

WELCOME TO FOX RIDGE!

On behalf of all your fellow residents and neighbors, welcome to the Fox Ridge Condominium Association Inc.! We believe we live in one of the best communities in our area, and hope you immensely enjoy your unit and your neighborhood.

Your home here in Fox Ridge is in a deed-restricted condominium association. It was developed by the M. K. Hufford Co., in 1990. There are 114 individual brick condominium units, a lovely entrance, pond, and some of the nicest people around!

The purpose of the Handbook is to be your guide to living at Fox Ridge and clarify expectations, as it contains a tremendous amount of information that is important to your residency here. Please keep this Handbook in a safe and accessible place, so you may refer to it as questions arise.

Many of you have previously lived in single-family homes where you had complete freedom of design, etc. about the outside of your home. We hope that this Handbook can assist in your transition to condominium living. You have chosen a lifestyle that requires courteous conduct and delegates maintenance decisions to the association board members.

Living in a condominium is different---architectural harmony is important, yet you give up the burden of lawn care and snow removal! Someone else takes care of trash pickup! This is a place to feel comfortable.

Again, welcome to Fox Ridge, and should you ever have any questions, comments, or concerns, please do not hesitate to contact any board member.

FOX RIDGE CONDOMINIUM ASSOCIATION, INC

BOARD OF DIRECTORS

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PURPOSE OF THE BY-LAWS AND HANDBOOK

Revised 5/30/2026

Fox Ridge Condominium Association Inc. were initially governed since October 1990 with rules and regulations overseen by Hufford Builders. In August 1998 the Fox Ridge Condominium Association Board of Directors was established when the unit owners took control of the Association.

Fox Ridge, like all other condominium associations in Ohio, is governed by Declarations and By-Laws, both of which are filed with the Clark County Recorder's office. These documents provide the operational framework for the Association and place reasonable restrictions on the property.

This Handbook attempts to summarize and clarify many of the provisions in these documents, but we encourage you to read and refer to them directly. This resource includes descriptions, restrictions, rules and regulations*, maintenance responsibilities, financial obligations, and community procedures.

NOTE: This Handbook is comprised of articles from the Declaration and By-Laws, along with explanations made over the years by the Board, in response to inquiries from owners.

- If you do not have a printed copy of the **Declaration and By-Laws**, you will find them on our website (www.foxridgecondo.com) or they will be sent to you via email at no charge. Contact our secretary.
- Your **Handbook** should have been delivered to you when they were printed, or left to you when you acquired your home. If you are unable to locate your Handbook, it is also available on the website, or will be sent to you via email at no charge. Contact our secretary.

Both the Governing Documents and the Ohio Condominium Act grant the Board authority to adopt and enforce rules governing the use, maintenance, and operation of the Condominium Property.

THE GOALS OF THE BOARD:

TO GOVERN AS SET UP IN THE BY-LAWS; TO ENFORCE THE RULES TO PRESERVE THE INTEGRITY OF THE FOX RIDGE COMMUNITY

TO ENHANCE THE QUALITY OF CONDOMINIUM LIVING AND PROTECT PROPERTY VALUES

FOX RIDGE CONDOMINIUM ASSOCIATION, INC. BOARD OF DIRECTORS

The Board consists of seven Unit Owners. The majority of the members at any annual meeting may increase or decrease the size of the Board. These Board members appoint officers from amongst themselves, including the President, Vice President, Secretary, Treasurer, and a Chair Director.

The Board members are elected for one-year terms at the annual meeting in the first quarter of each year. An election is held every year to maintain a good level of experienced board members. Officers are selected by the Board.

2026 BOARD MEMBERS, RESPONSIBILITY, CONTACT INFORMATION

Board Members, At-Large

Tom Frank , <i>Chair (Grounds/snow rem.)</i>	937-207-4994	tfrank1818@gmail.com
Brian Cubbage (<i>Concrete, Trash</i>)	937-605-4952	brian50sedan@gmail.com
Ted Myers (<i>Trees</i>)	937-215-4571	tmyers84@woh.rr.com

PRESIDENT

Tim Hetico (<i>Insurance</i>)	937-408-8993	thetico@woh.rr.com
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VICE PRESIDENT

Michael Coleman (<i>pond</i>)	937-399-3139	60michaelcoleman@gmail.com
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TREASURER

Bobbi Kaiser (<i>Collects fees/pays bills</i>)	937-369-7119	bkaiser9125@gmail.com
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SECRETARY

Vickie Zettler (<i>Correspondence/Records</i>)	937-244-4000	vzettler2017@gmail.com
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MEETINGS

CONDOMINIUM ASSOCIATION MEETINGS: There is 1 membership meeting required each year, to be held within the first quarter. Additional meetings can be held as needed. The Board meets monthly to address the business of the Association.

FINANCIALS

A complete financial update is provided to the Owners at all Association-wide meetings.

FEES

Annual Assessment:

From the By-laws, Article XV, Assessments. This amount is determined prior to the beginning of each fiscal year, based on the estimated next year's costs for insurance, services, operating expenses and reserves for repairing and replacing the Association's capital assets.

