

Stonington Woods Condominium Association

RULES AND REGULATIONS



Effective January 2025

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Stonington Woods Condominium Association

Introduction to Rules and Regulations

The purpose of this document is to advise, reacquaint and reinforce a clear interpretation of all existing and revised Rules and Regulations published to date for the benefit of Association members. It is the hope of the Board of Directors (BODs) that this document will serve as a handy reference to answer any questions regarding the Rules and Regulations as outlined in the Declaration and Bylaws.

As condominium Unit Owners, we must be aware that we are extremely limited as to what personalization we can give to the exterior of our Unit to maintain standards of quality and appearance.

In pursuit of individual freedom and support of personal creativity within the community, the BODs have established guidelines regarding the enhancement or personalization of Limited Common Elements. Article III Purposes: Restrictions, Page 6, Section 2. Restrictions, (p) Rules and Regulations of the Declaration provides that the Board may adopt reasonable rules and regulations concerning use of condominium property, to promote harmony, serve the best interest of all Unit Owners.

The BODs sincerely appreciate the cooperation of Unit Owners in compliance with the Rules and Regulations set forth herein. **If you find you are in violation of any of these guidelines, please comply and correct the violation.**

Please submit a completed “Architectural Control Application” or “Application for Landscaping Improvements” to the Property Manager to obtain written approval for any changes to the exterior elements of your Unit **prior** to commencing any project. Failure to obtain prior approval could cause you unnecessary expense in the removal of projects not meeting Association standards.

If you have any questions regarding any rule, regulation, procedure or guideline outlined in this document, please do not hesitate to bring it to the attention of the Board of Directors.

Sincerely,

Stonington Wood Condominium Association (SWCA)
Board of Directors

Stonington Woods Condominium Association

I. Rules and Enforcement

Condominium associations are created with a uniform exterior appearance, so that a large concentration of individuals can live closely together and share the responsibilities and obligations of maintaining and administering property. For this reason, the condominium's Declaration, Bylaws, and these rules, outline regulations, requirements, and restrictions to protect and preserve condominium living. These regulations are meant to protect from decreasing property values, deteriorating exterior appearance, and inappropriate neighborhood conduct and collectively serve for all our best interests.

In exercising this authority, the Board of Directors (BODs) has the ability to promulgate the rules, in addition to the provisions found in our Declaration and Bylaws, that govern items, including but not limited to, interpretation of the governing documents, personal conduct of residents and guests, maintenance standards, architectural modifications, and operational policies.

The BODs are given the duty, as elected representatives from the Unit Owners, to evenly and appropriately enforce the restrictions, rules, and regulations found in our governing documents, and take this responsibility very seriously.

II. Common Elements Information and Guidelines

The Common Elements are all Stonington Woods property with the exception of those areas identified as Limited Common Elements.

A. Parking / Vehicles

Unit Owners, Occupants and their guests may utilize parking spaces in front of their garages and in the turnaround areas next to the unit.

1. **Unit Owners/Occupants** should park their cars in the garage. If an owner needs to park outside of their garage, no more than two vehicles may be parked either in front of the garage door or in a designated turnaround area. Designated turnarounds are noted on the attached map (Appendix D).
 - a. Never should a Unit Owner/Occupant be blocked from entry or exit from their garage, nor should parking prohibit postal access to mailboxes.
 - b. Unit Owner/Occupant must receive prior approval from the Board to park in the visitor parking area. The turnaround area is always available to park in.
2. **Guests** - Guests may park (a) in the garage; (b) on the driveway in front of the garage; (c) in the designated visitor parking areas throughout the community (d) temporarily on the right side of the streets entering from S. Terrace Avenue **only** if the above areas are not available.

