

**WORTHINGTON GLEN**



**ASSOCIATION HANDBOOK**



## WELCOME TO THE WORTHINGTON GLEN CONDOMINIUMS

October 12, 2023

This handbook was developed to serve as an easy-to-understand reference guide for existing Unit Owners and to provide information to help new Unit Owners and Occupants become familiar with our adopted Association policies. This handbook contains common sense rules and information that takes into consideration the reasonable health, safety, comfort and general well-being of all Unit Owners and Occupants of the Worthington Glen Condos.

The Board of Directors is given authority to promulgate these rules from the Declaration and Bylaws. Life in a condo community is different from a private home or apartment complex, so as residents it is your responsibility to observe these rules.

These documents are designed to protect the rights of each Occupant. However, policy and procedure cannot replace the common courtesy between neighbors. Before filing a complaint against another neighbor, take time to have a personal 1x1 discussion. Neighbors who talk to one another in a non-threatening way can achieve a greater outcome.

If you are renting your Unit, please look at our Rental/Leasing Procedure Requirement section and send your name address and unit to [worthingtonglen@aol.com](mailto:worthingtonglen@aol.com)  
Residents may contact Management and the Board Association either by email/phone or the link provided on our newly created Facebook Announcement Page.

## **OVERVIEW**

The purpose of these rules and regulations is to serve as an easy-to-understand reference guide for existing and new residents to the community. The rules are established pursuant to the recorded Bylaws and Declaration. It is the duty of each Unit owner, Occupant, and guest to obey them, together with the posted regulatory signs and pavement markings. These rules and regulations may be amended or modified from time to time as conditions change, upon approval by a majority vote of the Board of Directors. Updates will be provided either by mail, website update or bulletin boards.

## **GENERAL INFORMATION**

1. Worthington Glen Condominiums is comprised of 269 units. Address locations are located on Barnsley Lane, Charnwood Lane, Noddymill Lane, Kirby Court, Malton Lane, Sheldrake, Soramil, Stallywood, Tuxford, Upholland, and Woodhouse.
2. Worthington Glen Condominiums are in the City of Columbus with a Worthington address and Worthington Public Schools.
3. All streets and roadways within the complex are private and maintained by the Association.
4. As a private association, we are governed by the Declaration and Bylaws. We elect our own Board of Directors from the unit owner membership and the Board reasonably manages the Association affairs on behalf of the Unit Owners.
5. The Annual Meeting is held in the first quarter of the year. Regularly scheduled board meetings are held throughout the year.
6. A master policy for insurance coverage is purchased by the Association specifically for Common Elements and Units. Each Unit owner must obtain insurance at his/her own expense, affording coverage upon the improvements to the Unit, personal property, and for his/her personal liability. Your individual insurance coverage should coincide with the Association's insurance policy. It is suggested that you or your insurance agent contact the Association's Insurance Agent.

Nationwide Insurance  
Agent: Johnny Hiles  
Geswein Agency  
(614) 389-2360

7. The Association and the Management Company are not responsible for law enforcement at Worthington Glen. The responsibility for dealing with suspicious or criminal activity remains exclusively with the Columbus Police Department.

## MANAGEMENT

1. The Association contracts with Condo Administrators to take care of the day-to-day routine tasks for the Associations. This company works under the direction of the Board in accordance with a written contract.

Condo Administrators  
845 Lookout Point Drive  
Columbus, Ohio 43235  
Contact: Gary Jones  
Phone: 614-848-3320  
Email: [worthingtonglen@aol.com](mailto:worthingtonglen@aol.com)

2. Financial Responsibilities including:
  - a. Collect monthly condo fees
  - b. Prepare financial reports including annual budgets and monthly reports (actual and budget costs)
  - c. Manages the Association insurance policies
  - d. Provides information for the preparation of tax returns
  - e. Provide escrow information when units are sold
3. Administrative Responsibilities including:
  - a. Receive and process communications from unit owners and occupants
  - b. Correspond with Units regarding matters set forth in Declarations, Bylaws and Rules Handbook
  - c. Manager Service work including landscaping, snow removal, etc.
  - d. Helps plan, attend, and assist with board meetings and annual meeting
4. All accounting for the Association is completed by Lynnea Amweg. Please refer questions concerning individual account balances to Lynnea at 614-793-0022.
5. Financial Matters: Condo dues are payable to Worthington Glen on the first of each month. These should be mailed to:

