

PINEHURST CONDOMINIUM OWNERS ASSOCIATION

ASSOCIATION FEES & ASSESSMENTS

The annual assessment is determined by the Board of Trustees and is determined by the budget approved for the year. Notices of increases are usually sent out during the latter part of November of each year. Your monthly payments should be made payable to Pinehurst Condominium Owners Association and sent to the following address:

Condominium & Property Management, Inc.
P.O. Box 20
Dayton, OH 45459

If you have any questions concerning your monthly assessment or balance, call C.P.M.I. at 435-3461. You may call Mondays through Fridays, excluding holidays, between the hours of 9:00 A.M. and 4:00 P.M.

By board action the annual assessment is payable in monthly installments, which are due and payable on the first of each month. On the tenth of each month, or the first business day following the tenth, a late notice will be sent to each owner having a past due balance and a late fee of ten percent of the unpaid balance will be levied.

If by the tenth of the month, or the first working day following the tenth of the month, the past due balance is greater than two months' assessment, notice will be sent advising you that a lien will be filed within thirty days of said notice. At that time a charge will be assessed, currently \$125.00 to help defray the additional cost of collection.

Additional collection efforts made after filing the lien will be decided on an individual basis by the Pinehurst Board of Trustees. These additional efforts could include notification of the mortgage holder that foreclosure action will be started, demand for payment of the entire annual assessment or any other such action as is permitted under the Declaration & By-laws or Ohio law.

PINEHURST CONDOMINIUM OWNERS ASSOCIATION

THE CONDOMINIUM ORGANIZATION

A. DEFINITION

Under the condominium form of ownership an owner gains title to the interior space within a building. This space generally represents a dwelling unit. The building structure, the grounds and any amenities such as swimming pools, tennis courts, and club house are owned by all of the unit owners in a manner similar to that of tenants in common. Each unit owner has an undivided interest in the entire condominium. Owners, by virtue of owning a condominium unit in Pinehurst Condominium become members of the Pinehurst Condominium Owners Association. The association through its Board of Trustees administers the affairs of Pinehurst.

The Board of Trustees are the elected representatives of the unit owners. They make policy decisions under which Pinehurst Condominium operates within the restrictions of the Declaration.

B. STRUCTURE

Our Declaration provides for seven board members, all of whom are elected by the unit owners for a term of two years. They are elected at the annual homeowners' meeting. The board members must be unit owners in good standing. Renters and those buying on land contract may not serve as voting members on the Board of Trustees, but are encouraged to serve on the various committees. The board then elects officers to fill the following positions:

THE BOARD OF TRUSTEES

PRESIDENT

The president is the chief executive officer and presides over all meetings of the Board of Trustees and homeowners.

VICE PRESIDENT

In the absence or disability of the president the vice president takes over the duties of the president.

PINEHURST CONDOMINIUM OWNERS ASSOCIATION

SECRETARY

The secretary has the responsibility for the transcription, typing, duplication and distribution of the minutes of board meetings and the annual homeowners meeting.

TREASURER

The treasurer is responsible for overseeing the affairs of the association, including budget preparation.

PINEHURST CONDOMINIUM STANDING COMMITTEES

The other board members chair and together with volunteers serve on the active committees. There are several active committees at Pinehurst. At least one board member is on each of the committees to ensure direct communications with the board. All residents of Pinehurst are eligible and encouraged to serve on one of these committees. These committees and a brief description of their function are shown below:

FINANCE

It is the responsibility of the finance committee to advise and assist the Board of Trustees in all matters pertaining to the financial well being of the association:

- * The committee with the help of Condominium & Property Management, Inc. prepares the annual budget for presentation to the Board of Trustees for review and final approval.
- * The committee also periodically reviews all of the association's insurance policies making sure that they are adequate.

INSURANCE

This committee is responsible for preparing specifications and requirements for the insurance coverage for the association. The committee will also review insurance proposals received by the management company and make recommendations to the Board of Trustees.

PINEHURST CONDOMINIUM OWNERS ASSOCIATION

PINEHURST CONDOMINIUM STANDING COMMITTEES cont.

MAINTENANCE

The primary responsibility of the maintenance committee is to advise and assist the Board of Trustees in preserving and enhancing the condominium property. This includes:

- * Together with the management company, meets with companies providing services to the association to review contract specifications prices, and performance.
- * Together with the management company reviews all contracts for services to ensure that they are correctly priced.
- * Reviews recommendations made by the management company concerning needed repairs and replacements.
- * Recommending to the Board of Trustees contracts for land and facilities maintenance.
- * Propose to the Finance Committee items for inclusion in the capital replacement budget.

