

Woods at Auburn Lakes
Rules and Regulations Effective January 1, 2023

RULES AND REGULATIONS

The information in this section of the Resident Booklet outlines the Rules which supplement the Declaration and Bylaws, as recorded in the Geauga County records, and which take into consideration the reasonable health, safety and comfort of all Unit Owners and Occupants who live in our community. Nothing contained in this Resident Booklet is intended in any way to alter the Declaration and Bylaws. Any conflict in the language of this booklet and the Declaration and Bylaws will be resolved in favor of the Declaration and Bylaws.

The Board suggests that you keep this information handy and that you refer to it when you have a question regarding condominium living. If something is not covered in the following pages, consult the Declaration and Bylaws.

The most up to date information is on the Associations' Website:
www.thewoodsatauburnlakes.com

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I. INTRODUCTION

The Woods at Auburn Lakes Association, Inc. (“Association”) is a private condominium association located in Auburn Township, Ohio. The Association manages the Condominium Property, which contains 167 Units located at the Auburn Lakes Planned Unit Development in Auburn Township; Geauga County, Ohio. The Woods at Auburn Lakes was developed by the Auburn Lakes Limited Partnership.

The Board requests and appreciates your cooperation in respecting that Board members are not employees and should not be contacted directly on Association related matters outside of Board meetings.

Board members work with the Community Association Manager to resolve Association matters and can only decide on issues brought to their attention by the Community Association Manager. The only exception is that you should send a letter directly to the Board members concerning problems that you may have with the Community Association Manager. Again, all other communications must be directed through the Community Association Manager to assure that your concerns and questions are properly addressed and answered. The Board can only make decisions by majority vote.

The Association utilizes the services of the Geauga County Sheriff Department, the Auburn Volunteer Fire Department and the Chagrin Falls, Ohio Post Office.

The driveways and the roads within the Condominium Property are private. They are reasonably maintained by the Association. The main entrance drive, Auburn Lakes Drive, from Washington Street to the cul-de-sac which intersects with Pointe Breeze is a dedicated county road and is maintained by the Auburn Township.

As a private condominium association, the Association is governed by its recorded Declaration and Bylaws. The application of the Declaration and Bylaws to daily life is entrusted to the Board of Directors of the Association (the “Board”). The following Rules are adopted by the Board to reflect the intent and specifics of condominium living contained in the Association’s Declaration and Bylaws and as defined by the Ohio Condominium Act.

II. MANAGEMENT

- A. The Association is reasonably managed by a Board of Directors. The Board is composed of 5 Directors elected by the Unit Owners. Directors must be Unit Owners, or spouses of Unit Owners. Elections of Directors, alternating two-year terms with election of 2 or 3 Directors per year, are held at the Association’s yearly Annual Meeting held in March. The Board’s responsibility is to reasonably manage the affairs of the Association on behalf of the Unit Owners.

- B. The Board retains the services of a professional management company, Carlyle Management Company, to handle the day-to-day operations of the Association. The Community Association Manager is on site at various times during the week. Check the schedule that is posted on the Association’s website or in the mail huts. The Community Association Manager’s office is located on 89 Baybrook Lane. The Community Association Manager can be reached during the day at 216-464-7465.

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MANAGEMENT continued:

(In emergencies, Carlyle Management Co. can be reached 24 hours a day seven days a week at 216-464-7465.) Do not use this address as a USPS mailing address. The address is only for items that can be hand delivered to the Community Association Manager.

- C. The Board conducts meetings quarterly (March, June, September, and December) on the second Tuesday of the month at 7:00 p.m. at the Auburn Lakes Clubhouse, unless otherwise announced. Refer to the website for dates scheduled. Whenever practical, notices of any changes will be posted on the Association's website, sent by Mail Chimp, or posted in the mail hut bulletin boards. Unit Owners are welcomed and encouraged to attend the Board of Directors meetings.
- D. The Board has appointed seven standing committees: Landscaping/Aesthetics Committee ("LAC"), Architectural Review Committee ("ARC"), Website Advisory Committee, Pool Committee, Social Committee, Safety and Security Committee and Roads and Drives Committee. Each committee has a chairperson who reports to the Board. The Committees are charged with reviewing, modifying and making recommendations to the Board. Committee commendations are presented to the Board for final approval. All committees meet as needed. The Pool Committee assists in the pool management. Other committees can be appointed by the Board as needed.
- E. The Board created the position of Street Representatives. The Street Representative charge is to convey the needs and concerns of individual streets either to the Property Manager or to the Board. Street Representatives are volunteers and are appointed by the Board for unlimited terms. Street Representatives are expected to report issues and concerns to the Board at regular Board meetings

III. RULES AND REGULATIONS

NOTE: The terminology used in the Rules and Regulations will have the same meaning as those terms that are defined by the Ohio Condominium Act and the governing documents.

A. COMMON ELEMENTS

The Common Elements are designed for the use and enjoyment of all Unit Owners and/or Occupants. Everyone is expected to be considerate in their behavior and protective of the Common Element environment. Leaving any plants, branches, waste, trash, debris, or personal property unattended on the Common Element or on the Common Element after sunset is prohibited except as specifically authorized by these Rules.

COMMON ELEMENTS continued:

1. Trees/Foliage/Plants

Unit Owners or Occupants may not change, add or remove foliage, plants or trees in the Common Element without prior recommendation of the Landscape Committee (LAC) and written approval by the Board. See section VI for procedures and guidelines.

2. Ponds and Lakes

- a. The ponds and lakes on the Condominium Property serve the purpose of drainage infrastructure, aesthetics and as a water supply for the fire company. Planting any plants/trees around the ponds/lakes area is prohibited.
- b. Swimming and wading in and ice skating on the lakes and ponds is prohibited.
- c. In the area of the lakes and ponds anyone under the age of 12 must be accompanied by the Unit Owner/parent or adult 18 years of age or older.
- d. Fishing is permitted, at one's own risk, from the open areas of all ponds and lakes except where posted. Unit Owners/Occupants and guests must not intrude on other occupant's Limited Common Elements.
- e. All use of the ponds and lakes is at the individual's sole risk. Ponds and lakes are restricted to the use of Unit Owners and their guest(s).

3. Use of Recreational Facilities

- a. Only Occupants and their guests may use the recreational facilities, trails, paths, swimming pool, tennis court/pickleball, bocce court, Gazebo, etc.
- b. Reservations for use of the Gazebo may be made through the Association's website or with the Community Association Manager. A schedule is posted on the website calendar to assist in advising occupants of planned events.
- c. All Occupants and their guest(s) using the pool must sign in on The Daily Log Sheet and must register their guest(s) by name. A Unit Owner must accompany and remain with their guest(s) at all times while at the pool. Each year a written copy of the pool rules will be posted on the pool's bulletin board and on the Association's website.
- d. The right to use the recreational facilities will be suspended for any Occupant and owner's guest(s) if the Occupant is delinquent in paying their assessment.

