

McNeill Farms East Condominium Association

Handbook

Effective June 2026

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I. Introduction

This handbook (the “Handbook”) provides a set of rules, regulations, and procedures concerning the governance, alteration, maintenance, and general use of property within the McNeill Farms East Condominium (the “Condominium”). It has been adopted by the Board of Directors (the “Board”) of the McNeill Farms East Condominium Association (the “Association”) pursuant to authority granted to the Board in the Association’s Declaration and By-Laws (the “Declaration”). The rules and regulations (the “Rules”) contained in the Handbook are intended to be a supplement to, and not a substitute for, the Declaration and Bylaws, which each owner and resident is encouraged to read. In the event of a conflict between this Handbook and the Declaration and Bylaws, the Declaration and Bylaws are the controlling documents.

The Board hopes you enjoy living in the Condominium, and it is committed to maintaining and enhancing our community so it remains an attractive and desirable neighborhood in the future. In furtherance to this goal, the Board meets regularly to discuss matters related to the Association and Condominium. If an owner or resident within the Condominium (“Resident”) desires to attend any meeting of the Board, please contact the Association’s property manager.

II. Property Management and Contact Information

A. Property Management. The Board has contracted with and utilizes Sentry Management to assist it and serve as the Association’s property management company. Cheryl Kinsey (ckinsey@sentrymgt.com) serves as the Association’s on-site manager. Residents should utilize Sentry as their initial point of contact for Condominium related matters, including, without limitation, maintenance requests, general questions, lodging complaints, and addressing account concerns. Sentry can be reached as follows:

1. Sentry offers Residents access to a 24 hour on-line portal through which residents can make payments, request maintenance, access Association information, and other related matters. Residents can access this portal at www.sentrymgt.com and create an account thereon.
2. Sentry can also be reached for general matters at: 844.550.0336
3. Sentry can be reached for community care matters at: 800.932.6636
4. Sentry can be reached for after-hour emergencies at: 614.799.9800 Ext. #9

B. Association’s Web-Site.

Information for and about the Association and Condominium can also be accessed at www.mcneillfarms.com. The site provides access to printable copies of maintenance, complaint and exterior improvement forms, and the McNeill Farms Handbook. A direct link to the property

management company's site is provided. Information on dates and times of Board meetings as well as meeting minutes are also posted there.

C. Emergency Telephone Numbers.

Residents SHOULD NOT call the Condominium's clubhouse for emergency matters. The clubhouse attendees are only present to manage the daily operation of the clubhouse and pool, and they do not have access to property management information. Residents should be contacting the appropriate official to respond to emergencies, crimes, and similar incidents.

- Columbus Police Department (Non-Emergency): 614.645.4545
- Columbus Police Department (Mental Health): 614.645.4545 (Option 3)
- Columbus Health Department: 614.645.8191
- Columbus Police (Emergency): 911
- Columbus Fire Department: 911
- Emergency Medical: 911
- Sentry after-hours emergencies: 614.799.9800 Ext. #9

III. Assessments and Collections

A. Monthly Assessments. Monthly Assessments are due on the first day of each month and are considered late if not received on or before the close of business of the 10th day of the month. As of the date of this Handbook's adoption, owners may submit the monthly assessment payments via the on-line portal offered by Sentry or via check or bill pay made payable to "**McNeill Farms East Condominium Association**" and mailed to: Sentry Management, PO Box 30437 Tampa, Florida, 33630. Payments may also be made over the phone by calling 844.550.0336. Monthly Assessments will not be accepted by the on-site manager or via drop-off at the Clubhouse.

B. Delinquent Assessments/Collection Policy. Each owner is liable for the payment of an assessment and any past due or unpaid assessments will be collected by the Association pursuant to the following collection policy:

1. A monthly late fee of \$100.00 shall be assessed to any account that has a delinquent balance after the 10th of the month. Additionally, a NSF fee of \$30.00 (or the amount the bank charges the Association if more than \$30.00) shall be charged to the unit owner's account for each check or automatic withdrawal that is returned, stopped, cancelled for insufficient funds, or not honored for any other reason.

2. Any unit owner who is more than thirty (30) days in arrears, shall hereby have their voting, pool, and clubhouse privileges revoked until such time as their account is brought current.
3. The Association's attorney shall send a demand letter to any unit owner who is more than sixty (60) days in arrears.
4. The Association's attorney shall prepare and file a lien against any unit owner who is more than ninety (90) days in arrears. The Association's attorney shall file a lien release upon full payment of any past due balance owed, including the cost of the lien release, if a lien has been filed for an unpaid balance.
5. The Association's attorney shall prepare and file foreclosure, with the Board's authorization, against any unit owner that is delinquent in the payment of any assessments and related charges by more than one hundred twenty (120) days. The complaint shall not be dismissed until payment of all amounts past due are paid in full, including all legal fees and court costs.
6. The Association's attorney shall file a protective Answer or an Answer and Cross-Claim, with the Board's authorization, in any foreclosure initiated by the unit owner's lender or another lien holder. The Association's Cross-claim shall not be dismissed until payment of all amounts past due are paid in full, including all legal fees and court costs.
7. At the discretion of the Board, the Association's attorney may file complaints for collection of delinquent amounts in Municipal Court (including Small Claims Division). There is no limit on the delinquent amount as to when this action can be filed.
8. All costs related to collection of unpaid assessments, which shall include attorney fees and paralegal fees, court costs, postage, and recording/filing fees, will be charged to the delinquent unit owner's account and made a part of the unpaid balance owed to the Association.
9. This collection policy will remain in full force and effect until such time as the Board, in its full and complete discretion, changes the collection policy.
10. Payments received on delinquent accounts shall be applied in this order: (1) first, to any interest owed to the Association; (2) second, to late fees owed to the Association; (3) third, to collection costs, attorney fees, and paralegal fees incurred by the Association; and (4) fourth, to the principal amounts owed to the Association for the common expenses or penalty assessments chargeable against the unit.

11. Once the Board has authorized the filing of a foreclosure, the Association reserves the right to refuse any partial payment that is submitted on a delinquent account.
12. Nothing contained in this collection policy shall be deemed a condition precedent to any of the collection actions set forth above.
13. In the event the Board feels the Association's interests are at risk of being harmed by waiting for a delinquent account to reach any of the delinquency milestones set forth herein or to address incidents of serial delinquency, the Board may authorize the immediate filing of a lien and/or foreclosure.

IV. Ownership and Leasing

A. Unit Ownership. Pursuant to amendment to the Declaration, no member of the Association shall, either directly or indirectly have an ownership interest in more than one unit within the Condominium.

B. New Owner Information. When a property is to be sold, the purchasing Unit Owner is responsible for promptly notifying the property management company as to the name of the Unit Owner, the date for closing, and to provide an address for notification of Association matters if they wish to utilize an off-site address. It is the new owner's responsibility to ensure they submit timely payments of assessments.

C. Rentals. No Unit may be used for hotel or transient uses, including without limitation, uses in which the occupant is provided hotel services such as room service for food and beverage, maid service, furnishing laundry and linen, or similar services, or leases to individual roomers or boarders (meaning leasing or renting a room within a home to an individual). Transient use is defined as less than seven (7) days.

