



The Westwood Village Condominium Association

Handbook of Rules and Information

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Welcome and Introduction

Welcome to Westwood Village Condominium Association. Westwood Village, is a stand-alone condominium community located in Ravenna Township.

The Westwood Village Condominium Association consists of 66 single-family units. We also have entryways and open areas which are maintained by the Association for the benefit of our Owners. The streets are private and are also maintained by the Association.

As a neighborhood Westwood Village is governed by the Declarations and Bylaws and Amendments dated October 15, 2010 (Amended Declaration), which gives our neighborhood its own condominium association. We have an elected Board of Directors (Board) consisting of five members each serving a three year term. Each year the Board elects officers, following the annual meeting generally held in the last Quarter.

The Board has currently contracted with Barnett Management Inc. of Twinsburg as our Management Company to handle the day-to-day operations of the Association. The Management Company's job includes; handling accounts receivable and payable, soliciting bids, general maintenance and repair and overseeing work performed on the Association's behalf. Communications are to be directed to the Management Company.

Their telephone number is (216)831-0165. Their toll free number is (800)542-0065.

The Board hopes you enjoy your home. The Board is committed to reasonably maintaining and enhancing Westwood Village so that it remains and becomes an even more desirable neighborhood in which to live. To accomplish this, the Board created this handbook to highlight certain Rules embodied in the Amended Declaration that specifically pertains to Westwood Village. All owners should familiarize themselves with the bylaws, amendments, and Community Guide.

An electronic version of this handbook, Declaration and Bylaws and amendment documents and other information about Westwood Village is also available on our website:

www.westwoodvillagecondo.com

Channels of Communication

The Board of Directors is responsible for making the decisions affecting the Property. Decisions concerning the Property are made during the Board meetings. All Board meetings are open to unit owners. (Please call the Management Company for dates and times.)

In between Board meetings, the Association relies on the Management Company to carry out the Board's decisions and handle all communications by and between the Association's Owners, contractors and vendors. If you have questions or concerns about the maintenance of the Common Area, please direct the matter to the Management Company. If the matter is of a complex or difficult nature, please communicate in writing. In case of emergency, such as a fire, you should contact the fire/police departments.

The Board requests and appreciates your cooperation in respecting that Board members are not employees and should not be contacted on Association related matters outside of Board Meetings, unless directed to do so. Board members are not individually responsible for resolving Association matters and can only decide on issues brought to their attention by the Management Company. However, you may contact the Board directly concerning problems you may have with the Management Company.

Again, all communications must be directed through the Management Company to assure that your concerns and questions are properly addressed and answered.

Board of Directors

Board Members

President - Cheryl Hedrick

Vice President – Denise Appleby

Treasurer - Steve Morris

Secretary - Donald Wortkoetter

Special Projects – Tom Bolinski

I. Architectural and Landscape Procedure for Improvements

To maintain the architectural character of Westwood Village, additions or alterations of any kind are prohibited to the exterior of Units, including landscaping, without the prior, written consent of the Board.

Review of architectural and landscape change requests, submitted by an Owner, will be in accordance with the following procedure and within the parameters listed below:

- A written request must be submitted to the Management Company, which must include detailed drawings and specific information regarding the request.
- The Management Company will copy and distribute all written requests to the Board.
- The Board may request additional information.

The Board will notify the Owner in writing of approval or denial of the request.

(See Forms and Policies for a sample submissions form)

Work is prohibited to begin without receiving the Board's prior written approval.

Approval is also necessary for replacement or repair of any building or structure if it differs in any way from the original structure.

Owners are responsible for any damage to Common Areas or a neighbor's property that occurs due to the installation process.

To submit a request for an exterior modification the Owner(s) must be current in all fees and assessments. For more information about the types of approved modifications see the Architecture Guidelines chapter.

II. Common Areas and Association Responsibilities

Common Areas refers to the areas within Westwood Village that are devoted to the common use and enjoyment of all *Occupants*. The Association *has the duty*, as defined by the Declarations and Bylaws, to maintain Common Areas. Common Areas shall include but are not limited to all open areas, roads, and entryways.

