

HOMEOWNERS ASSOCIATION OF ARROWHEAD BAY

RULES AND REGULATIONS

Revised August 2020



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It is the purpose of The Homeowners Association of Arrowhead Bay (hereinafter referred to as The Association) to maintain an economically well-managed condominium community and it is believed that these rules and regulations will aid in this purpose.

These rules and regulations are applicable to all Owners, Residents, and guests.

Every effort has been made to ensure that these rules and regulations comply with the Governing Documents of the Association. If there is a conflict between the rules and regulations stipulated herein, the Association's Governing Documents shall take precedence.

In consideration of one another's interests and to ensure the general welfare of all, it is important that Unit Owners, Residents and guests be familiar with and responsible for compliance with these rules and regulations. **PLEASE READ THEM.**

Unit Owners are required to advise their guests, visitors, and members of their families of these rules and regulations.

The Board of Directors will welcome the assistance of all Owners in the enforcement of these regulations. We urge all persons to comply and respect all Owners attempting to enforce these rules and regulations.

THE RULES GOVERNING THE GENERAL CONDUCT OF ALL OWNERS, RESIDENTS AND GUESTS IN AND AROUND THE COMMON ELEMENTS OF THE ASSOCIATION PROPERTY ARE ESTABLISHED AND ENFORCED BY THE BOARD OF DIRECTORS, AND MAY BE AMENDED FROM TIME TO TIME BY THE BOARD.

REPEATED VIOLATIONS OF ANY OF THESE RULES WILL BE REFERRED TO THE ASSOCIATION'S LAW FIRM FOR PROPER ACTION. PURSUANT TO THE ASSOCIATION'S AMENDED DOCUMENTS, UNIT OWNERS WILL BE RESPONSIBLE FOR LEGAL FEES INCURRED BY THE ASSOCIATION IN ITS EFFORTS TO COMPEL COMPLIANCE.

SALE OR LEASE OF CONDO UNITS

- Unit Owners must notify The Association when placing their Unit up for sale and when the Unit is sold.
- Unit Owners or their agent must notify The Board of Directors or Best Association Management, Inc. of the new Unit Owner/and or the new occupant's names, home and business addresses, home and business telephone numbers, and the name, business address and business telephone number of any person who manages the Unit as an agent of that Owner. Any change in the information shall be provided to the Board or the Community Association Manager, in writing, within thirty (30) days of said change.
- No existing condominium may be sold for the purpose of renting. All condominiums must be Owner occupied. Any Unit being rented when the 12th Amendment was recorded on 1/6/2011 were then grandfathered. The following exceptions will apply to this regulation:

- Current Owners may lease to a family member
- A selling unit can be leased up to eighteen (18) months with Board approval for hardship reasons. All units being listed or rented must notify the Board and all purchase agreements and leases must be approved by the Board and in all cases a form must be signed, that the new Owner or Tenant has received and read the Documents from the Owner and agrees to these terms.
- No “For Rent”, “Leasing” and/or “For Sale” signs are permitted anywhere on the property nor in the windows, with one exception below.
- “For Sale” signs of an appropriate size may be placed in the common element lawn on Sunday only if holding an open house. These signs may be displayed between 12:00 noon and 5:00 pm only.
- Approved “For Sale” signs may be placed in the information center located at the North Arrowhead Bay Avenue entrance. Please submit notice to the Board for approval and placement of notices.

TRANSFER OF OWNERSHIP

The current owner is required to give the new owner the following items:

- Declaration
- By-laws
- Amendments
- Rules and Regulations
- Two (2) mailbox keys

If an Owner has not received these items, please contact the former Unit Owner or the Community Association Manager for instructions on how to obtain them.