D. Leasing/Tenant Information. At least ten (10) days prior to the commencement or renewal of the term of any tenancy in Unit, the owner thereof shall provide a copy of the lease or land contract to the Board, via the property manager, and notify the Board, in writing, the name or names of the tenant or tenants and their phone numbers (including cell phone numbers); and time during which the lease or land contract term shall be in effect. Failure to so provide this information to the Board may result in an enforcement assessment of \$250.00, pursuant to provisions of Ohio law requiring notice and opportunity for hearing.

E. Tenant Enforcement Issues. Unit owners will be held financially responsible for any damage caused by their tenants. Additionally, if any occupant or tenant, or guest thereof, fails to abide by the restrictions set forth in the Declaration or other rules of the Association, the Board may institute enforcement assessment proceedings against

the Unit owner and may commence an action for eviction of any and all tenants in the offending Unit in any Court of competent jurisdiction, in the name of the Unit owner and as owner's agent for this sole purpose and shall charge all costs of such eviction and enforcement, including reasonable attorney fees, to the Unit owner. Before any eviction action is commenced, the Unit owner shall be given written notice pursuant to R.C. 5311.19(B)(2).

V. Parking and Vehicle Restrictions

A. Exclusive Owner Parking Areas. Each owner has the exclusive right to utilize the parking space within their unit's garage and, for end units, the drive-way space immediately in front of the garage for parking.

B. Common Owner Parking Areas. All parking within the Condominium, other than the Exclusive Owner Parking Areas, is common area and is equally available for parking to all owners, residents, and invited guests. The available Common Owner Parking Areas consist of:

- Any lined parking space in front of a Condominium building.
- The designated parking areas provided adjacent to the Clubhouse area.
- The designated guest parking areas, provided that residents may not park, for period of longer than 48 hours, or otherwise store extra vehicles within the designated guest parking areas. The Board shall have the discretion to determine if a resident is inappropriately using the guest parking areas.

C. Handicapped Parking Areas. A handicapped parking space is to be used ONLY by an individual with an official handicap placard displayed in the front window of the vehicle and with license plates matching the vehicle that was assigned the handicapped placard by the Ohio BMV. Any vehicle illegally parked in a handicapped parking space can be towed without any notice to the owner of the illegally parked vehicle. All costs of towing and recovery of the vehicle will be at the vehicle owner's expense.

D. Prohibited Parking. The following parking and vehicle related matters are prohibited within the Condominium:

- **Parallel Parking.** No parallel parking is permitted within the Condominium. No vehicle shall be parked in any manner, which blocks any street, driveway, or the ingress/egress to any garage.
- **Boats, Trailers, Recreational Vehicles, and Trucks.** No boats, trailers, motor homes, recreational vehicles, trucks (larger than a 1 ton pick-up), campers, travel trailers, personal watercraft, semi tractors and / or trailers may be parked on any street or driveway.

- **Moving Vans and Commercial Vehicles.** Moving vans, commercial vehicles, or vehicles bearing commercial advertising may not be parked within the Condominium, unless parked completely within a Unit's garage. Notwithstanding the above, moving vans and commercial vehicles are permitted within the Condominium while they are actively being utilized for performing services within the Condominium. In the event of any reasonable question as to whether a vehicle qualifies as a commercial vehicle, the Board shall have the discretion to make this determination.
- **Inoperable or Unidentifiable Vehicles.** Inoperable vehicles, including, without limitation, those with flat tires, broken windows, no license plates, or those with substantial visible damage, and vehicles which cannot be identified as belonging to a resident, which are parked in any common or limited common area for more than 48 consecutive hours may be towed off the premises at the vehicle owner's expense. Violators will be told to move the vehicle by property personnel or a notice will be placed on the vehicle with 24 hours to correct the violation.
- **Storage of Vehicles.** Storage of vehicles in any parking location other than inside of a garage is not permitted within the Condominium. In addition to any fine that may be assessed, a notice will be placed on the vehicle with 24 hours to correct the violation. If the Board determines that a resident is routinely violating this provision, the Board may take other enforcement action to permanently resolve the issue. Notwithstanding the above, residents can make arrangements to store vehicles on a temporary basis to accommodate travel or other temporary needs. If a resident needs to temporarily store a vehicle within the Condominium, they must contact the Association and receive advance approval.

E. Repair Work. No repair work is permitted on vehicles in limited common or common areas except for short-term emergency work, including without limitation, changing a flat tire, battery change/ jump, windshield wiper replacement.

F. Speed Limits and Safe Vehicle Operation. The speed limit within the community is 12 m.p.h. Reckless operation, excessive speed and parking or driving on the lawn areas is prohibited. Stop signs are posted at all corners and must be obeyed. Additionally, please remember that pedestrians, children, bicyclists, and pets use the streets and have the right of way.

G. Violation of Vehicle Restrictions. In addition to other enforcement rights set forth in the Declaration or this Handbook, the vehicle rules set forth herein may be enforced by towing and/or the levying of enforcement assessments. Further, any vehicle that is parked in an unauthorized manner that it is impacting safety or blocking the access to any portion of the Condominium, the vehicle will be towed without notice.

***NOTE: IF YOUR VEHICLE HAS BEEN TOWED, SIGNAGE POSTED BY THE TOWING COMPANY IS POSTED ON THE PROPERTY WITH THE TOWING COMPANY CONTACT INFORMATION AND ADDRESS.**

VI. Trash Collection

A. General Trash Information.

- Trash collection day is WEDNESDAY. Trash Cab Columbus handles trash collection for McNeill Farms.
- No trash/ garbage is to be placed in front of the units prior to 12 PM (noon) of the day preceding collection (Tuesday)
- Empty trash cans should be stored in the garage, where applicable, or in back of the unit by the evening of the day following trash collection (Thursday)
- Residents are responsible for clean-up of trash spillage from the containers before and after pick-up
- Only trash containers with lids, or securely tied plastic bags for overflow are permitted for trash disposal - paper bags or open boxes of garbage/trash are prohibited
- All trash for collection must be set out in front of your unit, at the main street, next to the curb, at the end of the driveway

B. Bulk Pick-Up.

- Plastic wrap required for bulk items in fabric. Bulk items in fabric won't be removed without plastic wrap.
- Email bulk item requests to Jeff@TrashCab.com. Request quote, coordination & supply credit card information.

C. Unacceptable and Non-Recyclable Waste.

- No construction waste.
- No hazardous materials.
- No Christmas trees. (Residents, however, can dispose of Christmas trees at Ohio Mulch free of charge. The address is: Ohio Mulch Blacklick, 537 Reynoldsburg-New Albany Rd., Blacklick, Ohio 43004.

VII. Pets and Animals

A. Leashes. Common Areas are for the enjoyment of all unit owners and residents

and cannot be fully enjoyed if animal waste is left on the grounds and pets are allowed to run uncontrolled. All animals must be walked with a leash not more than eight (8) feet in length and are not permitted to be in the Common Areas or Limited Common Elements unattended. The leash must be securely tethered to the animal and be physically held at all times by a responsible individual that is physically capable of controlling and restraining the animal.

B. Animal Waste. Residents are responsible to keep all Common Areas and Limited Common Areas clean and free of pet waste created by their pets. Animal waste must be cleaned up immediately.

