



of Normandy Condominium Association

Homeowner Handbook

Rules and Regulations

March 2018

WELCOME

- 1 - Welcome to the Bluffs of Normandy Homeowners Association. Our objective is to maintain the Bluffs of Normandy as a wonderful place to live. Unlike single family residential living, condominium communities have additional bylaws, documents, and rules and regulations to abide. It is important to read, understand, and adhere to such regulations when considering living in a condominium community. In order to accomplish this, we've created this quick reference handbook to highlight certain information that will help you to embrace the condominium atmosphere and provide an understanding of the rules, regulations, and laws that govern our association.
- 2 - The purpose of this handbook is to provide an easy reading, understanding, and summation of those rules, regulations, declarations, and Ohio law. In no way does the information contained in this booklet replace or supersede the declarations and bylaws that were given to you upon your purchase of your unit. It does not replace or supersede the Ohio laws that govern condominiums, nor is it all inclusive. Therefore, if there should be an inadvertent discrepancy between what is expressed in this booklet and the recorded documents, the declaration and/or bylaws shall govern.
- 3 - The board of managers is responsible for enforcing the bylaws, documents, rules and regulations of the association. If permission is given by the board to waive a rule, (A), it must be presented in writing to the unit owner(s) and, (B), if the board decides such a rule will no longer be waived, the reinstatement of that rule will be presented to the unit owner(s) in writing with a reasonable period of time to comply. Depending on the circumstance of the violation, the board may grant "grandfathering" of the rule to such unit owner(s).

4 - Please keep your bylaws, documents, and this booklet handy for future reference.

Bluffs of Normandy Homeowners Association
Board of Managers

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1 - INTRODUCTION

- 1 - The Bluffs of Normandy Homeowners Association is located in Dayton (Washington Township), Ohio. The property is serviced by the Montgomery County Sheriff and Fire Departments.
- 2 - The condominium property is comprised of 27 units, which are housed in three residential buildings. The two streets, which are Trebor Lane and Bluffs Drive, are private property and thus must be maintained by the association. The association maintains the insurance policy for the common and limited common areas, but each unit owner is responsible for their individual unit. The owners are encouraged or required by their mortgage company to purchase a unit insurance policy for personal effects.
- 3 - As a private condominium property, we are governed by our own declarations and bylaws. We elect our own board of managers from our unit owners, and the board manages association affairs on behalf of the owners. There are five (5) board members who each serve without compensation for a term of two (2) consecutive years. There are no term limitations.

2 - BOARD OF MANAGERS

- 1 - There are five (5) members that serve on the board of managers, all of whom must meet the requirements of Section 2, Item A of the bylaws.
- 2 - The terms of the five board members are elected in a staggered term period so that the term of members will expire and successors will be elected at each annual meeting of the association. This arrangement was established to provide the association board with continuity of experience and service from year-to-year.
- 3 - Board positions are president, vice-president, secretary, treasurer, and one at-large position.
- 4 - The board positions are selected by a majority vote within and by the board of managers.
- 5 - Board meetings are scheduled quarterly or at the discretion of the board.
- 6 - Association meetings: An annual meeting will be scheduled in the first calendar quarter to conduct the association business and to elect board members. The board of managers will schedule the annual meeting and give homeowners proper notice as to the date, time, and location of the meeting.
- 7 - All residents may attend the annual or special association meetings, but only the unit owner(s) have voting power on issues and elections. Proxy forms are available to each unit owner should the owner elect not to attend personally.
- 8 - There can only be one (1) vote per unit.

3 - CONDOMINIUM FEES

- 1 - Condominium fees are due on the 1st of each month and are payable by the 10th of each month in which they are due.
- 2 - Past due fees, including water, will be charged a late fee of \$25 for each month delinquent and will continue to accrue until the account is current.
- 3 - The association's board of managers has the authority to enact fees, liens, and other financial assessments per association declarations and bylaws. Any cost, including, but not limited to, attorney's fees, recording costs, title reports, and/or court costs incurred by the association in the collection of delinquent fees shall be added to the amount owed by the owner.
- 4 - While sometimes condominium fees are paid by someone other than the homeowner, it is the responsibility of the homeowner (the person the unit is legally deeded to) for those fees to be current.

