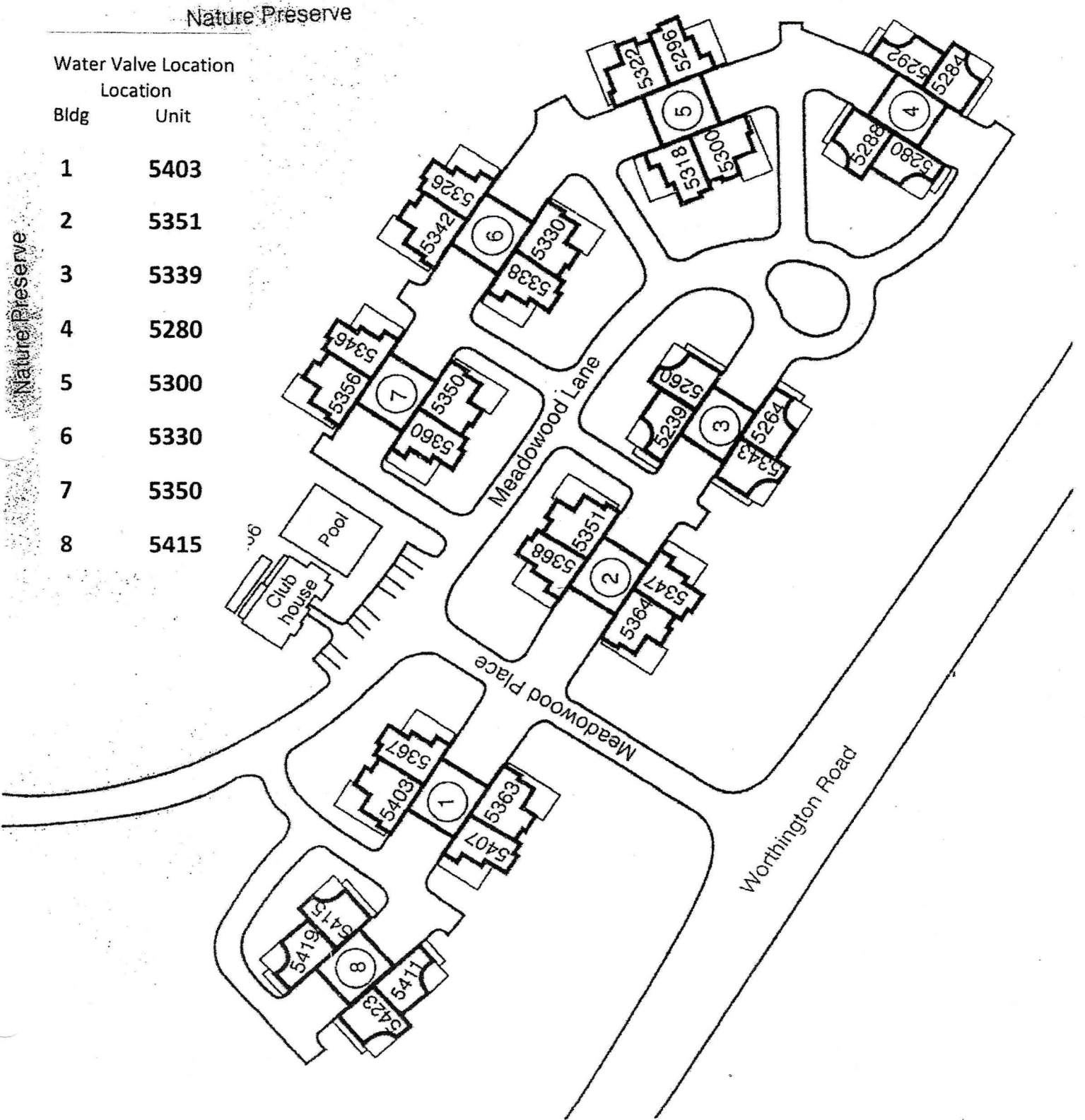


# Appendix A

## Building/Unit Numbers and Locations of Main Water Shutoffs Buildings 1-8



Nature Preserve

Water Valve Location

Location  
Bldg Unit

1	5403
2	5351
3	5339
4	5280
5	5300
6	5330
7	5350
8	5415

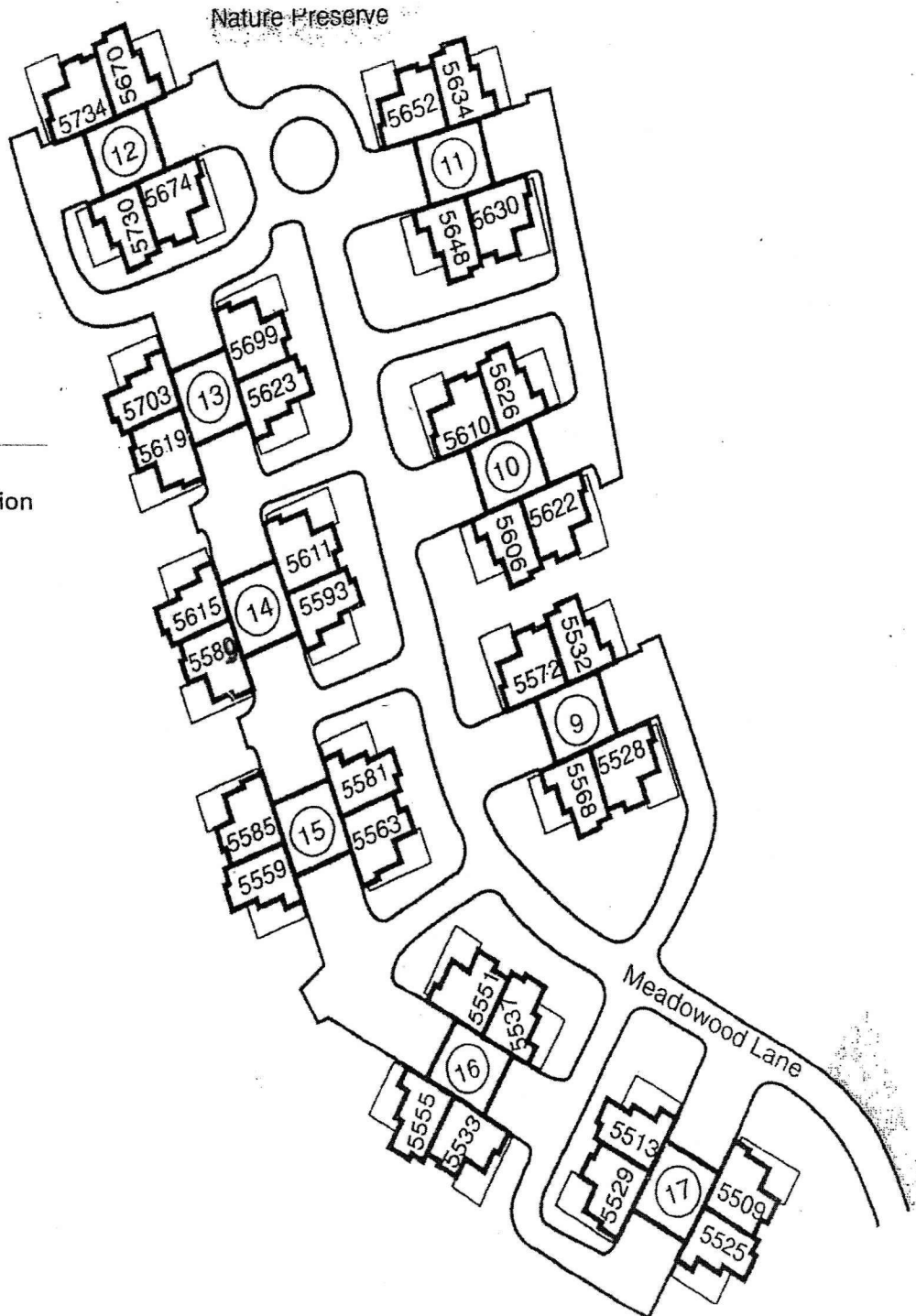
Nature Preserve

# Appendix A

## Building/Unit Numbers and Locations of Main Water Shutoffs Buildings 9-17

Water Valve Location  
Location

Bldg	Unit
9	5568
10	5610
11	5630
12	5674
13	5699
14	5611
15	5563
16	5551
17	5509



## Appendix B

***A Variance Application for Exterior Improvement must be submitted to perform any of the work shown below.***

### **Doors/Colors**

#### **Storm Door (for Main Entry or Veranda)**

Larson Classic Full-View, Bevel or Clear Glass model in Sandstone color. Owner may choose manufacturer's decorative hardware preference.

