

GREENBRIER COMMONS UNIT OWNER'S
ASSOCIATION

UNIT OWNER RESPONSIBILITIES

AND

RULES AND REGULATIONS

PLEASE READ CAREFULLY

VIOLATIONS OF THESE RULES AND REGULATIONS
COULD RESULT IN FINES AND/OR
OTHER PENALTIES AS DECIDED BY THE BOARD OF
TRUSTEES

(Revised April 2021)

Table of Contents

UNIT OWNER RESPONSIBILITIES.....	1
REPORTING PROBLEMS.....	1
OWNER MAINTENANCE	1
PROPERTY VARIANCE	1
PHONE NUMBERS.....	2
PAYMENTS, LATE CHARGES AND PENALTIES	2
TRUSTEES	2
RULES FOR COMMON AREAS AND LIMITED COMMON AREAS.....	3
CONDUCT.....	3
SOLICITATION	3
LOUD PLAYING OF EQUIPMENT	3
TRASH.....	3
PETS.....	3
GARAGE DOORS	3
GARAGE SALES.....	3
RULES OF THE TENNIS COURT WHEN BACK IN OPERATION	4
VEHICLE SPEED LIMIT.....	4
VEHICLE PARKING	4
SIDEWALKS	4
POOL RULES FOR GREENBRIER COMMONS	5
POOL GUESTS	5
POOL-CHILDREN	5
POOL CONDUCT	5
POOL SAFETY	6
RULES FOR RECREATION BUILDING	6
RENTED UNITS.....	7

UNIT OWNER RESPONSIBILITIES

REPORTING PROBLEMS

Greenbrier owners should report Common Area maintenance issues to the Greenbrier manager, Apple Property Management, Inc., 937-291-1740. Repairs will be prioritized and combined with other repair requests if allocated funds are available in the operating budget. If you feel your request is not getting the appropriate attention, report the issue at a Trustee Board meeting usually held monthly on the third Thursday of the month at 6:30 p.m. (A Board meeting sign is posted at the Olde Greenbrier entrance the day of the meeting).

Residents should not hesitate to report all situations they observe that are causing damage to Greenbrier property.

OWNER MAINTENANCE

Each unit owner should promptly perform all maintenance, repairs, and replacements required of the unit owner per the Greenbrier Declaration of Condominium Ownership. This includes maintaining: interior of unit and garage, internal electric and plumbing, outside lightbulbs, exterior doors including garage doors and windows, heating and air conditioning systems, chimneys, balconies, courtyards, doorsills, porches and patios (excluding all exterior painting of buildings and fences). The Centerville Fire department recommends chimney inspections annually if the fireplaces are used. Owners that do not use their fireplaces should also have their chimneys inspected every three to five years. Chimney repairs are the responsibility of the unit owner.

Patios, porches and courtyards (limited common areas) must be maintained by individual residents in accordance with the Declaration, (Section 14). This includes trimming trees and bushes touching any building and fences. Any repair costs for damage to building surfaces within the patios and courtyards caused by untrimmed plantings or mulch/dirt piled against wood surfaces will be charged to the unit owner (this includes damage to neighboring buildings/fences). Patios, porches and courtyards should not be used for storage of coolers, maintenance tools, etc. Vegetable plants should be planted inside resident's private patio. Any annuals or perennials planted by residents in common areas around their unit should be maintained and removed by the resident. The association will charge unit owners for the cost of this service if plantings are not maintained.

Fire Pits of any kind are NOT permitted per the Washington Township Fire Department.

Residents should not push leaves from within their patio and courtyards out into common areas after leaves have been picked up in the common areas. It is recommended that residents transport all leaves that fall into their patios and courtyards from their own trees. to Norwich for the city to remove, The Greenbrier grounds maintenance company will provide services within the fenced areas for a fee (call Apple Property Management for the landscaper's number).

PROPERTY VARIANCE

In order to uniformly maintain the exteriors of all units, an Application for Property Variance form (available at the Apple Office) must be completed, submitted to Apple, and approval by the Trustees prior to making any modifications to the outside of the units or any structural changes to the inside of the units. Instructions and regulations are on the back of the form. No Dish antennas are to be installed on the fences or visible above the fence.

In the past, the Trustees have felt they could not ask a unit owner to remove something installed without an approved Property Variance even though it did not fit the Greenbrier uniformity standard. After April 23, 2006, any window, door, or other exterior change purchased by a unit owner prior to receiving an approved Property Variance must meet the Greenbrier uniformity standard or it will need to be changed or removed. An enforcement assessment will be charged to the unit owner until the Property Variance issue is resolved. DO NOT ASSUME A COLOR OR STYLE IS AUTOMATICALLY APPROVED JUST BECAUSE IT IS CURRENTLY VISIBLE ON A UNIT.

PHONE NUMBERS

It is recommended that owners/residents leave a phone number with Apple so they can contact residents/owners in emergencies. Please tell Apple if you want the phone number left off the resident roster which is distributed to all owners with the annual budget package in December.

