

North Orange

Homeowners' Association

Rules and Regulations

Version 1.2

March 26, 2018

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Table of Contents

I. COMMUNITY INFORMATION	1
ARCHITECTURAL CONTROL	1
ASSOCIATION DUES	1
LANDSCAPING.....	1
SNOW REMOVAL.....	2
II. COMMUNITY GUIDELINES.....	2
SCOPE AND PURPOSE	2
AUTHORITY.....	2
ENFORCEABILITY.....	2
APPLICABILITY	2
RELATIONSHIP TO DECLARATION AND OHIO LAW.....	3
BOARD OF DIRECTORS.....	3
III. TRAFFIC AND PARKING.....	5
UNPAVED AREAS	6
IV. WAIVER OF LIABILITY	7
V. OCCUPANCY	7
PETS	7
NEW HOMEOWNER.....	7
VI. ARCHITECTURAL GUIDELINES.....	7
PRIOR WRITTEN APPROVAL REQUIRED	7
SIDING/TRIM.....	8
ROOFING.....	8
FENCING.....	9
RAIN BARRELS.....	10
AUXILIARY STRUCTURES.....	10
BASKETBALL BACKBOARDS	11
FRONT PORCHES.....	11
SWIMMING POOLS/HOT TUBS/SAUNAS.....	11
SWING SETS & TOYS	11
HOLIDAY DECORATIONS.....	11

MISCELLANEOUS	12
VII. APPENDIX - DEFINITIONS AND TERMS.....	15
BOARD OF DIRECTORS	15
COMMON ELEMENTS	15
DECLARATION	15
IN GOOD STANDING	16
STREET.....	16
VEHICLE	16
VIII.PHONE NUMBER REFERENCE	16
NORTH ORANGE HOMEOWNERS ASSOCIATION INC	16
IX. ENFORCEMENT PROCEDURES.....	17
SUSPENSION OF VOTING PRIVILEGES.....	17
X. EXTERIOR MODIFICATION APPLICATION	18

I. Community Information

Architectural Control

To help guide and inform all of our Homeowners on how the Homeowners Association would like to maintain the neighborhood's look and feel, restrictions and limitations are outlined in the Declaration of Covenants. All exterior structural changes to an existing home must be reviewed and approved in writing by the Homeowners Association before any work begins. Completion of an Application for Exterior Improvements form, along with the submission of any plans, pictures, and drawings to the Homeowners Association, in care of Capital Property Solutions, is necessary prior to making any changes to the exterior of your Home or to your Lot.

This design guide and the protective covenants for the development of North Orange Homeowners' Association are the basis for approval of each proposed improvement. For your convenience, Application for Exterior Improvements forms are available upon request by contacting Capital Property Solutions.

Association Dues

To fund any obligations arising from ownership of the Common Elements, all Homeowners are assessed Association dues. The dues cover, but are not limited to, maintenance of greenspace and entry features, management fees, and utilities. The Homeowners' Association dues are an annual assessment and are due on March 1. The A late fee of \$25.00 will be assessed beginning April 1st and an additional late fee of \$25 will be added each month the account carries a balance.

For the convenience of all Homeowners, the Homeowners Association provides a statement for the payment of the dues.

Landscaping

The Homeowners Association takes pride in maintaining the landscaping within the Common Elements of the community. This includes such services as mowing, lawn fertilization, irrigation, mulching, pruning, edging, weed control, and leaf removal in the Common Elements.

All Lots must be maintained in a neat and presentable manner at all times by the Owner. This shall include, but not be limited to mowing of grass, maintenance of landscaping, vegetation, and removal of weeds.

In the event the Owner fails to maintain a Lot in a neat and presentable manner, as determined by the Board, and after written notice and opportunity to be heard, the Board may fine the owner or perform the needed maintenance and charge the expense of such maintenance to the Owner, which charge is secured by the lien retained in the Declaration in favor of the Association.

Upon receipt of the written notice from the Board, the Owner will be entitled to a hearing before the Board or a designated committee at the next regularly scheduled board meeting or otherwise scheduled by the board. An Owner's request for a hearing must be in writing and addressed to the Association. If the hearing is held before the designated committee, the Owner is entitled to appeal the decision of that committee to the Board. The Board is not obligated to give an Owner written notice prior to performing maintenance at the Lot Owner's expense if that Lot Owner has received a similar notice of failure to maintain the Lot within the preceding 6 months.