Larson Tradewinds Selection, Sandstone Full-View Tempered Glass Aluminum Retractable Screen Storm Door, Bevel or Clear Glass. Owner may choose manufacturer's decorative hardware preference.

#### **Condominium Unit Main Entry Door**

- Mastercraft Primed Steel, 36" X 80", 6 Panel, Two Windows 6" X 8", Clear Glass
- Canterbury/Abbey - Tavern Green (ICI Deluxe Professional, 100% Acrylic Satin Finish Exterior Latex
- Villa/Chateau - Sherwin-Williams Exterior Super Paint Satin, Meadowlark Architectural Latex

#### **Veranda Entry Door**

- Same as Unit Main Entry Door (but custom size) or Mastercraft Primed Steel Internal Top Lite , Composite Frame Exterior Door System, 6 panel(Other models will be considered and reviewed by the Board.)
- Color: Sherwin-Williams Exterior Super Paint Satin, Meadowlark Architectural Latex

#### **Garage Doors**

- Overhead Door Brand #391, 16' X 7', 2-sided steel, 2" thick, fully insulated with NO windows.
- Sandstone

## **Windows**

- Suggested Vendor for veranda window replacement:  
NBR Contracting Co., Ostrander, OH 740-520-3325  
Alliance Belmont Custom Vinyl 2-Lite single vent slider, tan exterior.
- Suggested Vendor for main condo unit window replacement:  
NBR Contracting Co., Ostrander, OH 740-520-3325  
Alliance Belmont custom twin double hung window, tan exterior, ¾", Low "E" Argon glass, half screen, 6 over 6 Colonial grids.
- Other suppliers windows will be considered by the Board
- Suggested Vendors to replace palladium windows:  
Burgess Window Repair 614-419-2717  
NBR Contracting Co., Ostrander, OH 740-520-3325

## **Exterior Siding & Fences**

- Sherwin-Williams Exterior Super Paint Satin, Meadowlark Architectural Latex

## **Exterior Trim**

- Sherwin-Williams Exterior Super Paint Satin, Silver Clamshell Architectural Latex

## **Exterior Lighting**

### **Front Door Fixture**

- Manufacturer: Quoizel, found at Lowes
- Style: Corrigan with a matte black finish
- Stock # 1479178
- Dimensions: 10.75 x 5.75 x 7.75
- Dusk/Dawn bulbs are approved for use in this fixture.

### **Garage Fixture**

- Maxim #4651CDBU Two Light Outdoor Wall Lantern. Dusk/Dawn bulbs are approved for use in this fixture.

### **Motion Activated Flood/Spot Lights**

- Regent 150W Halogen Flood Lamp, Model EQ150WL  
Color – Bronze (mounting location must be Board approved)

### **Gutter Guard / Deicer**

Gutter Helmet ([info@gutterhelmetsystems.com](mailto:info@gutterhelmetsystems.com))

Gutter Guard (GH) Helmet Heat System

Color – Bronze

Local distributor/installer is:

Gutter Helmet\*\*  
690B Lakeview Plaza Blvd.  
Worthington, OH 43085  
614-841-9600

*\*\*Meadowood residents should receive a 20% discount.*

## **Appendix C – Community Forms**

- Variance Application for Exterior Improvements
- No Spray/No Prune/Special Mulch Request
- Contact/Emergency Contact Information Questionnaire
- Clubhouse Community Room Rentals



Meadowood Condominium Association  
 5286 Meadowood Lane  
 Westerville, OH 43082

**VARIANCE APPLICATION FOR EXTERIOR IMPROVEMENT**  
**Revised July 2022**

1. According to the MEADOWOOD HANDBOOK, a resident may not make "building alterations, additions, fences, walls, gates, decks, etc., to the exterior of any building" (15.7), or "transplant or replace Meadowood's existing landscape plantings" (18.4.1) without prior written approval of the Board of Directors.
2. A Variance Application for Exterior Improvement must be submitted to the Building Director prior to any work beginning on your project. In the case of landscaping issues, a Variance Application for Exterior Improvement must be submitted to the Grounds Director.
3. The Board will not take into consideration any application without full description of the improvement being requested, contractor information and schedule, with attached brochures, plans, drawings, photos, etc., as needed. Verbal requests will not be accepted.
4. The Board member who received your request will inform you of the Board's decision and will return your Variance Application to you.
5. **No work or installation is to take place until the Board has approved your Variance Application.**

