



Woodbrooke  
Condominium  
Rules,  
Regulations,  
& Enforcement Assessment  
Policies/Procedures

Updated 06.23.2023

Woodbrooke Condo Owner's Association, Inc.  
6640 Salisbury Rd.  
Maumee, Ohio 43537

## **RULES & REGULATIONS WOODBROOKE CONDOMINIUMS**

*Originally adopted by a resolution of the Board of Directors, it was agreed by members of the Board at that time that the impact of the Rules and Regulations would be monitored on an ongoing basis with the intent to consider amendments. Since that time, amendments have been made on various items of concern brought before the Board of Directors for consideration during their regularly scheduled business meetings. The purpose of this revised Rules and Regulations document is to include those rules that have been amended or adopted over the past several years and once again provide the Membership with a single document advising what residents can and cannot do in the community—to avoid unwelcome compliance letters and possible enforcement assessments. Any provision contained herein that conflicts with any provision of Federal or State Covenants, Conditions and Restrictions (CC&R), Articles, or Bylaws is superseded by the provision contained in those documents. The hierarchy of documents is as follows: U.S. Constitution, Federal Law, State Law, CC&R, Articles, Bylaws, Rules and Regulations. Preamble: Any violation of the following rules is enforceable by enforcement assessments, and/or assessments, and/or other actions, to the extent allowable by law and the CC&R. Residents (not the Board of Trustees) are responsible to inform any of their guests of our rules and regulations and ensure our rules and regulations are followed.*

**PURPOSE OF PROPERTY:** No part of the condominium property shall be used for other than private residential housing and the common recreational purposes. Each family unit shall be used as a residence for a single family. Residents must be on the premises when their guests are using any of Woodbrooke facilities/amenities, except for overnight guests (with prior notification to Board).

**PROPERTY MANAGER:** Jeff Biggs, is Woodbrooke's Property Manager. If there is a problem with something in your unit that is the responsibility of the association, or something in the common area, call him at 419-343-4093. Also, there is a maintenance log in the community room. Please fill out log with required maintenance items/needed repairs and the items will be repaired.

**ASSOCIATION'S RIGHT TO ENTER UNIT:** The By-Laws, Article IV, Paragraph A, Section 10, page 7 completely covers the Association's right to enter the family units. Part of section 10, page 7 reads as follows:

*"The Association or its agents at any reasonable time may enter any unit when necessary in connection with any maintenance or construction for which the Association is responsible. In the event of any emergency originating in or threatening any unit, whether or not at a time when required alterations or repairs are scheduled, the management manager, his representative, or any person designated by the Board of Trustees may enter the unit immediately, whether the owner is present or not."*

In order to immediately enter any unit, the Board of Trustees requires that a door key be provided to the President, by each unit owner immediately after the owner moves in. If the door lock or door code is changed for any reason, a new door key/code must be provided to the President at that time. This requirement eliminates the necessity of having to forcibly break into a family unit in the case of an emergency.

**PETS:** No dogs, reptiles, rabbits, or animals of any kind are allowed at Woodbrooke; this includes visiting pets. Cats are the only exception and no more than two are allowed; however, they must be kept inside the unit. Any cats causing or creating a nuisance or disturbance shall be permanently removed from the property. If any animals are observed in the courtyard, the owners will be subject to an enforcement assessment.

**COMMUNITY ROOM:** The community room is there for the enjoyment of our residents and guests. The workout equipment should only be used by individuals who are 13 years of age or older.

**Children under the age of 13** must be supervised **at the workout station** by a responsible adult, age 16 or older. Use of the fitness equipment alone is not recommended-a safety spotter is advised. Do NOT force the treadmill belt to advance by using it without it being plugged in and turned on. Exercise balls are allowed, but basketballs/footballs/thrown objects are not allowed in the Community Room.

Reservations for the Community Room or gazebo should be made with the President. There is a \$25 donation to the reserve fund. An additional \$25 cleaning assessment (additional assessment for damage) will be charged to the unit if the area is left dirty or damaged. The President or Trustee will determine if the area is left clean and undamaged. The maximum number of guests is thirty-five (35) and the Community Room & gazebo is to be vacated by midnight (12:00A.M.). The Community Room is available for rent on holidays (with Board approval), but must allow residents access to the storage areas/laundry. The gazebo is not allowed to be rented on holidays during the summer season. The Community Room or gazebo reservation **does not include use of the pool.**

**BASKETBALL COURT/RECREATION AREA:** The half basketball court is for owners use only and their guests. The half basketball court is not the place to ride bikes, roller skate, etc. There is a one-hour playing limit if people are waiting. Please show courtesy. No glass containers are allowed. Please dispose of any litter. Pick up and take balls and other items with you when you leave. Please see the specific rules for the Fire Ring and Recreation Area Rules.

**COURTYARD:** For specific details on the swimming pool and summer courtyard use, please review the posted "Pool and Summer Courtyard Rules." No glass or breakables of any kind are allowed. No smoking is allowed in the courtyard except in the designated area near the permanently closed gate at the white fence at the retaining wall. Please use receptacles to dispose of cigarette butts. **Children under the age of 13** must be supervised **on the pool deck** by a responsible adult, age 16 or older. No hard balls of any kind are allowed in the courtyard unless you are transporting them down to the basketball court area/recreation area. **Do not bounce the balls in the courtyard so as to limit noise. Throw games (corn hole, darts, etc.) or games that create a loud striking noise during play that may disturb other owners are not allowed anywhere inside the fenced courtyard area, pool area, fire pit area, or gazebo. These type of games are allowed for use in the Rec Area where there is plenty of open area, lighting for play at night, and away from the main building to help reduce noise.** Rafts, noodles, etc. must be stored at the owner's residence, or placed in the storage container outside of the Community Room. Please place litter/garbage in the trash cans located in the pool/courtyard/gazebo areas. **The number of guests allowed in the pool or courtyard/gazebo, per owner, is six (6) guests total.**

