



*Please Remind
Others...*

***SAFETY IS EVERY
RESIDENT'S
RESPONSIBILITY!!!***



Handbook of
**Rules,
Regulations &
Information**

*Sweet Brier Condominium
Unit Owners Association, Inc.
Madison Village, OH*

**SWEET BRIER CONDOMINIUM UNIT OWNERS
ASSOCIATION, INC.**

8848 Commons Blvd. Twinsburg, OH 44087 216-831-0165

Introduction

Welcome to Sweet Brier Condominiums. On behalf of the Association, we are happy that you have chosen to live in our community and hope you enjoy your Unit and neighbors. Sweet Brier Condominiums is comprised of 113 Units. The names of the streets are: North Brier Patch Lane, South Brier Patch Lane, Lavender Lane, Jasmine Lane, Jonquil Lane, Cornflower Lane, Coralberry Lane, Woodbine Oval, Loganberry Oval, Ribbonwood Oval, Arborvine Oval and Oleander Oval.

As a private Condominium Association, the Lake County recorded Declaration and Bylaws (“Governing Documents”) govern the Condominium Property, and the corporation that manages the Condominium Property, which is the Association. Our Annual Meeting is held in August and all Unit Owners are encouraged to attend. Three members are elected to serve as a Board of Directors and manage the affairs of the Association on behalf of the Unit Owners. Each Board Member serves a three-year term and terms are staggered so that one Board member is elected each year. The Board is given the authority to promulgate and enforce Rules by the Governing Documents.

Condominium living is a cooperative effort. These are common sense rules, which take into consideration the health, safety, and comfort of all Occupants of Sweet Brier and assure a uniform appearance, fair treatment, and quality of life throughout the community. We trust that you will find them to be reasonable and will be eager to help uphold them.

The Board, on behalf of the Association, retains the services of a professional community association management company. NEO Property Services, Inc. handles the day-to-day management of the Association. Any questions, comments or service requests (in writing,

please) should be directed to NEO. Serious problems or complaints must always be followed up in writing to NEO, for the Board to address.

The Rules are intended to supplement, not replace, the Governing Documents; therefore, if there should be an inadvertent discrepancy between what is expressed in this booklet and the recorded documents, the Governing Documents will govern.

If you sell your Unit, please make sure that the new buyer is given your copy of the Governing Documents, as well as this Handbook of Rules, Regulations & Information. Additional copies are available through NEO Property Services or the Lake County Recorder's Office for a fee or can be printed off SweetBrierMadison.com website.

Thank you,

The Board of Directors
Sweet Brier Condominium
Unit Owners Association, Inc.


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Perry, OH 44081-0187
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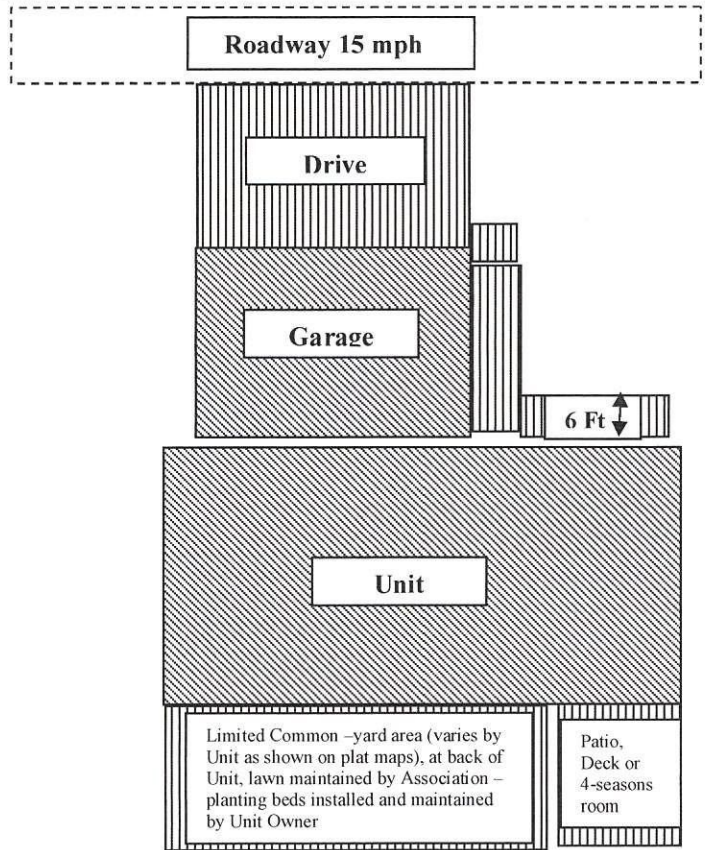
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OWNERSHIP DIAGRAM

 **Unit Area** – 100% owned, maintained and replaced by Unit Owner

 **Common Element:** is owned jointly by all the Unit Owners. The Association is responsible for the reasonable repair and maintenance. They are responsible for the reasonable care of the lawn and plantings as originally installed.

 **Limited Common Element:** is a form of Common Element, that a Unit Owner is responsible for repair, maintenance and replacement, which includes driveways, sidewalks and patios. The Board of Directors establishes guidelines for the repairs, maintenance or replacement of any items on the outside of a Unit.



**SWEET BRIER CONDOMINIUM
UNIT OWNERS ASSOCIATION, INC.
RULES, REGULATIONS AND INFORMATION**

I. OWNERSHIP DEFINITIONS

A. Unit

1. Everything built and installed for the exclusive ownership and use of the Unit Owner, beginning with the exterior of the building and all elements of the building, are the Unit Owner's responsibility to maintain, repair, and replace to a standard equal to the original appearance and function.
2. Some examples include, but are not limited to, the roof, outside walls (including garage walls), foundations, footers, chimneys and vents, gutters, downspouts, and lights, finishing materials such as siding, utility pipes, lines, fixtures, including geothermal systems, and appliances servicing a single Unit.

B. Common Elements

1. The entire balance of the land and improvements are Common Elements. Some examples include, but are not limited to roadways, entrance lighting and sign, street signs, gazebo, trees, lawns, gardens, mailboxes, catch basins, retention basin, bridge, fire hydrants, manhole covers and main utility lines servicing multiple Units.
2. The Common Elements are jointly owned by all Unit Owners. The Association is responsible for the reasonable repair and maintenance. The Association is responsible for the reasonable care of the lawn and plantings as originally installed.

C. Limited Common Elements

1. Certain parts of the Association that are Common Elements, designated "Limited Common Elements", are designed and built specifically for the use of one individually owned Unit. Maintenance, repair, and replacement are the Unit Owner's responsibility, except for originally installed limited common element landscaping that the Unit Owner does not elect to maintain.
2. The driveway and sidewalks connecting the drive to the Unit, decks, patios, porches, and the front and rear yards, (approximately 12' behind the house, as shown on the Allotted Drawings as Limited Common Elements), as well as fences and Unit Owner installed planting beds are the Unit Owner's responsibility to maintain, repair, and replace.
3. The Board of Directors establishes guidelines for the repairs, maintenance or replacement of any items on the outside of a Unit.

