

*Wexford Village Condominiums
(5217 – 5264 Parkcrest Lane)
Columbus, Ohio 43220*

Wexford Village Condominium Association

Unit Owner's Handbook

and

Directory

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IMPORTANT PHONE NUMBERS

Contact	Phone Number
American Electric Power	800.277.2177
Ameritech Repair Center	800.572.4545
City of Columbus – Refuse	645.3111
Columbia Gas Co	800.344.4077 800.282.0157 (gas odor emergencies)
Columbus Fire Department	221.2345 or 911
Columbus Police Department	645.4545 or 911
Insurance – Nationwide - Don Pirtle	614.475.3583
Maintenance Emergency Number	614.419.4555
Poison Control Center	800.222.1222
DIG property services	614.419.4555 fax 614.236.5602

BOARD OF DIRECTORS (AS OF 3-2010)

Position	Name	Address	Current Term Expires
President	Shelley Whalen	5250 Parkcrest Lane	March 31, 2019
Secretary/ Treasurer	Karen Clouse	5248 Parkcrest Lane	March 31, 2020
Trustee	Scott Montgomery	5238 Parkcrest Lane	March 31, 2020

Welcome to the Association

Congratulations on your purchase of a condominium in Wexford Village. If this is your first condominium purchase, we wanted to give you some information that will help your transition into this wonderful lifestyle! You now own from the “decorated surfaces” in, of your residence. The exterior walls and common areas (outside) are owned by the Wexford Condominium Owners’ Association, and you own a percentage of that. There is a chart on the interior of this handbook that describes who is responsible for what types of maintenance. Generally speaking, you maintain inside your residence, including windows, skylights, HVAC systems and doors, and the association maintains the exterior. Please refer to this handbook and the Association Bylaws for specifics. (If you were not provided a copy of the By Laws by the previous owner of your unit, please contact DIG Property Services for a copy.)

The Wexford Condominium Owners’ Association Board is made up of 3 owners in the community, each elected by fellow homeowners at an annual meeting. They set your annual budget and fees, and govern the enforcement and determination of rules and regulations in the community.

There is one special Annual Association Meeting of all homeowners held in the first calendar quarter, on a date and at an hour established by the Board, for the purpose of holding elections and to review the annual budget. Other meetings by the Association Board with owners/residents will be held from time to time as designated necessary by the Board. In general, an effort is made by the Board to meet with owners/residents on roughly a minimum of a **quarterly basis** throughout the year. Dates/ times of Board meetings with Wexford owners/residents are announced to all owners/residents no less than five (5) days in advance of a meeting.

Your fees are determined annually. Your operating fees pay for insurance, landscaping, water, snow removal, and general association maintenance. Your capital reserve fee collects funds for larger items, such as driveway repair, painting, and roofs.

It is very important to remember that **you do not own the exterior of your unit, or your “yard.”** This is considered common and limited common area and is regulated by the association. All architectural changes (inside and out, other than decorating) and landscaping revisions must be approved by the association board. Please note that major additions could require a positive vote from $\frac{3}{4}$ of the residents of the association. When it comes to voting, every unit has one vote, despite the number of “owners” living there.

The condominium association pays for insurance for the buildings and association liability. You do need to have separate insurance for your own liability and personal property. Your insurance agent can guide you.

We hope this introduction helps your transition into condominium ownership.

HIGHLIGHTS OF BY-LAWS & DECLARATION

BY-LAWS

By-Law Article III - Unit Owners (Members)

Section 2. Annual Meetings. Regular annual meetings of the Unit owners shall be held in the first calendar quarter of each year hereafter, on a date and at an hour established, from time to time, by the Board.

Section 3. Special Meetings. Special meetings of the Unit owners may be called at any time by the president or by the Board, (1/4) or more of the voting power of Unit owners, and when required by the Condominium Act.

Section 4. Notice of Meetings. Written notice of each meeting of Unit owners shall be given by, or at the direction of, the secretary or person authorized to call the meeting, by mailing a copy of such notice, postage prepaid, **at least five days** before such meeting, to each Unit owner entitled to vote thereat, addressed to the Unit owner's address last appearing on the books of the Association or supplied by such Unit owner to the Association for the purpose of notice, or by delivering a copy of that notice at such address at least five (5) days before the meeting. The notice shall specify the place, day and hour of the meeting, and in the case of a special meeting, the purpose of the meeting.