The Association is reasonably responsible for the following:

- A. Private streets, lighting located at the entrance to the development, signage, and utilities *which* are separately metered to the Association;
- B. The entrance to Westwood Village Condominium Association;
- C. Mulching, trimming, all limited common areas and all Owners' landscaping beds; (trimming is defined as cutting new growth to maintain the original shape of the shrub or tree)
- D. Grass mowing, trimming, pruning and fertilization of Common Areas;
- E. Grass mowing and fertilization of Owners' Limited Common Areas;
- F. Trees in common areas;
- G. Utility lines in common areas; and
- H. Reasonably snow plowing all streets, driveways and sidewalks when snowfall exceeds 3 inches. It is the goal of the Association to keep the streets open depending on the overall weather conditions. The streets are plowed first followed by the driveways and then sidewalks leading to each Unit. Salting is done on an as-needed basis.

III. Complaint/Enforcement Procedure

- A. Complaints against anyone violating the Rules must be submitted to the Management Company in writing and must contain the date, signature, address and telephone number of the individual filing the complaint.
- B. The Management Company will, in most instances, contact the alleged responsible Owner after receipt of each complaint, and a reasonable effort will be made to gain the Owner's agreement to cease the violation.
- C. Unless it is an emergency which requires immediate attention, once notified, the Owner has thirty (30) days to cure a violation, or ten days (10) to request a hearing as set forth in Section E. below.
- D. If the reasonable efforts to gain compliance are unsuccessful, the Unit Owner may be subject to a sanction in accordance with the penalty provisions contained in the Enforcement Procedure.
- E. To request a hearing, the Owner shall deliver a written notice to the Management Company not later than the tenth (10th) date after receiving the above notice. *(See Forms & Policies Section for a sample Request for a Hearing)*. If the Owner fails to make a timely request for a hearing, the right to that hearing is waived and the Board may immediately impose a charge for damages or an enforcement assessment.
- F. If an Owner requests a hearing, the Board shall provide the Owner with a written notice that includes the date, time and location of the hearing. This notice is to be provided at least Ten (10) days prior to the hearing.
- G. The Board shall not levy a charge or enforcement assessment before holding any hearing that is requested.
- H. The Board may allow a reasonable time to cure a violation. Violations not addressed within that reasonable time will be charged a \$50 violation assessment.
- I. Within thirty (30) days following a hearing at which the Board imposes a charge or enforcement assessment, the Management Company, on behalf of the Association, shall deliver a written notice of the charge or assessment to the Owner either by personal delivery or certified mail, return receipt requested, or other delivery service, which provides proof of delivery.
- J. The Association may file a lien for an enforcement assessment and/or damage charges, which remain unpaid for more than thirty (30) days following the above notice.

- k. Notwithstanding anything contained in these Rules, the Board shall have the right to proceed, immediately or otherwise, with legal action for any violation of the Association's governing documents, as the Board, in its sole discretion may determine. The entire cost of effectuating a legal remedy to impose compliance, including court costs and attorneys' fees, shall be added to the account of the responsible Owner.

IV. Fees, Lien Procedure and Cost of Collection

- A. All assessments, including maintenance fees, are due on the first day of the month and are considered late if not received by the 15th of the month. *See Late Fee policy in Forms and Policy section.*
- B. An administrative late charge of \$25.00 per month shall be incurred for any late payment and on any unpaid balance.
- C. Any cost, including attorneys' fees, recording fees, title reports and/or court costs incurred by the Association in the collection of delinquent maintenance fees or special assessments shall be added to the amount owed by the delinquent Owner.
- D. Any past due maintenance fees may cause a lien and foreclosure to be filed against the Owner. Our current policy is to begin foreclosure proceedings if an Owner is more than three (3) months in arrears.
- E. Any payments shall be applied in the following order.
- Administrative late fees owed to the Association
 - Collection costs, and attorneys' fees incurred by the Association
 - Principal amounts owed on the account for common expenses and assessments.
- F. A charge of \$35.00 will be billed for each non-sufficient funds check.
- G. 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 owner's account.
- H. 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 or the ability to apply for architectural approval.