Special Assessment: To construct, reconstruct or replace capital assets on the Common Elements to the extent the reserves are insufficient. Membership approval is only required if the special assessment is to construct a new asset, or, modify an existing asset.

Individual Assessment: The Association may levy an assessment against an individual Unit, or Units, to reimbursement for costs incurred (such as, but not limited to, the cost of making repairs which are the responsibility of the unit owner).

INSURANCE

- 1) **The association insures only the common elements.**
- 2) **Owners are required to insure their own units. Owners are also required to obtain liability insurance for events occurring within their unit and their limited common elements.**
- 3) **The Board will have the exclusive ability to determine deductible amounts and whether and when to file claims for the Association's insurance policy. Owners not on the Board are prohibited from filing claims on the Association's policy.**

EXTERIOR UNIT STRUCTURE

HOLIDAY LIGHTS

Holiday lights may be hung around the units with the understanding that they may not be put up more than 30 days prior to and must be taken down within 30 days after the Holiday. Stretching electrical cords across sidewalks or driveways is prohibited; this presents a hazard for snow removal.

COLORS and DOORS

- Owners are required to maintain exterior Unit paint of the garage door and all exterior exit doors, and the wood trim around these doors.
- If a garage door is painted or replaced, all trim including the seal must match the door color.
- Paint colors:
 - Sherwin Williams “Clopay Sandtone” Semi-Gloss Exterior (beige color)
 - Sherwin Williams “Canoe” SW 7724, Semi-Gloss Exterior (original color)
- Owners are also required to maintain exterior finish of the Screen Patio rooms, which need paint periodically due to sun fade
 - Sherwin Williams “Rockwood Dark Brown” SW 2808, Semi-Gloss Exterior. *Sherwin Williams has these colors on file for Fox Ridge. Ask for the discount!*
- Paint color code for window trim is Sherwin Williams BRZ6 MED BRONZE
- Paint color code for Facia and Screen Doors is Sherwin Williams CUSTOM ALMOND
- Paint color for entry and garage doors using Canoe is Sherwin Williams Custom Almond Screen Door
- Paint color for Screen Patio rooms is Sherwin Williams Rookwood Dark Brown SW 2808

CLARIFICATION:

1. When repainting, you may choose the color by Sherwin Williams called “Clopay Sandtone” **OR** continue to use Sherwin Williams “Canoe”. Clopay Sandtone is a beige color that blends well with the mortar and the brick.
2. Your garage door can be painted with Clopay Sandtone or a new door can be purchased that comes in that same color. Garage doors will remain the current, standard design (e.g., no windows). If you purchase a new front or entry door, it can be purchased in Sandtone. If you order any new doors and prefer to stay with “Canoe”, your new doors will need to be painted.
3. All garage doors, trim, front entry doors and other exterior entry doors must be the same color as the garage door.
4. STORM DOORS- NEW AS OF March 22, 2024
 - a. Approved storm door style is FULL VIEW
 - b. If the entry and garage doors are Canoe- storm door must be Almond
 - c. If the entry and garage doors are Sandtone- storm door must be Sandtone

You may now choose to purchase an entry door that includes glass of any design; however, the door color itself must match your garage door and trim.

Please submit a request form to the Board of Directors with a picture and the composition of your door of choice for approval. **WRITTEN BOARD APPROVAL REQUIRED.**

Remember, these are new options for your garage door, entry and side doors as well as the trim. You are not required to change colors. There are no changes to the colors of windows, shutters or screen rooms.

If you have any questions, please do not hesitate to reach out to any board member.

FENCES

Fences of any kind are prohibited by the Declaration.

GUTTERS

Owner is responsible for periodically cleaning gutters inside to ensure effective water flow, and outside to remove surface soil.

Any gutter replacement must be 5" continuous spouting, "K" style gutters, Almond in color with matching downspouts.

All gutter work requires prior Board written approval.

PATIOS (FRONT AND REAR) and PATIO ROOMS

Personal property is prohibited to be left on the front porch except for reasonable outdoor furniture that is designed and sold for outdoor use. Personal property is prohibited to be left on the rear patios except for a grill and outside porch furniture that is designed and sold for outdoor use. Grills must be maintained in a good condition, free from broken or missing components, rust, and discoloration.

Owners are prohibited to expand any enclosed area without Board approval and approval from 100% of the membership. There is to be no carpet or Astro-turf installed on porches or exterior patios. Exterior wall color is SW 2808, Rookwood Dark Brown.

NEW!! Protective coating is now approved for use on your front porch or rear patio floor. (NO SIDEWALKS) This must be in earth-tone colors only. *4 Color samples available through the board, and BOARD APPROVAL IS REQUIRED*

ROOF

Owner is responsible for repairing and replacing the roof. A written request for Alteration must be submitted to the Board. There is a policy in place as to the type and color of shingles to be used. The shingles must be "Architectural style" and the name of the color is "Weathered Wood". No changes can be made to the type of roof vents, Box vents and Bronze colored drip edge are required.

BOARD APPROVAL REQUIRED

SHUTTERS

Owner may install shutters at the sides of the windows, only with written Board approval. (Color restriction to include Green, Brown, and Maroon only) Owner responsible for painting the shutters as needed.