COMMON ELEMENTS continued:

4. Behavior

- a. Littering is prohibited.
- b. Noise or any activity that creates a nuisance or distracts or disturbs others, is prohibited. Some examples, but not limited to, are bright lights, loud noises, pollution of the lakes/ponds, property damage to the Common Element and interference with the enjoyment of the Common Element.
- c. Any and all damage to the Common Element caused by a Unit Owner, Occupant, or guest of a Unit Owner or Occupant, must be repaired or replaced at the expense of the Unit Owner/Occupant.
- d. Any and all items left unattended in the Common Elements may be removed and stored by the Community Association Manager at the Unit Owner's expense. After thirty days, the property will be considered abandoned. Neither the Association nor the Association's service contractors will be held responsible for maintenance, repair or replacement of personal property left in the Common Elements.
- e. Unit Owners and Occupants who do not serve on the Board are prohibited from communicating with, giving work instructions to, harassing, or otherwise interfering with any contractor hired by the Association whether the contractor is on Condominium Property or not. This requirement is not intended to reduce service. This requirement ensures the contractor is performing the work according to the agreement executed by the Board, and helps the Association maintain a good reputation with the trades' community. Any Owner or Occupant violating this policy will be assessed all damages incurred by the Association, including, but not limited to correcting work performed not in compliance with the agreement, retaining a new contractor, and the cost to have the contractor return to the Condominium Property Occupants
- f. Unit Owners must submit a written work order request (LAC or ARC) to the Community Association Manager if they need any Common Element repairs that are the Association's obligation to maintain.
- g. Skateboard ramps are prohibited in Common Elements and Limited Common Elements.

5. Traffic Rules and Regulation

- a. The speed limit on Auburn Lakes Drive and Pointe Breeze Drive is 25 m.p.h.
- b. Cul-de-sac circles are ONE-WAY traffic only. In accordance with Ohio traffic laws a circle must be entered on the right.

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6. Motor Vehicles and Parking

- a. All motorized vehicles, including golf carts, must be properly licensed to be driven on public roads and driven by licensed drivers.
- b. Occupant's motorcycles and non-commercial trucks must be parked within the confines of a Unit's garage or driveway if the vehicle is too large for the garage
- c. Driving on and parking vehicles, including golf carts, motorcycles, etc. on any grassed area or lawn is prohibited.
- d. Usage of motorized trail bikes and snowmobiles on the Common Elements and Limited Common Elements are prohibited.
- e. Occupants' vehicles which are licensed, painted, signed or used for commercial purposes must be kept within the confines of a garage at all times while parked on the Condominium Property.
- f. All motor vehicles with loud exhaust systems exceeding 70 dba are prohibited.
- g. Vehicle repairs are prohibited on roadways, driveways, and parking Areas, excluding changing a flat tire or jumping a battery.
- h. Oil leaks and spills on roadways, parking areas and driveways must be cleaned immediately by the person responsible for the spill. All efforts must be made to correct the mechanical problem of any vehicle leaking oil or other surface staining fluids.
- i. Only minor maintenance to motor vehicles may be done in a garage. Body work, noisy repairs or repairs which may result in fluids running into the driveway are prohibited.
- j. Garage doors must be closed when not in use for egress and ingress purposes.
- k. Moving vans, dumpsters, PODS or service/construction trucks may be parked for up to two weeks in driveways with written Board approval. They are not to be parked in any grassed areas.
- l. The following vehicles may not be parked or stored outside within the Condominium Property, except within the confines of the Unit's garage:
 - a. Buses
 - b. Boats or boat trailers
 - c. Campers or camper trailers
 - d. Mobile and/or motorized homes
 - e. Trailers of any type

Note: For the purpose of loading or unloading and in preparation for a trip, a recreational vehicle may be parked on the Unit's driveway for a period of time not to exceed 24 hours so long as the Community Association Manager has given prior written approval.

- m. Owners can get temporary parking permits from the Community Association Manager for the above type of vehicles. The permitted

MOTOR VEHICLES AND PARKING continued:

parking will be either at the 89 Baybrook address or the pool area. The Community Association Manager will notify Safety and Security Committee chairperson of such permits.

- n. Occupants must use garage spaces as the primary parking spaces.
- o. If the Occupant has more than two vehicles, the additional vehicle(s) must be parked in the Unit's driveway. It is strongly encouraged that Occupants with more vehicles than garage space make arrangements to park extra vehicles off the Condominium Property.
- p. Parking lot near the pool is for pool, tennis court, associated recreation area and Gazebo guests only.
- q. Overnight parking on the streets is prohibited. "Overnight" parking is defined as being parked on the street at any point between 2 a.m. to sunrise.

7. Reasonable Snow Removal

- a. Snow season is defined as from November 15th to April 15th.
- b. During snow season Occupants must park their vehicles inside their garage. Vehicles parked on the driveway or street prevent the contractor from adequately clearing the snow.
- c. Any vehicle parked on a Unit's driveway must be moved before the snow plow contractor arrives or that section of that driveway will not be plowed.
- d. Snow removal service personnel are contracted to reasonably plow the Condominium Property based on snow accumulations of at least 2 inches. Light or blowing snow or freezing/thawing cycles can create unexpected icy or hazardous conditions. Occupants are encouraged to use sand on trouble areas near the individual Units. The use of sodium chloride salt is prohibited. The Association cannot possibly eliminate all slippery conditions on the Condominium Property. When temperatures are near or below freezing, Unit Owners must exercise additional caution and expect ice and slippery conditions to exist. Unit Owners are responsible for warning all occupants and guests of the slippery conditions.

8. Signs

Signs of any type, including but not limited to Service Contractors, "For Sale", "Rent", "Lease", or "Political" signs are prohibited on or from any part of the Condominium Property. Signs may not be displayed on lawns, in shrub/flower beds, hung from any part of the Unit or displayed in the windows of a Unit or the Unit Owner's garage windows.

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SIGNS continued:

Exception:

- a. Real Estate Agents and Unit Owners are permitted to place a professionally made "Open House" sign at the street entrance and directional arrows at strategic points within the Condominium Property only on the day when an Open House is being held.
- b. One security protection sign, not exceeding the height of two feet and 12" x 12" in size, may be displayed in a front shrub bed.

9. Storage

- a. Lawn furniture and fireplace wood storage racks must not be placed in Common Elements, i.e., on grassy areas or lawns. Landscapers **will** not accept the responsibility of moving the personal property of Occupants to facilitate lawn care. Nothing should be stored in a way that would impede the landscapers.
- b. Flammable or hazardous items may not be stored in a garage unless in an OSHA approved container.

10. Trash

Rubbish, debris and any other unsightly materials are prohibited in the Common Elements and Limited Common Element.

11. Street Lamps

Electric street post lamps located in the Condominium Property are maintained by First Energy.

B. LIMITED COMMON ELEMENTS (LCE)

LCE are areas constructed for the use of a certain Unit or Units to the exclusion of other Units. Examples include concrete pads for central air conditioning equipment, electrical outlets, water faucets, shrub/flower beds, patios and decks servicing only one Unit. The maintenance, repair, and replacement of "LCE" are the expense of the individual Unit Owner. The following Rules specify how the LCE are to be maintained, preserved and used.

- 1. Lawn Ornaments:** Lawn ornaments of any nature are prohibited.
- 2. Garage Sales:** Garage, yard, deck or patio sales are prohibited.
- 3. Laundry/Airing:** Sheets, blankets and/or other articles are prohibited to be hung out or exposed on any part of Common Elements or LCE.
- 4. Landscaping, Flower/Shrub Beds, Flowers, Grasses, Shrubs, and Trees:**
 - a. Occupants are required to water new plantings, grass seeding and shrubbery in beds adjacent to their Units.