Section 6. Proxies. At any meeting of Unit owners, a Unit owner may vote in person or by proxy. All proxies shall be in writing and filed with the secretary prior to the meeting. Every proxy shall be revocable and shall automatically cease upon conveyance by a Unit owner of his, her or its Unit.

Section 7. Voting Power. Except as otherwise provided in the Condominium organizational documents or by laws, a majority of the voting power of Unit owners voting on any matter that may be determined by the Unit owners at a duly called and noticed meeting shall be sufficient to determine that matter. The rules of Robert Rules of Order shall apply to the conduct of all meetings of Unit owners except as otherwise specifically provided in the Condominium organizational documents or by laws.

By-Law Article IV - Board of Trustees: (Board of Managers)

Section 6. Compensation. Unless otherwise determined by the Unit owners at a meeting duly called and noticed for such purpose, no Trustee shall receive compensation for any service rendered to the Association as a Trustee. However, any Trustee may be reimbursed for his or her actual expenses incurred in the performance of duties.

Section 12. Powers. The Board shall exercise all powers and authority, under law, and under the provisions of the Condominium organizational documents, that are not specifically and exclusively reserved to the Unit owners by law or by other provisions thereof, and without limiting the generality of the foregoing, **the Board shall have the right, power and authority to adopt and publish rules and regulations governing the use of the Common Areas and the personal conduct of Unit owners, occupants and their guests thereon, and establish penalties for the infraction thereof.**

By-Law Article V - Officers

Section 5. Duties. The duties of the officers shall be as the Board may from time to time determine. Unless the Board otherwise determines, the duties of the officers shall be as follows:

President. The president shall preside at all meetings of the Board, shall have the authority to see that orders and resolutions of the Board are carried out, and shall sign all legal instruments on behalf of the Association.

Secretary. The secretary shall record the votes and keep the minutes and proceedings of meetings of the Board and of the Unit owners, serve notice of meetings of the Board and of the Unit owners, keep appropriate current records showing the names of Unit owners of the Association together with their addresses, and shall act in the place and stead of the president in the event of the president's absence or refusal to act.

Treasurer. The treasurer shall assume responsibility for the receipt and deposit in such bank accounts, and investment of funds in such vehicles, as the Board directs, and disbursement of such funds as directed by the Board, the keeping of proper books of account, the preparation of an annual budget and a statement of income and expenditures to be presented to the Unit owners at annual meetings, and the delivery or mailing of a copy of each of the Unit owners.

DECLARATION

Declaration Article III - Purposes; Restrictions

Section 2. Restrictions. The Condominium Property shall be subject to the following restrictions:

(d) Visible Areas. Nothing shall be caused or permitted to be hung or displayed on the outside or inside of windows (except inoffensive drapes or curtains) or placed on the outside walls of a building or otherwise outside of a Unit, or any part thereof, and no sign, awning, canopy, shutter or television or citizens' band or other radio antenna or transmitter, or any other device or ornament, shall be affixed to or placed upon the exterior walls or roof or any part thereof, or in, on, or over a patio or balcony, unless authorized by the Board, and subject to such rules and regulations as the Board may adopt from time to time.

(f) Vehicles. The Board may promulgate regulations restricting the parking of automobiles, inoperable vehicles, trucks, boats and recreational vehicles on the Common Areas, enforcement charges, having such vehicles towed away, or taking such other actions as it, in its sole discretion, deems appropriate.

(h) Signs. **No sign of any kind shall be displayed to the public view on the condominium property except:** (a) on the common areas signs regarding and regulating the use of the common areas, provided they are approved by the board; (b) **on the interior side of the window of the unit, one professionally prepared sign advertising the unit for sale or rent;**

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

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

(o) Architectural Control. No building, fence, wall, sign or other structure shall be commenced, erected or maintained upon The Condominium Property, or any part thereof, nor shall any exterior addition to or change or alteration therein be made, until the plans and specifications showing the nature, kind, shape, height, materials, color and location in relation to surrounding structures and topography. In the event the Board, or its designated representative, fails to approve or disapprove such plans and specifications within sixty (60) days after they have been submitted to it, approval will not be required and these provisions will be deemed to have been fully complied with.