BOARD APPROVAL REQUIRED

GROUND

CLOTHESLINES

In accordance with the Declaration, clotheslines are prohibited and hanging any clothing or other cloth materials outside is prohibited, except the flags permitted by these Rules.

COMMON ELEMENTS

These areas include all property other than the Units and “Limited Common Elements” and are to be used for access/egress to unit, as well as the enjoyment of the Owners.

(LIMITED) COMMON ELEMENTS

The Owner is responsible for the “Limited Common Elements” which is the porch, patio, walkway, and driveway. Owners are also responsible for maintaining any landscaping within 4 feet of their Unit. Owners are permitted to plant anything within this area. Anything placed or planted in common element areas require written Board approval, unless specifically authorized by these Rules.

Any shrubbery within 4 feet of the foundation of the unit must be trimmed and maintained by the unit owner regularly to maintain a neat appearance. If there is landscape around your post light or around your tree in front you must keep it trimmed and maintained. These areas must be kept free of weeds.

Small yard waste may be included in trash bags. Larger pieces (3’ and over and no root balls) will be picked up by Moorefield township if placed at the entrance. This service is offered spring through fall (dates are posted by the township).

CONCRETE ROADWAYS

Roads are maintained by the Association as funds become available. **Speed limit is 15 MPH.**

DRIVEWAYS

The Owner is responsible for cleaning up oil spots, along with repair (no patching) replace sections as needed or replacement of entire driveway. Owners are prohibited from altering the driveway materials or colors without written Board approval. Owners are responsible for maintaining, repairing, and replacing their driveway.

LIGHT POSTS/EXTERIOR LIGHTS

The Owner is responsible under the By-laws to have a working Yard Light as this is part of maintaining your unit and contributes to our safety and security. This fixture must be black in color and must go on at dusk and off at dawn, by having the light equipped with a sensor. Owner is required to replace the light bulb. Bright White Lights should be used, No colored lights are permitted in any outside fixture.

PETS

Household domestic pets may be maintained in a unit, provided that:

Must be on a leash whenever outside the Unit.

Owner must clean up animal waste after the pet immediately and completely.

Owner must always have control of the pet.

Animal must not be a nuisance, either inside the Unit or outside. Examples of nuisance behavior or behavior that creates an unreasonable disturbance for the purposes of this paragraph are:

- a) Pets whose unruly behavior causes personal injury, injury to another animal, or property damage.
- b) Pets who make noise continuously and/or incessantly for a period of ten minutes or intermittently for two hours or more to the disturbance of any occupant at any time of day or night.
- c) Pets in Common Elements who are not under the complete physical control of a responsible human companion and on a hand-held leash of no more than six feet in length or in an animal carrier.
- d) Pets who relieve themselves on walls or floors of Common Elements.
- e) Pets who exhibit aggressive or other dangerous or potentially dangerous behavior.
- f) Pets who have lunged at, or charged another animal or person.

Non-household pets that are prohibited include, but, are not limited to rabbits, livestock, fowl, poultry, monkeys, pigs, frogs, snakes, lizards, or other reptiles, horses, and wild hybrids, along with any rare or unusual pet kept within a human household, which is generally thought of as a wild species, not domesticated, and not typically kept as a pet.

NOTE: Per the By-laws, the Association has the right to place limitations on the size, number and type of such pets and has the right to levy fines against persons not complying with these guidelines.

POND

No swimming or wading. Fishing is catch-and-release only. Guests must be always accompanied by a resident. If there is someone at the pond whom you do not recognize, you are encouraged to ask if they are a resident or guest of Fox Ridge. If they are not, feel free to advise them that they are on private property and ask them to leave and/or contact a member of the Board. "No Trespassing" signs are posted. Pond area is available for use from dawn to dusk only, No nighttime activities permitted.

SALES

No sales of any kind other than the annual garage sale, which is typically held on the first Friday and Saturday in June. This date will be announced well in advance.

NOTE: The Board understands the needs of families whose loved ones have lived in our community but are relocating to a nursing home/assisted living or are deceased. A Tag Sale/Estate sale within the home, if done professionally, is a good option. ***BOARD APPROVAL REQUIRED***.

- Sale must be run by a professional organization

- May only be conducted over specific, limited date, days, and hours (e.g., Sat-Sun, Oct 1-2, 9 am to 5 pm)
- Signage will be limited to the specific unit only; additional “stay off the grass” signs must be posted and included in internet advertisements; no signage at the community entrance
- Only one such sale is permitted within the community during a particular time.

SATELLITE DISH

These are permitted, but you must notify the Board. There is a policy on how and where it can be mounted.

BOARD APPROVAL REQUIRED

SIGNS

The Declaration clearly state “no sign of any kind shall be displayed to the public view on the Condominium property except: on the Common Elements, signs regarding the use of the Common Elements”, and “...signs advertising the sale of Units, said signs not to exceed 3’ x 4’ in size and to be of a ‘professional’ character.”

- No Open House or For Sale signs at the front entrance, or at any other location in the community
- No political signs.
- No contractor or advertising signs.

SOLAR COLLECTION RESTRICTIONS

No installation of devices located outside the unit that are used for alternative energy purposes, including solar panels, and other solar energy collection devices.