FACILITIES

BUILDING AND HOUSE RULES

- To ensure the comfort of all, radios and television sets should be turned down to a reasonable volume between the hours of 10:00 pm and 8:00 am.
- Repair work involving hammering, sawing, etc. that can be heard outside a Unit, must be done between the hours of 8:00 am and 8:00 pm, Monday through Saturday only.
- Condominium Units or Common Elements may not be used for business or any commercial use, whatsoever.
- Unit Owners are encouraged to improve the area surrounding their Unit by first seeking Board approval to remove and/or replace trees, shrubs, etc., which will be considered donations to the Association.
- All garbage containers are to be stored in the Unit's garage and only placed outside the night before the scheduled trash pick-up.
- All front windows are to have white curtains, blinds and drapes or drapes with white linings.
- No clothes, blankets, laundry of any kind, or other articles shall be hung out or exposed from any Unit or in any Common Elements.

- Bird Feeders are discouraged as the bird seed attracts geese and rodents.
- Effective May 22, 2020: In an effort to maintain the uniformity and attractiveness of our neighborhood, a new rule has been put into place that limits the number of ornamental items permitted in the mulch beds around a Unit to two (2) items. Shepherd's hooks are permitted in the mulch beds, but not in the lawns, and are not counted as an ornamental item. All pots or baskets of flowers should be hung on shepherd's hooks and not placed directly in the mulch. No items should be placed in the lawn as they interfere with the lawn maintenance.

MAINTENANCE REQUESTS & COMMUNICATION

The Board of Directors relies on Best Association Management, Inc. to handle all communications by and between the Members of the Association.

- Best Association Management, Inc. can be reached at 330-219-3133 or office@bestmgt.us.

EMERGENCY REPAIRS

- The appropriate local authorities should be contacted for emergency situations.
Police & Fire Emergencies - Dial 911
Columbiana Police Department 330-482-9292
Columbiana Fire Department 330-482-2173
- Call 330-219-3133 or email office@bestmgt.us for all Common Element maintenance issues. This same number can be used after business hours for urgent matters.
- All individual repairs and/or concerns that are not Common Element related may be handled by the vendor of your choice (i.e. interior painting, drywall repair, toilet repair, etc.).

CHRISTMAS DECORATIONS & FLAGS

- The American Flag is the **only** Flag permitted to be on display.
- Christmas Decorations are limited to small white string lights on the shrubbery only.
- No colored lights, LED lights, or mechanical lawn decorations are permitted, and no decorations or lights are to be attached to the buildings.

GRILLING

- On September 5, 2005, a new grilling law was added to the Ohio Fire Code. The rule states: “Charcoal burners and other open-flame cooking devices shall not be operated on combustible balconies or within 10 feet of combustible construction.” Open-flame cooking includes gas grills and fire pits. While many cities and towns in Ohio have had similar bans in their ordinances for years, this is the first time a restriction on grilling has applied to the entire State of Ohio.
- The Ohio Fire Code is law. Violations of the Code expose the individual grilling on a balcony or deck to fines imposed by the fire department or fire marshal. In short, grilling is now banned in Ohio anywhere within 10 feet of a building or anywhere on any deck or balcony.
- Be certain the grill is cool before placing it near the Unit’s walls or before returning it to the garage.
- Siding damage that results from the heat of the grill will be repaired at the Unit Owner’s expense. Please be considerate of your neighbors when grilling.

UNIT OWNER’S REPAIRS, REPLACEMENTS, OR ADDITIONS

All repairs, updates, or changes to the outside of any Unit must have prior Board approval. This includes but is not limited to decks, windows, awnings, doors, storm doors, satellite dishes, walks, driveways, shrubs and bushes. A request with the complete specifications of the work to be done must be submitted in writing to the Community Association Manager for Board review before any work is started.

PETS

- Pets are limited to two (2) pets per Unit.
- Pets must not exceed 25 pounds when full grown.
- All pets must be on leashes when outside and attended to at all times.
- Owners must immediately clean up after their pets.
- Pets are prohibited from becoming a nuisance to any other Unit Owner or Resident.
- Pet owners are responsible for any damage to property that is caused by their pets.

