

Branford Village Condominium Association

4738 Merrifield Place
Upper Arlington, Ohio 43220
614.459.1194
branfordvillage@gmail.com

We would like to take this opportunity to welcome you to Branford Village. If you have any questions regarding maintenance, accounting, or any specific issues pertaining to your unit, please contact us at 614.459.1194.

The condominium dues are \$220.00 per month. Fees are due on the first day of the month and are posted late after the tenth of the month. The late fee is \$25.00. Dues can be sent to the following address:

BVCA
4738 Merrifield Place
Columbus, Oh. 43220

We have enclosed a copy of the resident update information sheet. Please complete the information sheet and return it to Branford Village with your next month's dues.

Thank you
Scott Ramsey.
Manager

Branford Village Condominium Association

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Unit Address _____

Owner _____

Owner Address _____

Owner Phone _____

Tenants Name _____

Tenant Phone _____

In case of emergency contact. This person has a key to access the unit.

Name _____

Phone _____

Trash Policy
Branford Village Unit Owners Association
10.01.2010

Dumpster use is for residents of Branford Village only. Refuse brought in from outside sources is strictly prohibited.

All household garbage must be placed neatly within and not around dumpsters specifically provided within the common areas for that purpose.

All residents should familiarize themselves with the rules and regulations specifically pertaining to garbage, trash disposal, and recyclable materials (glass, cans, plastics, newspapers, etc.).

Hazardous Materials such as batteries, tires, paint, flammable liquids, and biohazard materials must be disposed of in a proper manner, and are NOT allowed in the dumpsters.

Arrangement must be made with the trash contractor or management for pickup of bulk items including furniture and appliances. Mattresses, carpet, and carpet padding may NOT be left at dumpsters. Water heaters, furnaces or appliances may NOT be left at dumpsters.

No dumping of construction debris is permitted.

All personal property must be kept within the boundaries of the unit owner's *limited common area*. The association, management, nor it's agents are not responsible for any loss, destruction, theft, or damage to such property.

Failure to comply with trash policy regulations will result in fines and fees assessed to the owner's account.

In addition to the fines and fees that are assessed for violation of rules and bylaws, all expenses incurred by the Association as a result of violation of this rule will be assessed to the respective owner and become a chargeable lien upon that property if not paid.

Fine Schedule:	First violation	\$50.00
	Second violation	\$100.00
	Third violation	\$250.00

**Branford Village Unit Owners Association
Occupancy Rules And Regulations**

**Procedure for Unit Leasing
Occupancy Rules and Regulations**

As stated by the Condominium Bylaws, and according to the rules adopted by the Board of Trustees on April 29, 2010, the complete leasing procedure is as follows:

1. Board must be given not less than thirty (30) days prior notice of the proposed lease.
2. Board must be given the name and address of the proposed renter (s).
3. A copy of the proposed lease, including monthly rental rates and the term of the agreement must be given to the Board.
4. Lease must contain a provision that renters(s) agree to abide by the Rules and Regulations of the Association, and that the renter has received a copy of these regulations.
 - A. A credit check must be run, including all current and past rental history, as well as employment records of the proposed renter(s).
 - B. A copy of these verifications must be supplied to the Board.
5. Proof of proper liability coverage and renters insurance must be given to the Board.
6. A completed copy of the lease, credit report, and proof of insurance must be given to the Board within seven (7) business days of the occupancy of the unit.
7. The number of occupants allowed per condominium will be based upon the City, State, and Federal (HUD) regulations. Current guidelines for the units within Branford Village are as follows: The two bedroom units at Branford Village may be occupied by no more than four (4) persons.
8. Fines for failure to comply with Occupancy Rules and Regulations are \$10.00 per day.

Pet Policy
Branford Village Unit Owners Association
10.01.2010

Pet – a domesticated animal of a species that is commonly kept as a household pet in the community. A cat, dog, or canary is an example of a domesticated animal that is commonly kept as a household pet. A monkey, pig, or donkey is an example of an animal that is not commonly kept as a household pet in the community.

Only domesticated, common household pets will be allowed. Pets of vicious or aggressive disposition deemed by management to be potentially harmful to the health and safety of others are prohibited.

Livestock, poisonous reptiles, birds of prey, insects, and arachnids are strictly prohibited

The owner/tenant shall keep his/her pet inside the apartment at all times except for transportation on and off BVCA property and daily walks for dogs.

When outside the apartment, dogs must be controlled on a leash. Other pets shall be in suitable portable cages when outside the apartment. No animal shall be tied or chained outside the apartment.