C. Tethering. Residents are permitted to tether animals in any open patio or backyard area adjacent to and serving their unit, so long as the resident is actively present and monitoring the animal at all times and the tether confines the animal within that space. Animals are not permitted to be left unattended on a tether at any time in any location for any period of time.

D. Animal Pens or Houses. No animal pens or houses are permitted on patios, decks, or in common and limited common areas.

E. Feeding Animals Outdoors. It is prohibited to place animal feeders outside or to otherwise intentionally feed wildlife within the Condominium.

F. Wild / Nuisance Animals. The Association may have traps set for capture and euthanasia of wild animals that become a nuisance. In the event that Wildlife Control is called to set a trap, the resident requesting this service must agree to call in daily and report whether or not an animal has been trapped. Failure to report will result in a daily maintenance fee assessed to the unit owner. A written document stating same must be signed and returned to the management office before the trap is scheduled to be set. Additionally, residents are prohibited from tampering with any traps or wildlife control devices installed by the Association.

G. Animal Damage. The cost of repairing any damage done to Association property by an animal will be a special assessment to the resident responsible for that animal or that is responsible for the animals' presence within the Condominium.

H. Nuisance or Aggressive Animals. Continuous barking constitutes a nuisance and will not be permitted and violations will be subject to fining or other enforcement action. Aggressive or threatening behavior by animals towards other residents, their guests, other animals, or personnel on the premises will not be permitted. Unit owners and residents will be required to take action to prevent their pets from

annoying others and being a nuisance. Animals that constitute a nuisance may be faced with removal from the Condominium Property upon written notice by the Board of Directors. Generally, the Association will provide a warning related to animal violations before fining or taking other enforcement action; the Board, however, reserves the right to immediately seek the removal of an animal, without prior warning, if it has seriously attacked a human or another animal, or the Board otherwise determines it is reasonable and in the Association's best interests to seek immediate removal.

VIII. Architectural Regulations

A. No Unapproved Exterior or Structural Modifications. No modifications, changes, additions, or improvements that are visible from the exterior or that alter the Condominium buildings, common areas and limited common areas shall be made without written approval from the Board. Additionally, nothing shall be done inside any unit nor in or onto the common areas and facilities which would impair the structural integrity or would structurally change any of the buildings.

B. Application Procedures. Requests for exterior or structural modification must be submitted to the management company utilizing an External Condominium Improvement Application Form (the "Application"), or any other digital application form/process utilized by the Association's property manager. A copy of the Application can be obtained at the Clubhouse, on-line at www.mcneillfarms.com, or via the Sentry portal. A copy can also be found in APPENDIX A of this document. General Restrictions.

C. Unit Owner Liability. Unit Owners should not sign any binding contracts or agreements for modifications or alterations or permit work to begin until after Board approval, in writing, has been received. If a project is undertaken without such prior written approval and the Board does not approve the project, the Unit Owner will be responsible for the cost of having the Unit's exterior or Limited Common Elements restored to the original state and all costs, including any enforcement costs or attorney fees incurred by the Association, related to that restoration to the original state will be the Unit Owner's cost. Further, approval by the Board does not in any way alter or limit the requirements that the Unit Owner adhere to all appropriate State, local and county Building and Zoning Codes and other regulations established by the County or other governmental regulating agencies. The Unit Owner must obtain any permits required by code or state law.

D. Decks, Patios, and Fences.

E. Approval Procedures. When proposing an addition to your existing deck or patio, the following items must be included with the Application for the Board to make a decision:

1. Complete set of drawings detailing the deck / patio.
2. Elevations of railings, fencing, spirals, steps, etc.
3. Details of how and whom will build your deck, including a time frame.

F. Deck Specifications.

- **Length:** The length and size of the deck is determined by the length of the back wall of your unit, including the garage.
- **Middle Units:** Decks must not extend into the common area, which begins at the end of the shorter fence.
- **Height:** Must not be higher than the original height of fences installed during the original build.
- **Repair Access:** Air conditioning units, faucets, gas lines, electric boxes, sump pump lines, or any property or item the Association is responsible to maintain and repair must be accessible for repair.
- **Gas or Electric Meters:** End units having gas or electric meters must allow easy access by the utility companies for reading and maintenance of meters. These meters cannot be in a locked area.
- **Material:** Must be constructed with cedar or #1 wolmanized wood. Other materials may be approved contingent upon the approval of the Board of Directors.
- **Stains:** Must be of a neutral, earth-tone shade.
- **Deck Staining:** The Association will review the condition of decks as necessary. Unit Owners will be notified if their deck is deemed in need of staining.

G. Patio Specifications.

- Patios are subject to the same width and length restrictions that have been established for decks within the Condominium.
- Patios may be constructed of either poured concrete or brick pavers.

H. Fence Specifications.

- Fences are subject to the same width and length restrictions that have been established for decks and patios within the Condominium.

- Chain-link fences are not permitted and will not be approved.
- The Association will no longer mow grass in the patio-area once a fence is installed, and by installing or allowing a fence to remain on these areas, the unit owner agrees to maintain the grass in these areas in a neat condition.

I. Sun Shades, Pergolas, Etc. The addition of sun shades, pergolas and similar structures on decks or in patio areas is allowed subject to prior written approval of the Board. Such structures, however, may not be attached to the walls of the building.

J. Storm Doors. Owners can install Storm Doors on their units, however, they must first submit an Application and obtain written approval from the Board. When proposing the addition or alteration of a storm door, the following items must be included with the Application for the Board to make a decision: A brochure or information stating the model, number, and color of the requested door. The color of the storm door must either match the siding, trim, the existing shutters and door of the unit, or be white.

K. External Garage Doors. Installation (cutting) of a door into the wall of a garage or elsewhere on a building is not allowed as it can affect the structural integrity of the building.

L. Front Porch Railings. Owners can install a hand railing at the side of the front porch steps if needed for health/safety reasons; however, they must first submit an Application and obtain written approval from the Board. Railings must be made of wood and painted to match the building trim or black metal.

M. Landscaping Modifications.

Trees, shrubs, or any similar permanent landscaping material may not be planted, transplanted, or removed without prior written approval from the Board. If you are interested in adding trees, shrubs or any other permanent landscape material in the common area (outside the patio fence or approved flower beds), detailed plans must be submitted to the Board in advance for written approval.

Any approved landscape material placed in the common area becomes the property of the Association and is subject to the Association's maintenance program or removal—without reimbursement.

Unit owners must submit an Application and obtain written approval from the Board before a satellite dish can be installed within the Condominium. So long as the resident's request complies with the Association's requirements, set forth herein, the Association will not deny or unreasonably delay approval of a request for a satellite.

- One 18 inch satellite dish is permitted. Satellite dishes may not be attached to the building or roof. Residents should consult with their satellite provider to have a dish properly installed on the back fence or deck, or on a free-standing pole.
- Satellite dishes attached to the roof or other part of a building will be removed by the Association and all related costs will be charged back to the account of the unit owner.

