

Sawmill Woods

Homeowners Association

Handbook



2021

Resident Handbook

Sawmill Woods Homeowners Association, Inc

The handbook is a summary of information, rules, and regulations for Sawmill Woods Association. If you would like a complete copy of your Covenants and By-Laws you may get them from **www.abcmmanagement.org/sawmill-woods** or by calling the management company at 260-490-2226.

Please feel free to contact Above & Beyond Community Management with any questions, concerns or comments.

Important Phone Numbers

Management Group -

Above & Beyond Community Management Inc

Phone 260-490-2226 Fax 260-489-3473

Email: office@abcmmanagement.org Website: abcmmanagement.org

After Hours Maintenance 260-490-2226

City of Fort Wayne – General Information 311

FWPD Desk Sergeant 260-427-1222

U.S. Post Office - Northwood Plaza 260-427-7315

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Association Information

We are proud of our Community and hope you enjoy living here as much as we do. Below is listed helpful information regarding Sawmill Woods condo living and reminders that help maintain a neat and uniform appearance.

Covenants and By-Laws –

Covenants and By-laws are rules and regulations established by the Association and Board of Directors to maintain the Community as developed. It is a contractual agreement entered into when purchasing a property at Sawmill Woods. Copies may be found at www.abcmmanagement.org/sawmill-woods.

Condo Responsibility -

Residents own (or rent) the inside of the unit. The exterior siding, divider fences, garden areas, and lawn belong to the Association. Any changes, alterations, or additions must be approved by the Board of Directors.

This includes:

1. Adding, removing, or pruning trees and shrubs
2. Affixing anything to the siding
3. Installing satellite dishes on the roof, lawn, or garden areas
4. Refinishing privacy fences and enclosures
5. Modifications on or around patio pads

Maintenance – All exterior maintenance should be reported to the management group in a timely manner, with as much detail (and photographs) as possible. Each request will be documented, reviewed, and then submitted as appropriate, per Board protocol.

Exterior Changes – Architectural Change Request Form

For ANY changes to the exterior of the unit or lawn area residents must fill out an Architectural Change Request Form and get approval prior to beginning the project. Once submitted to the management office it will be reviewed for approval. The Board has up to 30 days for review. Above & Beyond will report the Board's determination. ***an Architectural Change Request Form is included in this directory and may be found online.**

Fences-

The Association is responsible for maintaining the exterior aesthetics of all fences which includes power-washing and staining. Any other modifications require approval using the Architectural Change Request Form. Any unauthorized changes will be re-done at the homeowner's expense. Decks are homeowner responsibility.

***Fence guidelines are included in this directory.**

Storm Doors - You may install a storm door on your front door. It must be a Full View type. Dark Brown color for the tan buildings and Black for the grey buildings are required.

Satellite Dish Guidelines - You must fill out an Architectural Change Request Form that includes placement details.

PLACEMENT – Satellite Dishes are allowed on the side of the unit (on siding or trim) and in the landscaped beds of the units. They are NOT ALLOWED on the front of the unit or on the roof unless there is no other option. And if installed on the roof the homeowner is responsible for any damages that may occur to the roof due to the dish being placed there, this includes leaks.

Parking – The Association has parking rules. These may be found online or by contacting the management company. There is no parking in the turnaround.

City Trash – All trash bins must be stored in the garage or behind an approved fence (partial or enclosed) between pick up. Bins are allowed outside from dusk the day before pick-up until dawn the day after.

Pets – Please keep pets on a leash when walking and clean up all waste. There is a pet waste bag dispenser near the clubhouse. Pets may not be left unattended or tethered.

Association Dues – Quarterly Assessments are due the 1st of January, April, July, and October every year. A Late fee of \$25 will be assessed on the 20th of the month due if a balance remains, even if making monthly payments.

Meetings – Board of Directors' meetings are held once a month. Homeowners may attend in person, via internet, or by telephone call, per Guidelines published by the Board of Directors. Homeowners are also invited to attend the annual meeting, currently held in February or March of each year. Notice will be sent by mail prior to the meeting. Details may be found at www.abcmanagement.org/sawmill-woods.