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**LANDSCAPING, FLOWER/SHRUB BEDS, FLOWERS, GRASSES, SHRUBS, AND TREES
continued:**

- b. Landscaping watering by the Occupant under normal weather conditions during the summer months must be done often enough to prevent browning and disease. Comment: This requirement is designed to save money by preventing expensive landscape repairs and replacements.
- c. Reels for landscape/garden watering hoses of any type may not be attached to the exterior of the Unit.
- d. In ground sprinkler systems is prohibited.

5. Decorative Items

- a. Decorative items are prohibited to be permanently affixed to the exterior of any Unit.

Exceptions:

- Door wreaths
- Brass door knockers
- Brass kick plates
- Flag holders

The above items (1 thru 4) are to be maintained by the Unit Owner and any subsequent purchasers of the Unit and may not be affixed through vinyl siding.

- b. Name plates of any type are prohibited.
- c. Only National, State or Military flags, including POW/MIA flags may be displayed, and all other flags are prohibited.
- d. Decorative items that may be displayed only in the Limited Common Elements, immediately adjacent to the back patio or back deck area and limited to no more than three (3), are the following:
 - 1. Trellis of any type
 - 2. Bird feeders
 - 3. Bird baths
 - 4. Wind chimes
 - 5. Bird houses
 - 6. Hummingbird feeders

All other decorative items such as benches, statues, etc., to be placed in front of Units must have prior recommendation of the LAC and written approval by the Board. Written plans and diagrams describing location, size and style of the decorative item must be submitted to the LAC.

6. Holiday Decorations

- a. Temporary holiday decorations are permitted provided they are not attached to the exterior of the Unit.

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HOLIDAY DECORATIONS continued:

- b. Holiday trees must be removed from the Condominium Property by the Occupant.
- c. Holiday decorations/lights of any type must be removed no later than 2 weeks post-holiday.
- d. Only temporary holiday decorations may be hung from gutters, windows or gas lights. Holiday lights must be rated for outdoor use. All holiday lights must be turned off by 11:00 p.m. during the holiday, and during the two weeks post-holiday period. After the two weeks post holiday period, the lights must be taken down, or not turned on and taken down when the weather permits. Unit Owners should refrain from climbing trees, the sides of the buildings or placing themselves in dangerous situations in common elements or limited common elements.

7. Storage

- a. LCE may not be used for storage of items of any kind with the exception of racked firewood, grills, deck or lawn furniture stored on decks and patios.
- b. Flammable or hazardous items may not be stored in a garage unless in an OSHA approved container.

8. Grills

- a. Permanently installed barbecue grills of any type are prohibited.
- b. Portable gas or charcoal barbecue grills are permitted.
- c. Grills must be used 5 feet from the building's siding to prevent damage to the vinyl siding.
- d. Repairs of damage to the building caused by smoke and/or heat will be the responsibility of the Unit Owner at the Unit Owner's expense.
- e. Grills may be stored on decks, patios or under your decks

C. INDIVIDUAL UNITS/RESIDENCE

Unit Owners are responsible to maintain everything within the boundaries of their individually owned Unit and the Limited Common Elements.

1. Residence Purpose

Units shall be occupied by Unit Owners, their families, tenants and guests.

Persons, who must register as a sexual predator or offender requiring notification under the Ohio Sex Offenders Act or similar statute, are prohibited from residing in any Unit for any length of time.

INDIVIDUAL UNITS/RESIDENCE continued:

2. Insurance

A policy for insurance coverage is purchased by The Association as required by the 2012 amendment. Each Unit Owner must obtain insurance at their own expense affording coverage for their personal property and for their personal liability. The Association recommends that each Unit Owner's personal insurance agent review the 2012 amendment. If the Unit Owner's insurance agent has questions about the Association's insurance policy, The Association suggests the Unit Owner's agent call the Association's Insurance Agent. Unit Owners must obtain condominium insurance (HO6) from their agent.

Only the Board may submit claims against the Association's insurance policy.

3. Mailbox Key and Lock

- a. The individual mailbox key and lock are the responsibility of the Unit Owner and/or Occupant.
- b. The Unit owner must leave any mailbox keys or locks for any subsequent owner.
- c. The Chagrin Falls Post Office should be contacted for repairs and/or replacements because Cluster Postal Units are the property of the USPS.

4. Utilities

Each Unit Owner and/or Occupant is responsible for the payment of the utilities metered for an individual Unit and for utility service line connections exclusive to a Unit that are located within the unit's boundaries.

5. Rubbish Removal

Please check the Community Association Manager for the holiday schedule.

- a. Rubbish removal service is provided by the Association.
- b. Charge for this weekly service is included in the monthly maintenance fee.
- c. Questions concerning the service or billing for removal of large items such as furniture or appliances must be directed to the Property Manager.
- d. Rubbish containers is not be permitted to remain outside the Unit except from 6:00pm on the day before trash is collected and until 9:00 pm the day of collection. Containers must be kept inside the garage at all other times.
- e. Large items of rubbish may be put at the curb only on the scheduled day of rubbish pick-up. Occupants who are out of town on scheduled pick-up days should make arrangements with a neighbor to be responsible for their containers.

RUBBISH REMOVAL continued:

- f. Rubbish collection may be affected by holiday schedules. Check with the Property Manager for the alternate day.

6. Cable Television/Satellite Dishes and Over the Air Antennas

- a. Cable television is currently available.
- b. Satellite dishes:
 - 1. A satellite dish measuring one meter or less in diameter may be installed at a Unit for the purpose of receiving video programming services.
 - 2. Unit Owners must submit to the ARC, a request form for the installation of a satellite dish that including a drawing of the precise location, size, and type of mounting to be used.
 - 3. The ARC may require that a satellite dish or any wiring or mounting be “camouflaged” to ensure minimal visual intrusion.
 - 4. The Unit Owner is entirely responsible for the continued maintenance and repair of all satellite dishes and related wiring, equipment, or possible camouflaging, as well as the removal of the dish.
 - 5. When a satellite dish is removed, the current Unit Owner is required to return any Common Element as close to its pre-installation state as is reasonably possible and bear the cost of the removal and such restoration.
- c. Installation of any satellite dish/antenna in the Common Elements is prohibited

7. Recreational Equipment

- a. Recreational equipment that cannot be stored in the interior of the Unit each nightfall or when not in use is prohibited
- b. Skateboard ramps are prohibited in the Common Elements and LCE

8. Pets

- a. Dogs, cats or other household pets may be kept, however no Doberman, Rottweiler, Presa Canario, any dog commonly known as a pit bull, and any mixed breeds of the foregoing may be kept, harbored, or permitted to remain on the Condominium Property. Non-household pets that are prohibited include, but are not limited to rabbits, livestock,

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PETS continued:

- fowl, poultry, monkeys, pigs, frogs, snakes, lizards, or other reptiles, horses, and wild hybrids, along with any rare or unusual pet kept within a human household, which is generally thought of as a wild species, not domesticated, and not typically kept as a pet.
- b. Animals, rabbits, livestock, fowl or reptiles of any kind are prohibited to be raised, bred, kept or maintained for any commercial purpose or animal husbandry purpose.
 - c. All pets must be on a hand-held leash when outside of a Unit. Pets may not be left outdoors unaccompanied by their owner or other responsible person.
 - d. Use of wireless electronic collars used for pet containment is prohibited
 - e. Pet owners are liable for any and all damages caused by their pets to any Common Elements or LCE property including, but not limited to, shrubs, bushes, trees and grass.
 - f. Pet owners are responsible for immediate and complete clean up after their pet.
 - g. In addition to all other remedies, the Board has the right to require the owner of any pet to remove the pet from the Condominium Property for nuisance or unreasonable disturbance.