N. Pre-Approved Modifications and Improvements. Subject to the conditions set forth herein, the following modifications and improvements have been pre-approved by the Board and, therefore, Residents do not need to submit an Application related to these matters/items. The Board reserves the right to review each item for conformity. The addition of any other item not covered here is subject to Board review and approval. Further, if there is any question as to whether a proposed Modification or Improvement qualifies as pre-approved or complies with the conditions set forth in this section, Residents should submit an Application and receive approval. Residents will be required to remove any modification, improvement or item that is not explicitly authorized in this section.

Generally, Residents are not permitted to place any signs on the Condominium that are visible from the exterior. Notwithstanding the above, the following signs are permitted:

- One (1) professionally prepared "For Sale" or "For Rent" sign which must be placed in a window.
- Security system decals/signs which may be placed in a window and or mulched area.
- "Rescue Your Pet" decals or stickers are permitted in a window.

Birdfeeders are allowed as follows:

- Residents who wish to have birdfeeders are responsible for keeping them clean and for picking up any debris that falls to the ground. Birdfeeders that are rusted, broken or in poor condition must be removed. Additionally:
- Residents that place bird feeders in trees, must ensure the tree is capable of supporting the weight of the feeder.
- Freestanding birdfeeders may only be placed within a Resident's limited common areas or outside the patio in an established mulch bed. These feeders must have wood or metal posts, cannot exceed 7 feet in height, and cannot be

excessively large, which the Board reserves the discretion to determine on a case by case basis.

- If a birdfeeder becomes an eyesore, an unreasonable attraction for unwanted wildlife, or otherwise causes negative issues within the Condominium, the Board reserves the right to revoke the right to place any or all birdfeeders within the Condominium.

Residents are encouraged to plant and keep well maintained plants / flowers of their choosing in the mulch bed in front of their unit or the patio area in the rear. Residents, however, must request approval before creating new planting beds. Maintenance for beds associated with an individual unit are the responsibility of the unit owner. Responsibility for upkeep of flower beds transfers from one owner to the next. The Board has established the following rules for allowed flower beds, pots, and planters:

- Beds should not be established in mulch beds around trees.
- Plants and pots are permitted on the stoop and patio area. Additional beds are not permitted without written approval from the Board particularly along the garages of end units.
- Flower boxes, pots, and / or plant hangers may be affixed to fences and/or decks only. Flower boxes are not permitted to be attached to the building.
- Pots, flower boxes, and plant hangers should be in good condition and well maintained.
- Plants may be planted inside the patio fence up to a distance of 24 inches from the building.
- Annuals or perennials may be planted and must be well maintained.
- The lawn care service is not responsible for any damage to beds established by the original builder. This includes tree beds, those in the front of units, and along garages on center units.
- Maintenance of the plants is the responsibility of the resident and dead flowers / plants are to be removed/ cut back at the end of the season.
- Responsibility for upkeep of flower beds transfers from one owner to the next. New owners are responsible for beds in existence when the unit was purchased.
- Plants that are not maintained during the growing season may be removed by the Association and the cost billed to the resident.

- Use of loose materials, particularly stone, is prohibited in common areas. While beautification of the area around an individual unit is encouraged, care should be taken in selecting materials for personal landscaping. Loose stone or similar material placed in mulch areas or around trees can become dangerous if run over by a lawnmower and ejected from the blades. Loose materials that spread out of their intended location may be a hazard to persons or pets using the common areas. The cost of repairing damage such as broken car windows, broken windows on buildings, injuries to landscaping personnel or other people, etc. will be borne by the owner of the unit using the object or material. This includes any associated legal fees

IX. Clubhouse, Fitness Center, and Swimming Pool

The McNeill Farms Clubhouse, Fitness Center and Pool are amenities for Residents and their guests to safely enjoy themselves. Persons using these facilities must refrain from infringing upon the privileges and safety of other Residents and their guests. To ensure the amenities are taken care of and maintained as a place of enjoyment for all Residents, the Association has established the following restrictions.

A. Identification Tag/ Pass. A Clubhouse identification tag / pass (“Clubhouse Pass”) must be presented to use the Clubhouse or Pool. Clubhouse Passes can be obtained as follows:

Residents over 18 years of age may obtain a pass by presenting the Clubhouse Attendant with two means of identifying them as residents of the Condominium. Acceptable forms of identification are: A picture I.D., such as a driver’s license, state I.D. card, or passport, title documents showing the resident’s name, address, and ownership interest, a current rental agreement/lease with the Resident’s name and unit address listed, and utility bills showing the resident’s name and unit address. Additionally, renters must provide a letter from the unit owner relinquishing that owner's clubhouse/ pool privileges to the lessee. Either the unit owner or the renter may possess and use a pass to the facility, but not both.

Residents that are between 16 and 17 years of age may obtain a Clubhouse Pass to use the facilities without an adult. To obtain a Clubhouse Pass they must:

- be accompanied by a parent or guardian who is a McNeill Farms resident (The adult must present their Clubhouse pass or proof of residency at McNeill Farms as well.)
- present a birth certificate or State of Ohio driver's permit with date of birth.
- Present some other form of governmental documentation that reasonably, as determined by the Association, evidences the applicant’s age.

B. Use of the Clubhouse and Pool by Minors.

Unaccompanied minors, meaning those 16 and 17, who have obtained a white pass may utilize the Clubhouse, Fitness Center, and Pool but they are not allowed to bring guest at any time.

C. Guests. Subject to the following restrictions, Residents may invite guests to utilize the Condominium's amenities:

- Guests in the main clubhouse and pool areas are limited to 4 per household on weekdays (Monday through Friday) and 3 per household on weekends (Saturday and Sunday).
- Guests in the fitness center are limited to 2 per household at all times.
- Guests must be accompanied by an adult resident at all times and will be asked to leave if the resident is not present. Clubhouse passes are required.
- If you wish to have more than the allowed number of guests it will be necessary for you to rent the Clubhouse (See below). Rental of the Pool and Fitness Center is not allowed.

D. Liability. By accessing and using the Clubhouse, Fitness Center, and Pool, all persons agree to release the Association and it is staff from any liability and recognize that such use is done so at their own risk and sole responsibility. The Association and the Clubhouse staff will not be held responsible for any injuries or harm that occurs to any individual utilizing the Clubhouse, Fitness Center, Pool or any other facilities of the Condominium. If any injury does occur, an Accident Report Form must be filled out by the injured individual and Clubhouse attendant.

E. Pets and Animals. No pets are permitted in the clubhouse or swimming pool area. (Leashed pets are permitted in the management office.) No pet shall be tethered or tied to the pool fence or any portion of the clubhouse building. Notwithstanding the above, if a Resident or guest requires an accommodation or is exempt from this restriction, they should contact the Association to discuss the matter and to provide any needed documentation.

F. Clubhouse Rental. The clubhouse lounge / great room area is available for rental to Residents for parties and family gatherings. Reservations of the clubhouse by outside organizations or non- residents are not accepted. The following restrictions apply

to rental request:

- Reservations are granted on a first request basis.
- Reservations are not secured until the rental fee, security deposit, and a signed rental agreement are received.
- You CANNOT rent the pool or exercise equipment as they are open to all residents at all times.
- Rental is subject to the availability of a clubhouse attendant to work the requested hours.
- If you wish to reserve this space, please contact the clubhouse at (614) 866-1954.

