

# Tifton Greens Condominium Association

2020

Rules &  
Regulations

# Tifton Greens Condominium Association

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## **ASSOCIATION FEES & ASSESSMENTS**

The annual assessment is determined by the Board of Directors and is based on the approved budget for the year. Notices of any changes are communicated to owners December 1 of each year. During the month of December, payment coupons and envelopes for the upcoming year are sent to each owner. Your monthly payments should be made payable to Tifton Greens Condominium Association and sent to the address indicated on your payment coupon.

If you have any questions concerning your monthly assessment or balance, call the Management Company. You may call Monday through Friday, excluding holidays, between the hours of 9:00 A.M. and 5:00 P.M. After hours, in the case of an emergency, please call (937) 222-2550 and your call will be returned by a Towne associate.

Assessment payments are due and payable on the first of each month, or the first working day following the tenth of the month. If the past due balance is greater than two months assessment, a notice will be sent advising the owner that a lien will be filed within thirty (30) days of said notice.

Additional collection effort made after filing the lien will be decided on an individual basis by the Tifton Greens Board of Directors. These additional efforts may include notification to the mortgage holder that foreclosure action will be initiated, as well as demand for payment of the entire annual assessment, and any other such action as is permitted under the Declaration & by-Laws or Ohio law.

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## THE CONDOMINIUM ORGANIZATION

### ***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 clubhouse are owned by all of the unit owners as tenants in common. Each unit owner has an undivided interest in the entire Common Element of the condominium. Owners, by virtue of owning a condominium unit Tifton Greens become members of the Tifton Greens Owners' Association. The Association, through its Board of Directors, administers the affairs of Tifton Greens Condominium Association.

The Board of Directors consists of elected (by the unit owners) representatives. They make policy decisions under which Tifton Greens Condominium Association operates, within the restrictions of the Declaration and By-Laws.

### ***BOARD OF DIRECTORS***

Our Declaration provides for six Board members, all of whom are elected via secret written ballot at the Annual Meeting. Votes are counted and results are announced at that meeting, held the third week in November. Members must be unit owners in good standing. The term for each Board member is three years.

### ***OFFICERS***

**PRESIDENT** – The President is the chief executive officer and presides over all meetings of the Board of Directors and homeowners.

**VICE PRESIDENT** – In the absence or disability of the President, the Vice President takes over the duties of the President.

**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 financial affairs of the Association, including budget preparation.

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## **RIGHTS AND RESPONSIBILITIES**

### **A. OWNER**

As an owner of a condominium unit at Tifton Greens 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 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 social facilities of the community. At the same time, you have the obligation to follow the rules established for the benefit of all residents.
- You have the right to seek the assistance of the Board of Directors and Management Company for any problem you may encounter. You in turn have an obligation to do so in a courteous manner at the appropriate time and place.
- You have the obligation to comply with the rules and regulations developed by the Board of Directors to insure the privacy and safety of all residents.
- You have the right to be interested and involved in all aspects of running the condominium, but to do so in a professional businesslike manner. Boards of Directors' meetings at the Clubhouse are open to all owners on certain months; schedules of meetings open to owners are mailed out every year.
- You have the right to sound fiscal administration and policies in the operation of the condominium Association. You have an obligation to pay your monthly condominium fees and any special assessment(s) 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.
- Any unit owner who is not currently paying monthly unit assessments (including any special assessments) is not entitled to use the swimming pool, clubhouse or tennis courts. Additionally, if the unit is leased or rented, the tenants will also be denied use of these facilities.
- You have the right and the obligation to participate in all elections as long as you are current on your assessment obligations. Failure to vote

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on important issues prevent the Board of Directors from obtaining a clear consensus of what is (or is not) needed or desired by the community.

## ***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 Directors. You also may not vote unless you have received Power of Attorney from the fee simple titleholder.

## ***C. TENANT***

As a tenant, you assume all the rights and privileges of the owner with the exception of the right to vote or serve on the Board of Directors.

## ***D. MANAGEMENT COMPANY***

Tifton Greens Condominium Association employs a professional Management Company to handle the daily operations of the Association.

The Management Company include the supervision of all maintenance activities, providing administrative services to the Board of Directors, and maintaining the Association's financial records. All of this is performed under the direction and guidance of the Board.

The Management Company works with the Board of Directors in preparing the annual budget. They prepare and furnish the board with a monthly financial statement and are responsible for the collection of and accounting for the maintenance fees and capital contribution.

The Management Company oversees the maintenance of the condominium property, working with the Board of Directors.