RECREATION

It is the primary responsibility of the recreation committee to advise and assist the Board of Trustees on the safe and sanitary operation of the pool facilities and clubhouse as well as recommending ways of obtaining maximum community use:

- * Recommend pool rules, regulations, and laws of operation.
- * Suggest social programs and activities for the association.
- * Together with the maintenance committee make recommendations to the Board of Trustees for necessary repairs and improvements.

SOCIAL

This committee is to provide leadership and organizational talents necessary to providing recreational and social activities for the membership.

PINEHURST CONDOMINIUM OWNERS ASSOCIATION

RIGHTS AND RESPONSIBILITIES

A. OWNER

As an owner of a condominium unit in Pinehurst Condominiums you enjoy access to the social, recreational, and administrative facilities and services enjoyed by all other owners. In return you have an obligation to make sure that the condominium property is properly maintained, protected, operated and improved. It is also your obligation to have read the association's Declaration and By-Laws. Some of your rights are outlined below:

- * You have the right to use the recreational and social facilities of the community. At the same time you have the obligation to follow the rules established for benefit of all residents.
- * You have the right to seek the assistance of the Board of Trustees and Condominium & Property Management, Inc. for any problem that you might encounter. You in turn have an obligation to do so in a courteous manner at the appropriate time and place.
- * You have the right to privacy and safety for yourself, your family, and property. In turn you have the obligation to comply with rules and regulations developed by the Board of Trustees to insure the privacy and safety of other residents.
- * You have the right to be interested and involved in all aspects of running the condominium, but to do so in a reasonable manner.
- * You have the right to sound fiscal administration and policies in the operation of the condominium. You have an obligation to pay your monthly condominium fees and any special assessment fully and promptly. Failure to do so may deprive the community of financial well being, services, and facilities. Failure to pay the fees subjects you to late fees, a possible lien on the property, and a lawsuit or foreclosure.
- * You have the right and the obligation to participate in all elections. Failure to vote on important issues prevents the Board of Trustees from obtaining a clear consensus of what is (or is not) needed or desired by the community.

PINEHURST CONDOMINIUM OWNERS ASSOCIATION

RIGHTS AND RESPONSIBILITIES cont.

B. LAND CONTRACT PURCHASER

As a land contract purchaser you have all of the rights and privileges of the unit owners with the exception that you may not serve on the board of trustees. You also may not vote unless you have received power of attorney from the fee simple title holder.

C. TENANT

As a tenant you normally assume all of the rights and privileges of the owner with the exception that you do not have the right to vote or serve on the Board of Trustees.

D. MANAGEMENT COMPANY

Pinehurst Condominiums employs a professional management company to handle the daily operations of the association. That company is Condominium & Property Management, Inc. (C.P.M.I.).

The services provided by C.P.M.I. include the supervision of all maintenance activities, providing administrative services to the Board of Trustees, and maintaining the association's financial records. All of this is performed under the direction and guidance of the board, the maintenance committee, and treasurer.

C.P.M.I. works with the maintenance committee and the treasurer in preparing the annual budget. They also prepare and furnish the board with a monthly financial statement, are responsible for the collection and accounting for the maintenance fees, and capital contributions.

C.P.M.I. oversees the maintenance of the condominium property, working with the maintenance committee and the Board of Trustees. It is their responsibility to arrange to have reputable contractors bid on the necessary services and to make recommendations to the board.

C.P.M.I. works closely with the Board of Trustees, aiding in the preparation for the annual meeting, attending the monthly board meetings and meetings of the maintenance committee.

C.P.M.I. maintains a 24-hour answering service and has maintenance personnel available on an emergency basis.

PINEHURST CONDOMINIUM OWNERS ASSOCIATION

RIGHTS AND RESPONSIBILITIES cont.

E. BOARD OF TRUSTEES

The Board of Trustees is the elected body of representatives of the unit owners. It is the responsibility of the board to govern the affairs of the association.