G. Pool Rules. The Association has established the following restrictions and rules governing the use of the Pool:

- All persons using the pool facilities do so at their own risk. There is no lifeguard on duty.
- The pool will be open daily during the swimming season unless posted otherwise.
- Swimmers must exit the pool area at least 15 minutes before regular clubhouse closing time to allow the Attendant time for proper pool closing procedures.
- The clubhouse attendant has the right to determine inclement weather conditions for operation (i.e. lightning, heavy rain/storm, tornado, fog, unsafe conditions, etc.) and restrict pool use accordingly.
- Entry is only through the clubhouse - no entry is permitted through the pool gate.
- Everyone must present a valid clubhouse pass and sign-in before entering.
- Clean up after yourself - throw trash away - use ashtrays for cigarette butts
- Lounge chairs or tables may not be reserved and must be repositioned in an orderly fashion after use

The following items and behavior are prohibited in the Pool and Pool Area:

- Alcohol

- Food or drink IN the pool
- Public intoxication
- Profane or objectively obscene language, fighting words, derogatory, racist, or demeaning language
- Disruptive behavior, including, without limitation pushing or fighting
- Animals or pets
- Glass or other breakable items - coolers and bags will be checked by attendants
- Diving, running, pushing, dunking, splashing or any other similar behavior
- Frisbees, footballs, soccer balls, water guns of any kind – (Standard "pool toys" that do not interfere with others' use of the pool or patio, however, are allowed)
- Weapons
- Use of radio or speakers without headphones
- Aggressive, abusive or confrontational behavior towards Clubhouse Staff

Swimming is permitted only in garments sold as swim wear. Other non-swim wear clothing, including, without limitation, cut-off jean shorts, can affect and damage the Pool and its mechanisms. Infants must also wear swimsuits and appropriate swimming diapers. Swimwear should be appropriate for a family environment. Non-swimming diapers are not permitted in the water. Wet swim wear is not permitted in the Clubhouse lounge area or Fitness Center.

H. Fitness Center Rules. The Association has established the following restrictions and rules governing the use of the Fitness Center:

- No alcoholic beverages
- Shoes and shirt must be worn at all times
- Residents 15 years of age and under are not permitted to use the exercise or weight equipment or be in the weight room without express written permission from McNeill Farms
- The staff is not responsible for any kind of supervision of children
- Guests must be accompanied by a resident with a valid pass (limited to two guests per unit)

- Limit time on aerobic equipment to 20 minutes if others are waiting
- Do not drop dumbbells or weight plates on the floor
- Free weights are not allowed on the carpeted area
- Return dumbbells and weight plates to racks provided after use
- Do not allow weight stacks (plates) to slam against one another
- Wipe off equipment after use
- Be considerate of others and keep the TV and phone volume down.
- Please put trash in the trash can during and after workouts.

I. Suspension of Privileges. The Clubhouse Attendant shall have the authority to enforce the Clubhouse, Fitness Center and Pool rules and restrictions as set forth herein. The Clubhouse Attendant shall have the authority to demand a Resident or Guest(s) leave the Clubhouse, Fitness Center, or Pool and to suspend their rights of further access for a period of up to seventy-two hours (72) for a violation of the applicable rules. The Clubhouse Attendant shall report violations to the Board, and the Board reserves the right, in addition to other enforcement rights set forth in the Declaration or Handbook, to suspend the right of a Resident to utilize the Clubhouse, Fitness Center, or Pool for a period of up to 60 days per violation.

X. Enforcement Policy

A. General Enforcement and Fine Process. The following procedures will be followed by the Association related to enforcement and levying enforcement assessments for general violations of the Declaration or rules

Unless another procedure has been specifically set forth for a particular violation, Unit owners or residents who fail to comply with the restrictions set forth in the Declaration, Bylaws or Handbook will be sent a warning advising of the violation and requesting a cure, if applicable.

If the violation reoccurs or is not cured after notice is received, the Unit Owner is subject to being fined or having the costs associated with curing the violation assessed against them. Except as otherwise set forth in these rules, a finable violation will result in an initial fine of \$150.00 and fines of \$250.00 for additional offenses. Notwithstanding the above, if a different assessment amount is specifically set forth in the Handbook or in the Fee Structure Chart attached hereto as Exhibit A, that amount shall control. Additionally, the

Board reserves the right at any time to increase a fine amount so long as prior notice and opportunity to cure are first provided.

B. Property Damage. . All costs related to repair of damages to the Common Elements or Limited Common Elements caused by a Unit Owner or guests, tenants, or any invitee of the Unit Owner, will be the Unit Owner's cost to bear. In the event the Association seeks to impose a special individual unit assessment against a Unit Owner in relation to such costs, the Association will first provide the Unit Owner with notice and the opportunity to request a hearing.

C. Enforcement Costs. In the event the Association incurs any expense, including attorney fees and court costs, in the enforcement of the Declaration or rules the Association shall have the right to assess those costs to the responsible Unit Owner.

D. Unit Owner Liability. Unit Owners are ultimately responsible for the conduct of their guests, tenants, and any occupant residing in their unit, and the Unit Owner will be held financially and, to the extent applicable, legally responsible for any violation assessment assessed or enforcement costs incurred as a result of the behavior of their guests or unit occupants or guests of occupants.

E. Board Discretion. If the Board determines that fines are insufficient to address certain violations or issues at any point in time, the Board retains the discretion to undertake alternative enforcement measures, including, without limitation, initiating formal legal action to seek compliance with Condominium's governing documents or taking action to directly cure the violation .

F. Hearing Process. Residents have the right to request a hearing to dispute an enforcement assessment or other certain individual damage assessments pursuant to the following procedures:

- A written notice of the description of the violation (or property damage), the amount of the proposed charge/assessment, a statement that the owner has a right to a hearing before the Board to dispute the assessment/charge, a statement informing the Unit Owner how to request a hearing with the Board, and a reasonable date (if any) by which the violation must be cured.
- The resident must request a hearing IN WRITING no later than 10 days after receiving the written violation notice sent to the Unit Owner, and if the Unit Owner fails to timely request a hearing in writing, the Unit Owner will have waived his or her right to a hearing, and the Board will immediately impose the enforcement assessment/charge to the owner's account.

- If a Resident timely requests a hearing with the Board to dispute the assessment/charge, the Board must provide written notice to the Resident of the time, date, and location of the hearing at least 7 days before the hearing.
- If an owner timely requests a hearing, at least 7 (seven) days prior to the hearing the Board will provide the owner with a written notice that includes the date, time, and location of the hearing. If the owner fails to make a timely request for a hearing, the right to that hearing is waived, and the enforcement assessment will be immediately imposed. Within thirty (30) days after the date a hearing is conducted, the unit owner will be sent a written notice of the decision by the Management Company.

XI. Miscellaneous Matters.

A. Activity on Common and Limited Common Elements. It is expected that Residents will demonstrate common courtesy to adjacent Residents relative to noise and activities on patios, decks, and porches. Party activities on the Common Element and Limited Common Elements should terminate no later than 10:00 p.m. Sunday through Thursday and no later than 12:00 a.m. on Friday and Saturday. The use of an amplified sound system (speakers, portable radios/phones, or any use of any amplification device) must not disturb adjacent Unit residents. Violation of this provision constitutes nuisance and may result in enforcement action.

