

THE VILLAGE AT HUNTER'S GLEN
CONDOMINIUM ASSOCIATION

**WELCOME BOOKLET INFORMATION
AND
RULES AND REGULATIONS**

Note: These are general guidelines. Your By-Laws & Declarations are your governing documents.

Revised February 1, 2013

**When you have a question or need information, please
call the management at
Elite Management Company 937-262-7645**

**Sincerely,
The Village At Hunters Glen Condominiums
Board of Managers**

IMPORTANT PHONE NUMBERS

POLICE	433-7644
FIRE DEPARTMENT	433-7644
MONTGOMERY COUNTY SHERIFF	225-4357
ANIMAL SHELTER	898-4457
WATER EMERGENCY	781-2688
DAYTON POWER & LIGHT	1-800-433-8500
VECTREN ENERGY DELIVERY	1-800-909-7668
SBC	1-800-660-1000
TIME WARNER CABLE	294-6400

Welcome to Villages at Hunter's Glen Condominium Association!

It is our wish that you find, as so many others have, that purchasing your home here is a sound investment that will greatly appreciate in value over the coming years.

To promote your enjoyment, this Welcome Information has been prepared to provide you with helpful information about the policies and procedures the Board of Managers your Homeowner's Association and Management Company will be following to best serve each resident of Village at Hunters Glen Condominiums.

If you did not receive a copy of By-Laws, rules and regulations, and/or a key to the pool and clubhouse, please contact your realtor or seller.

To learn how Village at Hunters Glen Condominiums is managed and to meet some of your fellow residents, we encourage you to attend monthly Board Meetings and to volunteer to serve on one or more of the Association Committees. Be assured that your participation will be greatly appreciated.

Board of Directors, Meetings and Agenda

Village at Hunters Glen Condominiums is the corporation formed for the purpose of administering Association business and the operation of all commonly held property.

Each person owning a fee-simple interest in a Unit ("Unit Owner") will automatically become a member of this Association, and no other parties may become members. When a Unit Owner transfers his ownership of a unit to another party, his membership automatically terminates, and the other party becomes a member of the Association.

Annual meetings of unit Owners shall be held on such a date in March of each year as may be set by the Board of Managers starting with March, 1990. Each year, the Board of Managers shall specify the date, time and place for annual meeting of Unit Owners, which shall be held in March or such other time as the Board shall determine.

The order of business at Association meetings will be as follows:

1. Calling of meeting to order
2. Roll-call; determination of whether there is a quorum
3. Proof of notice of meeting or waiver of notice
4. Reading of minutes of preceding meeting
5. Report of officers
6. Report of committees
7. Election of Managers
8. Unfinished and/or old business
9. New business
10. Adjournment

Any member who wants an item of business placed on the agenda should notify the Management Office. All requests should be made at least three working days prior to the meeting date.

Owners who cannot attend the Annual Association Meeting should vote by proxy. Proxies must be in writing, and forms will be available from the Management Office.

FUNCTION OF OFFICERS

PRESIDENT: The president shall be the chief executive office of the Association and shall preside at all meetings of Unit Owners and at all meetings of the Board. The president may sign all legal instruments authorized by and on behalf of the Association.

VICE PRESIDENT: The Vice President shall perform the duties of President whenever the President is unable or unwilling to act, as determined by the Board.

SECRETARY: The Secretary shall record the votes and keep the minutes of meetings of Unit Owners and the Board, shall give notice of meetings of Unit Owners and the Board, shall keep current records showing the names and addresses of Unit Owners and their respective percentages of interest in the Common Areas and Facilities, and shall give each Unit Owner a copy of any Rules and Regulations or amendments thereto.

TREASURER: The Treasure shall receive and be responsible for all money, bills, notes and similar property of the Association; shall keep correct and complete books and records of account, specifying the receipts and expenditures relating to the Common Areas and Facilities and other common receipts and expenses, together with records showing the allocations, distributions and collection of the common profits, losses and expenses among and from the Unit Owners: and shall prepare an annual budget and annual statement of income and expenditures to be presented to the Unit Owners at the annual meeting, with a copy to be mailed to any owner upon request.

Your current Board of Managers are :

Ted Simmons.....President

Joan Norman.....Vice President

Julie Bains.....Treasurer

Bonnie Joly.....Secretary

The Management Company for Village at Hunters Glen Condominiums is responsible to the Board Of Managers for carrying out the day-to-day operations of all Association business and commonly held real property.

