



WORTHINGTON WOODS VI AND VIII CONDOMINIUM UNIT OWNERS ASSOCIATION

REFERENCE GUIDE

This Reference Guide was prepared by the Board and Management of the Association as a quick source of general information about the Association and its Unit Owners. This is not a substitute for the Declarations and By-laws, which should be read and understood by every unit owner. In the event of a conflict between this handbook and the Declaration, the Declaration is the controlling document. Questions about the Association and its activities should be directed to the Board (c/o the President) or to the Association's Property Manager. While every effort has been made to assure accuracy, errors do occur. Please feel free to suggest corrections, changes or additions.

THIS DIRECTORY IS FOR THE PERSONAL USE OF THE WORTHINGTON WOODS VI & VII RESIDENTS AND IS NOT TO BE DISTRIBUTED TO OTHERS OR USED FOR ANY COMMERCIAL PURPOSES

Revised 1/10/2019

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WORTHINGTON WOODS VI & VII CONDOMINIUM ASSOCIATION HANDBOOK OF RULES & REGULATIONS

**A reference for homeowners and residents of the
Worthington Woods VI & VII
Condominium Association**

We all hope to enjoy our residence at Worthington Woods VI & VII and with it a continuing appreciation of the value of the property. To do this, it will be necessary for all of the residents to cooperate with the regulations that have been carefully developed over the past several years to establish the most reasonable level of common residence, as well as to protect the value of our common property.

By law, all condominium communities must have an association of their owners to provide the services necessary for safety, general property maintenance, and long-term obligations. The owners' condominium fees provide the money to pay for these services and to save for major future expenses such as roofing, painting, tree replacement, street and parking lot repair.

Beyond this, each resident has the duty to understand the general rules and regulations that have been established for the welfare and harmony of all residents, as well as for the protection of the complex.

MODIFICATION OF RULES AND REGULATIONS

The rules and regulations may be amended or modified from time to time by the Board of Trustees, as conditions change.

PROPERTY MANAGEMENT

Managing Agent for The Worthington Woods VI & VII Condominium Association is The Case Bowen Company. Property Manager is Aimee Steere.

INTERIOR MAINTENANCE

Interior maintenance is the responsibility of the homeowner.

BOARD OF DIRECTORS

Eric Grether, President
Kathy Vandergrift, Trustee
Adam Lepp, Trustee
Mary Heubach, Trustee

The Board of Directors has been delegated in the By-Laws the responsibility for operation and management of the Association's affairs. The Board of Trustees consists of condominium homeowners, each elected by fellow homeowners at the annual meeting. Their terms vary from one to three years. There are several non-voting positions on the Board that may be filled at the continuing discretion of the Directors.

The Board of Trustees meets on a regular basis. Any homeowner is welcome to attend these meetings, either to comment or merely observe. If interested, please call The Case Bowen Company to find out meeting time and location. The Board of Directors will send the homeowners notification of the annual meeting.

BY-LAWS

Every homeowner has received a set of the Condominium Association By-Laws. In those pages are set the official rules and regulations of the governance of our Association. You should acquaint yourself with those By-Laws, as well as the Declaration of Condominium, a legal document which you received when you purchased your unit. Rental residents receive a set of these same rules and regulations from the unit owner or agent as part of their rental contract.

EMERGENCY TELEPHONE NUMBERS

COLUMBUS POLICE DEPARTMENT (EMERGENCY).....	911
FIRE & EMERGENCY SERVICES	911
POLICE CRUISER (NON-EMERGENCY)	645-4545
THE CASE BOWEN COMPANY	799-9800
24 HOUR EMERGENCY MAINTENANCE.....	799-9800
COLUMBUS HEALTH DEPARTMENT.....	645-8191

INSURANCE

The Board of Directors has insured the Condominium Association with Travelers Insurance. If you are in need of a "Certificate of Insurance" please contact Joan Marriott at 614-459-1122 or email her at jmarriott@rayinsurance.com.

