



Kingswood Forest Condominium Association Handbook Including Rules and Regulations

Revised October 15, 2020

Welcome to the Kingswood Forest Condominium Association. There are differences between private home ownership and condominium ownership. As a private homeowner, you were free to make many changes. As a condominium owner many changes to your home must comply with the Ohio Revised Code 5311 (Condominiums) and Kingswood Forest's Declaration, By-Laws, and Rules.

This Handbook gives information you will need to know while living in our community. It plus additional information included in this document are designed to familiarize owners with the Association and the Association's management, policies and procedures. More comprehensive reference to any item concerning the Kingswood Forest Condominium Association can be found in the Declaration and By-Laws of the Kingswood Forest Condominium Association and the By-Laws of the City of Beavercreek. Copies of these should have been given to the new Owners by the Seller prior to sale, or at closing. Copies of these documents are on file at the Green County Recorder's office.

As provided for by the Declaration and the By-Laws, the Board of Directors may amend the Rules and Regulations when deemed necessary.

In case of conflict between the Declaration or By-Laws and these Rules and Regulations, the Declaration and By-Laws shall control unless the Declaration or By-Laws provision has been overruled by state or local legal authority.

If you have any questions, please refer to your Documents for further explanation, or contact a member of the Board.

Questions or concerns not covered in this handbook can be referred to our Property Manager:

Gwyn Rotramel at Apple Property Management

71 Rhoads Center Dr., Dayton OH 45458

gwyn@applemgmt.com

937-291-1740 (office)

937-291-1745 (fax)

You are also invited to bring your questions and concerns to the monthly Board meeting held at 6PM in the clubhouse on the second Monday of each month (except December).

Kingswood Forest Condominium Association Handbook

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Rules and Regulations

Awnings Over Decks and Patios Are permitted. The approved color is sand, plain not patterned. The installation of an awning must be approved by the Kingswood Forest Board of Directors. See page 8 *Common Area Improvement Application*.

Bird Feeders Free standing birdhouses and feeders are permitted.

Campfires

Campfires are not allowed on any part of the Associations' property. This rule does not apply to a fire pit located in a Unit's Limited Common Area.

Clubhouse Parking The clubhouse parking lot is primarily for those using the clubhouse and pool area. Overnight parking by Owners is, however, allowed. When parking overnight a note must be displayed showing the name and phone number of the Unit Owner who has parked the vehicle.

Clubhouse Reservations The clubhouse great room is available for use by Owners and their guests. Contact the Clubhouse Coordinator to reserve the great room. The *Clubhouse Reservation Request* is on page 7 or can be obtained from the Clubhouse Coordinator or the Property Manager.

Dog Waste must be picked up immediately and must not be put in the trash containers adjacent to the front door of the clubhouse. A container for dog waste can be found at the edge of the clubhouse parking lot.

Dues Your dues pay maintenance, repairs, taxes, insurance, utilities, reserve, and administrative costs. The dollar amount required is based on the annual budget. The Board of Directors sets the budget for each calendar year. The dollar amount of dues is prorated based on the Unit's percentage of the common area.

Electric Insect Killers are prohibited

Faucets, Outside must be drained from the outside before the first fall frost. Remove any attached hoses. Insulated covers must be placed over the exterior faucets that do not have an interior shut off valve or a freeze-proof valve.

Flags One flag may be flown at any time adhering to normal flag protocol. College flags or professional team flags may be flown on game day during the appropriate season.

Formal Complaints an Owner wishing to issue a formal complaint can do this using the *Formal Complaint* form found on page 9.

Front Doors The frame and trim and are painted when the Unit is painted. Brass kick plates and doorknockers are permitted. The only front door colors allowed are:

Overseas (Sherman-Williams 2398)

Raisin (Sherman-Williams 7630)

Rustic Red (Sherman- Williams 7593) Red

Tricorn Black (Sherwin Williams 6258)

Garage Sales are not allowed.

Garbage Garbage is picked up each Wednesday or Thursday if Monday is a major holiday. This is the Association's responsibility.

