

THE WOODS OF BEAVERCREEK

- General Information and FAQs -



We're thrilled to have you as part of our community! Below you'll find answers to some frequently asked questions that will help you get familiar with life in our neighborhood. If you have any other questions, don't hesitate to reach out to us!

Who Should I Contact?

- **Property Manager:** The first point of contact for any issues or questions is our Property Manager, Angela ElMorjani from Associated Property Management (APM).
 - Email: Angela@apmoh.com
 - Phone: (937) 432-9050
 - Office Address: APM, 6832 Loop Road, Centerville, OH 45459
- For technical issues with the Frontsteps Portal, please contact their Customer Service at 1-800-992-4384.
- In emergencies, always ensure safety first and call 911.

What is an HOA and How Does It Work?

A Homeowners' Association (HOA) is a legal entity that oversees the development, maintenance, and management of our neighborhood.

- The Board of Directors is made up of volunteers elected by homeowners. They ensure the rules are followed, and the common areas are maintained.
- Your membership in the HOA is automatic once you own property here, and it helps fund community services.
- Governing Documents (like bylaws, rules, and regulations) are available on the [Woods Website](#) and [Frontsteps Portal](#).

What is a Property Management Company and what do they do?

- Since the Board of Directors are all volunteers, we hired a property Management Company to provide a variety of services including but not limited to collecting assessments, contracting/vendor selection, financial advisement and statement/reports preparation and analysis, general maintenance and problem resolution, and advisement on legal and other property related matters. APM is our current Property Management Company.
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Living in the Community – What’s My Responsibility?

As a homeowner, your responsibilities include:

- Maintaining your property in line with community guidelines.
- Paying your HOA dues on time.
- Following the community rules, which are designed to keep the neighborhood enjoyable for all.

The [Woods Homeowners’ Manual](#) has more details on what’s expected, and the most recent version is always available online.

How Are the Rules Enforced?

Our goal is to maintain a positive and welcoming community for everyone! To do that, we have some rules in place:

- If a rule is violated, there’s a fair process for homeowners to discuss or appeal the violation.
 - Rules and the Enforcement policies are outlined in the [Owner’s Manual](#).
 - The Board of Directors is here to listen and work with you to resolve concerns!
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Home Improvements & Renovations

Planning to make changes to your home? Here’s what you need to know:

- Exterior changes like new paint colors, landscaping, or adding a fence require approval from the Architectural Review Committee (ARC). We encourage rich, natural tones that blend with the environment—think browns, tans, muted greens, warm grays, and rustic reds. Colors from the Sherwin-Williams Timeless Color Collection are usually a great fit.
 - You can submit your requests via the [Frontsteps Portal](#).
- Routine repairs and maintenance (like replacing gutters) don’t require approval, but it’s always good to check if you’re unsure.
- The steps to submit an ARC request are shown at the following link [Add link to the ARC process tutorial](#)

How long does the approval process take?

- The Architectural Review Committee meets roughly every two weeks. If you have an urgent request, expedited reviews may be available—just let us know!

Can I add a Swing set?

- Swing sets or playground equipment must be approved by the ARC prior to installation.

Can I build a shed?

- Storage sheds are not permitted.

Can I put a fence up?

- At The Woods, we value an open and welcoming community where neighbors aren't separated by fences. That's why any new fence installation must follow our guidelines and be approved by the ARC. (You can find the full list of community design standards in the [Community Design Standards document](#).)
 - Here are the key requirements for new fences:
 - Fences must be visually subtle and complement the overall look of the neighborhood.
 - Fencing is only allowed in the rear portion of a property.
 - Fence height must not exceed 48 inches.
 - Only black or dark earth-tone aluminum or ornamental steel fences are permitted.
 - Fences must be professionally installed, permanent, and maintained by the homeowner.

Can I cut down trees?

- We aim to preserve the natural beauty of our community, so trees larger than six (6) inches in diameter must be preserved whenever possible. If removing a tree is necessary, you can request a waiver from the ARC—just be sure to include an explanation of why removal is needed. The ARC may also require replacement plantings.

How Do I Access Amenities?

- Access to amenities (pool, clubhouse, courts) is available with a key for residents and their guests. Guests must be accompanied by the resident at all times.
 - Contact Angela (Property Manager) if you haven't received yours yet.
 - Lost your card or key? You can request a replacement for a small fee.
 - Note: Ensure your HOA dues are up-to-date for access.
- To rent the Clubhouse for a private event, go to the [Frontsteps Portal](#) to submit your reservation request.

When is the pool open?

- Our pool is open from Memorial Day Weekend through Labor Day Weekend, with daily hours from 9:00 AM to 9:00 PM, weather permitting. We offer a dedicated Adult Swim hour from 9:00 AM to 10:00 AM each day for a quieter, more relaxed start to the morning.
- Please note: There is no lifeguard on duty, so everyone swims at their own risk. Children must be always accompanied by a parent or guardian.

