

Resident Handbook

Welcome to Kenbrook Hills! This Resident Handbook and the Kenbrook Hills web site have been prepared to help answer some of the most common questions you might have about living in Kenbrook Hills.

Successful Condominium Ownership

To ensure optimal condominium living in Kenbrook Hills, we encourage you to:

1. Read through the Resident Handbook and web site as well as the Condominium Declaration and By-Laws and highlight any questions you may have.
2. Seek help on any questions you have from the Board President, the Manager, or the committee leaders of the condominium Association.
3. Attend our periodic Board meetings, committee meetings, and whole-community gatherings.

Your active participation will help our community run smoothly - for us all!

Kenbrook Hills Unit Owners' Association (the "Association")

Kenbrook Hills has a Unit Owners' Association to administer condominium business, to provide for the preservation of the property values of units and the common elements, to provide for and promote the benefit, enjoyment and well-being of Unit Owners and occupants, to administer and enforce the covenants, easement, charges and restrictions set forth in our condominium declaration, and to raise funds through assessments to accomplish these purposes. Each unit owner is a member of the Association.

The Board of Directors (the "Board") for the Association is responsible for the successful operation and management of the Association.

- The Board consists of five Kenbrook Hills Condominium Owners or Owner's spouses.
- Board members are elected for staggered three year terms at the annual Owners meeting.
- Board officers include: President, Vice-President, Treasurer, Secretary and one member-at-large.
- The Board meets monthly.
- Times and locations of Board meetings and minutes from Board meetings are posted on the Kenbrook Hills website.

Information Required from New Owners

New Owners shall, within 30 days of the purchase of a unit, provide the Chairperson of our Communications Committee and the Manager with the home address, home and business mailing addresses, and home and business telephone numbers of the Unit Owner and all occupants of the unit, and any email addresses of the Unit Owner and unit occupants that the Unit Owner wants included in the Kenbrook Hills Directory. If this information changes, the Owner notifies the Board and the Manager within 30 days.

Owner Units, Common Elements and Limited Common Elements

To provide the Kenbrook Hills community with access to the grounds of our beautiful property, the governing condominium documents divide the property into **Owner Units, Common Elements, and Limited Common Elements**.

Owner Units

Each unit shall consist of the area bounded by the interior surfaces (whether plaster, dry wall, wood, concrete or other materials) of its perimeter walls, windows and doors, basement floor and roof sheathing. Each unit shall also include all ducts, chimney flues, plumbing pipes and fixtures, electrical wires, fixtures and equipment, heating and air-conditioning systems (including condensers and control devices) and other utility service lines, pipes, wires and conduits (excepting those utility service lines, pipes, wires and conduits passing through a unit for the purposes of serving other units) located within the bounds of such unit and which serves only each unit.

Common Elements

Common Elements shall consist of all parts of the condominium property except the Units.

Limited Common Elements

Limited Common Elements are those parts of the Common Elements which are reserved for the exclusive use of a certain Unit to the exclusion of all other Units. An example of a Limited Common Elements is the patio area, which is located adjacent to the rear of each Unit, and has a depth of 20 feet from the rear exterior wall.

For a complete description of Owner Units, Common Elements, and Limited Common Elements, please see the Declaration and By Laws.

Assessments

Unit Owners, as association members, have agreed to pay four types of assessments:

1. **Annual operating assessments** as set forth in the annual operating budget approved by the Unit Owners at the annual Unit Owners meeting. Annual operating assessments are

allocated according to ownership interest and are due in equal payments on the first of each month;

2. **Additional operating assessments** if the Board determines that the annual operating assessments will be insufficient to satisfy the common expenses to be incurred in such year. If the Board approves such an assessment, the Board will notify the Unit Owners at least 30 days before the payment is due. If Unit Owners with 75% of the ownership interests object in writing within 15 days of such notice, the assessment will not be charged until the Association approves such assessment at a Unit Owners meeting. Additional operating assessments are allocated according to ownership interest.
3. **Special assessments for capital improvements** to the extent that Association reserve funds are insufficient. The Board may levy special assessments (a) to replace existing capital improvements, and (b) new capital improvements not replacing existing improvements if the cost is 15% or less of the Association's fiscal year budget. New capital improvements not replacing existing improvements which cost more than 15% of the Association's fiscal year budget must be approved by Unit Owners with 75% of the ownership interests. Special assessments are allocated according to ownership interest.
4. **Special individual unit assessments** can be levied by the Board against individual units to reimburse the Association for costs incurred in connection with those units properly charged against such unit (such as making a repair which is the responsibility of the Unit Owner). Special individual unit assessments can be levied by the Board against individual units which violate (or permits Owner's family or invitees to violate) any rule established by the Board.