Declaration Article VII - Unit Owners' Association

Section 5. Authority. The Board shall have all authority to manage, maintain, repair, replace, alter and improve the Common Areas and assess and collect funds for the payment thereof, and do organizational documents, or the Condominium Act, that are not specifically reserved to Unit owners.

Declaration Article IX - Maintenance and Repair

Section 1. Association Responsibility. The Association, to the extent funds are available for the same, shall maintain and repair the Common Areas, including and not limited to **utility facilities serving more than one Unit, utility lines in the Common Areas, lawns, shrubs, trees, walkways, drives, parking areas, fireplace stacks, liners and chimneys, and the structural portions and exterior portions of all buildings which are a part of the Common Areas and that do not constitute part of a Unit, provided, however, that the Association shall not be required to repair or maintain the patio concrete pad, or improvements, if any, thereon.**

Section 2. Individual Responsibility. Each Unit owner shall repair and maintain the Unit or Units, and all components thereof, owned by that Unit owner, and that owner's Unit's appurtenant PATIO CONCRETE pad and improvements thereon. Without limiting the generality of the foregoing, **this repair maintenance responsibility of a Unit Owner shall include repair, maintenance and replacement of all windows (including sills), screens and doors, including the frames, sashes and jambs, and the hardware thereof.** In the event a Unit owner shall fail to make any such repair or perform such maintenance, or in the event the need for maintenance or repair of any part of the Common Areas or Limited Common Areas is caused by the negligent or intentional act of any Unit owner or occupant, or is as a result of the failure of any Unit owner or his, her or its predecessors in title to timely pursue to conclusion a claim under any warranty, express, implied, or imposed by law, the Association may perform the same, and if the cost of such repair or maintenance is not covered by insurance, the cost thereof shall constitute a special individual Unit assessment, as hereinafter defined, on the Unit owned by such Unit owner. The determination that such maintenance or repair is necessary, or has been so caused, shall be made by the Board.

Declaration Article XI - Insurance; Losses Bonds

Section 1. Fire and Extended Coverage Insurance. The Board shall have the authority to and shall obtain insurance for all buildings, structures, fixtures and equipment, and common personal property and supplies now or at any time hereafter constituting a part of the Common Areas, or common property of the Association, against loss or damage by fire, lightning and such other perils as are ordinarily insured against by standard extended coverage endorsements, and all other perils which are customarily covered with respect to projects similar in construction, location and use, including all perils normally covered by the standard "all risk" endorsement, where such is available, issued in the locale of the Condominium Property, in amounts at all times sufficient to prevent the Unit owners from becoming co-insurers under the terms of any applicable co-insurance clause or provision and not less than one hundred percent (100%) of the current replacement cost of such items (exclusive of land, foundations, footings, excavations, and other items normally excluded from coverage), as determined from time to time by the insurer.

Declaration Article XI - Insurance; Losses Bonds (continued)

Section 2. Liability Insurance. The Association shall obtain and maintain a comprehensive policy of general liability insurance covering all of the Common Areas

and public ways, if any, in the Condominium, insuring the Association, the Trustees, and the Unit owners and occupants, with such limits as the Board may determine, but no less than the greater of (a) the amounts generally required by private institutional mortgage investors for projects similar in construction, location and use, and (b) \$1,000,000, for bodily injury, including deaths of persons, and property damage, arising out of a single occurrence. This insurance shall contain a "severability of interest" endorsement which shall preclude the insurer from denying the claim of a Unit owner because of negligent acts of the Association, the Board, or other Unit owners, and shall include, without limitation, coverage for legal liability of the insured for property damage, bodily injuries and deaths of persons in connection with the operation, maintenance or use of the Common Areas, and legal liability arising out of lawsuits related to employment contracts of the Association. Each such policy must provide that it may not be cancelled or substantially modified, by any party, without at least 10 days' prior written notice to the Association and to each holder of a first mortgage which is listed as a scheduled holder of a first mortgage in the policy.