**Type of Exterior Improvement(s) Requested (explain below)**

- |  |   |                                    |
|--|---|------------------------------------|
| <input type="checkbox"/> Common Area         | <input type="checkbox"/> Decorative Security Door or Storm Door (specify) | <input type="checkbox"/> Landscape |
| <input type="checkbox"/> Limited Common Area | <input type="checkbox"/> Front Entry Door or Veranda Door(specify)        | <input type="checkbox"/> Windows   |
| <input type="checkbox"/> Lighting            | <input type="checkbox"/> Patio Area                                       | <input type="checkbox"/> Other     |

*Description of Improvement(s): model #, color, placement, etc. (See Appendix for recommended models)*

---



---

*Contractor Name and Phone number:*

*Schedule:*

Attach brochures, plans, drawings, photos, etc., to this application

I/we agree to fully comply with the MEADOWOOD HANDBOOK. This improvement will be fully completed as stated above. Should any deviations occur, work will stop until such time as an amended application form is submitted and approved by the Board. I/we agree to comply with the decision of the Board and will assume responsibility for all costs associated with this improvement and/or any damage incurred on Association properties during installation of same.

Signature(s) of Submitter(s): \_\_\_\_\_ Date \_\_\_\_\_

Street number \_\_\_\_\_ Phone \_\_\_\_\_

Email address \_\_\_\_\_

**Board Use Only**

Your Request for Improvement has been:  Approved  Denied

Board Comments: \_\_\_\_\_

---

\_\_\_\_\_  
 Director

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Board President

\_\_\_\_\_  
 Date



**NO PRUNE/NO SPRAY/MULCH REQUEST FOR**  
**\_\_\_\_\_ (year) GROWING SEASON**

Name of Resident \_\_\_\_\_

Unit Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Resident Signature \_\_\_\_\_

If the resident is not the same as the unit owner, the following signature must also be affixed in order to confirm knowledge of this request.

Unit Owner Signature \_\_\_\_\_

Telephone Number \_\_\_\_\_ Date \_\_\_\_\_

Please initial next to your Landscape Request and **submit to the Grounds Director by April 1<sup>st</sup>.** **If no form is submitted, it is assumed that our landscape contractor will provide all these services.** Residents may not make individual arrangements with our landscaping service.

Note: Any proposed changes to original landscaping (shrubs and trees) must be submitted to the Board Grounds Director using the Variance for Exterior Improvement form.

**NO PRUNE: Policy on Shrubbery Pruning by Residents**

- A. Shrubbery around the air conditioning units, in-between garages, and in common areas, and all trees are to be pruned only by the landscaping service.
- B. Shrubbery cannot be allowed to grow out-of-control, such as protruding onto sidewalks and doors or becoming attached to or rubbing against the unit. Shrubbery should not cover more than half of any window and should not be taller than patio fences unless approved by the Grounds Director. Shrubbery that becomes disfigured or dies due to improper pruning must be replaced at the unit owner's expense with the approval of the Grounds Director. Any pruning concerns that may arise will be discussed with the resident. If satisfactory resolution cannot be achieved, the Board of Directors will resolve the concerns, which may include revocation of the shrubbery pruning privilege.
- C. A list of residents who have requested to be responsible for shrubbery pruning will be maintained by the Grounds Director. Residents may remove their names at any time by submitting a written note or email to the Grounds Director.

\_\_\_\_\_ I wish to assume responsibility for pruning my shrubbery along the walkways of my unit and request that the landscaping service NOT prune my shrubs; I agree to the policies above.





**Meadowood Contact Information**

**(Revised June 1, 2022)**

Ohio Law and the Declaration & Bylaws for our condominium community **require** the Unit Owner to provide accurate and updated contact information for the Unit owner and residents living in the Unit. Please complete and submit this information to the Board Secretary: (1) whenever the Board of Directors makes a request to do so, (2) whenever there are changes in contact information for the Unit owner or residents of the Unit, or (3) when you would like to be added to the Meadowood Updates (3-newsletter).

