



## HOMEOWNERS MANUAL

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# HOMEOWNERS MANUAL

## Woods Owners Association Policies

www.woodsofbeavercreek.com

Revised June 2009

### Foreword

This MANUAL contains information that every homeowner should read. It lists the guidelines for the proper management of the Woods subdivision and policies to help residents enjoy the Woods and its facilities.

### The Board of Trustees

A board of Trustees is responsible for managing the affairs of the Woods Owners Association. The Board consists of 7 persons who are elected at an annual meeting in June.

The Board's authority and responsibilities are outlined in the *Declaration of Covenants, Conditions and Restrictions for the Woods* and the *By-Laws of the Woods Owners Association*. Each homeowner should have received these documents prior to purchasing a home in the Woods. If you do not have these documents, call Planning Alternatives (see below). These documents can also be accessed at our Website – [www.woodsofbeavercreek.com](http://www.woodsofbeavercreek.com)

The Board also appoints subcommittees to help with the operation of the Woods. Homeowners are encouraged to serve on one of these subcommittees: Finance and Budget; Landscaping and Common Areas; Social, Welcome, and Clubhouse and Pool Use. Contact the management company for additional information.

### The Management Company

The Board of Trustees employs Planning Alternatives to oversee the daily operations of the Woods. If you have questions, contact Planning Alternatives at the address or phone numbers listed below:

**Harry Oseit, Property Manager**  
Planning Alternatives, LLC  
6832 Loop Road  
Centerville, OH 45459  
E-mail: [harryo.pai@donet.com](mailto:harryo.pai@donet.com)  
Phone: 432-9050, Fax: 432-9060

# ASSOCIATION FEES

Monthly homeowner association fees are established by the Board of Trustees. These fees are based on projected common area expenses and a fund for capital expenses (streets, etc.). The Board reviews the actual expenses to maintain the Woods and, based on the anticipated income from WOA fees, determines the amount needed from each homeowner to cover expenses and set moneys aside for emergency and long-term items.

The monthly fee is due on the 5th day of each month. Payments can be made by sending a coupon and check to the Management Company (see page 1) or through an automatic withdrawal from a homeowner's checking account.

If payment is not received by the 5<sup>th</sup> of each month, the homeowner will be considered delinquent and a notice will be sent advising the homeowner of the delinquency and the assessment of a late charge of \$25. When an account becomes two months delinquent, a second notice will be sent and a second late fee will be assessed. The notice will also inform the homeowner that if payment is not made within 30 days (or suitable arrangements are not made to make the payment), *a lien will be filed* against the property. The cost of filing the lien and other reasonable attorney fees will also be charged to the homeowner's account.

The status of delinquent accounts will be reviewed at each board meeting to determine if any additional action, up to and including foreclosure, is necessary.

Use of the Clubhouse, exercise room, pool, and tennis courts is prohibited until the homeowner's account is current.

### CLUBHOUSE POLICIES

The Clubhouse may be used from 8:00 a.m. until 1:00 a.m. Guests must vacate the Clubhouse by 1:00 a.m.

All loud music and conversation must cease after 10:00 p.m. out of respect for those homeowners who live near the Clubhouse. Local police may be called if excessive noise continues after 10:00 p.m.

Fees: \$25 usage fee for each event; \$150 refundable deposit fee

## Rules

1. The Clubhouse is **only** to be used by the Woods residents and their guests for functions hosted by the resident.
2. It is the homeowner's responsibility to be present at all times during the use of the Clubhouse and to keep guest activities under reasonable control.
3. No one under the age of 18 will be permitted to use the Clubhouse unless accompanied by a resident. The only exception to the rule is for the use of the Exercise Room. (See page 8 for details.)
4. The number of guests who may occupy the Clubhouse at one time is **150**, as restricted in accordance with the state fire codes.
5. The Clubhouse and adjacent grounds may not be used for any dangerous activity or unlawful purpose, such as use of weapons or fireworks, or the use or sale of illegal drugs.
6. Smoking is not permitted in the Clubhouse. Persons choosing to smoke must do so outside the Clubhouse and put their cigarette butts in the ash receptacles located outside the Clubhouse.
7. **NO** pets are allowed in any area of the Clubhouse or the pool.
8. Party decorations may only be attached with clear plastic tape. No nailing or tacking.
9. It is the responsibility of the resident to ensure that the Clubhouse is left in the same condition as it was before the event. The reserved areas, including the restrooms, must be cleaned and returned to the prior condition no later than noon the next day provided that no other function is scheduled on that day. If an event is scheduled for the next day, the cleaning must be completed immediately after the event (see bulletin board for scheduled events). All trash and recycling must be removed from the Clubhouse and placed in the appropriate waste containers located outside the south entrance (near the parking lot). If the waste containers are full, the resident must take the items to his/her home waste containers.