Ground Lights Lighting fixtures may be installed in the Limited Common Areas only and must be black and no more than 12 inches high.

Holiday Decorations Christmas lights and decorations are permitted in the Common Areas, Limited Common Areas, and building exteriors provided that the installation of the decorations does not damage trees, roofs, gutters or siding. They may be displayed after Thanksgiving Day, and must be removed no later than January 15th.

Other holiday decorations are permitted under the same guidelines but must not be displayed more than two weeks before or one week after the holiday.

Rules and Regulations (continued)

Insurance It is the Unit Owner's responsibility to insure the interior of their Unit and the contents of their Unit. It is also the Unit Owner's responsibility to obtain liability insurance covering occurrences within an individual Unit and that Unit's Limited Common Areas.

Landscaping Owners who wish to make significant changes to the landscaping in Common Areas may request a Board review of the proposed changes. If you have a landscape issue or a special need, please fill out a *Landscape Service Request* or a *Special Landscape Instructions* form found on pages 10 and 11 and return it to Norm Essman 3360 Darbyshire normannessman@att.net

Leasing is not allowed. Exceptions to this rule are in Kingswood Forest's Declaration Article VI, Section C; paragraph 2 "Leasing of Units".

Ornaments The Board has the right to ask a Unit Owner to remove any device or ornament, erected or hung, not specifically permitted by the Declaration or Bylaws.

Parking Vehicles must not block entrances, intersections, or be parked on lawns. Abandoned or inoperable vehicles are not allowed. Overnight parking on the street is not allowed.

Patios, Porches and Decks. Porches may not be used to provide long term storage of boxes, bicycles, motorcycles, or boats. Lawn furniture is permitted on porches and patios only. The homeowner is responsible for staining decks with a stain color approved by the Board.

Pets Unit Owners may have a maximum of two pets. Some breeds of dogs are not allowed. All pets must be walked on leashes and Owners are expected to clean up pet waste immediately. See Kingswood Forest Declaration Article VIII, Section A, "Animals" for a complete explanation of pet restrictions.

Pool Access to the pool is through the separate clubhouse corridor. This allows access to the restrooms but not to the clubhouse great room. Each Owner is given one key which opens the locks to both ends of the corridor. There are no life guards. In the event of an emergency call 911. The emergency phone is on the wall just inside the door to the clubhouse.

Satellite Dishes are allowed but their placement must be approved by the Board

Signs The only signs allowed are:

One sign advertising the Unit for sale

Security protection signs to inform that a Unit is under professional surveillance.

Signs that show a greeting such as "welcome".

Political signs are permitted if on the inside of a Unit's window. These signs must be removed within 24 hours of the poll's closing on Election Day.

Snow and Ice the Association is responsible for controlling snow and ice on roads, sidewalks and drives. Do not use salt to melt ice on concrete. Non corrosive chemicals for ice control are available.

Speed Limit is 15. Please drive slow. There may be a pedestrian, a child or a pet around the next curve.

Storm Doors and Windows All storm doors must be either self-storing or a full view door... Unit Owners are not permitted to install exterior storm windows.

Swing Sets are prohibited

Web Site The Association's web site is www.kingswoodforestcondos.com. Contact the Property Manager if you want a password to access the Owners' only section.

Window Air Conditioning Units are prohibited.

Window Coverings Appropriate window coverings, whether draperies, blinds (vertical or horizontal) or valances must be white, off white, beige, or a similar shade on the exterior side. All window coverings must be of a kind that are manufactured or made specifically for that purpose.