Clubhouse Rentals – Homeowners and tenants may rent the Association clubhouse for \$75 rental and a \$75 refundable deposit (two separate checks, please). Contact the management group to schedule a date and sign the contract.

Garage Sales – The covenants do not allow individual garage sales. The Association has set up designated weekends (Friday and Saturday) for everyone: Spring is the 3rd weekend in May and Fall is the 3rd weekend in September.

Owners with Rentals – Homeowners are responsible to make sure renters/tenants are aware of the rules and regulations of the Association. Please provide a copy of the Handbook. For maintenance and emergencies, please provide contact information to the management company.

Management Company –

Above & Beyond Community Management Inc
507 Airport North Office Park. Fort Wayne, IN 46825
Ph: 260-490-2226. Fax 260-489-3473. office@abcmanagement.org

Insurance Information - Sawmill Woods

Residents of Sawmill Woods,

This is to remind everyone, based on the Association's Covenants and By-Laws, exactly what the Association's insurance will cover.

The Association's insurance covers the exterior shell of the building including the exterior frame, siding, roofs, skylights, chimneys, doors, and windows in case of a casualty such as fire, major storm damage, earthquake, major catastrophe, etc.

The Association's insurance will not cover any interior drywall, interior framing, fixtures, wiring, pipes, or utility fixtures on exterior or interior of the building. It also would not cover damage or loss by neglect. Broken pipes are also not included, no matter the reason. The deductible for the Association's insurance is \$10,000 per occurrence.

We suggest that you review this with your insurance agent to make sure you are covered properly on the interior of your unit. Any questions regarding insurance, please contact Kelly at ISU Stewart, Brimner, Peters by calling 260-482-6900.

Any claims should be submitted to Above & Beyond who will review the claim with the Board of Directors and forward to the insurance company, if deemed appropriate and within the coverage and deductible.

Thank you,

Sawmill Woods Board of Directors
Above & Beyond Community Management Inc

Sawmill Woods

Maintenance Responsibility Guidelines

A = Association O = Owner

Air Conditioner	O
Attic:	
Insulation	O
Firewall/Drywall	O
Chimney Cap:	
Repair	A
Replace	A
Chimney Flashing	A
Chimney Leaks	A
Chimney Flue:	
Cleaning	O
Repair	O
Replacement	O
Chimney:	
Exterior	A
Interior	O
Concrete Commons:	
Front Porch	A
Back Patio	A
Sidewalks	A
Driveways	A
Critter Control:	
Interior (includes patio & porch areas)	O
Exterior (if not in natural habitat or doing damage to unit)	A
Doors:	
Front Door	A
Repair	A
Replacement	A
Paint	A
Door Knobs	O
Locks	O
Keys	O
Broken Glass	O
Patio Door:	
Repair	A
Replace	A
Broken	O
Broken Glass	O
Thermal Seal	A
Paint Ext. Trim	A
Caulking	A
Washing	O
Track	A
Locks	A
Storm Door	O
Doorbells	O
Dryer Vent:	
Interior	O
Exterior	A

Electrical Outlets:	
Inside	O
Outside	O
Exterior Siding	A
Fencing:	
Patio Divider Fence	A
Replacement	A
Repair	A
Staining	A
Privacy Fence	O
Replacement	O
Repair	O
Staining (exterior only)	A
Shrubs	O
Interior Upkeep	O
Furnace	O
Gable Vents	A
Garage Doors:	
Assembly	O
Repair/Replace	O
Damaged	O
If Bad by Age	A
Garage Floors - Maintenance	O
Gutters & Downspouts	A
Interior Damage/Repair	O
Interior Slabs:	
Minor Repair	O
Major Repair	A
Landscaping:	
Annual Maintenance	A
Homeowner Plantings	O
Insecticide	A
Ivy	O
Mowing/Fertilizing	A
Mulching	A
Shrub Pruning	A
Shrub Replacement	A
Weeding (per association contract beds weeded 2 times per year)	O
Light Fixtures:	
Fixture Replacement	A
Bulb Replacement	O
Mailboxes:	
Keys	Post Office
Maintenance	Post Office
Replacement	Post Office
Painting:	
Exterior trim & doors is done every 6 years.	A
Patio Decking/Pavers	O