V. General Information

- A. Owners are responsible for the actions of their families, guests, and Occupants.
- B. Any activity is prohibited in any Unit or any Common Areas, which results in annoyance or nuisance to other Owners or Occupants (e.g. loud groups of people, loud music, dogs barking, loud vehicles).
- C. Any item(s) located in the Common Area needing maintenance or repair should be reported to the Management Company.
- D. Industry, business trade, occupation or profession of any kind, commercial, religious, education or otherwise is prohibited from being conducted, maintained or permitted to operate in Westwood Village. Any Occupant may use a portion of their Unit for an office or studio, provided it does not become a nuisance to neighbors or become principally an office, school or studio as distinct from the Unit.
- E. The outside storage of property (including but not limited to tools, recreational equipment, lumber, debris, junk, paper, bottles and cans) is prohibited. Storage of grills, bicycles, recreational equipment, etc. is prohibited on the sides of any Unit. Nothing shall be construed to prohibit the reasonably necessary storage on a lot of building materials during the course of adding to or remodeling a Unit or garage.
- F. There will be no discharge of guns, ammunition or explosives including fireworks. Hunting, trapping or poisoning of wildlife is prohibited, except for rodent control.
- G. Animals, birds, or fowl except reasonable numbers as house pets for owner's pleasure, but not for commercial use or property are permitted.
- H. Owners may request inspection and/or copies of Association records. (See Forms & Policies Section for further information)
- I. In all instances where written Board approval is required, please allow a minimum of two weeks after submitting complete information for an answer except in emergency situations. The Board may add to, change and further define these Rules and may appoint committees to assist the Board.
- J. Drones – To protect the privacy and quiet enjoyment of the residents and guests of Westwood Village, the use, operation, or control of drones or any other remote flying device whether or not the devices are equipped with

camera or surveillance equipment is prohibited on the Common Elements, except for commercial purposes that are approved by the Board.

VI. Owner Responsibilities

The Owner is responsible for the following:

- A. The Limited Common Area is the homeowner's responsibility. This includes land extending to the street, 10' or midway between neighboring units, and approximately fifty (50) foot from the rear of the Unit.
- B. Replacement of dead shrubs, trees, and perennials in the landscape beds or anywhere in the homeowner's Limited Common Area is at the Owner's expense. They must be divided and pruned periodically to maintain a tidy appearance. Pruning includes removing dead or broken branches, thinning out of the shrub and/or cutting back to size. The replacement(s) must be the same as was originally planted or a like substitute of like size or a new landscape plan approved by the Board. If the Owner has any question as to what is acceptable, contact the Management Company for clarification.
- C. Owners are required to keep their Units in good repair, which includes painting shutters, doors and trim when necessary. If an owner is found to be in violation and needed actions are not completed within a reasonable time, the owner will be assessed a \$50 fine. In addition to the assessed fine, the Board has the right to contract to have the needed work done and the Owner will be billed.
- D. Maintenance of water, gas, electric, sanitary and/or storm lines, pipes, wires, cable or systems serving an individual Unit.
- E. Watering of all landscape beds and lawn areas in the individual unit's Limited Common Area.
- F. Any planting or changing of any Limited Common Area must have prior written Board approval.
- G. Maintenance of mailboxes is the responsibility of the Owner. If replacement is necessary, it must conform to the existing mailboxes or replacement approved by the Board. Any decorations to mailboxes must be removed in a timely fashion.

- H. Lampposts are the responsibility of the Owners. You must keep your Lamppost on from dusk to dawn, or when your photocell turns it on and off.
- I. Any damages to lawns or units by board employed contractors must be reported to property management immediately. Delays in reporting could result in those claims not being handled.

VII. Landscaping

At Westwood Village we must abide by certain guidelines to maintain an attractive community for our current and future Owners.

We encourage beautification and individuality, but at the same time, we must recognize that each Unit is part of a whole community and the Board must have in place a standard of continuity.

- A. All Occupants are responsible for watering of the lawn and plantings located in their Limited Common Area.
- B. The Owner must maintain flowers and shrubs planted.
- C. Owners desiring to install additional shrubs, trees, or to change the landscape must obtain prior written approval from the Board.
- D. Flagpoles in the ground must have prior Board approval.
- E. One six (6) foot flagpole on either the garage trim or front porch is permitted.
 - When displaying the flag of the United States of America, it is to be a standard flag (not to exceed 4' by 6') and is permitted to be displayed on a flagpole as indicated above.
 - The flag must be made of nylon, polyester, or cotton.
 - The location of the flag must not interfere with the use of any walkways or obstruct the view of any driveways for motorists or pedestrians.
 - The flag must immediately be removed and/or replaced once it is worn, faded and/or tattered.

