

Kingswood Forest Condominium Association Handbook Including Rules and Regulations

Revised October 3, 2025

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 over-ruled 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)

Board Meetings are held at 5PM in the clubhouse on the second Monday of each month (except December). If you are interested in attending a Board Meeting, request thru Gwyn at Apple Management.

We encourage you to sign up for the community portal.
Step 1. Go to **applepm.cincwebaxis.com** and click on the "Owner Login" link at the top of our website, then click "Continue".
Step 2. On the login page, select "Register" to Create Your Account.
Step 3. Enter your name, property address, phone number and email address in the appropriate boxes.

Step 4. Check the boxes under "Directory Listing" that you would like to display in the community online directory.
Step 5. Click the "Submit" button to register.

Please consider giving an Emergency Contact phone number to Gwyn.

Kingswood Forest Condominium Association Handbook

Table of Contents

Rules and Regulations

- Awnings Over Decks 4
- Bird Feeders. 4
- Boxes around Utilities 4
- Campfires 4
- Clubhouse Parking 4
- Clubhouse Reservations 4
- Dog Waste 4
- Dues 4
- Electric Insect Killers 4
- Faucets, Outside 4
- Firewood Storage 4
- Flags 4
- Formal Complaints 4
- Front Doors 4
- Garage Sales 4
- Garbage 5
- Ground Lights 5
- Holiday Decorations 5
- Insurance 5
- Landscaping 5
- Leasing 5
- Ornaments 5
- Paint Colors 5
- Parking 5
- Patios, Porches and Decks 5
- Pets 5
- Pool 5
- Satellite Dishes 5
- Signs 5
- Snow and Ice 6
- Speed Limit 6
- Storm Doors and Windows 6
- Swing Sets 6
- Window Air Conditioners 6
- Window Coverings 6

Maintenance Responsibilities

- Association 6
- Unit Owner 6

Exterior Modification 7

Rule Enforcement and Fines 7

Definitions

- Board of Directors 7
- Declaration 7
- Bylaws 7
- Handbook 7
- Common Area 7
- Limited Common Area 7
- Unit 8

Forms

- Clubhouse Reservation Request 9
- Common Area Improvement Application 10
- Formal Complaint 11
- Landscape Service Request 12
- Special Landscape Instructions 13

Addendums

- Use of Common Area Wooded and Open Spaces 14
- Clubhouse Rental Fee 14

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 10 *Common Area Improvement Application*.

Bird Feeders Free standing birdhouses and feeders are permitted.

Boxes around utility equipment Please remember it is your responsibility to keep these boxes in repair. That includes loose or missing boards, repainting as needed and leveling.

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 9 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.

Firewood storage Firewood shall not be stored on any portion of the asphalt or grass, or in any garage. Firewood may be stored on patios and porches, provided that the firewood is stacked on metal racks and is kept at least six inches away from the building. No more than one cord of firewood may be stored on the porch or patio on a metal rack. Any termite dam age to the Common Element as a result of firewood storage shall be the responsibility of the Owner that stored the firewood. At no time shall fire splitting tools of any type be stored on the porch or patio.

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 11.

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. The containers should be a minimum of two feet apart to allow the arm on the truck to fit between and lift the container. The containers should not be put out before 6:00 PM the day before collections. The containers should be taken in by 6:00 PM the next day. All trash cans may not be stored in front of property.

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.

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. It is encouraged to also check your Loss Assessment coverage for your Condo.

Landscaping and Mulch 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 12 and 13 and return it to Norm Essman 3360 Darbyshire normanessman@att.net.
Mulch applied by owners should be triple process Brown. **NO** dyed mulch is permitted.

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.

Paint Colors Stain color for Deck should be a Gold Brown color Transparent Mix 50-50. Siding and Trim Colors are Sandcastle (SW) 3006 for siding, 6126 lighter Navajo White. Some units have a darker Navajo white depending on when they were last painted and age of paint. Any different color requires HOA Board approval.

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. Grass damaged by visitors or owners parking on grass is owner responsibility to repair.

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. Stain color for Deck should be a Gold Brown color Transparent Mix 50-50. Any different color requires HOA Board approval.

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 wasted 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

No signs expressing support of any political party, candidate, or issue shall be displayed to the public view on any part of the condominium Property or through the window of a Condominium Unit.

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

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

To reserve the clubhouse, Contact Jim Baumann, Clubhouse Coordinator at 937-431-1822.

Reservation date requested _____
Owner reserving the clubhouse _____
Owner's address and phone number _____

This request must be accompanied by two checks, each payable to Kingswood Forest Condo Association.
One check is for the $100 rental fee.
The other check is a $50 deposit to ensure compliance with items on the checklist posted in the clubhouse.
This check will be returned **If all checklist requirements are met**.
If all requirements **are not met** a minimum of twenty-five dollars may be charged for each of the following and will be deducted from the fifty-dollar deposit:

Key not returned
Trash not removed
Furniture or carpet burned, torn, or stained
Kitchen not cleaned properly
Failure to lock all doors

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

_____ Clubhouse use does not include use of the pool, pool deck, lawn area, shuffleboard 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 by 10 p.m. Sunday thru Thursday at 11:00 p.m. and Friday & Saturday.
_____ There will be no posting or public announcements of events.

Signed _____ Date _____
(Kingswood Forest Condominium Owner)

Revised 7/24/23

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

LANDSCAPE SERVICE REQUEST

Unit Owner: _____

Unit Address _____

Landscape Issue That Needs Addressed (Please be specific):

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

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

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.

July,24, 2023

Clubhouse Rental Fee

Effective July 24, 2023 the new rental fee for the clubhouse will be $100.00. Reservations made prior to July 24, 2023, will not be affected.