Section 7. Unit Owner's Insurance. Any Unit owner or occupant may carry such insurance in addition to that provided by the Association pursuant hereto as the Unit owner or occupant may determine, subject to the provisions hereof, and provided that no Unit owner or occupant may at any time purchase individual dual policies of insurance against loss by fire or other casualty covered by the insurance carried pursuant hereto by the Association. In the event any Unit owner or occupant violates this provision, any diminution in insurance proceeds resulting from the existence of such other insurance shall be chargeable to the Unit owner who acquired or whose occupant acquired such other insurance, who shall be liable to the Association to the extent of any diminution and/or loss of proceeds. Without limiting the foregoing, a Unit owner or occupant may obtain insurance against liability for events occurring within a Unit, losses with respect to personal property and furnishings, and losses to improvements owned by the Unit owner or occupant, provided that if the Association obtains insurance for permanent improvements and built-in fixtures and equipment, then the insurance obtained by the Unit shall be limited to the type and nature of coverage commonly referred to as "tenants" improvements and betterments". All such insurance separately carried shall contain a waiver of subrogation rights by the carrier as to the Association, its officers and Trustees and all other Unit owners and occupants.

Declaration Article XV - Assessments and Assessment Liens

Section 3. Elements – Apportionment: Due Dates.

(b) Special Assessments for Capital Improvements.

(1) In addition to the annual operating assessments to construct, reconstruct or replace capital improvements on the Common Areas to the extent that reserves therefore are insufficient, provided that new capital improvements not replacing existing improvements shall not be constructed nor funds assessed therefore, if the cost thereof in any fiscal year would exceed an amount equal to five percent (5%) of that fiscal year's budget, without the prior consent of Unit owners exercising no less than seventy-five percent (75%) of the voting power of Unit owners and the consent of eligible holders of first mortgages of Units to which at least fifty-one percent (51%) of the votes of Units subject to mortgages held by eligible holders of mortgages appertain.

(c) Special Individual Unit Assessments. The Board may levy an assessment against an individual Unit, or Units, to reimburse the Association for those costs incurred in connection with that Unit or Units properly chargeable by the terms hereof to a particular Unit (such as, but not limited to, the cost of making repairs the responsibility of a Unit owner, the cost of insurance premiums separately billed to a Unit owner, and a Unit owner's enforcement and arbitration charges). Any such assessment shall become due and payable on such date as the Board determines, and gives written notice to the Unit owners subject thereto. Additionally, during the first years of the Condominium's existence, and until such time as real estate taxes and assessments are split into separate tax bills for each Unit, the Association shall have the right to pay the real estate taxes and assessments attributable to the Condominium Property in the event the same have not been paid, when due, and assess each Unit owner for his, her or its share or such real estate taxes and assessments as a special individual Unit assessment. The share of those taxes and assessments attributable to a Unit shall be computed by multiplying the total taxes and assessments for all of the Condominium Property by the undivided interest in Common Areas attributable to that Unit. The calculation by the Association of the Units' shares of taxes and assessments shall be binding upon all Unit owners.

IMPORTANT GENERAL INFORMATION

PROPERTY MANAGEMENT

The manager for Wexford Village Condominium Association is
DIG Property Services
4033 E. Main St.,
Columbus, Ohio 43213.

Scott Ramsey is the administrator for Wexford Village. All operational and maintenance requests should be directed to Scott at 614.419.4555. Maintenance emergency telephone number is 614.419.4555

PROPERTY INSURANCE

The Board of Trustees has acquired insurance with Nationwide Insurance Co. for Common and Limited Common areas of your condominium. The policy number ACP BPHG 3008687874 is which provides for \$2,000,000 coverage on the exterior of your buildings. The deductible is \$1,000.

FINANCIAL MATTERS

Association Dues are currently \$195.00 per month and should be made payable to Wexford Village the first of each month. Checks may be mailed to Wexford Village, 4033 E. Main St. Columbus Ohio 43213. The management company in turn deposits the funds in our account. A \$10.00 late charge will be added to past due payments after the fifteenth of the month. A 2% carrying charge will be added to fees which are not paid by the 30th of the month.

Special Assessments may be levied on unit owners from time to time for such major projects as painting, landscaping, roofing, and driveway resurfacing etc.

ASSOCIATION BUDGET

The Board approves the annual budget for the following calendar year in the late Fall. This budget is mailed to all owners prior to January 1st each year. The budget is reviewed with owners during the Annual Association Meeting held in the first quarter of each year.