Examples of nuisance behavior or behavior that creates an unreasonable disturbance for the purposes of this paragraph is:

- Pets whose unruly behavior causes personal injury or property damage.
 - Pets who make noise continuously and/or incessantly for a period of ten minutes or intermittently for two hours or more to the disturbance of any occupant at any time of day or night.
 - Pets in Common Elements who are not under the complete physical control of a responsible human companion and on a hand-held leash of no more than six feet in length or in an animal carrier.
 - Pets who relieve themselves on walls or floors of Common Elements.
 - Pets who exhibit aggressive or other dangerous or potentially dangerous behavior.
- h. Invisible fences are prohibited.

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9. Wildlife

- a. Bird houses, hummingbird feeders, seed dispensing bird feeders, or bird baths are permitted and must be placed immediately adjacent to the back patio or back deck, out of the Common Element, so as not to impede the landscapers.
- b. Ground feeding of wildlife such as birds, Canada Geese, ducks, squirrels, raccoons, cats etc. is prohibited. Food placed on the ground around the units attracts rodents and creates an unsightly appearance and is prohibited.
- c. Ground feeding of "stray animals", i.e., deer, dogs, feral cats, cats in general, is prohibited.

10. Pest Control

Pest control for all Units, inside and outside, is provided by The Association through a contract with Patton Pest Control. The contractor is on Association property twice weekly. If service is required, call Patton Pest Control directly at 440-247-7500 to schedule service. Fee for service of common pests, is included in the monthly maintenance fee.

Service for the humane removal of raccoons, skunks and other forest or water predators, can be arranged by contacting the Community Association Manager who will arrange for this service. Payment for this service is included in the monthly assessment.

Moles, squirrels, chipmunks are not eligible for humane/animal trapping by any vendor due to their large numbers and prevalence. They are attracted by scattered bird seed and other extraneous food sources.

11. Repairs/Work Orders

- a. Unit Owners/Occupants must prepare a work request form (LAC or ARC) that describes the work to be done (e.g., repair siding, remove dead shrub, etc.) and submit it to the Community Association Manager. The Community Association Manager will give the work request to the appropriate committee, who will make recommendations and give it to the Board for their decision.
- b. Work request forms are on the Association's website or can be obtained from the Community Association Manager.
- c. Work requests may be sent by mail using the Carlyle address, faxed, e-mailed, or hand delivered to the Community Association Manager.

ADDITIONS/MODIFICATIONS TO UNITS continued:

12. Additions/modifications to Units

Unit Owners and Occupants may not modify the exterior of their Units, garages, buildings or grounds without prior recommendation by the LAC and/or ARC committees and approval from the Board.

a. Wiring Installation:

Installation of wiring for electrical, telephone, television systems, air conditioners or the like on the exterior of the Unit, or which protrudes through the walls or the roof of the Unit is prohibited without obtaining prior written recommendation from the LAC and ARC Committees and approval by the Board.

b. Water Features: (waterfalls, ponds, etc.)

The creation of waterfalls, ponds or pools in LCE and/or Common Elements are prohibited.

c. Fireplaces, Awnings, Storm Doors, Garage Doors, Decks and Patios and any modifications require prior approval from the Board. See section V. Architectural review.

d. Generators (gas, propane or electric) are prohibited unless they are required by a doctor and have the Board's approval.

D. UNIT OWNERS' MAINTENANCE RESPONSIBILITIES

Unit Owners are responsible for the maintenance and upkeep of everything within the boundaries of their individually owned Units and everything built and installed for the exclusive use of said Units. This responsibility includes painting doors.

The following non-exhaustive list of items and guidelines is presented to assist Unit Owners' scheduling maintenance of their Units. Unit Owners are responsible for maintaining:

1. The interior of their Units, including the drywall and wood subfloor.
2. All heating, cooling and ventilation equipment
3. Concrete pad for the air conditioner compressor
4. Sidewalks that do not lead to the main door entry, garage floors and stepping stones
5. Windows/doors/storm doors/Skylights (glass and screens)
 - a. Window air conditioning units are prohibited.
 - b. Broken windows, torn screens, damaged front doors or damaged storm doors must be repaired immediately at the Unit Owner's expense.
 - c. Blankets, sheets, or any item not designed and sold as a window covering, are prohibited in windows, even as a temporary window/door/storm door covering.
 - d. Plastic or other non-glass window, door or storm door liners are prohibited on the exterior of any Unit.

UNIT OWNERS' MAINTENANCE RESPONSIBILITIES continued:

- e. Installation of replacement windows: Owner must submit plans to the ARC and have PRIOR approval from the Board.
- f. Installation of pathways/stepping stones require a recommendation from the LAC and prior written approval from the Board prior to installation

6. Doors and Windows

- a. Any change in doors and/or windows, even if like-for-like, must have ARC recommendation and prior written approval by the Board before installation may start.

7. Garage Doors/Mechanisms/Openers

- a. Any changes in doors, garage doors and windows: Owner must submit plans to the ARC and have PRIOR approval from the Board.
- b. Deteriorated, dented, broken, chipped or damaged garage doors must be replaced immediately. A replacement garage door must be an approved door that will not detract from the overall architectural and aesthetic style of the Condominium Property.
- c. Replacement garage doors, garage door openers, garage door mechanisms, tracks, springs, cable and locks are purchased and installed at Unit Owner's expense.

8. Exterior Water Faucets/Electrical Outlets

Unit Owners/Occupants must maintain the exterior water faucets and electrical outlets serving their Units.

9. Porch/Entrance Lamps

- a. The exterior light fixtures near the front door and/or in front of garages of Units are controlled by the Occupant. The on/off switch for both is located inside the Unit. Burned out bulb replacement is the responsibility of the Occupant.
- b. Bulbs must be no greater than 60 watts, and the color must be white or clear.

10. Gas and Electric Lights

The cost of illuminating and maintaining gas and electric lamp post lights is the unit owner's responsibility.

11. Path Lights/Landscape Lighting

- a. With LAC recommendation and the Board's written approval, permanent path/landscaping lights are permitted.

UNIT OWNERS' MAINTENANCE RESPONSIBILITIES continued:

- b. Unit Owners are responsible for replacing bulbs, repair and maintenance of approved path/landscape lights.

12. Decks, Porches and Patios

- a. All decks, porches and patios must be maintained, repaired, and replaced by the Unit Owner. Decks must be washed and sealed as needed (normally every two years).
- b. Deck Divider Walls/Privacy Walls are part of the owner's limited common element that requires each owner to maintain, repair and replace at his/her expense.
- c. Patios must be kept in good repair and maintained on a regular schedule. When appropriate, patios should be sealed (normally every two years).

13. Additions

All additions or changes constructed by a Unit Owner must be maintained and insured by the Unit Owner and any subsequent purchaser of the Unit. All written letters of approval granted by the Board must be kept in the Red Book. The Red Book must remain with your Unit.

IV. ARCHITECTURAL REVIEW COMMITTEE GUIDELINES AND PROCEDURES

In order to create exterior uniformity, preserve integrity, and establish common guidelines and standards for improvement projects within the Condominium Property, the following guidelines and procedures have been enacted and apply to all requests for exterior additions, installations or modifications to Units.

