

Glenabby
Condominium
Association



Rules Handbook

September 2017

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RULES HANDBOOK

GLENABBY CONDO ASSOCIATION

BOARD APPROVED SEPTEMBER 19, 2017

PURPOSE:

Whereas the Glenabby Condominium Association believes these additional rules are necessary in order to maintain a high-quality Condominium Community involving close living accommodations and shared ownership. These rules have been set forth to expand upon and detail the information found in the Condominium Declarations and Bylaws under which THE GLENABBY CONDOMINIUM ASSOCIATION operates. These rules may be subject to change and are applied at the discretion of the Board of Directors by a majority vote. Declarations Article III Section 2. { P}.

The Board has hired a management Company to handle the day-to-day operations of the property. The Management Company's job includes: handling accounts receivable and payable, soliciting bids, and overseeing the work performed by various contractors hired by the Board.

This booklet is intended to supplement, not replace, the Declaration and Bylaws; therefore, if there should be an inadvertent discrepancy between what is expressed in this booklet and recorded documents, the Declaration and / or Bylaws shall govern.

CHANNELS OF COMMUNICATION:

The Board of Directors consists of five individuals who are Unit Owners and are elected by their fellow Unit Owners. Board members serve without compensation and are responsible for making the decisions affecting our property. Decisions concerning the property are made during the Board's scheduled meeting, generally held each month. In between the regular Board meetings, the Association relies on the Management Company to carry out the Board's decisions and handle all communication by and between the Association owner's contractors and vendors. If you have questions or concerns about the maintenance of the property, please direct the matter to the Management Company. In case of an emergency Call 911. The Board requests and appreciates your cooperation in respecting that Board members are not employees and should not be contacted directly on Association related matters outside of Board meetings. Board members are not individually responsible for resolving Association matters and can only decide on issues brought to their attention by the Management Company. The only exception is that you should send a letter directly to the Board members concerning problems that you may have with the Management Company. Again, all other communication must be directed through the Management Company to assure that your concerns and answers are properly addressed and answered.

GENERAL

1. **VEHICLE REPAIR:**

All car repairs and maintenance must be done within the confines of the garages. No repair shall be done in the driveway or streets.

2. **FLAGS / BANNERS:**

One {1} flag holder may be affixed to the front porch/stoop post. Types of flags are limited to the American Flag, College, Professional Sports Team and Branches of the U.S. Military. Banners are not to be attached to the garages. However, two additional banners no larger than 12" x 15" may be displayed. These additional banners may be a Seasonal or Holiday banner, Sports Team, College or University banners and Branches of the U.S. Military. Banners are to be hung from wrought iron garden holders. No message banners are permitted.

3. **TRASH RECEPTACLES:**

Trash Receptacles should be placed out no earlier than the day before the designated pick-up day and stored in garages NO LATER than the evening of pickup day. To deter food articles from attracting animals, **PLEASE PLACE TRASH BAGS IN A TRASH RECEPTACLE**. No trash generated off site or construction debris other than from Unit Owner's personal repairs in their units is allowed.

4. **GRILLS AND SMOKERS:**

All grills/smokers must be stored in the garage or on patios when not in use. The unit owner must ensure that propane and charcoal grills/smokers are used and stored safely. No grills or smokers of any type are to be used in the garage.

5. **SATELLITE DISHES:**

Satellite Dishes are permitted and shall not exceed 30" in diameter and cannot be affixed to the exterior of the unit. Cable links are not to be laid over or under roofing shingles. Dishes shall be located on a pole in the Common Area close to the unit and shall not exceed 6 ft. from established graded ground surfaces to the top of the dish. Unit owners **MUST** have their Satellite Dishes grounded.

6. **WATER HOSE:**

Water hoses are to be stored in the garage. Exposed hoses can be a liability for the Association. Soaker hoses are allowed and must be laid under the mulch, but are

prohibited in the small circular mulch areas around the trees. They may be attached to a connector hose from the garage. The connector hose must be removed and stored in the garage when not in use. The Association assumes no liability whatsoever for soaker hoses.

7. SPORT AND PLAYGROUND EQUIPMENT AND CHILDREN'S TOYS:

No sports or playground equipment shall be stored in any Common or patio area.

8. DRAPERIES / BLINDS, AS SEEN FROM THE EXTERIOR:

They must match hues {colors} found in siding or exterior Centurion Stone Façade, white, beiges {gray-beiges, honey-beiges} or gray.