**LAUNDRY ROOM:** Coin-operated washers and dryers are located off the Community Room area. Residents are expected to keep the laundry room clean and expected to remove their laundry promptly from the washers and dryers when done. Please **do not overload** the machines. Tints or dyes are not to be used in the equipment. Do not store your laundry in the laundry room. Laundry baskets/clothing that remains unattended for a prolonged period of time will be removed. Wash operation cycle time: approximately 30 minutes and dryer operation cycle time: approximately 60 minutes. Cost is \$1.50 per cycle. Please **use U.S. quarters only**

**STORAGE UNITS:** Storage units are available in the lower level of the “D” building. There are two entrances marked “A” and “B.” Contact a board member if you are unsure of the location of your unit. When moving out, these lockers must be vacated and the board notified so we can secure the unit for the next resident. Any left items will be disposed of.

**POOL:** All owners, tenants, and guests must abide by the rules and regulations covering the use of the pool. Failure to comply could result in the owners, tenants, and/or guests being barred from future use of the pool. For specific details on the swimming pool use, please review the posted “Pool and Summer Courtyard Rules.” Radios or audio devices are allowed, however, appropriate content and volume levels must not offend pool users, or, owners. **Smoking is not allowed anywhere in the pool area.** There is a phone located in the Community Room for use during the pool season. This phone is for emergency 9-1-1 use.

**GARAGE/CARPORT:** Keep garage doors closed at all times. The garage/carport is not to be used as extra storage... this is for parking vehicles only. There is a bicycle parking rack available at rent cost of \$24 per year per bike in the garage.

**REFUSE:** Place your refuse in plastic bags that are **tied shut** and placed in the dumpster at either end of the property. If one dumpster is full, please use the other one. DO NOT leave anything lying around the outside of the dumpster as the service provider will not pick it up. Please clean up around the dumpster area. DO NOT dispose of any furniture or appliances. Breakdown any boxes or other large items to allow for more room in the dumpsters. Make sure that the lids and the slider doors are closed at all times. Collection is made once each week on Wednesday. We strongly encourage our residents to take advantage of either the Springfield or Monclova recycling bins located at the fire stations. For move in / remodeling projects, **your contractor is responsible** for the removal and disposal of all debris; **do not use** the Woodbrooke dumpsters. Please contact the Business Manager if you would like extra dumpster pick-up. There is a charge for this service.

**PATIOS & BALCONIES:** Patios and balconies are to be kept neat and clean. Second and third-floor residents may install outdoor carpeting, leaving enough room from the patio door for drainage. Residents may have plants and hanging baskets but are not allowed to hang items, such as beach towels, bathing suits, blankets, etc. from the railing. Do not store toys or bikes on the patios or balconies. All blinds must be installed inside the unit. Holiday/decorative lighting are not allowed to be mounted/attached to any of the building structure. Do not store personal property on your balcony or patio. Recyclable containers (rigid-not a bag) must have a secure lid to prevent cans/bottles from being blown out of the container and help keep animals from getting into the contents. No lattice is allowed on balconies, however clear Plexiglas may be installed to the inside of your balcony. One deck box is allowed per patio/balcony for storage. **2<sup>nd</sup> and 3<sup>rd</sup> floor unit owners may use an electric grill if they have a GFI receptacle in a weather-tight enclosure, they are present at all**

**times during use, and a small kitchen sized dry chem fire extinguisher is located on the deck during use.** Patio grills and table fireplaces, and, any flame (table-height single candle/torch max. 12 inches tall-table fireplaces not allowed on 2<sup>nd</sup> or 3<sup>rd</sup> floor) must be moved at least fifteen (15) feet away from the building when being used, per the Monclova Fire Dept. No personal items are to be stored on top of the gas meter covers on the patios. Access to these gas covers is required per Monclova Fire Department.

**EMERGENCY:** Owners/Residents are provided the key code for the entrance doors. Please provide to emergency responders for access. Electric shut-off for the building is located in Storage area B in Building D and in the Building B and F lower foyer. Water shut-off is located in the restroom in the Community Room area in Building D. Natural gas shut-off is in ground in the courtyard area with gas meters in the enclosures along the base of the building in the courtyard area. **Please contact a Trustee or the Property Manager.**

**MOVING:** Please be careful to not cause damage to the common areas when moving in or moving out. Any damage to the property will be the responsibility of the owner causing the damage. Please contact the Property Manager for inspection prior to moving in or out. Insurance and other required information is provided by the Business Manager. The Board will provide each new owner/resident a welcome pack with important information and required forms.

**DOORS & WINDOWS:** Drapes, curtains or blinds are to be white lined or off-white and in good condition. No towels or sheets are to be used in the windows. Front entrance foyer doors are to be kept closed and locked. Do not prop open the outside door, unless necessary, as it reduces security. It can also spring the hinges, damaging the fit of the door into the frame.