VIII. Lease a Unit

- A. No unit shall be leased, let, or rented. The purpose of this restriction is to create a community of resident owners, subject to the following:
- B. This restriction does not apply to:
 - Units that are occupied by the parents or children of the Unit owner.
 - Any Unit owner leasing his/her unit at the time of the recording of Amendment A on March 24th, 2006. (Grandfathered)
- C. To meet a special situation and to avoid an undue hardship, each unit owner has the right to lease his/her unit with prior Board Approval to a specified lessee for a one-time period not less than six (6) consecutive months and not more than twenty-four (24) consecutive months. This one-time hardship exception may not be extended beyond twenty-four (24) consecutive months.
- D. Sub-leasing of any unit in whole or in part is prohibited.
- E. All exempted leases must be in writing and a copy provided to the Board.
- F. Lessees must abide by all Declarations and Bylaws, Rules and Regulations of the Westwood Village Condominium Association.
- G. The Owner is responsible for tenant violations, as well as any enforcement assessment and all other damages. Any recourse the Owner may wish to take against his tenants is at the Owner's Expense.

IX. Parking, Motor Vehicles and Roads

- A.** Occupants must use their garage as the primary parking space. Driveways are to be used for secondary parking.
- B.** Any vehicle belonging to an Occupant or someone living with an Occupant which is painted, signed, identified as, licensed for or equipped for commercial purposes must be parked in a garage.
- C.** Storage or overnight parking of trailers, motor homes, campers, house trailers, horse trailers, boats or boat trailers in driveways is prohibited.
- D.** Disabled, inoperable or abandoned vehicles must be stored in the garage.
- E.** Overnight parking on the street is prohibited except for short term guests.
- F.** Parking is prohibited within 30 feet of any corner.
- G.** All vehicles need to be removed from the street if snowfalls exceed three (3) inches. If possible, cars should also be removed from driveways.
- H.** The contractor will not plow any driveways where vehicles are parked.
- I.** There are no speed limit signs posted, however the speed limit is 20 miles per hour.

X. Pets

- A. No animals, rabbits, livestock, fowl or poultry of any kind shall be raised, bred or kept in any Living Unit or in the Common Areas, except that dogs, cats and other household pets may be kept in Units, provided they are not kept, bred or maintained for any commercial purposes.
- B. The owner must carry liability insurance for any pet(s) that go outside their Unit and The Westwood Village Condominium Association must be named as additional insured.
- C. Pets must be on a handheld leash at all times when outside the Unit. Pets are prohibited from running free and must be accompanied by their owners at all times.
- D. Any pets on staked leash lines are prohibited to go beyond individual Unit's Limited Common Area.
- E. For the safety of your pets and the safety of landscape contractors, please keep your pet inside during landscaping activities.
- F. Pet owners are responsible for clean up after their pets on their property, their neighbors' and Common Areas. Clean up must be done immediately.
- G. Pets making or causing noises of sufficient volume, including excessive barking or other animal noises, whether indoors or outdoors, that disturbs another Occupant is prohibited.
- H. Pets are prohibited from attacking or otherwise interfering with the freedom of *movement* of a person or their pets on the Common Areas, chasing vehicles, attacking other pets, or creating a disturbance in any other way.
- I. Pets are prohibited from causing noticeable odors.
- J. Any pet causing or creating a nuisance or unreasonable disturbance shall be permanently removed from Property upon three (3) days' written notice from the Board.
- K. "Vicious Dogs" and "Prohibited Dogs" as defined by Ohio Revised Code 955.11 are not allowed. Since the legal definition may change over time, check with the Property Manager before acquiring any dog that might be defined as "vicious" or a "Prohibited Dog".

X. Sale of a Unit

- A. Owners should notify the Management Company of their intention to place their Unit on the market as soon as possible. This will allow the Management Company time to prepare any documents needed by lenders, insurance agents, appraisers, real estate *agents*, escrow agents and title companies.
- B. All Owners are required to notify the Management Company in writing of any change in occupancy within thirty (30) days of such change.
- C. "For Sale" signs may not exceed five (5) square feet in size.
- D. We request "Open House" signs be limited to the day of the open house.
- E. The seller is responsible for providing the buyer with the following:
 - 1. Copy of the Amended Declarations and Bylaws;
 - 2. Copy of the Rule and Information Handbook.