Snow Removal

The roads in North Orange Homeowners Association are public roads. Therefore, they are maintained by Orange Township.

For your safety and that of your neighbors, each Homeowner is responsible for the snow removal in their driveway, the sidewalks within their Lots, and Common Element sidewalks directly in front of their Home. Calcium chloride may be used on concrete sidewalks. All driveways and sidewalks shall be cleared within 48 hours of a snow event.

II. Community Guidelines

Scope and Purpose

This section is included for the benefit of Homeowners and Residents in maintaining a high-quality community. An Appendix of definitions of terms can be found at the end of this document as a source of reference.

Authority

All Guidelines have been adopted pursuant to the authority granted in the Declaration "...to promote harmony, to serve the best interests of the Homeowners, as a whole, and to protect and preserve the nature of the Property."

Enforceability

The Declaration of Covenants authorizes the Board of Directors to enforce the covenants and restrictions contained in the Declaration of Covenants. The Declaration also authorizes enforcement of the Guidelines adopted by the Board, and provides a variety of remedies including assessment, enforcement, charges, and legal costs.

Applicability

These Guidelines supersede all previously established Guidelines adopted by the Board.

Relationship to Declaration and Ohio Law

These Guidelines expand on some general covenants and restrictions contained in the Declaration. Ohio Law, the Declaration and the Guidelines are all applicable and controlling in the respective order.

Board of Directors

The composition of the Board of Directors is set forth in the Articles of Incorporation and/or the Code of Regulations of the Association.

Professional Management

Under direction of the Board of Directors, the Association has entered into a professional management agreement with Capital Property Solutions. Capital Property Solutions, on behalf of the Board of Directors, will monitor all maintenance activities and is responsible for collecting all assessments from Homeowners and maintaining all official financial documents.

Declaration of Covenants

Every Homeowner should have received a copy of the Homeowner Declaration of Covenants at or prior to the closing of the purchase of their Home. The Declaration of Covenants has provisions which govern the Association. You should acquaint yourself with these documents.

Rules and Regulations

The Declaration of Covenants of the Community gives the Board of Directors the power and authority to adopt and publish Guidelines governing the use of the Common Elements and Lots and the personal conduct of the Homeowners, occupants and their guests. The Board of Directors also has the power and authority to establish and levy enforcement charges for the violations of the Guidelines.

Modifications of the Guidelines

These Guidelines may be amended or modified from time to time, as conditions change, by the Board of Directors without any prior notification.

III. Traffic and Parking

Parking of vehicles is permitted only in garages, in the additional parking space provided for specified homes, in designated parking spaces on the side of the street opposite the fire

hydrants or in the designated parking spaces in the Common Element parking lots, if any. No vehicle shall be parked on any unpaved area of the community.

The Board is granted the power and the authority to create and enforce reasonable Rules concerning placement and the parking of any vehicle permitted on or in the Subdivision, so long as those Rules are consistent with, and do not amend, any of the terms hereof. In addition to its authority to levy Individual Lot Assessments as administrative charges for the violation of the Rules, the Board shall be authorized to cause the removal of any vehicle violating such Rules.

Except as specified below, no prohibited commercial vehicles, no boats, no trailers, no campers and no mobile homes shall be parked or stored on any street or on any Lot, including the driveway, in the Subdivision (except in an enclosed structure shielded from view) for any time period longer than forty-eight (48) hours in any thirty (30) day period, provided, however, that nothing contained herein shall prohibit the reasonable use of such vehicles as may be necessary during construction of residences on the Lots.

For the purpose of this section, the term "prohibited commercial vehicle" shall include all vehicles that have a length of more than 21 feet and all vehicles that include any visible exterior storage of tools or materials except no more than two (2) visible ladders. Dump trucks, tow trucks, flat bed car hauling trucks, panel trucks and vans larger than one-ton capacity, pickup trucks larger than one-ton capacity, and semi type tractors and trailers, shall in every instance be considered to be a prohibited truck and/or a prohibited commercial vehicle. For the purpose of this section, the word "trailer" shall include landscaping trailer, open bed trailer, trailer coach, house trailer, mobile home, automobile trailer, camp car, camper or any other vehicle, whether or not self-propelled, constructed or existing in such a manner as would permit use and occupancy thereof, or for storage or the conveyance of personal property, whether resting on wheels, jacks, tires or other foundation.

