

COMMUNITY HANDBOOK with RULES and REGULATIONS APRIL 2008

Dear Meadow Lakes Homeowner:

On behalf of the Meadow Lakes Homeowners Association, Inc. and as Managing Agent for the Association, we welcome you to the Meadow Lakes Community.

We are pleased to present you with this Community Handbook. It has been prepared for you to provide information and acquaint you with the procedures, rules, regulations and policies established by your Association.

Please keep this book for future reference. Revisions will be provided as needed.

Use the Meadow Lakes HOA website (www.meadowlakeshoa.com) for your community information needs. Register at the 'Get Connected' link to receive automatic news and information updates. This service is provided to you free of charge thanks to its Sponsors. Keep them in mind when you need goods or services you saw their ad on the site.

As your Managing Agent, we are always available to answer questions or to help solve problems that arise with matters that pertain to the operation of your Association.

Sincerely,

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Barnett Management, Inc.
Managing Agent for Meadow Lakes Homeowners Association
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Meadow Lakes Homeowners Association
COMMUNITY HANDBOOK

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WHAT IS A COMMUNITY ASSOCIATION?

A Community Association is a group of owners who wish to provide a communal basis for preserving and enhancing their homes and property. As a member, he/she has a voice and vote in the Association and votes are cast during annual or special meetings of the general membership.

The Community Association is an incorporated, nonprofit organization operating under recorded laws. These recorded documents are available to all owners prior to purchasing a home. Each member pays for a proportionate share of expenses for maintenance of common property and support of other needs of the organization.

1. Membership in the Association is mandatory and automatic for all owners.
2. Certain legal documents bind all owners to be governed by the Community Association.
3. Mandatory dues and/or assessments are levied on each owner in order to operate and maintain the organization.

WHAT DOES IT DO?

The major responsibility of the Association is to protect the investment and enhance the value of the homes of the members. This is done by providing for the physical maintenance and operation of the shared common areas.

The Association has other responsibilities, such as, enforcing the master regulations and architectural guidelines, setting up an effective communication system among members.

To ensure that the Association is a well-run organization, a professional management firm has been hired. The Board of Trustees as an integral part of the operation of the Association. The professional management firm, Community Management, Inc. (also known as Managing Agent) will facilitate the day-to-day operations of the Association. Specifically, the Managing Agent maintains the Association’s finances, oversees its contractors, prepares an annual and reserve budget while interfacing with the homeowner community.

THE COMMUNITY ASSOCIATION IS A BUSINESS

No matter what role you play in the Association, one thing is certain; you will want it to operate as efficiently as possible. The most important thing to remember about a Community Association is that to be successful, it must be operated like one.

ASSOCIATION LEGAL DOCUMENTS

The legal documents of an Association are:

1. Recorded Maps and Plats: Show the precise location of each lot as well as the Common Areas.
2. Declaration of Covenants and Restrictions: Defines or limits the rights of ownership. Brings the Association into existence because it spells out the essential elements of ownership.
3. Articles of Incorporation: Brings the Corporation into existence. Defines its basic powers and whether stock will be issued. Indicates if there will be a Board of Trustees.
4. Code of Regulations (By-Laws): State the requirements for membership in the Association. Sets the requirements for Membership meetings, voting rights of Owners and the procedures for electing Trustees. Establishes the powers and duties of the Board. Sets the indemnification of the Trustees.

RESERVE ACCOUNTS

The Reserve Account is the Association's way of setting aside money for future repairs and replacement. Certain parts of your assessment are to be set-aside in a special interest-bearing account to plan for the maintenance and repair of the common areas. This helps to protect and preserve property values. This is included in the budget for the Association. Reserves are evaluated each year and adjusted to reflect inflation and the needs of the common areas.

Your ability to sell your home can be influenced by the adequacy of, or non-existence of, Reserves in your Association. Primary lenders consider Reserves for future needs a key part of a good financial position and consequently be more receptive to lending money in communities with a good, established Reserve Account. Reserves do, therefore, directly affect the resale value in Associations.