Any assessment not paid within 15 days of its due date will be assessed a \$50 late fee in addition to any of the other remedies of the Association for a Unit Owner's failure to pay assessments in a timely fashion.

Renting and Leasing Units

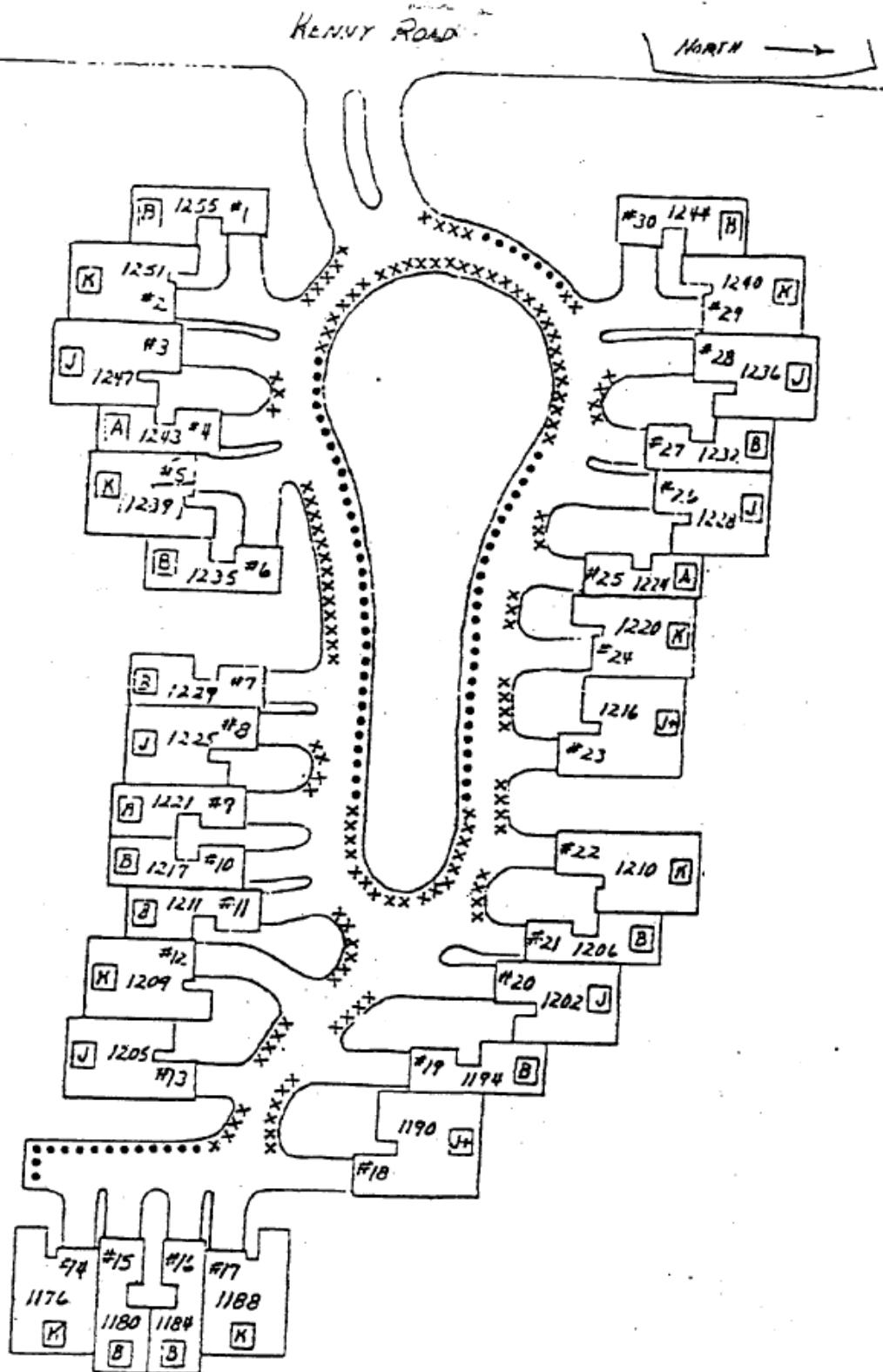
Renting and leasing Units are prohibited. Units are Owner occupied only as defined in Article III Section 2(G) of the Declaration.

Parking

In order to allow ease of driving in and out of the complex and unit driveways, Owners should park in their own driveway.