It is the homeowner's responsibility to insure the interior of your unit. Your policy should include coverage for contents, personal liability, water damage to any interior coverings (such as wallpaper) and any other coverage you wish. It may be prudent to have your agent contact our agent for coordination of coverage. **If your mortgage company requests insurance verification, please contact this insurance company listed above.**

FINANCIAL MATTERS

Association dues are payable to Worthington Woods VI & VII Condominium Association on the first of each month. Dues should be sent in the pre-addressed envelopes provided by The Case Bowen Company.

A late charge of \$15.00 will be added to any account delinquent after the 15th of the month. A lien will be filed against any delinquent account that is more than 90 days past due. If a lien remains unsatisfied, the Board may elect to foreclose on the property. All legal charges will be assessed to the homeowner.

IMPORTANT: Please use the pre-addressed envelopes, which have been provided. A coupon must accompany your check to enable the management company to process your payment in a timely manner. Anyone needing coupons or envelopes should contact The Case Bowen Company and they will be provided for you. Complaints or concerns should be sent in writing to 6255 Corporate Center Drive, Dublin, Ohio 43016-6788. Attn: Property Manager, Worthington Woods VI & VII.

RETURNED CHECKS: Any check returned for non-sufficient funds (NSF) will be:

1. Charged back to the individual's account.
2. A \$33.00 handling fee will be assessed to that account.
3. Checks will be held until a replacement check has cleared paying all charges incurred. Keep in mind that this will also create a late fee due to the check payment being returned.

**WORTHINGTON WOODS VI & VII
CONDOMINIUM ASSOCIATION
GENERAL RULES**

1. **PURPOSE** - The purpose of the Rules and Regulations of Worthington Woods VI & VII Condominium Association is to establish rules that will allow the community to live within the best environment possible for all. The rules are established pursuant to and are an extension of the Association's By-Laws. It is the duty of each Association owner and resident to become knowledgeable of these Rules and Regulations and to observe them.

2. **MODIFICATION** - The rules and regulations in this publication are effective as of the date approved by the Board of Trustees. The rules may be amended from time to time as conditions change upon approval by a majority vote of the Board of Trustees. Such amendments and/or modifications shall become part of the rules and become effective upon approval by the Board of Trustees.

3. **FINES** - Fines levied by the Board are valid obligations against the party found guilty. The amount of such fines shall be determined by the severity of damages. The amount and the form of fines are established by the Board of Trustees. Unpaid fines are subject to appropriate legal action.

PARKING

Vehicles may be parked in the two designated spaces located in front of the unit as well as legal areas along the street curb. **THE FOLLOWING IS NOT PERMITTED AND VEHICLES WILL BE TOWED AT THE OWNER'S EXPENSE WITHOUT WARNING:** (see property map, center page, for guest parking)

1. Vehicles parked in illegal spaces or areas, **blocking garage doors**, blocking entrance intersections, on lawns, on main roadways, blocking other's parking spaces.
2. Abandoned/inoperable, or vehicles with expired license plates.
3. Recreational vehicles, boats, oversize commercial trucks (governed by City Ordinance #3342.22).

Residents are responsible for controlling their visitors' parking and informing them of these restrictions to prevent the inconvenience of being towed at the homeowner's expense.

Trailers are permitted and must be in good working order. Trailers cannot be longer than 16 feet. They must have proper tags and current registration.

Vehicles such as mopeds, motor scooters, mini-cars, etc., which have not been licensed for public use are prohibited on the streets and parking lots. All vehicles with kickstands are required to use a small piece of plywood or similar material under the kickstand to prevent any damage to asphalt.

If someone is illegally parked in your space, call The Case Bowen Company at 799-9800.

NOISE

The Association asks that any parties held on patios or decks curtail the volume of the party by 10:00PM during the week. Any parties on weekends should curtail the volume by midnight.
PLEASE HAVE CONSIDERATION OF YOUR NEIGHBORS

PETS

Pet owners are responsible for cleaning up after their animals. The Franklin County Animal Control ordinances clearly mandate that **pets are to be under leash control**. The condominium common areas are for the enjoyment of all unit owners. These areas cannot be fully utilized if animal wastes are left on the grounds and pets are allowed to run uncontrolled. The Board of Directors has enacted the following policies to clarify the Condominium Declaration Rules. The requirements of the Franklin County Animal Control ordinances also outline the remedies available to the Association to deal with residents failing to comply with these rules:

