



HOMEOWNERS HANDBOOK

(RULES & REGULATIONS)

FAIRWAYS CONDOMINIUM OWNERS ASSOCIATION

AUGUST 2018

(AS APPROVED BY A UNANIMOUS VOTE OF THE FAIRWAYS BOARD OF TRUSTEES ON 9 AUGUST 2018)

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WELCOME TO THE FAIRWAYS

Welcome to **THE FAIRWAYS AT CANTERBURY VILLAGE Condominiums**. This handbook is designed to be a helpful source of information that you should read to enhance your living experience at “The Fairways”. Included is an abbreviated version of the Fairways Rules and Regulations that your Board of Trustees (**The Board**) has approved and that the Board believes are necessary to protect the value of each homeowner’s investment in their condominium.

We respectfully ask that you read the booklet and follow the rules; we would also encourage you to become involved with your Condominium Owner’s Association (COA), serve a term on the Board of Trustees, attend the Annual Meetings, and in many ways become a good neighbor and, hopefully, a good friend.

Thank You,

The Fairways COA Board of Trustees (The Board)

GENERAL INFORMATION

This Condominium Association is incorporated under the laws of the State of Ohio, with each condominium owner having one share, or parts of one share in cases of joint ownership. Details of the vote entitlement can be found in the Association By-Laws. **The By-Laws are required to be passed from one owner to the next.** If you don’t have a copy, notify the manager and an electronic copy will be sent to you.

The Fairways consists of thirty-five buildings (two, three and four unit buildings), containing a total of 86 units. Construction began in 2001 and was completed in 2004. There are approximately ½ miles of paved, private streets that are the responsibility of the Association.

The Association, through its elected Board, may impose and enforce reasonable rules and regulations governing the use of the Condominium property, as authorized by the Declaration document (also known as the By-Laws). Sanctions can be imposed for violations of any lawful rule or regulation passed by the Board, including monetary fines, suspension of voting rights, seeking relief in a court of law, levying assessments, and other lawful actions.

Your Board has contracted with a managing agent (Management Company) to manage the duties that the Board is authorized to perform. The cost of the Management Company shall be a common expense shared by all owners. The Board has retained the services of **APPLE PROPERTY MANAGEMENT, LLC.** The home office is in Centerville, OH.

Some of the items that your Board is responsible to obtain, provide, or oversee include:

- Operating Funds, including a Reserve Fund for Capital Expenditures e.g., roofs, roads.
- Maintenance, repair, and replacement in the common areas, including landscaping, foundations, water mains and sewer lines, roof, gutter repairs, plumbing and wiring OUTSIDE of the unit, and roadway maintenance.
- Periodic painting (currently on a 7-year cycle), and exterior surface repair of units.
- Snow and ice removal to standards set by the Board, **EXCEPT** individual sidewalks.

PHILOSOPHY OF RULES

(courtesy of law firm of Kaman & Cusimano, LLC)

Why Do We Need Rules?

- Fill in the gaps of the By-Laws
- "User Friendly" - Common sense do's and don'ts of the community

Board Has the Authority to Pass Rules Based Upon

- Bylaws
- State Law
 - Condominiums - 5311.081 (B)(5)

Goal of Rules

- Protect Safety of residents
- Protect Property Values
- Promote harmonious and orderly community living

Goal of Rule enforcement

- Compliance
- NOT a "money maker"
- NOT a "show them who's boss!"
- Board NOT a police force
- Resolve the issue without legal entanglement

BASIC RULES AND REGULATIONS

MONTHLY FEES

Each unit owner is responsible for the monthly fee payment to the Association for the common expenses of the Association. The Board of Trustees determine the monthly payment. The payment must be in the offices of the management company prior to the 10th day of each month. Failure to pay the monthly fee prior to the 10th of the month shall result in a Late Fee charge as determined by the Board.

LIENS

A lien may be filed on your unit in the event your assessment payment is late (after the 10th of the month). When a lien is filed, it is filed for the assessment as well as late charges and interest, if any. There is also a legal charge added to the filing.