F. INVESTOR/OWNER

There are several important items that every investor/owner should consider in leasing his unit. These items not only insure the success of the owner-tenant relationship, but also contribute immensely to the successful operation of the community association of which you are automatically a member:

1. Notify the association's managing agent of all current occupants of the unit, including children. This notification should not only include the names of each occupant, but the phone number, number of vehicles, types of pets and so on.
2. Use and execute a lease that conforms with and makes specific reference to the legal documents of the association. You, as the property owner, are responsible for seeing that your tenants abide by all of the provisions and restrictions imposed by your association's legal documents. If your tenant violates the provisions of the documents or rules and regulations of the association, you will be held responsible.
3. Always provide your tenant with a copy of the legal documents and any rules and regulations that may have been adopted by the association's Board of Trustees. Inform the tenant that they are a part of the association by virtue of their residence and are obliged to observe the rules and regulations.
4. Make your tenants aware of the operational structure of the association. Inform them that a part of their rent is used to pay the monthly assessment of the unit and for what the assessment is used.
5. Increasingly, many association boards are encouraging tenants to participate in the committee structure of the association. Even though the tenant has no vote on association matters, the fact that they are a resident makes them a part of the community. They should thus be allowed and encouraged to take part in the association's activities whenever possible.

PINEHURST CONDOMINIUM OWNERS ASSOCIATION

F. INVESTOR/OWNER cont.

6. Have all applicants of the unit complete a formal tenant application. This is important to insure that you obtain all information necessary to make a good judgment on the qualifications of the applicant.
7. Collect a security deposit sufficient to cover lost rent and/or damage as well as the first month or partial month's rent. Make sure that you understand the laws that govern the handling of security deposits.
8. Check all previous landlords and credit reference. Verify information such as addresses, dates, etc.
9. Determine whether income is sufficient to pay rent without a burden and can accommodate any increase in the monthly assessment. Take into consideration existing debt obligations such as other monthly payments. Inquire as to what savings, reserves, or other resources are available to the applicant in case of a financial set-back.
10. Meet and interview personally each applicant.
11. Make your determination from a number of applicants rather than just one or two.
12. Don't discriminate because of race, color, creed, national origin or sex. Make yourself familiar with local laws on selection of tenants. You can find Landlord/Tenant and Fair Housing Laws under the Real Estate Code in the reference section of the public library.
13. Make a judgment on how long the tenant will likely stay. Turnover is costly. A minimum six-month lease is required under the Rules & Regulations of Pinehurst Condominiums.
14. Make sure you agree on who is going to pay the following:
 - A. The condominium fees
 - B. Utilities
 - C. Increase in Taxes
 - D. Any fees or charges
15. Make sure that your lease contains provisions for the tenant obeying the By-Laws and rules and regulations of the community, including the payment of any fines for rule violations; written legal termination procedure; penalties for late payment of rent; method and location of rent payment; and security deposit return and deduction procedures.

PINEHURST CONDOMINIUM OWNERS ASSOCIATION

F. INVESTOR/OWNER cont.

16. Make sure the that tenant has the following:
 - A. Access to the recreation and parking areas
 - B. Community handbooks, including a copy of this document.
 - C. Emergency phone numbers
 - D. Landlord address and telephone numbers
17. Make sure that the Board of Trustees and/or C.P.M.I's managing agent has a copy of the lease and the landlord's address.
18. Check the By-Laws for any other special requirements for the landlord when renting a unit.

PINEHURST CONDOMINIUM OWNERS ASSOCIATION

RULES & REGULATIONS

Many of us are not aware of the condominium association rules, or are unable to wade through the many pages of the association's Declaration and By-laws. For this reason we are providing here a summary of the most important rules and regulations. From time to time as circumstance warrants, it may be necessary to revise the existing rules and regulations. If so, these changes will be published in the Pinehurst Condominium Newsletter.

In order to insure compliance with the rules and regulations in those rare instances when a friendly reminder doesn't work, the Pinehurst Condominium Owners Association Board of Trustees has instituted the following schedule of fines for repeated violations of the same offense:

First Offense	Written Notice
Second "	\$10.00
Third "	20.00
Fourth "	40.00
Fifth "	80.00
Subsequent offenses	100.00

The fines will be assessed against the unit owner, and in the case of rental units against the owner and not the tenant. It is the owner's responsibility to advise their tenant of the rules and regulations.

Please remember that these rules are made to make everyone's life at Pinehurst Condominium both safe and pleasant. Any complaints concerning violations of these rules must be made in writing and signed. It should be addressed to the management company, Condominium & Property Management, Inc.

POND

All children twelve (12) years of age and younger must be accompanied by an adult (18 years or older) when inside the fenced area around the pond. Pets are not permitted in the pond area. Swimming and wading in the pond is prohibited as well as rock throwing.