Worthington Glen Condominium Association  
Dept. LB-517  
PO Box 183134  
Columbus, Ohio 43218-3134

A \$25.00 late charge is applied to all accounts which are not received prior to the 20th of the month. Please refer to collection fee agency on page 5 for details. Automatic Electronic Payment is also available through management. Please contact Condominium Administrators to request an ACH Form. *Special Assessments may be levied as deemed necessary by the Board of Trustees. Please refer to Declarations & Bylaws.*

6. Association Fee Collection Policy: REVISED 7-1-2013

- a. All condominium fees are due in full on an annual basis on January 1st of each year. However, to avoid causing hardship to association members, the Worthington Glen Board of Trustees has always allowed the condo fee assessments to be paid monthly. All such monthly fees are due on the first day of each month. A grace period of 20 days is allowed with the proviso that any time any fee is not received by the 20th of each month a late charge of \$25.00 will be assessed to the Unit Owner.
- b. If payment is not received by the end of the month a letter is sent to the unit owner advising that their condo fee is now 30 days past due, that a late charge has been added to the amount due and that payment of the fee, including the late charge, must be received no later than 10 days from the date of the letter. Additionally, the owner may be charged an annual interest rate of 10%.
- c. If payment is not received as requested, the account is to be turned over to our Attorney for further action (approximately 60 days past due). The Attorney will send one more letter advising that a lien will be placed on the unit if payment is not received within 30 days of the date of letter. Such action will result in an assessment for initial attorney fees as well as assessments for any future court and/or other legal costs incurred in the collection of these debts.
- d. If payment is not received, the Attorney will follow with the most appropriate action needed to collect the funds which are due to Worthington Glen Condo Association. The unit owner will incur the cost of all legal fees (attorney, court costs and/or filings – such as liens, garnishments etc.) and will have been so advised by our Attorney. Foreclosure will be done with Board Approval.
- e. Court Action will take place regardless of the amount involved. If the delinquent amount accelerates, collection costs will also accelerate and make actual collections more difficult.
- f. The Board may accept a payment plan which, in its judgment, will allow full collection of the delinquent account.

## DECLARATIONS & BYLAWS

Every homeowner should have received a set of By-Laws and the Condominium Association Declaration at the time of closing on their unit. These pages contain the rules and regulations of the governance of Worthington Glen Condominium Association. You must acquaint yourself with these documents. If you need a copy, please contact the property manager. Paper copies can be requested by email.

**DECLARATION HIGHLIGHTS CONVEYANCE (DECLARATION, SECTION III, ARTICLE 2 (M))** The Association must be notified in writing, within 5 days after a unit is sold. It is the new owner's responsibility to contact the Association after the closing, providing the names and telephone numbers of all occupants. The new owners shall be provided a copy of all rules and regulations.

**ARCHITECTURAL CONTROL (DECLARATION, ARTICLE III, SECTION 2 (O))** No building, fence, wall, sign or other structure shall be commenced, erected or maintained upon Condominium Property, nor shall any exterior addition to or alteration be made, until the plans and specifications showing the nature, kind, shape, height, materials, color, and location of the same shall have been submitted to and approved in writing to the Board or its designated representative, as to the lawfulness, and appropriateness, and as to harmony of design, color and location in relation to the surrounding structures and topography. Alterations not approved may be subject to being restored to the original condition at the owner's expense.

**RULES AND REGULATIONS (DECLARATION, ARTICLE III, SECTION 2 (P))** The Board of Trustees may adopt and enforce rules and regulations concerning the use of the Condominium Property to serve the best interest of the Unit owners.

**DISPUTES BETWEEN OWNERS (DECLARATION, ARTICLE III, SECTION 2(Q))** In the event of any dispute between Unit owners as to the application of the foregoing restrictions or any rule or regulation promulgated pursuant thereto, the party aggrieved shall submit a complaint in writing to the Board specifying the dispute. The Board shall set a time, date, and place for a hearing thereon within sixty (60) days thereafter and give written notice to each party thereon no less than three days in advance. The Board shall thereupon hear such evidence on the dispute as the Board deems proper and render a decision on the matter to each party within thirty (30) days. No action of any type may be instituted by either party to such a dispute unless the dispute has first been submitted to and determined by the board as foresaid.