**REMODELING:** Major heating, plumbing, air conditioning replacements, **and ALL replacement of support walls-must have prior, written Board approval.** Any damage or unapproved alteration(s) to common area structure(s) and/or exterior parts of the building that require repair by the Association will assessed to the responsible owner. All costs required for repairs, any liability, or other responsibilities caused by the unapproved work will also be assessed to the responsible owner. New window and exterior door replacements must have white frames and also **require prior, written Board approval.**

**Any work requiring prior, written approval by the Board must include the following in the submitted request: Detailed written plans, scope of work, or estimates showing planned work. Start and completion dates of the project must be included. The name of the contractor(s) and phone number of the contractor(s) must be included. Finally, the name of owner, along with address and contact phone number(s) are also required for the request. The request must be submitted to the Property Manager/Board and a written answer will be provided to the owner within 72 hours of submittal. All remodeling work, except for emergency work, must be done between the hours of 8:00 A.M. and 5:00 P.M. Monday thru Friday.**

Any plumbing remodel/repair requiring water shut-off, **must be communicated** to the Board, or Property Manager. Because of the building set-up, water shut off disrupts water service to all units within the two halves of the property. A forty-eight (48) hour notice is required for water shut-off. The notice is required so the Board/Property Manager may provide the building residents advanced notification.

**PERSONAL PROPERTY:** The common areas, including walks, yards, driveways, garage space, parking lots, hallways, laundry room, balconies, patios, enclosed areas under hallway steps, etc. are to be kept free and clear of all personal items. Storage lockers are provided off the Community Room area. No combustible materials are to be kept inside the living units, in the hallways, or in the storage areas. Non-electric heaters of any type are prohibited.

**SNOW REMOVAL:** Parking in the designated parking spaces will allow for the most efficient snow removal. Residents will be expected to follow any rules or regulations that may be instituted to facilitate the removal of the snow from the driveway and parking areas. The courtyard is considered “off limits” during the winter months as patios and sidewalks in that area are not salted or shoveled. The pool cover is not visible when covered with snow and must not be walked on. Injury may result, along with severe and costly damage to the cover. Also, the spiral staircases become very slippery and are not safe to use. Access to the laundry room and storage area should be made through the front door of Building “D” during the winter season.

**PARKING OF VEHICLES:** Residents must park in designated areas, leaving the curb lane open as this is a fire lane. Cars parked in this fire lane will be towed away at the owner’s expense and liability. Parking in front of entrance doors is permitted for active loading or unloading only and limited to fifteen (15) minutes. No parking on the lawn area or in front of the refuse containers or any other non-authorized parking area, including the driveway to the garage or in front of the carports. The same rules apply to motorcycles. All vehicles must be currently licensed and in operating condition. Any vehicle that is parked in a non-authorized area will be towed away at owner’s expense and liability. Towing will be done by Ankenbrandt Towing Service, 824 Kingsbury St, Maumee, OH 43537. Phone: (419) 893-5295

Residents and/or guests are not allowed to store boats, motor homes, trailers, etc. on the property for more than 48 hours without approval of the Board. Carports / garages belong to individual units. Parking in these areas without approval from the owner can result in the vehicle being towed at owner’s expense and liability. The parking of commercial vehicles will be determined by the Board on a case-by-case basis. No box trucks, large “Sprinter-type” vans, or dual-wheeled trucks are allowed.

NOTE: Not everyone can park immediately in front of their unit. You must use available parking areas, even if they are not adjacent to your unit. Owners/residents who have extra vehicles should be courteous and park them in the far west area of the grounds. When you have more than one guest, they should also park in the far west area. This “guest/overflow” parking is located on the Salisbury Rd. Side in front of the carports. Your cooperation will make this a better place to live for all and will make it unnecessary to tow vehicles at owner’s expense and liability.

**WASHING OF VEHICLES:** You may wash your car in the designated area of the parking lot; along the sidewalk area between Building D and E. This area is marked by the location of the hose faucet and hose hanger. The vehicle must be promptly removed after washing. The vehicle shall be dried in a designated parking space. Do not use the driveway to the garage or any other area that blocks someone’s access to get in and out of the parking lot. Once hoses are put away for the winter, car washing is prohibited until the next spring.

**MAINTENANCE OF MOTOR VEHICLES:** Residents are not to perform any maintenance on their motor vehicles which will cause the vehicle to be inoperable more than 24 hours, nor to perform any major maintenance, i.e. removal of an engine, repair of a transmission etc., even if said maintenance can be completed in a 24-hour period. Any vehicle that is inoperable and is not properly licensed will be towed away at the owner's expense and liability.

**SPEED LIMITS:** The driveway and parking area speed limit is 10 miles per hour, except when conditions require lower speeds.

**PROPERTY DAMAGE & INSURANCE:** Each occupant is financially responsible for any damage to the common elements or any other unit, caused by owners or owner's guests direct acts, or neglect. This includes malfunctions or normal wear-and-tear of appliances, heating, plumbing, electrical, and air conditioning, fixtures or installations and any portion of any other utility service facilities within the family unit boundaries. The insurance of the Association only covers damage caused by casualty loss to the common elements. Owners who are not Board members are prohibited from filing claims against the Association's insurance policy. Only Board members, acting on Board instructions (approval/vote) are allowed to file a claim with the Association's insurance company.

**Additionally, each owner is responsible for obtaining an HO-6 insurance policy, covering their Unit against casualty loss with the following requirements:**

- 1. Guaranteed Replacement Cost coverage;**
- 2. A deductible that does not exceed \$2,500.00;**
- 3. Loss of Use coverage in an amount not less than \$25,000.00;**
- 4. Loss Assessment coverage in an amount not less than \$10,000.00;and,**
- 5. First Floor Unit Owners must obtain Sewer/Drain Back-up coverage in an amount not less than \$20,000.00.**

**Additionally, each owner is required to possess liability coverage in an amount not less than \$500,000.00. All insurance policies must name the Association as an additional insured.**

**Each Owner must provide Association a copy of their insurance policy that meets the aforementioned standards by no later than the initial enforcement date of September 1, 2022. Each Owner must provide Association a copy of their new (renewal) policy within thirty (30) calendar days of the previous policy expiring. New Unit Owners must provide Association a copy of their insurance policy within Thirty (30) days of obtaining title to the Unit. The initial implementation date is: September 1, 2022.**

If you notice maintenance problems that need attention, write them down on the Maintenance Log located at the bar in the Community Room. If it is an urgent issue, report them immediately to the Property Manager, or one of the Board members. Names and phone numbers are posted on the bulletin board in the Community Room.