10. Pool and patio areas may be reserved but never to the exclusion of the Woods' residents and their guests. Everyone should use the pool house to change into and out of swimwear.
11. The exercise room is **not** included when the Clubhouse is reserved.
12. If the resident wishes to use the tennis courts when renting the Clubhouse, please contact Planning Alternatives.
13. If a resident desires to use the fireplace, carefully follow the directions posted on the fireplace.
16. Activities are usually held on the first floor. However, small groups, such as residents wanting to play cards, may use the second floor. Furniture is **NOT** to be moved to the second floor.

## Clubhouse Reservation and Clean-Up Policies

1. Reservations for the clubhouse can only be made by a Woods resident through the management company. If the desired date is available, the \$150 refundable deposit must be sent within 72 hours of making the reservation. A second check for \$25, which is non-refundable, should be enclosed. Checks should be written to the "Woods of Beaver Creek".
2. A detailed checklist will be sent along with the reservation application so that users may be reminded of our policies.
3. Residents who have delinquent accounts will **NOT** be allowed to use the Clubhouse, the exercise room, the pool or tennis court.
4. Clubhouse parties (with access to the pool or tennis courts) may **NOT** be scheduled for holiday weekends.
5. The management company will ensure that no more than 1 Clubhouse party (with access to the pool and/or tennis courts) is scheduled per weekend (Friday evening through Sunday evening) during the pool's operating season.
6. Prior to September 30<sup>th</sup> residents may reserve the Clubhouse for only one weekend date or holiday date between Thanksgiving

and New Year's Day. After September 30<sup>th</sup>, residents may reserve additional dates.

7. Upon receipt of the deposit, a reservation confirmation and a Clubhouse & pool cleaning checklist form will be mailed within 72 hours.
8. After the event, the resident will initial each item on the cleaning checklist form as a guarantee that the Clubhouse has been cleaned and mail the form back to the management company.
9. The deposit will be held until the monitor (employed by the Board) has inspected the Clubhouse and the cleaning checklist has been returned to the management company. The inspection will take place within 24 hours after the activity and prior to the next scheduled event.
10. If the inspection shows that the Clubhouse has been properly cleaned and there was no damage to the premises, the \$150 deposit will be returned to the resident. If the inspection shows that the Clubhouse has not been properly cleaned and/or that there has been property damage, the \$150 deposit will be forfeited – no exception!

## **POOL POLICIES**

DATES: Specific dates are established annually.

HOURS: 6:00 a.m. to 11:00 p.m.

No excessive noise before 9:00 a.m. or after dark. Local police may be called if excessive noise continues after 9:00 p.m.

## **Rules**

1. **THERE ARE NO LIFEGUARDS ON DUTY.**
2. Absolutely no running, pushing, horseplay, deliberate splashing of other individuals or disorderly conduct is permitted in the pool area.
3. **No diving is permitted.** The pool has a maximum depth of only 5 feet.
4. No smoking is permitted in the pool and patio area.
5. No roller-skating, roller-blading, or skateboarding is permitted in the pool or patio area.
6. No animals are permitted in the pool area.
7. No foul language is permitted in the pool area.
8. No loud radios, stereos, CD players, tape recorders or televisions are allowed in pool area.
9. Persons with open sores, burns, cuts or similar injuries are not allowed in the pool.
10. Only bathing suits are to be worn while swimming. No cutoffs are allowed. Infants and toddlers must wear waterproof pants over diapers. Diapers should be changed in the pool house, not in the immediate pool area.
11. Wet bathing suits and/or towels are not permitted in the Clubhouse. Residents and their guests are to use the pool house to change in and out of swimming attire.
12. Pool furniture must be returned to its original location after use and not be removed from the fenced area at any time.
13. Food and beverages are allowed in the pool area, but they are not allowed in the pool or at the pool's edge.

14. **No glass** containers are allowed in the pool or patio area. Removal of broken glass is costly. Cost will be borne by the offender or sponsoring resident.
15. All trash and recycling must be placed in proper containers.
16. All children under the age of 14 must be accompanied by a parent or a parent-authorized adult (21 years of age or older), at all times – no exceptions! Residents under the age of 18 are not permitted to entertain guests unless accompanied/supervised by a parent.
17. Small rafts, water wings, life jackets, etc., required by small children are permitted. Air mattresses and floats are prohibited during times of maximum pool use. Similar restrictions apply to other pool toys.
18. No hard plastic toys (such as super-soaker water guns) are permitted in the pool area due to the high risk of injury they present.
19. Association fees must be current, or use of the pool is prohibited.