PAYMENTS, LATE CHARGES AND PENALTIES

Monthly dues are charged to the unit owners' accounts on the 1st of each month. Dues payments can be mailed to Apple Property Management at the address on the payment coupon or put in the locked box outside the office. Bill pay through your bank or credit union is also an option.

In the event the monthly dues on a unit in this Condominium is not paid in full to the Association by the 15th day of the month in which it is due, those monthly dues shall be subject to a late charge in the amount of \$10. We know that everyone accidentally forgets a payment occasionally; however, we must treat all owners equally so if you are late even 1 day, please add the \$10. If that payment is not paid by the 15th day of the following month, it shall be subject to an additional late charge of \$30. It shall be subject to an additional late charge of \$30 on the 15th day of each month thereafter until paid. Any subsequent monthly dues not paid in full by the 15th day of the month in which it is due shall be subject to the same late charge fee which shall be applied separately from any prior or subsequent dues. All payments received for monthly dues on any unit shall first be applied to any late charges due and thereafter applied to the dues.

Greenbrier does not tolerate delinquencies and if necessary, we will have our attorney put liens on properties, garnish wages and foreclose on properties. Legal fees incurred will be charged to the delinquent unit owner. Yearly special assessments are treated in the same manner as the above monthly dues.

TRUSTEES

Greenbrier Trustees serve 2-year terms. All owners, named on the deed and in good standing (current on all dues and assessments) are eligible and encouraged to serve as a Trustee. Trustees are elected at the annual owners' meeting in April.

RULES FOR COMMON AREAS AND LIMITED COMMON AREAS

The following rules apply to all unit owners and/or their guests and tenants

CONDUCT

Please see that your conduct and conduct of your guests in the Common Areas does not disturb the rights of others.

SOLICITATION

No door-to-door solicitation by any profit making organization is permitted in the community of Greenbrier Commons Condominium

LOUD PLAYING OF EQUIPMENT

Excessive noise of any kind that is offensive and/or annoying to neighbors is prohibited. This includes radios, TV's, stereos, and any other musical instrument at any hour Electronic equipment should not be placed on common walls. Written and signed complaints must be submitted to the Manager/Board.

TRASH

All trash must be kept in tightly closed containers. These containers should be kept in garages (NOT ON COURTYARDS, PORCHES OR PATIOS). However, if there is no room in the garage or your garage is not attached, the containers can be kept in the corner of your patio, out of site. They may be set out the evening before and must be returned to your garage the day of pick-up. Each unit owner is held responsible for the cleanup of all debris (Declaration, Section 1 6). Owners should check your front door area for phone books and packages that are being delivered only at front doors.

PLEASE DO NOT LITTER. IT COSTS THE ASSOCIATION MONEY. THIS INCLUDES CIGAR AND CIGARETTE BUTTS.

PETS

Pets are to be on a hand held leash. Cats or dogs are not to be allowed to run free at any time and are to be kept away from shrubs and flowers. It is the pet owner's responsibility to immediately clean up defecation in common and limited common areas, from your patio and courtyard and the front of your unit. THE COST OF CLEAN UP WILL BE CHARGED BACK TO ANY UNIT OWNER THAT IS OBSERVED NOT CLEANING UP AFTER THEIR PET. The Board of Trustees has within its jurisdiction the right to evict pets deemed to be a nuisance to other residents and tenants.

GARAGE DOORS

It is recommended that all garage doors remain closed while not in use.

GARAGE SALES

Garage Sales must be approved by the Board of Trustees.

RULES OF THE TENNIS COURT WHEN BACK IN OPERATION

- 1) The Tennis court is for TENNIS ONLY.
- 2) Play is restricted to residents and their guests.
- 3) No food or beverage (except water) may be taken onto the court
- 4) Regulation tennis shoes must be worn on the court. Street shoes or any hard soled shoes are prohibited.
- 5) Play will begin no earlier than 8 00AM. Play is limited to one hour when others are waiting.
- 6) Once the court is back in operation, no pets are allowed on court
- 7) All persons using the tennis court do so at their own risk. The Association is not responsible for any accident or personal injury, or loss or damage to property.
- 8) Please see that the gate is closed and locked when leaving.

VEHICLE SPEED LIMIT

No vehicle of any type shall exceed **15 MILES PER HOUR** within Greenbrier Commons

VEHICLE PARKING

- 1) Only short-term parking is allowed for loading and unloading in front of an owners unit. (Especially on Chevington Ct. or the South end of Kantwell)
- 2) Parking is prohibited in any common areas within Greenbrier Commons except in the designated areas.
- 3) Parking is prohibited at yellow curb areas.
- 4) VEHICLES ILLEGALLY PARKED WILL BE TOWED!
- 5) All parking areas other than garages are Common Areas.
- 6) No Camper, RV, Boat, Trailer or Commercial vehicles may be parked in any common areas except for limited loading or unloading.
- 7) Do not obstruct any common walks or garage aprons with automobiles, toys, bicycles, etc.