9. EXTERIOR FACADE / WALLS:

Exterior Façade / Walls may not be pierced, except for satellite service hookup, without Association Board Approval. No signs will be permitted except as follows – One professionally prepared sign advertising the sale of a unit may be placed on the INTERIOR side of a window. A temporary sign for construction work is limited to 3 days.

COMMERCIAL ACTIVITIES:

1. No commercial activities shall be permitted that violate Columbus Zoning Codes. In addition, no sales or business activities, which invite the general public, or employees or their related vehicles, will be permitted except for the sale of a unit.
2. Due to limited available parking, garage sales and tag sales are specifically prohibited unless approved by the Board as an Association/Community event.

COMMON AREAS:

Common Areas are the areas outside the walls, specifically defined in the Definition section of the Declarations and Bylaws on page two {2}. You are part owner of these areas along with other unit owners. Limited Common areas are the areas that are outside the walls that you would have sole use. These areas are specifically defined in the Definitions Section of the Declaration and Bylaws on page two { 2 }. A graphic delineation of the Limited Common versus Common Areas is located on Exhibit B of the Declaration and Bylaws. Limited Common areas are:

uncovered patios, porches, landscape or garden planting area adjacent to the service walk, the service walk, any steps or stoops and the parking area immediately in front of garage.

Except as otherwise provided, the Common Areas shall be used for the sole and exclusive purpose, benefit and enjoyment of unit owners and in the manner which such areas and facilities were ordinarily intended.

IN ADDITION:

1. Unit owners are responsible for the maintenance and repair resulting from damage to the Common Areas caused by negligent or intentional act by the unit owner or guest of the unit owner.
2. Unit owners shall be responsible for keeping Common and Limited Common areas clear of unauthorized personal articles.
3. Children shall not be permitted to play on or climb or otherwise jeopardize lampposts, trees, shrubbery, parked vehicles or any other structures including lawn furniture.
4. Common Areas are not to be used for activities which may be detrimental to lawn, shrubbery, trees and common sidewalks or nearby structures.
5. The Association Board must approve all alterations to any elements in the Common or Limited Common Areas including but not limited to: painting, the expansion of mulched areas or other items not covered elsewhere in this Handbook. Plans for alteration must be submitted to the Board via the Board approved submittal form, which is available from the Property Manager, Association Website or any Board member.

HOLIDAY DECORATIONS:

1. The following holidays may have decorative items displayed in mulch areas on porches/stoops and patios: Fall/Halloween {Sept. 15 to Nov.10}, Thanksgiving {Nov.10 to Dec. 1}, Christmas {Thanksgiving to January 10}, Easter, one week before calendar date and one week after Easter, and the 4th of July {June 30 to July 10}. No decorations are to be hung from the trees other than at Christmas when the trees are dormant and less likely to be injured. Unit owners are responsible for any damage to trees and shrubs.
2. Christmas lights and decorations may be placed on units and trees in Common Areas from Thanksgiving through January 10th weather permitting. Electrical wiring is not to be placed on or across the sidewalks.

Christmas lights on units may be your choice, however, blinking, fading, chase or racing lights are not permitted. No exterior surfaces may be pierced by nails, screws or tacks in hanging decorations of any kind. 3M Command Hooks and the

3. like are permitted. Christmas is the only time colored lights are permitted. Lights may also be placed on patio fences.
4. Musical decorations or musical lights of any kind are not allowed.
5. Inflatable decorations are not permitted. No Holiday decoration is to be over 5 ft. tall. Porches / Stoops and walks are to be uncluttered to maintain ingress / egress paths for visitors and emergency equipment.