ROLES AND RESPONSIBILITIES

1. OWNERS

The basic authority in a Community Association lies with the owners. The owners elect a Board of Trustees on their behalf. Usually the governing documents delegate almost all of the Association's decision making to the Board. Typically this leaves the owners only with the power to elect or remove the Trustees, amend the governing documents and approve or deny a special assessment.

2. BOARD OF TRUSTEES

The Board of Trustees bears the ultimate responsibility for operating the Association on behalf of the owners. One of the primary responsibilities of the Board of Trustees is to set Policies, Standards, Procedures, Programs and Budget for the Association. The responsibilities of the Board of Trustees are to Maintain, Protect, Preserve and Enhance the common areas and the unit values of the total community. The Board of Trustees is authorized on behalf of the Association to

1. Enter into management contracts and other agreements to provide for the management, maintenance and replacement of the common areas.
2. The general supervision of the affairs of the Association.
3. Make Rules and Regulations for the governing of the Association and enforce same.
4. Prepare, approve and distribute the Annual and Reserve Budgets.
5. Determine the amount of the Annual Assessment and any Special Assessments.
6. Prepare liens and foreclose on delinquent accounts.
7. Establish and enforce Architectural/Design Guidelines.

3. MANAGEMENT COMPANY

The Management Company does not make major decisions regarding the operation of the Association, but is left to the Board of Trustees. The Management Company performs the following functions for the Association:

1. Supervises the day-to-day operation of the Association.
2. Inspects the property according to terms of Management Agreement.
3. Arranges for maintenance, repairs and replacements.
4. Responds to emergencies.
5. Prepares Bid and Contract Specifications, secures and qualifies prospective vendors and provides for their approval.
6. Maintains the Association records in accordance with recognized and acceptable procedures.
7. Organizes and participates in meetings of Owners, Board and committees.
8. Provides guidance and professional advice to the Board on policy issues.
9. Prepares and distributes the Annual and Reserve Budgets.
10. Develops effective assessment collection and accounts payable procedures.
11. Prepares monthly financial statements and reports.
12. Distributes Association quarterly newsletter.
13. Supervises insurance claims.
14. Supervises dispute resolution and rules enforcement.

LIFESTYLE SECTION

The Lifestyle section of Meadow Lakes consists of Ryan Homes that are bound by the same Assessment Rules and Regulations as all of the Meadow Lakes community. The primary difference is that the Lifestyle homes pay a monthly maintenance fee that covers their lawn care, fertilizing, mulch and snow removal.

There are Lifestyle specific Design Guidelines in addition to the general guidelines that must be followed. Fences are allowed to ensure that the maintenance crews can access the yards. Each home has a front yard lamppost. Owners must maintain a consistent color scheme as defined by the Development color. Other restrictions are no pools, basketball hoops, play equipment, or sheds.

RESALE OF YOUR HOME

When you decide to sell your home either by Owner or through a Realtor, you transfer the property and the responsibilities of your membership in the Association. You do this by providing the new owner with

Documents and by contacting the Managing Agent to inform them of the new owner.

The new owners' mortgage company is required by law to contact the Management Company before resale statement as to the status of the current homeowner regarding assessments or liens. In addition, the new owner's mortgage company must contact the Management Company immediately upon closing to advise the new owners.

Meadow Lakes Homeowners Association

ASSESSMENTS POLICY

The Documents of the Meadow Lakes Homeowners Association establish Base Assessments for the payment of the Common Expenses of the Association. They also establish the Working Capital Fund Assessments. Working Capital Fund; Initial Assessment - At the time of closing of a Lot from a Building, the Lot shall be assessed the sum of \$300.00. The Assessment may be used by the Association for common expenses unless reserved for a specific purpose. Such Assessment is not an advance payment of a General Assessment.

Annual General Assessment. The Annual General Assessment exists to cover the Common Expenses of the Association. The Board, without a vote of the Owners, may increase or decrease the Annual General Assessment amount reasonably calculated to meet Common Expense Liability of the Association for the coming year as shown by the budget duly adopted in accordance with the Code of Regulations.