CHECKLIST OF MAINTENANCE RESPONSIBILITIES

Description	Unit Owner Responsibility	Association Responsibility
Doors: Including storm/screen doors Front entry and rear entry doors including hardware, frames, sashes, jambs, storms, and screens.	X	
Fences: Patio Dividers Front driveway, rear of north building, picket fence at side of north building.		X
Heating & Air Conditioning	X	
Landscaping Care for Lawns, Shrubs & Trees: Common Areas		X
Outside Lights: Street lamps, coach lights on garages Porch and patio light bulbs	X	X
Personal Property Damage:	X	
Pipes: Servicing more than one unit		X
Parking Lot		X
Roofs, shingles, flashing		X
Gutters & Downspouts		X
Snow & Ice Removal: Walks Porches	X	X
Sump Pumps: Maintenance and replacement		X
Walls: Exterior structural maintenance Interior maintenance	X	X
Windows: Frames, glass, sashes, jambs, sills and screens	X	

Wiring: Electrical and telephone servicing one unit	X	
Fireplace Stacks, Liners, & Chimneys		X
All Exterior Painting: Including Buildings/Garage Doors Fences Patio Dividers (N Bldg)		X

ASSOCIATION RULES, REGULATIONS & GUIDELINES

Wexford Unit Hardware Replacement Options (These items responsibility of owners). The following specifications must be followed by a unit owner when he/she repairs or replaces various hardware items in a unit.

1- DOORS

a) Garage Door

Model/Additional Information –

9x7 Clopay Model 1044 comes with inside slide lock; outside lock/handle can be added at owner's request/additional expense. **Comes already primed ready to be painted;**

Additional Model available Lowes model Item # 579991 Model # 99119557

Or substitute an insulated door. All substitutes must be approved by management prior to purchase.

PLEASE NOTE: In order to insure the quality of the appearance of the outside of all units and garages throughout the Wexford complex, the exterior of all new garage doors MUST BE PAINTED AT OWNER'S EXPENSE BY THE WEXFORD VILLAGE CONDO ASSOCIATION PROPERTY MGMT. CO. AT such time as you are ready to replace your garage door, please contact management immediately to arrange for the painting of your new door ASAP after it is to be installed. (2016 quoted cost for garage door painting was \$195 for 2 coats of paint on both sides of already primed door)

Garage Door Vendors –

Can be purchased/installed from/by a variety of vendors, including Compton-Overhead, Home Depot, etc.

b) Front/Inside Door

Model/Additional Information –

Therma-Tru Model S210, black; (**will need to confirm that black color matches the black on all the other front doors in Wexford complex**), brass kick plate, lock and deadbolt. You may purchase fiberglass or steel, based on the owner's personal preference. Both are the same weight & both are hollow. Steel may dent, fiberglass will not; 2009 price quote Therma-Tru front door - \$868.17

c) Back/Inside Door

Model/Additional Information –Therma-Tru Model S108LE, black or white w/ external pane grid (will need to match black or white color based on what is used in your building), 2009 price quote: Therma-Tru back door - \$895.00

d) Front and Back Outside Screen/Storm Doors

Model/Additional Information –Larson Classic #350-04 black, full view storm door, brass kick plate/French scroll handle **OR Pella Select Series Storm Door**, black, clear glass w/ bright brass French scroll handle/brass kick plate; **OR Pro Via Door Model #397** full view screen, black with bright brass handle; 2009 price quote: Larson Classic back/front storm door \$399 (\$379 if ordered with glass) **e) Front and Rear Inside and Storm Door Vendors –**

Doors can be purchased/installed from/by a variety of vendors including: Ace Hardware, Empire Windows, Lowes, Home Depot, Pella Doors/Windows, Seal-Rite Door, Sutherlands & Handy Man, Tim Hogan; contact info below; windows) (See vendor contact info below)

2- WINDOWS - All windows must be installed by an insured contractor who provides a certificate of insurance to the condominium association property manager in advance. Also, in advance, vender must submit work plans for approval prior to commencement of work. Plans must include brand of metal to be used around the outside of windows as different brands of metal come in different shades of white. Color of metal used on exterior of windows must match the existing shade of white on the exterior of the other units.