MAINTENANCE

All **exterior maintenance** of your unit and grounds in the Fairways is the responsibility of the Board of Trustees. The property manager is responsible for overseeing maintenance issues. Exterior problems should be reported to the manager by calling 937-291-1740 or e-mailing mike@applemgmt.com

Interior maintenance problems are the unit owner's responsibility, **even if caused by an exterior maintenance problem**. Waterline breaks, sewer back-ups, broken windows, garage door malfunctions, air conditioning / heating failures, and so on need to be reported to the appropriate service companies and repair costs are the owner's responsibility.

EXTERIOR BUILDING SURFACES

Nothing may be hung from the exterior of any unit nor attached to the roof or chimney. One exception is that satellite dishes (standard size used by Direct TV) may be attached to the **deck** if the unit has one.

The homeowner must submit an **Architectural Improvement Request Form** for satellite dishes not attached to the deck (in other words, attached to a Direct TV pole in the ground), and before installing awnings, storm doors, new windows or sliding doors, new garage doors and landscape changes. This is not a comprehensive list. It is best that you check with the Board or the manager before doing **anything OUTSIDE of your unit**.

EXTERIOR PAINTING

Unit exteriors and front doors are painted on a rotating basis, approximately once every seven years, using colors prescribed by the Board.

WINDOWS

Unit owners are responsible for maintaining, repairing and replacing, as necessary, all unit windows and sliding doors, including the glass, screen, sashes, jambs, frames, locks, hinges, and weather seals.

Unit owners may affix window coverings to the interior of the window, such as draperies, shutters, blinds (vertical or horizontal) or valances, provided that the color of the window covering must be white, off white, or a similar shade on the exterior side (the side facing the street). All window coverings must be of a kind that are manufactured or made specifically for that purpose. No other materials such as newspaper, flags, bedding, or advertising material may be used as window covering.

FLAGS, BANNERS, AND GARDEN SIGNS

The American Flag, a military service flag, and a blue line (public safety member) flag (3'x5') are acceptable in the front or rear of your unit. **College / university, professional or team sports flags** may be displayed on **game day ONLY**. **Garden signs** are permitted under the following conditions -

- One sign per unit.
- No ground anchored flag poles may be installed.
- Sign may be placed only in the garden area in front of the unit between the driveway and the front door.
- Signs are limited in size to 13 inches by 18 inches and may be placed horizontally or vertically.
- The top of the banner stand may not be higher than 36 inches above the ground.
- Garden banners should be in good taste and may include *welcome, seasonal, holiday or sports team content*. The Board reserves the right to determine if a sign is inappropriate.

YARD SCULPTURES

- The front porch of each unit can display no more than a combination of three (total) of the following: planters, flower pots, a decorative bench, and sculptures. Benches must be made of natural wood or wrought iron.

COMMERCIAL ADVERTISING

Commercial advertising is NOT allowed anywhere on the Fairways property nor is commercial advertising permitted on or in any unit (for example, a window sign displayed from inside a unit.)

- Contractors may not display commercial signage anywhere around a unit for which they are doing work. (Commercial signage on the contractor's work vehicle is permitted.)
- **Standard Real Estate signs are permitted in front of the unit for sale.**

POLITICAL SIGNS

Small political signs (similar in size to permitted real estate signs) are permitted in the front yard of a unit up to two weeks before an election but must be removed the day after the election.

LIGHT FIXTURES

Exterior light bulbs on porches, decks or garages and patios are the responsibility of the Unit Owner to maintain, repair and replace. Unless colored for a holiday decoration (see outside decorations) lights shall be white.

MAILBOXES

There are three banks of mailboxes located in the Fairways. Each contain multiple, numbered, lock boxes that represent your mailbox. Neither the Fairways Board nor the Fairways management have any control over these boxes. There is no central key location. When you purchase a unit, it is the responsibility of the seller to ensure the buyer is given mailbox keys. If a key is lost or broken in the lock, the owner must contact the local Postmaster, who will arrange for a new lock to be installed. Cost for the replacement is the responsibility of the homeowner. The Fairways has no control over access to the mailboxes.

PETS

Pets are allowed, but, limited to **two** "usual and ordinary" domestic pets such as dogs and cats, **per living unit**.

