

**COMMUNITY HAND BOOK OF RULES AND REGULATIONS  
FOR THE**

**VILLAGES OF SHERWOOD FOREST HOMEOWNER'S  
ASSOCIATION**

**278 Progress Road  
West Carrollton, Ohio 45449  
(address is a box only)**

## **ANNUAL MEETINGS**

The annual meeting is held on the third Tuesday of March each year **if possible**. Election of Members of the Board of Trustees takes place at this meeting in the following manner:

Three members elected one year

Two members elected the next year

At this first meeting, the newly elected Board elects positions of President, Vice President, Secretary and Treasurer.

## **BOARD MEETINGS**

The Board of Trustees meets quarterly and all homeowners are invited to attend these meetings. The quarterly meetings are held on the third Tuesday of March, June, September and December, if possible at 6 p.m. at the West Carrollton, Civic Center, at 300 E. Central Ave., West Carrollton, Ohio 45449. (meeting are subject to change).

Any homeowner with a specific issue to be discussed at a Board Meeting must submit the request to a Board Member Trustee to be included in the next meeting's agenda. However, if special circumstances arise, the Board may elect to have additional meetings as needed.

4. Maintenance and repair of the common area fences.
5. Mowing, trimming, fertilizing and weed control of both common areas and private lots.
6. Landscaping, mulching, pruning, tree planting/removal, etc. on the Common Property.
7. Snow removal from common area streets, sidewalks and driveways when snowfall exceeds three (3") inches, and is unoccupied. Vehicles must be moved off streets to allow snow removal.
8. Maintenance and repair of the recreational facilities i.e. the pool and tennis courts.
9. Liability and hazard insurance on the common property and common facilities.
10. Capital improvements on common areas.
11. Common area property taxes and utilities.
12. Office supplies, postage, printing and copying.
13. Professional accounting and legal services.
14. A reasonable cash reserve in order to defray special assessments.
15. Other reasonable required expenditures.

**The following items ARE NOT included in the monthly fee:**

1. Hazard and content Insurance on individual units (See INSURANCE below)
2. Utilities other than those serving common areas.
3. Building exterior maintenance including but not limited to: siding, windows, roofing, fences, chimneys, skylights, doors, landscaping etc. (This is NOT a condominium development, you are responsible for your unit and your lot as if it were a home in any other residential neighborhood).
4. All interior needs are the responsibility of the owner.
5. Chemical treatment of sidewalks and driveways during snow season.

**INSURANCE**

Effective October 26, 2001, the Declaration and By-Laws were amended by membership to require **ALL** homeowners to provide homeowner's insurance on their unit's interior(s) and exterior(s). Verification of insurance coverage shall be filed with the Board of Trustees. **This verification must be delivered on the effective date of the policy. If not delivered as required, a fine of \$50.00 will be levied.** If insurance is not purchased and maintained in force, the Board of Trustees shall have the right to purchase for the account of the Owner, a suitable policy and cost shall be a Special Individual Lot Assessment as provided in Item 6, Section M of the Declaration. Premiums for insurance obtained by the Board of Trustees on individual Dwelling Units shall not be part of the common expense, but shall be an expense of the Owner(s) of the specific Dwelling Unit(s) so covered. A debt owed by the Owner(s) shall be paid within twenty (20) days after notice of such debt and shall be collectible by any lawful procedure permitted by the laws of the State of Ohio. In addition, if said debt is not paid within twenty (20) days after notice of such debt, such amount shall automatically become a lien upon

## SPEED LIMITS AND STOP SIGNS

The Board of Trustees will no longer tolerate speeding. The maximum speed limit on Progress and Longbow Lane is 15 MPH. The maximum speed limit in the Associations alleys is 5 PH. A \$50.00 fine will be assessed to any resident the Board deems to be in violation of the speed limits and will likewise fine residents in the event of a residents guest is in violation of the speed limit.