STRAY ANIMALS The Humane Society says “Do not feed, water, or harbor these animals and they will leave.”

The Association also prohibits feeding any animal outside your Unit.

SWING SETS

These are not permitted.

TREES

The Association takes responsibility for the tree in the front yard that came with the unit, as well as several trees in common elements.

NOTE: Owners are responsible for watering any new tree planted in their yard since it is a maintenance responsibility, utilizing the water bag provided. Failure to properly water the tree will result in non-replacement if the tree does not survive.

Any additional trees on your property, (those planted by previous owners or by you (current owner) are your responsibility to maintain, trim, or remove if needed.

Planting trees anywhere on Condominium Property is prohibited without written Board approval. No additional trees can be planted in the front yard so that we can hold to conformity. If you want to plant a tree anywhere else on your property, please request this from the board. ***BOARD APPROVAL REQUIRED***

The Association provides leaf cleanup in late fall in all Common Elements.

PARKING

Parking or operating a vehicle on any lawn area is prohibited.

AUTOMOBILE STORAGE No inoperable vehicles or vehicle repairs can be done on any Common Element. No cars can be stored in driveways. These are limited access areas, and nothing can be placed there except normal daily transportation. Inoperable vehicles are prohibited on condominium property except in a garage. The phrase “inoperable vehicle” is defined as a vehicle that has rust covering 50% or more of its surface; a vehicle that is extensively damaged, including any of the following: a broken window or windshield or a missing tire, motor, or transmission; a vehicle that is incapable of movement under its own power; a vehicle with expired license tags. Parking a vehicle on the driveway between dusk and dawn more than two consecutive evenings is prohibited.

CAMPERS Owners may park a camper on the street or driveway no more than 6 hours, for loading or unloading only, then must be removed from the property. This may occur for no more than 2 days in any 14 day period.

COMMERCIAL VEHICLES May NOT be parked in driveways. They can only be there when service is being performed. “Commercial vehicles” includes any vehicle that has or displays any equipment, including ladder racks and ladders, snowplows or snowplow hitches, gas dispensers, attached tool boxes or containers, signs, commercial license plates, or markings of a commercial nature.

DRIVEWAYS Owners are encouraged to park their cars in the garage after a period of 6 months after moving in.

OVERNIGHT PARKING Parking on the street between 10pm and 6am is prohibited. The parking area just inside the entry may be utilized, however *please let any board member know if you or your guest needs to park overnight.*

STREET The Owner or their guests may park on the street for up to six hours, except as otherwise provided herein.

SERVICES

Owners and Occupants who do not serve on the Board are prohibited from communicating with, giving work instructions to, harassing, or otherwise interfering with any contractor hired by the Association whether the contractor is on Property or not. This requirement is not intended to reduce service. This requirement ensures the contractor is performing the work according to the agreement executed by the Board, and helps the Association maintain a good reputation with the trades community. Any Owner or Occupant violating this policy will be assessed all damages incurred by the Association, including, but not limited to correcting work performed not in compliance with the agreement, retaining a new contractor, and the cost to have the contractor return to the Property.

GRASS

We have a contract with a Lawn Care Company to mow and treat the lawns. They also maintain the common element landscaping. If you have a concern at any time, please send your concern in writing to the Director who oversees lawn care.

LEAVES

The Association provides leaf cleanup in late fall in all common elements.

MAIL AND DELIVERIES

Mail is delivered Monday through Saturday by a walking mail carrier. You must have a mailbox on your porch or a working mail slot on your garage door. UPS, FedEx, Amazon, etc. all deliver to individual homes. Your package will be left in plain sight on the front porch.

NEWSPAPER

Daily and Sunday delivery is available from the Springfield News-Sun. Call 1-800-441-6397

SNOW

Snow will be removed from streets, driveways, and sidewalks after a 3" accumulation in a timely manner.

The Association cannot possibly eliminate all slippery conditions on the Property. When temperatures are near or below freezing, Owners must exercise additional caution and expect ice and slippery conditions to exist. Owners are responsible for warning all Occupants and guests of the slippery conditions.

TRASH

Trash is picked up early Tuesday mornings unless it is a holiday week then it may be on Wednesday. Holidays include New Years, Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas. If the Holiday falls on trash day (Tuesday) or the day before, (Monday) the trash will be collected on Wednesday morning.

Owners are prohibited from having waste containers outside the Unit except from 6pm the evening before collection until 11pm the day of collection, when the waste containers may be placed at the street for collection. Trash is prohibited outside the unit at any time unless contained completely within a waste container. We have an early morning pickup. Lids must be on trash cans and bags must be securely tied when out for pickup to prevent trash being blown around.

Normal weekly collection includes 4 bags of trash per household.

Trash cans are to be stored in the garage.

NOTE: For bulk item pickup Owner is to contact trash provider directly to arrange pickup and to make payment directly.

Recycling is not provided due to the additional cost. There is a Northridge Recycling Station located at 1539 Student Avenue, in the parking lot of the Pappy Maine Baseball Field.

WATER AND SEWER

This is billed by the Clark County Utilities. It is a measured service so your bill can vary greatly based on your usage. We are on the Springfield City water system.