The Management Company has specific authorization and obligations as contained in the management contract, which will generally run for a period of one year. The current Management Company is:

Elite Management Company 937-262-7645 Dan Donahue, manager

The management Company will assign a Managing Agent for Village at Hunters Glen Condominiums property to oversee all Association business and employees. Current management and maintenance personnel are:

Dan Donahue, manager
Mike Hoover, maintenance

The Management Company is the vehicle by which the overall administration, policies and procedures, managerial decisions, etc., of the Board of Managers, acting on behalf of all owners are carried out. The expertise and experience of a qualified Management Company provides the Board of Managers with the information and facts necessary to make decisions on almost all aspects of the town home administration and management of common real property.

ITEMS COVERED WITH MAINTENANCE FEES

- A. Roadways, driveways and uncovered parking spaces.
- B. Exterior of all buildings.
- C. Doors, and door trim and other improvements, which are a part of a unit, exterior caulking of windows.
- D. Patios, balconies, garages and parking spaces, which are a part of the Limited Common Areas and Facilities reserved for the exclusive use of a single unit.
- E. All other property, which is required to be maintained by the Association in good stated of repair.
- F. Property and General
- G. Reserve for replacements.

ITEMS HOMEOWNER IS RESPONSIBLE FOR

- A. Interior of home (including glass breakage, fireplaces, chimneys, water faucets, and appliances.
- B. Unit door locks
- C. Mailbox locks, contact local post office for details
- D. Interior plumbing
- E. General upkeep (painting, etc.)
- F. Smoke detectors.
- G. Heating, Air Conditioning.
- H. Garage doors
- I. Storage areas
- J. Dryer Vents
- k. Windows

ARCHITECTUAL CONTROLL

The Board of Managers has been charged with the responsibility of maintaining the aesthetic and architectural character of Village at Hunters Glen Condominiums. The following regulations, as adapted from the Declaration of Covenants and Restrictions that each homeowner has received, are in keeping with the overall plan for the community. Any improvements and/or other charges affecting any structure within the community must adhere to these guidelines.

In events these guidelines are unclear or ambiguous, the Declarations and/or any applicable city ordinances shall be controlling.

The Board of Managers reviews all applications for change to an exterior of a home or surrounding grounds.

The Board realizes that from time to time applications for improvements will be made that may not fall within the established guidelines. The Board will remain flexible in its actions, however all applications for improvement will be evaluated on:

1. Harmony of external design and location in relation to surrounding homes in the community
2. The potential for future maintenance problems or expenditures which the installation or change might cause the Association.

ARCHITECTUAL CONTROL REQUEST FORM PROCEDURE

IMPROVEMENT APPLICATION

Any owner desiring to make any change or improvement to any common or limited common area must request and obtain approval from the Board of Managers. The procedure for this is as follows:

1. Submit to the Board a complete description of the improvement with a drawing, photograph or catalog picture or specification, as appropriate, attached to a completed improvement application form.
2. The Board will review applications. The application may be approved, disapproved or deferred pending additional or alternative recommendations for the improvement. The owner will receive a written notice of the Board's action.
3. The owner must inform the Managing Agent of the improvement and its value so it may be added to the association's master insurance policy where applicable.
4. Any change or improvement made by an owner is the responsibility of the owner for maintenance, repair and/or replacement.
5. Unauthorized changes or improvements must be removed and the area restored to original condition at the discretion of the Board Members and will be at the expense of the owner.
6. Examples of items considered to be architectural changes or improvements are:
 - A. Deck enclosures, canopies, screens, etc...
 - B. Deck flooring, carpeting, tiles, etc...
 - C. Greenhouses or hothouse fixture projection from the outside of the windows
 - D. Front door changes in color, locks, bells, name plates, etc...
 - E. Plantings in areas other than the patio.
 - F. Screen/Storm doors.

The purpose of requiring Board approved is not to discourage improvements but to limit improvements those that enhance the value and conform to the overall aesthetic appearance of the home.

. To facilitate the above and to maintain complete and accurate records, an application form must be submitted and approved prior to making a change to exterior or grounds. No work should begin until written approval is received.

The Board of Managers and the Association members are in favor of improvements and hope that owners will want to personalize their homes inside since it will ultimately add value to the entire community.

Improvement Application Forms are available at the management office. A sample of the form is attached.



Villages at Hunters Glen IMPROVEMENT APPLICATION

When do you file an Improvement Application?

An application form must be submitted for any construction or addition to the exterior of your building or grounds. If in doubt about your particular project, contact Towne Properties Asset Management Company at (937) 222-2550.

What is the purpose of the application?