**UNIT USES (DECLARATION, ARTICLE III, SECTION 2(A))** No unit shall be used for any purpose other than that of a residence for individual living together as a single housekeeping unit, and used customarily incidental thereto, provided, however, that no Unit may be used as a group home, commercial foster home, fraternity or sorority house, or any similar type of lodging, care, or treatment facility.

**COMMON AREA USES (DECLARATION, ARTICLE III, SECTION 2 (B))** The common areas (except the Limited Common Areas) shall be used in common by Unit Owners and occupants and their agents, servants, customers, invitee, and licensees, in accordance with the purposes for which they are intended, reasonably suited and capable, and as may be required for the purposes of access, ingress to, egress from, use, occupancy and enjoyment of Units. Unless expressly

provided otherwise herein, no Common Areas shall be used for any purpose other than the health, safety, welfare, convenience, comfort, recreation or enjoyment of Unit owners and occupants.

**LIMITED COMMON AREAS (DECLARATION, ARTICLE III, SECTION 2 (C))** The Limited Common Areas means those areas serving exclusively one individual Unit consisting of an outside stoop and a patio contiguous to and appurtenant to each unit. The Limited Common Area extends 10 feet from the building. The Limited Common Areas is reserved for the exclusive use of the Unit or Units which those improvements serve.

**VISIBLE AREAS (DECLARATION, ARTICLE III, SECTION 2 (D))** Nothing shall be caused or permitted to be hung or displayed on the outside or inside of the windows (except inoffensive drapes, curtains or louvered blinds) or placed on the outside walls of the building of the Unit, or part thereof; and no sign, awning, canopy, shutter, television or citizen's band or other radio antenna or transmitter, or any other device or ornament, shall be affixed to or placed upon the exterior walls or roof or any part thereof, or in, on or over a patio or balcony unless authorized by the Board.

**OFFENSIVE ACTIVITY (DECLARATION, ARTICLE III, SECTION 2 (3))** No noxious or offensive activity shall be carried on in any Unit, or upon Common or Limited Common Areas, or shall be used in any way or for any purpose which may endanger the health of or unreasonably disturb any occupant.

**RENTING AND LEASING (DECLARATION, ARTICLE III, SECTION 2 (G))** No Unit or part thereof, shall be rented or used for transient or hotel purposes, which is defined as (i) rental for any period less than 30 days; (ii) rental under which occupants are provided customary hotel services such as room service for food and beverages, maid service, the furnishing of laundry and linen, busboy services, and similar services; (iii) rental to roomers or boarders, that is rental to one or more persons of a portion of unit only. No lease may be of less than the entire Unit only. Any lease agreement shall be in writing, shall provide that the lease shall be subject in all respects to the provisions hereof, and to the rules and regulations promulgated from time to time by the Board, and shall provide that the failure by the tenant to comply with the terms of the Condominium organizations documents and lawful rules and regulations shall be a default under the lease. Prior to the commencement of the term of the lease the Unit owner shall notify the Board, in writing, the name or names of the tenants and time during which the lease shall be in effect.

**VEHICLES (DECLARATION, ARTICLE III, SECTION 2 (F))** The Board may promulgate rules and regulations restricting or prohibiting the parking of vehicles on the common area.

**SIGNS (DECLARATION, ARTICLE III SECTION 2 (H))** No sign of any kind shall be displayed to the public view on the Condominium Property except: (a) on the Common Areas, signs regarding and regulating the use of the Common areas, provided they are approved by the Board; (b) on the interior side of the window of a Unit, on professionally prepared sign advertising the Unit for sale or rent.

**STRUCTURAL INTEGRITY (DECLARATION, ARTICLE III, SECTION 2 (I))** nothing shall be done in any Unit, or in, on or to the Common or Limited Common Areas, which may impair the structural integrity of any improvement.

**CONSTRUCTION IN EASEMENTS (DECLARATION, ARTICLE III, SECTION 2 (K))** No structure, planting or other material shall be placed within the easements which will interfere with maintenance of utility and drainage facilities.