HELPFUL INFORMATION

BUSINESS

The Condominium property is for residential purposes only. No Unit may be used, in whole or in part, for any business purposes.

COMMUNICATIONS

The board has adopted SB61 which allows email to be a legal form of communication. You need to sign an email consent form to opt in. The board encourages you to get an email address to help you stay informed. If you don't have an email address, the board will see that you receive hard copies of all legal communications

The Board is also required to have a phone number for you (this will not be published, only used if there is a need to contact you) **Please let a board member know if your number changes.**

EMERGENCY CONTACT INFORMATION

The Board appreciates also having an emergency contact person and phone number for you in case the need arises.

IF YOU TRAVEL Please let a Board member know if you have extended travel and we will know that your home is temporarily vacant.

CONCERNS

If you have concerns, please contact us by phone (leave voicemail) email, or text. We will respond to you as soon as possible, but please keep in mind our Board Members are volunteers. In case of an emergency, always call 911.

NOISE

Please be considerate of your neighbors. Noise that is audible from inside another unit is prohibited.

No loud noise from 11 pm to 8 am.

RENTAL OR LEASE OF UNIT

Fox Ridge Condominium Association Inc. is a resident-occupied community. Your unit cannot be leased or rented.

Please see the **Amendment to the Declaration, effective May 2023, for more details.**

SELLING YOUR UNIT

Please contact the Board of Directors. We maintain good information about home values and can suggest Realtors should you wish to list. Many homes are sold just by passing the information to our residents.

NOTE: The seller is responsible for providing the following information to the buyer:

- Owner's copy of the Declaration and By-laws
- Owner's copy of this Handbook
- Unit access door keys
- Garage door openers and garage code (if there is a keypad)

The Declaration, By-laws, and Handbook are available on the website, or you can reach out to a board member for a copy

SOLICITATION

Fox Ridge is a private community, so no solicitation is allowed, except for soliciting votes on Association matters. This includes any door-to-door sales and Trick or Treaters!

ANTI- HARASSMENT POLICY

The Association will not tolerate harassment of any Owner, Occupant, employee, agent, manager, contractor, or other party for any reason, to the extent protected by Federal, State, or local laws, including but not limited to abusive comments or conduct predicated upon race, color, creed, religion, ancestry, sexual orientation, national origin, citizenship, age, sex,

disability, pregnancy, genetic information, military status, or veteran status. All harassment that adversely affects any other Occupant's living conditions, including Board members' living conditions, is prohibited. All harassment that adversely affects an employee's working conditions is prohibited. Harassment can take many forms, including words, signs, jokes, pranks, intimidation, physical contact, violence, or inundating a person's telephone or email with excessive and unnecessary communications. The Association also prohibits threatening to cause physical harm or property damage to any Owner, Occupant, employee, agent, contractor, or other party for any reason. The Association also prohibits causing harm to another individual or property. Aggressive or threatening actions and words are prohibited to be directed at any Owner, Occupant, employee, agent, manager, contractor, or other party for any reason.

If an Owner, Occupant, employee, or other person feels that they have been subjected to conduct that violates this policy, the person should immediately report the matter to the Board. This complaint will go straight to the Board. If a Board member is the person performing the prohibited harassment or being harassed, then contact a different Board member in writing that you feel comfortable reporting the harassment to. Once the matter has been reported it will be promptly investigated and any necessary corrective action will be taken where appropriate, including use of all enforcement mechanisms provided to the Association under the governing documents. All complaints of unlawful harassment will be handled in as discreet and confidential a manner as is possible under the circumstances.

The procedure for reporting incidents of harassing behavior is not intended to impair, replace, or limit the right of any person to seek a remedy under available state or federal law by immediately reporting the matter to the appropriate state or federal agency.

ENFORCEMENT POLICY

- A. Notwithstanding anything contained in these Rules, the Board has the right to proceed, immediately or otherwise, with legal action for any violation of the Declaration, Bylaws, or Rules ("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 attorneys' fees, will be assessed to the account of the responsible owner.
- B. The owner is responsible for any violation of the Governing Documents by the owner, or the guests, or the occupants, including tenants, of the owner's home.
- C. All costs stemming from any violation, including enforcement assessments, cleaning, repairs, or removal, 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 enforcement assessment for damages and/or cleaning of the common elements or other property, or b) levy an enforcement assessment per occurrence or if the violation is continuous and ongoing in nature, levy an enforcement assessment per day, or c) levy an enforcement assessment for the approximate cost to physically remove the violation. For any violation of the Governing Documents that is continuous and uninterrupted for a period of more than 24 hours, each calendar day that the violation continues without interruption constitutes a new and separate violation.