XI. Trash Removal

- A. Westwood Village Condominium Association uses private contractors to provide trash removal, which is currently set for Thursdays. Collection will be one day later when a holiday falls on the regular collection day.
- B. Two trash cans or 3 large garbage bags are allowed per week.
- C. For large items contact the Management Company for details since this may incur additional expense to the owner.
- D. Recycling service is optional through Portage County at the owner's expense. Pickups are Wednesdays.
- E. Trash should not be put out prior to dusk the evening before pick up is scheduled. All rubbish should be out for collection by 6:30 a.m.
- F. When stored outside, all trash must be in containers with a secured lid. Recycling materials should *be* secure to prevent them from blowing around the neighborhood.
- G. Trash containers should be retrieved and out of sight the evening of the day of collection.
- H. Trash containers and recycling bins must be stored in your garage, behind the unit, or on the side of the garage behind a screen. Containers and bins must not be visible from the street. Acceptable screens must either be of natural shrubs or bushes or white vinyl lattice work not to exceed 48" in height.
- I. Oil, solvent or any other volatile or flammable material is prohibited to be poured or allowed to spill into storm sewers, garage drains, driveways or Common Areas.
- J. Littering is prohibited. Please properly dispose of cigarette and cigar butts.
- K. Occupants shall keep Limited Common Areas adjacent to their home clean and free of rubbish, debris and other unsightly materials.

PLEASE RETAIN FOR FUTURE REFERENCE

Chart of Maintenance Responsibilities

Item of Maintenance	Condominium Association Responsibility	Home Owner Responsibility	Notes
Entrance, Signage, and Landscaping	All	None	
Landscape Beds: Mulching, Trimming and Fertilizing	All	None	
Grass Mowing & Fertilizing of Common Area	All	None	
Grass Mowing & Fertilizing of Limited Common Areas	All		
Snow Plowing of roads, Driveways & Sidewalk	All	None	
Replacement & repair of driveways & sidewalks	None	All	Prior board approval required
Trees in Common areas	All	None	
Trees in Limited Common areas	None	All	New Installation or replacement Requires Board Approval
Utility Lines, Plumbing & Electric	All within Common Areas	All within Limited Common Areas	New Installation or replacement Requires Board Approval
All Landscape Beds: Plant Material, shrubs, and tree Installation & Replacement.	None	All	New Installation or replacement Requires Board Approval
Turf Repair, Reseeding, Sod Replacement, and repair of sink holes in Limited Common area	None	All	New Installation or replacement Requires Board Approval
Driveway & Sidewalk Maintenance and Repair	None	All	New Installation or replacement Requires Board Approval
Foundations	None	All	New Installation or replacement Requires Board Approval
Dwelling Unit Exteriors	None	All	New Installation or replacement Requires Board Approval

Item of Maintenance	Condominium Association Responsibility	Home Owner Responsibility	Notes
Windows/Doors	None	All	New Installation or replacement Requires Board Approval
Roofs, Gutters, Downspouts	None	All	New Installation or replacement Requires Board Approval
Post Lights, including Electric Lines	None	All	New Installation or replacement Requires Board Approval
Patios, Decks & Porches	None	All	New Installation or replacement Requires Board Approval
Mailboxes	None	All	Style Mandated by Condominium Association
Dwelling Unit Interiors	None	All	

WESTWOOD VILLAGE CONDOMINIUM ASSOCIATION

ARCHITECTURAL/LANDSCAPE APPROVAL FORM

RETURN TO: Barnett Management LLC

In order to create exterior uniformity, preserve the integrity, and follow common guidelines and standards for improvement projects within the Westwood Village Condominium Association, ALL EXTERIOR MODIFICATIONS must receive WRITTEN BOARD APPROVAL from the Board of Directors prior to initiation of project.

A written request with supporting detailed drawing for any type of modification, installation, or additions must be submitted to Barnett Management. Barnett Management will send it to the Board of Directors for review. The homeowner will be informed in writing, of approval or denial.

In order to make the approval process easier, we have put together this form to be filled out and sent to the Management Company. Please try to plan your projects ahead of time. PLEASE CONSULT THE HOMEOWNERS ASSOCIATION RULES AND INFORMATION PRIOR TO FILLING OUT THIS FORM. If you have any questions pertaining to the Rules and Information or meetings, please call Barnett Management at (216) 831-0165.

I WOULD LIKE APPROVAL FOR THE FOLLOWING PROJECTS:

Four horizontal lines for listing projects.