A. ARCHITECTURAL APPROVAL PROCEDURE

A written ARC request, with supporting documentation and diagrams for any type of modification, installation, or addition to the Limited Common Elements (LCE) of each Unit as well as documented approval of neighbors whose sight-lines will be affected by the change, installation or modification, must be submitted to the Community Association Manager. Written approval must be obtained from the Board prior to the initiation of any project.

Note: Building, modifying, installing, painting or staining any item prior to receiving Board approval may result in the removal of the unapproved item. The Board has the authority to enforce an assessment to the Unit Owner.

ARC request forms can be found on the WAL website.

Contractors must work only from the Unit Owner's approved plan. Any deviation from the approved plan, will require the Unit Owner to go back to the ARC for a new

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ARCHITECTURAL APPROVAL PROCEDURE continued:

recommendation and then, approval by the Board. Any unapproved changes to a Unit Owner's plan are subject to removal at the Unit Owner's expense.

1. The Community Association Manager will notify the Unit Owner in writing of the Board's decision within 60 days after receiving the written request.
2. The ARC will perform a compliance inspection as the work begins and after the work has been completed.
3. Following written approval from the Board, it will be the Unit Owner's responsibility to secure necessary building permits and to obtain approval from Geauga County and to ensure uniformity to the jurisdictional codes. A copy of all building permits must be submitted to ARC prior to the initiation of construction.
4. Once material for an exterior modification is placed on the Condominium Property, the work must begin and continue through completion within a reasonable time frame and in a reasonable manner that will not detract from Condominium Property appearance or inconvenience neighbors and/or Association service contractors.
5. In the event damage occurs as a result of any modification, addition or change to the exterior of the Unit or to any Common Elements, the Board will send the unit owner a written notice of intent of charging the unit owner, with an estimate of the cost that will be billed to the unit owners for the repairs. The unit owner will be given an opportunity to request a hearing before the Board.
6. If any changes/modifications are required to be made to the originally submitted plans, by the owner, ARC or the Board, then new plans, showing the new changes/modifications, must be resubmitted to the Community Association Manager. The Community Association Manager will make copies and distribute the new plans within 5 working days to the ARC, for recommendation, and the Board, for their decision.
7. All additions or changes constructed by a Unit Owner must be maintained by the Unit Owner, and any subsequent purchaser of that Unit, in a condition that does not detract from the condominium property appearance, free from breakage, damage, dirt, and discoloration.
8. If the landscape service contractor deems it necessary to charge more as a result of the modification made by a Unit Owner, this charge will be assessed back to the specific Unit Owner. Owner will be informed if there will be an additional cost for landscaping services.
9. It is the responsibility of the seller to disclose to a new buyer any and all architectural changes or improvements that are the responsibility of the Unit Owner to repair, maintain, or

ARCHITECTURAL APPROVAL PROCEDURE continued:

replace. If necessary, please contact the Community Association Manager to review the architectural correspondence file.

10. If at the sole discretion of the Board of Directors, any approved modification, addition, or installation requires the preparation of any amendment to the Declaration or Drawings, or other appropriate or necessary documentation, the costs, including legal and recording fees, will be paid by the unit owner.

11. To submit a request for exterior improvement the Unit Owner(s) must be current in all fees and assessments.

B. ARCHITECTURAL GUIDELINES

In addition to the general requirements of paragraphs 1-11 on page 20-22, the following guidelines provide standards for specific improvement projects and/or exterior modifications. Prior to construction or installation, the Owner must submit a plan to the ARC and that plan must be approved by the Board prior to work being started.

1. Deck Specifications

- a. Installation of decks must have prior written Board approval.
- b. Drawings of the deck must show type of material, color, length, width, height, support structures, current square footage, proposed square footage and ground preparation. Support structures must be anchored in concrete and meet code and all other county requirements. Samples of the material and color that will be used must be provided to ARC before a recommendation is submitted to the Board. The ARC will review and make recommendations on all the above elements.
- c. Decks must be constructed of pressure-treated wood or other approved materials. (Check with the ARC Committee.) A preservative wood finish must be applied as needed for maintenance and protection in accordance with the Association's standards and policies.
- d. Deck construction measurements will be dependent upon unit style and the surrounding Common Element terrain.
- e. Railings are required on all decks that sit 30 inches, or higher, off the ground.
- f. Relationship of the deck to the air conditioner and other utility fixtures must be clearly shown in the drawings. Utility meters must be accessible.

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DECK SPECIFICATIONS continued:

- g. Any owner desiring to expand a deck outside the limited common element boundaries will be required to sign an easement agreement with the Association that is drafted by Association's legal counsel and the Owner will reimburse the Association for the legal costs associated with the easement, which will be recorded with Geauga County in your unit's chain of title.
- h. Any deck divider/privacy wall, that needs to be constructed or reconstructed, is part of the owner's limited common element that requires each owner to maintain, repair and replace at his/her expense.
- i. The space under a deck must be kept open to provide accessibility to the Unit's foundation. There can be no:
 - 1. Lattice
 - 2. solid or composite decking wood
 - 3. faux stone
 - 4. Brick
 - 5. metal barriers
 - 6. screening of any type.
- j. The deck must be insured under the Unit Owner's private homeowners' insurance.
- k. The surrounding landscape/lawn area, including shrubs, must be restored immediately upon completion of construction to a condition approved by the Board with the LAC's recommendation.
- l. A Geauga County building permit is required and a copy must be provided to ARC.
- m. All additions or changes constructed by a Unit Owner must be maintained by the Unit Owner and any subsequent purchaser of the Unit. This includes insurance coverage, washing and sealing decks as needed.

2. Patio Specifications

- a. Installation of a patio must have the recommendation of the ARC and the Board's written approval.
- b. Drawings of the patio must show type of material, color, length, width and slope. The slope must be sufficient to drain flow away from the Unit.
NOTE: Samples of material being used and the color are to be provided to ARC before a recommendation is submitted to the Board.

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PATIO SPECIFICATIONS continued:

- c. Relationship of the patio to the air conditioner and other utility fixtures must be clearly shown on the drawings.
- d. The patio must be insured under the Unit Owner's private homeowner's insurance.
- e. The surrounding landscape/lawn area, including shrubs, must be restored immediately upon completion of construction to a condition approved by the Board.
- f. All new plantings as a result of new patio installation: An owner must submit a plan to the LAC and that plan must be approved by the Board prior to installation of the new plants.
- g. Any debris from the construction must be hauled away by the contractor. No debris can be discarded into any of the Common Element areas (dirt, rocks, wood, plants, grass, etc.) Failure to comply will result in an assessment to the Unit Owner.
- h. All additions or changes constructed by a Unit Owner must be maintained by the Unit Owner and any subsequent purchaser of the Unit. This includes insurance coverage, washing and sealing patios as needed.
- i. Exterior Hot Tubs are prohibited.
- j. Any owner desiring to expand a patio outside the limited common element boundaries will be required to sign an easement agreement with the Association that is drafted by Association's legal counsel and the owner will reimburse the Association for the legal costs associated with the easement, which will be recorded with Geauga County in your unit's chain of title

3. Screen Porch: Modifying Decks or Patios to Accommodate a Screened in Deck or Patio (Not Three Season Rooms- see page 26 for Three- and Four-Season Rooms)

The following guidelines apply:

- a. Must submit a plan to the ARC and have prior written approval of the Board
- b. The roof must be constructed in a manner so as not to have a negative impact on the integrity of the existing roof.
- c. The roof must conform with the current structure in terms of matching material and roof shingles with appropriate gutters and downspouts connected to the existing drainage system.