E. Prior to the imposition of an enforcement assessment for a violation, the following procedure will be followed:

1. Written notice(s) will be served upon the alleged responsible owner specifying:
 - a. A description of the property damage or violation; and
 - b. The amount of the proposed charge (or, if unknown, a reasonable estimate of the proposed charge) or enforcement assessment; and
 - c. A statement that the owner has a right to, and the procedures to request a hearing before the Board to contest the proposed charge or enforcement assessment; and
 - d. If applicable, a reasonable date by which the owner must cure the violation to avoid the proposed charge or assessment.
2. A fine, ranging from \$25 to \$100 per month for each item, based on the severity of the violation, may be assessed by the Board.
3. A 10% per annum interest charge will be added at the end of the Association's fiscal year if the fine has not been paid, and the total added to the Annual Operating Assessment.
4. If the assessment is not paid, a lien will be taken out on the property involved as described in the By-Laws, Article XV, Assessments and Assessment Liens. Section 5.
5. To request a hearing, the owner must mail or deliver a written "Request for Hearing" notice, which must be received by the Board not later than the tenth day after receiving the notice required by Item 1 above.
 - a. If an owner timely requests a hearing, at least seven days prior to the hearing the Board will provide the owner with a written notice that includes the date, time, and location of the hearing. If the owner fails to make a timely request for a hearing, the right to that hearing is waived, and the enforcement assessment will be immediately imposed; and
 - b. At the hearing, the Board and alleged responsible owner have the right to present any evidence. This hearing will be held in Executive Session and proof of hearing, evidence of written notice to the owner to abate action, and intent to impose an enforcement assessment will become a part of the hearing minutes. Within 30 calendar days of the hearing, the owner will be sent written notice of the Board's decision.
 - c. In the event of an enforcement assessment hearing, or court hearing, copies of complaints and the complaining party identity will be made available to the alleged violator.

The Association may file a lien for any enforcement assessment that remains unpaid for more than 10 days.

WRITTEN COMPLAINT PROCEDURE

- A. Policy and procedure cannot replace courtesy and the need to communicate. Neighbors talking with each other in a non-threatening way can achieve quicker results. Our community spirit lies within each occupant.
- B. Complaints against anyone violating the rules must be submitted to the Board in writing and must contain the name, date, address, and telephone number of the individual filing the complaint.
- C. The Board will, in most instances, contact the alleged responsible owner after receipt of an initial complaint, and a reasonable effort will be made to gain the owner's agreement to cease the violation.
- D. If the reasonable efforts to gain compliance are unsuccessful, the owner may be subject to an enforcement assessment in accordance with the Enforcement Policy.
- E. In the event of an enforcement assessment hearing, or court hearing, copies of complaints and the complaining party identity will be made available to the alleged violator.

COMPLAINT FORM

THIS FORM MUST BE SIGNED

Nature of Complaint (animal, noise, etc.)

Location_____

Number of Occurences_____

Date(s) of violation_____

Time of violation_____

Name of Offender (if known) _____

Details. Be specific please_____

Was Any Attempt Made to Resolve This Problem (circle one) Yes No

Results? _____

Name (please print) _____

Signature Required _____

Your Address _____

RECEIVED BY ASSOCIATION:

Date

Manager or Other

Disposition:

In the event of an enforcement assessment hearing, or court hearing, copies of complaints and the complaining party identity will be made available to the alleged violator.

Maintenance Responsibilities Chart

This chart shows responsibilities for maintenance, repair, and replacement of specific items. The Insurance column tells who is responsible for an insurable event.

ITEM	DESCRIPTION	RESPONSIBILITY	INSURANCE
Light fixtures	Exterior lights (porch, Yard light etc.)	Unit owner	Unit owner
	Garage light	Unit owner	Unit owner
	Interior lights	Unit owner	Unit owner
Other Electrical	Transformer meter box	Utility co.	Utility co.
	Meter box to circuit box	Unit owner	Unit owner
	Circuit box	Unit owner	Unit owner
	Circuit box wiring to outlets	Unit owner	Unit owner
	Circuit breakers	Unit owner	Unit owner
	Interior receptacles, switches, fixtures, etc.	Unit owner	Unit owner
	Exterior receptacle	Unit owner	Unit owner
	Doorbell and wiring	Unit owner	Unit owner
	Alarm systems	Unit owner	Unit owner
	New exterior telephone wiring and jacks	Unit owner	Unit owner
	Internal telephone wiring and jacks	Unit owner	Unit owner
Garage Doors	Springs, wheels, tracks, weather stripping	Unit owner	Unit owner
	Electrical openers	Unit owner	Unit owner
	Replacement door	Unit owner	Unit owner
	Door exterior coating (paint)	Unit owner	Unit owner
Entrance Doors	Replacement door	Unit owner	Unit owner
	Glass, locks, knobs, handles, weather stripping	Unit owner	Unit owner
	Door exterior coating (paint)	Unit owner	Unit owner
	Storm/screen door	Unit owner	Unit owner
Windows	Glass, leaks, mullions, etc.	Unit owner	Unit owner
	Mechanisms, operators, balances, etc.	Unit owner	Unit owner
	Exterior frames, sashes, jambs, hardware	Unit owner	Unit owner
	Interior casing and frame	Unit owner	Unit owner
	Screens and weather stripping	Unit owner	Unit owner
	Handles and locks	Unit owner	Unit owner