D. Regulation of Common Elements and Facilities

Using the Common Elements in any manner not in accordance with Rules is prohibited.

**II. MAINTENANCE, REPAIR, AND REPLACEMENT
RESPONSIBILITY**

These areas are completely defined in the Declaration of Condominium Ownership. Some, but not all the items, are printed here to assist Unit Owners in developing a personal maintenance schedule.

A. Association’s Responsibility

The Association is responsible for the reasonable maintenance, repair, insurance and replacement of the Common Elements and keep them well maintained, in a clean, neat, and sanitary condition. The Association will maintain, repair and replace the following:

- 1. All roadways, including reasonable snow plowing.
- 2. Reasonable snow removal *only* from the driveway.
- 3. Lawn, planting beds, mulch, trees and shrubs in the Common Elements and front Limited Common Elements.
- 4. Mailboxes, mailbox posts, street signs.
- 5. Entrance lighting, sign and Common Element gazebo.
- 6. Retention basin, manhole covers and drainage ditches.
- 7. Bridge and fire hydrants.

B. Unit Owner’s Responsibility

- 1. Maintain, repair, insure and replace at Unit Owner’s expense, the interior and exterior of the Unit.
- 2. Maintain, repair and replace all cement work (walkway to the Unit, patios, porches, foundations, driveways), including shoveling snow (except on the driveway, which is plowed by the Association) and applying ice control if desired. No decorative coatings on sidewalks and driveways are allowed.
- 3. Unit Owners must maintain any approved landscaping additions or improvements according to these Rules.

- 4. Maintain, repair and replace geothermal systems.
- 5. Cleaning the exterior as needed, i.e. siding, gutters, fences, doors and windows.
- 6. Immediately report any need for Common Element repair to the Management Company.

**III. UNIT OWNER INFORMATION RESPONSIBILITY
(OHIO REVISED CODE)**

- A.** Within 30 days of purchasing a Unit, a new Unit Owner must provide in writing to the Management Company, the following:
 - 1. Home and business mailing addresses, including winter home address.
 - 2. Home and business telephone numbers of Unit Owner(s).
 - 3. Names of all Occupants or tenants of the Unit.
- B.** Within 30 days after any change in any of the above occupancy information, Unit Owner shall provide the change in writing to the Management Company. For the purposes of this Rule, “occupancy” is defined as staying in the Unit overnight more than once per month in two consecutive months.
- C.** Upon request, a Unit Owner must verify or update the information on the occupancy of the Unit.

IV. INSURANCE

A. Association Insurance

- 1. The Association possesses casualty insurance on all

Common Elements, including all structures and improvements and facilities made to the Common Elements and any Association personal property. ***The Association does not insure Units.***

2. The Association also possesses liability insurance, insuring the Association, Board, the Managing Agent, the Unit Owners, and Occupants of Units against liability or property damage occurring in the Common Elements but not within a Unit.

B. Unit Owners' Insurance

1. Unit Owners must obtain and provide written proof annually to the Association of their casualty insurance on the free-standing residential building (the Unit), including garage, the foundation, slab, floors, roof and all exterior and interior walls.
2. Unit Owners must obtain liability insurance coverage for the inside of the Unit.

V. CONDO LIVING GUIDELINES

1. Any changes, additions, improvements, architectural, or landscaping to the Common Elements is prohibited, except as expressly permitted in these Rules.
2. Any changes, additions, improvements, architectural or landscaping to the Limited Common Elements are prohibited without prior written approval from the Board, through the Management Company, except as otherwise provided by these Rules. Unit Owners must submit such requests in writing to the Management Company.

3. Please refer to the Architectural and Landscaping section for information and guidelines (see section X). Contact the Management Company for questions.

A. General

Condominium living differs from residing in a single-family home. In such a close community it is important to achieve a balance where people can enjoy outdoor activities without causing disruption or annoyance to others. What may be pleasing to someone may be offensive to others. While it is impossible to foresee all activities, the following Rules are intended to encourage basic common courtesy and respect for one another.

1. Except as otherwise provided by these Rules, each Unit shall only be used as a residence by the Unit Owner, his/her family, and guests.
2. Storing anything in the Common Elements when not in direct use by the Unit Owner, or after sundown is prohibited.
3. Limited Common Elements must be properly maintained.
4. Neither the Association nor its contractors are responsible for damage to a Unit Owner's or Occupant's personal property left outside during landscaping or snowplowing season (e. g. lawn furniture, hoses, potted plants, etc.) It is up to Unit Owners to protect their personal items.
5. Nothing shall be done or stored in any Unit, including a garage, that will increase the rate of insurance on the Common Elements, including pressurized gases or explosive materials.

6. Damaging or altering the structural integrity of the building is prohibited.
7. Any damage caused negligently, accidentally or willfully, by a Unit Owner, guest, or Occupant to the Common Element will be repaired by the Association at the Unit Owner's expense.
8. Clothes, sheets, blankets, laundry, or any other cloth or material similar to cloth, are prohibited from being exposed on any part of the Common or Limited Common Elements.
9. Window air conditioners are prohibited.
10. Unit Owners are prohibited at any time, to perform maintenance such as mowing, weed whacking, fertilizing, leaf raking/blowing, snow blowing or any other type of service currently under contract with an Association contract.
11. Altering, constructing or removing anything in the Common Element(s) is prohibited.
12. Unit Owners are permitted to maintain their own Limited Common Element landscaping if they follow the proper procedure. Altering, constructing or removing anything in the Limited Common Element(s) is prohibited without prior written approval from the Board, through the Management Company. Unit Owners must submit such requests in writing to the Management Company.

B. Recreation

1. Recreational equipment (i.e. skateboards, sports equipment, bicycles, skates or rollerblades) is prohibited to be left outside the Unit's garage when not in use. Recreational equipment is prohibited in the Common Elements between

sundown and sunrise.

2. Streets are primarily for transportation. Recreational traffic must at all times be used carefully, and in a manner deferential to vehicles. Safety is the sole concern.
3. All activities near, in or on the retention basin are prohibited (i.e. swimming, fishing, walking or skating on ice, remote toys, flotation devices) if the unit owner has not returned a signed Pond Use waiver form to the Management Co. This form can be found on the Sweet Brier website or through the Management Company.
4. To protect privacy and prevent damage, the use of, the operation and control of drones or other remote flying devices are prohibited on Condominium Property.