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3. Miscellaneous

- a. Parking of vehicles is prohibited on the side of the street that a fire hydrant is on. Furthermore, parking is only permitted on one side of the street so that emergency vehicles can move through the community. No parking is permitted on any lawn or landscape area.
- b. No commercial vehicle (truck F250 or larger, panel or moving van, etc.) is permitted to be parked on the Stonington Woods property unless it is in the area to perform a job requested by the Unit Owner/Occupant, Property Manager or Board.
- c. Vehicles used for recreation (boats, travel trailers, motor homes, etc.) not able to fit into the garage are permitted to park in the Unit Owner/Occupant's driveway in front of the garage for 24 hours to allow for loading or unloading only. Said vehicles must not block normal access (ingress or egress) of other residents.
- d. Inoperable vehicles (vehicles with flat tires, expired license plates, or other vehicles incapable of movement under its own power, etc.) or vehicles that appear to be abandoned, which are parked in the Common Elements or Limited Common Elements for more than 48 consecutive hours may be towed off the premises at the vehicle owner's expense, without warning. With the exception of short-term emergency work (flat tires, battery change, etc.), no repair work is permitted on vehicles in the Limited Common Elements or Common Elements. All other repairs must be conducted within the unit's garage.
- e. Stonington Woods property is never to serve as a storage site for other than daily personal use operable vehicles.
- f. Unit Owners/Occupants are responsible for the cost of cleanup of any leakage from vehicles parked in their driveways, i.e. oil, gasoline, antifreeze.

B. Trash

1. Trash pickup is currently Friday, unless there is a major holiday during the week, then trash pickup day is Saturday.
2. When not set out for collection, trash containers are to be kept in the garage and placed at the curb the night before trash pickup. The containers are to be returned to the garage as soon as possible (except in unusual circumstances but no longer than 24 hours). Please place perishable food items in sealed plastic bags before placing them in the trash container.
3. Residents are responsible for cleaning up trash spillage from their containers.

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C. Landscaping

1. The Association provides extensive landscape services and maintenance to the Common Elements.
2. No Unit Owner/Occupant shall instruct the landscaping crew regarding lawn mowing care. The landscaping company has been advised to take direction only from a member of the Board or Property Manager. If you are experiencing problems with any of the landscaping services, please contact the Property Manager at 614-781-0055.
3. There are no automatic irrigation systems for units. Watering of lawns, shrubbery and private flowerbeds is the responsibility of the Unit Owner/Occupant.

D. Snow Removal

1. The Association provides snow removal services on all streets, sidewalks and driveways within Stonington Woods.
2. Snow removal does not begin until a level of 3" of snow has been reached.
3. No Unit Owner/Occupant shall instruct the snow removal crews regarding snow removal. The snow removal company has been advised to take direction only from a member of the Board or Property Manager. If you are experiencing problems with the snow removal job, please contact the Property Manager at 614-781-0055
4. Neither the snow removal contractor, the Property Manager nor the BODs can monitor streets, sidewalks and driveways 24 hours per day for icy spots that develop between storms. **Please Do Not Use Rock Salt on concrete surfaces as it causes the concrete to deteriorate.**

E. Animals – Declaration, Article III, Section 2(l)

1. Unit Owners/Occupants are required to abide by the laws and local ordinances with respect to licensing, current vaccinations, caring for and controlling pets.
2. Unit Owners are solely and exclusively responsible for the actions of their pet(s) or the pet(s) of anyone residing in or visiting their Unit, including damage or injury to property or another person. Unit Owners are responsible for the cost of repairing any damage to the Common Elements caused by such pet(s), including but not limited to, the cost of replacing grass, bushes, or other landscaped areas.
3. Unit Owners/Occupants shall be limited to two pets (for example, either two dogs or two cats or one of each). The weight limit for dogs is 75 pounds.
4. All pets shall be on a hand-held leash and under the control of residents whenever they are outside the unit. Pets are not permitted to run free or unleashed **at any time**, or to otherwise interfere with the rights, comfort or convenience of other residents.

Stonington Woods Condominium Association

5. Pet owners are responsible for **immediately** cleaning up after their animals and disposing of animal waste appropriately. All pet waste must be securely bagged and placed inside the unit's trash container. The Common Elements are for the enjoyment of all residents. These areas cannot be fully enjoyed if animal waste is left on the grounds and pets are permitted to run uncontrolled.
6. No animals other than dogs, cats, birds, fish, or other animals approved by the Board, in its sole discretion, may be raised, boarded, or kept anywhere in the Condominium Property, neither shall any animals be bred nor maintained for commercial purposes.
 - a. Vicious dogs, snakes, etc. are prohibited.
 - b. No pet(s) will be allowed to create a nuisance or unreasonable disturbance or to damage a Common Element or the property of any other resident. If the Board deems a pet a nuisance, it must be removed.
 - c. No animal pens or houses are permitted anywhere outside the Unit Owners condo within the Stonington Woods community.
7. Pets are never permitted to be tied up, staked or tethered outside the Unit, even for short periods.
8. Exception to pet rules would be on a case-by-case basis for service animals presented to the Board.