NAME: _____ DATE: _____

ADDRESS: _____

DAYTIME PHONE NUMBER: _____

REQUEST: _____

Attach detailed drawings with dimensions, neighbor's permission, if needed.

All landscaping and additions must show the scope of your project of the existing home and landscaping.

Change Requests may also be submitted by logged in registered users at the Association Web site:

https://westwoodvillagecondo.com

RECORDS REQUEST POLICY

Any Westwood Village Condominium Association unit owner may inspect and/or copy Association records by appointment at the principal office of the property management company. An owner must make the request for inspection in writing listing the documents to be inspected and/or copied and the reason and purpose for the request. The request may *be* sent to the Property Manager or any *member* of the Board of Directors.

No owner may submit more than one (1) request for inspection and/or copying in a thirty (30) day period.

Inspections may be made during the normal business hours of the principal office of the property management company. The appointment should take place after the appropriate records are made available. Normally, this would be within ten (10) business days after the request is received. During an inspection, the owner may designate for copying such records by use of a removable tab, slip or post-it not on the page(s) desired. Normally, the copies will be made available within (10) business days of the date they are designated. Original records may not be removed from the inspection location.

Unit owners shall not exercise their inspection rights in order to harass any other owner, agent or the Property Manager. Any owner will be required to sign a log when they inspect records or receive copies showing the date and the records inspected or copied.

Upon written request, owners shall be provided meeting minutes at no charge. For records other than meeting minutes, the owner shall pay for copies and for the clerical time involved with retrieval, copying and re-filing the documents. The fee for this service will be determined by the Property Manager and agreed to by the owner. It will be based on the number of copies and the amount of time involved to satisfy the request (for retrieval, copies and re-filing).

The Board of Directors may withhold from inspection or copying any records in its reasonable business judgment would:

1. Constitute an unwarranted invasion of privacy;
2. Constitute privileged information under the attorney-client privileges,
3. Involve pending or anticipated litigation or contract negotiations, or
4. Involve the discipline or dismissal of a specific member of the Board.

REQUEST FOR A HEARING

Unless a written request for a hearing, signed by the person(s) named as Owner(s) in the accompanying correspondence is received by the Board within ten (10) days of the receipt of the correspondence, the Board may proceed with an enforcement assessment without a hearing, and you will have waived your right to a hearing. If you want to request a hearing,

then this completed form must be received within (10) days by:

Westwood Village Condominium Association.
Barnett Management Inc.
8848 Commons Blvd.
Twinsburg Ohio 44087

, request to be scheduled for a hearing in front of the Board at the time of the next scheduled meeting or sooner, of which I will be notified at least seven (7) days in advance.

I believe the enforcement assessment should not be imposed because:

Westwood Village Condominium Association Architectural Guidelines

Mission: The mission of the Westwood Village Condo Association Architectural Review Committee is to ensure that all visible elements and structures within the Westwood Village Condo community comply with the established guidelines to maintain the beauty, integrity, and property value of the neighborhood. We strive to foster a cohesive and harmonious aesthetic among all homes and structures while promoting safety, durability, and sustainability in our design decisions. Our goal is to balance the needs of individual homeowners with the common good of the community, while providing efficient and transparent communication, fair and consistent standards, and respectful and knowledgeable guidance to all residents.

The following guidelines shall govern the selection of exterior colors and the installation and replacement of siding and other exterior components for homes in the Westwood Village Condo Association. All exterior modifications must receive written board approval from the board of directors prior to initiation of the project. Please submit the Architectural/Landscape Approval Form to the management company. This form can be found in the handbook of rules and information.

Conditions of Approval

- A.** All external changes must be submitted to the Board for approval with a change request (i.e. including but not limited to: Siding, windows, awnings, new structures, decks, patio, mulch beds, flower beds, shrubs, trees, walkways, concrete, river rock, etc.)
- B.** Any changes that are approved by the Board are at the owners expense.
- C.** All construction shall be located, designed, constructed, installed, and maintained in a professional manner and appearance and in accordance to building codes.
- D.** Prior to construction, all necessary building permits shall be obtained from the City of Ravenna Building Department: 530 N. Freedom St. P.O. Box 1215, Ravenna, OH, 44266. Phone: 330-296-5666.
- E.** All materials and colors shall be as approved. Any changes during construction that affect the exterior character of the work shall be resubmitted for approval.
- F.** All horizontal siding must be within the 3 selections of sizes to keep the uniformity of the community and neighboring residents. Acceptable sizes are 4", 5", or 6". Must be horizontally installed, clapboard seal.