C. Signs & Sales

1. All signage is prohibited (i.e. political, commercial vendors), except for For Sale and Open House signs.
2. Garage sales, yard sales, moving sales and estate sales are prohibited due to lack of additional parking, prohibition on business and trade on Condominium Property, noise and disturbance issues. Additionally, national statistics indicate increased crime in neighborhoods after garage sales as well as increased traffic.

D. Rubbish & Recycling Removal

1. Rubbish must be drained, wrapped and kept in tied waterproof plastic bags prior to being placed in the rubbish collection company's container. Trash, rubbish, or recycling is not permitted outside the Unit unless in a sealed rubbish collection container. Recycling is an

optional service paid for by the unit owner.

2. Rubbish and recycling containers are prohibited outside the Unit except when placed on the curb no earlier than 7:00 p. m. the night before. (The container must be outside before 7:00am the day of collection to be picked up. Times may vary depending on the season. Notice will be communicated by the Management Company.) The containers must be put back in the garage on the day of collection before sundown.
3. Large items of rubbish (old furniture, large appliances, mattresses, etc.) must be removed from the Condominium Property at the Unit Owner's expense, by calling ahead to arrange pick up. Rubbish may be placed on the curb no earlier than 7pm the night before pickup. (See the telephone number page.)
4. Any type of large dumpster must be placed on the driveway and must receive prior written approval from the Board, through the Management Company.

E. Exterminating & Wildlife

1. All exterminating services to the interior or exterior of the Unit is the Unit Owner's responsibility.
2. The Association will provide exterior exterminating, if needed, to Common Element structures and landscaping.
3. Bird feeders, if desired, must be placed in the Limited Common Element. Bird feeders are prohibited in the Common Elements unless seed droppings are contained to prevent wildlife infestation.

4. Ground feeding of any wildlife (e.g. geese, ducks, muskrats, squirrels, rabbits, cats, etc.) is prohibited.
5. Trapping or harming of all wildlife and animals is prohibited. If you have a problem, contact the Management Company.
6. Goose management is the Association's responsibility. Bothering or harming the geese or goose eggs is prohibited.

F. Conducting a Business

1. Conducting any business or commercial activity is prohibited without prior written approval from the Board, through the Management Company.
2. The Board will consider granting approval to businesses that do not involve customers or employees traveling to or from the Unit or commercial/business shipments and would not be inconsistent with the residential character of the Condominium Property.

G. Firewood Storage

1. Firewood is prohibited to be stored anywhere other than a garage. Unit Owners must inspect firewood for insects and rodents.

H. Noise & Nuisance

1. Be considerate of neighbors when playing a musical instrument, stereo, radio, or television and using offensive language in your Unit or outside.
2. If noise or other nuisance substantially bothers an Occupant, he/she may try contacting the offending party. If

the noise or nuisance does not stop or is intolerable, an official complaint should be filed with the Madison Village Police Dept. at the non-emergency number and follow-up in writing to the Management Company.

I. Security

Security is one of the major concerns of all Occupants. Your cooperation will be appreciated. Report any suspicious activity to the Madison Village Police Dept.

1. Report any strange persons or activities promptly to the Madison Village Police Dept.
2. Garage doors must be closed when unattended for security purposes and insect and rodent control.
3. The Unit Owner may install, at their expense, a security system for their protection. Be mindful of camera direction and any privacy issues.
4. Report any theft first to the Madison Village Police Dept. and then to the Management Company.

J. Soliciting

Since this is private property, local solicitation permits do not apply. Signs stating “No Soliciting” are posted on the Condominium Property.

1. Non-political dispensing of flyers or other types of solicitation or door-to-door solicitation is prohibited. Call the Madison Village Police Dept. to report any activity.
2. Political Solicitation –The solicitation by a politician and/or political candidate is permitted.

K. Lawn Watering

1. It is a Unit Owner’s responsibility to water during the landscaping season, particularly hot, dry summer months. Unit Owners must water the lawn/planting area surrounding their Unit often enough to prevent browning, disease, and dead grass, plants or trees.
2. Any lawn which is damaged or destroyed due to Unit Owner’s failure to water, will be repaired and/or replaced at Unit Owner’s expense.
3. Any repair or replacement of lawn by the landscapers or snowplow company, is the Unit Owner’s responsibility to water.

L. Flags & Flag Etiquette

The Board of Directors supports our nation and its military, as well as Unit Owners’ desire to display flags that are representative of these causes. In an effort to ensure that Unit Owners display these flags respectfully, in a way that honors the values that each flag is intended to symbolize, the Board has adopted the following rules.

1. A flagpole is permitted within the Limited Common Elements in the front, or rear, of a Unit without prior approval from the Board, through the Management Company.
2. Unit Owners are permitted to display flags that are currently protected by Federal and State laws, subject to applicable Board-adopted rules. Specifically, Unit Owners are permitted to display the following flags on a flagpole: The United States flag, State flag, POW/MIA flag and military

flags. Only the American Flag (Stars & Stripes) is permitted to be flown by itself.

- a. A flag with a mounting bracket on the Unit is permitted to be attached only on either the wooden trim surrounding the Unit's garage door or a front porch support.
 - b. No flag is permitted to be attached to the vinyl siding of a Unit.
 - c. All flags are limited in size up to, and including, four feet by six feet (4' X 6') in overall dimension.
 - d. Flags must be made of nylon, polyester, or cotton material.
3. Unit Owners must maintain proper flag etiquette at all times.

M. Sex Offenders

1. A person who is classified a Tier III or Tier II sexual offender/child-victim offender or any future equivalent classification, and for whom the County sheriff or other government entity must provide community notification of the sex offenders' Residence is prohibited from residing in or occupying a Unit or remaining in or on the Condominium Property for any length of time. Occupants are prohibited from inviting such offenders to the Condominium Property.
2. The Association is not, however, liable to any Unit Owner or anyone visiting a Unit Owner or the Association, as a result of the Association's alleged failure, whether negligent, intentional, or otherwise, to enforce the provisions of this restriction.

VI. PETS

A. Restrictions on Types, Roaming and Noise

1. Only dogs, cats, and other household pets, excluding reptiles and farm animals, may be kept in any Unit, and provided they are not kept, bred, or maintained for any commercial purposes.
2. Animals are prohibited from being left unattended, tied or staked on the Condominium Property or permitted to run loose. Exception: A dog may be kept within a Board-approved fenced-in area between the hours of 8:00 a. m and 8:00 p. m. provided the dog does not create a nuisance as described below.
3. Animals must be on a hand-held leash when outside and controlled at all times.
4. Pet owners should exercise common courtesy and respect as to where a pet is walked.
5. The Board has the right to require the owner of any pet to remove the pet from the Condominium Property upon three days' notice if the pet(s) is causing or creating a nuisance or unreasonable disturbance. Upon the pet owner's receipt of such notice, the pet's owner shall promptly and permanently remove said pet from the Unit and from the Condominium Property. Examples of nuisance behavior or behavior that constitutes a detrimental effect for purposes of this rule include, but are not limited to, the following:
 - a. Pets whose unruly behavior causes personal injury or property damage.
 - b. Pets who make noise continuously for a period of ten minutes or more, or intermittently for two hours or

more, to the disturbance of any person, at any time of the day.