F. Roads

1. The speed limit within the Association is **10 miles per hour**. Reckless operation, excessive speed, and/or driving on any lawn areas is prohibited. It is the responsibility of the Unit Owner/Occupant to inform their guests of this regulation.

G. Sales and Commercial Activity

1. Commercial activity is prohibited from being conducted within the Units or the Common Elements. As a result, no yard or garage sales or auctions are permitted on the condominium property. The Association may conduct an optional garage sale that is open to the entire community; however, no sale other than this community-wide event is permitted.
 - a. An Estate sale may be conducted with permission from the BOD in the event of a resident moving into an extended care facility or death.
 - b. This would be so that the condo can be sold.

Stonington Woods Condominium Association

III. Rules and Regulations

A. Decorations

1. Seasonal decorations may be displayed only during that holiday season and for periods of one week before and one week after the holidays. Decorating for Holiday season can be done from Thanksgiving Day and not exceed beyond January 10th.

B. Flags

1. The United States flag along with sports team, holiday decoration, national flag, support flag, armed services flag, or religious flag is permitted but **ONLY** attached to the garage entrance or the side of 3-season room.
2. Garden Flags. Unit Owner/Occupant may install one garden flag in the mulched area adjacent to the Unit. These flags may be no larger than 12.5 inches by 18 inches and must be removed, if seasonal, at the end of the season and/or if they become faded and damaged.

C. Garage Area

1. A handle on the bottom of the garage door is permitted; the handle **MUST** match the color of the garage door.
2. A limit of **one (1)** flowerpot may be placed in the center of the area which separates adjacent garage doors and positioned at the exterior wall. **One (1)** wreath may be hung between the garage doors. **One (1) flowerpot may be placed under the garage light.** No other items are permitted in the area of the garage doors.

D. General

1. Unit Owners/Occupants are responsible for keeping the area surrounding the Unit free from trash, paper and other debris.
2. Unit Owners/Occupants who wish to have bird feeders will be responsible for keeping them clean and for picking up any debris that falls to the ground. Two (2) bird feeders are permitted and may be placed inside the mulched area and away from sidewalks and driveway so to keep the debris inside the mulched area. As an alternative, you may be hung from a tree that is adjacent to your area.
3. A personalized name plate, decorative door knocker or peep hole on the front door is permitted. No other hanging items or attached items are permitted.
4. Clothes, sheets, laundry or articles of any kind are prohibited from being hung outside in any area. All areas shall be kept free and clear of rubbish, debris and other unsightly objects or material.
5. Unit Owners/Occupants shall not paint, stain or change the appearance of any portions of the exterior of any Unit or fence. Unit Owners are responsible to promptly report to the BODs or the Property Manager any defect or repair for which the Association is responsible.

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6. Window boxes are not permitted on Units or fences.
7. Installation of sidewalk illuminating lighting is permitted in the mulched area. Lighting must not interfere with mowing.

E. Landscaping

1. All garden hoses must be neatly rolled and placed near the water spigot when not in use. Storage of garden hoses must not interfere with the regular landscape maintenance. During winter months, garden hoses must be disconnected and stored inside the Unit or garage.
2. Unit Owners/Occupants may plant, at their discretion, annuals or perennials in their abutting mulched area. The maintenance is the responsibility of the occupant. Dead plants must be removed immediately. In the fall, perennials must be cut back and annual flowers removed to keep the overall grounds looking neat and cared for.
3. If in the fall, cleanup is not completed by the Unit Owner/Occupant, the mulched area will be cleaned by an outside source with the Unit Owner/Occupant responsible for the payment of the cleanup.
4. Unit Owners/Occupants are prohibited from removing, adding, or replacing any \ shrub in the mulched areas of the Unit without obtaining **prior** written approval through the submission of the "Application for Landscaping Improvements" – Appendix B.

F. Mulched / Fence Areas

1. All proposed enhancements in the mulched area abutting a Unit must be approved by the Board **prior** to commencing any effort. The Unit Owner becomes responsible for maintenance of the enhancements once approved.
2. No more than four (4) shepherd hooks are permitted in the mulched area abutting each Unit. The Unit Owner/Occupant must maintain the appearance and when not in use, shepherd hooks must be removed.
3. The use of artificial flowers, plants and shrubbery in mulched areas is not permitted.
4. Benches, chairs, etc., may be placed in the fence area (courtyard). The Unit Owners/Occupants are responsible for the maintenance of grassy areas behind the fence if these items are used.
5. Attaching anything (nailing/hooks/trellis, etc.) to the exterior of a Unit is not permitted except for a flag or wreath.
6. One (1) birdbath is permitted in the mulched area.