**DISORDERLY CONDUCT:** The resident or any of his guests will not make disturbing noises, and will not conduct themselves in a manner which would be disruptive to other residents of the complex. The resident or guests will not do anything which will unreasonably interfere with the rights, comforts, or convenience of the other residents. Please use common sense etiquette and please refrain from loud conversations in the parking areas late at night. The volume of any radio, television, or any

audio device/musical instrument in your unit will be kept low enough at all times so as not to disturb the other residents. Drunkenness, disorderly conduct, loudness, unlawfulness, inappropriate behavior, or obscenities will absolutely not be tolerated and will be reported to the proper authorities and subject to the highest enforcement assessment as determined by the Board.

**FIREWORKS:** Fireworks are illegal in the State of Ohio, and are not allowed on the Woodbrooke premises with the exception of sparklers only.

**SOLICITATION:** No signs, ads, or solicitations are permitted in windows, or on the property with the exception that residents may place signs or ads on the bulletin board located in the Community Room. One small "For Sale" sign is permitted inside on one front window and one back window of a unit for sale. Open house signs may be displayed one-hour prior to the time of the open house and must be removed immediately after the open house.

**NO SMOKING IN ANY INTERIOR OR EXTERIOR COMMON AND LIMITED COMMON AREAS:** except for the designated marked area in the courtyard on the sidewalk area near the permanently closed gate of the white fence at the retaining wall, and in the parking lot in front of Building D near the fence/sign **at least twenty-five feet away from any building. Nonsmoking areas include the pool deck, courtyard (except designated smoking area), patio/balconies, foyers, and common areas inside of any building/structure.** Please use the receptacles to dispose of cigarette butts. The Board retains the right to make changes to this rule at any time.

**DRONES:** Due to the risk of potential injury to people, damage to our building or property, and/or invasion of privacy of owners and residents-drones, or any similar remote operated flying device, is restricted from use in, on, or above, any Woodbrooke COA, Inc. common or limited common area of our complex. Government entities are allowed use for surveying and mapping purposes, or, in case of emergencies. Specific delivery, real estate, or other commercial services (building inspection) use will require, prior, written Board approval for use-with specific commercial liability insurance required for such use.

**CONDO FEE PAYMENTS:** Condo fees are due by the 1st of the month, with a ten day grace period.

1. If paid during the 11th through 19th of the month, add **\$20** late enforcement assessment.
2. If paid during the 20th through the end of the month, add **\$25** late enforcement assessment.
3. If paid after the 1st of the following month, add **\$30** late enforcement assessment.
  - A returned check charge of \$25 per check will be assessed, as well as, a late enforcement assessment, if applicable.

Carport owners are charged additional \$5.00 condo fee per month; the garage owners are charged additional \$10 condo fee per month. The funds are put into a special reserve fund established for maintenance of these areas.

Fees can be mailed to Woodbrooke Condo Owner's Association, Inc., 6640 Salisbury Rd., Maumee, OH 43537, or, placed in the lock box in the Community Room. If you would like to pay by credit card, you may contact the Treasurer and they will take the information over the phone. Condo fees paid by credit card will be assessed the bank fee and any transaction fee.

**WOODBROOKE BY-LAWS & DECLARATION:** Copies of the condominium legal documents may be requested from the Woodbrooke COA Business Manager. They can also be found on our website, [www.woodbrookemaumee.com](http://www.woodbrookemaumee.com).



**ADDITIONAL RULES & REGULATIONS:** All residents/guests are expected to abide by any and all rules and regulations in existence at the time of the rental/purchase, or established during the rental/ownership period. The Board reserves the right to change, alter, or modify any of the just mentioned rules and regulations as may be deemed necessary, or add any rule or regulation that may be deemed necessary for the successful and safe operation of Woodbrooke Condominiums.

## **USE OF GARBAGE DISPOSALS**

The drain pipes that are used to drain the kitchen sink, garbage disposal and dishwasher tend to get plugged quite easily, mainly by improper use of the garbage disposal. A backup/clog in your unit can result in an overflow in your neighbor's unit. Twice per year, the association has a plumber perform a pre-emptive snaking/jetting of the drains, but we need everyone to be mindful. **DO NOT** use your disposal as a garbage can, but use it simply for small particles after having cleared your pots, pans, dishes, etc. into a garbage can.

The sewer cleaning contractor has pointed out that carrots, celery, potato peels, and other vegetables should not be put through the garbage disposal. Grease should not be dumped down the disposal.

When you do use your disposal run the water at full force after shutting it off. Let the water run for at least another ten seconds to help flush the pieces down.

The board and your neighbors thank you in advance for following the above suggestions when using your garbage disposal. These recommendations will help to reduce the high cost of having plumbing back-ups.

## **NOTICE TO RESIDENTS ON 2nd & 3rd FLOORS**

Please do not throw anything over the balcony such as cigarette butts, food items, etc. Respect your neighbors below you.

## **BICYCLE STORAGE**

If you would like to store your bicycle in the garage, the cost is only \$24 per year per bike. Please contact a board member to make your payment and obtain a license/key for the year.