- c. Pets outside the Unit who are not accompanied by and under the complete physical control of their owner and on a hand-held leash.
- d. Pets who exhibit aggressive or other dangerous or potentially dangerous behavior toward any person or their pet(s).

B. Pet Clean Up and/or Damages

- 1. Pet owners are responsible for the immediate and complete clean up after their pets anywhere on the Condominium Property. Disposing of waste on other parts of the Condominium Property is prohibited.
- 2. Unit Owners are liable for any and all damages caused by their, Occupant's, or guest pets to the Association Property, including but not limited to, shrubs, bushes, trees and grass.

VII. INTERIOR REGULATIONS

A. General

- 1. The Unit Owner and his/her family and guests shall use the Unit as a residence.
- 2. The use of blankets, sheets, etc. as window treatments, or any other item or material not designed and sold as window coverings is prohibited. Curtains, shades, drapes, and blinds with white, near white or beige backs are acceptable window coverings.

B. Hazardous Items

- 1. Storage of pressurized gas and explosives are prohibited in a Unit and/or garage.
- 2. Propane tanks for gas grills must be stored outside on the patio year-round and are prohibited in the Unit.
- 3. Fireworks are prohibited.

C. Noxious & Offensive Activity

- 1. Noxious odors within a Unit that can be detected from outside the Unit are prohibited.
- 2. Offensive activity in any Unit or in Common or Limited Common Element Area is prohibited.

VIII. PARKING AND MOTOR VEHICLES

A. Parking

- 1. The primary parking spaces for each Unit are the garage and driveway of each Unit.
- 2. Parking of vehicles of any kind on any grass or unpaved area at any time is prohibited.
- 3. Overnight parking on the roads is prohibited. Parking on the streets of Condominium Property is prohibited between the hours of 11:00pm and 7:00am.
- 4. Vehicle Storage: Storage (more than consecutive 48 hours) of vehicles in any Common Element or Limited Common Element is prohibited.
- 5. Gasoline and electric powered vehicles such as motorcycles, mopeds, etc, must be stored and parked in the garage, and not in any Unit room or on patios. Motorcycles, mopeds and motorized bikes must be driven by licensed drivers, only for ingress/egress.

6. Only currently licensed, operable passenger vehicles are permitted to be parked in driveways.
7. A commercial vehicle, truck, trailer, or semi-trailer, with more than two axles must load and unload from road and is prohibited in the driveway.
8. Bicycles must be parked and stored in the garage and are prohibited to be left outside the Unit unattended or after sundown.
9. Vehicles in violation of the rules listed above are subject to towing after a 24-hour notice posted on said vehicle.

B. Motor Vehicles

1. The following vehicles must not be stored, kept or maintained in any driveway, road, any other Common Element, or Limited Common Element on Condominium Property (note: depending on the obvious overall size in order to accommodate any of the following, they may be stored inside the garage):
 - a. Buses, mobile or motorized homes. For the purpose of loading or unloading and in preparation for a trip, a recreational vehicle may be parked for a period of time during the day. Overnight parking is prohibited. The Unit Owner must notify the Management Company before the daytime parking of the vehicle,
 - b. Trucks with more than two axles and four wheels, trucks with snowplows, or commercial vehicles,
 - c. Boats or any kind of trailer,
 - d. Campers and camper trailers,

- e. Moving vans,
 - f. Snow mobiles, skimobiles, jet skis,
 - g. Motorcycles, scooters, and bicycles must be parked in the garage at all times,
 - h. “For Sale” signs on vehicles are prohibited.
2. All unlicensed motorized vehicles, including those with expired tags, are prohibited from being operated on the property.
 3. Flushing of toxic fluids (oil, paint, etc.) down the storm sewer is prohibited.

C. Traffic Regulations and Vehicle Repairs

1. The speed limit is 15 m.p.h. For the sake of pedestrians and safety, extreme caution must be used at all times.
2. When entering and exiting the development, please stay to the right, driving in a counterclockwise direction.



3. Vehicle Repairs:

Minor repairs or the routine maintenance of vehicles, are limited to not more than 72 hours and must be done in the garage.

- a. Vehicles are prohibited to be left on any type of lifting equipment (jack) outside of garage.
- b. Washing of vehicles is permitted in the Unit's driveway. Any leakage of fluids or draining of oils or anti-freeze, which defaces the driveway surfaces, must be promptly cleaned. The Unit Owner is responsible for promptly cleaning the parking surfaces where the leak occurred.

D. Towing

1. In addition to other remedies, any vehicle in violation of these rules may, in addition to all other remedies, be towed and stored at the Unit Owner's expense.
2. Violators will be responsible for all expenses incurred, whether or not the vehicle is actually towed.
3. Reference Ohio Revised Code 4513.60 for more information.

E. Snow Season Regulations

1. During snow season, when the snow removal contractor must plow, Unit Owners are encouraged to park their vehicles inside the garage. Vehicles parked on the driveways may prevent the contractor from adequately clearing the snow or clearing the snow at all. If a vehicle is in the driveway, the driveway most likely will not be plowed.

2. During winter months, Unit Owners are advised that a snow plowing contractor is hired to reasonably plow the Condominium Property. Light snowfall or freezing/thawing cycles can create unexpected icy conditions on driveways and sidewalk areas. Unit Owners must take care and pay attention to the conditions that exist to ensure safety while on the Condominium Property and must advise any guest of their Unit to exercise additional caution.
3. Unit Owners are encouraged to use a non-salt ice melt product on the sidewalk, front entrance, steps and driveways.
4. The snow removal contractor places stakes on the Condominium Property as markers to help keep the plows on the concrete areas and eliminate, or at least reduce, damage to lawn/grass. From time-to-time these stakes are knocked down. Unit Owner's help is needed to keep the area well marked. Please, if you can, put back any stakes you find on the ground.

IX. CABLE TELEVISION AND SATELLITE DISHES

A. Cable Television

1. Cable television is a private agreement between the Unit Owner and the cable company and is at the expense of the Unit Owner.
2. Installation of additional cable wires must be made from the interior of the Unit. If exterior cable must be installed, then the installation must be secured under siding. Loose, exposed wiring is prohibited and will be removed by the Association.