No trucks, trailers, or recreational vehicles can be parked in Kenbrook Hills unless parked in the Owner's garage or unless approved by the Board. Other vehicles should be parked only in Owners' driveways and garages or in those portions of the common elements marked for parking on the following map.

If an Owner is hosting a large number of visitors who will be parking in the common elements, please notify other Owners by email ahead of time so they can avoid parking in the common elements if possible. Please provide contact information so other Owners will know who to contact if any problems arise.



Pets

Pets are to be kept on a leash at all times. Pet owners should pick up after their pets. Please refer to Article III, Section 2(L) of our Declaration for more information about animals and pets at Kenbrook Hills.

Insurance

Please refer to Article XII of our Declaration for information on the insurance carried by our Association, and to Article XII, Section 7 of our Declaration to determine the types of insurance which can and cannot be obtained by each Owner. The Owner is responsible for insuring the interior of their Unit and all of its contents.

Public Sales

Garage, estate and other public sales are prohibited.

Signs

No signs can be displayed to the public view on the condominium property, except:

- Street identification signs
- Signs advertising a unit for sale, but only as approved by the Board
- Any other sign approved by the Board or as allowed by Ohio law

Seasonal Decorations

Seasonal decorations are welcome.

Snow Removal/Salt

- Snow removal services are contracted for the Association by the Board.
- Snow is removed from blacktop and sidewalks if the snowfall is 2 inches or more.
- To facilitate snow removal, please park off of the main road.
- Calcium salt is recommended for any Owner usage on concrete porches, sidewalks and garage aprons to reduce deterioration of concrete surface.

Owner Maintenance and Repair Responsibility

Each Owner shall repair and maintain his unit and all components thereof. In addition, each Owner shall be responsible for the expense of maintenance, cleanliness, repair and replacement of any plantings and landscaping installed by the Owner and all portions of their exterior balconies, decks and stairways. In the event an Owner shall fail to make a repair or

perform maintenance required of that Owner, or in the event the need for maintenance or repair of any part of the Common Elements or Limited Common Elements is caused by the negligent or intentional act of any Owner or occupant, the Association may perform the same, and if the cost of such repair or maintenance is not covered by insurance, whether because of a deductible or otherwise, the cost thereof shall constitute a special individual Unit assessment on the Owner's unit. If repairs to the Common Elements or Limited Common Elements are required, please contact the Board for procedures to follow.

Guidelines if Out of Town for Extended Period

Helpful suggestions to prevent possible damage to Owner's home or your neighbor's home:

Unit Heating System

If an Owner plans to be away for a prolonged period of time, please consult with a service company for recommended operation and servicing instructions.

Unit Water System

To reduce the risk of a water leak, please turn off the main water valve and hot water heater in your Unit.

Outdoor Faucets

- Water shut-off valves to outdoor faucets are recommended. Unit Owner is responsible for installation of the shut-off valve.
- Shut-off valves should be closed by December 15 each year.
- Failure to close shut-off valve may result in frozen pipes. All damage resulting from frozen pipe damage is the responsibility of the Unit Owner. Unit Owners who choose not to install shut-off valves will be held liable for any and all damage to any other units and/or to any Association Common Areas.

Fireplaces, Chimneys, and Dryer Ducts/Vents

Fireplaces and chimneys should be inspected on a regular basis and any recommended repairs made by the Unit Owner. Dryer ducts and vents should be cleaned on a regular basis by the Unit Owner.

Exterior Light Bulb Replacement

Owners should replace front and rear door, garage door, and rear lawn light bulbs as needed. If you need assistance, please ask a neighbor to help.

Care, Maintenance, and Repairs of Common Elements and Limited Common Elements

Any requests for the care, maintenance, or repair of Common Elements and Limited Common Elements should be made to the Manager. Owners should generally not make requests or give direction to on-site workers.

Landscape and Architectural Review Committees Guidelines Per Declaration

No building, fence, wall, sign, landscaping, planting or other structure/improvement shall be commenced, erected or maintained upon the Condominium Property, or any part thereof, nor shall any exterior addition or change or alteration therein be made, until the plans and specifications showing the nature, kind, shape, height, materials, color and location of the same shall have been submitted to and approved in writing by the Board or its designated representative or representatives, in its or their sole and unfettered discretion.

Home Business

Business conducted from the home via telephone/computer is permitted provided it does not involve customers, employees, licensees, or invitees coming to the unit. All other businesses are prohibited. Please refer to Article III, Section 2(A) of the Association Declaration for further details.