Kitchen and Bath	Disposal, including switch, wiring, and plumbing	Unit owner	Unit owner
	Cabinets	Unit owner	Unit owner
	Plumbing, including faucets	Unit owner	Unit owner
	Dryer vent	Unit owner	Unit owner
	Vent fans	Unit owner	Unit owner
Walls, ceilings, floors	Structural support and exterior walls	Unit owner	Unit owner
	Ceiling structure	Unit Owner	Unit owner
	Interior surfaces and partition walls	Unit owner	Unit owner
	Concrete floors, including garage floor	Unit owner	Unit owner
	Floor covering	Unit owner	Unit owner
Furnace, AC	Furnace, humidifier, filters, air cleaners	Unit owner	Unit owner
	Heat ducts, registers	Unit owner	Unit owner
	Air conditioning coil and exterior unit	Unit owner	Unit owner
Plumbing and gas lines	Sanitary and storm sewer up to unit	Unit owner	Unit owner
	Main water supply line to unit	Utility co.	Utility co.
	Main gas supply to in-line shutoff	Utility co.	Utility co.
	Interior sanitary drains	Unit owner	Unit owner
	Main water supply line shutoff valve in unit	Unit owner	Unit owner
	Other water lines in walls and ceilings	Unit owner	Unit owner
	Exterior water spigot	Unit owner	Unit owner
	Faucets, valves, toilets, other fixtures	Unit owner	Unit owner
	In-line shutoff valve for furnace	Unit owner	Unit owner
	Other gas lines (dryer, stove, etc.)	Unit owner	Unit owner
Other	Gutters and downspouts	Unit owner	Unit owner
	Roof vents	Unit owner	Unit owner
	Roof dryer vent cap	Unit owner	Unit owner
	Plumbing stack boot	Unit owner	Unit owner
	Streets, common element parking areas (pavement)	Association	Association
	Driveways	Unit Owner	
	All other common elements and facilities	Association	Association
	Unit entrance porch (concrete)	Unit owner	Unit own
	Cable television/internet internal wiring	Unit owner	Unit owner
	Attic insulation	Unit owner	Unit owner

WORK ORDERS

PROCESS

Exterior changes: If you are considering making ANY changes to the exterior of your home as detailed in this Handbook, please complete the **Exterior Alterations Request** form and submit it to any Board member. The board will consider the request and respond after the next Board meeting if not before.

Exterior repair: If the Board identifies needed repairs or maintenance of your unit, you will receive the **Owner Repair Request** form which will list the issues you need to resolve.

FORMS (next page)

Sample forms are provided; copy as needed.

Additions and Alterations Application

The policy of the Fox Ridge Condominium Association, Inc. is to have all units similar in appearance. Standards have been established and must be adhered to for consideration of any alterations to the exterior of individual units. **DO NOT fail to submit this form to any board member BEFORE starting any exterior project!! Once the board has reviewed, you will get a response back in writing.**

Date: _____

Applicants Name: _____

Address of Unit: _____

Phone#: _____

Description of Request: (please circle)

Entry Door, Screen Door, Garage Door, Window, Fascia / Soffit, Gutter/Down Spout, Roof, Sidewalk, Patio, Driveway, Room Enclosure, Satellite Dish, Other. (If other, describe below)

Explanation of Work: (please provide Material Type, Color, Etc.)

Manufacture/ Brand: _____

Contractor Information: _____

**** For Patio Enclosures, please provide complete Spec sheet, sample of color, and foundation requirements.**

**** For concrete work, please provide a drawing with measurements of what you want to replace or installed and the detailed location.**

**** Unit Owner Must provide Board with contractors Certificate of Insurance BEFORE work is scheduled to commence.**

As of the approval date of this application, I accept full responsibility for the altered area, and I agree to maintain it in a safe and presentable condition.

Applicant's Signature _____ Date _____

Additions and Alterations Application

Board of Directors Response

**** Unit Owner Must provide Board with contractors' Certificate of Insurance BEFORE work is scheduled to commence.**

Unit Address: _____

Owner Name: _____

____ APPROVED by Board of Directors with The Following Contingencies

Board Signature _____ Date _____

____ DISAPPROVED by the Board of Directors for the following reasons:

Board Signature _____ Date _____

BOARD REQUEST FOR HOMEOWNER TO REPAIR

DATE: _____ ADDRESS: _____

Dear Fox Ridge Condominium Homeowner: _____

Your elected Board of Directors has a responsibility for acting to preserve the value of our homes and our community.

After a periodic inspection of the homes in our association, we find that you have maintenance items to address.

<u>SUBJECT</u>	<u>COMMENTS</u>
Needs paint	_____
Yard light	_____
Windows	_____
Shrubs/landscaping/weeds	_____
Gutters	_____
Other	_____

This work must be completed no later than 60 days from the date of this notice.

If you are not able to do these repairs yourself, you will need to hire someone to do them. There are many handyman and lawn care services available.

If the repairs are not completed within 60 days the Board may have the repairs completed and the cost will be passed as an Assessment to the homeowner.

Regards,

Fox Ridge Board of Directors

Form updated 5/2026

TAG SALE/ESTATE SALE REQUEST

The Board of Directors understands the needs of families whose loved ones have lived in our community but are relocating to a nursing home/assisted living or are deceased. A Tag/Estate sale within the home, if done professionally, is a good option.