SIDEWALKS

Trainer or junior bicycles ridden by small children may use sidewalks. Other bicycles are to be ridden on streets only.

POOL RULES FOR GREENBRIER COMMONS

- 1) Pool hours are from 11:00AM to 8:00PM daily.
- 2) No swimming is allowed when there is no lifeguard on duty.
- 3) Only residents and tenants with keys (and their guests) will be allowed in pool area. Unit owners privilege's may be suspended upon a hearing of the Board of Trustees.
- 4) Anyone using the pool must sign in/be registered on the sign- in sheet located at the lifeguard table, when entering the pool area.
- 5) Gate must be locked at all times.
- 6) All residents, tenants, and guests will obey the instructions and guidance provided by the lifeguard on duty. Failure to comply the lifeguard directions may result in dismissal from the pool area, fines, and/or loss of use of the pool area for the season.

POOL GUESTS

- 1) Non-residents must be registered by a resident in good standing. Pool keys are not to be given to non-residents.
- 2) Six (6) guests per unit should be the maximum at one time
- 3) The pool may not be used for private parties or included when using the party house.

POOL-CHILDREN

- 1) Children under the age of 12 years must be accompanied by an adult (over 18 yrs) at all times.
- 2) Babies not toilet trained must be adequately protected under their bathing suits with rubber pants.
- 3) Health laws require draining and disinfecting any pool where accidental defecation occurs. Offender's host/hostess is responsible at an approximate cost of \$1,000.00.
- 4) Diapers are to be changed in rest rooms only—**not in pool area or on tables or lawn chair**

POOL CONDUCT

- 1) Always consider the rights and comfort of others.
- 2) NO profanity!
- 3) Anyone intoxicated or not conducting themselves in an orderly manner will be asked to leave
- 4) Proper swimming attire is mandatory—no cut off jeans or shorts.

- 5) It is suggested a cover-up for women and a tee shirt for men be worn to and from the pool.
- 6) Only battery—operated radios are permitted in pool area. Please limit volume to operator. Food may be eaten at the tables. Please clean up and throw away your trash..
- 7) Always use trash containers.
- 8) Pets are not allowed in pool area.
- 9) Pool filter system is susceptible to clogging as a result of small toys and balls entering the water return inlet in both the large and baby pool. Cost associated with repairing clogs from toys in the pool filter system will be the responsibility of persons involved.
- 10) No radio—controlled toys are permitted in pool area.

POOL SAFETY

- 1) No glass containers in pool area!
- 2) State law prohibits diving in Greenbrier's pool.
- 3) In-pool games are permitted—with consideration for comfort and safety of others.
- 4) No running, pushing or horseplay in pool area.
- 5) Life belts, rafts, fins and snorkels are permitted.

USE THE POOL AT YOUR OWN RISK. THE UNIT OWNERS ASSOCIATION WILL NOT ACCEPT LIABILITY FOR INJURIES OR ACCIDENTS RESULTING FROM USE OF THE POOL.

RULES FOR RECREATION BUILDING

- 1) The recreation building is for the use of Unit Owners/Renters in good standing by reservation only.
- 2) Each Unit Owner is responsible for any damages. A tenant is allowed to reserve the party house, however, the unit owner is responsible for any damage caused by their tenant.
- 3) Maximum capacity for the building is forty-nine (49) persons as established by the Washington Township Fire Department. NO SMOKING IS PERMITTED IN THE BUILDING.
- 4) No pets are permitted in the building at any time.
- 5) Wet swimwear/wet shoes are prohibited on the second floor of the building.
- 6) A fee of \$50 dollars is required to reserve the party house. Party house will be inspected before use and any damages incurred will be billed to the unit owner.
- 7) In the event of an afternoon reservation, the building must be vacated by 5:00PM, and cleaned by 5:00PM if the building is to be occupied that evening.

- 8) Reservations may be made one year in advance of date of party.
- 9) The resident reserving the building must be present at all times the party is in progress.
- 10) All private parties must end by 1:00AM
- 11) The building is to be cleaned and the trash removed to the renter's condo by 10:00AM the following day.
- 12) Arrangements may be made with Apple to have the building cleaned after a party for an additional \$35
- 13) Check out list is to be done when cleaning it yourself.
- 14) Observe the parking rules - there is NO PARKING ON CHEVINGTON CT. OR THE EAST SIDE OF OLDE GREENBRIER LANE (the yellow curb area.). Violation is subject to towing at renter's expense.

THE POOL AND POOL AREA ARE NOT INCLUDED WHEN RESERVING THE PARTY BUILDING.

RENTED UNITS

Unit owners are required to submit the names of all tenants living in the rented unit. The Unit owner or the owner's representative must respond to the Greenbrier manager's office whenever there is a complaint regarding the leased unit. The unit owner and the tenants are responsible for the upkeep of the property.