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7. Unit Owner/Occupant must limit the placement of (4) potted plants, (4) statuary or (4) shepherd's hooks in the mulched areas abutting each Unit to prevent proliferation of such objects to preserve the integrity and attractiveness of Stonington Woods. There is a limit of 4 items permitted and these items are not to exceed 2' in height and width. A trellis is permitted in the mulched area as well. No more than (1) one trellis is permitted in the mulch bed for a climbing plant, if the plant will not eventually grow to touch the building and not attached in any way to the light pole.
8. If mulched areas or items therein do not conform to the limitations described above, items must be removed or relocated to the fenced-in courtyard.

G. Patio (Courtyard Area)

1. Installation of a patio within the courtyard area is permitted at the expense of the Unit Owner. The patio plan must be submitted to and approved by the BODs **prior** to installation.
2. Permanent lawn furniture is permitted in the courtyard area only. Permanent placement of lawn furniture and statuary is not permitted beyond the boundaries of the Limited Common Elements/Individual Units.
3. Container gardening is permitted within the courtyard area. Tomatoes may be grown in the mulched area if somewhat concealed within the other green plants.

H. Permanent and Portable Generators

1. Any Unit Owner who wants to install a permanent generator or use a portable generator **must submit** a completed and signed Architectural Control Application (Appendix A) to the Board for review.
 - a. The Board **must approve** the installation, location and use of the generator as described in the Application.
 - b. The application must include the exact location and footprint size of any permanent generator, must list all contractors involved in the installation (or modification of electrical system for use of a portable unit), and must include license numbers of all electricians and plumbers involved and insurance certificate for all contractors.
2. Permanent generators must only be powered by natural gas and maybe no more than 20 kW.
3. Installation must not cause damage to the existing building including foundation nor impede access to existing utilities and/or equipment.
4. Permanent generators must be installed by licensed electricians/plumbers in conjunction with The Energy Cooperative. Any electrical work required for use of a portable generator must be performed by a licensed electrician.

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5. Except during power outages, generators may be operated (e.g., for testing, maintenance) only between 9:00 a.m. and 9:00 p.m.
6. The Unit Owner must comply with all the requirements contained in the Generator Installation Agreement.
7. If landscaping needs to be installed, to minimize the appearance of the generator, the Unit Owner will be responsible for purchasing and planting of landscape, following approval of the Board.
8. Portable generators must be stored in the garage when not in use.

I. Satellite Dishes

1. Satellite dishes are permitted but cannot be installed on the roof of any condominium building. Unit Owners wishing to install a satellite dish should notify the Property Manager who will determine the appropriate site for the dish location. The site will be flagged so the installer knows where to place the dish.
2. If landscaping needs to be installed, to minimize the appearance of the dish, the Unit owner will be responsible for purchasing and planting of landscape, following approval of the Board.

J. Signs

1. Nothing may be hung or displayed, neither signs, awnings, canopies, shutters, television/CB nor radio antennae or any other device or ornament be affixed to or placed upon the exterior walls, doors, fences or roof without **prior** written approval of the Board.
2. Except as otherwise provided, no commercial signage of any kind is to be displayed on the Condominium Program, with the exception:
 - a. Security signs are permitted and may be displayed at the entrance of a Unit.
 - b. Decals for the purpose of fire, security, oxygen, or other emergency services not exceeding ten (10) square inches may be placed on the interior glass surface of the Unit's windows.
 - c. A sign advertising a Unit for sale may be installed within ten (10) feet of that Unit and shall not exceed nine (9) square feet in size and three (3) feet in overall height. A sign of the same size may be posted at the entrance of the property where the Unit is for sale to advertise an Open House.

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IV. Clarification of Responsibility and Liability

Unit Owners are responsible for maintaining, repairing, and replacing the components of their Units. The Units are defined as everything from and including the Unit's perimeter drywall inwards. The responsibility and liability of the Unit Owner versus the Association is outlined in the Declarations (Article V, Section 2) and Bylaws and may be stated simply as follows:

1. The interior of each individual Unit is the responsibility of the Unit Owner. This includes everything within the interior walls of each Unit such as all mechanical (furnace, air conditioner), utility pipes and drain line systems, cable and telephone lines, plumbing, electrical, heating/cooling ducts, wiring, switches, outlets, thermostats, **Enclosed** porches, attics, storage space and garage door mechanicals.
2. Window dressings for enclosed porches must conform to Article III, Section 2, paragraph (d) in the Stonington Woods Declaration. Maintenance of any part of the unit visible from the exterior must conform to Association standards such as windows and sash, storm doors, light fixtures, porch glass and/or window enclosures, screens and brick or stone patio surface.