LANDSCAPE:

1. Flowerbeds should not be wider than existing mulched areas in Limited and Common Areas. For the safety of residents, plants must not have a height of more than 40 inches {fence height}. Both annuals and perennials are permitted in mulch areas or flowerpots. No invasive plants may be planted; a list is located on the Website or available from a Board Member. No plants are to compromise Association-owned plants. Mulch is limited in color to that of existing mulch applied for the Association. Expansion of any mulch areas or removal of sod for any reason needs Board approval. Submittal forms are available from the Property Manager, Association Website or from any Board Member. Flowers are not to block windows.
2. Additional lighting {landscape or solar} is limited to twelve {12} and can only be displayed in the Common mulched areas and must be maintained and displayed in an upright manner. The maintenance of all landscape lights is the responsibility of the unit owners. The owner also accepts any liability associated with the lights. Landscape lights are to illuminate with light that is blue, yellow or white in color. No blinking, fading, chase or racing lights are permitted.
3. No person may remove existing Association owned trees or shrubbery without Board approval. No new shrubbery or trees may be planted without Board approval.
4. No objects may be hung from trees that exceed a maximum weight of 1.5 lbs. No item of any kind may be placed in the grass areas.
5. Restricted items in Limited and Common Areas other than Holiday Decorations: artificial flowers, spinning ornamental items, pinwheels. Windsocks, wind chimes, ornaments such as pink flamingos, no silhouette cutouts of any kind.
6. Nothing may be placed on the driveways other than one {1} potted plant next to the downspout between the garage doors of each unit.
7. By December 1st, all annuals and potted plants must be removed from all Common areas. Chairs and tables on porches / stoops and end of the walkway must be stored in the garage from December 1 to April 1.

LIMITED COMMON AREAS - PORCHES /STOOPS AND SIDEWALKS:

A. Porches / Stoops: Porches / Stoops must allow for emergency, pedestrian traffic and entrance into a unit at all times. Any one of the four {4} separate listed decorative combinations is permitted.

1. One bench and one 16 inch potted plant, or one single potted plant no taller than 36 inches.
2. One chair and three potted plants. Potted plants must be smaller than 16 inches in diameter and a height of 18 inches.
3. One chair and one small table, but only if no table and chair are placed at the end of the walk.
4. Any combination of potted plants or small decorative objects {smaller than 14 inches high} with a maximum total of three.
5. Only the bench may remain in place after December 1st. All other items must be removed to allow for snow removal.
6. Nothing may be hung or attached to the porch/stoop post other than one flag holder. { except for Holidays – see Holiday Decorations }

B. Sidewalks: Sidewalks are to be open to allow for egress and ingress to the front door. The following items are permitted:

1. One table and two chairs may be placed at the end of the walk in the enlarged and squared concrete area at the end of the walk. Table must permit easy passage to the walk.
2. One potted plant may be placed on the concrete at the end of the walk in the large squared concrete area but must not exceed 28 inches in diameter and a height of 50 inches.
3. The mulch areas that parallel the sidewalk may have planted plants or potted plants. Potted plants in the mulch areas adjacent to the wall must not be more than 14 inches in diameter. One trellis may be used to support plants, but no trellis plant may be more than 72 inches in height. No plant may grow onto any wall or porch post. Trellises can only be used on wall side of the walk and may not be attached to any architectural element

4. Rocks or bricks may be used to edge the mulch areas along driveway and grass areas to help keep mulch from washing away. Use of bricks or rocks requires Board approval to ensure uniformity. Base plus one course is allowed.

C. Patios / Covered Porches:

A patio table with an umbrella, chairs and grill/smoker are allowed. These items may be stored on the patio for the winter except the umbrella which must be stored in the Condo or garage from Dec.1 to April 1. All remaining items must be stored inside the Condo or garage. Owners must accept the sole responsibility for the security of the furniture stored on the patio.

1. Potted or planted plants are allowed on the inside of the patio fence. Only planted plants are allowed on the outside of the fence in the mulch area.
2. Nothing may be attached to or hung from the fence other than during the Holiday time frame. {See Holiday rules}.
3. No trellises are allowed in patio or patio areas.
4. All plans for adding a patio must have Board approval. Any addition of a patio / porch extension requires an installation packet. This packet is available from the Property Manager, Board Member or the Website.
5. No fire pits of any kind will be allowed.
6. Retaining Wall: No potted plants of any kind are allowed **IN** the planting area or **ON** the retaining wall. Only planted plants are allowed in the planting area.
7. No gates are allowed.