Plumbing:	
Inside Unit	O
Outside Unit	O
Hose/Spigot/Apron	O
Water Supply:	
Unit Meter	City Utilities
To Meter	City Utilities
Meter to Inside	O
Powerwashing (within reach)	O
Roofing:	A
Vent Pipes	A
Roof Vents	A
Sewer Stoppage:	
Inside Blockage	O
Outside Blockage	A
Skylights:	
Leaking	A
Replacement	A
Sump Pump:	O
Discharge/Drain Tile	O
Smoke Detectors	O
Snow Removal: done at 2 inches	
Drives	A
Roadways	A
Sidewalks	A
Vent Pipes – Interior:	
Repair	O
Replacement	O
Bird Nest Removal	O/A
Windows:	
Broken Glass	O
Exterior Caulk	A
Exterior Trim	A
Screens (by age)	A
Strings	A
Thermal Seal	A
Washing	O

Other Common Ground

All other damage to buildings or common grounds due to negligence from owners or their tenants/guests O

Trash Pickup – Mondays

Trash bins are allowed out between dusk the night before pickup and must be put away by dusk the day of pickup. They must be placed in your garage when not at the curb.

Updated 2018

Sawmill Woods Association Landscaping services...

Veterans Lawn and Landscaping have been contracted to take care of our Lawn Care needs and below is part of the services included.

Mowing of all common ground. Maintaining the mulch beds around the units. They are also doing fertilization treatments and maintain the weeds in common grass areas. Weeds in beds are done several times a year with weed preemergent and some hand picking from time to time, between these times it is also advised that residents should pick any additional weeds in their beds. Veterans nor the association will maintain any fenced in areas whether that be for mulch, weeds, or grass; If your area is fenced/gated and/or with decking it is your responsibility to maintain the area inside the enclosure. No ground mole treatments are provided, however if treatment is needed in your area you may do treatment or hire a service to do that.

The bushes provided and planted by the association will be maintained by the association. The beds are maintained by the association with mulch and 2 shrub trimmings each year in June and in late August or September. Exception is the knock-out roses are schedule to be trimmed in fall only, and spring blooms should be cut off by the homeowner. New plantings will need watered regularly and old plantings may need watering if we do not receive adequate rain, both should be done by the homeowner. Any additional care to your beds is encouraged and welcomed.

If you would like to upgrade your landscape beds or change a landscape area around your home an Architectural Change Request form MUST be Filled out, Submitted, and Approved before work may begin. The form may be copied from this Handbook, printed from the website: www.abcmangement.org/sawmill-woods, or a copy will be sent by request. Please call Above & Beyond (260-490-2226), or email office@abcmangement.org.

SAWMILL WOODS PRIVACY/GARBAGE BIN FENCE SPECIFICATIONS

The Board has approved the following contractors:

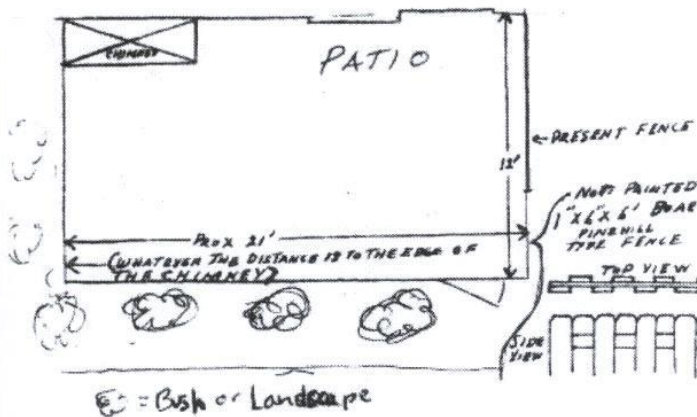
ARROW FENCE CO.
318 Edgewood Dr.
Fort Wayne, IN 46805
483-2077