The Management Company works closely with the Board of Directors, aiding in the preparation for the Annual Meeting and attending the monthly Board meetings.

Contact information for the Management Company, Towne Properties, can be found in the directory section of this handbook.

## ***E. RENTAL AND LEASING***

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No unit or part thereof, unless the same is owned by the Association, shall be rented or used for transient or hotel purposes, which is defined as: (i) rental for any period less than thirty (30) days; (ii) rental under which occupants are provided customary hotel services such as room service for food and beverages, maid service, the furnishings of laundry and linen, busboy service, and similar services; or (iii) rental to roomers or boarders, that is rental to one or more persons of a portion of a unit only. No lease may be of less than an entire unit. Any lease agreement shall be in writing, shall provide that the lease shall be subject in all respects to the provisions hereof, and to the Rules and Regulations promulgated from time to time by the Board, and shall provide that the failure by the tenant to comply with the terms of the condominium organizational documents and lawful Rules and Regulations shall be a default under the lease. Prior to the commencement of the term of a lease, the unit owner shall notify the Board, in writing, of name or names of the tenant or tenants and the time during which the lease term shall be in effect.

## **RULES AND 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 Tifton Greens newsletter.

In order to ensure compliance with the Rules and Regulations in those rare instances when a friendly reminder doesn't work, the Tifton Greens Condominium Association Board of Directors can institute fines for repeated violations of the same offense. This right is specifically provided by the Ohio Condominium Act.

Please remember that these rules are intended to encourage safety within and enjoyment of the community for all owners. Any complaints concerning violations of these rules must be submitted in writing (with signature) to the Management Company.

### ***A. EXTERIOR APPEARANCE OF UNITS***

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The Tifton Greens Declaration is very specific concerning the outside appearance of the condominiums. The general rule is that you may not paint or otherwise decorate to change the appearance of any portion of the building not within the walls of the unit, unless written consent of the Board is first obtained. For specifics on approved styles of storm doors and other exterior elements, see the section, Exterior Additions to Units.

The Board is empowered to set policies governing exterior appearance of units. It has jurisdiction over placement of planters, outdoor furniture, outdoor lighting, and other decorative items in the common elements outside units and urges restraint in their use. Seasonal decorations must be removed no later than ten (10) days after the holiday season ends.

No signs of any kind may be displayed on the condominium property. Exceptions: window stickers identifying the security firm protecting the unit; no soliciting small window sign; also “one professionally prepared sign advertising a unit for sale or rent,” displayed in a unit window. No building, fence, or other structure may be built by an individual in the commons without written approval of the Board (Declaration: pp.6-8). No exterior antennas for media may be installed without written approval of the Board.

## ***B. LANDSCAPING***

Tifton Greens’ landscaping contracts provide for basic levels of lawn and landscaping care (mowing, trimming, fertilizing, and weed and disease control). Residents who prefer more extensive attention to lawns, shrubs and trees around their units do these themselves or hire helpers for occasional tasks. Tifton Greens does not have a community-wide sprinkler system, so in dry periods, owners’ willingness to water shrubs, young trees, and lawns around their unit is greatly appreciated.

Maintenance of homeowner-installed landscaping in the enclosed patio areas and any improvement in the common area are the homeowners’ responsibility.

Small plantings of flowers, in good taste, in commons beds around the units, are encouraged and left to the homeowners’ discretion. Please keep in mind that the landscape contractor usually mulches beds and treats them with pre-emergent weed control in late March and early April. In the



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fall, it is the homeowner's responsibility – not that of the landscape contractor – to remove floral debris (dead annuals and withered perennial stalks) and to remove leaves from back yards.

***Landscaping Enhancements:*** Any additions or removal of plants, shrubbery or trees in the common areas around units require written approval from the Board of Directors. Requests should be made in writing, on a proposal form called an Improvement Application, which is available from the Management Company. The proposal should specify varieties to be planted and sent to the Board in care of the Management Company. Proposals for larger projects must include detailed drawings and specifications. The Board reviews and acts on proposals at its monthly meeting. It considers the suitability of proposed planting stock and other elements for the location and their compatibility with the landscaping style of the community.

## ***C. PETS***

The Association Declaration and By-Laws permit only two (2) pets per household. Violation of these rules will result in a fine being assessed against the unit owner.

Animals, including cats, are to be walked on a leash at all times. Unattended pets must be kept within the confines of the unit, including the patio.

No animal may be leashed to any stationary object at any time on common property.

No animal is permitted in the Clubhouse, on the tennis court(s) or in the pool area.