The Common Expenses include (a) operation, maintenance, repair and replacement as required by the Declaration; (b) the cost of any insurance required by this Declaration; (c) reasonable reserves for contingencies and (d) administrative, accounting, legal and management fees; and (e) all other costs and liabilities incurred by the Association in the exercise of its power and duties.

Each Owner, by acceptance of a deed, agrees to pay the Annual General Assessment that shall be levied against each Lot.

Individual Assessment. The Association after approval by two-thirds (2/3) vote of all members of the Association has the right to assess an individual Lot for any of the following (including attorney fees, court costs and

- A. Any costs incurred for maintenance or repair caused through the willful or negligent act of an Owner, their family, tenants, guests or invitees.
- B. Any costs associated with the enforcement of the Covenants, Rules and/or Regulations of the Association.

A lien on the property may be imposed for an Assessment levied against a Lot, for fines imposed against an Owner or Occupant, and for interest, costs and reasonable attorney fees.

Personal Obligation. The Assessments, including fines, if any, payable by each Owner, together with interest, costs and reasonable attorney fees shall be the personal obligation of the Owner of the Lot. The personal obligation shall not pass to any successors in title unless expressly assumed by them.

Meadow Lakes Homeowners Association

COVENANTS, RULES and REGULATIONS

Compliance with Laws. No improper, offensive or unlawful use shall be made of the Property or a laws, zoning ordinances and regulations of all governmental agencies having jurisdiction shall be c at the sole expense of the Owner.

Permits. Homeowners are responsible for investigating and obtaining any necessary permits from t Ridgeville. City permits will not be issued without proof of prior Homeowners Association approval North Ridgeville Building Department at (440) 353-0822 with any questions.

Animals. The maintenance, keeping, boarding or raising of animals, livestock, poultry or reptiles of of number, is prohibited on any Lot except the keeping of guide animals and orderly domestic pets (caged birds), is permitted. Such pets are not to be kept or maintained for commercial purposes or external compound cages, kennels or hutches shall be permitted. Dogs shall be kept on leashes. C after their animals in common areas, on or around walking paths, or in any yard other than their ow

Open Fires. Open burning is not permitted on the Property, except that outdoor fireplaces, grills, a used if equipped with fire screens to prevent the discharge of embers or ashes.

Harmful Discharges. There shall be no emissions of dust, sweepings, dirt, cinders, odors, gases o into the atmosphere (other than normal residential chimney emissions), no production, storage or o hazardous wastes on the Property or discharges of liquid, solid wastes or other harmful matter into body of water, if such emission, production, storage or discharge may adversely effect the health, s any person.

No waste nor any substance or materials of any kind shall be discharged into any public sewer or t Management System serving the Property or any part thereof in violation of any regulation of any p jurisdiction over such public sewer, or Surface Water Management System.

Noise. No person shall cause any unreasonably loud noise (except for security devices) anywhere shall any person permit or engage in any activity, practice or behavior for the purpose of causing a or disturbance to any person lawfully present on any portion of the Property.

Parking; Vehicle Repairs. Except in connection with construction activities, trucks, trailers, camper vehicles, boats and other large vehicles may be parked on the Property only if in garages. No junk other vehicle on which current registration plates are not displayed shall be kept upon any portion o Vehicle repairs and storage of vehicles permitted on the Property only if in garages. Recreational v may be parked in the driveways for a period not to exceed twenty-four (24) hours for the purpose o unloading.

Signs. Except for such as may be posted by the Declarant or any Builder for sales and marketing p any permanent character shall be erected, posted or displayed on any Lot. "For sale" signs, politic residential purpose signs, not exceeding six (6) square feet in area may be erected, posted or disp

basis. Door to door soliciting is not allowed unless for charitable purposes.