## **USE OF DUMPSTERS**

There is a dumpster located on both ends of the property. Currently, the content is emptied on Wednesday... sometimes Thursday on holiday weeks. Dumpsters are for personal trash only. **If remodeling your unit, your contractor(s) must dispose of your remodeling debris off-site. DO NOT FILL THE DUMPSTERS** with these items. Owners/residents are not allowed to use the dumpsters for furniture or appliances. However, you may use the dumpster for some of these items provided you wait until late Tuesday night and they fit into the dumpster **without overflow**. Woodbrooke does not have a recycling bin, but we strongly encourage you to take your recyclables to a center such as the local Monclova or Springfield Fire Stations.

## **POOL/SUMMER COURTYARD RULES AND RECREATION AREA RULES**

Please see the specific rules documents for each of these areas.

# **FIRE RING & GRILL RULES and INSTRUCTIONS**

NO GLASS or BREAKABLE items should be anywhere in common space of the courtyard/pool area.

## **Fire Ring...**

A key is required to turn on the gas to the fire ring. If you would like to purchase a key, please contact a member of the board, and one can be purchased for \$8.50. They can also be purchased on Amazon.

1. Turn the key to the left to turn the gas on.
2. Set the timer to either 1, 2 or 3 hours.
3. The ring has an automatic ignition button... press the button until the unit lights the lava rock.
4. When you are finished with the ring, turn the timer back to off and turn the gas off by turning clockwise. Take the key with you. Lost keys are the responsibility of the user.

The fire ring is for warmth only. NO FOOD (especially marshmallows) may be cooked over the flames. Nothing may be put into the fire ring other than the existing lava rock and glass stones. Do not step into the fire ring.

Please keep chairs, clothing, personal items, and body parts away from the flames/lava rocks for everyone's safety.

## **Gas Grill....**

Please be considerate of others when using the grill. It is large enough so a couple of people should be able to use the grill at the same time, if necessary. Some important rules to remember....

1. Remember; use non-breakable (plastic) plates and platters.
2. Clean the grill grates, countertop, and stainless surfaces when you are finished!
  - a. Immediately after you are finished cooking, loosen food soil with the **bristle brush provided!** (Do not use a steel or fiber scraper). Turn all burners to HI for 10-15 minutes with the hood closed to burn off food soil. Turn off all burners, raise the hood and let the grates cool. Use the bristle brush to remove ash from the grill grates.
  - b. To avoid damage to stainless steel surfaces, do not use scouring pads or abrasive cleaners. The best method is to use a liquid detergent and rinse with clean water and dry with lint-free cloth.
  - c. Wipe down the food prep surfaces with liquid detergent and rinse with clean water.
3. Check the grease trap. It doesn't need to be emptied and cleaned every time the grill is used, but be aware of it and clean it when it is about ¼ to ½ full.
4. Remember to take your plates/utensils back home with you.
5. **Replace the grill cover once the grill has cooled**

Please keep chairs, clothing, personal items, and body parts away from the grill for everyone's safety.

# WOODBROOKE

— C O N D O M I N I U M S —

## WOODBROOKE COA, INC.

### ENFORCEMENT POLICY

Effective August 7, 2018

1. All assessments, including maintenance fees, are due on the first (1st) day of the month and are considered late if not received by the 10th of the month.
2. If paid from the 11<sup>th</sup> through the 19<sup>th</sup> of the month, add a \$20 late enforcement assessment. If paid the 20<sup>th</sup> through the end of the month, add a \$25 late enforcement assessment. If paid after the 1<sup>st</sup> of the following month, add a \$30 late enforcement assessment. (Subject to increase upon further notice.)
3. Any payments made shall be applied in the following order:
  1. Principal amounts owed on the account for common expenses and assessments
  2. Interest and/or administrative late enforcement assessment owed to the Association
  3. Collection costs, attorney's fees incurred by the Association
4. Any past due assessments, monthly condo fees, or other misc. Fees may cause a lien, a suit for money judgment, and/or foreclosure to be filed against the Unit/Lot. Once judgment is obtained, the Association may proceed to post-judgment actions such as bank attachment and/or wage garnishment.
5. Any costs, including attorneys' fees, recording costs, title reports and/or court costs, incurred by the Association in the collection of delinquent assessments shall be added to the amount owed by the delinquent Owner.
6. If any Owner (either by his or her conduct or by the conduct of any occupant) fails to perform any act that he/she is requested to perform by the Declaration, the Bylaws, or the Rules and Regulations, the Association may, but shall not be obligated to, undertake such performance or cure such violation and shall charge and collect from said Owner the entire cost and expense, including reasonable attorney fees, of such performing or cure incurred by the Association. Any such amount shall be deemed to be an additional assessment and shall be due and payable immediately following notification of such charge and the Association may obtain a lien for said amount in the same manner and to the same extent as if it were a lien for common expenses.
7. If any Owner/resident is delinquent in the payment of any fees or enforcement assessments for more than thirty (30) days, the Board will suspend the privileges of the Owner to vote and/or use any of the common areas and amenities (including the Community Room, laundry, pool, courtyard, gazebo, recreation area, etc.).

# WOODBROOKE

— C O N D O M I N I U M S —

## WOODBROOKE COA, INC.

### ENFORCEMENT ASSESSMENT PROCEDURE

### AND APPEAL PROCEDURE

Effective August 7, 2018

A. The owner is responsible for any violation of the Declaration, Bylaws or Rules (“Governing Documents”) by the owner, guests, or the occupants, including tenants, of his/her unit.

B. Notwithstanding anything contained in these Rules, the Board has the right to proceed, immediately or otherwise, with legal action for any violation of the Governing Documents, as the Board, in its sole discretion may determine. The entire cost of effectuating a legal remedy to impose compliance, including court costs and attorney's fees, will be assessed to the account of the responsible owner.