1. Pets must be walked on a leash at all times (this includes cats) and not staked outside alone. (governed by City Code 2319.02).
2. Patio and deck areas must be kept clean and free of pet wastes.
3. No animal pens or houses are permitted on decks and patios or any other common areas.
4. Owners will be assessed the cost for grounds maintenance people to clean up after their pets.
5. The cost of repairing any damage done to Association property by an animal will be a fine to the unit owner responsible for that animal.
6. Unleashed and/or free roaming dogs and cats should be considered “strays.” Their behavior is unpredictable and possibly dangerous, especially to children. Please report all strays to the Franklin County Dog Warden at 462-3400.
7. Owners shall be required to take whatever action is deemed necessary to prevent their pets from annoying others. In particular, continuous animal noises, whether on the common areas, within the units, or in the limited common area, will not be permitted.
8. **ANIMAL WASTES MUST BE CLEANED UP IMMEDIATELY. OWNERS FAILING TO DO SO WILL BE ASSESSED A \$50.00 FINE.**

COLUMBUS HEALTH DEPARTMENT:

If a neighbor has chronic problem trash or dog feces, you can report the individual to the Columbus Health Department. A citation will be given and if it is a repeat offender, the individual may have to appear before the environmental court.

Columbus Health Department 645-8191

ARCHITECTURAL CONTROL

Unless specifically approved by the Board of Trustees, the following conditions shall apply:

1. There will be no structural or exterior additions or alterations to any building situated on the condominium property including satellite dishes.
2. There will be no changes in the colors of the exterior portions of structures, doors, walls, fences, or decks.
3. There will be no changes in, or alterations or additions to, exterior doors, walls, windows, fences, decks or other structures.

STORM DOORS - FRONT DOORS – WINDOWS – GARAGE DOORS

Owners who desire storm doors have the option to install them at their expense, providing they are the same color as the front door and are properly secured. The Board of Trustees recommends Full View screen doors. These can be ordered at Lowe's or Home Depot. Any alternate model or manufacturer should be submitted to the Board of Trustees for approval.

No exterior storm windows will be permitted to be installed over existing windows, which are more than adequate for normal thermal insulation. If you desire extra window protection, interior plastic windows may be used.

Owners are required to maintain, repair and paint their front door. The front door paint is either Black or white and can be purchased at Lowes or Home Depot.

All windows should have screens and they should be kept in good condition.

White raised panel garage doors are permitted.

PORCHES - PATIOS - DECKS

Since the patios, porches and decks are limited common areas, they should be kept neat, clean and in good repair. They may not be used to provide long term storage of boxes, bicycles, motorcycles. You may NOT paint the interior or exterior wood, it is recommended a clear sealer be used on the wood.

Laundry may not be hung in patios, porches, or decks where it is visible at ground level.

Homeowners are required to maintain, repair, and seal their decks. The Board recommends that you use a Clear sealer.

GARAGE DOORS

Garage doors must be kept in good repair. Replacement panels are available at Graf and Sons or Suburban Door. Replacement doors must be the same as is currently installed or the raised panel doors are acceptable. Either of these may be purchased at the above mentioned companies or Lowe's. and Home Depot.

TRASH COLLECTION

All garbage must be **tied, bagged** and placed in containers at Pineway.

Trash containers may be placed out **no earlier than 5pm the night before pick up.**

Trash cans must be put behind the unit or in the garage **by 8pm the day of trash collection.**

This includes Recycle containers.

All containers must be clearly numbered with large white stickers or white spray paint.

Trash may **NOT** be placed in containers or bags on porches or decks of the units.

For items too large for pick-up, you must call **bulk pick-up at 614/645-3111** to arrange for a pick-up date. Please place bulk items out on the evening before pick-up is due.

It is the resident's responsibility to adhere to the current pick up schedule provided by the City of Columbus Refuse Division. Any questions regarding pick-up should be directed to Refuse Collection Division, "NAVY" area, 614/645-3111.

If a resident does not cooperate with these rules and regulations, fines will be assessed.

\$150 Fine + Removal Cost of Bulk Items.

Trash Can Violations will be \$50/Incident.