TENNIS COURTS

1. Use of the tennis courts is limited to residents and their guests. Residents must accompany their guests at all times.
2. Play is limited to 1 1/2 hours or three sets when others are waiting.
3. The only shoes allowed on the courts are approved tennis shoes.
4. The courts are to be used for tennis only.
5. When finished playing, please clean up any trash.

PINEHURST CONDOMINIUM OWNERS ASSOCIATION

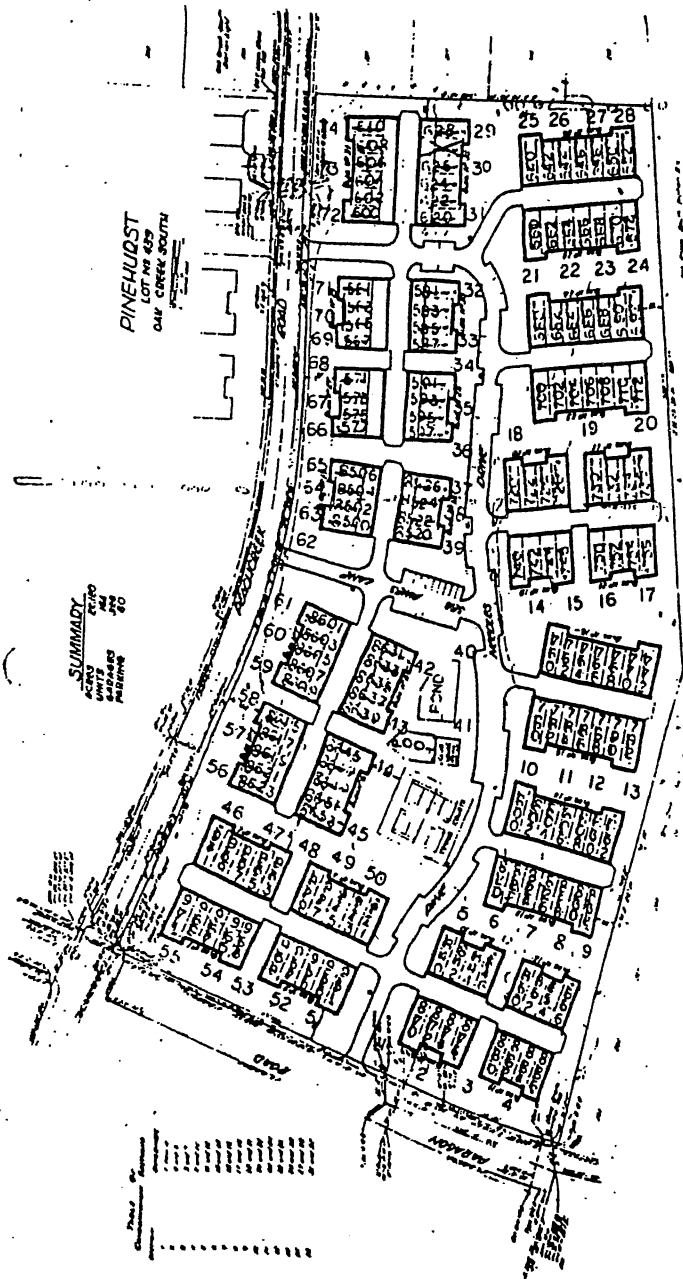
PARKING RULES & REGULATIONS

The 1982 Ohio Revised Code, Section 4511.681 allows owners (The Association) of private property to establish rules and regulations over vehicles which are domiciled at Pinehurst Condominiums or come on the property. The Declarations under Article IX, Section J gives the Board of Trustees the right to promulgate regulations pertaining to vehicles:

1. Parking of unattended vehicles in the drive areas (behind the garages) or the entrance way to the garages is prohibited. Besides the fact that parking there makes it difficult for your neighbors to use their garage, the area is designated a "Fire Lane." Vehicles violating this particular rule are subject to being towed without notice.
2. Vehicles left parked in the guest/visitor parking areas for seven days or more, or parked in any area not identified for parking, will be given a warning in the form of a parking ticket placed on the windshield. If not moved within three days, the vehicle is subject to being towed at the owner's expense.
3. No boat, trailer, recreation vehicle, camper, truck (in excess of 3/4 ton), or vehicular machine shall be permitted to remain on any street or on any part of the property other than in the garage.
4. No vehicle shall be left standing on the common grounds in a non-operative condition or unlicensed, nor shall there be any repairs to vehicles on the common grounds, including the drives.
5. No motor bikes, "go-carts" or other unlicensed motor vehicles shall be ridden within the common grounds, streets or drives.
6. Any damages to common property by a vehicle, including hired and leased equipment, shall be punishable by a fine in an amount equal to the cost to repair or replace the damaged property.
7. All vehicles parked on the common area roadways and/or in any other designated parking area must be in proper operating condition so as not to be a hazard or a nuisance due to noise, exhaust or emissions.
8. Any vehicle that is parked on the grass is subject to immediate towing without notice.

It is the responsibility of the residents to notify guests of the parking rules and regulations.

IF YOUR VEHICLE IS TOWED BECAUSE OF A VIOLATION OF THESE RULES AND REGULATIONS IT MAY BE RECOVERED BY CONTACTING KASER TOWING AT 276-8697. YOU WILL BE REQUIRED TO FURNISH PROOF OF OWNERSHIP AND PAY THE TOWING FEE OF \$70.00 PLUS \$8.00 A DAY STORAGE.



PINEHURST CONDOMINIUM OWNERS ASSOCIATION

PET RULES & REGULATIONS

The association Declaration and By-laws permit only one pet per household. The general rule concerning pets is that they are not to constitute an annoyance to any other resident as might be caused by barking, threatening, etc. Any degradation to common property as might be caused by excrement not immediately cleaned up or tethering is a violation of the rules and subject to a fine according to the schedule on page 12.

Animals, including cats, are to be walked on a leash at all times. Unattended pets must be kept within the confines of the unit which includes the patio. Animal excrement on the common ground must be cleaned up by the pet owner immediately. The cost of any damage to common grounds caused by a pet will be assessed to the pet's owner.

Pets are not permitted within the fenced areas around the pool or pond, or on the tennis courts.

If you don't care enough for your pet to follow these rules then we suggest that you find a new home for the pet. If the situation warrants, the Board of Trustees has the right to force the permanent removal of a pet.

POOL RULES & REGULATIONS

1. The pool is for the use of Pinehurst residents and their guests only. Guests are limited to two per unit on holiday weekends. Guests must be accompanied by their host at all times.
2. Children under twelve (12) must be accompanied by an adult (eighteen or older) at all times. Infants must wear waterproof pants.
3. Only approved swimwear is permitted in the pool. No cutoffs are allowed. No swimwear is allowed in the clubhouse other than the bathrooms.
4. Pets are not permitted in the pool area.
5. Glass containers are absolutely not allowed in the pool area. Besides the obvious hazards, if glass should get into the pool it would require closing and draining the pool in order to clean up the glass. This is both expensive and time consuming.
6. No grills are allowed in the pool area; food must be kept on the tables. Please empty ashtrays and clean up when you leave.
7. No running or "horseplay" is allowed around or in the pool. Rafts or other similar items are not allowed in the pool during crowded periods.
8. No noise is permitted before 9:00 A.M. and after 10:00 P.M.

Besides being subject to a possible fine, violators may risk loss of the privilege to use the pool.

No Solicitors

PINEHURST CONDOMINIUM OWNERS ASSOCIATION

CLUBHOUSE

1. A fee of \$40.00 is paid to Pinehurst Condominium to the Clubhouse Coordinator for a reservation. The fee must be paid within five (5) days after making the reservation. Twenty dollars of the fee will be returned if the reservation is canceled at least two weeks prior to the reservation date. If the clubhouse was previously reserved by another resident on the date requested, the entire \$40.00 will be returned.
2. A \$75.00 cash security deposit must be paid to the Clubhouse Coordinator when receiving the key to the clubhouse. The full deposit will be returned providing that the clubhouse has been properly cleaned and that there was no damage to the premises. All trash and garbage must be removed from the clubhouse. The user must have the premises cleaned and vacated by noon of the next day, or by the time the next party is scheduled, whichever comes first.
3. Only adult residents of Pinehurst may reserve the clubhouse. The adult resident must be in attendance at all times. Adults must accompany minors and are responsible for their actions.
4. The clubhouse may not be used for any commercial activity.
5. The Washington Township Fire Code limits occupancy to sixty (60) or less.
6. The noise level must be kept down after mid-night to avoid disturbing residents.
7. Clubhouse use will be denied to any resident in arrears in their condominium fees or assessments.
8. No pets are permitted in the clubhouse.
9. A reservation of the clubhouse does not include use of the pool or the tennis courts.