Model/Additional Information

Barrington Vinyl Windows, white, full screen, contoured colonial 3/4" grids
31x58 (9)
31x46 (3)
31x34 (3)

If white **trim outside windows** is being replaced, it **MUST** be identical in appearance to original windows in complex; May be replaced with wood or other non-rotting wood like materials; **specifically: outside wood sills** approximately 2 inch face; if wide boards are covered, approximately 5 1/2 inches. Windows installed without capping wide boards, width to be approximately 2 inches.

(2009 Price Quote):Empire Window

31x58 (\$398 each)
31x46 (\$389 each)
31x34 (\$378 each)

Prices quoted are for replacement windows only; includes installation, insulation and sealing; capping of sills and brick mold. Job site to be cleaned and debris hauled away. Additional charge *of \$20.00 * if three or less windows replaced at a time. Additional charge (\$50) to cap wide trim boards. Add \$20 trip charge for items purchased individually.

Window Vendors –

Can be purchased/installed from a variety of vendors including: Cardinal Builders, (Derryberry Builders- DBA, The Windowman of Lancaster), Empire Windows/Doors, Larmco Windows, Bailey's Glass and Mirror, and Window Pro. (See vendor contact info below)

a) Window Screens

Model/Additional Information –

Recommend you take a sample screens in sizes needed to vendor and they will duplicate; pricing varies per screen, and depends on whether screens are delivered and/or installed. (They are easy to install yourself.) One cautionary tale, the hooks to facilitate installation are not all in the same place – you may have to adjust them at time of replacement; (see vendor contact info below)

Window Screen Vendor –

Tri- Village has been used by multiple residents (see vendor contact info below)

b) Window Sill Only Replacement

May use real wood (painted white that matches outside of other white on our units, non rotting white faux wood replacement material or cap with white aluminum product; (highly recommend non- rotting/never needs painting faux wood material)

Per Empire Window -2009 Sill Replacement /Repair Only price quote: Without replacement windows, **replacement sills** are \$150 each, **capping sills** is \$25 each, **capping sills and providing “brick mold*** is \$75 each – Capping involves covering rather than replacing existing sill, it just protects the existing wood and makes it maintenance free in the future. Sills would be capped with white aluminum. *The “brick mold” includes repairing all the small moldings around the window. (White color for replacement sills or for aluminum used to cap sills needs to match other white color on exterior of windows)

Additional Window Sill Replacement Vendor -

Independent **Handy Man Tim Hogan** has now replaced the sills on multi units within the complex and did a good job.

See vendor contact info below;

c) Storm Windows

Storm windows may be installed **on the back of the unit only** and must have **colonial contoured grid** that matches the rest of the units. In addition, the outside trim around the windows must maintain the following dimensions: **Specifically: outside wood sills** approximately 2 inch face, if wide boards are covered, approximately 5 ½ inches. Windows installed without capping wide boards, width to be approximately 2 inches.

HARDWARE VENDOR CONTACT INFORMATION

Compton-Overhead Doors
Contact: Kim Compton
7760 St. Rt. 762
Orient, Ohio 43146
614-475-9600

Empire Windows – Doors Contact: Mike Van Gundy
Scheduling Center
41 S Grant Ave.
Columbus, OH 43215
mvangundy@empirewindows.com
Showroom/Mailing
6241 US Highway 23 North
Delaware, OH 43015 614-766-1400

VENDOR CONTACT INFORMATION (continued)

Handy Hogan - Home Improvement Services
Contact – Tim Hogan
1296 Wyandotte Road
Grandview Heights, OH 43232
614-486-9715
614-425-3437 (Cell)
hogansoriginal@hotmail.com

Seal-Rite Door
P.O. Box 1414
Pataskala, OH 43062
800-477-7471

Tri-Village Service and Repair
2185 Riverside Drive
Upper Arlington, OH 43221
614-486-0051

3 - SUMP PUMPS

Revision Date 9/05

Maintenance and replacement are the responsibility of the association. One or more units in each building has a sump pump. If you have one it is located in the basement utility room. If you experience problems with your sump pump working properly, please contact the emergency number ***immediately***.

There is also a sump pump on Bethel Rd. for the water meter. (Largest of the two man hole covers). The electric box for this sump pump is located behind the tree line on west side of drive about 75 ft. south of Bethel Rd.