SIGNS WITHIN THE COMMUNITY

No signs will be permitted except as follows:

1. Inside each unit an owner/realtor may display up to 2 signs such as "For Sale," "For Rent," and "Moving Sale."
2. "Open House" sign may be displayed outside the unit on the community property whenever appropriate.
3. One additional sign such as "For Sale" or "For Rent" may be placed on community property.
4. All outside signs are strictly prohibited. Such illegal signs shall be confiscated by the Association. Confiscated signs may be retrieved within 30 days after payment of a \$10.00 penalty per sign.

SATELLITE DISH INSTALLATION

SPECIFICATIONS

AN APPLICATION FOR EXTERIOR ALTERATION MUST BE SUBMITTED TO THE BOARD PRIOR TO INSTALLATION OF A DISH FOR APPROVAL. THE FOLLOWING GUIDELINES MUST BE ADHERED TO AFTER APPROVAL OF THE APPLICATION.

1. UNIT OWNER IS RESPONSIBLE FOR YARD MAINTENANCE IN PRIVACY AREA (LIMITED COMMON AREA). ASSOCIATION WILL NOT BE HELD RESPONSIBLE FOR ANY DAMAGE TO SATELLITE DISH OR WIRING.
2. SATELLITE DISH CANNOT BE ATTACHED TO ANY AREA OF THE BUILDING THAT IS CONSIDERED "COMMON ELEMENT" (ON BUILDING OR ROOF OR FACIA).
3. DISH MAY BE ATTACHED TO THE BACK PRIVACY FENCE. DISH MAY NOT OBSTRUCT OTHER HOMEOWNER'S VIEW. THE DISH MAY BE MOUNTED ON A POST WITHIN 3 FT OF THE UNIT.
4. HOMEOWNER MUST NOTIFY THE ASSOCIATION IN WRITING OF THE INSTALLATION LOCATION. THIS SHOULD BE SENT TO THE BOARD OF DIRECTORS OF WORTHINGTON WOODS V1 and V11 CONDOMINIUM ASSOCIATION THROUGH THE MANAGEMENT COMPANY:
SEND TO:
WORTHINGTON WOODS V1 & V11 CONDOMINIUM ASSOCIATION
C/O THE CASE BOWEN COMPANY
6255 CORPORATE CENTER DRIVE
DUBLIN OH 43016
- OR -
Fax: (614) 799-8338 Attn: Aimee Steere
Email: asteere@casebowen.com
5. UNIT OWNER IS RESPONSIBLE FOR ALL MAINTENANCE OF THE DISH AND ALL LIABILITIES.
6. RESIDENTS/OWNER WHO INSTALL SATELLITE DISHES WITHOUT APPROVAL AND INSPECTION BY BOARD MAY BE CHARGED AN ENFORCEMENT ASSESSMENT UP TO \$100.
7. OWNERS WHO DO NOT OCCUPY THEIR CONDO ARE STILL RESPONSIBLE FOR ANY INFRACTION OF THE CONDO ASSOCIATION RULES WHETHER YOU OCCUPY THE UNIT OR SOMEONE ELSE DOES.
8. IF THE DISH IS NO LONGER USED IT MUST BE REMOVED WITHIN 30 DAYS.

MAINTENANCE RESPONSIBILITIES

DESCRIPTION	HOMEOWNER	ASSOCIATION
DOORS: Front & rear (hardware, frames, storms & screens, threshold, door jambs)	X	
PARKING LOT/STREETS		X
HEATING/AIR CONDITIONING	X	
LANDSCAPE: Care for lawns, shrubs & trees in common areas		X
LIGHTS: All on-site pole lights and fixtures Porch & deck fixtures, globes & bulbs	X	X
PAINTING: Exterior and color selection		X
PERSONAL PROPERTY DAMAGE	X	
PIPES: Servicing more than one unit Servicing one unit	X	X
ROOF, SHINGLES, FLASHING, GUTTERS DOWNSPOUTS, SHUTTERS, CHIMNEYS		X
FIREPLACE: Exterior stacks Interior maintenance	X	X
SNOW/ICE: Removal from stoops & decks Removal from sidewalks & parking lot	X	X
SIDEWALKS		X
WALLS: Exterior structural maintenance Interior maintenance	X	X
WINDOWS: Frames, glass, screens, sashes	X	
WIRING: Electrical & telephone - servicing one unit	X	
FRONT STOOPS	X	