The Clubhouse Coordinator's name and phone number are listed on the first page of the Directory in the back pocket of this book.

POOL/TENNIS COURT GATE KEYS

Each owner was issued an access key to the swimming pool and tennis court gates. The same key fits both. Tenants and land contract purchasers should request the key from the owner. Only one key per household will be issued. Replacement keys will cost \$25.00.

PLAYING ON COMMON GROUND

1. Hitting, kicking and throwing balls against buildings, fences, lamp posts or any other permanent object on common ground is prohibited.
2. Playing or practicing golf, soccer, football, basketball, baseball, softball or hockey is not permitted on common ground.

PINEHURST CONDOMINIUM OWNERS ASSOCIATION

SERVICES

A. TRASH PICK-UP

Trash is collected once each week. That day is listed in the Owner's Directory at the back of this booklet. Garbage should be placed in sanitary, animal-proof covered containers and placed outside your garage door on the morning of the collection day. During Holiday weeks the pick-up day is one day later.

Please do not use open containers or plastic trash bags. The problem with these is that dogs or other scavengers can get to the garbage and spill it. If this happens, the collection agency will not pick it up and it will be your responsibility to clean up.

The waste collection company will pick up Christmas trees on the regular collection day two to three weeks after Christmas.

LARGE ITEMS: In the event that you have one or more large items that must be picked up, you must make arrangements directly with the contractor. The cost of the special pick-up will be billed directly to you.

B. SNOW REMOVAL

Snow removal services are contracted on an annual basis. The contract is awarded on the basis of both cost and the quality of service. While cost is important it is not always the sole criterion.

The decision as to when to have the drives plowed and the sidewalks cleared is jointly decided by the property manager and a member of the maintenance committee. The factors taken into consideration are these:

1. Safety
2. Snow accumulation of two to three inches
3. How much longer it is predicted to snow
4. Wind factor
5. Temperature
6. Current weather forecast
7. Time of day or night and day of week

We normally do not have the snow removed if there is less than two inches on the ground. If there are high winds and drifting snow, a decision may be made to hold off until the winds abate.

Budget factors are not a consideration in deciding whether to or not to remove snow.

PINEHURST CONDOMINIUM OWNERS ASSOCIATION

SERVICES

C. WATER & SEWER

Water and sewer charges are paid for by the condominium association. This cost represents a substantial part of the annual operating budget, approximately 28%.

D. LAWN CARE

Landscape services are contracted on an annual basis. As with snow removal, cost is a consideration, but the quality of the service is also an extremely important factor.

Our contract calls for all lawns to be mowed at regular intervals to a height of two to three inches. During the early spring when growth is more rapid, the cutting will be more frequent than during the summer months. Grass clippings are not picked up. The cost of doing this and disposing of the clippings would be prohibitive.

The lawn is fertilized four times during the season, and treated for weed and insect control at regular intervals.

The contracts also include sidewalk and plant bed edging and cleaning up of obvious trash and debris.

PINEHURST CONDOMINIUM OWNERS ASSOCIATION

SAFETY & SECURITY

A. NEIGHBORHOOD WATCH

Pinehurst Condominiums is a "Neighborhood Watch" area. Basically this means that we will all watch out for each other. The condominium property is routinely patrolled by the Montgomery County Sheriff's Department. If you see anything out of the ordinary or suspicious, call the Sheriff's Department.

B. SMOKE DETECTORS

We strongly recommend that you install an approved smoke detector if you do not already have one. Periodically check and make sure that it is in good working order. Since you and your neighbors share a common building, your neighbor's safety as well as your own may depend on the smoke alarm.

C. WOOD BURNING STOVES

Wood burning stoves and fireplace inserts are prohibited at Pinehurst. The type of construction originally used is not capable of handling the extreme heat generated by these units.

D. KEROSENE HEATERS

Kerosene heaters should be used with extreme care. These can be extremely dangerous. Under no circumstances should fuel be stored inside the condominium.

E. VACATION/EXTENDED ABSENCES

If you are going to be away from home for an extended period of time, please do the following:

1. Notify Condominium & Property Management, Inc. and provide them with a telephone number where you can be reached in case of an emergency, the name and telephone number of someone who has a key to your unit.
2. Notify a neighbor and make sure that they have a key and will check your condominium unit regularly.
3. Have someone pickup your paper and mail.
4. If you will be absent for an extended period of time during the winter months, contact C.P.M.I. to obtain information on how to prevent possible damage to your unit from cold weather and freezing temperatures.