SCREEN PORCH: MODIFYING DECKS OR PATIOS TO ACCOMMODATE A SCREENED IN DECK OR PATIO continued:

- d. Windows are not permitted in any form.
- e. The Owner must acquire a building permit and submit a copy to the ARC.
- f. The screened deck/patio must be insured under the Unit Owner's private HO-6 insurance.
- g. All changes or additions constructed by the Unit Owner must be maintained by the Unit Owner and any subsequent purchaser of the Unit.
- h. It is the current Unit Owner's responsibility to disclose to any subsequent purchaser of the Unit any and all changes the new Unit Owner will be required to maintain.
- i. Exterior Hot Tubs are prohibited.

4. Awnings

Awnings may be placed on a Unit, above a patio or deck with the plans being submitted to the ARC and receiving prior approval by the Board. Awnings must be of a uniform color (no patterns or stripes) and its color must be consistent with the color of the Unit's siding. A color sample must be provided to the ARC prior to Board approval

5. Exterior Doors:

- a. Exterior doors can only be replaced, painted or stained with plans being submitted to the ARC and prior approval by the Board.

6. Storm Doors

- a. Storm door installation must have a request form submitted to the ARC and prior written approval of the Board.
- b. Storm door options are limited to full view doors. The storm door must be an approved door which will not detract from the overall architectural style of The Woods at Auburn Lakes.
- c. Storm door frames must match the color of the entry door or siding color. A color sample must be submitted to the ARC before a recommendation is made to the Board.
- d. Storm door glass must be un-tinted and clear.
- e. Unit Owners have the option of converting the storm door to a screen door for warm weather if screen inserts are a standard part of the door.

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STORM DOORS continued:

- f. Maintenance and upkeep of storm doors are the Unit Owner's responsibility.

7. Windows

- a. Installation of replacement windows: The owner must make a written request to the ARC and receive approval by the Board prior to installation.
- b. Replacement windows must be casement windows, unless the Unit originally was constructed with double hung windows.

8. Garage Doors

- a. Prior to the installation, replacement or painting of garage doors: The owner must submit an ARC request form and receive approval by the Board
- b. The garage door must be a similar style and pattern as originally provided with respect to design. Color, paneling, and accents.
- c. Garage door options are limited to the following:
 - 1 The door must be painted to match the color of the original door and trim.
 - 2. The garage door must be a similar style and pattern as originally provided.
- d. A sample of the color must be submitted to the ARC before a recommendation is made to the Board.

9. Firepits and Fire Tables:

- a. Wood burning fire pits are prohibited.
- b. Propane or natural gas fire tables are allowed on patios or decks as long as they are 5 feet from all walls/siding. In the event damage occurs to the Unit's walls/siding, repairs must be made at the Unit Owner's expense and to the satisfaction of the Board.

10. Fireplaces:

- a. Installation of an outdoor fireplace (vented or unvented) must submit a request form to the ARC and have the Board's prior written approval.
- b. A detailed diagram including the contractor's specifications must be submitted to the ARC Committee
- c. The Unit Owner must obtain necessary permits and ensure conformity to jurisdictional codes

11. Grills: See page 13

12. Three-Season and Four-Season Room Specifications

Three-Season Rooms and Four-Season Rooms require a unanimous consent of all Unit Owners, and the Board's written approval. Cost of the balloting process is the responsibility of the applicant. A three-season room or four-season room is defined as an enclosure, including windows, screens and roof. The room may or may not be heated and is constructed for year-round use or as a room addition. If a 100 percent vote is attained, the following specifications will apply to additions.

- a. The Unit Owner must submit to ARC an Architect's drawing of their proposed addition which can be updated to an "as built" drawing to meet the requirements of the Geauga County Auditor's and Recorder's Office.
- b. The Unit Owner must within 30 days of completion have the "as built" drawing of the enclosure filed with the Geauga County Recorder's Office as an amendment to The Woods at Auburn Lakes Condominium Association Drawings. A copy of the "as built" drawing must be submitted to ARC.
- c. Location of the utility lines must be identified and determined prior to excavating and construction. The utility lines may not be located under the addition.
- d. The windows must conform with the existing windows on the original Unit.
- e. The roof must conform to the current roof structure in terms of matching material and roof shingles. It must be constructed in a manner so as not to have a negative impact on the integrity of the existing roof.
- f. The roof of the addition must be attached or blended into the existing roof. This, of course, must be constructed in a manner so as not to be detrimental to the existing roof in any way.
- g. Construction material must match the existing structure and conform to the architectural precedents set by the builder of the original Unit. The same materials, finishes, and colors must be used. Examples: Asphalt roof shingles, vinyl siding.
- h. Footers, or underpinning, must be a minimum of 36 inches in depth. Footers are required.
- i. Prior to proceeding, the Unit Owner or contractor must obtain necessary building permits required by Geauga County and provide copies to the ARC.
- j. Any debris from the construction must be hauled away by the contractor. Nothing can be discarded into any of the Common Element areas. If this is not

THREE-SEASON AND FOUR-SEASON ROOM SPECIFICATIONS continued:

- done, then any charges to haul the debris away will be assessed to the Unit Owner.
- k. The addition must be insured under the Unit Owner's private HO-6 insurance. The Unit Owner must contact their insurance agent to expand their personal coverage and provide the ARC with evidence of such insurance prior to proceeding with construction.
 - l. For clarification, construction drawings must be prepared by an Architect.
 - m. All additions or changes constructed by a Unit Owner such as a three or four season room must be maintained by the Unit Owner and any subsequent purchaser of the Unit.
 - n. The owner must reimburse the Association for the cost associated with drafting and recording the amendment for the additional room.

V. LANDSCAPING AND AESTHETICS COMMITTEE GUIDELINES AND PROCEDURES

A. LANDSCAPING/AESTHETICS APPROVAL PROCEDURE

In order to create and preserve an integral and aesthetically pleasing environment in the Condominium Property the following procedures and guidelines for landscaping and aesthetic projects around Units have been created. The Landscape and Aesthetics Committee (LAC) guidelines apply to all requests for landscaping modifications, additions or changes.

Contractors must work only from the Unit Owner's approved plan. Any deviation from the approved plan, will require the Unit Owner to go back to the LAC for a new recommendation and approval by the Board. Any unapproved changes to a Unit Owner's plan are subject to removal at the Unit Owner's expense. Any debris from the construction must be hauled away by the contractor. Nothing can be discarded into any of the Common Element areas. If this is not done, then any charges to haul the debris away will be assessed to the Unit Owner.

Prior to adding to or removing existing shrub/flower beds, altering size or shape of existing shrub/flower beds, adding new shrub/flower beds, installing additional trees, shrubs and bushes or installing any aesthetic item in shrub/s flower beds, e.g., statue, that are congruent with the natural setting, the following procedures are required:

1. LAC application forms, procured from the Community Association Manage, or off the WAL website. The Unit Owner must include supporting detail and diagrams that includes the names of the plantings, spacing and size at maturity. The unit owner will need documented approval of neighbors whose sight lines may be affected by the changes.