4 – LANDSCAPE

Revision Date 9/05

Plantings (bulbs and flowers only/but no shrubs) may be planted in the common areas in front of the units and the limited common areas in the rear of the units. The planting of trees, shrubs, or any other permanent landscape materials in the common area, is **not allowed without prior written approval of the Board**.

Flower/plant pots on the front stoop and along the entry walkway are permitted and do not need approval.

4 – LANDSCAPE (CONTINUED)

Maintenance of flowers planted or placed by unit owners is the responsibility of the resident. All dead flowers planted by unit owners need to be removed within 10 days of hard frost or at the request of the Board.

Flowers and/or plants which are NOT maintained and become unsightly will be removed at the direction of the Board and the cost will be invoiced to the resident for the cost of the removal.

5 – PARKING

Revision 6-1-10

There is no assigned parking. Second cars and guests may park in the north and south lots. No parking is allowed in front of units or on the east and west perimeters, except that **one car only** may park in the extra space available in front of **5254, 5217 and 5229**. Garbage pick up interruption, fire and safety problems exist by parking in areas other than these. The City of Columbus requires a 20-foot wide street or drive, unobstructed at all times, for the use of fire vehicles. Only vehicles owned by people renting or owning a residential unit in the Wexford community may park in the Wexford lot.

Revision 6-1-10

Cars parked in unapproved areas may result in the car being towed, without notice, at the owner's expense.

Overflow parking is permitted only on the north entry drive on the east side.

6 - TRASH REMOVAL/CONTAINERS

General Info -The City of Columbus has provided each unit with 60 gallon trash containers. These containers are the property of the City of Columbus. Our collection color is **PINK**. Trash pick-up may begin as early as 6:00 a.m. on our scheduled collection day. **Please Do Not** place any items outside your container. Items not in your container will **Not** be collected. (This includes Christmas trees) **Call 645-TRSH (8774) for special individual bulk trash pick up needs.**

Trash containers are to be stored within the unit garage. Storage in other locations is unsightly and presents a risk of invasion by animals, etc.

Trash containers should not be put out earlier than 6:00 p.m. the night prior to scheduled collection and should be returned to storage no later than the evening of the collection day.

Yard Waste Pick Up-

the company that does the landscaping work for Wexford Village will remove any yard waste **that they collect**. If you have any individual yard waste that you generate from planting or removing flowers/plantings of your own, the city asks that you **Not** put this yard waste in your regular trash container. **If you have yard waste that you'd like to**

get rid of for FREE, go to www.refuse.ci.columbus.oh.us for locations where you may drop off your refuse **OR** to arrange for **pick up at Wexford FOR- A- FEE**, call Rumpke 1-800-828-8171.

Recycling – To arrange to have your recycling picked up for a cost of \$49.50 every 6 months, contact Rumpke at 1-800-828-8171. (6 month billing time frames are March to Sept & Oct to April) (FYI....if you start Rumpke's services in the middle of a 6-month billing cycle you are still required to pay the full \$49.50 six -month fee)

7 – SNOW PLOWING & REMOVAL

Clarified 9/05

Wexford Village will plow Parkcrest Lane and the parking lots and will shovel sidewalks when there is at least 2" of snow.

Salt is not approved for use by owners in the community. **Calcium chloride or another non-corrosive material should be used INSTEAD OF SALT.**

8 – ANIMAL PEST REMOVAL

Defined 3/98

The Association will pay for removal of animals that enter a unit **through the roof or cornice and occupy the attic area**. Removal of animals or insects that gain entry by door, windows, chimneys, and other means remains the responsibility of the individual owner.

Clarified 9/05

Trapping and removal of animals (i.e. raccoons, skunks, opossums etc.) on the Wexford Village property is the responsibility of the association.

In the event that the activities of an owner are attracting nuisance animals, i.e. ground level birdfeeders or excessive trash, that owner can be billed for any necessary animal removal.

9 – ORNAMENTAL & HOLIDAY DECORATIONS

Clarified 9-09

Garden ornamentals are restricted to no more than 18 inches high **in front** of the unit owners' residence, and must be displayed at either side of the front door or in the mulched areas only. Ornaments in **front or rear** of units must not interfere with grounds care personnel and equipment. Items that create safety or nuisance issues will be removed at Board discretion. Large landscape items such as benches, birdbaths, and other items must be submitted to Board for approval.