## **THE ASSOCIATION SPEED LIMIT IS 15 MPH ON LONGBOW AND PROGRESS AND 5 MPH IN THE ALLEYS**

## PARKING POLICY

**All residents, visitors and guest are required to observe this policy as follows:**

1. Each property was constructed with a two car garage for the parking of full sized passenger vehicles such as cars, trucks and SUV's. Owner's must utilize this garage space for those vehicles and may not elect to park them in overflow parking due to preference, storage of items in garage etc.. Motorcycles do not count as full sized passenger vehicles.
2. Properties having private driveways must confine ALL of their vehicles to their private garage and driveway.
3. Vehicles which are inoperative, unregistered, unlicensed, uninsured, have significant body damage, broken windows, trucks full of debris, excessive rust or are otherwise unsightly are prohibited from being parked in plain sight.
4. Boats, RV's, trailers, ATV's, commercial vehicles etc. are prohibited from being parked in plain sight.
5. Please do not park in overflow parking owned by the Long Bow Lane HOA without permission from that HOA. If you do not seek permission, your vehicle will be towed at your expense. The developments internal alleys are designated as fire lanes. **NO PARKING IS PERMITTED AT ANY TIME IN THESE AREAS.** Vehicles parked in fire lanes will be immediately towed and the vehicle owner fined \$150.00.
6. Parking is prohibited along the curb of Longbow Lane unless permission granted by the Board in connection with a special event.
7. When snowfall exceeds three inches (3"), residents must move their vehicles in order to allow snow removal by the Associations contractor.
8. Parking is prohibited on garage aprons other than for short periods required to wash a vehicle etc..
9. Association By-Laws prohibit mechanical work to be performed on vehicles on any

## LITTER

Please do not litter (This includes cigarette butts). Please take pride in our community by not littering and by picking up any trash you see on private and common areas. A \$50.00 fine will be assessed for littering.

## TRASH

**OUR NORMAL TRASH COLLECTION DAY IS WEDNESDAY, WHEN A HOLIDAY FALLS ON OR BEFORE A WEDNESDAY, THE COLLECTION IS ONE DAY LATER.**

1. Trash containers are to remain out of sight except on trash collection day.
2. Trash containers must be permanently labeled with your unit number.
3. Trash can identification can be accomplished by contacting the City.
4. Refuse placed on the curb the night before the scheduled pickup must be in containers with tight fitting lids in order to prevent animals from scattering the contents.
5. Trash in plastic bags must be set out the morning of pickup (not the night before pickup).
6. Recycling lawn debris is encouraged. **Do not** deposit debris in the wooded area along the creek in the Common Area. The City will pickup grass and lawn debris that is properly bagged. See West Carrollton, Ohio policy following (Item 2).
7. Trash containers shall be removed by the next day and stored out of sight or an assessment of \$25.00 will be charged.

## WEST CARROLLTON TRASH COLLECTION POLICY

1. **Bulk Items:** Contact the City of West Carrollton, Ohio 45449
2. **Grass and lawn debris:** These items will be picked up by the City **only** if it is in the City of West Carrollton, Ohio 45449 Lawn and Leaf Bags.
3. The City **will not** pick up hazardous chemicals or materials (paint, paint thinner, insulation, etc.). These items can be taken to the County Incinerator. Call them to determine the correct procedure for disposing of these items.
4. The City **will not** pick up contractor generated construction or remodeling materials.

\$50.00 fine will be levied for each infraction.

### COMPLAINTS

All complaints should be referred to a member of the Board of Trustees. We cannot address a problem if we do not know it exists. Urgent complaints including violations of the law can be telephoned to the West Carrollton Police Department at (937) 859-3688 or in an emergency dial 911.

### LANSCAPING MASTER PLAN

(Adopted by the membership on March 15, 1998)

All plantings must be in accordance with this Plan:

1. Landscaping plans such as removing and/or adding shrubbery or trees to the visible area of private Lots must be submitted to the Board of Trustees for prior approval.
2. Plantings on the private Lots are the responsibility of each owner. Flower beds are to be properly maintained and weeded as new.
3. Shrubby, plantings and planting beds on the private Lots is the responsibility of the owner and must be kept trimmed, neat and weeded.
4. Annual flower plantings are encouraged but must be kept neat and watered. Dead plants must be removed in the fall.
5. Residents desiring to plant and care for flowers in a specific area of the Common Area should contact the Board of Trustees for approval. If approved, the resident has the responsibility to care for the plants and, when no longer able to do so, must return the property to its original condition.