The owner/tenant shall be responsible for disposing of pet remains in accordance with Federal, State, and Local laws, rules and regulations.

The owner/tenant shall be responsible to clean up after their pet anywhere on BVCA property including carrying a “pooper scooper” and disposable plastic bag any time the pet is outside the apartment. Pet waste shall be bagged and disposed of in appropriate trash receptacles. Pet waste or pet litter shall not be deposited in the toilet.

The owner/tenant shall be responsible for insuring that the rights of other tenants to peace and quiet enjoyment, health, and/or safety are not infringed upon or diminished by his/her pet’s noise, odors, wastes, or other nuisance.

Failure to comply with pet policy regulations will result in fines and fees assessed to the owner’s account in accordance with applicable law. All fines shall be payable within 15 days upon imposition and may become a lien upon the Owner’s unit as permitted within the documents of the condominium. In addition to the fines and fees that are assessed for violation of rules and bylaws, all expenses incurred by the Association as a result of violation of this rule will be assessed to the respective owner and become a chargeable lien upon that property if not paid.

Fine Schedule:	First violation	\$100.00
	Second violation	\$200.00
	Third violation	\$350.00

Parking Policy
Branford Village Unit Owners Association
10.01.2010

Certain carport spaces are reserved spaces that are considered Limited Common Area. Reserved spaces shall be assigned to a specific unit set forth in the deeds and restrictions of such unit, and are for sole purpose of that unit.

All Parking spaces outside of Limited Common Area are first come first serve basis.

Only approved motor vehicles are allowed. Vehicles such as but not limited to: commercial vehicles, RV's, boats, trailers, or campers are not allowed without express written approval from the Board of Managers.

Guests are to park in assigned visitor parking on the east side of the property located near the pool house.

All vehicles must display a valid vehicle registration and be kept in operational manner. Vehicles that leak fluids must be repaired immediately. Damage to common areas due to poor vehicle condition will be assessed to the vehicle owner and vehicle may be subject to impound.

Vehicles must not occupy more than one posted space.

Vehicles must not enter pedestrian or landscape areas at any time.

No motor vehicle shall be parked in such a manner to obstruct the movement and safe operation upon the parking and road surfaces.

Derelict, abandoned, and/or improperly parked vehicles will be towed.

Vehicles parking in fire or plow lanes are subject to immediate towing.

Owners shall be responsible for the conduct of their guests, tenants, contractors, and visitors.

No parallel parking is permitted during snowfall. During and after snow accumulation all parking is restricted from parallel spaces. Parallel parking may resume upon notice from the management.

Failure to comply with parking policy regulations will result in fines and fees assessed to the owner's account in accordance with applicable law. All fines shall be payable within 15 days upon imposition and may become a lien upon the Owner's unit as permitted within the documents of the condominium. In addition to the fines and fees that are assessed for violation of rules and bylaws, all expenses incurred by the Association as a result of violation of this rule will be assessed to the respective owner and become a chargeable lien upon that property if not paid.

Fine Schedule:	First violation	\$50.00
	Second violation	\$100.00
	Third violation	\$250.00

Branford Village Condo Association
4738 Merrifield Pl.
Upper Arlington, OH 43230

There is an option for automated charges of dues. Please complete the form and mail it in if you would like to participate in the program.

AUTHORIZATION TO CHARGE CREDIT CARD

Credit card number _____
Expiration date _____
CCV # (3 digit pin) _____
Name on credit card _____
Cardholder address _____ zip code _____
Cardholder phone# _____

I authorize B.V.C.A. to charge the credit card number listed above for the monthly due assessment of \$220.00.

Sign _____ Date _____

BRANFORD VILLAGE CONDOMINIUM ASSOCIATION
SATELLITE DISH POLICY

GENERAL

1. The Federal Communications Commission ("FCC") adopted rule, 47 CFR 1.400 ("FCC Rule"), is intended to supersede condominium associations rules and covenants concerning the installation, maintenance and use of direct broadcast satellite, television broadcast, multipoint distribution service antennas, and customer end fixed wireless communication antennas.
2. Branford Village Condominium Association {the Association} believes it is necessary for the benefit and enjoyment of the unit owners to adopt regulations governing installation, maintenance and use of exterior antennas consistent with the FCC Rule.
3. Any dish approved for installation must meet all FCC requirements as well as all applicable building codes, and local, state, and federal laws.
4. Unit owners installing satellite dishes without prior authorization may be asked by the Association to remove the installation within 15 days. Any dish not removed by unit owner within the 15-day period is subject to removal at unit owner's expense.
5. Any unit owner installing a dish, as well as agents and installers, agree to hold the Association harmless for damages of any kind related to the dish and its installation under any circumstances.
6. A qualified representative of the dish vendor must complete the dish installation.
7. Proof of owner's H0-6 Insurance Policy is required with enough coverage for the Master Policy deductible. Please attach copy of policy.