No Trade or Business. No trade or business of any kind may be conducted in or from any Lot or Dwelling Unit that an Owner or Occupant of a Lot or Dwelling Unit may conduct such business activity within the boundaries of the Lot or Dwelling Unit so long as: (a) the existence or operation of the business activity is not apparent or detectable by a person viewing the Property from the exterior of the Lot or Dwelling Unit; (b) the business activity conforms to all zoning requirements applicable to the Property; (c) the business activity does not involve persons coming on to the Lot who do not reside on the Lot; (d) the business activity is consistent with the residential character of the Property.

The terms "business" and "trade" as used in this provision shall be construed to have their ordinary meanings and shall include, without limitation, any occupation, work or activity undertaken on an on a full-time or part-time basis that involves the provision of goods or services to persons other than the provider's family and for which the provider receives a fee, compensation or other form of consideration, regardless of whether (i) such activity is full-time or part-time; (ii) such activity is intended to or does generate a profit; (iii) a license is required to engage in such activity. The terms "trade" or "business" for purposes of this restriction shall not include the construction, operation and maintenance of a model home or homes and sales offices by any builder during reasonable hours.

Trash. Except in connection with construction activities, no burning of any trash and no accumulation of refuse, bulk materials, building materials or trash of any other kind shall be permitted on any Lot. Trash (except during construction) shall not be permitted to remain in public view except on days of trash collection. A trash incinerator shall be kept or maintained upon any Lot. Boxes are to be broken down and all items placed in a container to be secured so they will not be blown about the neighborhood.

Meadow Lakes Homeowners Association

Architectural/Design Restrictions

The Board of Trustees has been charged with the responsibility of maintaining the aesthetic and architectural character of the Meadow Lakes Community. The purpose of the Architectural/Design Change Application is not to prohibit improvements but to control the nature of improvements to those that enhance the value and conform to the aesthetic appearance of the Association. This control should be looked upon as a protection of your investment. The Board of Trustees and the Association Members are in favor of improvements and hope that Owners will be able to personalize their homes.

Any Owner desiring to make any exterior change, improvement, or addition to his/her home or group of homes (including change in color) must obtain approval for the change or improvement via the Architectural/Design Change Application submitted to Barnett Management. The following architectural restrictions are applicable:

Air Conditioning, Generator and Heat Pump Equipment. Air conditioning, back-up generators and heat pumps shall be located and screened in such a manner so as to provide minimum visual impact from other homes.

Awnings. No metal or plastic awnings for windows, doors, decks or patios may be erected or used on any Lot. Awnings may be used subject to approval of size, color, location and manner of installation for the particular Lot.

Basketball Hoops. Prior to installation, all plans for Basketball Hoops must be submitted for approval to the Homeowners Association. They are prohibited in the Lifestyle Section.

No Basketball Hoops may be attached to the house in any way; only permanent Basketball Hoops are allowed. The placement of a Basketball Hoop is to be on the side of the driveway away from the house, at least 10 feet from the drive and about a foot in from the drive.

Portable Basketball Hoops purchased prior to April 2008 are to be weighted down sufficiently so that they will not blow away and are prohibited from being outside during winter months (November through March). New portable Basketball Hoops are allowed after April 15, 2008.

Decks, Gazebos and Pergolas: All plans are to be submitted for approval using the Architectural/Design Change Application process.

Doors and Trim. Any replacements or color changes are to be submitted using the Architectural/Design Change Application process.

Driveways. All driveways shall be paved with concrete, brick or paving stone.

Entrance Structures. No additional driveway entrance structures are permitted.

Exterior Lighting. Homeowners are to replace burned-out exterior lighting within seven (7) days, with the exception of light bulbs and photo eyes. Light posts and glass fixtures are also the responsibility of the homeowner. Contact Sandusky Electric on Center Ridge Road at (440) 327-8000 for any replacement parts.

Exterior Siding. No wooden sheathing materials are to be used.

Fences. No fence of any sort may be erected unless and until prior approval has been obtained. The Homeowners Association has the right to prohibit fences on certain Lots.