- a. Sale should be run by a professional organization
- b. Sale needs prior Board of Directors approval
- c. May only be conducted over specific, limited date, days, and hours
(e.g. Sat-Sun, October 1-2, 9 am to 5 pm)
- d. Signage will be limited to the specific unit only; additional "stay off the grass" signs must be posted and included in internet advertisements; no signage at the community entrance
- e. Only one such sale permitted during a particular time period.

Owner Name _____ Date of request _____

Unit address _____

Type of sale _____ Date of sale _____

Name of Realtor/other professional conducting the sale _____

Date and times requested _____

Other comments _____

Form updated 5/2026

Tag/Estate Sale page 2

Board of Directors Response

Unit address: _____ Owner Name _____

___ APPROVED by Board of Directors OR

___ APPROVED with the following Contingencies by Board of Directors

(Board Signature)

(Date signed)

___ DISAPPROVED for the following reason(s) by Board of Directors

(Board Signature)

(Date signed)

TOWNSHIP SERVICES NUMBERS**EMERGENCY****911**

ADULT PROTECTIVE SERVICES	937-327-1748
ALZHEIMER'S ASSOCIATION	800-272-3900
AMERICAN RED CROSS	937-257-9876
AREA AGENCY ON AGING	800-258-7277
BETTER BUSINESS BUREAU	937-222-5825
CLARK COUNTY HEALTH DISTRICT	937-390-5600
CLARK COUNTY SHERIFF OFFICE	937-521-2050
To report an incident (non-emergency)	937-328-2560
CLARK COUNTY UTILITIES	937-521-2050
COUNTY COMMISSIONERS' OFFICE	937-521-2005
DEAF COMMUNITY RESOURCE CENTER	937-688-1468
ELDERLY UNITED (UNITED SENIOR SERVICES)	937-323-4948
HEAP ENERGY ASSISTANCE	800-848-1300
MEDICARE INFORMATION	800-633-4227
MOOREFIELD TOWNSHIP OFFICE	937-390-9972
MOOREFIELD TOWNSHIP FIRE DEPT.	937-399-0770
OHIO ATTORNEY GENERAL CONSUMER PROTECTION	800-282-0515
OHIO STATE HIGHWAY PATROL	937-323-9781
POISON CONTROL	800-222-1222
SOCIAL SECURITY OFFICE	877-405-1451
SPRINGFIELD REGIONAL MEDICAL CENTER (MERCY)	937-523-1000
SUICIDE PREVENTION CENTER	800-273-8255
VETERANS ADMINISTRATION	937-268-6511, X5784

These Companies have been recommended by your Neighbors**Heating and Air Conditioning Services**

Detmer and Sons	937-325-7396	Cloverleaf	937-342-1952
Drake Heating and Air	937-322-9699	Drake Heating and Air	937-322-9699
Delong Air	937-323-2300		

Duct Cleaning

Air Duct Cleaning Service	937-399-4242	Stanley Steemer	937-390-0222
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Carpet and Upholstery Cleaning

Select Services	937-342-8784	Extrordinaires (Dry)	937-322-2846
Xtreme Carpet Cleaning	937-324-4545		

Concrete

Alden Concrete	937-926-6628	W A Stevens	937-325-5111
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Drain Cleaning

Beedy Plumbing	937-605-0177	John's Sewer and Drain	937-342-1666
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Electrical

Cires Electric	937-323-4844		
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Florida Room and Awning

Buschurs Home Improvement	937-329-9006		
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Garage Door Service

DC Door Company	937-399-9375		
	937-604-4973		

Handyman Service

Buckeye Home Services	937-586-6600	Jim Yowler	937-322-8951
Richard Chaney	937-206-7324		
Jonathan Stark	937-926-2838		

Painting

Richard Chaney	937-206-7324	Duncan Bradley	937-470-2166
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Pest Control Bug Stompers

937-322-2245

Plumber

Beedy Plumbing	937-605-0177	Pro Plumbing	937-342-0996
Payton Plumbing	937-399-6290	Haucke Plumbing	937-408-8140
Buckeye Plumbing	937-325-4443	Roger Storer & Sons	937-325-9873

Power Washing

Dream Cleaning	937-322-8000	Dixon Mobile Service	937-631-3106
Brandon's Power Washing	937-405-5654		

Radon Testing

Environmental Doctor	937-433-5202
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Remodeling

Reliable Home Improvements	937-324-6300
Step's Building and Maint.	937-925-0469

Roof Cleaning

Dream Cleaning	937-322-8000
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Roof Work

Roof Dog	937-964-8948	Cason Roofing	937-324-0144
Espinosa & Sons	937-399-4285	Rowland Roofing	937-404-1788

Spouting

Aldridge's Spouting	937-631-0378	Gutters and Shutters	937-605-9212
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Tree Trimming

Huffman Tree Co.	937-828-1682
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Water Services

Easton Water Solutions	937-441-1857
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Window and Screen Cleaning

Select Services	937-342-8784	Perry Window Cleaning	937-206-9154
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Yard Work

Paul Gamble	937-964-4003	Ridge Runner Lawn	937-284-0874
Gillam Landscaping	937-568-0072		