4 - COMMON AREA RULES

(Includes all parts of the condominium property except the inside of the individual units.)

- 1 - The common areas are for the use of all unit owners. No one may obstruct or restrict the use of the common areas or facilities by others entitled to use them.
- 2 - All zoning ordinances and regulations of all government authorities shall be observed. No unlawful, immoral, improper, or offensive use shall be made of property.
- 3 - The condominium property shall be used for residential purposes only and no portion of such property shall be used for business or commercial purposes.
- 4 - The use or storage of hazardous waste, such as cleaning fluids and pesticides, is prohibited.
- 5 - Anyone found driving on or damaging the lawn will be responsible for repairing the damaged lawn, including all expenses incurred in repairing the grass and property.
- 6 - No soliciting of any kind is permitted on the property. Please notify the property manager if you are aware of this violation.
- 7 - The following information is provided by the Washington Township Fire Prevention Code:
 - Charcoal burners and other open-flame cooking devices shall not be operated on balconies, decks, or patios or within ten feet of garages.

Note: Open-flame cooking devices include charcoal grills, LP gas grills, turkey deep fryers, and any other open-flame cooking device.

- 8 - The speed limit while driving on Trebor Lane and Bluffs Drive is ten (10) miles per hour.
- 9 - The feeding of animals is prohibited with the exception of bird feeders, the placement of which must be approved by the board, and the feeder must be maintained appropriately.
- 10 - Individual garage sales are prohibited.

5 - EXTERIOR APPEARANCES

- 1 - No structural changes or alterations may be made to the outside of the units or to the common areas or limited common areas without approval of the board of managers. An improvement application must be completed and submitted to the board for approval. Any change made without board approval will be required to be changed back at owner's expense.
- 2 - All satellite dish installations must be approved by the property manager. All satellite dishes must be placed on the outside roofs in an area approved by the board and may not be larger than 22 inches in diameter. If pre-approval is not given and the dish is improperly placed, it must be removed/repositioned immediately at the owner's expense.
- 3 - No clothing, blankets, swimwear, towels, or laundry of any kind shall be draped from any unit balcony or patio. At no time shall items such as sheets and blankets be permitted to hang over windows and doors unless the unit is being painted and needed for privacy.
- 4 - No signs of any kind, including memorials, shall be hung or displayed in the common areas (including vehicles and windows) without board approval with the exception of "for sale" and "open house" signs which may be placed in front of the property for sale.
- 5 - All holiday decorations must be removed within two (2) weeks of the holiday ending, weather permitting. Seasonal decorations are permitted but must be removed/changed with the changing of the seasons.
- 6 - Ornamental objects, such as statues, figurines, and sculptures may be placed on the private patio, deck, or balcony of the owner. Items should be kept to a minimum and must be maintained in appropriate condition as determined by

the board and should not be offensive to other residents.

- 7 - No personal tables, chairs, grills, toys, etc., are to be placed or left overnight in the common areas.
- 8 - Plantings or use of artificial flowers is permitted on patios and decks. The unit owner is responsible for their maintenance.
- 9 - All alterations to the common, limited common areas require board approval.
- 10 - American flags may be flown on your unit. It must be mounted to wood trim on your door, garage, patio, or balcony. Mutilated flags must be replaced immediately. Please adhere to all U.S. government guidelines/regulations regarding the proper display of the American flag.
- 11 - Requests to fly all other flags must be submitted to the board for approval.