- G.** Vertical vinyl siding is permitted as an architectural accent element (less than 50% of total siding area, provided that it meets the same material-grade and installation requirements as horizontal siding).
- H.** The homeowner may select a new siding color or replace the existing siding with the original color. If the current colors do not comply with current conditions for approval then the color scheme must be brought into compliance when replacing. The siding material must be vinyl, no other materials shall be used, and existing vinyl siding shall not be painted. House colors shall not be bright pastel, fluorescent or primary colors, or out of character with the existing colors in the neighborhood. There is no color pallet for Westwood Village, however all selected colors shall be reviewed and approved by the Board of Directors. Any existing colors in the neighborhood may be used as well as new ones that meet the conditions of approval once reviewed by the Board of Directors.
- I.** All vents and flashings shall either match their surrounding color or be the same color as chosen for the trim. Gutters and downspouts shall be white. No electrical conduits or similar piping shall be allowed on the exterior of the building unless approved prior to installation.
- J.** A maximum of three exterior colors may be used: the body color, the trim color, and white for window/patio door cladding. Accent materials, if installed may be natural colors such as stone, cedar, etc. Refer to the Exterior Color Rules table for additional details.
- K.** Trim shall include all fascia boards and transitions that would normally be capped/wrapped. Trim must be a different color than the siding color.
- L.** All gutters and downspouts must be approved and stay within the standard of what is already being used on the existing home. (Aluminum, steel, vinyl unless authorized by board for a change of material) These must follow the trim guidelines as far as appearance and colors).
- M.** Paint or stain colors selected for decks, fences and any other wood structures attached to the property shall be uniform and be compatible with the body color. All stained wood items shall be the same color (i.e. no mixing dark, light, red, gray tone stains on the same property.)
- N.** All existing/current colors, styles, structures, trim, lighting, etc., shall fall under a grandfather rule, which can remain and are deemed acceptable.
- O.** Antennae and Satellite Dishes. All television antennae, satellite dishes, dishes which receive video programming services via multipoint distribution services and any other device used for the reception of television broadcast signals, direct broadcast satellite services or multichannel multipoint distribution (wireless cable) services must be one

(1) meter or less in diameter, must be located to the rear of the unit and not visible from the street (unless such location would preclude reception of an acceptable quality signal) and may not be affixed to any portion of the Common Area. Television antennas must be located to the rear of the roof ridgeline, gable or centerline of the principal dwelling. No freestanding antennae.

- P.** Fixed and freestanding basketball hoops are permitted, but must be maintained in good condition. Must not interfere with landscaping services (mowing).
- Q.** No signs are permitted, except as indicated in Section X. C.
- R.** Swing sets are permitted but must be located behind the unit, must not interfere with landscaping services and must not block the view from adjoining units.
- S.** Storage sheds no larger than eight (8) by ten (10) feet may be permitted with prior Board Approval. The storage shed siding and roofing colors must match the Unit. Placement of the storage shed should be at back of the Unit's limited common use area.
- T.** Clothes lines are permitted but must not be visible from the street and must not obstruct landscape equipment.
- U.** No trailers or Recreational Vehicles are permitted. Boats with trailers up to twenty (20) feet in length or a fold-down camper may be stored on the Unit's Limited Common Area adjacent to the garage on a rectangular pad of concrete or #57 limestone gravel. The width of the pad must not exceed ten(10) foot or past the midway line between the neighboring Unit.
- V.** Swimming pools are prohibited. Wading pools are permitted in Unit's Limited Common Area not to exceed two (2) foot by ten (10) foot. Pools must be removed when not in use and/or on the weekly mowing day.
- W.** Fences and walls are prohibited in Unit's Limited Common Area without prior Board approval. Fences or walls may not restrict or block the view from an adjoining Unit's Limited Common Area or impair the continuity of general landscaping plan of the development.
- X.** Invisible fences for pet control are not permitted.
- Y.** Mailboxes must be kept in state of good repair. Replacement mail boxes must be Step2 black design with newspaper slot.
- Z.** Exterior furnaces of any kind are prohibited.
- AA.** Any permanent installation of solar energy collection devices (SECD) must be board approved before beginning installation and be compliant with the following policy:

Solar Energy Collection Device (SECD) Policy

The board adopts these guidelines to promote the use of solar energy and to ensure uniform installation and design of solar energy collection devices (“SECD”) as defined in the Ohio Planned Community Act, Ohio Revised Code 5312.