No pets of any kind may be raised for commercial purposes.

Pet owners are responsible for any property damage, injury or disturbance their pet may cause or inflict. Animal excrement on the common ground must be cleaned up by the pet owner immediately. Any degradation to common property as might be caused by excrement not immediately cleaned up or as a result of tethering is a violation of the rules. The cost of

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any damage to common grounds caused by a pet will be assessed to the pet's owner.

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.

On designated mowing days, owners with grass in their patios must remove excrement, unlock the gate, and keep the pet indoors.

Owners who lease their condominium must provide their tenant with a copy of these pet policies.

Local municipal ordinances may be enforced without regard to Association Rules and Regulations.

All complaints must be submitted in writing (with signature) to the Management Company.

## ***D. CLUBHOUSE***

The Clubhouse may be reserved for private parties. It may not be reserved for business, commercial, fraternal, civic or political use. Reservations may be made by contacting the Clubhouse Coordinator. A reservation form must be completed, signed and submitted to the Clubhouse Coordinator one week prior to the requested reservation date. Fees for use of the Clubhouse are as follows:

- \$100.00 non-refundable fee to be used for Clubhouse reserves
- \$250.00 refundable deposit to be returned after the Clubhouse has been properly cleaned and restored to its original configuration (tables and chairs).

The Clubhouse must be cleaned by 12:00 noon the following day. All trash must be removed.

The Clubhouse will be inspected prior to and immediately following your party. As a unit owner you are directly responsible for any damages to Association property caused by your party. Any damages to Clubhouse property will be deducted from the \$75.00 deposit. (If damages exceed \$250.00 you will be liable for the balance.)

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All private functions must conclude by midnight.

Please return the Clubhouse thermostat to its pre-party setting following the party.

The Clubhouse may be used at no charge for functions attended by residents and owners.

Use of the swimming pool or tennis courts is not included in a Clubhouse reservation.

**\*\*The fire code limits occupancy of the Clubhouse to 56 persons. \*\***

Please NOTE: Any unit owner who is not current in paying monthly unit assessments (including special assessments) is not entitled to use the swimming pool, Clubhouse or tennis courts. If said unit is leased or rented, the tenants will be denied the use of these facilities as well.

## ***E. PARKING***

The Ohio Condominium Act empowers condominium associations to establish Rules and Regulations over the common element, including the parking areas, and thus the vehicles parked thereon, which are domiciled at Tifton Greens Condominiums or that enter the property. Article IV, Section 4.3, pages 21 and 22, of the Declaration, give the Board of Directors of Tifton Greens the right to promulgate regulations pertaining to vehicles parked on the Common Element. The following Parking Rules were enacted by the Board and apply at Tifton Greens:

Overnight parking of vehicles on the street is prohibited. Please use the visitor's parking areas.

The following named vehicles are prohibited from parking for no more than four

(4) hours in the common and limited common area roadways/driveways:

- Commercially licensed vehicles
- Inoperable vehicles
- Boats
- Recreational vehicles
- Utility trailers

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The following fines, which have been approved by the Board of Directors, will be enforced by the Management Company, who will issue citations and collect fines. The fines are due at the Management Company office seven (7) days after receipt of violation notice.

- ❖ Violation #1 – Written warning
- ❖ Violation #2 - \$25.00 fine
- ❖ Violation #3 - \$50.00 fine
- ❖ Violation #4 –Towing of Vehicle- \$90 per car and \$150 per recreational vehicle

No motorbikes, “go-carts” or other unlicensed motor vehicles shall be ridden within the common grounds, streets or drives.

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.

If your vehicle is towed due to a violation of these Rules and Regulations, it may be recovered by calling Sandy’s Towing at (937) 294-6355. You will be required to furnish proof of ownership and pay the towing fee. Failure to recover a towed vehicle may result in the loss of title to the vehicle.

## ***F. SWIMMING POOL***

No lifeguard is on duty; swim at your own risk. Pool hours are 7:00 A.M. – 10:00 P.M.

Pool rules are posted inside the pool area. PLEASE OBSERVE THEM.

No alcohol is permitted in the pool area.

Wet swimmers are restricted to the restroom areas of the Clubhouse only.  
*NO WET SWIMSUITS ARE PERMITTED IN THE CLUBHOUSE.*

The pool furniture is not to be reserved. Please honor the “first come, first served” principle. If you use an umbrella, please close it and replace the bungee cord when leaving the pool area.

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No glass may be used in the pool area. If broken glass is found anywhere in the area, state law requires the pool be completely drained and checked – at great expense and inconvenience to all.