*Complete information exactly as you would like it to appear. Please print.*

**Information for Meadowood Emergency Directory      Date: \_\_\_\_\_**

Street address \_\_\_\_\_ Home Phone \_\_\_\_\_

**Name(s) of all Unit residents (indicate whether e-mails should be included in the directory: YES/NO)**

Name \_\_\_\_\_ Cell \_\_\_\_\_

e-mail Address \_\_\_\_\_

Name \_\_\_\_\_ Cell \_\_\_\_\_

e-mail Address \_\_\_\_\_

Name \_\_\_\_\_ Cell \_\_\_\_\_

e-mail Address \_\_\_\_\_

**Information for Meadowood Board of Directors:**

Name of Unit owner(s) \_\_\_\_\_ Phone \_\_\_\_\_

**Emergency Contact(s) and Access:**

Emergency Contact: Should be a family member who could be contacted in case of an emergency.

Emergency Access: The Board strongly suggests that at least one neighbor who is here year-round has access to your Unit in case of an emergency such as fire, gas, water or animals.

**Emergency Contact**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

**Emergency Access**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

**Meadowood Updates: List the e-mails to which you want periodic Updates sent**

Name \_\_\_\_\_ e-mail \_\_\_\_\_

Name \_\_\_\_\_ e-mail \_\_\_\_\_

# MEADOWOOD CLUBHOUSE

## RENTAL RULES AND REGULATIONS

The Association takes pride in providing our residents with a beautiful Clubhouse in which to relax with neighbors, friends and family. Many events are scheduled throughout the year by residents for residents. The schedule of those events is routinely updated, posted on the bulletin board in the Library and noted on the calendar. Meadowood events have priority over rentals by individual residents.

The rules and regulations outlined in this document have been established so that residents can rent the Clubhouse to host private family gatherings and other special events throughout the year.

### **Residents 21 years or older may rent the Clubhouse by making reservations as follows:**

- Pencil in your requested date on the bulletin board calendar in the Library.
- Pick up a Clubhouse Rental Packet from the Library and complete the Clubhouse Rental Agreement. If not already on file, the Clubhouse/Pool Liability Release Waiver will also need to be completed and submitted.
- Drop off, mail or email the completed form(s) to the Clubhouse Managers, John & Robin Jennings at 5343 Meadowood Place or [robinjennings8845@gmail.com](mailto:robinjennings8845@gmail.com).

➤ **Questions??** call Robin Jennings at 614/226-4158

- The Clubhouse Managers will check the schedule and be in touch with you to confirm availability of the Clubhouse for the date/time selected. Reservations will be honored on a first-come, first served basis once payment has been received.
- Once the date is okayed by the Clubhouse managers, forward two checks to them for the \$25 room rental fee and \$175 security deposit. Both checks should be made payable to Meadowood Condominium Association and dated for the day of the Clubhouse rental. Both checks will be held by the Clubhouse managers until the day after the event takes place.

**Important...The rental will not be considered officially confirmed until the Clubhouse Rental Agreement and both checks are received by the Clubhouse managers. Approval confirmation will then be noted on the calendar in the library.**

- The \$25 rental fee check will be deposited immediately following the event. If it's determined during the post-event inspection that the Clubhouse was properly cleaned and no damage was done, the security deposit check will be returned or shredded. Should there be any damage to the Clubhouse, the \$175 check will be deposited. Costs for cleanup, damages, etc., will be deducted from the deposit amount. The difference will be refunded or billed to the resident responsible for the rental, with the understanding that the additional money due will be paid within 14 days of the dated notice.
- Pre and Post Rental Inspections will be done by the Clubhouse Managers. If the resident wants to be included in either inspection, they will need to let the Clubhouse Managers know of their interest in advance.
- Residents may rent the Clubhouse on a weekend (Friday, Saturday or Sunday) up to three times during a calendar. No limit for weekdays (Monday-Thursday). Events need to conclude by 10:00 pm on weekdays and by 11:00 pm on Friday, Saturday and Sunday.

## Appendix D

### Important Information!!!

The combination for the Clubhouse is:

[REDACTED]

Release

[REDACTED]

For security purposes, **PLEASE** keep the new combination confidential;  
It is not to be shared with anyone outside the Meadowood community.

Residents **MUST** accompany their family members and guests to the  
Clubhouse or the Pool.

If you have any questions, please contact a member of the Board.



## Appendix E

### The Meadowood Condominium Association Website

You can access the website at <https://meadowoodcoa.com>. The Home page and the Commonly Asked Questions page can be accessed by anyone. In order to view the other pages of the website, the user will need to create an account and be approved as a community member by the website administrator. Only current residents will be accepted as members. When a resident sells their residence, they will be deleted from the member database and they will no longer be able to access tabs on the navigation menu.