1. No chain link fences shall be permitted.
2. No fence shall be erected in the front yard. For purposes of this section, the front yard shall be the area between the right of way to the rear line of the Dwelling Unit.
3. Welded wire fencing material may be attached to the inside of split rail fences to provide for privacy.
4. Fences are not allowed on pond lots except for the East side of Greenview Trail or for home swimming pools.
5. All fences are to be maintained as originally designed (no leaning, rusting or rotting)
6. Lifestyle Section: No perimeter fences shall be permitted. Privacy fencing not to exceed six feet in height shall be permitted around spas and hot tubs.

Flag Poles. All plans are to be submitted for approval using the Architectural/Design Change Application process.

Front Storage. No front porch shall be used for the storage of any items except normal porch furniture. The front porch shall be used for storage of any kind, including firewood or garbage cans.

Garages. A minimum two-car garage is required. No detached garages are permitted.

Garbage Cans. Trash containers shall not be permitted to remain in public view except on days of collection. Boxes are to be broken down and all items placed inside. Boxes must be secured so they will not be blown about the neighborhood.

Grills. No grills of any kind, chimeneas or fire pits are to be located in the front yard or front porch area. Extreme caution since these fire sources are known to melt vinyl siding if used in close proximity.

Lot Maintenance. All lots must be kept mowed and free of debris and clutter. During construction, the builder shall be responsible for keeping the streets and adjacent Lots clean and free of debris. The City reserves the right to assess an Owner or Builder for the cost of mowing or clean-up in the event that the Owner or Builder does not do so. Under no circumstances shall yard waste be dumped into ponds, public sewers or along the shorelines. Yard waste in the paper bags designed for that purpose and leave at curbside on trash day. Do not spray paint or use herbicides within six (6) feet of the edge of the lakes.

Mail Boxes. All street mailboxes are to be metal or plastic installed atop a vinyl post consistent with the City of Greenview and design. The color is typically white for both box and post (except for East Breezeway, Greenview Way which have black metal with two boxes per post with few exceptions for single lots). House numbers are to be displayed on the mailbox or post. Newspaper boxes are recommended for flyers.

Play Equipment. Play apparatus or structures shall be located to the rear of the dwelling and not located in front or rear setback lines. Play equipment is prohibited in the Lifestyle section.

Pools. Above ground and semi-exposed pools are not permitted (Covenants Sec. 9.2.15). The only pools that are allowed are pools that do not exceed 12 inches in height by 12 feet in circumference and coverings are to be stored in your garage. In-ground pools, hot tubs or spas are allowed with approval and must be surrounded by a privacy fence. In-ground pools on pond lots require metal fences. Pools are prohibited in the **LIFE** section.

Radio and Television Antennas. No exterior antennas, aerials, satellite dishes, or other apparatus used for the transmission of television, radio, satellite or other signals of any kind shall be placed, allowed, or maintained on any portion of any Dwelling Unit, without prior written approval. Apparatus size is to be one meter or less (3.28 feet). An antenna must be located in the rear yard or on the rear of the Dwelling Unit in such a manner that it is not visible by a person of normal height standing at the edge of the street directly in front of the Dwelling Unit. Antenna locations are permitted if placement under these guidelines precludes reception of an acceptable quality of service. A location shall be permitted if installation creates a line of sight problem for drivers in the vicinity. The antenna shall blend into the background against which it is mounted or be screened to reduce the visual impact. No restrictions are imposed on methods of installation that create legitimate safety concerns. Permitted methods of installation shall be subject to reasonable height restrictions and adequate bolting and guying. Each owner shall maintain any antenna in a safe manner so as not to become unsightly. Each owner shall remove any antenna upon cessation of its use. All antenna requirements are to be in conflict with current Federal Communication Commission's rules and regulations.

Roof Requirements. The roof and gables of each Dwelling unit shall be in accordance with the Design Guidelines and the original construction colors.

Skylights. Skylights may be used on a back roof facing the rear of a lot. Other locations may be approved by the City.

contemporary design house depending upon the design and the particulars of the lot. Use the Architectural Change Application process.