Furthermore, no automobile, truck, or other motor-driven vehicle, or trailer, in a condition where it is unlicensed, unregistered, apparently inoperable, extensively damaged, disabled, dismantled, or otherwise not in a condition to be lawfully operated upon the public highway, or any vehicle component or part, shall be placed, parked or stored in any visible location on or in front of a Lot or residence for a period of time longer than forty-eight (48) hours. After this time the vehicle, trailer or part shall be deemed to be a nuisance and may be removed at Owner's expense.

Unpaved Areas

No vehicle, trailer or other over-the-road equipment shall be operated, parked, or stored on any area of the Property that is not paved or a roadway.

IV. Waiver of Liability

All persons using the Common Elements do so at their own risk and sole responsibility.

V. Occupancy

No pet shall be permitted into any Common Element, or on any Lot without being under the control of an adult attendant. This means all pets must be leashed and personally attended by a responsible person. It is not permissible to tether any pet in any Common Element or on any Lot. Homeowners are required to immediately clean up all pet waste in the Common Elements and on their Lot.

If any electronic restraint system is used in order to contain pets, the appropriate signage visible from all sidewalks should so indicate. In addition, the restraint system should be installed so as to contain the animal to allow public use of all sidewalks and common areas of the property, if one exists.

Pets

All pets, while outside of the Home, must be attended by the Homeowner or other occupant. It is not permissible to tether any pet in the yard area of a Lot.

Animals deemed to be dangerous or vicious according to Ohio law are prohibited. In addition, any animal defined as "vicious" or "dangerous" pursuant to the provisions of Ohio Revised Code Chapter 955, as the same may be amended from time to time, or determined to be "dangerous" or "vicious" pursuant to the provisions of the Columbus City Code, is specifically prohibited.

New Homeowner

Within five (5) days after the closing of a Home, the new Homeowner shall notify the Association in care of Real Property Management in writing, of the sale and provide basic name and address information. That information includes the Homeowner's address, any address at which the Homeowner wishes correspondence to be sent, and business/home telephone numbers.

VI. Architectural Guidelines

Prior Written Approval Required

Every proposed structural change to the exterior of your Home, including the garage, must be reviewed and approved by the Homeowners Association in writing before work begins. After completing an Application for Exterior Improvements form and submitting all plans, pictures, and drawings to Capital Property Solutions, the Board will review your proposed change. Your application review and written approval must be returned to you before any work can begin. The

Board has up to thirty (30) days to review the Application for Exterior Improvements.

Siding/Trim

The theme of the community is to be maintained in order to preserve the intended character and streetscape appearance. Any repair or replacement, or painting/staining of siding or trim shall be with the same type, quality and style and color scheme as originally installed. In the event that a color or type of siding or trim is discontinued, and you need to change the color scheme, or you wish to alter the color scheme, it will require the Boards prior approval. The Board will review your request for a replacement color and/or type.

Roofing

Replacement of the roofing material, when and if required, must be with material of similar color, texture and style as the roofing material being repaired or replaced to maintain a compatibility throughout the community.

Fencing

Board approval is required prior to the construction of any fence.

Fence types approved as the Association standard include:

- a. Four board horse fence with galvanized wire mesh (Figure 1);
 1. Dimensions:
 - i. Boards - 1" x6"
 - ii. Posts - 6" x6"
 - iii. Wire mesh - 2" x 4" welded wire
 - iv. Height - 36" to 48"
 2. Materials:
 - i. Oak
 - ii. Poplar
 - iii. Treated Pine
 3. Colors:
 - i. Black
 - ii. Earth tone