No commercial breeding or raising or training of ANY animal is allowed within the Fairways.

Any allowed pet that is outside of the owner's living unit **MUST ALWAYS** be on a leash and in the owner's control (or carried). No pet can be left alone outside, even if leashed.

Please remember that not everyone is a pet lover. Be respectful of your neighbors when you take your pet outdoors and clean up after them. If you take your pet on a neighborhood walk, take along a method to IMMEDIATELY pick up any droppings.

Exotic pets are expressly forbidden, e.g., reptiles, rodents.

The Board can ask any owner to PERMANENTLY remove from the Fairways any aggressive, annoying, or NOISY pets with a 5-day notice.

Unit owners are solely and exclusively responsible for the actions of their pet(s) or the pet of anyone residing in or visiting their unit, including damage or injury to property or another person. Unit owners are responsible for the costs of repairing any damage to the Common Elements caused by such pet(s), including but not limited to, the cost of replacing grass, bushes, or other landscaped areas.

No animal pens or houses are permitted in the Common Elements or Limited Common Elements.

OPEN FIRES AND GRILLS

OHIO GRILLING LAW: In accordance with the Ohio Fire Code, charcoal burners, gas grill, or any other type of **open** flame devices are prohibited from being used within ten feet (10') of a multi-family unit. The Ohio Fire Code also prohibits operation of such devices or storage of gas containers on balconies and decks or within ten (10') feet of combustible construction. **Open-flame devices including fire pits, are prohibited anywhere on the property.** No grilling is allowed on, in, or under an enclosed structure, including but not limited to a unit, porch, garage, or deck. NO open fires or fire pits are permitted in the Fairways. Electric grills may be used on a deck.

VEHICLES AND PARKING

Fairways Bylaws, Section 8.12 - "Parking of vehicles shall be limited to designated parking areas and the attached garages of units.

Each unit may have up to **two vehicles**.

Daily parking of a **third vehicle** must be approved by the Board (see **EXCESS VEHICLE APPLICATION** at the end of this document). Third vehicle parking in VISITOR PARKING spaces or on the street **IS NOT PERMITTED**. **Overnight street parking of ANY vehicle is not permitted.**

All vehicles belonging to unit owners or renters must be parked in a *designated* parking area only, which includes the unit's driveway or garage.

Resident's vehicles are not to be parked in VISITOR PARKING

Short-term street parking during the day and early evening hours is permitted.

No inoperable, unlicensed vehicles or vehicles determined to be abandoned in accordance with the City of Beavercreek, Ohio vehicle ordinances shall be parked in the street or Visitor Parking areas. Vehicles meeting any of those criteria, including but not limited to outdated registration and flat tire(s) will be towed at the owner's expense.

Recreation vehicles, boats, and commercial vehicles, are all expressly forbidden from parking **except within the unit garage**. Recreational vehicles may be brought on the property **with Board permission for a 24-hour period** to load or stock the vehicle. Care must be taken not to block the street and to ensure that safety vehicles can get by.

Minor repairs and maintenance of owner's vehicles must be performed within the garage of the owner's unit. Major repairs (e.g., engine overhaul) **MAY NOT** be performed at any time. No motorized vehicle of any kind is authorized to be operated off the paved streets of the Fairways.

The Fairways speed limit is **15 MPH**.

Fairway's residents are asked to be aware and report to a Board member or the manager any vehicle on the Fairways property that appears to be abandoned. The Fairways has had several instances over the years where vehicles have been abandoned by non-residents in a visitor parking space. The Board will make every reasonable effort to determine if a vehicle has been abandoned before calling the local towing service.

TRASH

Contract trash pick-up is provided once per week (usually Wednesday). Each unit is provided a 90-gallon, wheeled trash bin. A 60-gallon wheeled bin OR small tub container is provided for recycling. Trash and recycle receptacles are the property of the contractor.

All trash for collection must be set out at the edge of the curb the evening before the scheduled pick-up day.

All trash receptacles must be stored in the garage after the weekly pick-up before the next day.

Unit owners are responsible for cleaning up trash spillage from their containers.