**ANIMALS (DECLARATION, ARTICLE III, SECTION 2 (L))** Except for hereinafter provided, no animal, livestock or poultry of any kind shall be raised, bred, or kept in any Unit or on the Common Areas. Household domestic pets, not bred or maintained for commercial purposes, may be maintained in Unit, and provided that:

- (i) No animals shall be permitted in any portion of the Common Areas except on a leash (not longer than 6 feet in length) maintained by a responsible person.
- (ii) the permitting of animals shall be subject to such rules and regulations as the Board may from time to time promulgate, including, without limitation, the right to place limitations on the size, number, and type of such pets, and the right to levy enforcement charges against person who do not clean up after their pets.
- (iii) The right of an occupant to maintain an animal in a Unit shall be subject to termination if the Board, in its full and complete discretion, determines that maintenance of the animal constitutes a nuisance or creates a detrimental effect on the Condominium or other Unit or occupants.

## **SECTION I PARKING/VEHICLES**

### **PARKING REGULATIONS**

1. All vehicles must fit entirely within the confines of the defined parking spaces, driveways or garages they occupy (double parking is prohibited)
2. Each unit has 1 assigned parking space (including 3 bedrooms)
3. Parking a motor vehicle in a Unit's marked reserved space without permission is prohibited
4. Unmarked spaces are available on a first-come, first-served basis
5. Parking in marked fire lanes (yellow lines and curbs) is prohibited and are subject to immediate towing
6. Parking spaces are not to be used for long-term storage of construction materials. Short-term (10 days) occupancy of a Unit's marked reserved space by dumpsters, storage pods, and construction materials are permitted when a Unit is being remodeled or repaired. Unit owner must notify the Management Company at least one week prior to the placement of the dumpster/pod or materials



7. Parking spaces shall not be used for long-term parking. 72 hours in an unmarked spot is subject to towing.
8. Vehicles may not Parallel Park anywhere on the Condominium Property. Vehicles may stop in unmarked parking areas only to load, unload, service, or deliver to a unit. Then the vehicle must be moved to a space designated as a parking place when the loading, unloading, delivery and or service process is completed
9. Commercial Vehicles: Parking Permits will be available for purchase March 1, 2021. Permits will be assigned, based on a parking permit number for tracking purposes. Permit cost is \$75 for per year. A parking spot will be designated for you in the Worthington Glen Condo community. These are non-transferable permits.

Lost or stolen permits will be voided and the vehicle will be subject to being towed without notice. Replacement permits will cost \$100 per permit.

The Worthington Glen Condo Board has the sole discretion to approve parking permits on an individual basis.

#### **UNAUTHORIZED VEHICLES**

1. Vehicles leaking fluids (except gasoline) onto the pavement must be removed from the Condominium Property within 3 days of receiving a "Notice to Cure". Vehicles leaking gasoline onto the pavement must be removed from the Condominium Property immediately and not be returned to the Condominium Property until proper repairs have been made. Any repairs to the parking surface required because of fluid leaks will be assessed as damages to the appropriate Unit.
2. Vehicles that generate excessive noise (such as mufflers, fan belts etc.) must be removed from the Condominium Property within 14 days and are not permitted on the Condominium Property until proper repairs have been made.
3. The following vehicles are prohibited on the Condominium Property:
  - a. Boats, trailers, motor homes, recreation vehicles, trucks (larger than ¾ ton pick-ups), campers, travel trailers, or personal watercraft. Short term parking of such vehicles to load and unload is permitted up to 2 hours.
  - b. Occupants' vehicles (including motorcycles) that do not properly display valid parking tags.
  - c. Vehicles which have been inoperable more than seven days including those with flat tires.
  - d. Vehicles with expired or invalid license plates

**TOWING**

Any vehicle in violation of these rules may, in addition to all other remedies, be towed at the owner's expense, provided that a reasonable attempt is made to notify the owner or driver of the vehicle.

**REPAIRING OR SERVICING VEHICLES**

Repairing or servicing vehicles anywhere in and around Worthington Glen Property is prohibited. Emergency repairs, such as changing tires or jumpstarting are permitted.