6 - INDIVIDUAL UNITS

- 1 - Each unit shall be occupied only by a single family and its guests as a residence and for no other purpose whatsoever.
- 2 - No industry, business, trade, occupation, or profession of any kind (commercial, religious, educational, or otherwise) shall be conducted, maintained, advertised or permitted on any part of the condominium property, or on any vehicles on the property.
- 3 - Unit owners are responsible for all repairs within their individual unit, including, but not limited to, hot water tanks, air conditioning units, furnaces, doors, windows, and garages. The exception to this policy is repairs from external causes such as roof leaks.
- 4 - Doors and windows must correspond with the aesthetics of the property. Permission for replacement should be directed to the board for approval.
- 5 - All patios and decks are considered limited common property and are to be kept clean and attractive.
- 6 - Owners/residents should carry an individual insurance policy to cover personal liability, theft, and personal property damage not covered by the association's master policy.
- 7 - Unit owners are required to provide contact information for someone able to open the unit in an emergency. The emergency information form should be sent to the property manager for safekeeping. In an emergency, fire/safety personnel will use whatever means necessary to access the unit if no key or information is provided. Any damage caused by such entry will be at the cost of the homeowner.

7 - Sale and Leasing of Units

- 1 - Owners are encouraged to advise the property manager of the intent to sell or lease a unit.
- 2 - The property manager will work with the title company to verify that the selling owner of the unit has paid all maintenance fees and assessments in full.
- 3 - The seller is responsible for providing the following items to the buyer at the time of closing:
 - copy of declaration, bylaws, and amendments
 - copy of this homeowners rules and regulations handbook
 - access keys to the condo unit, mailbox, pool area, garage door key and openers
- 4 - To avoid undue hardship, the unit owner must provide the property manager with the emergency information form, full name of tenant(s) and all occupants of unit, telephone number of tenant(s), before the tenant takes up residence.
- 5 - It is the responsibility of the owner to inform the tenant of any and all rules and regulations regarding the unit's use, the common grounds, the facilities, and any other issue pertaining to Bluffs of Normandy Condominiums as outlined in the declaration and bylaws. The owner is ultimately responsible for their enforcement.
- 6 - The tenant does reserve the right to use all common areas as any owner would. In turn, the owner relinquishes these rights during the term of the lease. Only physical use of the property is handled in this way. The owner maintains all parliamentary rights.

8 - GOOD NEIGHBOR POLICY

- 1 - The Bluffs of Normandy Association's declarations, bylaws, and rules and regulations define the standard of living residents may expect from our environment. These documents were designed to protect the rights of each resident.
- 2 - It is not the responsibility of the property manager or the association board to mediate disputes between neighbors.
- 3 - Homeowners may contact the Montgomery County Sheriff's Office for assistance.
- 4 - Please observe common courtesy with regard to noise in your unit. Operation of appliances (washer/dryer, vacuum cleaners, etc.) should be confined to the hours between 9:00 a.m. and 10:00 p.m. Please turn the volume down on radio and TV sets.

9 - HOMEOWNER WORK REQUEST PROCEDURES

- 1 - Homeowners must use the work order request form when repairs are needed. The property manager will review the document and provide a written response to the owner.
- 2 - These forms are extremely helpful in keeping a written record of your requests. Forms are available from the property manager and can be deposited in the community mail box or given to a board member.
- 3 - If the repair is an emergency, contact the property manager immediately.

10 - POOL RULES

- 1 - The pool is for the use of Bluffs of Normandy full-time residents and their guests only.
- 2 - Pool hours are from 9:00 a.m. to 9:00 p.m.
- 3 - No running, jumping, or horseplay.
- 4 - Radios are permitted but keep volume down low.
- 5 - Three guests per homeowner with the full-time resident present. A board member must approve any exception to this policy.
- 6 - Children under the age of sixteen (16) must always be accompanied by an adult.
- 7 - No diapers allowed in the pool. Small children must wear appropriate swimwear, e.g., "Little Swimmers".
- 8 - Pets are not permitted within the pool grounds.
- 9 - No glass containers are permitted in the pool area.
- 10 - Food is permitted in the pool area. All trash/mess must be removed from the pool area immediately. Responsible use of alcohol by persons twenty-one (21) years of age and older is permitted. However, persons under the influence of alcohol, engaging in loud, disruptive, or inappropriate behavior will not be permitted to enter or remain.
- 11 - No flotation devices may be used when the pool is crowded.
- 12 - Please adhere to all rules and regulations posted in the pool area. Failure to follow any of these rules will lead to the forfeiture of pool privileges for thirty (30) days. Pool keys will be surrendered to the property manager.