Unless otherwise noted (generally when a holiday causes a conflict), trash and recycle receptacles should be placed curbside on Tuesday evening for a Wednesday pick-up.

Receptacles should be placed back in your garage by Wednesday evening after a Wednesday pick-up.

BULK WASTE

Should a unit owner or renter want a Bulk Trash pick-up (or if there is a large item, like an old grill, an appliance or large piece of furniture), the homeowner / renter must make arrangements with the trash contractor for the Fairways (the phone number is on a decal placed on the side of the receptacle). Items may not be placed curbside more than 24 hours before pick-up. The homeowner / renter should advise the Fairways manager or a board member of the pending pick-up.

CHRISTMAS TREES

Live Christmas trees are permitted during the holiday season, **but disposal is the responsibility of the homeowner or renter.**

RECREATIONAL DEVICES

No sports goals, nets, fences, rinks, poles, or other devices are permitted in the Fairways at any time without written Board approval. Kiddie pools are allowed but **ONLY** on a patio or deck and **ONLY** between the hours of 9 AM and 8 PM, at which time they must be put away and stored overnight.

Kiddie pools **MAY NOT** be placed on the grass at any time.

TELEVISION ANTENNAS AND DISHES

AT&T U-Verse and Spectrum (formerly Time Warner Cable) have been the primary sources of cable and internet service in the Fairways. Recently, Direct TV, with their small satellite dishes, has become very popular. The Board has attempted to provide some guidance as to where dishes may be placed.

Satellite dishes **MAY NOT** be placed **ANYWHERE ON THE UNIT, THE ROOF OR IN THE FRONT YARD.**

If the unit has a deck, the dish may be attached to the deck. **No ARCHITECTURAL IMPROVEMENT FORM** is necessary if the Dish is attached to the deck.

If the dish is attached to a pole, the pole must be in the side or back yard, not visible from the street. Owners wanting to install a dish on a pole must submit an **ARCHITECTURAL IMPROVEMENT FORM** (found at the end of this document).

OUTSIDE DECORATIONS

Holiday decorations may be used if the following restrictions are met:

1. Methods of attachment may not be of any type that will mar, disfigure or otherwise damage the building exterior. Nothing may be attached to stone or brick work.
2. All attachments must be removed when decorations are removed.
3. Decorations are to be displayed as follows:
 - a. Christmas - Saturday after Thanksgiving through January 15th
 - b. Halloween - October 15th through November 7th
 - c. Other Holidays - two weeks prior to until one week after the holiday
4. The Board of Trustees reserve the right to require the removal of any decorations that, at its discretion, it deems are not within the restrictions of this policy.
5. Yard sculptures cannot exceed 2 feet in height and must be made of natural concrete or terracotta. There is a limit of two sculptures per unit. They may **not** be placed in front of the units. No fountains are to be placed anywhere around any unit. Lighting in the landscaping beds or along sidewalk or driveway paths must have prior written Board approval (use **Architectural Improvement Form** at the end of this document.)

OBSTRUCTIONS

No objects of any type can stay outside your unit that could prevent or obstruct the regular maintenance of the common areas.

Items should not be stored outside the unit, including the porch (for example, water bottles, cardboard boxes). The Board or its contractors may move or remove such items solely at the owner's expense.

No trash or personal belongs will be allowed to be stored or left outside any unit or left unattended for more than a day without the permission of the Board.

ARCHITECTURAL IMPROVEMENTS

The Board of Trustees must approve any changes to any unit that are outside the unit or that can be viewed from outside the unit. This includes new windows, doors, siding, decking, and so forth. Specifically covered in the By-Laws are awnings (beige fabric only), and storm doors (glass fronts only). Should an owner (or two owners, side-by-side) wish to make landscape changes, these changes must be submitted to the Board for approval. An **ARCHITECTURAL IMPROVEMENT FORM** can be found at the end of this document.

LANDSCAPE AND LAWN MAINTENANCE

The Fairways has a contract with a professional landscaping company to provide all lawnmowing, shrub pruning, mulching and some shrub and tree replacement, when necessary to the condominium's Common Elements. Removal of dead shrubs or trees may or may not be replaced at the discretion of the Board.