3. When cable service is connected, it is the responsibility of Unit Owners to follow up with the cable company to make sure the following is completed:
 - a. Wiring is properly buried into the ground and will not be an obstruction for the landscape company.
 - b. Winter installations, when the ground is frozen, must be completed in early spring before the grass cutting begins.
4. When cable service is disconnected, the Unit Owner must make sure there are no exposed wires and those service lines are properly secured against the building for future hook ups.
5. Television and radio antennas are prohibited.

B. Satellite Dish

1. Installation of any satellite dish/antenna in the Common Elements is prohibited. Installation must be done in the Limited Common Element only. Any Unit Owner contemplating the installation of a satellite dish/antenna elsewhere on the Condominium Property must obtain and comply with the Association’s Satellite Dish Rules and Regulations and, must submit a drawing to the Management Company, indicating the proposed location, height, and screening materials to be used. Satellite dishes may be placed (pole mounted) in the Limited Common Element mulch beds, or on the roof of the Unit, preferably at the back of the Unit.
2. Non-operational satellite dishes must be removed immediately.

X. ARCHITECTURAL AND LANDSCAPING GUIDELINES

Any changes, alterations, additions, improvements, or removals to the Common Elements are prohibited.

A. Architectural Guidelines & Procedures

Any changes, alteration, additions, improvements or removals to the Limited Common Elements require prior written approval from the Board, through the Management Company, except as otherwise provided in the Rules or Governing Documents.

Under Ohio State Law, HB 135, effective July 20, 2004, which was an amendment to the Ohio Condominium Act, no enclosed additions may be built without an affirmative vote from 100% of the Unit Owners. This includes screened-in three season’s rooms.

All non-compliant items existing (having no prior written consent of the Board of Directors) prior to March 1, 2007, have been “grandfathered” in favor of the then current Unit Owner only. However, it is the Unit Owner’s responsibility to remove said items prior to the sale of the Unit, or the Association will make all required removals at the sole expense of the selling party and all expenses will be collected by the title company.

Procedures for submitting a request for change:

1. Send a written description of any proposed improvement, as well as a drawing with dimensions to the Management Company, who will relay the request to the Board for review. Please see the sample Architectural Form in the back of this book and provide all necessary information about your improvement.

2. The Board will approve or deny the request and the Unit Owner will receive a written response from the Management Company.
3. Construction must progress within 90 days of approval date, unless the Management Company has been notified otherwise. Prompt removal of materials and debris and restoration of disturbed landscaping is required within 30 days of completion.
4. Unit Owners who make a change without prior approval may be required to remove the installation at Unit Owner expense, and/or be levied an Enforcement Assessment for failure to follow the rules and regulations.

B. Improvement Guidelines

The following guidelines provide standards for specific improvement projects and/or exterior modifications.

1. Storm Doors

- a. Maintenance, repair and replacement of storm doors are the Unit Owner's responsibility and must meet standards determined by the Board.
- b. Storm doors, if installed, must be full view with clear glass. Frames must either be white or match existing color of the front door.
- c. The Unit Owner has the option of converting the storm door for warm weather use if screen inserts are a standard part of the door.
- d. Damaged doors, broken windows and torn screens must be repaired at the Unit Owner's expense, within 30 days

after receipt of written notice.

- e. The use of plastic and other non-glass window or door liners are prohibited on the exterior of the Unit.

2. Front, Side, Patio and Garage Doors

- a. Maintenance, repair and replacement of front/back doors are the Unit Owner's responsibility and must meet standards determined by the Board.
- b. Doors must be replaced, when needed, with the same style as the original door.
- c. Plain brass "peepholes" may be installed on front door.
- d. Front doors and garage man doors must be painted one of the approved colors, "Sweet Brier Red" or "Sweet Brier Green", made by Sherwin Williams. For more information, see the Sweet Brier website or contact the Management Company.
- e. The Unit Owner is responsible for painting the wooden frame around the garage doors.
- f. Garage screen doors must receive prior written approval from the Board, through the Management Company.

3. Windows, Glass & Screens

- a. Maintenance, repair and replacement of windows are the Unit Owner's responsibility and must meet standards determined by the Board.
- b. Windows must have white exterior framing, with the same number of mullions as existing windows and must

fit the existing window opening.

- c. Broken windows, fogged windows and torn screens must be repaired at the Unit Owner's expense, within 30 days after receipt of written notice.
- d. The use of plastic and other non-glass window is prohibited on the exterior of the Unit.

4. Exterior Lights

- a. Maintenance, repair and replacement of exterior fixtures are a Unit Owner's responsibility and must meet standards determined by the Board.
- b. A similar style in black or brass, preferably black, must be used for repair or replacement of exterior light fixtures.
- c. All exterior light fixtures on the front of the Unit must be replaced at the same time.
- d. A motion detector sensor may be added to an existing light.

5. Fences & Porches

- a. Maintenance, repair and replacement of fencing is the Unit Owner's responsibility and must meet standards determined by the Board.
- b. All installation of white vinyl fencing requires prior written approval from the Board, through the Management Company.
- c. The following are the guidelines that must be followed regarding fencing. Any other fencing is prohibited:

- i. Fencing is strictly confined to each Unit's designated rear "Limited Common Element". Six feet (6') tall by up to two (2) six feet (6') long sections of "privacy panel" may be installed on either/or both sides of the unit's patio, each side not to extend beyond 12' from the back wall of the Unit. The 6' tall "privacy panel" may not be installed on the outside edge of the patio (the patio edge opposite the unit's back wall), nor adjacent to the patio spanning the entire width of the "Limited Common Element"; OR
- ii. A four foot (4') high (maximum) white vinyl "picket fence" may be installed around the entire rear "Limited Common Element". Installation must provide for adequate gate opening (typically double gates) to allow ingress and egress of landscaper's equipment.
- iii. Front porch railings must be maintained by the Unit Owner, this includes painting wooden porch railings. Replacement front porch railings must be white and of the same size and style as the original. Wooden railings may be replaced with white vinyl.

6. Patios

- a. Patio repair, maintenance and replacements are the Unit Owner's responsibility and must meet standards determined by the Board.
- b. Any changes to the size or shape of the patio requires prior written approval from the Board, through the Management Company.

- c. All modifications to the patio, (i.e. installing a canopy, awning, door, etc.) requires prior written approval from the Board through the Management Company.
- d. Storing personal property after sundown or when not in use is prohibited on the patios, excluding furniture designed and sold for outdoor use, bird feeders, and grills.

7. Roof & Shutters

- a. Maintenance, repair and replacement of the roof and shutters are the Unit Owner's responsibility and must meet standards determined by the Board.
- b. Roof repairs and replacements must match the color and style of the original roof.
- c. Black shutters may be installed to front windows.
- d. Solar panels are prohibited.