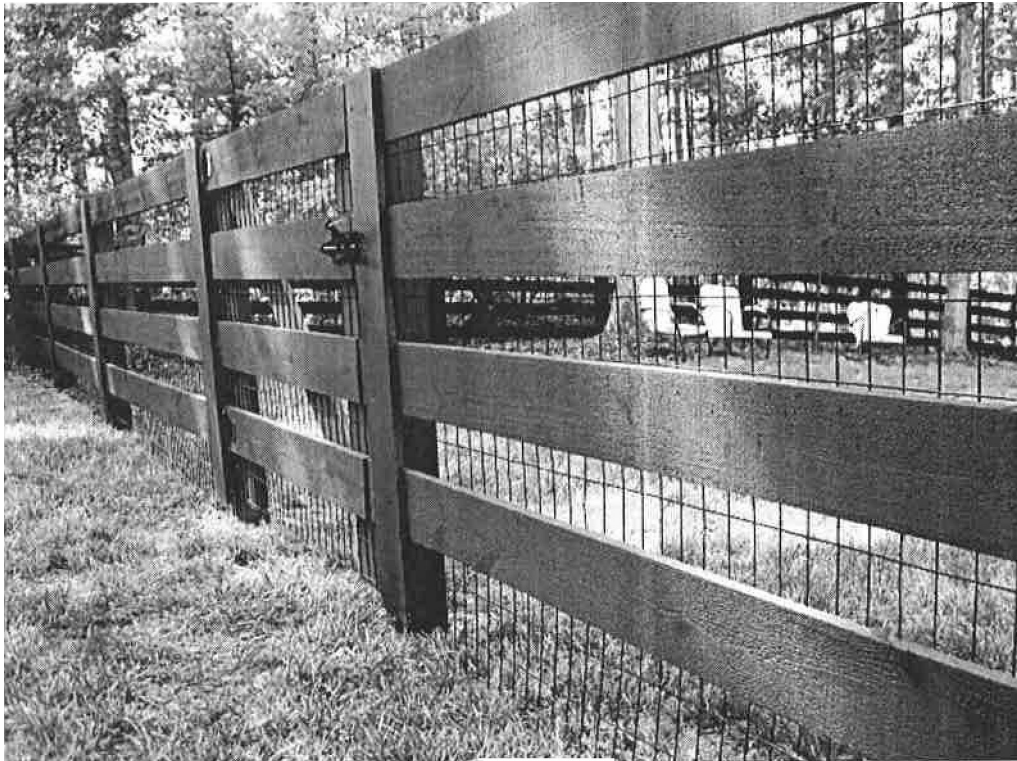


Figure 1- Four board horse fence with galvanized wire mesh

Basketball Backboards

Approval from the board is required prior to installing a basketball hoop. The following are general rules about products, installation, and maintenance.

- a. Permanently installed basketball backboards with a transparent backboard;
- b. Portable (transparent) backboards which are not placed in the street.
- c. Located no closer than 15' from the street.
- d. Maintained in good repair and installed per the manufacturer's specifications.

Front Porches

Porch swings may be installed with Board approval. Painting of front porch concrete is not permitted. Storage of grills on front porches is not permitted. Front porches are not to be used for storage.

Swimming Pools/Hot Tubs/Saunas

No above-ground swimming pool which requires a filtration system or is more than six (6) feet in diameter and 18 inches deep shall be placed or maintained on any Lot. In ground pools, exterior hot tub or exterior sauna shall not be permitted on any Lot without prior written approval from the Board. To do this you must submit an exterior modification application. Any approved in-ground pool, hot tub or sauna must be compliant with all government codes and must have appropriate privacy screening.

Swing Sets & Toys

No swing set shall be permitted on any lot without prior approval of the Board. Approved play sets will have a maximum surface area not to exceed 500 square feet and not to exceed 13' In height conditioned that it not cause a visual obstruction to neighbors and must be constructed of naturally durable wood or wood composite.

No toys or other personal property shall be allowed to remain in any area of any Lot or common area.

Holiday Decorations

Winter holiday decorations may be displayed from November 1st until January 31st of the following year. All other holiday decorations may be displayed one week before the holiday and up to one week after the holiday, but board permission is required if an owner wants to display lights for any holiday not held between November 1st and January 31st.

Miscellaneous

Decks / Patios

Decks, patios of concrete or stone/brick pavers will be permitted, with approval by the Board, subject to the following:

- a. Plans/requests submitted to the Board should show details, colors and types of materials of construction, with a rendering so that the Board can visualize what is proposed. The plans must show the position of the deck/patio on the lot and its relation to neighboring houses and lots and property lines.
- b. Acceptable decking materials include:
 1. Treated Pine
 2. Cedar
 3. Composite (e.g. Trex)
 4. Wrought iron (rails only)

Storm/screen doors

Storm or screen doors are permitted on front or rear doors. These shall be a full view type door and a color to match the exterior decor.