SNOW REMOVAL

STREETS - The Fairways has a contractor who is responsible for clearing our streets when there is a snow or ice event. Because of the hilly nature of the Fairways property, every effort is made to salt the roads in advance or immediately after there has been snow or an accumulation of ice.

DRIVEWAYS - Driveways will be cleared *ONLY* after the snow depth on a sampling of our driveways reaches 2 inches. If there is a significant snow event, you are encouraged to put your vehicle in the garage, Driveway clearing is often done with a BOBCAT. The BOBCAT driver may not feel comfortable clearing one half of your driveway if there is a car in the other half.

SIDEWALKS - Sidewalk clearing is the responsibility of the homeowner.

GARAGE or YARD SALES

The Fairways authorizes one neighborhood garage sale per year, usually held in June. Neither homeowners nor renters may conduct a garage or yard sale on any other date. Residents will be notified well in advance of the Fairways sponsored garage sale.

MOVING?

Remember, if you are moving (in or out), large moving vans (usually referred to as 18 wheelers where the truck and the van are separate vehicles) are **strictly forbidden** on the property. Smaller moving vans are permitted.

Departing owners must notify the management company of a move and provide contact information on the new owners, if appropriate.

SALE OR RENTAL OF YOUR HOME

When you decide to sell or rent your home, you need to transfer not only your property, but also the Bylaws and the Homeowner's Handbook. Also, it is important that you contact the Managing Agent to arrange for the completion of forms regarding association dues.

Once you sell, the buyer becomes a member of the Association subject to the Bylaws.

If you lease or rent your home, your tenant becomes a member of the Association subject to the Bylaws and Rules and Regulations found in the Homeowner's Handbook. As stated in Section 8.11, all leases must be in writing and shall be made expressly subject to the terms of the Condominium Documents. The OWNER, not the tenant, is held responsible to the

Association for the tenant's behavior, or for any infraction against the Fairways at Canterbury Village Condominium Owners Association (F@CVCOA).

WEBSITE

The Fairways Board and Management Company are developing a WEB Page. The WEB page will have both a "public" and "private" component. The public component will be accessible to anyone signing in to the WEB page and will contain public information (for instance, general information about the Fairways, notice of units for sale and access to the By-Laws and Rules and Regulations). The private side will contain information accessible only by Fairways homeowners.

PURPOSE OF THE BOARD OF TRUSTEES (THE BOARD)

The Board of Trustees (the Board) is the *Governing Body* of the Condominium Owner's Association, responsible for the interpretation and adherence to the Bylaws and the Covenants, Conditions and Restrictions by each of the Association's members. The Board is made up of Unit Owners (minimum of three, maximum of 5) and are elected at the Annual Meeting. Board members serve 2-year, staggered terms. All members serve on the Board on a strictly voluntary basis, for which there is no compensation for services rendered.

The Board, being duly appointed or elected, is recognized by the State of Ohio as officers of the (F@CVCOA) and has the authority to enter into contractual obligations, carry out and enforce all provisions of the Declaration, Articles and Code, and may assign such responsibilities as deemed appropriate to the Managing Agent.

Apple Management is the F@CVCOA's Managing Agent, responsible for guiding and assisting the homeowner's and their Condominium Owners Association (COA) with problems or questions, as well as carrying out the policies and decisions of the Board. The Managing Agent also has the responsibility of the daily management and operation of the community and its facilities.

Apple Management is a professional firm specializing in homeowner and condominium management and has been engaged by the Board to advise, assist and implement the decisions made by the Board. The following items are included in the management contract:

- Billing and collecting of homeowner fees
- Payment of operating expenses
- Accounting and financial reporting
- Printing and distributing of any notices
- Direction of association contractors

- General maintenance
- Maintenance and supervision of insurance coverages
- Emergency maintenance
- Custodial care of books and records involving Association activities
- Handling resident requests
- Assisting the Board with budget planning

DUTIES OF THE OFFICERS

Board Officers are determined by the Board at the first meeting following the Annual Meeting. These officers include:

The President - The President shall be the Chief Executive Officer of the Association and shall preside at meetings of the Association and all meetings of the Board. Subject to the direction of the Board, the President shall have general executive supervision over the business and affairs of the Association. He or she may execute all authorized deeds, contracts and other obligations of the Association and shall have such other authority and shall perform such other duties as may be determine by the Board or otherwise provided for in the Declarations, Articles or Codes.