**SPEED LIMIT**

The speed limit in the condominium is 11 mph

**SECTION II**  
**TRASH/DUMPSTERS/BULK DAY**

**TRASH**

Refuse (Trash) must be placed inside the trash receptacles (dumpsters). If the containers are full, use another less full container. Please keep the lids on the containers closed. Refuse must be placed in tied plastic bags and not thrown loosely into the containers. Bags must be securely tied. **DO NOT LEAVE TRASH ON THE SIDE OF THE DUMPSTERS! PLEASE CLOSE LIDS AND SIDES OF DUMPSTERS!**

**DUMPSTERS**

Dumpsters are for disposal of household garbage and trash from Worthington Glen Units only. Construction debris and yard waste are not permitted in the dumpsters.

**BULK PICKUP**

Worthington Glen Condos will host a bulk day quarterly (March, June, September, and December). Owners are responsible for removal of large items and are subject to \$250 fine if these items are placed in dumpsters.

**SECTION III**  
**PETS/DOG PARK**

Not properly removing pet waste around your common area will result in a fine (\$50) for each occurrence. Pet owners who blatantly disregard regulations may be assessed a fine up to \$250.00. Carry your "pooper scooper" or something else that is sufficient in cleaning up after your pet completes his/her outing. Pet tie out stakes are prohibited in all Common Areas. No placing food outside for animals: Residents that are providing food, water, or shelter to any wild animals, including stray and feral cats can be given a warning notice and/or fined (\$50) for each occurrence. If after being fined and this continues to be an issue, you as the homeowner can be turned over for enforcement action. Pets, including cats, are not permitted to run unattended in any areas of the complex. Pets must always be on a leash.

## **SECTION IV NOISE**

Please keep the noise level down. Please remember that your deck/porches back up to your neighbors and we can hear you. Loud parties, disputes, or any other noise disturbance – please contact the non-emergency police line at 614-645-4545. The City of Columbus Noise Ordinance is 10:00pm.

## **SECTION V COMMON AND LIMITED COMMON AREAS (ELEMENTS)**

### **BED MAINTENANCE**

The owners are requested to maintain the front and rear landscape beds. Beds should be mulched and kept free of weeds.

### **VEGETABLE GARDENS**

No vegetable garden may be cultivated or maintained on the Common Areas. Vegetable garden are permitted within the confines of the Limited Common Area and must be enclosed with a privacy fence. Plants must be maintained within the patio area and shall not exceed the height of the existing patio fence. No growing illegal cannabis!

### **OUTSIDE WATER SPIGOT**

Each unit has an existing water spigot. Some units have the spigot in front and others have the spigot in the rear of the unit. We encourage all residents to be neighborly when it comes to sharing outside water sources. The maintenance and repair of the interior individual water line, including the exterior water spigot, shall be the responsibility of the unit owner whose spigot is attached. All hoses must be disconnected from the outside water spigots in the fall to prevent pipes from freezing. Hoses must be stored in a safe and non-hazardous way.

### **WATER CONSERVATION**

All residents of Worthington Glen share the cost associated with use of water and sewers. The Association encourages water conservation to minimize this expense. A few conservation tips: Sprinklers – water flowers and lawns only. Do not water the condo, sidewalk, or street. Do not use the sprinklers to cool off or for play. Running through water from a hose or sprinkler waste gallons of water.

### **DE-ICING AGENTS**

The use of salt on the concrete porches and walks is prohibited. Calcium Chloride or other nondestructive de-icing agents are the only acceptable de-icing agents to be used by residents. Porches must be swept clean after de-icing agents to avoid damage to the concrete.

### **SUMP PUMPS**

Unit owners with sump pumps are responsible for monitoring the efficiency of the sump pump and reporting any malfunction to the property manager. Worthington Glen maintains the sump pumps but cannot monitor their efficiency. Please report problems to the property manager.

**PATIO / DECK MAINTENANCE**

All patios and/or decks must be maintained in a proper condition to assure safety as well as to maintain a good overall appearance. The patio and deck shall not be used for storage of personal items other than typical lawn and patio furniture, grills, etc. Unit owners shall be requested to correct such violations in a timely manner. The Association shall take whatever means necessary and available to correct non-complying violations. Temporary Patio Awnings may be erected from Memorial Day to Labor Day and must be taken down after Labor Day. No awning may be permanently attached to the building.