### **Special Rules Concerning Guests Using the Pool**

1. The Woods pool is primarily for the use of Woods residents. Therefore, residents will limit the number of guests they invite (up to 8 people) to the pool at any particular time, unless they have reserved the Clubhouse with pool access then all guests may use the pool.
2. Guests are individuals who are not full-time residents of the Woods. **A full-time resident of the Woods must be present** when guests are using the pool facilities. The conduct of any guest(s) is the direct responsibility of the sponsoring resident.
3. Exceptions to the rules listed above are:
  - a. Paid caretakers of children who are Woods' residents.
  - b. Nonresident family members accompanying children who are Woods' residents.

- c. Responsibility for enforcement of Pool Policies resides with each resident. Breaches of these policies must be corrected quickly, due to the personal dangers inherent with the use of the pool, as well as to possible financial liability of the Woods Owners Association. Ultimate enforcement of pool policies rests with the Board of Trustees. The Board will quickly deal with continued violations of these policies by individual residents, their family members, and guests.

### **EXERCISE ROOM POLICIES**

1. Use of the exercise room is limited to residents and their guests.
2. Exercise equipment is not to be removed from the exercise room.
3. If a piece of exercise room equipment does not work, call the management company or leave a written note in the exercise room.
4. No food or drinks (other than water) are permitted in the exercise room.
5. When finished exercising, wipe perspiration off of equipment for the benefit of the next person using the equipment. Please pick up any trash in the exercise room.
6. All children under 14 must be accompanied by a parent or a parent-authorized adult (21 years or older), at all times – no exceptions! Residents under 18 are not permitted to entertain guests unless accompanied/supervised by a parent.

### **TENNIS COURT POLICIES**

1. Use of the tennis courts is limited to residents and their guests.
2. Play is limited to 90 minutes or three sets when others are waiting.
3. The courts are to be used for tennis only. **NO OTHER ACTIVITIES** may take place on the courts.
4. Only regulation tennis shoes are permitted on the courts

5. No food or drinks (other than water) are permitted on the courts.
6. When finished playing, please pick up any trash on the courts and place in a trash can.

### **KEY POLICIES**

1. Upon becoming a homeowner, contact the management company for a key that will provide access to the Clubhouse, pool and the tennis courts.
2. Keys are only to be used by residents of the Woods. They are **NOT** to be given to other persons.
3. The Board of Trustees, or its authorized representatives, may confiscate keys from anyone who abuses any area of the Clubhouse, the exercise room, tennis courts, or pool.

### **PET POLICIES**

1. All pets will be controlled so as not to create a nuisance (barking, smell or appearance).
2. Pet owners are required to pick-up and dispose of any waste created by their pets.
3. All pets must be on a hand-held leash while being walked. Unattended pets must be confined to the resident's property. If a pet's leash is attached to a stake, homeowners must make sure that leashed pet may not go beyond their property lines.
4. No pets are allowed in the Clubhouse, tennis courts, and pool area.

**PENALTIES:** There is a \$25 fine for each infraction of the Pet Policies.

### **PARKING POLICIES & DRIVING IN THE WOODS**

Parking is a critical issue which involves both safety and aesthetics as well as expense to the association because of damage to common areas. Safety concerns involve the ability of fire trucks and emergency vehicles to transit streets quickly and to provide garbage trucks clear access to all homes. Aesthetic concerns involve vehicles parked long term in common areas, especially if they leak fluids. Consequently, the Trustees have approved the following rules for the Woods:

1. All residents and their guests are expected to comply with the speed limit signs (**20 mph**) and stop signs posted on the Association property. Because residents use the streets for walking and children ride bicycles and scooters and play games in the street, observing the 20 mph speed limit is imperative! While these activities are not prohibited on our private streets, the residents need to be aware that such activities are taken at his/her own risk. The Association assumes no liability for injuries incurred while using the streets. Trails are provided which offer more safety.
2. Mailbox parking areas: Parking at the mailbox areas is for two purposes: (1) To allow residents and post office employees easy access to the mailboxes, and (2) to provide an area for guests to park when visiting residents. Therefore, permanent parking for residents in these areas is prohibited.  
  
This will enhance both the appearance and safety for all residents. Appearance will be improved by elimination of vehicles that rarely move and older vehicles that stain the streets. Safety will be increased by allowing clear access to mailboxes for both the residents and the US Postal Service. This will also allow the area in front of the mailboxes to be kept clear during snow conditions and provide easy resident access in rainy weather.
3. NO parking in Cul-de-sacs, circles or turn-arounds.
4. Street parking: Parking on both sides of any street is prohibited. In other words, the first person to park on the street determines which side all other guests/residents may use at that time.