LOCATION AND INSTALLATION

1. Any condominium owner who can get a useable signal behind their unit may install an antenna. The antenna can be mounted on a pipe set in concrete or on a tripod with legs set in concrete. The height of the antenna shall not extend above the patio wall of the condominium unit..
2. Residents must ensure that their installation complies with all applicable building codes and manufacturer's instructions to the extent that federal laws and regulations do not supersede such codes and instructions.
3. Residents must permanently ground and properly affix all wiring in order to minimize the possibility of all safety hazards.
4. No new penetration or attachment of wire to the exterior wall of any unit shall be permitted in connection with antennas without first obtaining a written variance from the Board of Directors. All exterior wires and cables leading from the antenna into the unit must be concealed or camouflaged behind gutters, downspouts.
5. The color of the antenna should blend with the existing colors of the surrounding area. If not possible, protective covers are available in the marketplace to enhance the compatibility of the color of the antenna with the colors of the surrounding area.
6. The owner(s) the the unit is/are responsible for any damage to the common elements, another unit or any other person or property which is caused by or related to the installation or continued presence of any antenna installed by the resident of the unit.

7. The Association reserves the power to specially assess a unit owner for all costs to rectify any damages caused to the common elements resulting from or relating to a resident's installation or removal of the antenna.

8. The Association reserves the right to enter a unit or the limited common elements adjacent to a unit to inspect the area of installation. The Association has the right to request that a resident (or unit owner if the resident is a tenant) remove an antenna from a limited common element deck in the event that the Association is required to perform any maintenance or repair work on the deck. Removal and reinstallation shall be done by a licensed/bonded satellite dish installer and at the owner's expense.

9. At no time may installation be attached to or supported by exterior wall, fencing, gates, roofing.

ENFORCEMENT

1. If these rules are violated, the Association reserves all of its legal remedies, including, but not limited to, the enactment of special charges, subject to due process procedures.

2. If any antenna installation poses a serious, immediate safety hazard or threat to property, the Association reserves the power to immediately remove the antenna without notice to the unit owner. When ever feasible, the Association shall provide advance written notice to the unit owner of the Board's concerns for safety and its request of the unit owner to remove, relocate, or re-secure the antenna.

3. Unit owners shall be responsible for any damages and costs incurred by the Association, including, but not limited to, attorney's fees, as a result of the actions of their tenants.

Revised Policy Adopted: April 20, 2017.

1. Common Elements:

- No camera, recording device or monitoring device may be installed on or within common elements or common areas as described within the association bylaws.

2. Appearances:

- All camera styles must be approved by the board prior to installation.
- Depending upon location of the camera installation the color may be either white or black.
- The size of the camera must be under 6x6 inches total including mounting.
- All wiring must be within the unit and secured.

3. Privacy:

- No security camera shall be installed to record the actions of neighbors or of common areas.
- A camera installed above the door pointing down to the stoop for the purpose of seeing who is at the residence would be okay; however, a wide-angled lens that captures more than is necessary to secure the owner's entryway is not permissible.
- To the extent that there is a camera that captures any portion of a common area, the board of Managers, Management Company, and Branford Village; reserves the right to access, store, and or use the footage that occurs on Common areas and elements as described within the Declarations and Bylaws.

4. Indemnity/Insurance:

- All owners wishing to install a camera system must sign an Indemnity Agreement with the Association.
- Owners are responsible for removal of the equipment and system at any change in ownership
- The agreement of Branford Village and a unit owner with a camera/ recording system is non transferrable.
- The Unit Owner must provide the association with a copy of the Owner's Insurance policy, naming the association as an additional insured. Additional Insured : Branford Village Unit Owners Association

5. Inspection:

- The Association should maintain the right, upon reasonable notice, to inspect the installation of the equipment to ensure it complies with the policies.
- In particular, the Association should be able to view the field of vision of the camera to make sure it does not point to areas where there would be a privacy concern.

Branford Village Board of Managers maintains that Owners should have the ability to secure their premises, but that must be balanced against the privacy of their neighbors.