Winter Holiday Decorations may be displayed in the limited common areas (front and back porches/patios) provided the decorations do not damage buildings, gutters or

siding. They may **not** be displayed before Thanksgiving Day, and they must be removed no later than January 7th of the following year.

Other holiday decorations are permitted under the same guidelines, and may not be displayed more than **30 days before** or **one week after** a holiday.

10- Cable TV/Satellite Dishes

Clarified 9-09

TV Cable

Wexford Village currently has arrangements with **both Time Warner and Wow Way Cable** to provide cable TV services in the community. The physical cable for the services provided by Time Warner is located in the basement ceilings of all Wexford units; the cable for Wow Way's services is buried in the back yards of all units. **NO NEW ADDITIONAL CABLE SHOULD BE BURIED ON THE WEXFORD PROPERTY WITHOUT THE EXPRESSED ADVANCED PERMISSION OF THE ASSOCIATION.**

Satellite Dishes

Wexford residents who wish to use a satellite dish to receive TV services for their unit may do so but **must place the dish on their individual patio area only** and not attach it to any Wexford Building or place it on the common areas of the Wexford property. **(Please note: before an owner goes to the expense of acquiring a satellite dish, he/she may want to confirm that he/she will be able to receive an adequate signal if the dish is placed as required on the owner's patio.)**

SATELLITE DISH AGREEMENT

Agreement dated _____. Effective _____, for the privilege of having a satellite dish installed at my condominium located at _____

_____, unit owner agrees to the following provisions:

Unit owners wishing to install satellite dishes must adhere to the following rules:

- **Written notice must be given to the board of your intent to install a satellite dish.** This must be done prior to installation.
- **The satellite dish must be installed within your condominium, or in a discreet area exclusive to your condominium.** It must be installed within the confines of your rear garden area and may not extend beyond the edge of your garden area. You may not hang the dish out of a window. The dish must be installed so as to be as invisible as possible while still receiving a signal.
- **Installation must not damage the condominium or building.** You may not drill holes in railings, exterior walls or any other location. The only acceptable way to install the dish is with a removable clamp that does not require drilling. The dish must be mounted securely so that it cannot be dislodged. A removable “through the glass” transmitter must be used to transmit the signal from the dish to the interior of the condominium (Radio Shack carries such a transmitter called “Glass Link”). You are responsible for returning the premises to the condition that they were in prior to the installation of the satellite dish when it is removed.
- **You are liable for any injury or damage to persons or property caused by your dish; therefore, you must maintain liability insurance to cover any such injury or damage** as long as you have the satellite dish at our community. Proof of said insurance (insurance certificate) must be provided to our office within thirty (30) days of installation. The satellite dish is installed and operated at your own risk.
- **Association** is not responsible for any damage caused to disk by landscaping crews, maintenance, or any other source. Association is not responsible in any way for maintenance to satellite dish.

I (we) have read the above Lease Addendum and rules, understand them and agree to abide by them.

X _____
UNIT OWNER

BY: _____
AUTHORIZED AGENT / ASSOCIATION

11. Architectural Improvement /Design Change Approval Form

Because several remodeling projects in individual units can involve changes that affect the exterior appearance of a unit/building such as **changes to doors/windows or other structural modifications or modifications to the plumbing or electrical systems**, those projects require advance notification and approval of the board and management company to ensure that the changes will not adversely affect the appearance or structural soundness of a building or its operating systems. An architectural design form is **included below** and should be submitted in advance of an owner proceeding with any such project.

WEXFORD CONDOMINIUM ASSOCIATION

ARCHITECTURAL IMPROVEMENT APPLICATION AND REVIEW FORM

Unit Owner _____ Date _____

Address of Unit _____ Phone _____

Nature of Improvement _____

Color (if applicable) _____

Location (if applicable) _____

Dimension (if applicable) _____

Construction (if applicable) _____

Contractor Name and Contact #

Approximate Cost \$ _____

(A sketch of all improvements must be attached to this application to show its location and dimensions)

Date Submitted _____

Signed _____

Please note: all contractors must carry liability and workers compensation insurance, and should provide copies of insurance certificates to the management company to keep on file.