LANDSCAPING/AESTHETICS APPROVAL PROCEDURE continued:

2. LAC application forms completed by the Unit Owner must be returned to the Community Association Manager.
3. The Community Association Manager will copy and distribute the LAC application form(s) to the LAC committee for their recommendation.
4. After the Board's decision, the community Association Manager will notify the Unit Owner in writing of approval or denial within 30 days of receiving the written request. A written Board decision must be obtained prior to the initiation of any project by the Unit Owner and kept in the Unit Owner's Red Book.
5. Unit Owners may appeal denied proposals and provide, in writing, any new information supporting their request for reconsideration.
6. Planting, installing or constructing any landscaping items without prior Board approval may result in both the removal of the unapproved item(s) and an enforcement assessment to the Unit Owner.

B. LANDSCAPING/AESTHETICS GUIDELINES

1. Existing Flower and Shrub Beds

- a. Additional Flowers: Annual or perennial flowers may be planted in existing shrub/flower beds adjacent to the Unit without prior approval, provided the height and size of the flower is consistent with the surrounding shrub bed plants and not higher than the lowest portion of the first-floor windows. Example of an unacceptable flower: Sunflower.
- b. At the end of the growing season, or when the annuals die, whichever comes first, The Unit Owners must remove any annual flowers they have planted. The flower/plants are not to be disposed of in any of the Common Element areas (woods, fields, grassy areas.) When in doubt consult the Community Association Manager or the LAC.
 1. Flowers planted in the Limited Common Element by an Occupant must not detract from the landscape appearance of the Condominium Property as determined by the LAC.
 2. Flowers planted by an Occupant must not in any way be an obstruction for the landscape service contractor.
 3. Flowers must be planted far enough from the grass line to avoid damage from the landscaper's automatic trimming and edging equipment.

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EXISTING FLOWER AND SHRUB BEDS continued:

4. The Common areas are for all residents, regardless of their location. No planting can be done in the Common Element (CE)
 5. If the landscape service contractor deems it necessary to charge more as a result of the modification made by a Unit Owner, this charge will be assessed back to the specific Unit Owner. Owner will be informed if there will be an additional cost for landscaping services.
- c. Occupants may not change any shrubs, foliage, grasses or trees. Owners wishing to change any plantings such as shrubs, foliage, grasses or trees, must submit a written, signed proposal to the LAC that includes the names of the plantings, size at maturity and spacing in a drawing of the planting's location to obtain an LAC recommendation and Board approval before starting the project. Forms are available on the WAL website or can be picked up at the Community Association Manager's Office.
- d. Occupants desiring to change or add shrubs, trees or grasses, in the Limited Common Element around their unit must submit a written design proposal to the LAC, complete with the name of the planting, size of the plant/shrub, size at maturity and placement in a diagram. This includes new/replacement beds taken out for construction. Then, the unit owner must obtain Board approval prior to planting.
- 1 The plants and shrubs must be consistent in size, plant type and nature to existing plants.
 2. The variety of plants and shrubs selected by the Unit Owner or Occupant must be of a species that will not encroach upon or cause damage to the Unit, Limited Common Elements, Common Elements or any utility service line. An example of an unacceptable plant is a vine.
 3. Shrubs/bushes must not be planted in the snow - push/pull areas immediately adjacent to the driveway, garage door or side and front doors, because inadvertent damage may occur during the winter season from heavy snow and/or snow removal to clear the driveways, front walks and front steps. The LAC and Board will not assume responsibility, nor provide monetary support for the replacement of damaged plantings in these vulnerable locations. Currently planted bushes/shrubs in vulnerable areas will not be grandfathered
 4. There is the occasion where ground cover (example: Myrtle, Periwinkle, and Vinca) is acceptable when it is in a contained area where it won't

EXISTING FLOWER AND SHRUB BEDS continued:

spread and become invasive. Please consult the LAC for recommendations and obtain the Board's approval prior to any planting.

2. Additional Shrub/Flower Beds

- a. Unit Owners must submit a design proposal and receive written Board approval prior to the installation of additional shrub/flower beds.
- b. The newly constructed shrub/flower bed must be installed in a manner that will not detract from the landscape appearance of the Condominium Property.
- c. Items such as bricks, rocks, decorative stones and railroad ties may be used in and around beds, but only at the discretion of the LAC and approval from the Board.
- d. Shrub/flower beds must be covered in dark, shredded bark mulch used by the Association's landscape contractors.

3. Vegetable Gardens

- a. Vegetable gardens are prohibited.
- b. Vegetable plants (e.g., one or two tomato or pepper plants) are permitted provided they are planted in a pot that is placed on a patio or deck. Appropriate seasonal clean up is required by the Unit Owner.

4. Garden Statues, Benches, etc. in the Limited Common Element (LCE)

Unit Owners must submit a design proposal to the LAC and receive written Board approval prior to installing statues, benches, etc. These may be placed in front and sides of Units after written recommendation by the LAC and prior Board approval provided

5. Planting Trees

- a. Plans for planting trees that include the type of tree, size of the tree at planting, the future mature size of the tree and the location must be submitted to LAC and have written approval by the Board prior to planting. Application forms are available from the Community Association Manager or on the WAL website.
- b. Only trees that will not encroach upon or cause damage to the Unit, Common Element, adjacent Units, LCE or utility lines are permitted. Example of an unacceptable tree: Willow, Callery Pear, and Bradford Pear.

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PLANTING TREES continued:

- c. A tree ring must be installed around the base of the tree in an effort to prevent damage from landscaping equipment. The tree ring must be covered with dark shredded bark mulch used by the Association's landscape contractors. Gravel, stones or any other decorative shrub bed coverings are prohibited.
- d. The Unit Owner is responsible for any damage caused to underground utility service connections or lines when the tree is planted as well as any future damage that may be caused as a result of growth of the tree. Occupants must call the Ohio Utilities Protection Service 48 hours before digging. The toll-free number is 1-800-362-2764.
- e. Trees planted by an Occupant must not create obstructions for the landscaping contractor.

6. Privacy Screens

- a. Privacy screens whether structural or organic need the ARC's recommendation and the Board's approval prior to installation.

7. Path/Landscaping Lights

- a. With Board written approval, permanent path/landscaping lighting is permitted provided:
 - 1. Maximum voltage is 12 volts.
 - 2. Only white lights are used.
 - 3. The lights must not shine into neighbors' windows or onto another Unit.
 - 4. Light placement must not impede any maintenance such as snow removal, grass cutting, etc.
- b. Unit Owners are responsible for replacing bulbs, repair and maintenance of path/landscape lights.

8. Occupant Tended Beds (OTB) are not permitted.

Those occupants that currently have OTB will be grandfathered until they no longer submit an *annual* request form. The form must be submitted annually to the Community Association

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OCCUPANT TENDED BEDS (OTB) ARE NOT PERMITTED continued:

Manager and LAC. Recommendations will be given to the Board for approval. If the occupant's property is in "Take-back" condition, they will permanently be taken off the OTB list.

- a. Unit Owners, on the Owner Tended Bed list for their flower and shrub beds, will be accountable for all of the following responsibilities:
 1. Submit a landscape request form for review and approval in order to add, change, remove, replace any trees/shrubs/bushes in their flower/shrub beds
 2. Timely prune ALL of the shrubs and bushes.
 3. Weed and clean-up the flower/shrub beds.
 4. Fertilize all the flower/shrub beds.
 5. Control of pests in their flower/shrub beds.