C. All costs for extra cleaning and/or repairs to the common elements, or other property stemming from any violation will be charged to the responsible owner's account.

D. In addition to any other action and if applicable, in accordance with the procedure outlined below, the Board MAY: a) levy an assessment for actual damages, and/or b) levy a reasonable enforcement assessment per occurrence, and/or c) if the violation is continuous and ongoing in nature, levy a reasonable enforcement assessment per day.

E. Charge for Damages:

Pursuant to the Declaration, prior to the imposition of a charge for damages to the common elements or other property, the following procedure will be followed:

Written notice(s) will be served upon the alleged responsible owner specifying:

1. If applicable and in the absence of any emergency involving an imminent risk of damage or harm to common elements or other property or to the health or safety of any person, a reasonable date by which the owner must cure the violation.
2. A description of the property damage.
3. The amount of the proposed charge (or, if unknown, a reasonable estimate of the proposed charge).
4. A statement that the owner has a right to, and the procedures to appeal to contest the proposed charge.

F. Enforcement Assessment Procedure:

Pursuant to the Declaration, the Association shall have the right to adopt a schedule of enforcement assessments for violation of any provision of the Documents. The following Enforcement Assessment Policy and Appeal Procedure shall be followed for the Woodbrooke Condominium Owner's Association, Inc.:

**FIRST NOTICE:** A courtesy reminder of the violation and an invitation to be heard shall be mailed to the Owner requesting compliance either immediately or within fourteen (14) days –  
**NO ENFORCEMENT ASSESSMENT.**

**SECOND NOTICE:** If violation still exists fourteen (14) days after the initial notice of violation, a second notice requesting compliance within fourteen (14) days shall be mailed to the Owner. A **\$50 ENFORCEMENT ASSESSMENT** will be assessed with the second notice of violation and is due immediately.

**THIRD NOTICE:** If violation still exists fourteen (14) days after the second notice of violation, a third notice requesting compliance within fourteen (14) days shall be mailed to the Owner. A **\$75 ENFORCEMENT ASSESSMENT** will be assessed with the third notice of violation and is due immediately.

**FOURTH NOTICE:** If violation still exists fourteen (14) days after the third notice of violation, a fourth notice requesting compliance within fourteen (14) days shall be mailed to the Owner. A **\$100 ENFORCEMENT ASSESSMENT** will be assessed with the fourth notice of violation and is due immediately.

**CONTINUING VIOLATIONS:** If the violation continues without resolution after the fourth notice of violation, an **ENFORCEMENT ASSESSMENT of \$100.00** shall be assessed **every fourteen (14) days** until the violation is resolved. In addition, the Board of Directors shall have the right to remedy the violation and/or take legal action, the cost of which shall be invoiced to the Owner and collected in the same manner as assessments.

**REPEAT VIOLATIONS:** If **another occurrence of the same violation occurs within three (3) months** of the original violation the Owner is **subject to imposition of an enforcement assessment for continuing violations.** Failure to pay any enforcement assessment shall subject the Owner to the same potential penalties and enforcement as failure to pay any assessments under the Declaration.

Prior to the imposition of a charge for Enforcement Assessment, the following procedure will be followed:

Written notice(s) will be served upon the alleged responsible owner specifying:

- a. A description of the violation, with an expectation that the violation cease either immediately (nuisance) or within 14 days.

- b. The enforcement assessment schedule and fees stated above.
- c. A statement that the owner has a right to, and the procedures to appeal to contest the proposed charge.

G. Appeal Procedure:

1. When a violation notice is sent to an Owner, such notice shall include a statement notifying the Owner that he/she has the "RIGHT OF APPEAL."
2. When an Owner desires to appeal a violation or charge for damages, he/she must so notify the Property Management Company in writing within ten (10) days after the date of the violation notice.
3. Appeals shall demonstrate ***extenuating circumstances*** which require deviation from the Governing Documents.
4. Appeals shall include all pertinent backup information to support the existence of the ***extenuating circumstances***.
5. All decisions of the Board are final and may not be further appealed.
6. Any appeal that does not meet the above requirements shall not be heard by the Board and shall be considered ***DENIED***.
7. The Owner appealing the violation will be given written notice that the appeal has been received and it will be reviewed by the Board.
8. If the appeal is denied, the Owner must bring the violation into compliance within ten (10) days. If the violation still exists after ten (10) days, the Owner will be subject to a \$100.00 enforcement assessment every ten (10) days until the violation is corrected. In addition, the Board of Directors may seek legal action to remedy the violation. All costs of legal action will be billed to the Owner and collected in the same manner as assessments.

**WOODBROOKE CONDO OWNER'S ASSN., INC  
BOARD OF TRUSTEES**

**REVISED 06.29.2022**

# WOODBROOKE

— C O N D O M I N I U M S —

## WOODBROOKE COA, INC. COMPLAINT FORM

Please email or mail to:

Jeff Biggs  
Woodbrooke COA, Inc. Property Manager  
6640 Salisbury Rd.  
Maumee, OH 43537  
[woodbrooke@bex.net](mailto:woodbrooke@bex.net) 419.304.4093

For office use:

Received by Property Manager or Association  
Date: \_\_\_\_\_ By: \_\_\_\_\_  
Disposition: \_\_\_\_\_

Nature of the Complaint:

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Location: \_\_\_\_\_

Number of Occurrences: \_\_\_\_\_

Declaration, Bylaw, or Rule complaint is in violation of:

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(List the document, index #, and/or page #)

Date(s) /Time(s) of Violation(s):

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Name of Offender (If known): \_\_\_\_\_

Details (Be Specific):