8. Mailboxes

- a. Maintenance, repair and replacement of mailboxes is the Association's responsibility.
- b. Report any maintenance or repairs needed to the Management Company.
- c. Planting around the mailboxes is prohibited by the Unit Owners. The Association maintains the planting beds.

C. Landscape Guidelines

1. Common Elements

- a. The front shrub beds are Common Elements and are the Association's responsibility to maintain. Unit Owners are prohibited from changing the size or shape of the beds and from installing edging or a retaining wall around the front beds.
- b. Unit Owners, at their expense, are permitted to replace the shrubs and plants of the front shrub beds with prior written approval from the Board, through the Management Company. Black mulch must be used, any other color of mulch or any other material is prohibited in the front beds. Garden stones or pea gravel is prohibited.
- c. Unit Owners must maintain all their own landscaping additions or modifications, at their own expense, and must meet the standards determined by the Board. If a buyer is unwilling to be responsible for these changes, the Unit Owner may need to restore the landscape to its original condition. This provision applies to each of the landscape guidelines below.

2. Limited Common Elements

- a. Each Unit Owner shall be permitted within the Limited Common Elements to install and maintain the following: plant flowers, shrubs, and/or ground cover plants, (equal to the quality and style that the Association provides), landscaping fixtures, and mechanisms: sun dials, post lamps, ground lighting, sprinkling systems or flag poles.
- b. Any garden, shrub(s), tree(s) birdbath(s) or any other ornamental objects and/or structures are prohibited to be placed in or extended into the Common Elements or from the Limited Common Elements without prior written approval from the Board, through the Management Company. All such approvals are subject to a signed agreement that the area and/or object will be returned to its

original state at the time the Unit transfers to a subsequent owner. The only exception will be if the subsequent Unit Owner accepts responsibility for said improvements.

- c. Unit Owners shall be permitted to plant, install, locate, or maintain the following items providing that all items are within the rear and side Limited Common Elements of each Unit:
 - i. vegetable gardens
 - ii. concrete or brick patios
 - iii. barbecue grills, lawn furniture, and
 - iv. bird houses or feeders.
- d. Each Unit Owner shall be obligated to maintain and keep in good order and repair the Limited Common Elements appurtenant to his/her Unit.

3. Tree Planting

- a. Installing trees is prohibited without prior written approval from the Board, through the Management Company. Plans must include type of tree, size at maturity and location. (Examples of unacceptable trees: Willow, Poplar or Silver Maple)
- b. When planting a tree, Unit Owner must be responsible for damage that may occur to underground utility service connection or lines at the time the tree is being planted; as well as for any future damage that may be caused as a result of growth of the tree. Before planting a Unit Owner must call Utilities Protection Services (see telephone listing page) and have the utilities marked.

- c. The tree becomes a donation to the Common Elements and subject to control of the Board.

4. Decorations in the Front of Units

- a. Decorative Objects
 - i. Objects must not impede contract services. Contractors are not responsible for any damage to objects that interfere with the performance of the contract services.
 - ii. Decorations may be attached to the Unit and Unit Owners will be responsible for any repairs necessary.
 - iii. Holiday decorations (e.g. seasonal wreaths, holiday lights and flags) are encouraged, provided they are not installed prior to November 15 and are removed by January 31.
 - iv. Other seasonal decorations (not more than five feet tall) may only be displayed for a period of one week prior to and one week following the day of the holiday.
- b. Flowerpots in Front of Unit
 - i. The placing of flowerpots around entranceways and porches are encouraged, provided they are maintained.
 - ii. Large objects converted for use as flowerpots are prohibited without prior written approval from the Board, through the Management Company.

XI. VOLUNTARY SALE OR LEASE OF A UNIT

A. For Sale and Open House Signs

- 1. A temporary "For Sale" sign can be displayed inside the window of a Unit. Otherwise placing "For Sale" signs

anywhere on the Condominium Property is prohibited.

2. Two "OPEN HOUSE" signs may be posted: one next to driveway; and one at the entrance; only on Sundays between 1:00 p.m. and 6:00 p.m., while person (s) holding Open House are on the Condominium Property. Signs must be removed no later than 6:15 p.m. Any violation of the above sign rules will result in the removal of the signs at the Unit Owner's expense. It is the responsibility of the Unit Owner to be sure that the real estate agent understands these rules and follows them accordingly.

B. Sale of Unit

1. Within 30 days of signing a sales contract, a Unit Owner must furnish the following information to the Management Company:
 - a. Name of all occupants.
 - b. Home and business mailing addresses.
 - c. Home and business telephone numbers.
2. Any change in the information required must be provided to the Management Company within 30 days of the change.
3. After a sales agreement has been executed and at least 30 days prior to transfer, the Title Company will request information about the Association insurance and any maintenance fees still due.
4. The Management Company will coordinate with banks, real estate agent, and escrow agents. An "Escrow Demand Fee" will be charged to the seller and paid out of escrow from proceeds due to the seller at the time of title transfer.

5. The seller is responsible for providing the following items to the buyer: Copy of the Declaration, Bylaws, and Handbook of Rules, Regulations and Information. (If seller does not have any of the above, he/she should contact the Management Company for copies for a fee or print the documents off the Sweet Brier website.)

C. Lease of Unit

The Association has elected, by amendment to the Declaration, to become a community of all resident owners.

1. No Unit shall be leased by a Unit Owner to others for business, speculative, investment or any other purpose. The purpose of this restriction is to create a community of resident Unit Owners.
2. The leasing restriction does not apply to: A) units, which are occupied by the parent (s) or child of the Unit Owner, or B) any Unit Owner leasing their Unit at the time of filing of an amendment dated December, 2005 with the County Recorder, and who has registered their Unit as a rental unit with the Association, said Unit Owner shall continue to enjoy the privilege of leasing that Unit until the title to said Unit is transferred to a subsequent Unit Owner.
3. To meet special situations and to avoid undue hardship or practical difficulties, the Unit Owner has the right to lease his/her Unit, provided the Unit Owner gives prior written notice to the Board, through the Management Company, for a one-time only lease of their Unit to a specified renter for a period not less than six consecutive months nor more than 24 consecutive months. The one-time hardship exception may in no event be extended beyond the one 24-month period.

4. In no event shall a Unit be rented by the Unit Owner thereof for transient purposes, which is defined to mean rental for any period less than six full, consecutive calendar months.
5. All leases must be in writing, must require the lessee to abide by the terms of the Declaration and the Bylaws, as well as any Rules adopted by the Board. The Board of Directors has the right to dispossess or otherwise act for the Unit Owner in case of default under the lease or for violation of the Declaration, Bylaws or the Rules. The Unit Owner will continue to be liable for all obligations of ownership of his/her Unit and will be responsible to the Board of Directors for the conduct of his/her lessee. Copies of all such leases must be delivered to the Board, through the Management Company, prior to the beginning of the lease term.
6. If a Unit is leased in accordance with the above, the Unit Owner must provide the Management Company with:
 - a. The Unit Owner's home and business mailing address and telephone number.
 - b. The names of the tenant (s) and all Occupants of the Unit.
 - c. A copy of the lease.