A. Installation of New Toilet in the Guest Bathroom

The toilet drain-vent pipes in some of the condo units in Stonington Woods were built before the plumbing code of Ohio was updated. Because the toilets in the guest bathrooms of two adjacent units are back-to-back installation served by a cross fitting of the drain-vent pipes, changing toilets may cause a problem in the adjacent guest bathroom.

Installation of an incorrect toilet can cause water, etc. to siphon from the toilet to the toilet in the adjacent unit. This means the trap no longer seals the access of sewer gases into the adjacent bathroom.

Please contact the Property Manager **prior** to installing or purchasing a new toilet in your guest bathroom. The Property Manager will be glad to confirm if the toilet you plan to install will work properly.

B. Dryer Vent Cleaning

The Board has elected, in the best interest and safety of the Unit Owners/Occupants, that **all** Units within the Stonington Woods Condominium Association be required to have the dryer vents professionally cleaned annually.

1. Owners will be advised of the cost and scheduling of the dryer vent cleaning. If you are not able to be home the day the cleaning is scheduled, arrange for a neighbor/friend to be there.
2. Unit Owners may elect to have the dryer vent cleaning done by another company. Proof of completion needs to be provided within (15) fifteen days after the last scheduled cleaning date from the company contracted by the condo board.

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3. A warning letter will be sent to the owner if the dryer vent has not been cleaned by either the company contracted by the board, or if another professional company. A fine will be assessed per section V1 Violations of Rules and Regulations – Levying Fines

C. Windows and Storm Doors

Only storm doors and storm windows which meet the style and color approved by the Board may be installed. The Unit Owner shall be responsible for any damage resulting from the installation and for maintenance and/or restoration to original condition and for any damage to the existing structure directly attributable to the addition.

1. All storm doors for the front door and enclosed porch must be either Larson Signature Selection Full View with Removable Screen Tempered Aluminum Storm Door with brass hardware or Larson Tradewinds Full-view with Retractable Screen with brass hardware.
2. The color is Sandstone and the model number for the storm door with the retractable screen is 14604092. The model number for the storm door with the removeable screen is 14904092.
3. These are special order doors and can be purchased at Lowes. The storms' doors are different in size and Lowes will come out and measure the doors to ensure the correct sized door is ordered.
4. For an additional cost, Lowes will also install the doors. Contact the Property Manager if additional information is needed.

D. Installation of a New Furnace

When installing a new furnace, it needs to be vented out through the roof to abide by a newly enforced law.

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V. Unit Owner's Financial Guidelines and Responsibilities

A. Association Fees

While the BODs are responsible for setting the Association's budget, each Unit Owner is responsible to pay his/her condominium fees on a monthly basis. When one Unit Owner does not pay, the rest of the Unit Owners must make up the difference. Consequently, the Board has adopted an aggressive collections policy to reasonably ensure that Unit Owners pay their condominium fees in a timely manner.

1. Collection Policy

- a. Unit Owners are responsible for payment of monthly condominium fees and any special assessment for capital improvements.
- b. All fees and assessments are payable on the 1st of each month. A \$35.00 late fee will automatically be assessed on the 10th day of each calendar month. A late fee will be added each month that an outstanding balance remains on the Unit Owners account. (Fee subject to increase upon further notice.)
- c. The Unit Owner will be responsible for all charges and legal fees affiliated with delinquent accounts, NSF checks, etc.
- d. The following process will be followed for any account that is delinquent:
 - i. Any payments made shall be applied in the following order:
 - Interest owed to the Association
 - Administrative late fees
 - Court costs, attorney's fees and other costs of collection
 - Principal amounts the Unit Owner owes for the common expenses or penalty assessments chargeable against the Unit.
 - ii. Any cost, including attorney fees, recording costs, title reports, and/or court costs incurred by the Association in the collection of delinquent assessments will be added to the amount owed by the delinquent Unit Owner.
 - iii. If a Unit Owner's account is delinquent, voting privileges will be suspended until full payment is received.
 - iv. In the event any check tendered in payment or partial payment of any obligation to the Association will be dishonored by the payer institution, the Unit and Unit Owner for which the tendered payment was made, shall be charged the sum of \$25.00, in addition to any bank charges.