COMMERCIAL ACTIVITIES

No commercial activities shall be permitted that violate Columbus Zoning codes. In addition, sales or other business activity which invites the general public will not be permitted, except as follows:

1. Sale or rental of a unit.
2. Moving sale within a unit.

COMMON AREAS

1. Except as otherwise provided, the Common Areas shall be for the sole and exclusive use, benefit and enjoyment of the residents for the purposes and in the manner in which such areas and facilities are ordinarily used. No one shall use the common areas in such a manner as to disturb others.
2. Unit owners are responsible for the maintenance and repair resulting from damage to the Common Areas caused by any negligent or intentional act by the unit owner, or residents of a unit, or guest of any unit owner or resident.
3. Residents shall be responsible for keeping Common Areas clear of all personal and ornamental articles other than flowers, such as children's toys, bicycles or tricycles. BASKETBALL HOOPS, BABY POOLS ARE NOT PERMITTED.
4. The grass Common Areas are not to be used for activities (such as ball playing or cycling) that may be detrimental to lawns, shrubs, trees, streets or structures. Please remember that Sancus Park, just north of our community, is for all area residents to use.
5. Activities such as cutting or removing trees and/or shrubs, building structures, littering or activities that will change, lessen or destroy the natural state of the properties are definitely prohibited. VEGETABLE GARDENS ARE NOT PERMITTED IN THE COMMON AREA. ANY PLANTINGS IN THE COMMON AREA CAN NOT BE TALLER THAN 4' AS TO NOT OBSTRUCT VISUALLY AUTOMOBILES.

CHILD SAFETY AND LIABILITY

Under Ohio law, parents are liable for damage to property caused by their children up to \$3,000. Parents are responsible for their children's behavior and safety while playing or congregating in the common areas. Very young children should not be left to play in these areas without adult supervision. Parents are advised to inform their children and their children's guests of these rules.

MOVING RESPONSIBILITIES

If you are moving please contact The Case Bowen Company and let them know who the new owner of record is after closing. Coupons will then be mailed to the new owner(s). The new owners are asked to use the old coupons until the new set arrives. The old coupons will have the account number that the fee gets applied to. Please cross out the old name so that there are no mix-ups.

It is the former owner's responsibility to give the Association's Declaration and By-Laws to the new owners. If you do not have these, The Case Bowen Company will provide you with a set for \$25.00.

COMPLAINT PROCEDURES

Any homeowner in the Association may file a complaint citing a violation of the Rules and Regulations. A complaint form (located in the back of this Handbook) must be filled out, signed, and sent to The Case Bowen Company. Your complaint will be investigated and processed for further action. All complaints will be kept confidential.

FINES

Residents who fail to comply with the rules and regulations will be sent a warning reminder of the problem. If the violation re-occurs, or is not corrected after the notice is received, the responsible party is subject to a **\$50.00 fine (enforcement assessment and/or the cost of damages)**. If the fine is not paid within 30 days, the offender will be subject an additional \$50.00 fine for each subsequent 30 day period.

The Association sincerely wishes to avoid assessing fines, however, the object of these fines is to maintain a community where neighbors respect each other and their rights. ***ENFORCEMENT ASSESSMENTS WILL BE CHARGED TO THE UNIT OWNERS NOT TENANTS***

HOLIDAY DECORATIONS

Holiday lights and decorations are permitted to be placed in the common areas, trees, and on building exteriors provided the decorations do not damage common area trees, roofs, gutters, or siding. They may not be displayed before Thanksgiving Day, and must be removed no later than January 7th of the following year.

**WORTHINGTON WOODS VI & VII
CONDOMINIUM ASSOCIATION**

FORMAL COMPLAINT

VIOLATORS (if known):

ADDRESS (if known):

VIOLATIONS:

Describe nature, location, time, date, etc.

Signature

_____/_____/_____
Date

Address

MAIL TO

**THE CASE BOWEN COMPANY
6255 Corporate Center Drive
DUBLIN, OHIO 43016
ATTENTION: Aimee Steere**