### RENTAL PROPERTY/LEASES/CONTRACTS FOR DEED

**Prior to occupancy, the following criteria must be met including all applicable documents being delivered to the Board of Trustees:**

1. No occupancy shall commence without the HOA being notified in advance and all conditions met.
2. Units shall be rented/leased etc. for a **minimum period of one (1) full year.**
3. **A true and signed copy of the lease/rental/contract for deed agreement must be provided to the Board of Trustees**
4. A signed acknowledgment by the homeowner assuring that the occupant(s) have received a true and complete copy of the Villages of Sherwood Forest Homeowners' Association Inc., Covenants and Declarations, By-Laws, R-PUD regulations and Handbook.

Trustees, to enter upon that Lot and maintain, repair or service the same. The cost of such maintenance, repair or service shall be added to and become special individual Lot Assessment, chargeable to the Lot(s) maintained, repaired or serviced by the Association.

## **POOL RULES**

### **SWIM AT YOUR OWN RISK-NO LIFEGUARD IS ON DUTY**

(Adopted by the Board of Trustees, June 6, 1996)

1. The pool is open from Memorial Day to Labor Day (when feasible).
2. Pool hours are 8 AM to 10 PM.
3. Diving is strictly prohibited.
4. Glass containers are strictly prohibited within the pool area.
5. Alcoholic beverages are strictly prohibited in the pool area or in any common area.
6. All persons must shower before entering the pool.
7. Children under the age of 16 must be accompanied by an adult resident.
8. Guest not accompanied by an adult resident will be asked to leave.
9. Two (2) guest per household are permitted in the pool area and must always be accompanied by an adult resident. Approval by a member of the Board of Trustees is required 24 hours in advance for the admittance of more than two (2) guests. The Association reserves the right to limit the number of guests to prevent overcrowding, particularly on weekends and holidays.
10. Infants must be toilet trained as a condition of using the pool.
11. Diapers are strictly prohibited in the pool.
12. The pool gate must be kept closed and locked at all times IAW our pool permit.
13. When the grass is being mowed, the entire pool area must be vacated for your safety.
14. Running, rough play, excessive noise, foul language and lewd behavior are strictly prohibited within the pool area.
15. Radios must be kept at an inoffensive level while in the pool area.
16. No animals are permitted in the pool area at any time.
17. The pool safety equipment is for emergency use only and must not be touched otherwise.
18. The telephone is for legitimate emergencies only. Emergency numbers are posted.
19. Please do not attempt to make any adjustments to the water level or chemicals.
20. Report problems in the pool area immediately to any member of the Board of Trustees.

## **OPERATION OF A BUSINESS**

The operation of a business within the R-PUD in general and the Association specifically is prohibited. However, the Board of Trustees may grant, in certain circumstances, a resident permission to conduct operations related to a business in their unit provided that the Board of Trustees deems the business appropriate AND that the business does not possess any of the following types of features:

1. Includes customer, client or vendor visits to the development.
2. Prevents residents from parking two (2) full sized vehicles in their garage.
3. Allows employees to conduct business in the unit.
4. Allows employees to park within the development.
5. Utilizes common or public parking within the development for any reason.
6. Allows vehicles marked with business identification to be located on common property, public property or private property in plain sight.
7. Involves the breeding of animals.

If a business operation is allowed, the Board of Trustees shall only consider business operations such as home offices with all the operations being performed off-site.

## **FIREWORKS**

Fireworks of all types are illegal in the City of West Carrollton, Ohio and are strictly prohibited from the entire development. Violations will result in a \$150.00 fine and will be referred to the City of West Carrollton, Ohio Police Department and the States Attorney for prosecution

## **WILLFUL DESTRUCTION OF COMMON, PUBLIC OR PRIVATE PROPERTY**

Willful destruction of Association, public or private property will not be tolerated within the development. Violations will result in a \$150.00 fine and will be referred to the City of West Carrollton Police Department and the States Attorney for prosecution. Renters engaging in these acts will be evicted from the development IAW Ohio law.

## **REQUESTS FOR EXTENSION OF TIME TO COMPLY**

Requests for an extension of time to comply can be submitted to the Board of Trustees for their consideration. Extensions shall generally not exceed thirty (30) days and will be determined based on the difficulty of compliance, resident history, progress toward compliance and Association needs.