

**Pilgrim Lake Colony, Inc.
Board of Directors
(Adopted August, 2004)
Rev. 3/12/11**

Rules and Procedures Concerning Building Requests and Property Maintenance

Part I: Introduction

Each property and residence in Pilgrim Village is subject to certain restrictions on use set forth in the Declaration of Restrictions and Covenants ("Declaration") on file with the Geauga County Recorder. A copy of the Declaration, as amended in 1994, is attached to this document as Exhibit 1.

Restrictions on the use of private property, such as those contained in the Declaration, are a common feature of planned communities such as Pilgrim Village. If followed and reasonably enforced, the restrictions contained in the Declaration will:

- Preserve and enhance the appearance, use and ultimately the value of each property in Pilgrim Village;
- Protect private property from impairment of value;
- Preserve the harmony and common plan of the community and prevent conflicts between neighbors.

The Purpose of this document is to (1) inform PV homeowners about existing rules concerning building requests and property maintenance contained in the Declaration, (2) provide homeowners with a workable set of guidelines for submitting building requests to the Board of Directors for approval, and (3) provide homeowners with criteria the Board will use to approve or deny building requests.

Part II: Authority of Board of Directors

Pursuant to the Declaration, the Board of Directors of Pilgrim Lake Colony, Inc. (the "Board") has the authority and responsibility to enforce the restrictions set forth in the Declaration. The Declaration grants the Board authority in two different areas:

First, paragraph C of the Declaration requires homeowners to obtain Board approval before any building or structure is constructed or placed on a property. The Declaration defines "structures" broadly to include out-buildings, boat slips, docks, additions, decks, antennas, pools, recreational facilities, walls, fences and hedges. Paragraphs C and D of the Declaration provide the manner in which homeowners' plans and drawings for such structures (the required plans and drawings are referred to as the "Proposal" in this document) are submitted to the Board and the process in which the Board will consider the proposal.

Second, the Declaration makes the Board responsible to ensure the exterior areas of residences and properties are maintained "free of weeds, and other unsightly vegetation or objects which would mar the natural beauty of the community. . . ." The Declaration reserves the right of the Board to "enter upon private property and remove

offensive or unsightly vegetation or objects at the expense of the property owner permitting such condition.”

Part III: Procedures for Submission of Proposals

Submission of Proposal to Board

Paragraph C of the Declaration provides detailed requirements for the submission of Proposals to the Board. All Proposals must include drawings and specifications showing: (1) the proposed location of the structure upon the land (including the distance to the side, front, and rear boundary lines), (2) areas of fill, if any; (3) a floor plan; (4) plan for the foundation; (4) a depiction of all elevations with natural grade and finished grade; and (5) exterior detail of the structure including proposed color scheme.

Proposals must be submitted, in writing, to a current member of the Board. Complete sets of drawings and/or plans must be submitted to the Board before the Board will consider the Proposal. Marked up prints showing proposed changes are generally not acceptable. The Board has developed a form for use in submitting Proposals, a copy of which is attached to these guidelines.

Of course, not all proposed structures warrant the submission of the type of detailed plans specified by the Declaration. The Board reserves the right, at its sole discretion, to waive strict compliance with the detailed Proposal requirements required by the Declaration if the scope of the proposed structure does not warrant full drawings and specifications. It is recommended that the homeowner check submission requirements for the specific structure contemplated before submitting an incomplete Proposal to the Board.

Neighbor Approval

Homeowners submitting Proposals for Board consideration are strongly encouraged to obtain the written consent of their neighbors (those properties adjacent to the proposed structure) before submitting the plans to the Board. If neighbor approval is not submitted to the Board, a Board representative will contact the neighbors to determine if there any concerns or objections concerning the proposed structure. While the Board will at all times take into consideration the existence or lack of neighbor consent to a Proposal, neighbor approval or objection shall not be binding on the Board's decision to approve or reject the Proposal.

Meetings and Approval Process

Within a reasonable period of time following the submission of complete drawings and specifications, not to exceed thirty (30) days, the Board will meet (at a regular or special meeting) to consider the Proposal and respond, in writing to the homeowner. The homeowner will be given notice of the time and place the Board will consider his/her Proposal so that the homeowner may attend the meeting. The Board

will make every effort to rule on a request, once complete, within two (2) weeks of submission.

Proposals must be approved by the Board in accordance with Article III of the PV By-Laws and such approval must be in writing and signed by at least two (2) members of the Board. Any changes to an already approved Proposal must be resubmitted to the Board for a second approval. The Board reserves the right to conditionally approve a Proposal subject to the receipt of additional information, a description of which will be specified to the homeowner in writing.