Maintenance Responsibilities

The **Association** is Responsible for maintaining the following:

- Clubhouse, pool, shuffleboard and tennis courts and adjacent parking
- Electric lines and conduit leading to the meter.
- Fences (for patio screening)
- Foundation walls, footing drains
- Front entrance structures
- Gas lines on the property, up to and including the shut-off valve of a Unit
- Interior damage caused by roof leak, (drywall, etc.)
- Landscaping of Common Element lawns, shrubbery, trees
- Main and all other sewer lines up to the point where they join the city line
- Painting: exterior and color selection
- Property light poles
- Public utility lines
- Road and parking area pavement
- Roofs: shingles, flashing, gutters, downspouts
- Structural components of buildings
- Sump pump servicing more than one unit
- Tuck pointing and sealing exterior walls
- Walks and driveways
- Water lines to the meter

The **Unit Owner** is Responsible for maintaining the following:

- Doors, screens, windows, and related hardware
- Draperies and shades
- Electric service lines from the electric meter
- Exterior unit light fixtures/bulbs
- Floor coverings
- Gas lines within the Unit after the valve which turns off gas to the entire Unit
- Heating & air conditioning system
- Interior electrical fixtures
- Interior surface of perimeter walls, floors and ceiling
- Kitchen and laundry appliances
- Landscaping installed by the Owner
- Patios, porches, and decks
- Pipes, ducts, flues, electrical wiring, and conduit in a Unit
- Plumbing fixtures
- Property damage within unit
- Smoke detectors
- Sump pumps serving an individual Unit.
- Waste lines within the Unit up to the point where they join the main line serving the building
- Water lines from the meter to the Unit
- Windows/Skylights glass, screens and storms
- Wiring - electrical and telephone within the Unit

Exterior Modification

Owners may, with Board approval, modify Limited Common Areas. Please submit a *Common Area Improvement Application* found on page 8 to the Property Manager.

An exception to this rule is Expanding a Unit into Limited Common Area.

Ohio Revised Code 5311.04 (G) states

“The construction of an addition to or an expansion of a unit into limited common elements or common elements may not be authorized without the consent of all unit owners.”

Rule Enforcement and Fines

Unit Owners must assure that guests and occupants abide by the Declaration, Bylaws, and Rules of the Association. If a Unit Owner or occupant feels that a rule or regulation has been broken the Owner may notify the Property Manager who will then contact the alleged violator. If it is determined that a violation did occur, the Board and the Property Manager will take appropriate action.

The Board has the authority to impose fines for rule violations. Fines can be up to fifty dollars per occurrence or fifty dollars per day if the violation is on-going. The Owner has the right to request a hearing before the Board to contest the fine. To request a hearing, the Unit Owner must give the Board a written request to not later than the tenth day after receiving the written notice of violation.

Definitions

Board of Directors Seven Unit Owners each of whom are elected for a two year term. The Board is responsible for establishing rules and enforcing the Declaration, Bylaws and Rules.

Declaration establishes our association, contains use restrictions, maintenance requirements, and defines the common elements.

Bylaws establish how our association is to be run. It contains Owners rights and the makeup and authority of the Board of Directors.

Handbook gives Owners guidelines and rules to follow and reiterates in simpler terms the restrictions set forth in the Declaration and in Ohio state laws.

Common Area All land and improvements that are not Units are Common Areas. These consist of:

Clubhouse, pool, shuffleboard and	Pipes: servicing more than one unit
tennis courts and adjacent parking	Property light poles
Fences (for patio screening)	Public utility lines
Foundation walls, footing drains	Road and parking area pavement
Landscaping of Common Element	Roofs, shingles, flashing, gutters, and
lawns, shrubbery, trees	downspouts
Painting: exterior and color selection	

Limited Common Area Areas that are part of the Common Area but are for the exclusive use by the Owner. These consist of:

- Air conditioning pads and equipment
- Decks,
- Driveways.
- Entranceways,
- Patios,
- Stoops,

Unit The part of the Association property that is owned by an individual. A Unit consists of the space bounded by undecorated walls, floors, and ceilings.

KINGSWOOD FOREST CLUBHOUSE RESERVATION REQUEST

Contact Clubhouse Coordinator Denise Trimboli (937-581-9671) to reserve the clubhouse.

Reservation date requested _____

Owner reserving the clubhouse _____

Owner's address and phone number _____

- This request must be accompanied by one check for \$50.00 and one for \$25.00 each payable to Kingswood Forest Condo Association.
- The \$50.00 check is the clubhouse rental fee.
- The \$25.00 check will be returned when it has been determined that the clubhouse has been cleaned properly, there is no damage and all clubhouse property is intact. If expenses exceed \$25 the Owner reserving the clubhouse will be billed accordingly.