B. Grills, Chimineas, Fire Pits, Outdoor Cooking. Open fires, charcoal grills, charcoal smokers, fire pits or chimineas of any kind are prohibited from being used anywhere within the Condominium Property. Propane grills may be used so long as they are used and stored at least 10 feet away from any structure or combustible material, and an owner must have a working fire extinguisher or other reasonable means of extinguishing a fire while using a propane grill. Additionally, the use of propane, gas, kerosene, or any flammable substance in the garage of their units, whether for cooking or heat is prohibited. The use of electric stoves or any other cooking device within garages is also prohibited. Improper use of these items is fineable. Costs to repair damage resulting from negligent use are the responsibility of the unit owner, including any legal costs. Additionally, any violation of these provisions is subject to an immediate fine of \$500.00 and no prior warnings will be provided.

C. Holiday Decorations. Christmas lights and New Year decorations are permitted to be placed in the limited common areas and/ or on building exteriors provided the decorations do not damage limited common area, building, gutters or siding. They may not be displayed before Thanksgiving Day and must be removed by no later than January 15th. Other national or religious holiday decorations are permitted under the same

guidelines and may not be displayed more than one week before or one week after the holiday.

D. Flags. Flags may be flown or displayed at any time. Flag holders can only be mounted on the outside of the corner post of the front porch. Any damage to the post due to the flag holder is the responsibility of the unit owner. Freestanding yard type flagpoles are not permitted.

E. Fireworks. The use of any fireworks, including, without limitation sparklers, is prohibited within the Condominium. Notwithstanding any other provision in this Handbook, any violation of this provision will result in an immediate enforcement assessment of \$500.00.

F. Maintenance of Heating/Cooling. Each Unit Owner must adequately heat and cool the Unit at all times to prevent frozen pipes in and around the Unit and to prevent mold/mildew during warmer/humid months. If damages occur to a Unit and the Unit Owner fails to remedy damages related to water, moisture, mold, or frozen plumbing within or outside of the Unit, the Association may make any necessary repairs to the Unit or Limited Common Elements and charge all costs back to the Unit Owner that failed to make those necessary repairs. Further, the Association may request adequate assurance from a Unit Owner if there is reason to believe adequate heating is not being maintained and enter a unit, upon reasonable notice, to ensure the same if a response is not provided, and the costs of entry will be assessed to the Unit Owner.

G. Water Shutoff Valves. Each unit has a water shutoff valve for that individual unit which is located near the water heater in the basement. This unit shutoff valve is in the ceiling and is attached to a 1/2"-3/4" pipe. In addition, one unit per building has a valve that controls water to the entire building. This water shutoff valve for the entire building is located on a front wall, attached to a pipe that is 2"-3" in diameter. DO NOT turn the building valve off. Doing so will shut off the water for all six units in the building. If the shutoff valve for the whole building appears to require maintenance, contact the property manager.

H. Sump Pumps. Owners of units with a sump pump in the basement should test the pump at least once a month to make sure it is functional. If flooding should occur, the owner of the unit with the pump could be held responsible for damage to the units on either side if the pump has not been properly maintained. To test a sump pump, pour water into the hole until the pump kicks on. If it does not come on, contact the property manager for maintenance or replacement.

I. Watering of Lawns. Lawns are maintained by the Association's

landscaping company. In an effort to conserve water and save on water bills which are paid for with your condo fees, Unit Owners should not water them.

J. Personal Hose Reels / Hoses. Between April 1 and October 1, a hose may be neatly stored or coiled in front of the unit if the resident uses the hose for watering their flowers. All other months, hose reels and hoses must be stored in the garage or behind the unit. Hoses must be disconnected in winter months to prevent burst pipes and water damage. No hose reel can be permanently attached to the building, either in the common area or limited common area.

K. Window A/C Units. Window air conditioners may be used between April 1 and October 1. They must be removed from windows at other times of the year.

L. Play Equipment.

- Swing sets, sand boxes, kiddie pools and other play equipment must be kept within the limited common area. Kiddie pools must be disassembled on the same day as their use.
- Trampolines and Bounce Houses, or similar equipment, are not permitted within the Condominium and will not be approved by the Board.
- Residents are not authorized to install or place Basketball hoops, whether temporary or permanent, within the Condominium.

M. Personal Items / Storage. Personal property, such as lawn chairs, bicycles, tables, etc., must be kept within the perimeter of the patio area or inside the garage. Patio areas are to be kept neat, orderly, and free of rubbish. Patios are not to be used as storage for broken appliances, etc.

N. Utilities. Residents are responsible for maintenance and payment of their own gas, electric, cable, telephone and for calling to initiate service on the date of possession. The Condominium Association pays for water and sewage utilities, rubbish removal and street lighting.

O. Insurance. The Condominium Association is insured (to include hazard insurance on all buildings). Please contact the management company if further information is required. It is the unit owner's responsibility to provide insurance on the interior of their personal unit and personal property as they deem fit. Policies should include coverage for contents, personal liability, water damage to any interior covering and any other coverage you wish. It would be prudent to have your agent contact our agent for coordination of coverage.

P. Solicitation. Solicitation is not permitted on the property: If you observed solicitors on the property, call the police. If it is possible, obtain information on contacting the company they represent and forward it to the property manager, so the company can be informed of our policy.

Q. Washing Machine and Dryers. Any Washing Machine or Clothes Dryer in a Unit must be located and operated in the basement of the Unit and kept in good repair.

XII. Fair Housing

A. Reasonable Accommodations and Modifications. The Board will grant requests for reasonable modifications to the Condominium Property or reasonable accommodations to the Rules and Regulations or provisions of the Declaration and Bylaws (including amendments) based on a resident's request for such an accommodation pursuant to the Fair Housing Act. The Board has adopted the following policy and procedure for processing a resident's request for a reasonable accommodation or reasonable modification:

- Applicants are encouraged to complete the Association's form to formally request a reasonable accommodation or reasonable modification. (See Request Form for Reasonable Accommodation or Modification.) Applicants are also encouraged to use the Association's form for certification if additional information from your physician or health care professional regarding your request is requested by the Board. (See Form for Certification of Need for a Reasonable Accommodation/Modification.) Using the forms will assist everyone involved with efficiently processing a request and providing a prompt response to the Applicant. Notwithstanding the above, an applicant is not required to use the forms prepared and provided by the Association. The request form and all other forms are to be returned via U.S. Mail or valid email to the property manager. Additionally, If you have any questions or concerns about these procedures, please do not hesitate to contact the property manager directly.
- The Board will review the request to determine if the documentation that has been provided from the Applicant is sufficient to approve the request. The Board may contact the Applicant to ask additional questions if necessary. The Board may require the Applicant to provide verification of the need for the request and a certification from a health care professional familiar with the Applicant's disability (treating physician or health care professional). It is the Applicant's responsibility to send all forms to his or her physician or health care professional as requested.