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Was any attempt made to resolve the problem?: \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, what were the results? \_\_\_\_\_

Person filing the complaint: (\*\*This form must be signed to be accepted\*\*)

Name: (Please Print) \_\_\_\_\_

Signature \_\_\_\_\_

Unit Number: (Include address if other than 6640 Salisbury Rd.) \_\_\_\_\_

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Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

(\*\*\*\*Please use back of form to include additional information)

# WOODBROOKE

— C O N D O M I N I U M S —

## RECREATION AREA RULES

**REC AREA HOURS: 8:00 AM - 10:00 PM – Sunday thru Thursday**

**8:00 AM - 1:00 AM – Friday, Saturday, Holidays, Holiday Eve**

### USE AT YOUR OWN RISK-NO TRESSPASSERS ALLOWED CHILDREN MUST BE SUPERVISED IN FIRE RING AREA

1. **Children under the age of 13** must be supervised **at the fire ring** by a responsible adult, age 16 or older.
2. Bicycles, skateboards, rollerblades, or similar toys are not permitted for use on the basketball court/hard surface area. Throw games are permitted in the rec area, with the exception of within the fire ring, excluding any metal or hard tipped object (example: metal lawn dart).
3. Basketball use-**DUNKING OR HANGING ONTO THE RIM/NET/BACKBOARD IS NOT ALLOWED.**
4. There is a light available for use for the basketball court and fire ring area-please turn off after use.
5. The fire ring is available for use by owners, but owners must supply their own firewood and kindling. No flammable liquid is allowed (gas, kerosene, lighter fluid, etc.) to ignite fire. A wax camp fire starter, or similar, should be used to ignite kindling. Fire must be retained within the fire pit. No leaves/grass (smoke).The fire must be completely extinguished when you leave. A water source will be available during summer time at the retaining wall. Otherwise, use water spigot at the end of Building A.
6. Fireworks, sparklers, or any other type of combustible is not permitted in the recreation area.
7. Do not place hot pie irons, skillet, pots, etc. on the picnic tables-they are a plastic composite and will melt or burn.
8. Owners/Residents/Guests are to use common sense, to respect others, and not monopolize the basketball court, fire ring, chairs, tables or the other amenities in the recreation area
9. There is a restroom available in the Community Room. Please use it when necessary.
10. No glass dishes, glass bottles, glass beverage containers, etc. in the recreation area. All drinks and food must be in non-breakable containers. Please dispose of garbage/litter in the provided trash cans (not the fire ring), or take it back to your unit. Return all other personal items to your units. Left items are not the responsibility of the Association.
11. No animals are allowed in the recreation area.
12. **Any injury, call 911 immediately.** There is a phone in the Community Room, just inside the sliding glass doors. The phone can be used to dial local and 911 numbers only. **ANY injury must be reported to a Board member.**
13. Respect for all owners/residents is required - **NO LOUD MUSIC**
14. Any violations of the above rules will cause you to lose use of your rec area privileges for a specified period of time upon notice. Also, any past due enforcement assessments or dues in arrearage of 30 days or greater result in suspension of rights to the common element amenities (pool, community room, gazebo, recreation area, laundry area, etc.)





# WOODBROOKE

— C O N D O M I N I U M S —



## POOL / SUMMER COURTYARD RULES

**POOL HOURS: 7:00 AM -8:00 AM ADULT SWIM**

**8:00 AM - 10:00 PM – Sunday thru Thursday**

**8:00 AM - 1:00 AM – Friday, Saturday, Holidays, Holiday Eve**

### USE AT YOUR OWN RISK-NO TRESSPASSERS ALLOWED

**WARNING-NO LIFEGUARD**

**SWIMMING ALONE IS NOT RECOMMENDED**

**CHILDREN MUST BE SUPERVISED**

1. **Children under the age of 13** must be supervised **at poolside** by a responsible adult, age 16 or older. Because we do not have a lifeguard on duty, children cannot be left alone in the pool or pool deck area at any time. Babies are allowed in the pool, but must wear a swim diaper if not potty-trained.
2. Remove tubes, toys, and rafts from the pool and take home with you when you leave the pool. Anything left lying around will be confiscated. The Association is not responsible for any personal items. Do not hang your towels from the balcony railing or building. Please return chairs, tables, and umbrellas to their usual location when finished using.
3. No diving, no rough-housing, and no running around the pool. **Woodbrooke is a non-diving pool**, please observe all depth markings. No swimming when lightning is detected. Please get out of the pool immediately. Brandywine golf course sounds an alarm when lightning is present.
4. Water games are allowed, using soft (sponge, “nerf-type”) balls only. Any other type of ball, such as basketball, football, or volleyball-is not allowed. Squirr guns of any type are not allowed. Only single person rafts are allowed for pool use. Residents are to use common sense, to respect others, and not monopolize the pool, gazebo, fire ring, grill, chairs, tables or the other amenities in the courtyard area
5. There is a restroom available in the Community Room. Please use it when necessary.
6. No glass dishes, glass bottles, glass beverage containers, etc. in the pool area and courtyard. All drinks and food must be in non-breakable containers. Please dispose of garbage/litter in the trash cans around the pool/courtyard/gazebo, or take it back to your unit. Return towels and other personal items to your units. Left items are not the responsibility of the Association.
7. **Smokers:** The pool and courtyard/gazebo areas, as well as, interior and exterior common and limited common areas **are non-smoking effective 08.08.2018**. Smoking is allowed only at the designated marked area in the courtyard on the sidewalk area near the permanently closed gate of the white fence at the retaining wall. Please use receptacles to dispose of cigarette butts.
8. Bicycles, skateboards, rollerblades, or similar toys are not permitted for use in the courtyard/pool area. Do not bounce basketball in courtyard/pool area. Carry Basketball to recreation area.
9. Proper swimming attire must be worn in the pool – no street clothes are allowed. Due to problems with black mold, swimsuits should be washed prior to wearing in the pool if you have previously been swimming in ponds, rivers or lakes. The black mold is costly to eliminate and you will be financially responsible for the clean-up.