The landscape contractor will edge and mulch the Unit Owner's, Owner Tended Bed(s.)

The LAC and the landscape contractor will remain available to assist with identification of pests, possible treatment of pests and questions in regard to the care of their planting(s).

Unit Owners who do not submit a landscape request form to the LAC and plant trees/shrubs/bushes/plantings, before receiving the Board's approval, will need to remove the trees/shrubs/bushes/plantings at the Unit Owner's expense.

In the event the unit owner is found to not be tending to their flower/shrubs in the LCE of their OTB bed(s), they will be notified by the Community Association Manager and BOD. The unit owner will be given a timeline to repair and clean the beds. If the beds are not repaired/cleaned by the end of the given timeline, the BOD will have the bed(s) cleaned, repaired or put in "take-back" condition by the Association's landscape contractor at the unit owner's expense. The Unit Owner's property will then, permanently, come off the OTB list.

a. "TAKE-BACK" CONDITION OF OWNER TENDED BEDS:

To bring landscape beds back to a "Take-Back" condition for the Association's landscaper contractor to take over, the following must be completed:

1. Bushes/shrubs identified by the LAC to be very old or in need of removal, will be removed by the Unit Owner.
2. Trees planted by the owner and identified as impinging on the unit's foundation or found to be in poor health will be removed by the Unit Owner.
3. Landscaped beds will be weeded by the unit owner.
4. Inappropriate plantings found in the beds will be the responsibility of the resident to remove (example: invasive ground cover)
5. Trees/bushes/grasses are in pruned/cut back condition.

“TAKE-BACK” CONDITION OF OWNER TENDED BEDS continued:

6. Overgrown perennials will be cut back or divided
7. All landscape items removed, in order to get to “take-back” condition, will need to be replaced, after receiving an LAC recommendation and the Boards approval, at the Unit Owner’s expense.

VI. APPEAL PROCEDURE

If a Unit Owner is not satisfied with the Board’s application of Rules, the Unit Owner may appeal to the Board. The appeal must be made within 30 working days of receipt of the Board’s decision. The appeal should be sent in writing to the Community Association Manager.

VII. COMPLAINT PROCEDURE

- a. Complaints against anyone violating the Declaration, Bylaws and/or Rules are to be made to the Community Association Manager in writing and must contain the signature of the individual filing the complaint. Anonymous complaints do not provide adequate evidence to proceed with an enforcement action.
- b. The Community Association Manager will, in most instances, contact the alleged violator after receipt of a complaint, and a reasonable effort will be made to gain the violator’s agreement to cease the violation against the Declaration, Bylaw and/or Rules.
- c. If reasonable efforts to gain compliance are unsuccessful, the Unit Owner will be subject to an enforcement assessment in accordance with the enforcement provisions contained hereunder.

VIII. COLLECTION POLICY

- a. Assessments are due on the 1st day of the month and are considered late if not received by the 15th of the month.
- b. An administrative late charge of \$50.00 per month will be incurred for any late payment on any unpaid balance. Any payments made will be applied in the following order:
 1. First, to interest owed to the Association;
 2. Second, to administrative late fees owed to the Association
 3. Third, to collection costs, attorneys' fees, and paralegal fees incurred by the Association
 4. Fourth, to the principal amounts owed the Unit Owner owes to the Association for the common expenses or enforcement, Assessments chargeable against

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COLLECTION POLICY continued:

the Unit. Any cost, including attorney fees, recording costs, title reports and/or court costs incurred by the Association in the collection of the delinquent maintenance fees or assessments will be added to the amount owed by the delinquent Unit Owner.

- c. Maintenance fees, past due, may cause a lien and foreclosure to be filed against the Unit Owner of the Unit.
- d. If any Unit Owner fails to perform any act that he is requested to perform by the Declaration, Bylaws or the Rules, the Association may, but will not be obligated to, undertake such performance or cure such violation, and will charge and collect from said Unit Owner the entire cost and expense, including reasonable attorney fees, of such performing or cure incurred by the Association. Any such amount is due and payable when the payment of the assessment next following notification of such charge becomes due and payable, and the Association may obtain a lien for said amount in the same manner and to the same extent as if it were a lien for common expenses.
- e. If any Unit Owner is delinquent in the payment of any fees for more than 30 days, the Board may suspend the voting privileges of the Unit Owner and/or the right of the Occupants to use any of the recreational facilities.

IX. RENTAL OR LEASE OF UNITS

Please refer to the July 8, 2019 Amendment in your Red Book or on the WAL website, found under Governing Docs, for the full Amendment.

X. SALE OF UNITS

- a. All Unit Owners are required to notify the Community Association Manager in writing of any changes in occupancy by sale within 30 days of such change.
- b. Advertising.
 - 1. Real Estate agents and Unit Owners are permitted to place an "Open House" sign at the street entrance and directional arrows at strategic points within the Condominium Property only on the day when an Open House is being held. All "For Sale" signs are prohibited either exterior to unit or in the window of a unit.
- c. Seller's responsibilities. The seller must provide the following information to the buyer:
 - 1. Copy of the Red Book which includes:

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SALE OF UNITS continued:

- a. Copy of the Rules and Regulations document which are also on the WAL website at www.thewoodsatauburnlakes.com
 - b. Written notice of any and all approved architectural and landscape changes, i.e., improvements constructed by the seller or previous sellers which are the responsibility of the new Unit Owner to repair and maintain.
2. The Declarations, Bylaws and Amendments are a large item and are now on the website at www.thewoodsatauburnlakes.com as a download.
3. Post box keys or locks
- d. The Management Company will coordinate this paperwork with banks, real estate agents, appraisers and escrow agents. As of August 2015, a transfer fee of \$145.00 is charged to the seller and paid out of escrow from proceeds due to the seller at the time of title transfer.

XI. ANTI-HARASSMENT POLICY

The Association will not tolerate harassment of any Owner, Occupant, employee, Community Association Manager, contractor, or other party for any reason, to the extent protected by Federal, State, or local laws, including but not limited to abusive comments or conduct predicated upon race, color, creed, religion, ancestry, sexual orientation, national origin, citizenship, age, sex, disability, pregnancy, genetic information, military status, or veteran status. All harassment that adversely affect any other Occupant's living conditions is prohibited. All harassment that adversely affects an employee's working conditions is prohibited. Harassment can take many forms, including words, signs, jokes, pranks, intimidation, physical contact, or violence. Threatening physical harm or property damage is also prohibited.

If an Owner, Occupant, employee, or other person feels that they have been subjected to conduct that violates this policy, the person should immediately report the matter to the Community Association Manager. If an Owner or Occupant is unable for any reason to contact the Association Manager, or the Manager is the person performing the prohibited harassment or being harassed, then contact the Board of Directors. Once the matter has been reported it will be promptly investigated and any necessary corrective action will be taken where appropriate, including use of all enforcement mechanisms provided to the Association under the governing documents. All complaints of unlawful harassment will be handled in as discreet and confidential a manner as is possible under the circumstances.

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ANTI-HARASSMENT POLICY continued:

The procedure for reporting incidents of harassing behavior is not intended to impair, replace, or limit the right of any person to seek a remedy under available state or federal law by immediately reporting the matter to the appropriate state or federal agency.