Trash and Containers

All containers for trash and garbage are to be located and maintained within the garage of each Home or screened from view. Trash Containers may be set out after 5:00 p.m. the day prior to scheduled pick up day and shall be placed back in the garage the evening after pickup. Trash shall be bagged or placed in a receptacle with a lid to prevent litter.

Satellite Dishes and Antenna

To the extent these rules do not conflict with any Federal, State or local law, regulation or code, satellite dishes which do not exceed 24 inches in diameter and which are professionally installed in an area which is not visible from the Common Area or street do not require Board approval. All other installations require Board approval, which will not be unreasonably withheld. No outside television or radio aerial or antenna, or other aerial or antenna shall be installed or maintained on the Property except as noted above.

Signs and Awnings

Except as provided in the Declaration, no signage shall be permitted except one temporary election, sale, or lease sign not to exceed 2'X2'. Signs shall be removed 1 week after the election or the sale or lease of the home.

Mailboxes

The Board of Directors has the exclusive right to designate the size, location, height, composition and signage of any mailbox before it is installed. Names on the outside of mailboxes are not allowed and may be removed without prior notice.

Standard Mailbox Guidelines: For any new mailbox installation or replacement within North Orange neighborhoods made after September 1, 2011 ("Effective Date"), the following standards are required as shown in Figure 3:

- a. Mailbox Type: USPS standard T3 (approximately 22-1/2" x 8" x 11-1/2") metal mailbox.
- b. Post: Minimum 6" x 6" cedar or other treated wood
- c. Color: Mailbox - black; Post - white.
- d. Lettering: 4" black nail on house numbers on arm both sides..
- e. USPS Compliant: The height, location, setback and other specifications not outlined herein must meet the Residential Mailbox Standards as outlined by the USPS.

Prohibited Mailbox Designs: The following mailboxes and components are not permitted to be installed in North Orange neighborhoods and will not be approved by the Board:

- a. Non-standardized specialty box designs, for example but not limited to heavy metal security boxes, football helmet, barn, fish, or fiberglass with flowers or other printing or logos on it. Specialty poles using, for example, but not limited to, bikes, tires, fire plugs, telephone poles, steel beams, planters, barrels, or other pole designs that generally function as something else.
- b. Rubber or plastic posts.
- c. No non-metal boxes, for example but not limited to wood, plastic, rubber, vinyl, copper, or fiberglass boxes.
- d. Mailboxes smaller than the recommended T3 boxes.

Required Mailbox Maintenance: At all times a mailbox must be in good working order and appearance, and meet the following specifications:

- a. Mailbox appropriately painted, not dented, rusting or peeling,
- b. Mailbox door and flags operational, not bent or off hinges, and in good repair,
- c. Address lettering legible and in good repair,
- d. Post must be straight and not leaning more than 10 degrees in any direction,
- e. Post cannot be cracked (defined as a crack being more than 1/2" wide), bent or broken,
- f. Attached newspaper boxes must be straight, not bent, and painted without identifying another company, with only one newspaper box allowed for each mailbox,
- g. A mailbox must be appropriately secured to the pole without using tape, rope, cords, or other temporary supports.