The website navigation menu includes the following tabs:

- Commonly Asked Questions about Meadowood
- Meadowood News
- Meadowood Monthly Activities Calendar
- Meadowood Resident Directory
- Board Meeting Minutes
- Insurance Coverages
- Financials (Current Budget and Budget to Actuals)
- Community Photo Gallery

The first time you log onto the site and attempt to access any of the secured pages, you will see an area in the middle of the page asking you to enter your email and password. **DO NOT ENTER ANY INFORMATION IN THESE FIELDS.** Instead, click on the link that says “Not a member? Create an account” near the bottom of the page. Fill in the required fields.

First Name  
Last Name  
Email  
Phone (optional)

Then click “Create Account”

You will immediately receive an email response. Click on “Activate Account”. You will now be required to set a Password for the account. Enter your chosen Password and click “Set Password”. The next message you will see is “Account Created, Congrats.

Within 72 hours the website administrator (Bill Hogue) will review your request and grant you access to the website. You will receive a return email when your account has been activated letting you know that you have access to all areas of the Meadowood COA website.

Suggestions for additional content on the website are welcomed. Please email your ideas to me!

Bill Hogue, Webmaster  
[meadowood\\_coa@zohomail.com](mailto:meadowood_coa@zohomail.com)

## **Appendix F**

### **Board of Directors' Responsibilities July 2022**

#### **All Board Members**

- Attend scheduled Board meetings
- Oversee strategic planning, maintenance, and improvement of Meadowood properties
- Communicate promptly with other Board members, residents, and Property Managers
- Assure that the "Rules and Regulations" are in line with the "Declaration & By-Laws" and Ohio Statutes, revised as needed, and enforced accordingly
- Work together to maintain the quality of the physical and aesthetic properties of Meadowood

#### **President – Marlene Deringer**

- Schedules meetings and presides at all Board of Directors meetings
- Signs all legal documents and contracts or appoints designee
- Oversees trash removal and snow/ice removal
- Oversees revisions of the Meadowood Handbook and amendments to the "Declaration & By-Laws"
- Communicates with residents via "Meadowood Updates" as needed
- Communicates with Property Managers as needed

#### **Secretary – Paula Shingledecker**

- Documents proceedings of all Meadowood Board meetings;
- Maintains copies of all Meadowood minutes, correspondence, variance applications, revisions to the Meadowood Handbook and all Board-approved documents, and amendments to the "Declaration & By-Laws," posting pertinent information on the Meadowood website
- Serves as liaison with the Welcome Committee and oversees revisions of the "Emergency Directory"
- Acts in the place of the President in the event of the President's absence

#### **Treasurer – Debbie Voisin**

- Reviews all invoices and financial accounts, works with Property Managers to oversee Operating Budget, Operating Reserve Budget, and Capital Reserve Budget
- Reports Actual Expenses vs. Budgeted Expenses monthly to the BOD and posts in the Library and on the website
- Ensures that tax returns are filed accurately and on a timely basis
- Calls Board meetings necessary to set the budget and review the Long-Range Capital Reserve plan affecting improvements at least 15 years into the future

#### **Buildings, Exterior Lighting - TBD**

- Oversees maintenance for all buildings, including exterior painting, patio fences, sidewalks, drainage issues, and storm damage; works with Property Managers to negotiate all building-related work orders or contracts;
- Point of contact for the installation of new air conditioners or any exterior improvement;
- Makes sure exterior unit lights (front and between garages) and motion-activated lights are approved by the Board
- Updates approved models of doors, windows, exterior lights, pathway lights, etc., as needed, for the Appendix of the Meadowood Handbook
- Works with resident Pool Manager and Clubhouse Manager as needed
- Arranges for the removal of pests that present a threat to buildings (e.g., carpenter ants, carpenter bees)

### **Legal, Insurance, and Website – Bill Hogue**

- Point of contact for all legal and insurance matters
- Assures that the Meadowood Handbook is aligned with our "Declarations & By-Laws" and with State and Federal legislation
- Assesses any potential liability issues and manages any insurance claims that affect Meadowood
- Manages the Meadowood website and online storage of documents and information