When are the Tennis/Pickleball courts open?

- Our courts are open daily from 9:00 AM until dusk and are available on a first-come, first-served basis. To be fair to everyone, please limit your play to 90 minutes or three sets if others are waiting. Courts are not available for private events or reservations, and may be used only for tennis, pickleball, or basketball. For everyone's safety and enjoyment, no other activities (e.g. bike riding, skates, skateboards) are allowed on the courts. Thanks for helping keep our courts fun and fair for all!

How Do I Get a Mailbox Key?

If the previous owner or landlord did not pass the key to you, you will need to contact the Beavercreek Post Office . There is a nominal fee for the PO Box key.

- 3541 DAYTON XENIA RD, Beavercreek OH 45432-9998; Phone | 937-320-5142
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Moving

Can I rent or lease my house?

Yes, you can rent or lease your home, but certain rules apply. The lease term is a minimum of 6 months. Short-term rentals (e.g., Airbnb) require registration with the City of Beavercreek.

Owners are responsible for ensuring that their tenants understand and follow all HOA governing documents and community rules. Please note that the owner remains ultimately responsible for any violations by tenants and payment of the monthly dues.

If you're considering renting your home, we recommend reviewing the HOA documents and contacting the property manager to ensure compliance. You must also provide the contact information for your tenants to the property manager.

Can I use a POD-type Moving Container?

- Yes, you can! PODs or similar moving containers are allowed for short-term use—up to 7 days—for loading and unloading. Just place it in your driveway during that time.
- And don't forget to let the property manager know your planned POD delivery and pickup schedule so we can stay in the loop.

If a homeowner moves and rents their home in The Woods to another family, he/she is responsible for notifying the property management company and for ensuring that the new family receives a copy of this manual. Ultimately, the homeowner must be sure the tenants understand that certain guidelines and policies apply to all residents of the Woods.

Trash & Recycling

- Trash and recycling services are provided by Rumpke, and are included in your HOA dues.
 - Pick-up is typically on Wednesday mornings, except if there is a holiday during the week.
 - Need additional services or bulk pickup? Contact the property manager for assistance.
 - For more information on recycling or special waste removal, check out the [Greene County Recycling Website](#).

Traffic & Parking

Can I park on the street?

Residents are not allowed to park on the street and should use their garages or driveways. Guests may park on the street, but due to the narrow roads, please park on only one side of the street. This helps keep the roads safe and accessible for emergency vehicles, and for the many residents—including children—who walk, bike, or ride scooters in the neighborhood. Guests may park in the Clubhouse parking lot for up to 3 days during visits to residents with Board approval. To obtain approval, please contact the Property Manager with dates and type of vehicle.

What is the speed limit?

The speed limit throughout the community is 20 mph. All residents, guests, and contractors are expected to follow posted speed limits, stop signs, and one-way street signs. Please help keep our neighborhood safe for everyone, especially for pedestrians and children at play.

Where does the school bus stop?

City school buses will make one stop in the Woods on the street near the Clubhouse parking lot. Students should wait in the Clubhouse parking lot (or on the porch in bad weather).

How Can I Get Involved in the Community?

There are lots of ways to get involved and make a difference:

- Attend HOA meetings – Your input is always valued!
 - The Board meetings are typically the 4th Thursday of the month. Check the [calendar](#) for the latest information.
- Volunteer for committees – Join a committee like Landscaping, Social, or Architectural Review to help improve our neighborhood.
- Participate in neighborhood events – Keep an eye on the calendar for fun community activities like parties, clean-ups, and more!
 - Upcoming events are posted on the [Frontsteps Calendar](#).

How Do I Pay My HOA Dues?

- You can easily pay your dues online through the [Frontsteps Portal](#), by mail, or in person at APM's office.
- Late payment? Contact Angela or the Board right away if you're having trouble. We're here to help!

Stay Connected

- Formal Communication: Stay updated through the Monthly Newsletter, News Flash (quick updates), and the Frontsteps Portal.
- Informal Communication: Join our Facebook group for photos, stories, and more.
 - [The Woods of Beaver Creek Facebook Group](#)
- Emergency Alerts from Beaver Creek: Sign up for [Hyper-Reach Emergency Notifications](#)

to stay informed of any critical situations.

Get in Touch

If you ever have any questions or need help, don't hesitate to reach out to Angela, our Property Manager, or any of the Board members. We're here to support you!

Feel free to get involved, stay informed, and let's continue making The Woods of Beavercreek a wonderful place to call home!

Contact Information:

- **Property Manager:** Angela ElMorjani (WoodsofBeavercreek@gmail.com)
- **HOA Board of Directors:** See full list of Board Members and Committees in the Frontsteps Portal or on our [Website](#).

We look forward to having you as an active part of our community!