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VI. Violations of Rules and Regulations – Levying Fines

The Declaration and By-Laws empower the BODs to institute fines for the enforcement of the Rules and Regulations. If a warning letter and fines do not correct the offending situation, the Board has the authority to initiate legal proceedings. Except with respect to the late payment of monthly condominium fees (addressed below), if the Board determines that a fine is the appropriate remedy for a violation, the usual procedure will be as follows:

- Warning letter to the Unit Owner.

If Unit Owners have received a warning letter and the violation(s) has not been corrected, legal action will be taken after 30 days and fines will be assessed as outlined below:

- Imposition of a \$25.00 fine; if the violation remains uncorrected after 30 days of receiving a warning letter or recurs,
- Imposition of a \$75.00 fine, however, the BODs may, in its discretion, determine that more substantial enforcement measures are required.
- The entire cost of effectuating a legal remedy to impose compliance, including court costs and attorney fees, will be added to the account of the responsible Unit Owner(s).

Monthly condominium fees are due the first day of each month. Fees not received by the 10th of the month will automatically be assessed as a \$35.00 late fee. Each month there is an outstanding balance, a 35.00 late fee will be added to the Unit Owners account.

VII. Leasing of Units

Please see the 2012 Amendment to the Bylaws - Amendment A – Declaration Article III, Section 2(g). (Appendix E)

Architectural Control Application

Date: _____

Owner Name (Printed): _____ Phone: _____

Unit Address: _____

Please refer to the Rules and Regulations for specifics pertaining to your request and note that all improvements must occur within your Limited Common Element.

Before you begin your project, your application must be submitted and conditionally approved by the Board of Directors. Failure to do so could cause you unnecessary expense in the removal of projects not meeting Association standards.

Owners who are delinquent in the payment of their Association assessments must bring their account current prior to receiving a "Conditional Approval".

Adequate information regarding your project must be provided on any application submitted. Please complete the following information and submit this with **plans, drawings, and/or literature** to:

Towne Properties
Attn: Stonington Woods Architectural Control Application
777 Dearborn Park Lane Suite A
Worthington OH 43085

____Patio ____Storm Door ____Windows ____Generator ____Satellite Dish ____OTHER

Type of Improvement:

Your application **HAS or HAS NOT** been approved (*circle one*)

Signature of President, SWCA, Board of Directors:

Date:

Date Request Received: _____

Date Request Approved / Disapproved: _____

Owner Signature _____

_____ Date

APPENDIX B: [OBJ] Application for Landscaping Improvements

Application for Landscaping Improvements

No change to the landscaping is to be made without **prior**, written approval from the Grounds Committee Chairperson and/or Board of Directors.

Please complete the following information and submit this with **plans, drawings, and/or literature.**

Date: _____

Owner Name (Printed): _____ **Phone:** _____

Unit Address: _____

Check Item	Landscape Activity	Landscape Items
	Removal	
	Addition	
	Replacement	

Mail the completed application to:

Towne Properties
Attn: Stonington Woods Architectural Control Application
777 Dearborn Park Lane Suite A
Worthington OH 43085

OR e-mail: Taylor Miller at TaylorMiller@TowneProperties.com

Application is: **Approved** _____ **Disapproved** _____

Reason for being disapproved (*if applicable*)

Reviewed By: _____

Date: _____

Owner Signature

Date

APPENDIX C: Maintenance Request Form

Stonington Woods Maintenance Request Form

If you have a request for maintenance on the exterior of your Unit or in the common area, please complete the bottom portion of this form and return it to:

Towne Properties
Attn: Stonington Woods Architectural Control Application
777 Dearborn Park Lane Suite A
Worthington OH 43085

Requests may be mailed, emailed (TaylorMiller@TowneProperties.com) or hand delivered to any Board member who will forward your request to the Property Manager on your behalf. The Property Manager will contact the Unit Owner/Occupant to arrange repairs.

REQUEST FOR SERVICE

Date: _____

Unit Owner Name: _____

Address: _____

Phone No: _____

Email Address: _____

Requested Repair (provide brief description): _____

Owner Signature:

Date:

APPENDIX D: Map of Stonington Woods Property



D

D