### **Streets, Lighting, Signage, Flock Safety Camera – Bill Hogue**

- Oversees maintenance of streets and driveways
- Maintains and updates signage along Meadowood streets; recommends signage as needed
- Repairs/replaces street lights as needed, or requests work order from Property Managers
- Oversees installation and ongoing maintenance of entrance Flock Safety camera, as of 2021
- Checks on condition and maintenance of mailboxes as needed

### **Grounds – Debbie Fine**

- Point of contact regarding all landscape concerns; approves all landscaping variances
- Negotiates contracts for landscape service, tree service, sprinkler maintenance, and pond maintenance as needed
- Assesses condition of trees, shrubs, grass, etc., Spring and Fall to determine replacement needs
- Coordinates orders, delivery, and planting of flowers in the Common Area
- Collects residents' No Prune/No Spray requests by April 1
- Monitors condition of meadow fence; note: we own the fence; owner of the meadow owns the gate
- Monitors condition of the pond and maintains the walking path around the pond
- Provides fish food for residents at cost (available at Clubhouse)
- Arranges for the removal of dead animals on the Meadowood property

### **Ex officio Positions**

#### **Welcome Committee – Paula Shingledecker and Ellen Hogue**

- visits new residents; updates Emergency Directory

#### **Pool Manager - Daria Rico**

- coordinate seasonal opening and closing of pool with pool service; posts appropriate signage
- oversee maintenance of pool and pool deck furniture: coordinate volunteers as needed

#### **Clubhouse Managers – Robin and John Jennings**

- maintain Meadowood schedule for events, activities, and private rentals

#### **Social Committee – Janet Flagler and Nancy Burton**

- plan special social events for the community

#### **Sprinkler system monitor – Debbie Fine**

- oversees functionality and timing of sprinkler systems at entrance and in front of the Clubhouse

**Updated lists of Board members will be displayed on the Library Bulletin Board, on our Meadowood website, and revised when necessary. These job descriptions may be modified as needed by the Board.**

## **Appendix G**

### **Property Management**

#### **Condominium Administrators**

Gary & Dave Jones

845 Lookout Point Dr.

Columbus, OH 43235

614-848-3320

FAX # - 614-848-9980

Mail payments to: Dept. LB547, P.O. Box 183134

Columbus, OH 43218-3134

Current Hours: 9:00 AM – 4:00 PM

Current charges for Document Copy Request:

\$.12 per page

\$50 per hour



## Appendix H

### Trash Collection

Because we have a Meadowood Community contract with **Local Waste** and Owners/Residents do not have individual accounts or contracts, please contact our Property Management company if you have any questions or concerns or a large item that might need a special pickup. Large item pickups may be arranged for a special charge. Please do not call Local Waste directly.

#### Service Guidelines:

- Have materials out to the curb by 5:00 AM on your scheduled pickup day.
- Be sure all materials are secured in bags or containers that do not exceed 50 lbs. – no “loose trash” that can blow around
- Brush must be tied in bundles of 4 feet or less
- Bulk items such as furniture and mattresses are accepted with other items
- Contact the Property Managers to schedule disposal of a Freon based appliance (\$75 charge per item)
- Contact the Property Managers immediately if your trash was missed
- Your street number should be on each trash container and loose lid

#### Uncollectable Items:

- Tires & Lead Acid Batteries
- Freon Based Appliances (see above)
- Large Automobile Parts
- Household Hazardous Waste
- Liquid Paints/Oil
- Move Out/Large Bulk & Construction Debris

#### Holiday Schedule:

- If a holiday falls on or before your collection day, service is delayed one day, that week only.
- If the holiday falls on a Saturday or Sunday, there will be NO change in your scheduled pickup day.

	<b>2022:</b>	<b>2023:</b>
New Year's Day	Sat. 1-1-22– No delay	Sun. 1-1-23 – No delay
Memorial Day	Mon. 5-30-22 – <b>Delay</b>	Mon. 5-29-23 - <b>Delay</b>
Independence Day	Mon. 7-4-22 – <b>Delay</b>	Tues. 7-4-23 - <b>Delay</b>
Labor Day	Mon. 9-5-22 – <b>Delay</b>	Mon. 9-4-23 - <b>Delay</b>
Thanksgiving Day	Thurs. 11-24-22 – <b>Delay</b>	Thurs. 11-23-23 - <b>Delay</b>
Christmas Day	Sun. 12-25-22 – No delay	Mon. 12-25-23 - <b>Delay</b>

## **Appendix I**

### **Cable/Internet Provider Rebate Program**

Meadowood residents are free to choose the cable and internet service provider (ISP) of their choice.