10. No admittance to the pool equipment room at any time by unauthorized personnel. When required, the pool may be closed for cleaning or chemical dispersion-please observe "Pool Closed" sign(s).
11. Woodbrooke furnishes safety equipment to be used in emergency only. Body hook, spine board and life saver are located on the brick wall adjacent to the Community Room door. **Any head, back, neck or limb injury, call 911 immediately.** There is a phone in the Community Room, just inside the sliding glass doors. The phone can be used to dial local and 911 numbers only. **ANY injury must be reported to a board member.**
12. Respect for all owners/residents is required - **NO LOUD MUSIC.**
13. Residents **MUST** be at home when guests are using the pool. (See reminder below). Do not invite someone over to swim if you are not going to be here. A maximum of six (6) guests is allowed per unit. If you are having more than 6 guests, please call the Association President for **PRIOR** approval. If unable to contact, then contact the Association Vice-President.
14. No animals are allowed in the pool or the courtyard
15. The previous tennis court is a multi-purpose recreation area. Hours are the same as the Pool hours.
16. Guests using the pool should park in the overflow area at the west end of the complex.
17. Any reservation of the Community Room or the Gazebo does not include the use of the pool.
18. Due to fire hazards, the Monclova Fire Marshall has advised us that only electric grills are allowed on the balconies and patios. No propane, no charcoal grills are acceptable on balconies. Propane is allowed on the 1<sup>st</sup> floor patios, but must be moved to the sidewalk (15 feet) away from the building before using. Also there must be a container to catch any grease and the grill must be moved back to the patio as soon as possible.
19. Any violations of the above rules will cause you to lose use of your pool/courtyard privileges for a specified period of time upon notice. Also, any past due enforcement assessments or assessments in arrearage of 30 days or greater result in suspension of rights to the common element amenities (pool, community room, courtyard/fire ring, gazebo, recreation area, fire pit, laundry area, etc.)

#### **IMPORTANT REMINDER**

- Residents must be on the premises when allowing visitors/guests to use the pool/courtyard area, except for overnight guests (with prior notification to Board).
- It has been observed that people are coming in from the outside and helping themselves to the pool, saying "its okay ( - - - - - ) said I could come over and swim".
- This is a private pool/courtyard, maintained with condo fees paid by the owners of our Association; it is not meant for public use.

These rules are set for the enjoyment of all owners/residents and guests. The Board has the authority to revise these rules as needed.

Thank you and enjoy your pool/courtyard.....!!!

# WOODBROOKE

— C O N D O M I N I U M S —

## WOODBROOKE CONDO OWNER'S ASSOCIATION EXECUTIVE BOARD MEETING 6:30 PM – WEDNESDAY, MAY 25, 2022

### **MINIMUM INSURANCE REQUIREMENTS LISTING**

Every Family Unit Owner needs to determine what is in their best interest for overall insurance coverage. The Woodbrooke Condo Owner's Association, Inc. owners approved an amendment to revise our original insurance provisions in our Declarations. This amendment has been recorded and the Directors have determined minimal insurance requirements needed based on the approved amendment. ***The recorded amendment calls out specific items requiring family unit owner insurance. Every family unit owner needs to carefully review the amendment and determine what amount of coverage, in addition to the following minimums listing, is needed for their property and additional insurance needs.***

Building Property	Require Full Replacement coverage for your unit HO-6 Policy
Personal Property	Not Required-but recommend at least some minimal coverage
Loss of Use	Require \$25,000/and or time limit provision minimum coverage
Loss Assessment	Require \$10,000 minimum coverage
Liability	Require \$500,000 minimum coverage
HO-6 Deductible	Require at least \$2,500 as maximum limit
Additional Insured	<b>Owner must list the Association (Woodbrooke Condominium Owner's Association, Inc.) as an additional insured</b>
Sewer/Drain Back-up	Require \$20,000 minimum coverage for <u>all first floor unit owners only</u>
Proof of Insurance	Require unit owners to provide proof of coverage within 30 calendar days of the previous policy's expiration date.

Obviously, other insurance coverages, options, and endorsements are available depending on agent/policy. Again, these minimum requirements are *minimums*. Most insurance companies/agents offer condo home owner policies, commonly called HO-6 Policies, that include many of the minimums/or similar listed above.

The listing has been reviewed by Jayson Hines at Farmers Insurance and Nick Meinert at Kaman & Cusimano. Mr. Meinert has also recommended an implementation procedure based on our approved insurance Declarations amendment and his experience in dealing with similar insurance matters at numerous associations throughout Ohio. Our tentative date for implementation is September 1, 2022. We will hold an open meeting hosted by Mr. Meinert to explain the minimum requirements and implementation. Our recorded Declarations amendments will be delivered to our owners, along with information detailing the minimum insurance requirements, implementation, and date/time for our open meeting for the owners.

I want to thank each Director for your time, dedication, and all your due diligence in working through approval of these minimum requirements.

If you have any questions or concerns-please call me.

Thank you-  
Jeff Biggs  
President and Property Manager  
Woodbrooke Condo Owner's Assoc., Inc.  
6640 Salisbury Rd.  
Maumee, OH 43537  
419.304.4093  
[woodbrooke@bex.net](mailto:woodbrooke@bex.net)

05.25.2022