R & C FENCE
3326 Engle Rd.
Fort Wayne, IN 46809
478-7667

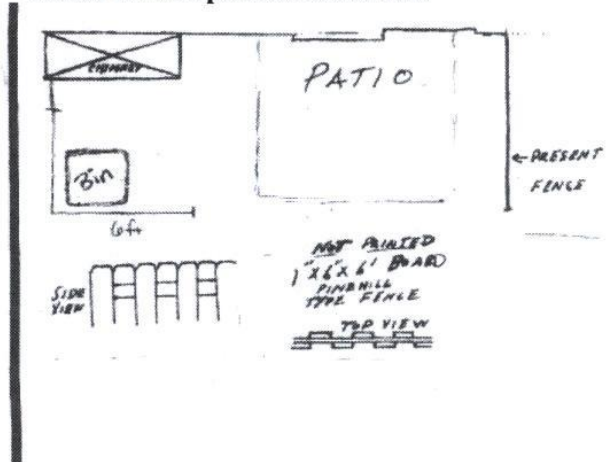
GRIM CONSTRUCTION
507 Airport N Office Park
Fort Wayne, 46825
490-4746

- 1) **Before a homeowner can erect any fence at his/her unit he/she MUST have approval from the Architectural Control Committee. The form is available at www.abcmangement.org or by calling Above & Beyond at 490-2226.**
- 2) The fence must be built with pressure-treated lumber, either cedar or a preserved type that will not require paint.
- 3) Construction must take no longer than ten (10) days from start to finish.
- 4) The homeowner is responsible for all damage to sod and/or exterior building damage that may be a direct result of the construction.
- 5) Once a fully enclosed fence is complete, please know you MUST install at least \$250 worth of landscaping outside of the fence within sixty (60) days. This landscaping must also be included in your Architectural Change Request to be approved by the Architectural Control Committee. The landscape installed is the home owner's responsibility to maintain and replace when dead. The association will do routine trimming.
- 6) **PLEASE NOTE:** Everything on the exterior of the buildings belongs to the Association. Although erecting the fence is at the home owner's expense, once it is complete it belongs to the Association.
- 7) Once the fence is complete, the exterior of the fence will be aesthetically maintained by the Association (power washing/staining), however, structurally it must be maintained by you, the homeowner, and all future owners.
- 8) Any fences added are not permitted to be painted. They must be stained according to the Board approved stain color. *If any unapproved changes are made, these changes will be fixed at your expense.
- 9) Enclosures around the patio may extend twelve (12) feet out from the patio door and run approximately twenty-one (21) feet to include the chimney within the enclosure, as long as construction does not obstruct air conditioners, water meters or other utilities. All fences added for trash bins must NOT exceed the length of the present divider fence.

Enclosed Fence Specs



Partial Fence Specs for Trash Bin



****The Association appreciates your cooperation.****

Exterior Paint Rotation

Units are on rotation and painted every 6 years.

This includes all wood trim, garage door, and front door.

2018

Units 137-140
Units 141-144
Units 145-148
Units 149-152
Units 153-156
Units 157-160
Units 201-204
Units 233-236
Units 229-232
Units 225-228

2019

Units 221-224
Units 217-220
Units 213-216
Units 209-212
Units 205-208
Units 1-4
Units 5-8
Units 9-12
Units 13-16
Units 17-20

2020

Units 21-24
Units 25-28
Units 29-32
Units 33-36
Units 37-40
Units 41-44
Units 45-48
Units 49-52
Units 65-68
Units 69-72

2021

Units 61-64
Units 57-60
Units 53-56
Units 73-76
Units 77-80
Units 81-84
Units 125-128
Units 121-124
Units 117-120
Clubhouse