SWIMMING POOL & CLUBHOUSE USE

- The pool and clubhouse are owned by the Association.
- Any fee for the use of the Clubhouse or Pool is set by the Association.
- Each Resident is permitted up to four (4) guests at the pool.
- The **Resident must be present at all times** with guests using the pool or clubhouse and are required to sign in and list the number of guests when using the pool.
- Rafts or other inflatable toys are prohibited in the pool with the exception of water noodles.
- Contact the management company to rent the clubhouse. Clubhouse rentals do not include use of the pool.

- Pool hours are 10:00 am to sunset.
- Running, diving, ball playing or any other activity contrary to good safety practices are prohibited.
- Glassware of any kind is prohibited in the pool area.
- Persons using oil or suntan lotions must cover the chairs or lounges with large towels so as not to damage the pool furniture.
- Reserving tables, chairs, lounges, etc., is prohibited. Use of all furniture is on a first-come first-serve basis. All pool furniture must be returned to its original place and position.
- The whirlpool must be turned off after use.
- Pets are prohibited in or around the pool area.

PARKING

- Every Unit has at least one garage in which to park vehicles. Some garages also have a concrete pad as a designated parking space. If Unit Owners wish to add an additional parking pad, at their expense, a request should be submitted to the Community Association Manager for Board review.
- Unit Owners, Residents and guests must park vehicles in garages first and driveways second, filling all available spaces in the driveway, before using other designated parking spaces.
- There is also to be no using a garage for storage or for any other purpose that would make it impossible to use the

garage for parking vehicles, and there is to be no parking on the grass.

- Commercial vehicles are prohibited from parking on the property with the exception of contractor's vehicles while work is being done in or around a Unit. Overnight parking on private roads is prohibited due to the limited space for emergency vehicle's passage and in consideration of other Residents.
- There shall be no storing (for a period in excess of twenty-four (24) hours) of any trailers, house trailers, boats, boat trailers, or the like without specific consent in writing granted by the Board and in no event shall any such items obstruct the use of the Common Elements by other Unit Owners, nor shall there be any storing of unlicensed or inoperable vehicles of any kind.
- Any violation of the "Parking" rules, as stated herein, shall result in a rule enforcement assessment of \$50.00 for the first offense and \$100.00 for each offense thereafter.

INSURANCE COVERAGE

- Unit Owners are advised to obtain insurance for the interior of their Unit as well as personal belongings. Owners are encouraged to contact their insurance agent for proper coverage.

MAINTENANCE FEES, PENALTIES & FINES

- The Board of Directors sets the monthly maintenance fees and assessments based on the financial needs of the Association.
- The maintenance fees are based on the Percentage of Ownership as outlined in the Association's Governing Documents.
- A portion of the maintenance fees are set aside into the Association's Reserve Fund for Capital Repairs and Replacements.
- Payment coupons are provided to Unit Owners for the payment of maintenance fees.
- Maintenance fees, special assessments and rule enforcement assessments are due on the first (1st) day of the month for the upcoming month and if received after the tenth (10th) day of the month are subject to late fees.

BOARD OF DIRECTORS

- The Unit Owners elect the Board of Directors at the Annual Meeting which is held in October of each year.
- Board Members are elected for a three (3) year term.

IMPORTANT PHONE NUMBERS

Emergencies	911
Best Association Management, Inc.	330-219-3133
City of Columbiana Services	330-482-5518
Clubhouse	330-402-5066
Columbiana Police Department	330-482-9292
Columbiana Fire Department	330-482-2173
Columbiana Ambulance Service	330-482-9292
Columbia Gas	800-344-4077
Comcast Cable Company	800-934-6489

COMMONLY USED VENDORS AND CONTRACTORS

Sewer and Drain Medic	330-482-5323
WW Heating & Air Conditioning	330-549-0365



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