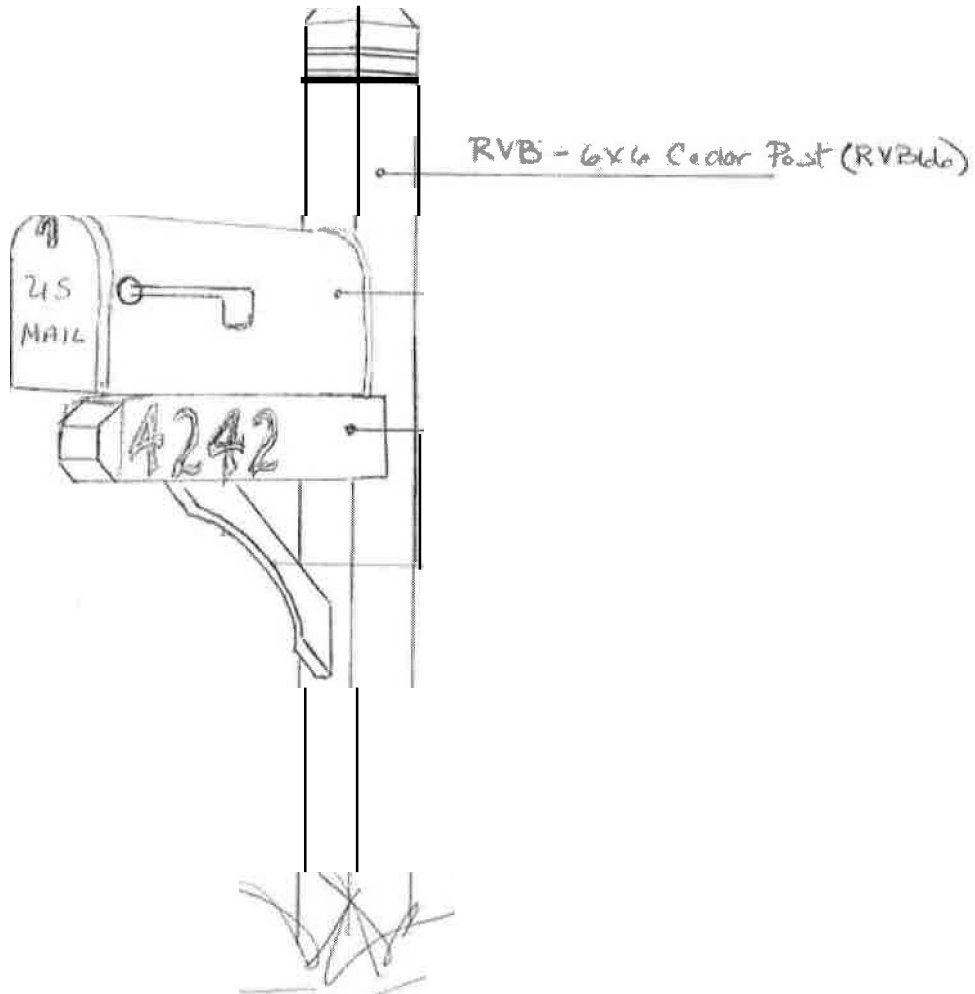


Figure 3 - Standard Mailbox and Post

FLAGPOLES

Flagpoles will be permitted, with approval by the Board, subject to the following:

- a. If freestanding in the yard, must be removable or retractable when not in use.
- b. Only ONE flagpole will be allowed per property
- c. Flagpole may be a maximum height of 20 feet

Other

The following structures and improvements shall not be permitted on any part of the Lots or in/or on any Home:

- a. Outdoor clotheslines
- b. Window air conditioners
- c. Yard ornaments, with the exception of temporary religious or holiday displays (for no more than 30 days).

VII. Appendix - Definitions and Terms

Board of Directors

Also referred to simply as the "Board" shall mean those persons who, as a group, serve as the Board of Directors of the Homeowners Association.

Common Elements

Common Elements mean all real and personal property (including easements rights and fixtures) now owned or hereafter to conveyed to or acquired by the Homeowners Association for the common use and enjoyment of the Members, or for the operation of the Homeowners Association.

Declaration

The Declaration is the extensive document that is much like a "constitution" in that it establishes agreements binding on all Homeowners of the Homeowners Association, now and in the future. Among other things, it establishes a plan to control the changes in the aesthetic appearance of all properties; establishes restrictions regarding uses, and other matters. The Declaration establishes the parameters to which expenses are to be shared by all and a plan for enforcing payments; and it contains various

provisions to assure that North Orange Homeowners Association will be maintained as a high-quality residential community.

In Good Standing

Any Homeowner in good standing is one who is not more than 30 days delinquent in the payment of any assessments, and who does not have any unresolved guidelines violations older than 30 days.

Street

Any Named Street, Alley Way, or Unnamed Street, Driveway, Parking Lot, Defined Parking Space, Service Driveway, or any asphalt surface.

Vehicle

A vehicle is defined as any device which is capable of carrying and being operated by a human being. These devices are specifically, but not limited to the following: A Passenger Automobile; Truck; Recreational Vehicle; Leisure Van; Mini-Van; Van; Motorcycle; Motorbike; Moped; Bus; Snowmobile or Aircraft, or any device capable of being towed or propelled by a Motor Vehicle. This type of device that can be towed or propelled by a motor vehicle is specifically but not limited to A Trailer of any type or nature.

