost.
- 5) The first offense reported to and confirmed by the WWHOA will prompt a written notification of the violation from the property manager. The resident will have 7 days from receipt of the letter to rectify the violation and notify the property management company of the steps taken toward resolution.
- 6) If the violation is not corrected within 7 days of written notification a fine of up to \$100 may be imposed on the resident. For each additional 30 day period that the violation occurs, an additional \$100 fine may be imposed.
- 7) At any point the resident can request a meeting with the Board to dispute the violation in question, or make arrangements to amend the violation. The request should be made in writing through the property management company.

PROPERTY MANAGEMENT COMPANY

The property management company retained by the Board is:

Towne Properties
777- A Dearborn Park Lane
Worthington, OH 43085
Telephone : 614-781-0055
Fax: 614-781-0832

PROPERTY MANAGER

Philip Kinnison 614-318-2755
philipkinnison@towneproperties.com

CUSTOM SERVICE ADMINISTRATOR

Kathy Haegele 614-781-5150
kathyhaegele@towneproperties.com

**WWHOA HOMEOWNER ASSOCIATION
FORMAL COMPLAINT**

VIOLATOR (S), IF KNOWN: _____

ADDRESS, IF KNOWN: _____

CAR, VEHICLE, LICENSE PLATE NUMBER, IF APPLICABLE:

PET OR ANIMAL DESCRIPTION, IF APPLICABLE: _____

VIOLATION: Describe nature, location, date, time, etc. _____

Date: _____

Signature: _____

Printed Name: _____

Address: _____

PLEASE MAKE COPY OF THIS FORM FOR USE

PLEASE SUBMIT FORM TO:

**TOWNE PROPERTIES
777-A Dearborn Park Lane
Worthington, Ohio 43085**

**WALKER WOOD HOMEOWNER ASSOCIATION
EXTERIOR MODIFICATION, ADDITION or ALTERATION
APPLICATION**

Name: _____ Date Submitted _____

Address: _____ Telephone _____

Description of modifications:

Please attach a PLOT PLAN showing the exact location with respect to the home for the proposed modification, addition or alteration.

Materials and Colors: _____

Landscaping materials: _____

Modification to begin on _____ To be completed by: _____

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

- The specifications as approved by the Board of Directors
- The Orange Township permits, building regulations, ordinances, etc.
- Repair of any damage to the common area, other lots and/or units
- Refer to Article 2, Architectural Control of your Declaration for a detailed description
On the approval process

Management company recommends/does not recommend this modification for approval

Approved _____ Disapproved _____ BY _____ Date _____

Please submit Form To:

**TOWNE PROPERTIES
Attn: Philip Kinnison
777 A Dearborn Park Lane
Worthington, Ohio 43085**

**E-mail: Philipkinnison@towneproperties.com
Or Fax 614-781-0832**