XII. MAINTENANCE FEE COLLECTION POLICY, COMPLAINT PROCEDURES AND RULES ENFORCEMENT

A. Collection Policy

All assessments, including maintenance fees, are due on the first (1st) day of the month and are considered late if not received by the 10th of the month ("the last date").

1. After that date, an administrative late charge of \$20.00 per month will be added for any late payment or on any

balance of unpaid assessments. (Subject to increase upon further notice.)

2. All checks must be made payable to Sweet Brier Condominium Unit Owners Association, Inc. and submitted to the Management Company.
3. If a Unit Owner is more than 30 days past due in the payment of any assessment, the Association may suspend privileges including the right to vote, the use of the amenities, or the ability to apply for architectural approval.
4. Any payments made by the Unit Owner shall be applied in the following order.
 - a. Administrative late fees owed to the Association,
 - b. Collection costs, including attorneys' fees incurred by the Association,
 - c. Principle amounts owed on the account for common expenses and penalty assessments.
5. Any past due amount may cause a lien and foreclosure to be filed.
6. Any cost, including attorneys' fees, recording costs, title reports, and/or court costs incurred by the Association in the collection of delinquent accounts will be added to the amount owed by the delinquent Unit Owner.
7. If any Unit Owner (either by his/her conduct or by the conduct of any Occupant) fails to perform any act that he/she is requested to perform by the Declaration, the Bylaws or the Rule, the Association may, but shall not be obligated to, undertake such performance or cure such violation and shall charge and collect from said Unit Owner

the entire cost and expense, including reasonable attorneys' fees, of such performing or cure incurred by the Association. Any such amount shall be deemed to be an additional assessment and shall be due and payable immediately following notification of such charge and the Association may obtain a lien for said amount in the same manner and to the same extent as if it were a lien for common expenses.

B. Complaint Procedure

Requests and recommendations may be sent (mail or e-mail) to the Management Company. Sample forms are in the back of this booklet.

1. Emergency calls on weekends and evenings should be made to the answering service (please see phone number page).
2. Complaints about a rule violation must be in writing and include the signature of the complaining occupant. These complaints must be mailed or emailed to the Management Company who, in most instances, will contact the alleged violator after receipt of each complaint and a reasonable effort will be made to gain the violator's agreement to cease the violation. The Board cannot take enforcement action without signed, written complaints.
3. The Management Company will not act on anonymous complaints. An Occupant must sign his/her name and address before the Management Company or Board can act.
4. If reasonable efforts to gain compliance are unsuccessful, the violating Unit Owner may be subject

to a sanction in accordance with the penalty provisions contained in the Enforcement Procedure.

C. Enforcement Procedure

1. The Unit Owner is responsible for any violation of the Declaration, Bylaws or Rules by the Unit Owner, guests, or the Occupants, including tenants, of the Unit Owner's home.
2. 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 attorney fees, shall be added to the account of the responsible Unit Owner. In other words, the Board, at their discretion has the right to proceed with legal action for any violation of the Association's governing documents, and can add all incurred costs to the Unit Owner's account.
3. All costs stemming from any violation, including enforcement assessments, cleaning, repairs or removal, will be charged to the responsible Unit Owner's account.
4. In addition to any other action and if applicable, in accordance with the procedure outlined below, the Board may:
 - a. Levy an enforcement assessment for damages and/or cleaning of the common elements or other property.

- b. Levy an enforcement assessment per occurrence or if the violation is continuous and ongoing in nature, levy an enforcement assessment per day.
 - c. Levy an enforcement assessment for the approximate cost to physically remove the violation.
 - d. For any violation of the Governing Documents that is continuous and uninterrupted for a period of more than 24 hours, each calendar day that the violation continues without interruption constitutes a new and separate violation.
5. Prior to the imposition of an enforcement assessment for a violation, the following procedure will be followed:
- a. Written notice(s) will be served upon the alleged responsible Unit Owner.
 - b. A description of the property damage or violation will be specified.
 - c. The amount of the proposed charge (or if unknown, a reasonable estimate of the proposed charge) or enforcement assessment.
 - d. A statement that the Unit Owner has a right to, and the procedures to request, a hearing before the Board to contest the proposed charge and/or enforcement assessment.
 - e. If applicable, a reasonable date by which the Unit Owner must cure the violation to avoid the proposed charge or assessment.

6. To request a hearing, the Unit Owner must mail or deliver a written "Request for a Hearing" notice which must be received by the Board, through the Management Company, not later than the tenth day after receiving the notice required by Item 5. above.
- a. If a Unit Owner timely requests a hearing, at least seven days prior to the hearing, the Management Company will provide the Unit Owner with a written notice that includes the date, time, and location of the hearing. If the Unit Owner fails to make a timely request for a hearing, the right to that hearing is waived, and the charge for damages and/or an enforcement assessment will be immediately imposed.
 - b. At the hearing, the Management Company, the Board and the alleged responsible Unit Owner only, have the right to present any evidence. This hearing, which is limited to 15 minutes, will be held in Executive Session and proof of hearing, evidence of written notice to the Unit Owner to abate action, and intent to impose an enforcement assessment shall be become part of the hearing minutes. Within 30 calendar days of the hearing, the Unit Owner will be sent written notice of the Board's decision, from the Management Company.
 - c. In the event of an enforcement assessment hearing, or court hearing, copies of the complaints and the complaining party identity will be made available to the alleged violator.
 - d. The Association may file a lien for an enforcement assessment that remains unpaid for more than 10 days.

XIII. RECORDS INSPECTION

A. Records Available

1. Unless otherwise prohibited by law or this policy, any Unit Owner may examine and copy (including receiving copies or other information by email) the books, records, and financials of the association (the “Records”), for any reasonable and proper purpose, pursuant to the requirements, charges, and standards set forth by this policy.
2. A Unit Owner may not examine or copy any of the following Records that concern, pertain to, or contain information about:
 - a. Information that appertains to personnel matters, including but not limited to salary/benefits information, performance reviews, applications, disciplinary action, and health matters.
 - b. Communications with legal counsel or attorney work product pertaining to potential, threatened, or pending litigation or community property-related matters.
 - c. Information that pertains to contracts or transactions currently under negotiation or information that is contained in a contract or other agreement containing confidentiality requirements and that is subject to those requirements.
 - d. Information that relates to the enforcement of the Declaration, Bylaws, or rules against other Unit Owners or that would constitute an unwarranted invasion of privacy of any other Unit Owner.