Solar Panels. No solar panels shall be permitted.

Storage Sheds. No structure of a temporary character, trailer, or shack shall be permitted on any lot. Trailers and/or storage sheds shall be permitted only during construction. No sheds are allowed on the Lifestyle Section. Storage sheds must have prior approval. Sheds must be located near the rear of the lot, a minimum of (10) ten feet from the property line, shall not exceed (10) ten feet by (12) twelve feet and be constructed of vinyl siding materials and shingles to match the Dwelling Unit (Covenants Sec. 9.2.1). Sheds shall not exceed eight (8) feet at the peak. The shed must be at least (10) feet from the house and any other structure per fire code.

Small Storage Units. Upon management company approval, storage units no larger than 4' H x 8' W boxes or seats may be placed against the rear of the house out of view from the front sidewalk. They shall be allowed in the Lifestyle section.

Sump Pumps. Sump pump drains and down spouts must discharge to the rear or side of the lot.

Underground and Log Houses. Any underground and log structures are prohibited.

Yards. Landscaping and normal lawn are required around all houses. Front yards shall be landscaped, seeded or have sod installed within ninety (90) days after closing, weather permitting.

Variances. The Developer or the Board may grant variances from these guidelines if such variance does not cause substantial detriment to adjacent lots and will not materially impair these guidelines and the overall appearance of the subdivision.

Right to Modify Guidelines. The Developer reserves the right to modify these guidelines, provided that any modification shall be made that will materially and adversely affect the overall character of the proposed development.

The Design Guidelines are not part of the Declaration and can be amended by the Declarant or the Board by a vote of the Owners. There is no requirement that these Guidelines be recorded or rerecorded if amended. Each Builder and Owner is cautioned to request the most current version of the Guidelines prior to construction or improvement. The most current version shall be on file with the Declarant and/or the Association.

Meadow Lakes Homeowners Association

ENFORCEMENT OF COVENANTS, GUIDELINES, RESTRICTIONS, AND RULES OR REGULATIONS

Remedies for Breach of Covenants, Restrictions or Regulation. The violation of any covenant, guideline, restriction or regulation contained in the Declaration or violation of any rule or regulation duly adopted by the Board shall give the Association the authority to enforce the covenants, restrictions, rules and regulations in accordance with this Section.

Any Homeowner is allowed and encouraged to report an infraction using the Rule Infraction Report form.

or in the 'Printable Forms' section of www.meadowlakeshoa.com.
Actions. The Board may take any of the following actions:

1. levy a fine against the Owner or Occupant which shall also be an Individual Assessment under the following Penalty Assessment chart.
2. to enter upon a Lot or portion thereof upon which or, as to which, such violation or breach exists, to abate and remove at the expense of the Owner, any structure, thing or condition that may exist in violation to the intent and meaning of the provisions of this Declaration, and the Board, or its agents shall be deemed guilty in any manner of trespass or wrongful act.
3. to institute appropriate legal proceedings to enjoin, abate or remedy the continuance of any violation.
4. undertake such dispute resolution methods such as mediation and arbitration, except that this shall not be construed as any requirement to do so as a condition precedent to legal proceedings.

Notice and Opportunity to be Heard. Prior to any action, the Board shall give the Owner and/or Occupant notice of the violation and an opportunity to be heard. Such notice and opportunity shall not be required in situations or for repeated or continuing violations.

Individual Actions. Each Owner is empowered to enforce the covenants by appropriate legal proceedings or dispute resolution methods. All of these actions (sending letters, following-up and involving attorneys) shall be paid for with Association money. Keep your costs to a minimum by following the HOA rules and regulations. This requires your understanding and cooperation.