- A.** Homeowners should first consider all existing structures and landscaping before selecting a site for any proposed solar system.
- B.** Installing SECD or making any lot modification associated with same is prohibited without written board approval.
- C.** All SECD must be a roof-mounted array. The SECD system must be flush mounted (i.e. the plane of the SECD is parallel to the roof or at similar angle determined by licensed installer if needed for best collection). The highest point of a SECD array will be lower than the ridge of the roof where it is attached and parallel to the roof line.
- D.** All components of the SECD should be integrated into the design of the dwelling. The color of the SECD components must generally conform to the color of the roof shingles to the extent practical. Solar “shingles” that mimic the look of a composite shingle are acceptable and must completely match the color of the current roof shingles as much as is practical.
- E.** The installation of SECD must only be done by a licensed installer. Applications submitted to the Board must include the following:
 - a diagram “drawn to scale” by the licensed contractor installing the system showing where the system will be installed
 - Photos of the roof area where the SECD will be mounted
 - Material to be used and /or manufacturer’s description of the system, photos and/or pictures of the system and the color of the system
 - Where possible, provide photos of similar existing systems as examples.
- F.** Piping and electrical connections will be located directly under and/or within the perimeter of the system completely and placed as inconspicuously as possible when viewed from all angles so as to not be visible.
- G.** All painted surfaces will be kept in good repair and free from all chips and discoloration.
- H.** A variance to certain sections of these guidelines MAY be granted if compliance with these guidelines would significantly increase the purchase price of the SECD or significantly decrease its performance or efficiency by more than 25%. If an owner seeks a variance they must provide the difference in bids depicting the cost of installation and/or a study showing the energy obtained from the SECD when placed in a compliant location versus when placed in the location requiring variance from the guidelines above. The Board may require bids or estimates from a second contractor in order to make an informed decision.

Exterior Color Rules Table

Exterior Element	Color Rules
Body	Owners may choose a color: <ul style="list-style-type: none"> • Not out of character with neighborhood colors • No bright pastel, fluorescent, or primary colors
Trim	<ul style="list-style-type: none"> • Must be different from siding color
Window and Sliding Doors	<ul style="list-style-type: none"> • Only white cladding is allowed
Roof Material	<ul style="list-style-type: none"> • Compatible with body color • No primary colors • Must be Asphalt Shingles
Roof Vents and Flashing	<ul style="list-style-type: none"> • Color should be compatible with roofing material or exterior body color
Gutters and Downspouts	<ul style="list-style-type: none"> • Gutters shall be white • Downspouts shall be white
Garage Doors (Man Door)	<ul style="list-style-type: none"> • Match the trim or body color or same as front entrance door
Garage Doors (front, car roll up)	<ul style="list-style-type: none"> • Must remain white • Must be same style paneling as original or current style • Can have windows/lights
Wood Decks and Fences	<ul style="list-style-type: none"> • If staining, accent the natural color of the wood to complement body and trim colors • If painting, match the body and trim colors • Wood/vinyl/composite railings may either match the deck or the trim color. Metal railings may be black or painted to match trim color.
Mailboxes	<ul style="list-style-type: none"> • Must be Black plastic in one of the following Step2 models: MailMaster Plus, Mail Master Streamline, Post Mount Black Plastic, Post Mount with newspaper tray
Post Light	<ul style="list-style-type: none"> • Black post with black cap light • Cap light shall be a single head/globe style • Must be tied into electric source, no standalone solar units
Garage Floodlight	<ul style="list-style-type: none"> • White or Black
All other exterior lighting fixtures attached to body	<ul style="list-style-type: none"> • May be of any finish (black, white, nickel, bronze, etc) but all must match (excluding black post lamp and white/black floodlight) • If replacing a single old/broken fixture with a new color/finish, please complete transition of the other lights to match the new color within 2 years
Mulch and flower beds (at owners expense and require board approval)	<ul style="list-style-type: none"> • River rock • Natural colored stones • Mulch • Shrubs • Trees