The object of requiring a homeowner to file an improvement application with the Board is two-fold:

1. To insure that your planned improvement conforms to the Association's Declaration, enhances the beauty of the Community, maintains the architectural harmony of the Community and in no way inconveniences your fellow homeowners.
2. To enable the Association to determine what information and assistance it can give in order to expedite completion of your planned improvement.

Name _____ Address _____

City _____ Zip Code _____ Day phone number _____ Night phone number _____

OWNER _____ (if different than above)

Type and nature of improvement: _____

Color _____ Dimensions _____ Location _____

Materials _____ Approximate cost _____

A SCALE DRAWING of all improvements must be submitted and attached to the application. This must also show the exact location and dimensions.

I understand the rules concerning the proposed improvement. This improvement in no way encroaches on a neighbor's limited common area or common ground. I agree to abide by the rules established by the Association and will be solely liable for any upkeep required by the construction of this improvement.

I further agree to obtain all licenses and/or building permits and to meet all legal requirements for building codes.

DATE _____ Unit Owner's Signature: _____

← _____ FOR ASSOCIATION USE _____ →

Date Received _____ Received by _____

Board Member Signature: _____ Date: _____

Special details or provisions for approval _____

_____ Date letter to unit owner sent _____

Return to: Elite Management

Pool Rules

**VIOLATION OF ANY OF THE FOLLOWING VILLAGES AT HUNTERS GLEN COA RULES MAY
RESULT IN SUSPENSION OF YOUR POOL PRIVILEGES!**

SWIM AT YOUR OWN RISK -THERE IS NO LIFEGUARD ON DUTY

- You must have your pool key with the correct unit number stamped on it with you when at the pool. **DO NOT GIVE OUT YOUR POOL KEY!**
- Pool Hours: 9:00 A.M. to 11 :00 P.M., daily.
- **The pool gate must be kept closed at all times.** Please be sure the gate closes behind you when you enter and exit.
- Neither the association nor the management company will be responsible for swimmers or for personal property
- An adult must accompany children under the age of **14**. No child should be permitted to come to the pool alone for safety's sake. Children are the responsibility of their parent or guardian.
- Members are limited to two (2) guests per unit, and a resident must accompany guests at all times. Members will be held liable for the actions of their guests.
- Diving into the pool is not permitted.
- No pets or animals are allowed in the pool area.
- Proper swimming attire is REQUIRED. No cut-offs.
- All beverages must be in cans or paper or plastic containers. No glass container of any kind is allowed in the pool area. The Montgomery County health department will close the pool if glass is broken. This will require draining and re-filling the pool. The responsible party will be charged accordingly.
- Balls, plastic toys, air mattresses, etc., are permitted as long as they do not interfere with other swimmers. These items must be removed if requested by other swimmers.
- Music must be kept at a low level and turned off if requested by another member.
- No furniture is to be placed within 5 feet of the pool edge. All pool furniture is to remain around the pool and is not to be taken to other areas of the clubhouse or courts.
- Intoxication, foul language, horseplay, running, boisterous or rough play, excessive noise, or other nuisance-type behavior is PROHIBITED in the pool area and in the clubhouse.

These rules are for your safety and swimming pleasure. This is everyone's pool and each of us must follow a few rules and be considerate of each other to make swimming at the pool enjoyable for all.

If you have any questions, please call Towne Properties at 222-2550. If you have a serious (but *non-medical*) problem *after hours*, please call Towne Property Management at 222-2550.

PET RULES

1. All pet's including those of guests, shall be controlled so as not to create a nuisance (such as continued barking, damage to Common Areas, strong, odors, etc.)
2. Pet owners, whether owners, residents or visitors are required to clean up after their pet. Visitors and/or residents of their units will charge unit owners for violations.
3. Damage to interior or exterior areas is the responsibility of the unit owner as are all costs of repairs and/or replacements. If repeated incidents of damage, creating a nuisance or unreasonable disturbances occur, the Board of Managers at Hunters Glen has the authority, under the Declaration of Condominium ownership, to issue a written notice requiring the permanent removal of the offending pet from the association's property within seven (7) days after the written notice is issued.
4. All pets, owners' and visitors', are required to be on a hand - held leash when outside of the owners'/residents' unit.
5. Pets are not to be staked or tied up outside of the unit or in any common or limited common area. The Management Company will remove chains or stakes. Pets are not to be kept or housed on any unit's deck or patio.
6. Pets are not permitted in the clubhouse, tennis court, pool or pool area at anytime.
7. Pets should be walked using the street or sidewalk. The Common Areas and Limited Common Areas immediately adjacent to any unit should be avoided out of common courtesy and consideration for your neighbors.
8. Pets are limited to one (1) per unit and may be subject to weight limitations if the Board deems so necessary. These limitations include pets of visitors.
9. No animals of any kind shall be bred in any unit or in the Common Areas of Facilities.
10. Exotic animals are not permitted in the Hunters Glen Condominium complex at any time.
11. Dog houses of any other structures designed for housing, keeping or transporting animals may not be constructed, stored or maintained on any interior or exterior Common Area of Facility including the Limited Common Areas and Facilities.