Vice-President - The Vice-president shall perform the duties of the President whenever the President is unable to and shall have such other authority and perform such other duties as may be determined by the Board.

Secretary - The Secretary shall keep the minutes of all meetings of the Board. He or she shall keep such books and records as may be required by the Board and shall give notices of meetings to members of the Association and the Board as required by law, or by the Bylaws or otherwise, and shall perform such other duties as may be determined by the Board.

Treasurer - The Treasurer shall receive and account for all money, bills, notes and similar property belonging to the Association, and shall do with the same as may be directed by the Board. He or she shall keep accurate financial records and hold the same open for the inspection and examination of the Board. He or she shall have the authority and shall perform such other duties as may be determined by the Board.

Member-at-Large - The Member-at-Large is a fifth person on the Board. He or she shall have the authority and shall perform such other duties as may be determined by the Board.

CONDOMINIUM FEES are set each fiscal year (April to March) by the Board. Fee payments are essential to the maintenance of the Association. Fees must be paid monthly

unless the homeowner chooses to pay fees on an annual basis. Monthly payments are due the first of each month. Payment may be made by --

- A check accompanied by the coupon from the payment book (provided annually by the management company).
- By automatic withdrawal from your account by the Managing Agent.
- Payments you direct your financial institution to make to the Managing Agent. Payments are considered late if not received by the 10th of the month.

THANK YOU FOR YOUR UNDERSTANDING

Your Board apologizes for the "negative" nature of this booklet, but rulemaking is a legal obligation of the Board of Trustees. These rules are mostly "common sense" types of rules, but if they are not listed in one place, violators can claim ignorance.

The Board continually monitors the "rules" and may add, or subtract, from this document. If you feel that a change (addition or deletion) is warranted, please contact a Board member. Board member's names and contact information is listed on the last page of this document.

Sincerely,

The Board of Trustees

“REGULARLY” SCHEDULED EVENTS

Annual Condominium Owners Meeting. April at the Beavercreek Golf Club. A formal notice is mailed to each homeowner confirming the location and time.

“First Friday” monthly socials. These are held on the first Friday of most months. Location rotates among participating neighbors. Event begins at 6:00 PM and usually runs until around 8:00 PM. Attending neighbors are encouraged to bring light hors d'oeuvres.

Christmas Social. In lieu of the First Friday Social, this event is usually held on a Saturday evening in early December. A Fairway's neighbor also hosts.

Super Bowl Sunday Social. Held in lieu of the February First Friday Social, also hosted by a Fairways neighbor.

Annual Fairways Picnic. Annually, usually in September

Fairways Garage Sale. This is the **ONLY** authorized garage sale and is usually held in June. Notification sent out in May.

Monthly Dining Out. There is a group of neighbors who get together monthly (usually the third Thursday of the month) for a “Dining Out”. Restaurants throughout the Dayton metropolitan area are selected. If you would like to be on the e-mail list for this activity, contact Kay Ericksen at kericksen@woh.rr.com or 937-427-1902.

Golf Outing. Annually, usually in September.

Ladies Luncheon. 2nd Wednesday of most months. Contact Elsie Matteson at 937-426-4336.

Christmas Decorations at the Fairways entrance. Usually a Saturday in early November. Call for volunteers made by e-mail in Oct.

Mahjong. Contact Kay Ericksen at 937-427-1902 for more information on the time and place.

ARCHITECTURAL IMPROVEMENT APPLICATION FORM

THE FAIRWAYS AT CANTERBURY VILLAGE CONDOMINIUM OWNER'S ASSOCIATION, INC

rev June 2018

When to file – An application must be submitted for any construction, modification or addition to the exterior of your building (home) or grounds. This could include, but not be limited to window replacement, addition of a storm door, garage door replacement, TV Dish, or deck modification. Send to any Board member.