**DECK IMPROVEMENTS**

All deck plans must be submitted and approved by the Association, prior to obtaining a building permit. A preliminary approval will be issued and an approval for construction will be granted once a building permit is obtained and a copy is presented to the Association. Construction may not be initiated until the Association issues approval in writing. A final approval will be issued after the deck is completed according to the approved specifications.

Contact OUPS (1-800-362-2764) prior to digging to mark all utility lines.

All utility services including but not limited to gas, electric, water and sewer, telephone, cable, and storm water, requiring relocation and repair because of the installation of a deck, patio, or landscaping shall be the responsibility of the unit owner making alteration.

All application for deck approval must include the following:

- A. Site Plan
- B. Foundation Plan
- C. Top View 13
- D. Front Elevation View
- E. Side Elevation View
- F. Details
- G. Materials

Construction material for decks will be limited to Redwood, Cedar and Wolmanized Lumber as well as Vinyl, with fasteners suitable for exterior use (i.e., galvanized, zinc plated screws).

Decks Size: 10 feet (from building) by 16 feet (side to side) 10'x16'

Steps cannot exceed 36" in width and must be securely fastened to deck. Decks that are elevated more than 6", the space under the deck must be completely screened using lattice. Any other screening material other than lattice must be approved prior to installation.

All decks must be sealed and/or stained and maintained in good repair.

Privacy fences can be allowed to be extended out to the 10' limit between units (must be approved by board).

Deck rails are limited to 48" in height. City Codes maintain a 36" minimum height in rails.

The Limited Common area is comprised of the area directly behind your unit extending out 10'.0". Air conditioners must not be relocated outside the designated "LCA".

Decks shall allow for a 30" clearance for access to all gas and electric meters.

The Association reserves the right to access any utility line that may be restricted by the deck. Repairs to the deck shall be the responsibility of the unit owner.

There is a 45-day time frame for completion of decks and patios once construction begins. If construction is not completed in 45 days, the Board reserves the right to remove materials. Exceptions may be granted on a per case basis.

### **PATIO IMPROVEMENTS**

All patios must be approved in writing prior to installation.

Contact OUPS (1-800-362-2764) prior to digging to mark all utility lines.

All patios must a minimum of 4" sub-base of sand or gravel.

Patios must be installed to create a minimum slope of 3/8" per foot sloping away from building. Patios must be self-contained requiring a border. Any lumber used should be wolmanized or treated for exterior purposes. Patio surface must be relatively flat or consistent providing a safe walking area. Construction materials shall be limited to brick, stone, or concrete. Patios shall not exceed the designated LCA behind units.

The Limited Common Area is comprised of the area directly behind your unit extending out 10'.0". Air conditioners must not be relocated outside the designated "LCA".

Patios, decks, and porches shall be kept neat and clean. This includes keeping patios weed free

### **YARD SALES**

Yard, garage or similar sales on Association property are prohibited except:

1. Association sanctioned events involving the entire community (spring and fall)
2. Individual "Moving" sale associated with the sale of a unit upon prior board approval.

### **HOLIDAY DECORATIONS**

Decoration by an individual are only permitted within 6 feet in front of, and 10 feet in the rear of, each unit. Christmas decorations may be displayed from Thanksgiving until the second week in January. All other Holiday decorations may be displayed for a two-week period. No screws, nails, or other fasteners shall be placed through siding or posts. Double-sided tape is acceptable.

### **HOT TUBS**

Liability insurance is to be carried by unit owner, not Association. Hot tub owners must provide evidence that liability insurance in the amount of \$1,000,000 is in place. Hot tubs must be covered and locked when not in use. Tub must be surrounded by 6-foot fence with self-locking gate. Fence must be approved by Board. Water purity must be monitored and maintained at acceptable levels. Hot tub cannot be permanently affixed to deck without obtaining board

approval and proper building permits. Association shall not be responsible for damage caused by repairs to utility lines or necessary maintenance performed on building.