- Timelines for Reasonable Accommodation Requests: Reasonable accommodation requests are processed as soon as possible.
- The Association has no control over the length of time it takes for a health care professional to return the necessary verification and certification documents. Any verification or certification for an Applicant must be dated within six (6) months of the request or the Board has the right to request an updated verification or certification regarding any request.
- Timelines for Reasonable Modification Requests: Reasonable modification requests are processed as soon as possible. If the Applicant is requesting an exterior modification to the dwelling, a drawing and specifications showing the dimensions and location of the modification must be included with the modification request. If the Applicant is requesting a modification to the common elements only (such as a parking area), a basic drawing showing the general location only is necessary. The decision regarding a modification will also contain information as to whether the Applicant or Association will pay for the requested modification.
- If the request is approved, the Board of Directors will provide notification of the approval in writing to the Applicant. If the request is denied, the Board of Directors will provide notification of such denial in writing to the Applicant with the reasons for the denial.
- The Applicant has the right to appeal a denial by requesting a hearing with the Board of Directors, in writing, no later than ten (10) days after receiving written notification of the denial. Within seven (7) days from the date of the request for a hearing, the Board of Directors will provide the Applicant with written notice of the time, place, and location of the hearing. The Applicant may provide any additional information he or she feels necessary at the hearing. The Board of Directors will provide the Applicant with written notification that the Board has either affirmed or overruled its decision of a denial.
- All communications, including any discussions with the applicant, shall remain confidential, and any documents obtained in relation to the applicant's request shall remain confidential and not open to the public for inspection.
- Any Director that has a conflict of interest will recuse himself or herself and the remaining members of the Board shall make the decision as to the Applicant's request.

XIII. Document Retention and Inspection.

A. Document Retention. The Association has adopted the following standards regarding the retention of the specific Association documents and records set forth below:

Annual Reports/Assessment Info	Permanently
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Articles of Incorporation	Permanently
Declaration, Bylaws, Drawings	Permanently
Amendments	Permanently
Rules and Regulations	Permanently
Employee Files or Applications	7 years
Employee Payroll Records	7 Years
State and Federal Tax ID Numbers	Permanently
Federal Income Tax Returns	Permanently
Budget (Annual)	Permanently
Bank Statements and Cancelled Checks	7 Years
Investment Statements	7 Years
Bank Reconciliation	7 Year
Monthly Financials	7 Years
General Ledgers (Association)	7 Years
Board Meeting Minutes	Permanently
Contracts	8 Years
Proposals	1 Year
Committee Reports	3 Years
Correspondence – Legal	Permanently
Insurance Certificates/Policies	8 Years
Insurance Claims	Until Settled
General Correspondence	3 Years
Copies of Newsletters or Community Notices	3 Years
Director Election Ballots	Until After the Annual Meeting Minutes are Approved*
Reserve Studies	Permanently
Owner Approval for Alterations and Modifications	Permanently
Owner Approval to Amendments	Permanently

B. Approval of Minutes and Handling of Ballots. The Board may approve annual meeting meetings at the first Board meeting after the annual meeting, or any subsequent Board meeting. Ballots may be destroyed also with approval of a motion to destroy the election ballots approved after the election at the annual meeting where the election was held.

C. Record Inspection. The Board has adopted the following policy and procedures regarding inspection and copying of the Association’s books and records:

- A Unit Owner requesting to inspect the Association's books and records must submit the request to the Association's property Manager ("Manager") in writing and at least ten (10) business days prior to the desired date of inspection. The request for inspection must do all of the following: (1) state the purpose for the inspection; (2) agree not to use or distribute any documents or information obtained during the inspection for any purpose other than the stated purpose for the inspection; (3) specify the type of documents and dates/months to be inspected; and (4) if the Unit Owner wants copies of certain documents prepared for the inspection, specify the type and dates/months of documents to be copied.
- A Unit Owners may assign a representative (e.g., an attorney, accountant, or other individual providing a professional service for the Unit Owner) to inspect the Association's records on his, her, or its behalf, but the Unit Owner must provide written notice of the assignment to the Manager prior to the inspection, which shall include the following: (1) name, business telephone number, and business e-mail address of the representative; and (2) relationship to the Unit Owner (e.g., attorney, accountant, or other professional service provider). The designated representative will be subject to this Document Inspection Policy, as well as all of the other governing documents for the Association while acting on behalf of the Unit Owner.
- The Association's property management company ("Management Company") or Manager may only keep specific documents for definite periods of time. A Unit Owner will not be able to inspect or copy documents that are no longer kept on record with Management Company or Manager. For instance, emails will only be retained for a specific period of time pursuant to the Management Company protocol.
- The Association's records will only be available for inspection during Manager's normal business hours which are 9:00 a.m. EST to 5:00 p.m. EST, Monday through Friday. Unless otherwise agreed to by the Board or Manager, records may only be inspected during normal business hours.
- All original copies of the Association's records will not be permitted to leave the presence of the Manager. Accordingly, a Unit Owner must copy any document that the Unit Owner would like to take from Manager. The Unit Owner requesting copies of the Association records will be charged a reasonable copy fee of \$.15 for each page of any document copied for the Unit Owner.
- In addition to \$.15 per page for copies of Association records, Unit Owners will also be required to pay \$75.00 per hour for the administrative costs of the Manager for gathering the requested documents. This cost is the actual cost charged by Manager to the Association in response to document inspection and copying requests, and this cost will be passed on to the Unit Owner for whom this cost was incurred.

- After accumulating all documents related to a Unit Owner's request, Manager will calculate the copying fees and administrative costs associated with the request for inspection and submit an invoice for those fees and costs to the requesting unit owner. The Unit Owner must remit payment for the invoice before the Management Company is authorized to release the copies of the requested records to the unit owner.
- The Board reserves the right to deny inspection of any documents within the Association records until such time as the unit owner provides a "reasonable and proper purpose" for inspection and copying of such documents, as deemed appropriate by the Board.

XIV. Maintenance Responsibilities. Within the Condominium, the Association is generally tasked with maintaining and repairing items that are considered to be the Common or Limited Common Areas of the Condominium, and Unit Owners are obligated to maintain the Units. Residents are encouraged to review the Declaration for specific information regarding the shared maintenance obligations governing the Condominium, as a helpful overview, however, the Association is including the following chart to provide an overview of maintenance responsibilities. Please be advised that this chart does not amend the Declaration and it remains the controlling document. If a Resident is aware of needed maintenance to an item the Association is tasked with maintaining, they should submit a maintenance request form to the Property Manager. Maintenance Requests can be submitted through the Sentry Portal or by calling Sentry at: 800.932.6636.