What is the Object of this Form: The object of requiring an individual Unit Owner to file an Improvement Application with the Board is two-fold:

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

OWNER'S NAME: _____ ADDRESS: _____

DATE: _____ PHONE NUMBER: _____

DESCRIBE THE ARCHITECTURAL IMPROVEMENTS DESIRED: _____

CONTRACTOR: _____ APPROXIMATE COST: \$ _____

START DATE: _____ COMPLETION DATE: _____

Please provide a scale drawing of all proposed improvements with this application. Be sure to show exact location and dimensions.

I understand the rules concerning the proposed improvement. This improvement in no way encroaches on a neighbor's property or COMMON GROUND, if applicable. 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 necessary building permits and meet all legal requirements for building codes.

Signature: _____ Date: _____

For Association Use: Approved YES _____ NO: _____

SIGNATURE OF BOARD PRESIDENT OR VICE-PRESIDENT: _____

Special Details or Provisions: _____

VEHICLE VARIANCE APPLICATION

Third Vehicle Request

DATE OF APPLICATION:

TO: Fairways Board of Trustees

SUBJECT: VEHICLE VARIANCE REQUEST

EFFECTIVE DATE:

LOCATION OF VEHICLE (ADDRESS WHERE VEHICLE WILL BE PARKED):

REASON:

IDENTIFICATION OF SUBJECT VEHICLE(S):

YEAR	MAKE	MODEL	COLOR	TAG #
_____	_____	_____	_____	_____

SUBJECT VEHICLE WILL BE PARKED ON PROPERTY NOT LATER THAN (DATE): _____

Respectfully submitted,

APPROVED _____ DISAPPROVED _____ Date _____

Signature of Board President or Vice-President:

COMPLAINT FORM
(This form must be signed)

Nature of Complaint (animal, noise, etc.)

Number of Occurrences _____

Date(s) of Violation(s) _____

Time(s) of Violation(s) _____

Name of Offender (if known) _____

Address of Offender (if known) _____

Details (use back, if necessary) _____

Was any attempt made to resolve the problem? (circle one) YES NO

If YES, what were the results? _____

NAME (please print)

SIGNATURE (please sign)

your address: _____

RECEIVED BY ASSOCIATION

DATE

MANAGER OR OTHER

DISPOSITION AND DATE

REQUEST FOR A HEARING FORM

Unless a written request for a hearing, signed by the person(s) named as owner(s) in the accompanying correspondence is received by the Board within ten (10) days, the Board may proceed with the enforcement assessment without a hearing, and you will have waived your right to a hearing. If you want to request a hearing, then this completed form must be received within ten (10) days by:

Fairways at Canterbury Village, INC.
c/o Mike Rotramel
Apple Management
P.O. Box 752108
Dayton, Ohio 45475

I, _____, request to be scheduled for a hearing in front of the Board at the time of the next scheduled meeting, or sooner, of which I will be notified at least seven (7) days in advance. I believe the enforcement assessment/charges for damages, cleaning, removal, etc. should not be imposed because:

Signature

Date

Signature – if more than one

Date

Printed Name(s) and Current Address

CONTACTS

BOARD OF TRUSTEES

PRESIDENT

Dr. Peter Nelson flyerprof@gmail.com (H) 937-426-2063 (C) 937-581-7227

VICE-PRESIDENT

Dan Tubbs arthur.tubbs@att.net (H) 937-426-6696 (C) 937-361-0239

SECRETARY

Mike Riley rileybetty2@aol.com (H) 937-912-9481 (C) 937-581-8750

TREASURER

Gary Nanfito nanfitog@gmail.com (C) 618-979-8700

MEMBER AT LARGE

Tom Steinbrunner tsteinbrunner@toast.net (H) 937-427-2234 (C) 937-241-7990

MANAGER

Mike Rotramel mike@applemgmt.com (O) 937-291-1740

Website

fairwayscoa.com

This WEB site is being developed by a professional WEB designer. Once it is "up and running", we will send a notice to the Fairways community.