Meadow Lakes Homeowners Association

RULE INFRACTION REPORT

Description of infraction: (please be specific): _____

Location: _____

Date(s) and time(s): _____

Name of alleged offender (if known): _____

Address (if known): _____

Was any attempt made to resolve this problem? Circle: Yes No

If "yes", describe the attempt and results: _____

Your signature: _____ Your address: _____

Print your name: _____ Telephone: _____

Email: _____ Date: _____

Please mail this form to: Meadow Lakes Homeowners Association

c/o Barnett Management, Inc.
3681 Green Road, Suite 305
Beachwood, OH 44122

All complaints determined to be actionable will be handled according to the Meadow Lakes Homeowners Association Enforcement Procedure. All complaints must be signed to be enforceable. Your name will not be used in a legal hearing is necessary.

-----Office Use Only-----

Date Received: _____ Received By: _____

**Meadow Lakes Homeowners Association
ARCHITECTURAL/DESIGN CHANGE APPLICATION**

Name: _____ Phone: _____

Address: _____ Email ID: _____

Directions: Please read [Instructions](#) first. Use the area below to briefly describe all proposed improvements or changes to your property. Please include details by sketches, drawings, clippings, pictures, catalogs, or other data. Show location of item on your property on a copy of the survey.

OWNER'S ACKNOWLEDGEMENTS

I understand that:

1. Nothing herein contained shall be construed to represent that alterations to land or buildings in accordance with the attached plans shall violate any of the provisions of building and zoning codes of the county to which the above property is subject. Further, nothing herein contained shall be construed as a waiver or modification of any said provisions.
2. No work on this request shall commence until written approval of the Board AND the City of North Ridgeville (with any necessary permits) has been received. The North Ridgeville Building Department can be reached at (440) 353-0820.
3. Any construction or exterior alteration undertaken by me or on my behalf before approval of this application is not allowed: that, if alterations are made, I may be required to return the property to its former condition if this application is disapproved wholly or in part and that I may be required to pay all legal expenses incurred.
4. Any approval is contingent upon construction or alterations being completed in a workmanlike manner.
5. Members of the Architectural/Design Review Committee are permitted to make routine inspections of the property.
6. There are architectural requirements covered by the Covenants and a review board process as set forth in the Board of Directors.
7. The alteration authority granted by this application will be revoked automatically if the alterations are not commenced within 180 days of the approved date of this application and/or completed by any date set forth in the Committee.
8. All proposed improvements must meet City codes. My signature indicates that these standards are met to the best of my knowledge. I understand that application for all required building permit(s) are my responsibility.
9. Any variation from the original application must be resubmitted for approval.

Owner/Applicant Signature: _____ Date: _____

Co-Owner/Applicant Signature: _____ Date: _____

Once you have completed the information and your drawing(s), please send them to Barry Barnett Management, Inc., 3681 Green Road, Suite 305, Beachwood, OH 44122. The Board will review your application within a week of receiving your application and send their decision in writing within a few days after.

Instructions

These instructions have been included to assist you in preparing your request. The Board meets regularly and it is important that they have all the required information with regard to your project when they meet. Incomplete information may result in disapproval and a request for you to re-file your application with the needed information.

Drawings are a requirement for all projects and must include a plot map (see your settlement paper from the County Recorder's office). Indicate the location of your proposed addition on this map. Include a detailed description of the addition, with accurate dimensions, specific materials to be used, colors and other design notes.

Photographs, handwritten drawings, pages from catalogs, etc. are always welcome to help the Board understand your project. Please be as descriptive as possible when explaining your improvement. When erecting a new structure, it is important to reference the property lines and build within, not on, the property line.

If you have a quotation from your contractor, please include that with your application. Construction materials should always be consistent with the existing structure on your property. Please reference the type, color, and texture, describing the materials you intend to use.

Once you have completed the application and your drawing(s), please send them to Barry Barnett Management, Inc., 3681 Green Road, Suite 305, Beachwood, OH 44122.

The Board will review your project details within a week of receiving your application and will send their decision in writing within a few days after their review. The application will be approved, denied or additional information or recommendations for the improvement will be requested.

Please make sure that Barnett Management, Inc. has a copy of any improvement or architectural drawings you have obtained from a previous management company. If you are unsure or unable to locate the drawings, please submit a new Architectural/Design Application after the fact so that your property's file will be complete and in compliance.