VIII. Phone Number Reference

North Orange Homeowners Association Inc.

Capital Property Solutions is a full-service property management company. In our efforts to make things as easy and convenient as possible for the Homeowners, we can be reached during normal business hours Monday through Friday from 9:00 a.m. to 5:00 p.m. Any emergency service request made during "off hours" will be handled by our on-call system, making emergency service available 24 hours a day.

Service Requests - For your convenience, you only need to call one phone number **614.481.4411**; and we will be happy to handle any service requests or answer your questions, including ones regarding such things as Guidelines, Account Questions and Exterior Improvements.

Capital Property Solutions is happy to provide you with any information you may need about North Orange Homeowners Association or the Homeowners Association operations.

Together, we can make North Orange Homeowners Association a community you are proud to call home.

IX. Enforcement Procedures

Failure to comply with any covenant, restriction or rule may result in written warnings and/or by a monetary enforcement assessment. Failure to enforce any covenant or restriction shall not be deemed as a waiver of these rights.

Suspension of Voting Privileges

If any Assessment remains unpaid for thirty (30) days after it becomes due, then the delinquent Owner's voting rights upon Association matters and privileges to use the Common Property, except for necessary ingress and egress to his/her Lot, shall be suspended until such Assessment is paid.

North Orange Homeowners Association ARCHITECTURAL REVIEW FORM

Applications submitted without adequate information will be returned to you without review and approval. Processing exterior modifications may take up to 30 days. Approval by the Board of Directors does not in any way guarantee approvals by the City, County, or any other such agencies. Such approvals or permits are the responsibility of the applicant.

Name: _____ Date Submitted: _____

Home Address: _____ Phone: _____

Association: _____ Email: _____

Description of Modification: _____

Please provide details and CLEAR, LEGIBLE, COLOR documents about the product you plan to use.

Complete this checklist to ensure your application is complete:

- Completed application, including contact information. (ONE modification per application).
- Description, photos and brochure of all exterior materials and finishes, in color: _____
- Color swatch.
- Site plan showing location of modification on property.
- Permit, if required by city, county, or other agency. <https://www.columbus.gov/bzs/Permits/>

Modification to Begin On: _____ To Be Completed By: _____

Exterior Modification Review Process

1. Submit your application and accompanying documents to CPS.
2. You will receive a notification that your application was received.
3. The application will be sent to the Board of Directors, a group of association volunteers.
4. The Board of Directors will notify the CPS of approval or denial.
5. CPS will contact you with the Board of Director's decision.

All approved projects shall be completed within 60 days.
Only owners current on lot assessment payments will receive approval.
Any project must be maintained to the manufacture's specifications.
Owner shall repair any damage to the Common or Limited Common Elements or other Lots.

APPROVED DISAPPROVED BY: _____ DATE: _____

PLEASE EMAIL FORM: admin@cpscolumbus.com

OR MAIL FORM TO:
Capital Property Solutions
P.O. Box 630
Worthington, Ohio 43085

FREQUENTLY ASKED QUESTIONS

1. How long does it take for an application to be approved?
 - a. An application could take as long as 30 days to be approved by the committee. Please submit a complete application with lots of detail to help shorten the process.
2. If I have to resubmit an application, does the 30 days restart?
 - a. Yes, the 30-day approval period restarts each time you need to resubmit an application.
3. How will I be notified if my application is approved or denied?
 - a. You will be notified by email (if provided) or mail.
4. How do I submit my application?
 - a. By sending an email to admin@cpscolumbus.com or by mailing your application to Capital Property Solutions, PO Box 630, Worthington, Ohio 43085.
5. How do I know what is permitted?
 - a. Review your governing documents for details about projects that are permitted or restricted. You can find your governing documents on your resident portal: <https://cps.vmscientonline.com/>.
6. Where can I get a site plan?
 - a. Site plans are located in your governing documents or on the county auditor website.
7. Do I need a city, county, or other agency permit?
 - a. Such approvals or permits are the responsibility of the applicant.
 - b. Please submit the approved permit with your application.

SAMPLE SITE PLAN MAP