Currently, Breezeline (formerly WOW) provides Meadowood with complimentary premium cable service and Wi-Fi for the Clubhouse. A monthly rebate is also deposited in our Operating checking account based on the number of Meadowood subscribers using their services. That amount currently is approximately \$250 every 3 months. The Board of Directors encourage you to consider using Breezeline to continue our rebate program and free cable and Wi-Fi for your use at the Clubhouse.

**Appendix J**  
**MEADOWOOD CONDOMINIUM ASSOCIATION**  
**DOCUMENT REQUEST FORM**

Pursuant to the Document Inspection Policy adopted by the Board of Directors for the Meadowood Condominium Association, a Unit Owner requesting to inspect the Association's books and records must submit the request to the Property Management Company in writing and at least ten (10) business days prior to the desired date of inspection. The request for inspection must do all of the following: (1) state the purpose for the inspection; (2) agree not to use or distribute any documents or information obtained during the inspection for any purpose other than the stated purpose for the inspection; (3) specify the type of documents and dates/months to be inspected; and (4) if the Unit Owner wants copies of certain documents prepared for the inspection, specify the type and dates/months of documents to be copied.

**\*\*Please fill out the form below and include your signature and the date you submitted the form request (Requests for documents will not be acknowledged without this form completely filled out).**

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Unit # \_\_\_\_\_

1. I am requesting the following documents from the condominium association:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. I agree not to use or distribute any documents or information obtained during the inspection for any purpose other than what is stated on this form

Yes \_\_\_\_\_ No

3. I am requesting the documents described in number 1 above for the following reasons:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. I am requesting the documents described in number 1 above for the following dates:

\_\_\_\_\_

5. If documents are to be copied within specific dates, please provide those dates here

\_\_\_\_\_

Signature: \_\_\_\_\_ Date of request: \_\_\_\_\_

**Appendix K**

**Rabies Investigation Animal Bites/Exposure Report**

**Delaware General Health District**

**Division of Environmental Health**



**Delaware General Health District**  
**Division of Environmental Health**

1 West Winter Street, 2<sup>nd</sup> Floor, P.O. Box 570, Delaware, Ohio 43015 Phone: (740) 368-1700 Fax: (740) 368-1736

**Rabies Investigation Animal Bite/Exposure Report**  
**Please fax all Bite/Exposure Reports to: 740-368-1736**

Date of Bite/Exposure: \_\_\_\_\_  
(Quarantine begins at time of bite/exposure and lasts 10 day for domestic animals).

Date Reported: \_\_\_\_\_ Reported by: \_\_\_\_\_ Report taken by: \_\_\_\_\_

**Animal Information**

Type of Animal (Species): \_\_\_\_\_ (Bat, Cat, Dog, Raccoon, etc.)

Animal Description: Breed: \_\_\_\_\_ Mixed Breed: Yes No

Name of Animal: \_\_\_\_\_ Color: \_\_\_\_\_

Immunized at time of Bite/Exposure: Yes No Date of Immunization: \_\_\_\_\_ Rabies Tag#: \_\_\_\_\_

Address where Incident occurred: \_\_\_\_\_

Veterinarian: \_\_\_\_\_ Phone: \_\_\_\_\_

Sent to Lab: Yes No Date Sent to Lab: \_\_\_\_\_

**Owner's Information**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Township: \_\_\_\_\_ Phone: \_\_\_\_\_

**Victim's Information (Protected Information)**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Township: \_\_\_\_\_ Phone: \_\_\_\_\_

Age: \_\_\_\_\_ Guardian (if Victim is under 18): \_\_\_\_\_

Address of Guardian if different from Victim: \_\_\_\_\_

Location of Injury or Injuries on Body: \_\_\_\_\_

**Bite/Exposure Information (Protected Information)**

Type of Exposure: Bite Scratch Exposure

Treatment received: \_\_\_\_\_

Treating Facility: \_\_\_\_\_ Phone: \_\_\_\_\_

No. of Humans Exposed: \_\_\_\_\_ No. of Pets Exposed: \_\_\_\_\_

If Animal Exposure what kind of Animal: Dog Cat Livestock Other: \_\_\_\_\_