2022

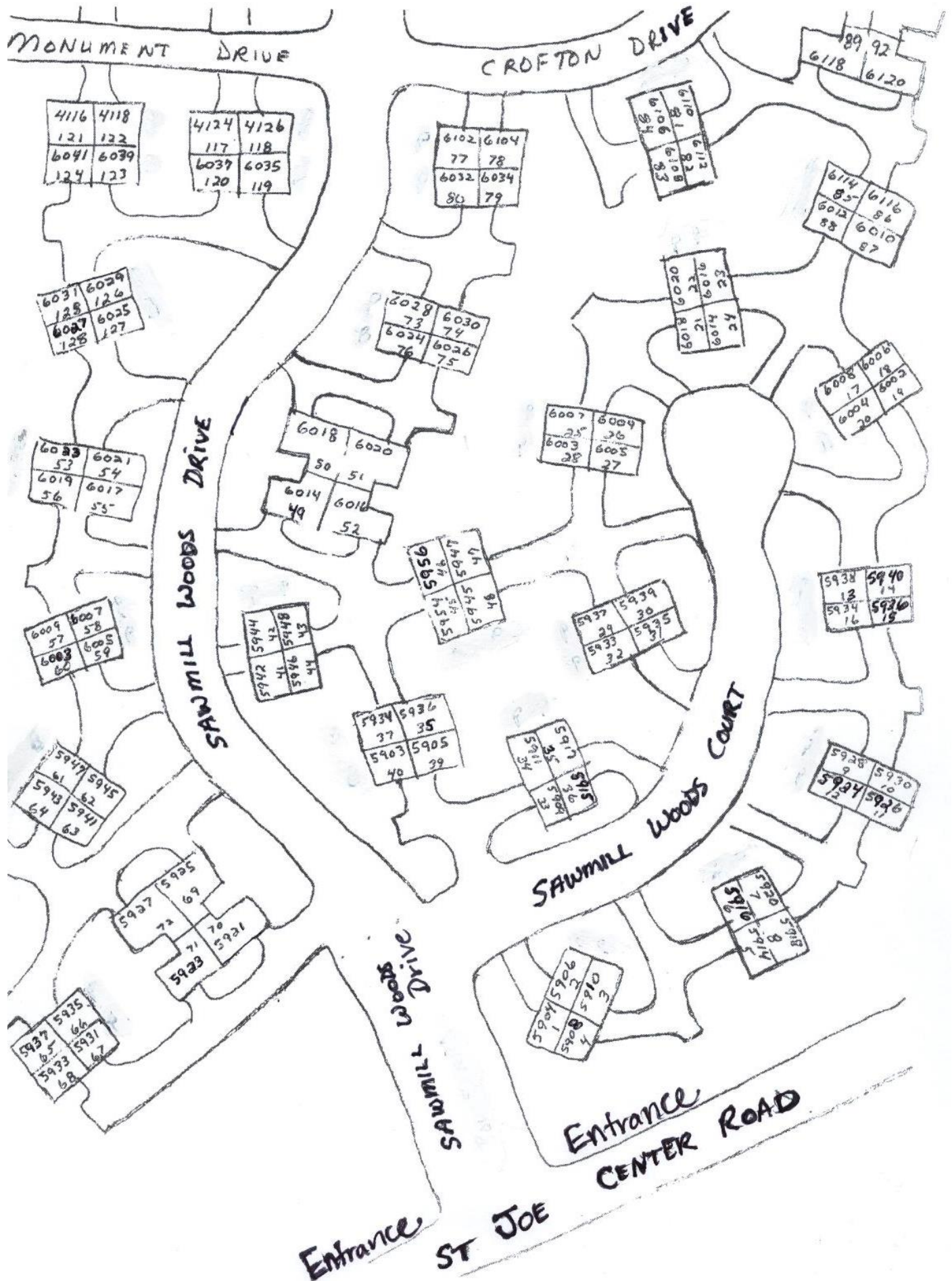
Units 85-88
Units 89-92
Units 93-96
Units 97-100
Units 101-104
Units 109-112
Units 113-116
Units 105-108
Units 193-196
Units 197-200

2023

Units 189-192
Units 185-188
Units 181-184
Units 173-176
Units 177-180
Units 169-172
Units 165-168
Units 161-164
Units 129-132
Units 133-136