I AGREE TO AND UNDERSTAND THE FOLLOWING---INITIAL EACH AND SIGN BELOW

_____ Clubhouse reservation does not include use of the pool, pool deck, lawn area, or tennis court.

_____ I will be present and am responsible for the actions of those present

_____ Smoking is not permitted in the clubhouse

_____ Clubhouse will be left clean and all recyclables and trash will be put in the outside containers

_____ I accept full financial responsibility for damages to building or furnishings

_____ Organizational or business meetings are not allowed.

_____ Activities must conclude Sunday thru Thursday at 11:00 p.m. and Friday & Saturday at 1:00 a.m.

_____ There will be no posting or public announcements of events.

Signed _____ Date _____

(Kingswood Forest Condominium Owner)

KINGSWOOD FOREST CONDOMINIUM ASSOCIATION
Common Area Improvement Application

To expedite the approval process, please provide specific information about the exterior alterations that you would like to make. Include diagrams of the proposed changes.

You, the Unit Owner, are responsible for obtaining all necessary licenses and building permits and you must meet all legal requirements of the building codes. You must also make sure that any contractors are properly licensed and that they have all of the required insurance.

Unit Owner's Name: _____

Address: _____

Home Phone: _____ Work Phone: _____

Please describe the type of improvement that you are requesting.
(Please attach separate text/diagrams, as needed)

Please check one of the following.

_____ I will do the work myself. _____ A professional will do the work.

Estimated start date _____

Estimated completion date: _____

Important Note: Changes must comply with Article VIII paragraph C of the Declaration which states: "No building, fence, wall, sign or other structure shall be commenced, erected or maintained upon the Condominium Property, or any part thereof, nor shall any exterior addition to or change or alteration therein be made.

Mail this form to: Gwyn Rotramel c/o Apple Property Management
71 Rhodes Center Dr.
Dayton, OH 45458

KINGSWOOD FOREST CONDOMINIUM ASSOCIATION

FORMAL COMPLAINT

VIOLATOR(S):

Name (if known): _____

Address: _____

VIOLATION(S): (describe nature, location, time, date, etc.)

Signature

Print Name

Address

Date

Return to:
Gwyn Rotramel, Apple Property Management
71 Rhoads Center Dr., Dayton OH 45458
gwyn@applemgmt.com

SPECIAL LANDSCAPE INSTRUCTIONS

Unit Owner: _____

Unit Address _____

General Special Instructions: _____

1. Spring cleanup of beds in preparation for mulching – removal of winter debris and accumulated leaves etc.
Special Instructions:

2. Mowing of Front, Side and Rear yards (usually weekly unless it is too dry)
Special Instructions:

3. Mulching of beds in the front yards and foundation planting along the side yards
Special Instructions:

4. Weeding of mulched beds on an as needed basis
Special Instructions:

5. Shrub trimming – twice a season; once in late spring and once in mid to late summer
Special Instructions: Spring

Special Instructions: Late Summer

6. Fall clean up – removing dead plant material, leaves and trimming dormant grasses
Special Instructions:

PLEASE RETURN TO NORM ESSMAN – 3360 DARBYSHIRE OR EMAIL TO NORMANESSMAN@ATT.NET

ADDENDUMS

January 8, 2018

Use of Common Area Wooded and Open Spaces

Kingswood Forest Condominiums are located in a natural setting. Woods, a stream and prairies enhance our community's location. Unit Owners, their families, and guests are welcome to hike or walk in the woods or prairie. They are not however allowed to do the following:

- Camp
- Have open fires
- Build temporary shelters or structures
- Cut and/or remove wood
- Climb trees

These rules do not apply to a fire pit located in the Limited Common Area abutting an Owner's Unit.

January 8, 2018

Clubhouse Rental Fee

Effective February 1, 2018 the new rental fee for the clubhouse will be \$50.00. Reservations made prior to February 1st will not be affected.