### **SATELLITE ANTENNAS**

Under Article III, section 2 (D) of the Worthington Glen Declarations and By-Laws – No sign, awning, canopy, shutter or television or citizens band or other radio antenna or transmitter, or any other device or ornament shall be affixed to or placed upon the exterior walls or roof or any part thereof, or in, or over a patio or balcony, unless authorized by the Board. However, the Federal Communications Commission (FCC) has recently released a ruling on over-the-air devices that invalidates the Association’s bylaws which prohibit antennas. Therefore, we must allow satellite antennas. Such antennas however must adhere to the following guidelines:

1. Satellite Dish Antenna (s) no larger than 39 inches may be installed inside your limited common area (LCA), patio area, in accordance with the FCC, and shall not extend beyond the “LCA” as described in the Association Declaration and By-Laws. No satellite dish may be attached to the building or roof. No dish may be installed in the “Common Area”. The association requests that you obtain approval from management prior to installation. Holes may not be drilled into the building without prior approval.
2. Units in building where reception cannot be received in the patio area due to the direction the building faces, may petition the Board, in writing for an alternate location.

### **SKATEBOARDING/SCOOTERS/RAZORS**

All skateboarding after 9:00pm is prohibited. No skateboarding ramps are to be erected anywhere on the Association property. Parents who permit their residents to participate in skateboarding activities or whose residents’ damage Association property (such as trees and any landscaping) will be liable for all damage which results.

### **SEASONAL TOYS/BIKES**

Trampolines are prohibited in common and limited areas. Resident’s pools and bikes must be neatly placed on deck or patios or stored inside during winter months.

### **FIRE PITS**

Fire Pits must be at least 6 feet away from your home in your limited common area.

*Required Protective Surface:* Use a fire pit pad to protect your deck from gas, embers, and ash. Spark Screens are required for wooden decks.

## **SECTION VI ARCHITECTURAL CONTROL**

### **DOORS/WINDOWS & SCREENS**

Owners are responsible to maintain and keep in good repair all windows, screens, and doors.

### **STORM DOOR STANDARD**

The Board of Trustees has approved full length glass storm doors and the standard white cross buck door without grids for the community. All doors must be approved in writing, the

Association Manager prior to installation. Doors installed without approval are subject to being removed at the owner's expense.

### **WINDOWS**

Exterior storm windows are prohibited to be installed over existing windows. Replacement windows must be in similar style to the original windows.

### **CHANGE TO EXTERIOR OF UNIT**

If any changes are made to the exterior of any unit, without Board approval, including but not limited to windows, doors, lighting fixtures, etc., the Board has the right to remove it immediately at the owner's expense.

Storm Doors: Unit owners shall maintain existing storm doors. Replacement storm doors must be WHITE, either full view or 2/3 full view (having a storm door is optional since the Units did not *originally* come with them).

Exterior Doors: WHITE Doors are now the approved color. There are two options available for new doors: 36x80 Premium ½ Lite Tilt and Raise Mini-Blind White Steel or Fiberglass Pre-hung Front Door and Therma-Tru Benchmark 36x80 Half Lite Ready to paint Unfinished Pre-hung Single Door

Window: Replacement windows must be WHITE and of similar style to the original windows. Grids are to be located on the front windows.

Window Box Air Conditioners are prohibited

Vinyl Post Wraps: Residents are prohibited to drilling, nailing or screwing into new posts. Stainless Steel screws are acceptable for flag pole holders. Double-sided tape is acceptable.

### **SECURITY CAMERAS/RING DOORBELLS**

Ring Doorbells and similar devices can be installed on your condo.

### **SECURITY CAMERA RESTRICTIONS**

You are not allowed to install cameras in the common elements. This includes roofs, siding, trim, and other exterior surfaces of the building, including the exterior doors.

## **SECTION VII OBLIGATIONS OF UNIT OWNERS**

### **CHANGE POLICY**

Any unit owner may request the Board to change an existing rule by submitting a written petition supported by not less than 75% of all unit owners.

### **ENFORCEMENT**

The Board of Trustees reserves the right exclusively to enforce all rules and regulations. The Board may delegate the enforcement responsibility to a representative agent of the Board. The Board or its agent's remedies may include the following:

1. Courtesy letter requesting violation is corrected promptly – (Warning)
2. Enforcement Fine up to a maximum of \$250.00 may be levied only after a warning has been given and the violation is not corrected. Notice of charge is given to the non-complying owner
3. Legal action required to remedy the situation. All legal expenses incurred on behalf of the Association to enforce the rules and regulations will be assessed against the non-complying unit.