11 - PARKING REGULATIONS

- 1 - The garage should be used as the primary parking space for those unit owners who have garages. The secondary parking space is the resident's driveway or open first-come parking spaces, with the exception of designated resident-only parking.
- 2 - Overnight parking of motor/mini bikes, boats, trailers, campers, motor homes, snowmobiles, all terrain vehicles, and vehicles used for commercial purposes are not permitted without the prior written consent of the board. Parking of unregistered or unlicensed vehicles on the property is not permitted for more than 72 hours. The association has the right to tow away vehicles parked in violation of this provision after the 72 hours have expired. The cost of towing and storage shall be borne by the resident or other person responsible for the vehicle.
- 3 - Parking in such a manner that would block access to another resident's driveway or garage is prohibited.
- 4 - Residents are responsible for the proper parking of their guests.

12 - TRASH RULES

PLEASE, PLEASE, PLEASE!

- 1 - All trash must be securely bagged or contained and placed inside of the totes.
- 2 - Be sure all lids are closed.
- 3 - The newsletter will announce any special pickup dates. At that time you can place large items in the overflow areas or outside your garage.

13 - PETS

- 1 - Exercising of dogs must at all times be with the accompaniment of its owner or designee. Dogs must be on a leash at all times while in the common areas. Dogs will not be staked outside unless the owner is present with the dog.
- 2 - The owner must clean up after its dog at all times. Failure to do so may make the owner subject to a fine of \$25 per incident when observed and reported by any resident of the Bluffs. Three reported incidents will lead to pet eviction as described in the bylaws.
- 3 - No animals such as, but not limited to, rabbits, livestock, reptiles, fowl, or poultry of any kind shall be raised, bred, or kept in any unit or common areas and facilities.
- 4 - Any pet which by biting, barking, howling, yelping, or in any manner injures, endangers, or disturbs the quiet, comfort, or safety of any person within the common areas or condo buildings shall be considered to be a nuisance.
- 5 - Any pet causing or creating a nuisance or unreasonable disturbance shall be permanently removed from the condominium property upon written notice from the property manager.

14 - VIOLATIONS

Please use the form on the following page to report any violations of the bylaws or Rules and Regulations handbook. Fill out the form as completely as possible and submit to the property manager or give to a board member. The violating unit will be given a chance to respond using the same form, after which the board will determine the appropriate resolution. Both parties will receive written notice of such decision. Either party may appeal the decision and request a hearing.

APPEAL PROCEDURE/HEARING REQUEST

To appeal the above-referenced decision, the person/unit owner must provide a written request for a hearing to the property manager. Such request for a hearing must be received by the property manager no later than ten days after the date of the decision. If the person/unit owner fails to make a timely request for a hearing, the right to a hearing is waived and the decision of the board stands. If the hearing is timely requested, both parties will receive written notice of the date, time, and location of the hearing. Both parties, as well as the board, may present evidence and speak to the charges/decision. At the conclusion of the hearing, the board will provide a written decision on the appeal within thirty (30) days of the hearing.

FINES

First Offense	Written Notice
Second Offense	\$25.00
Third Offense and each subsequent or continuing offense	\$25.00

Late fees may apply to unpaid fines after thirty (30) days.



of Normandy Condominium Association

VIOLATION REPORT FORM

NOTE: This form must be signed.

YOUR NAME (Please Print): _____

ADDRESS: _____

NATURE OF VIOLATION: _____

LOCATION OF VIOLATION(S): _____

DATE/TIME OF VIOLATION(S): _____

NAME OF VIOLATING PERSON/UNIT: _____

DETAILS: _____

Have you attempted to resolve this problem with the other party? Y N

If yes, what was the result? _____

SIGNATURE: _____

RESPONSE

YOUR NAME (Please Print): _____

DETAILED RESPONSE TO COMPLAINT: _____

SIGNATURE: _____