- e. Matters or issues the disclosure of which is prohibited by State or Federal Law.

B. Written Request to Inspect

1. A Unit Owner who wants to inspect, copy or receive any Association record must submit a written request to the Management Company. The request must specify the particular record(s) desired, including pertinent time periods, and state whether the request is for inspection or copying. The request must be sufficiently detailed to allow the Association to retrieve the record(s) requested.
2. No Unit Owner may submit more than one request for inspection and/or copying in a 30-day period.

C. Only Unit Owners or Authorized Representative May Inspect

1. Every Unit Owner has the right to inspect, copy or receive association records in compliance with the rules and procedures contained in this policy.
2. A Unit Owner may authorize, in writing, an attorney or other designated representative to conduct the inspection or request copies on the Unit Owner’s behalf.

D. Rules of Conduct and Procedure Governing Request to Inspect/Copy

1. All inspections shall take place at the Association’s office or at such other location as the Board designates. No Unit Owner shall remove original records from the location where the inspection is taking place.

2. The Association shall make records available for inspection within a reasonable time, but no more than 30 days after the Management Company actually receives the written inspection request. This timeframe may be extended if the records requested are so voluminous or otherwise in such condition as to render this time frame unreasonable. The Association shall notify the Unit Owner (by telephone, in person, by email or in writing) that the records are available, and specify the time, date, and place for the inspection.
3. If the Unit Owner requests to receive documents by regular mail or email, the Association will provide the requested records within a reasonable time, but no more than 30 business days, after the Association actually receives the written inspection request. This time frame may be extended if the records requested are so voluminous or otherwise in such condition as to render this time frame unreasonable.
4. The alteration, in any manner, of any Association record by a Unit Owner is prohibited.
5. All people inspecting or requesting copies of records must conduct themselves in a business-like manner and shall not interfere with the operations of the Association's office or such other location where the inspection or copying is taking place. The Association, through the Board or Management Company will assign one staff person or other Association representative to assist in the inspection. All requests for further assistance and copying during an inspection must be directed only to that one Association-designated person.

6. During an inspection, the Unit Owner may designate for copying records by use of a tab, clip, or Post-It note on the page(s) desired.
7. Copies shall be available within 30 days of receipt of the request, unless the voluminous nature or condition of the records makes this timeframe impractical. In such cases, the copies will be made available as soon as practical.
8. Unit Owners may not exercise their inspection or copying rights to harass any other Unit Owner or Occupant, Board Member, Association Manager (or anyone at the Management Company), Officer, Director, or Employee.

E. Charges for Copies and Inspection

1. Upon written request, the Association will provide draft (unapproved) or approved Association meeting minutes for open Board meetings and Annual meetings at no charge.
2. Other than Association meeting minutes the Unit Owner must pay the going rate per page for copying regular or legal sized records. In addition, the Unit Owner will pay a minimum clerical fee based on the contracted rate, for the copying of pages.
3. To preserve the sanctity of the Records, a physical records inspection requires the presence of a staff member. The Unit Owner must pay the contracted rate for staff or other representative attendance at the records inspection.
4. The Unit Owner must pay the costs of copying, providing or inspection at the time of billing for copies

or actual inspection. However, the Board may in its sole discretion, require advance payment.

SWEET BRIER CONDOMINIUM ARCHITECTURAL & LANDSCAPE MODIFICATION REQUEST

XIV. HARRASSMENT POLICY

- A.** The Association will not tolerate harassment of any Unit Owner, Occupant, employees, contractor, or other party for any reason, to the extent protected by Federal, State or local laws, including but not limited to abusive comments or conduct predicated upon race, color, creed, religion, ancestry, sexual orientation, national origin, citizenship, age, sex, disability, pregnancy, genetic information, military status or veteran status. All harassment is prohibited. Harassment can take many forms, including words, signs, jokes, pranks, intimidation, physical contact or violence.
- B.** If a Unit Owner or Occupant feels that they have been subjected to conduct that violates this policy, the person should immediately report the matter to the Association Manager. If a Unit Owner or Occupant is unable for any reason to contact the Association Manager, or the Association Manager is the person performing the prohibited harassment, then contact the Board of Directors. Everyone is expected to cooperate with any such investigation.

Date _____
Name _____
Address _____
Telephone _____
Email _____

Request for:

<input type="checkbox"/> Garage door	<input type="checkbox"/> Windows	<input type="checkbox"/> Roof
<input type="checkbox"/> Front door/storm door	<input type="checkbox"/> Canopy/Awning	<input type="checkbox"/> Fireplace/Propane tank
<input type="checkbox"/> Fence	<input type="checkbox"/> Patio	<input type="checkbox"/> Mulch bed
<input type="checkbox"/> Shrubs	<input type="checkbox"/> Tree(s)	<input type="checkbox"/> Porch

Description of Requested Modification:

Drawing of Requested Modification:

Unit Owners are responsible for any installed improvements and betterments. This responsibility transfers to future owners of the Unit.

Please return this form to:
NEO Property Services, Inc.
P.O. Box 187
Perry, OH 44081-0187
440-289-5271
e-mail: neopropertyservicesinc@gmail.com

**SWEET BRIER CONDOMINIUM
RECOMMENDATION/Common Area Service Request**

Return this to the Management Company, so that the problem or suggestion can be reviewed and addressed by the Board.

To be used:

- 1. If you want to request service or report problems on the property.**
- 2. If you want to make a recommendation to the Board.**

DATE: _____

NAME: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

REQUEST/RECOMMENDATION:

RECEIVED BY OFFICE: _____

MANAGER OR OTHER

DATE: _____

DISPOSITION:

DATE OF DISPOSITION: _____

NEO Property Services, Inc.
P.O. Box 187
Perry, OH 44081-0187
440-289-5271
e-mail: neopropertyservicesinc@gmail.com

**SWEET BRIER CONDOMINIUM
COMPLAINT FORM**

For complaints about rule violations:

Nature of Complaint (i.e., Pet, Noise, etc.) _____

Location or address where problem is occurring: _____

Date(s) and time(s) _____

Name of offender, if known: _____

Unit address: _____

Details (be specific) _____

Was any attempt made to resolve this problem? YES ___ NO ___

If yes, what attempt was made: _____

What were the results? _____

Signature _____

Your address _____

Your phone number _____

Your email: _____

RECEIVED BY OFFICE: MANAGER OR OTHER _____

DATE: _____

DISPOSITION: _____

DATE OF DISPOSITION _____

NEO Property Services, Inc.
P.O. Box 187
Perry, OH 44081-0187
440-289-5271
e-mail: neopropertyservicesinc@gmail.com