All electronic equipment must be used with headsets.

Floats, rafts and inflatable items may not be used in the pool unless the pool is being used by only a few people. Do not obstruct swimmers; keep rafts for floating at the sides of the pool. Please be considerate of others.

Water guns of any form are prohibited.

No pets at any time are permitted in the pool area.

Please NOTE: Any unit owner who is not current in paying monthly unit assessments (including special assessments) is not entitled to use the swimming pool, Clubhouse or tennis courts. If said unit is leased or rented, the tenants will also be denied use of these facilities.

## ***G. TENNIS and PICKELBALL COURTS***

The combination for the lock on the gate is posted in the restroom hallway of the Clubhouse.

Use of the tennis courts is limited to residents in good standing and their guests. Except for out-of-town guests, all guests must be accompanied by the resident.

Pets are not permitted on the tennis courts.

Play is limited to one hour when others are waiting.

The only shoes permitted on the courts are approved tennis shoes.

The use of regulation tennis attire is encouraged.  
The courts are to be used for tennis only.

When finished playing, please clean up and remove any trash.

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Please NOTE: Any unit owner who is not current in paying monthly unit assessments (including special assessments) is not entitled to use the swimming pool, Clubhouse or tennis courts. If said unit is leased or rented, the tenants will also be denied use of these facilities.

## ***H. TRASH PICK UP***

Trash is collected once each week on Wednesday. During holiday weeks, the pick-up day may be one day later. Trash is permitted outside the trash container in a suitable bag or container only.

Large item pick-ups: In the event that you have one or more large items that must be picked up, you must make arrangements with the Management Company. The cost of a special pick up will be billed directly to you. Recycling is available at an additional cost to each owner.

## ***I. SNOW REMOVAL***

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

The decision to have the drives plowed and the sidewalks cleared is jointly decided by the Property Manager and a member of the Board of Directors. We normally do not have the snow removed if there is less than three inches on the ground. If there are high winds and drifting snow, a decision may be made to hold off until the winds abate.

The factors taken into consideration are these:

- Safety
- Snow accumulation of two to three inches
- How much longer it is predicted to snow
- Wind factor
- Temperature
- Current weather forecast
- Time of day or night and day of the week

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## ***J. WATER AND SEWER***

Water and sewer charges are the responsibility of the unit owner.

## **SAFETY AND SECURITY**

### ***A. NEIGHBORHOOD WATCH***

The Tifton Greens community 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 Centerville Police Department. If you see anything out of the ordinary or suspicious, please call the police department.

### ***B. SMOKE DETECTORS***

Periodically check to make sure that your smoke detector 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. Please do not disconnect your detector.

### ***C. VACATION/EXTENDED ABSENCES***

If you’re away from home for an extended period of time, please do the following:

- Notify the Management Company and provide them with a telephone number where you can be reached in case of an emergency, as well as the name and telephone number of someone who has a key to your unit.
- Notify a neighbor you’ll be away, make sure they have a key, and that they will check your condominium regularly.
- Ask someone to pick up your paper and mail or stop delivery of both during your absence.
- If you will be absent for an extended period of time during the winter months, do not turn off your heat or set the thermostat below 60 degrees.
- It is also a good idea to turn off the faucets or water to your unit. This can limit possible damage if a pipe should rupture while you are gone.

### ***D. MISCELLANEOUS INFORMATION***

Public sales, such as garage sales, estate sales or auctions are not permitted on Tifton Greens premises.

All door-to-door distribution of any type of literature or printed material except local and area newspapers and the Centerville Watch is prohibited. Any exception to this rule requires approval of the Board of Directors.

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## INSURANCE COVERAGE

Information regarding insurance coverage and the name of the carrier may be obtained from the Management Company.

## MAINTENANCE AND REPAIR

### **A. ASSOCIATION RESPONSIBILITIES**

- Common areas
- Exterior maintenance
- Gutters and downspouts
- Landscape maintenance (including pruning & trimming) except for small plantings of flowers in commons beds which are installed by the Owner
- Roofs
- Snow removal
- Streets & walks
- Trash removal

Note: if you are dissatisfied with any of the above services, contact the Management Company. DO NOT express your displeasure to the personnel performing the work.