COMMON MULCH AREAS:

A total of 10 decorative items are allowed in the Common Mulch areas. Any combination from the list below may be used to make up the list of 10

1. Up to four {4} statues with a maximum height of 46 inches.
2. Shepherd hooks with a maximum height of 72 inches are permitted. No more than three wrought iron Shepherd hook hangers are permitted with a limit of two pots each.
3. Up to 4 potted plants are permitted with a diameter no greater than 18 inches and a height of 48 inches. Wooden or woven baskets must be placed on paver bricks or similar concrete supports to help prevent wood rot or insect infestation.
4. One trellis is permitted with a maximum height of 72 inches. The trellis may not be attached to any architectural element and must be black wrought iron. Trellised plants cannot be higher than 72 inches.
5. One birdbath or one water fountain / feature are allowed but water must be kept clean with fresh water.
6. Two birdfeeders are allowed. Unit owners must keep areas below and near the feeder free of any debris at all times. Birdfeeders may be freestanding with a maximum height of 72 inches.
7. Two black wrought iron garden flag holders are permitted.
8. One bench is permitted.
9. Four decorative stones or three stepping stones may be used in the front Common mulch bed.
10. Upon Board approval, the following applies:

Rocks, stones or bricks may be used in the mulch area next to the driveway to keep the mulch from washing away. In addition, rocks, bricks or non-plastic edging may be used along the grass edge mulch areas for the same reason. Rock and brick structures may be constructed of one or two courses.

MAINTENANCE / CLEANING RESPONSIBILITIES OF UNIT OWNERS:

1. Air Conditioners
2. Exterior porch and garage light bulbs
3. Exterior front and patio door, glass and screen, windows and screens

NUISANCES:

1. Vehicles with loud exhaust, including motorcycles, shall respect their neighbors by keeping exhaust noise to a minimum during early morning and late evening hours. No noxious, offensive or illegal activity shall be conducted in any unit or in the Common Area grounds; nor shall anything be done thereon which may become an annoyance or nuisance to the neighborhood. Our speed limit in the complex is 15 miles per hour.

OCCUPANCY RESTRICTIONS:

1. Units are restricted to six { 6 } full time occupants. Owners may not rent out a single room or rooms in his/her unit. Only an entire unit may be rented as stated in the Declarations and Bylaws.

PARKING / VEHICLES:

1. Resident parking of vehicles is as follows.
 - A. Primary: Inside of the garage
 - B. Secondary: On driveway in front of garage
 - C. Lastly: The turnarounds, which are to be used for short term or visitor parking. Special time extensions may be granted by the Board. Unauthorized vehicles are subject to towing at the owner's expense.
2. Parking in front of the Community Center is for short-term use only.
3. No blocking of the mailboxes or fire hydrants at any time.
4. All parked automobiles in driveways, turnarounds or roadways must be operable and utilized. If a vehicle has not been moved in seven { 7 } days, it will be considered a "stored vehicle" and subject to be towed at the owner's expense, unless otherwise

approved by the Board.

5. Parking of recreational vehicles is limited to 48 hours for loading and unloading purposes and not more than 7 days for visitors unless otherwise approved by the Board.
6. Parking of moving vans or PODS is limited to 72 hours.
7. Parking areas may not be used for any other purpose without Board approval. Boat parking is limited to 24 hours.
8. Residents are responsible for controlling their visitors' parking and for asking them to comply with our rules to prevent any inconveniences to other unit owners. It is hoped that adjacent unit owners can work out parking situations without the need for Board intervention.
9. Special Event parking is permitted on the SIDEWALK side of the road only, except on Glenabby Dr. to permit emergency vehicles access to the Community

PETS – {Rules for Limited Common and Common Areas Including Patios}

1. No more than two domesticated household pets, neither bred nor maintained for commercial purposes, may be kept in any one-condo unit. The only exception permitted are service animals { Seeing Eye dogs or Medical Assistance dogs } . The following breeds/mixes are not permitted: Pit Bulls, Border Collies, Short Haired Pinchers, Bullterriers, Glen of Imaal Terriers, German Hunting Terrier, Karelian Bear Dog and Chows. These breeds are classified as aggressive and are not suitable for the close living conditions in our condo community. Current unit owners with pets on the restricted breed list are grandfathered. {See Amendment to Declarations ART.III, Sec 2 {1} Animals and Pets}.
2. Pet owners will have their pets on a leash { no longer than 16 ft in length } at all times and always under the control of a responsible person when outside of a unit. Pet owners must remove animal waste immediately.
3. Pets shall not be left outside in any area without supervision. This includes the use of chains and tethers. No chain or tether can be attached to any outside element, posts, downspouts, fences or left outside when not in use. Owners are responsible for damages by pets.
4. Pet owners shall be required to prevent their pets from annoying others with continuous animal noise. Owners are responsible for their pet's behavior. Any menacing pet behavior will be reported to the appropriate authority. Pet owners are also responsible for their pet's behavior when they are away from their units and the animal is alone.