PINEHURST CONDOMINIUM OWNERS ASSOCIATION

INSURANCE COVERAGE

OWNER

As a unit owner you will need insurance protection for at least three basic areas. The first two are the same for single family homeowners or apartment dwellers:

1. To protect you in the event of loss or damage to your personal property from fire, theft or other specified causes.
2. To protect your assets in the event that you are legally responsible for injury to others, either in your home or elsewhere as a result of your personal activities
3. To meet your shared cost insurance responsibility with the condominium association.

The third item is what makes the needs of a condominium owner unique. The insurance coverage on the common areas is carried by Pinehurst Condominium Association. Earthquake and flood insurance is not carried by the association.

As an owner/occupant you should carry insurance on your personal property. If you are renting your unit to others, you may wish to obtain additional coverage for loss of rents and liability. Review your insurance requirements with a qualified insurance agent.

TENANT

If you are a renter, you are responsible for insuring your own personal property. You should always consider liability coverage for protection against accidental injury within your residence of someone not a member of your household. You should also insure against bodily injury or damage to the property of others, including the cost of legal defense. It covers liability arising out of fire or explosion, and for damages to the premises or property furnished with the premises. This is particularly pertinent as a resident could be held liable for fire damage to the building. It is advisable to contact a qualified insurance agent for recommendations.

PINEHURST CONDOMINIUM OWNERS ASSOCIATION

MAINTENANCE & REPAIR

Association Responsibility

- Roofs
- Gutters and Downspouts
- Exterior Painting & Caulking
- Streets & Walks
- Landscape Maintenance (including pruning & trimming)
- Snow Removal

Owner's Responsibilities

- Heating & Air Conditioning including external compressors, pads or mounts, and housings
- All interior maintenance
- Water heaters
- Interior electrical wires and plumbing
- Entranceways and enclosed patios
- All windows and doors as well as associated structures and fixtures, including garage overhead doors and closer, and passage doors.

Frequent requests from unit owners concerning service companies in the Centerville/Washington Township area have demonstrated a need for a "quick reference" list. The companies listed here have provided services to unit owners or the association. This list is not complete, and under no circumstances is to be construed as an endorsement or recommendation by C.P.M.I. or Pinehurst Condominium Owners Association.

APPLIANCES

Authorized Service	252-3200
Logan Master Appliance	298-0051

HEATING & AIR CONDITIONING

Airtron	258-2171
Allied Services	836-5191
Peacock	439-1318

GARAGE DOORS & CLOSERS

Dayton Door Sales	253-9181
Kettering Overhead Door	293-6477
Wayne Overhead Door	435-4200

PLUMBING

Miami Valley Plumbing	233-6464
Enting (water softners)	294-5100

SEWER & DRAINS

Roto Rooter	434-7933
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PINEHURST CONDOMINIUM OWNERS ASSOCIATION

LEASING

Refer to the section directed to the Investor/Owner.

1. Please notify C.P.M.I. in writing of any changes in occupancy.
2. Advise the tenant of the rules & regulations governing Pinehurst Condominiums, particularly the parking regulations.
3. Furnish your tenant with a copy of this publication. Copies are available from C.P.M.I.

SELLING YOUR UNIT

1. For sale signs are permitted only in a window. Open house signs are permitted only on the day of the open house and must be removed within one hour after the open house is over.
2. If the lender is financing a purchase for the first time in Pinehurst, they may require a copy of the Declaration & By-laws, last year's financial statement and a copy of the current budget. Contact C.P.M.I. to obtain this information.
3. At the time of closing the lender will require a certificate of insurance and a letter from Condominium & Property Management, Inc. stating that all assessments are paid and current. There is a charge from C.P.M.I. for arranging for the certificate of insurance, the statement of assessment and any other documentation that may be required. Please arrange for these items at least ten days prior to closing. C.P.M.I. will need the names and addresses of the following:

Buyer
Mortgage Company
Title Company

4. You are required to furnish the buyer with a copy of the Declaration & By-laws of the association. If you do not have a copy, contact C.P.M.I.
5. **NOTICE:** Advise the purchaser to call Condominium & Property Management, Inc. as soon as possible after the closing so that the records can be changed.