### **B. OWNER'S RESPONSIBILITIES (See Declaration, Article V, Section 2B, Article VIII, Section 2)**

- All windows, screens, doors, storm doors, passage doors and awnings, as well as associated structures and fixtures, frames, sashes and jambs and overhead garage doors and openers, and hardware/mechanisms related to garage doors.
- All interior maintenance including drywall
- Heating and air conditioning including external compressors, pads or mounts, and housings, wherever located, serving one unit
- Individual entrances and patios and routine care of stoops
- Light bulbs for lampposts
- All electrical wires, plumbing lines and apparatus, wherever located, serving one unit, including outdoor faucets and electrical outlets. The only exception: the wire running from the house to the lamppost. It is the Association's responsibility.



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## EXTERIOR ADDITIONS TO UNITS

Various exterior additions to units are the owner's responsibility, for maintenance, repair and replacement. But the Association requires that they conform to styles specified by the Board of Directors. Any variants require approval in advance by the Board.

All colors are available from Sherwin Williams on Wilmington Pike, should be listed under Tifton Green or Towne Properties.

### Phase 1

Pavilion Beige (used on 6640 GG) on the siding

China White (used on 6640 GG) on the trim

### Phase 2

Brown (custom Color) used on South side of Club Circle on the siding

China White used on south side of Club Circle on the trim

As the buildings are repainted in the next years

B/S Brown- Mustard Brown will be phased out (Currently on front entrance from Clyo) and other buildings

Bamboo -Lighter Mustard Brown to be phased out (Currently on front entrance from Clyo) and other buildings

Club House inside colors- Latte (darker shade of tan) SW 6108 lower walls

Kilim Beige (lighted shade of tan) SW 6106 upper walls

### **A. STORM/SCREEN DOORS**

Two choices: (1) Larson door, "Charleston" model; color: almond, with its standard hardware. Available at Lowe's Home Improvement Warehouse. (2) Andersen Full view; color: almond. Models HD 4000/3500 (insulating), HD 4000, HD 3000, or HD 2000/2500. Available at Home Depot.

### **B. WINDOWS/SCREENS/SLIDING GLASS PATIO DOORS**

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If replacements become necessary, units in the first (north) phase of the complex have Andersen windows. Phase 2 units, from the south side of Bogey Court southward, have Windsor windows, screens and sliding glass doors.

## **C. OVERHEAD GARAGE DOORS**

Available from Kettering Overhead Door (937-293-6477), 4155 Hempstead Station Drive, Kettering. Tifton Greens has two styles of Safe-Way garage doors: Style 44 (some double doors) and Model 31 (all single doors and some double, all with Ruf-Tex finish).

## **D. REAR PATIO AWNINGS**

Available from Glawe Awning and Tent Company, Fairborn (937) 754-0064. Choice of two models:

- ❖ The lateral arm retractable type, Unitex No. 1100x1 or Aristocrat
- ❖ A conventional fixed awning with aluminum frame structure.

Colors specified are beige (No. 4620), Toast (NO. 4628), and Linen (NO. 4633). Solid color (not striped) but may be trimmed with one of the approved colors. Glawe is also a resource for winter storage of awnings.

## **E. LAWN SPRINKLING SYSTEMS**

In 2005, the Tifton Greens Board of Directors voted to grant owners easements to install, at their expense, individual lawn sprinkling systems around their units. Special requirements must be met, so please see a Board Member for more information prior to installing any sprinkler system. Besides assuming all expenses for installation, turf repair, maintenance, and water, the owner must record the easement with Montgomery County. The recording fee will be the responsibility of the unit owner.

## **F. EXTERIOR LIGHT FIXTURES**

Design by Progress Lighting, style P5832-10 and P5756-10; polish brass, special order through Lyons Electrical Supply, 915-917 Webster St., Dayton (224-5491).

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## DIRECTORY

### **\*EMERGENCY - 911**

\*Centerville Police – non-emergency – (937) 433-7661

\*Centerville Fire – non-emergency – (937) 433-7644

### **Board of Managers**

President	Ted Hilton	(937) 433-6644
Vice President	Bob Sheehan	(937) 436-5864
Secretary	Marilyn Weeda	(937) 434-8570
Treasurer	Dave Huxtable	(937)439-0657
Member at Large	Dick Lange	(937) 438-8933
Member at Large	Larry Nartker	(937)291-3480

Social Chairman	Susan Cashdollar	(937)435-7949
Clubhouse Coordinator	Joan Welsh	(937) 291-9206

### **Property Manager**

Towne Properties	Paige Swallow	(937) 222-2550 paigeswallow@towneproperties.com
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### **Towne Properties**

#### **Dayton District Office**

6540 Centerville Business Parkway

Centerville, Ohio 45459

Phone: (937) 222-2550

Fax: (937) 222-2552