POOL RULES

1. Hours for pool use are Monday through Thursday, 10:00 a.m. to 8:00 p.m., and Friday through Sunday, 9:00 a.m. to 8:00 p.m. This is subject to change and will be posted at the pool.
2. Pool WILL NOT BE OPEN IF the temperature is below 68 degrees, or in the event of rain and/or lightning.
3. A responsible member (18 years and over) shall accompany persons under the age of 14. Persons 14 through 18 are allowed one (1) guest per visit.
4. **Identification must be presented to enter the pool each time, picture ID required.** All Guests must be accompanied by a registered resident OR have a temporary pool pass assigned by the management office.
5. Residents are asked to be considerate of others in limiting guests, per published information each season.
6. Glass containers, smoking and pets are forbidden in the pool area.
7. Snack foods are permitted at attendant's discretion and must be disposed of properly.
8. Clubhouse rentals may not use the pool.
9. Only garments specifically designed for swimming shall be allowed in the pool.
10. Persons with infectious diseases are prohibited from using the pool and bathing facilities.
11. Diving, running, horseplay or other activities that might be injurious to persons are prohibited.
12. All diaper-aged children shall use plastic pants with tight fitting elastic at the legs and waist, or wear swim diapers. Please do not change diapers poolside.
13. Persons who have had or currently have diarrhea within two (2) weeks shall not use the pool.
14. Spitting, spouting of water, blowing the nose and similar behavior in the pool is prohibited.
15. Persons with an area of exposed sub epidermal tissue, open blisters, cuts, etc., shall not use the pool.
16. Smoking MUST be kept outside the fence, in the designated area.
17. Balls and floating devices may, at times, not be appropriate. This decision will be at the discretion of the pool attendant.
18. Use of pool and all facilities is done at individual's risk.
19. Jumping fences revokes all privileges for the season.
20. Pool is for the enjoyment of Sawmill Woods and their guests please be courteous of others.
21. POOL MAY ONLY BE USED WHEN AN ATTENDANT IS ON DUTY. The attendant is not a certified lifeguard.
22. Pool attendant has the authorization and is required to eject ANYONE that is violating any of the above rules. Repeat offenders of rules will have their pool privileges revoked for the season.





ARCHITECTURAL CHANGE REQUEST

For your protection and benefit, please submit an application for any exterior improvement you are planning for the exterior of your property. This includes, but is not limited to, painting or staining wood, new building or exterior remodeling, or moving or installing any utility, light fixture, fences, wall, antenna, satellite, concrete or landscaping. Approval by the Architectural Committee must be given before any work is begun.

1. Name _____
Address _____
Lot Number _____ Phone Number _____

2. Briefly describe the proposed change _____

3. Will there be changes or modifications in basic utility services or existing structures to accommodate the proposed change? Please indicate.

	Yes	No		Yes	No
Electric	_____	_____	Exterior Walls	_____	_____
Telephone	_____	_____	Patio Fencing	_____	_____
Gas	_____	_____	Patio Slab	_____	_____
Water	_____	_____	Sidewalks	_____	_____
Sewage	_____	_____	Pavements	_____	_____
TV Cable	_____	_____	Other	_____	_____

4. Please list below the major materials that will be used in this project. Be as specific as possible. (Exterior materials must conform to those used on the original building or be sufficiently compatible). _____

5. If the proposed project is an addition or alternation that would change the appearance of your residence, please attach the following information.
- Plot plan indicating the location and dimensions of the project.
 - Blueprints or working drawings indicating all necessary dimensions and elevations.
 - If available, a photograph or drawing of a similar completed project.
 - Name & Manufacturer of approved paint or stain color

6. Project Schedule:

- a. The project will be done by Homeowner _____ Contractor(s) _____
Contractor Name _____
- b. Indicate the approximate time needed to complete the project, subsequent to the Board approval.
Proposed beginning date: _____
Estimated completion date: _____
- c. Indicate any building permits that will be required.

NOTE: All submitted materials shall remain the property of the Board. You may wish to make a copy for your personal records.

Please note under the Association By-Laws the interior, window and doors, landscaping next to the unit, and limited common area used exclusively by the unit repairs or improvements are the unit owner's responsibility; however, exterior changes may still require prior authorization by the association.

Any work done prior to authorization that is the association's responsibility will not be approved for reimbursement and may be required to change back at the unit owner's expense.

I hereby acknowledge that I have read and understand the Architectural Control Standards set forth by the Board, as well as the Declaration of Covenants and Restrictions.

Homeowner's Signature _____

Date _____

-----DO NOT WRITE BELOW-----

Committee Action:

- ☐ Approved as submitted
- ☐ Approved with changes indicated in comments
 - ☐ Homeowner expense
 - ☐ Association Expense
- ☐ Deferred
 - ☐ Additional information required
 - ☐ Other
 - ☐ Denied

Comments _____

Signed _____ Date _____

Management Company



**507 Airport North Office Park
Fort Wayne, IN 46825
office@abcmanagement.org**

Phone 260-490-2226 Fax 260-489-3473