GENERAL RULES AND REGULATIONS

No part of the condominium property shall be used for other than housing and common recreational purpose for which the property was designed. Each unit shall be used only for residential purposes.

No more than four persons may occupy any unit as a resident at any one time.

There shall be no obstruction of the common areas and facilities nor shall anything be stored in the common areas and facilities without the prior consent of the Association.

Operative vehicles used by a resident of a unit as a primary source of transportation may be parked in the parking spaces or in any garage space that unit owner may purchase. The Association may, by its rules and regulations, restrict the number of operative vehicles per unit, which may park in the unassigned parking spaces, provided that each unit shall, at a minimum, be allowed to park two vehicles on the condominium property.

The parking of any trailer coaches, house trailers, mobile homes, automobile trailers, camp cars, recreational vehicles, campers, trucks, boat trailers or any other similar vehicles (collectively "special vehicles") unless such special vehicles are parked in a garage of a unit owner and the garage door is completely closed at all times when a special vehicle is parked there.

Nothing shall be done or kept in any unit or in the common area facilities, which will increase the rate of insurance of the buildings.

No Unit Owner shall permit anything to be done or kept in the unit or common areas and facilities, which will result in the cancellation of insurance on the building or would be in violation of any law.

No waste will be committed in the common areas and facilities.

Unit owners shall not cause or permit anything to be hung or displayed on the outside of windows or placed on the outside walls of a building.

No sign, awning, canopy, shutter, radio or television antenna shall be affixed to or placed upon the exterior walls or roof or any part thereof, without the prior written consent of the Board of Managers.

Unit owners shall not cause or permit any curtains, shades, or other window coverings to be hung inside or outside any windows, which will show any color on the outside other than white or beige-tones on the outside without the prior written consent of the Board of Managers.

No clothes, sheets, blankets, laundry of any kind or other articles shall be hung out or exposed on any part of the common area and facilities.

No obnoxious or offensive activity shall be carried on in any unit or common area and facilities, which may be or become an annoyance or nuisance to the other owners.

There shall be no playing, lounging, parking of baby carriages or playpens, bicycles, wagons, toys, vehicles, benches, or chairs on any part of the common area and facilities except in accordance with the rules & regulations.

The Board may pre-approve certain "For Sale" or "For Rent" signs and may otherwise govern the placement of these signs through the Rules and Regulations.

No other window display or advertising shall be maintained or permitted on any part of the Condominium Property. No other sign, which is visible from the outside units, may be placed on any part of the Condominium Property, except as expressly permitted by the Association.

The Welcome Package is designed to familiarize owners briefly with the Homeowners Association, Management, and the Policies and Procedures. A fuller, more comprehensive referent to any item concerning The Village at Hunters Glen Condominium can be found in the Declaration, Articles of Incorporation, By-Law and Rules and Regulations Book issued to all owners prior to sale.

In the case of any conflict between this Welcome Package and the Declaration, Articles of Incorporation, By-Laws, or Rules and Regulation; the Declaration, Articles of Incorporation, By-Laws, and Rules and Regulations shall control

.

If you have any questions, please refer to your documents for further explanation or contact the management company.

937-262-7645

REMEDIES FOR BREACH OF COVENANTS AND REGULATIONS

The following are remedies for the breach of any and all covenants, rules and regulations at Villages at Hunters Glen. These are above and beyond, but not excluding, any and all remedies stated in the By-Laws and the Declaration of Condominium Ownership of the Village at Hunters Glen Condominium Owners' Association.

1. The first offense will result in a mild warning letter.
2. The second offence will result in a sterner letter with notice that the next offense will result in a \$50.00 fine.
3. The third offense will result in a \$50.00 fine with notice given that the next offense will result in a \$250.00 fine.
4. The fourth offense will result in a \$250.00 fine with a notice given that the next offense will result in legal action.
5. The fifth offense will result in the appropriate legal action.

All fines are due payable within thirty (30) days. If not paid, a late charge will be put on every month until said fines are paid in full. The Board also has the right to elect to place a lien on any Unit of the Owner for any charges that remain unpaid ten (10) days after the same have become due and payable