Checklist of Maintenance Responsibilities

PROBLEM	OWNER	ASSOC.
Chimney: Vents, cleaning	X	
Doors: All entry doors, garage doors, and trim	X	
Doors: Storm doors, screens, and any damages	X	
PROBLEM	OWNER	ASSOC.
Fences*	X	X
Foundation walls, footing, and exterior drains		X

Garages: Structural maintenance; siding		X
Heating & Air Conditioning system	X	
Interior Cosmetic Damage (caused by roof leak, etc.)	X	
Landscaping: Care of lawns, shrubbery, trees in common area		X
Landscaping: Care and replacement in flowerbeds	X	
Light Fixtures: Exterior on front and rear of unit	X	
Pipes: Personal gas, water, sewer, servicing one unit	X	
Pipes: Servicing more than one unit		X
Property Maintenance & Damage within unit	X	
Road and Parking Area Pavement		X
Roofs: Shingles, flashing, gutters, and downspouts		X
Snow Removal: Roads, and driveways		X
Snow Removal: Front steps, stoop/ front porch, patios, and walks	X	
PROBLEM	OWNER	ASSOC.
Snow Removal Exemption: Walks - exemption available for verified medical conditions		
Steps: Front porch, back steps, replacement and maintenance		X

Structural Maintenance including siding and trim		X
`Walks: Sidewalks (exterior to patios)		X
Walls: Exterior structural maintenance		X
Walls: Interior maintenance	X	
Windows: Maintenance & damage (frames, glass, screens and storms)	X	
Wiring: Electrical & telephone servicing one unit	X	

Checklist of Pest Control Responsibilities

Feeding of any animals outdoors is prohibited. It is against the law per the Franklin County Health Code and attracts other animals and pests.

PROBLEM	OWNER	ASSOC.*
Ants: Carpenter		X
Ants: All other	X	
Bees: Carpenter		X
Bees: All Other	X	
Centipedes/Earwigs/Silverfish/Spiders, etc.	X	
Fleas, ticks, bed bugs	X	
Hornets and wasps	X	
Roaches	X	
Termites		X
Small wild animals (raccoons, skunks, etc.)		X*
Snakes		X

*In the event that Wildlife Control is called to set a trap, the resident requesting this service must agree to call in daily and report whether or not an animal has been trapped. Failure to report will result in a daily maintenance fee assessed to the unit owner. A form will be provided stating same, which must be signed and returned to the management office before the trap is scheduled to be set.

I. Appendix: Forms.

- A. Fee Structure Chart
- B. Exterior Improvement Application.
- C. Maintenance Request Form
- D. Resident Complaint Form

Fee Structure Chart

McNeil Farms Fee Structure				
Violation Categories	Fee Amount	1st Occurance	2nd Occurance	Additional Occurances
Play Equipment: Full-size Basketball Hoops/Rims Bouncy Houses Trampolines Similar Items	Starting at \$15 up to \$30	Warning	\$15	\$30
Charcoal grills (open flames) Fire Pits (open flames) Cooking in garage (of any sorts) Portable heaters (except electric)	Starting at \$500	\$500	\$500	\$500
Unauth Handicap Parking	Starting at \$500	\$500	\$500	\$500
Trash Collections Trash Can	Starting at \$15 up to \$30	Warning	\$15	\$30
Modifications Without Written Approval: Architectual Landscape	Starting at \$50 up to \$100	Warning	\$50	\$100
Landscape Maintenance: Weeds Overgrown grass (based on deck/fence perimeters)	Starting at \$25	Warning	\$25	\$25
Fitness room & pool: Alcohol	Starting at \$50 up to \$100	Warning	\$50	\$100
Leasee Notification (grandfathered tenants as of 6/18/26)	Starting at \$250 up to \$500	Warning	\$250	\$500
Common area damage	Cost of replacemnt, amount varies upon damage	Fine	Fine	Fine
Dog Litter	Starting at \$50 up to \$200	Warning	\$50	Increased Amount
Personal items located in common area, including toys, landscaping and home remodel materials	Starting at \$15 up to \$30	Warning	\$15	\$30
Parking Parallel parking Boats, Trailers, Recreational Vehicles, and Commerical Trucks	Starting at \$25 up to \$50	Warning	\$25	\$50
Pet & Animal Nuisance Unleashed Animals Unattendent Animals in common area	Starting at \$100	Warning	\$100	Removal (based on severity of nuisance)
Feeding outside wildlife animals including deer, squirrels, stray cats, and similar	Starting at \$25	Warning	\$25	\$25
Fireworks	Starting at \$500	\$500	\$500	\$500

McNeill Farms Condominium Association Exterior Condominium Improvement Application

Exterior improvements must be approved by the McNeill Farms Condominium Association Board **BEFORE** you begin your project.

1. Complete the information on this form and submit it along with drawings, plans, and other pertinent literature to:

Sentry Management
4249 Easton Way #220
Columbus OH 43219

Email: ckinsey@sentrymgt.com **Phone:** 614-266-4655

2. We cannot approve any application without adequate supporting information. Make sure your drawings show:

- Dimensions
- Material to be used
- A framing layout, if necessary
- A site plan to show the exterior improvement in relation to your condominium unit
- For Decks — Call the City of Columbus to get a building permit

3. If you have questions, call 614-866-1954 .

NAME: _____

ADDRESS: _____

PHONE: _____ **EMAIL:** _____

Check the type of exterior improvement you would like to do:

- | | | | |
|----------------------------------|--|---|--------------------------------------|
| ☐ Deck* | ☐ Storm Door | ☐ Concrete Patio | ☐ Brick Patio |
| ☐ Hot Tub | ☐ Privacy Fence** | ☐ Other | |

*Decks MUST be free standing. They may NOT be attached to the building.

**Owner of the unit will be responsible for mowing the back area after the fence is installed.

Check one of the following:

- ☐ I will perform the work myself ☐ A professional Contractor will do the work

Estimated Starting Date: _____ **Estimated Completion Date:** _____

☐ **APPROVED** provided the following changes are made: _____

Building Committee Chair _____ **Property Manager** _____

☐ **DENIED** because : _____

Building Committee Chair _____ **Property Manager** _____

McNEILL FARMS EAST

Cheryl Kinsey On-Site Community Manager
ckinsey@sentrymgt.com
614-866-4655
4249 EASTON WAY #220
COLUMBUS OHIO 43219

MCNEILL FARMS EAST
CONDO ASSOCIATION
7460 LADYKIRK DR
BLACKLICK OHIO 43004

Maintenace/Work Request

Date: _____

Your Name: _____ Owner/Tenant

Your Address: _____

Your Work Number: _____ Home: _____ Cell: _____

Maintenance/Work Requested:

BELOW TO BE FILLED OUT BY OFFICE:

Price Estimates (Written/Verbal) Must Be Submitted and Approved By The Property Manager **BEFORE** Any Work Is Performed.

Responsibility: Assoc _____ Condo Owner/Tenant _____ Building _____ Other _____

Requested by: _____ Request Date: _____

Sub Contractor: _____

Comments:

MCNEILL FARMS EAST

CHERYL KINSEY SENTRY MANAGEMENT
ckinsey@sentrymgt.com
614-866-4655
4249 EASTON WAY #220
COLUMBUS OHIO 43219

MCNEILL FARMS EAST
CONDO ASSOCIATION
7460 LADYKIRK DR
BLACKLICK OHIO 43004

FORMAL COMPLAINT

Date: _____

Your Name: _____ Owner/Tenant

Your Address: _____

Your Work Number: _____ Home: _____ Cell: _____

Complaint:

Violator (s) Name (if known): _____

Violator(s) Address: _____

VIOLATION(S): (describe nature, location, time, date, etc.)

Signature

Print Name

Return to The Sentry Management Company
Mail: 4249 Easton Way
Fax: (614) 866-4655
Email: ckinsey@sentrymgt.com

Please note: Anonymous complaints, by Ohio Law, will not be investigated or reviewed by the Board of Directors.