This is a safety concern for both access and for personal safety as many residents walk in the streets and parking on both sides can impact driver visibility. This is primarily an issue when residents have a larger number of guests for an occasional event. While we will not post No Parking signs on one side or the other, residents are asked to monitor this situation and ask their guests to move vehicles if needed. Guests should also be reminded to park so that resident driveways are clear and easy to use.

5. Long-term parking on streets is prohibited. Residents should use garages and driveways for all vehicles.
6. City school buses will make 1 stop in the Woods-on the street near the Clubhouse parking lot. Students should wait in the Clubhouse parking lot (or on the porch in bad weather). Parents should wait in the parking lot until their children are picked up or dropped off after school.
7. No parking on vacant lots.
8. Any resident's vehicle, which is dripping oil (or some other fluid), **must not** be parked in any common area; residents are responsible for cleaning up the spill.
9. Inoperative vehicles, including vehicles with expired tags may not be parked on the street or in designated parking areas. Such vehicles must be parked in garages.
10. Trailer coaches, house trailers, mobile homes, automobile trailers, recreational vehicles, campers, trucks (more than ¾ ton), boats or boat trailers that belong to a Wood's resident are not permitted unless these vehicles are parked in a garage.
11. Recreational vehicles that belong to guests of homeowners must be parked in a way that does not impede the traffic of the other residents.

## **PENALTIES**

Residents will receive a notification for a first offense. Subsequent occurrences will result in escalating fines per the following schedule:

- 2<sup>nd</sup> Parking Offense -\$10 fine
- 3<sup>rd</sup> Parking Offense - \$25 fine
- 4<sup>th</sup> Parking Offense and more - \$50 for each occurrence.

Our first concern is for safety. Our streets are narrow, and we must always be aware that careless parking could make it difficult for emergency vehicles to proceed quickly through the Woods.

## **MISCELLANEOUS POLICIES**

1. **Common Areas.** Residents should not plant anything in a Common Area or build any structure on a Common Area without obtaining permission from the Board of Trustees.

Residents should not set-up any structures such as: tents, volleyball/soccer nets and/or picnic tables, trampolines, or swing sets on their property or on a Common Area or vacant lot without first obtaining permission from the Board of Trustees.

The Common Areas include 2 ponds, which have many fish in them. Admire the fish, feed them, but NO FISHING is allowed.

2. **Architectural Control.** No exterior addition or alteration of any unit on any lot, no changes in the colors of the exterior portions of the unit including doors and window frames, no changes in fences, hedges, walls, or other structures and appurtenances to the units shall be commenced, erected, or maintained unless and until the construction plans and specifications are approved by the Trustees, or by the Architectural Review Committee. It is understood that any building additions or modifications, including patio or room additions or playground equipment that may be approved by the ARC, must also meet the regulations of the City of Beavercreek and PUD 90-5. The ARC standards can be obtained from Planning Alternatives or the Woods Website ([www.woodsofbeavercreek.com](http://www.woodsofbeavercreek.com)).

The Trustees shall appoint an Architectural Review Committee, or shall themselves act as such a committee. The Trustees or ARC shall arbitrate any and all disputes that may arise from the terms and provisions of this Declaration.

3. **Signs.** No sign of any kind shall be displayed to the public view on the properties, except a) on the Common Area, signs regarding and regulating the use of the Common Area that are erected by the Association, b) on a lot, except 1 sign of no more than 5 square feet advertising the property for sale or lease; or, c) signs used by the Declarant for the advertisement of the property during the construction and initial sales period. Signs may be erected by the board for traffic control on the private streets.
4. **Garbage and Refuse Disposal.** No lot or part of the Common Area shall be used or maintained as a dumping ground for rubbish. Trash, garbage, or other waste shall be kept in sanitary containers on the lots or in dumpsters if provided by the Association.

**MOVING** – If a homeowner moves and rents his home in the Woods to another family, he/she is responsible for notifying the property management company and for ensuring that the new family receives a copy of this manual. Ultimately, the homeowner must be sure the tenants understand that certain guidelines and policies apply to all residents of the Woods. [Ask Planning Alternatives to send a copy to the renter.]

## NOTICE

**THE ASSOCIATION AND THE MANAGEMENT COMPANY  
ARE NOT RESPONSIBLE FOR INJURIES TO RESIDENTS  
AND/OR GUESTS WHILE USING THE COMMON AREAS  
(INCLUDING THE STREETS AND THE TRAILS), THE  
CLUBHOUSE, THE POOL AREA AND THE EXERCISE ROOM.**

**HOMEOWNERS ARE RESPONSIBLE FOR ANY DAMAGES  
CAUSED BY THEIR FAMILIES AND GUESTS.**