5. Any damage done to the Common Areas or Limited Common Areas such as pet urination will require repair by the unit owner within 15 days. Pet wastes must be removed immediately and placed in a trash container in garages.
6. Visiting pets must abide by the same rules listed above. If a pet owner is a guest of a unit owner, the unit owner shall also be held responsible for the actions of the visiting pet and be subject to the same penalties for the visiting pet's violation of these rules.
7. All pets must be vaccinated properly. Upon request by the Board or any unit owner, a pet owner must supply an up to date Certificate Of Vaccination. Unleashed and/or free roaming dogs and cats are considered "strays". Their behavior is unpredictable and possibly dangerous, especially to children. Please report all strays to the Franklin County Warden.

SECURITY:

1. This is a private residential community and soliciting is not permitted. If confronted, call the Police and do not engage in conversation.
2. To help prevent criminal activities within our community, be alert to unusual activities, individuals and vehicles. If you believe something is amiss, call 911 immediately or, if it is a Non-emergency, call the Columbus Police. Write down license numbers of suspicious vehicles.
3. Two {2} professional security signs are permitted but they must be confined to mulch areas close to an exterior wall.
4. No alteration is to be made to any streetlight.

PEST CONTROL:

Interior pest control is the responsibility of the unit owner. The Association is responsible for external pest control on a need only basis and only at the discretion of the Board.

ENFORCEMENT

All residents are asked to support these Rules in order that the Community will be more attractive and harmonious place to live. If a violation exists, the Managing Company will notify the unit owner in accordance with the procedures outlined in the change to the State Law 5311, in 2004. If the violation exists more than two weeks after the notification, the Association shall remediate the violation and an assessment fee may be levied on the unit owner. The full cost of the remediation is the sole responsibility of the unit owner in addition to and above the amount of the assessment.

COMMUNITY CENTER

All children under 18 years of age must be accompanied by the unit OWNER when using the Community Center. Only unit owners can reserve the Community Center and must be present during its use. Any owner using the Community Center, by reservation or for casual use, will be held responsible for the timely cleanup and immediate reporting of damage. If you want to reserve the Community Center, the agreement with directions is available on the Website in “Forms” area or you can get a hardcopy from any Board Member. To reserve the Community Center, all unit owners must be current on all condo fees and/or assessments.

GLENABBY CONDOMINIUM ASSOCIATION
COLLECTION POLICY

1. All assessments are due on the first day of the month and are considered late if not received by the tenth day of the month.
2. An administrative late charge of \$25.00 per month will be added for any late payment or on any balance of unpaid assessments.
3. The Association will apply any payments in the following order:
 - A. Interest owed to the Association;
 - B. Administrative late fees owed to the Association;
 - C. Collection costs, attorney's fees, and paralegal fees the Association incurred in collecting the assessment; and finally,
 - D. Oldest principal amounts owed for common expenses, enforcement or other assessments, and any other individual assessments charged to the account.
4. Any unpaid assessment may result in the Association filing a lien, a suit for money judgment, and foreclosure. While a foreclosure case is pending, partial payments may not be accepted and, if the property is leased, a Receiver may be appointed to collect the rents. Once judgment is obtained, the Association may proceed with post-judgment action, including bank attachment and wage garnishment.
5. Any costs the Association incurs in the collection of unpaid assessments, including non-sufficient bank fees, attorney's fees, recording costs, title reports, and court costs, will be charged back to the account.
6. If any owner (either by their conduct or by the conduct of any occupant) fails to perform any act required by the Declaration, the Bylaws, or the Rules and Regulations, the Association, after giving proper notice and an opportunity to request a hearing, may levy an enforcement assessment, undertake such performance, or cure such violation. Any costs the Association incurs in taking such action will be charged back to the account.
7. If an owner is more than 30 days past due in the payment of any assessment, the Association may suspend privileges including the right to vote, the use of the amenities, or the ability to apply for architectural approval.

THESE RULES SUPERSEDE PREVIOUS PUBLISHED RULES.

THE GLENABBY BOARD OF DIRECTORS

SEPTEMBER 19, 2017