The Board reserves the right to delegate the initial responsibility of examining and researching Proposals submitted to it to an advisory committee that shall include at least one Board member and may include one or more non-board members the Board may designate from time to time. The function of this committee shall be in an advisory capacity only and the Board shall retain final authority and responsibility for evaluating and approving or denying Proposals.

No site preparation or construction shall commence until Proposals are approved by the Board.

Part IV: Criteria for Approving or Denying Proposals

Paragraph C of the Declaration provides that the Board shall consider all Proposals with regard to the following criteria: (1) the harmony of external design, (2) the location of the structure in relation to surrounding structures and topography and (3) conformance with the existing common plan or scheme of PV.

In exercising the responsibilities imposed by the Declaration with respect to Proposals, the Board propounds the following guidelines, which it will follow when considering Proposals:

New Construction

Newly constructed or rebuilt homes shall be of the single family type and contain not less than 2200 square feet of livable space and shall conform to the requirements of all zoning laws and the requirements of paragraph B of the Declaration

Color Scheme (Exterior)

The Board will approve exterior color schemes of proposed structures provided such color scheme is not materially different from the present color of the adjacent residences or similar structures in PV.

Garages

Each residence shall be limited to one (1) attached garage and shall not be constructed to hold more than three (3) cars unless specifically approved by the Board.

Detached garages, those of excessive height, and other large detached buildings conflict with the common scheme of PV and are strongly disfavored. Garages should be oriented so that garage doors do not face the street, with the exception of corner lots.

Satellite Dishes and Radio Towers

Satellite dishes exceeding 18" in diameter or antennas or radio towers exceeding six feet in height are disfavored and may not be erected or constructed on any property without the written approval of the Board.

Storage Sheds & Other Outbuildings

Permission to erect a storage shed will generally be approved by the Board if the structure is made as unobtrusive as practicable. In considering whether the proposed structure is unobtrusive, the Board will consider the following:

- A. Location, *i.e.*, visibility from street and from neighbors homes
- B. Need for shrubbery or other screening
- C. Building materials
- D. Size (height and square footage) of building-
 - 256 is the maximum square footage
 - 8 feet is the maximum eve height
- E. Proposed use of building
- F. Color

Recreational Facilities

Any swimming pool (above or below ground), tennis court, basketball court or game court to be constructed in Pilgrim Village shall be subject to the requirements and approval of the Board. In considering Proposals for such structures, the Board will consider the following:

- A. Fencing
- B. Building materials
- C. Lighting and potential for disruption to neighbors
- D. Location, *i.e.* visibility from street and from neighbors homes
- E. Size

Slips, Channels & Docks

Boat slips and channels may be constructed by owners of lake front lots with Board approval. Docks or other projections beyond the natural shoreline into the lake are strongly disfavored, and may only be built with Board approval.

Temporary Structures

Temporary structures, such as tents or pavilions, shall not be maintained on property for longer than two (2) consecutive weeks.

Walls, Fences and Hedgerows

Exterior fences, walls and hedgerows are disfavored because they conflict with the open scheme of PV. No exterior fence, wall or hedgerow shall be constructed without the prior written approval of the Board.

Part V: Property Maintenance

Maintenance (Yard & Residence)

All residences and other structures shall be maintained properly in a good state of repair. No resident shall allow an overgrowth of unsightly weeds, grass, underbrush, dead trees, etc., to remain on one's property for an unreasonable amount of time.

If the Board should receive a complaint from one or more residents concerning the condition of a homeowner's property, the Board will informally investigate the complaint, and, if warranted, may request the property owner to correct the subject of said complaint(s). The Board will act on any reasonable complaint that a homeowner is violating these guidelines, but the Board does not accept responsibility to police the community absent a homeowner complaint. It is expected that all homeowners care about the community and will use these guidelines to maintain and enhance their properties and the community in general.

Vehicles and Lawn Equipment

No boats, recreational vehicles, lawn mowing equipment, tractors, trailers or similar vehicles may be stored or allowed to stand in open view on any property for more than thirty (30) days. Additionally, automobiles that are not in drivable condition may not be stored in open view on any property in Pilgrim Village for more than thirty (30) days unless approved by the Board.

Notice of Non-Compliance

Notice of violation or non-compliance of the Declaration will be sent to the non-complying resident by the Board in timely fashion. Should the homeowner fail to correct the violation described in said notice, the matter will be reviewed for further action in accordance with the Declaration, including correcting or removing the offending condition at the owner's expense.