#### **INSURANCE**

If an insurance claim is made to cover damages to a single unit (not common area) other than water and sewer back-up, sump pump failure or main water line leak, the deductible shall be paid by the unit owner, not the Association

#### **RENTAL/LEASING REQUIREMENT**

If you rent or lease your unit, within 10 days of the commencement of the lease the Association must receive in writing the following:

1. The name of the tenant and/or tenants
2. The address of the Unit that is being rented
3. The name and address of the Unit owner
4. The term of the lease
5. A copy of the written lease that follows Article III, Section 2 (G)

Every lease must provide that it is subject, in all respects, the rules, regulations and organization documents of the Worthington Glen Condominiums and that failure of the tenant to comply with the rules and regulations shall be a default under the lease. Failure to insert this provision or to comply with Article III, Section 2 (G) will result in rejection of the lease. The lease shall also include a provision that any holdover tenants shall also be subject to the rules and regulations of the Worthington Glen Condominiums and failure to comply will be a default. Copies of the leases and any questions you may have shall be directed to Condominium Administrators, 845 Lookout Point Drive (614-848-3320)

### **SECTION VIII**

#### **SAFETY, SECURITY AND PERSONAL CONDUCT**

#### **SAFETY/DAMAGE**

Individuals who allow their residents to play in the “common areas” assume sole responsibility and liability for damage to Association building and/or property. The Association assumes no responsibility or liability for damage to personal items and/or injury to individuals because of anyone playing in the common area

#### **FIREWORKS**

It is illegal to set off fireworks (firecrackers, bottle rockets, etc.) in the Glen and the State of Ohio. You must be licensed to set off fireworks. Only “novelty and trick” fireworks, such as party popper and glow worms can be discharged by unlicensed individuals. Please contact local law enforcement with illegal fireworks complaints



**TRESPASSERS AND SOLICITORS**

Worthington Glen Condominium is a private residential area closed to the public. Trespassers, solicitors, and unauthorized vehicles are prohibited

**CRIMINAL ACTS**

Criminal acts committed on Worthington Glen Property shall be reported to the Columbus Police Department

**IMPORTANT PHONE NUMBERS**

COLUMBUS POLICE DEPARTMENT	911 OR 614-645-4545
COLUMBUS FIRE DEPARTMENT	911 OR 614-221-2345
CITY OF COLUMBUS TRASH	311 OR 311.COLUMBUS.GOV
CONDOMINIUM ADMINISTRATORS	614-848-3320
CONDO DUES (THE ACCOUNTING GROUP)	614-793-0022
CALL BEFORE YOU DIG (OUPS)	811 OR 800-362-2764
POISION CONTROL CENTER	800-222-1222
AMERICAN ELECTRIC POWER	614-836-2570
COLUMBIA GAS OF OHIO	800-344-4077

### CHECKLIST OF MAINTENANCE RESPONSIBILITIES

<b>DESCRIPTION</b>	<b>UNIT OWNER</b>	<b>ASSOCIATION</b>
Decks/Patios	X	
Doors (Weather-stripping, hardware, frames, doors, jambs, storm doors, screens)	X	
Doors (garage, entry, storm, slider), Routine maintenance, painting, and replacement	X	
Dog Park		X
Dumpsters, Fences		X
Foundation Walls, Footing Drains		X
Heating and Air Conditioning	X	
Insurance: Property and General Liability		X
Insurance: Personal Property	X	
Lights (Exterior Fixtures)		X
Numbers: Unit Addresses		X
Painting: Exterior Color Selection		X
Pipes (Personal pipes, gas, water, and sewer) servicing one Unit	X	
Pipes (Servicing more than one unit)		X
Plumbing (Toilets, Sinks, Disposal)	X	
Plumbing (Sump Pump)		X
Property Damage within Unit	X	
Repair of all damage to any part of COMMON AREA caused by a resident, visitor, family member, tenant, pet, or vehicle	X	
Roofs (Shingles, Gutters, Downspouts)		X
Sidewalks/Stoops (Concrete)		X
Snow Removal (Streets, Walks)		X
Streets (Parking Spaces, Parking area Pavement)		X
Unit Smoke Detectors	X	
Walls (Interior Maintenance)	X	
Walls (Exterior Siding)		X
Windows (Frames, Glass, Screens, Storm Doors)	X	
Wiring (electrical, cable, television) servicing one unit	X	