

**WELCOME TO FOX RIDGE!**

On behalf of all your fellow residents and neighbors, welcome to the Fox Ridge Condominium Association! 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 community 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!

This purpose of the Handbook is to be your guide to living at Fox Ridge, 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 and safe.

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 TRUSTEES

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**PURPOSE OF THE BY-LAWS AND HANDBOOK**

Fox Ridge Condominiums were initially governed since October 1990 with rules and regulations overseen by Hufford Builders. In August 1998 the Fox Ridge Condominium Association Board of Trustees was established.

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 of Trustees, in response to inquiries from owners.

*\*There are a few exceptions/anomalies within our community where special permission was negotiated with the board at one time.*

* **If you do not have a printed copy of the Declaration and By-Laws, you will find them on our website (**[**www.foxridgecondo.com**](http://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.**

***The Fox Ridge Declaration of Condominium grants the Board of Trustees the responsibility and authority to enforce rules and regulations:***

**AUTHORITY:** **The By-Laws of Fox Ridge Condominium Association. Inc., Article IV, Board of Trustees, Section 13. Duties. It shall be the duty of the Board to: (g) cause the property subject to the Association’s jurisdiction to be maintained within the scope of authority provided in the Declaration; (h)cause the restrictions created by the Declaration to be enforced; and (i) take all other actions required to comply with all requirements of law and the Condominium organizational documents.**

THE GOALS OF THE BOARD OF TRUSTEES:

*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 BOARD OF TRUSTEES**

The Board consists of seven homeowners. These include the President, Vice President, Secretary, Treasurer, a Chair Trustee, and two Trustees.

The Board members are elected at the **October Meeting** and serve for three years. An election is held every year to maintain a good level of experienced board members. Officers are selected by the Board.

**2023 BOARD MEMBERS, RESPONSIBILITY, CONTACT INFORMATION**

**TRUSTEES**

**Tom Frank**, *Chair (Grounds/snow rem.)*  937-207-4994 tfrank1818@gmail.com

**Brian Cubbage** *(Concrete, Trash, Trees)* 937-605-4952 [brian50sedan@gmail.com](mailto:brian50sedan@gmail.com)

**Ben McKinnon** *(Communication)* 937-605-0143[benmckinnon40@](mailto:benmckinnon40@)gmail.com

**PRESIDENT**

**Tim Hetico** *(Insurance)*  937-408-8993 thetico@woh.rr.com

**VICE PRESIDENT**

**Roger Hamilton** *(Pond maintenance)* 937-206-3644 rogerhamilton@aol.com

**TREASURER**

**Bobbi Kaiser** *(Collects fees/pays bills)* 937-369-7119bkaiser@gmail.com

**SECRETARY**

**Nancy Everhart** *(Correspondence/Records) 740-506-7320* [naeverhart@gmail.com](mailto:naeverhart@gmail.com)

Revised March 2023

**MEETINGS**

CONDOMINIUM ASSOCIATION MEETINGS: There are two Association-wide meetings each year; one in March and one in October. The Board of Trustees meets monthly except December to address the business of the Association.

**FINANCIALS**

A complete financial update is provided to the Owners at both 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 emergency reserve.

For the year 2023, the annual amount is $1900 per unit, payable either in full by January 31, or $950 due on January 31, and $950 due on July 31. Failure to pay by these deadlines will result in a $50 penalty for each month the payment is late.

**This amount is subject to change based on the necessary expenses to maintain and service our Association.**

Special Assessment: To construct, reconstruct or replace capital improvements on the Common Areas with membership approval.

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**

Insurance coverage for the exterior of your home is provided by the Association and is included in your Annual Fees. Think of this as “studs out” coverage.

***DEDUCTIBLE:*** The deductible for any damage due to wind/hail is equal to 2% of the entire home insured value (currently approximately **$4160 *per owner***). The deductible for other losses is **$5000 *per event.*** If the cost of repair from any insurable event does not exceed this amount, no claim will be made.

In case of a claim, the Owner is responsible for the Association’s deductible for their Unit’s portion of the insurable damage. Responsibility for the deductible may shift from Association to Owner if damage was caused by negligence.

IF YOU EXPERIENCE A LOSS, PLEASE CONTACT ANY BOARD MEMBER.

As the Owner, you are responsible to provide insurance coverage for the contents of your home, along with the interior finishes. Think of this as “drywall in” coverage, Type HO6 policy.

**EXTERIOR UNIT STRUCTURE**

**CHRISTMAS LIGHTS**

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

**COLORS and DOORS**

* Owners are required to maintain exterior house paint of the **garage door and all exterior exit doors**, and the wood trim around these doors.
* **Paint colors:**
* **Sherwin Williams “Clopay Sandtone” Semi-Gloss Exterior (gray/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.
* **Paint color for Screen Patio rooms is**
* **Sherwin Williams “Rookwood Dark Brown” SW 2808, Semi-Gloss Exterior**

***Sherwin Williams has these colors on file for Fox Ridge. Ask for discount!***

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 gray/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.
4. **STORM DOORS- NEW AS OF March 22, 2024**
   1. **Approved storm door style is FULL VIEW**
   2. **If the entry and garage doors are Canoe- storm door must be Almond**
   3. **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 Trustees with a picture and the composition of your door of choice for approval. 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**

The By-laws state no fences.

**GUTTERS**

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

**PATIOS (FRONT AND REAR) and PATIO ROOMS**

Owner is responsible to keep the porch patio areas clean and free of clutter. Front porch areas can include some tasteful decorations and the usual outside porch furniture. Rear portions of the Unit can display the usual outside porch furniture and grill.

Any desired structural changes (upgrades, extensions, etc.) must be Board approved and must match other units. A request must be submitted to the Board for approval**. 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!! A protective coating such as Nature Stone or Epoxy Fleck is now approved for use on your front porch or rear patio floor. (NO SIDEWALKS) This must be in earth-tone colors only**. \*Color samples must be provided and BOARD APPROVAL IS REQUIRED\***

**ROOF**

Owner is responsible for repair and replacement of the roof. A written request shall be submitted to the Board. There is a policy in place as to the type and color of shingles to be used. The shingles are “Architectural style” and the name of the color is “Weatherwood”. No changes can be made to the roof vents. \*BOARD APPROVAL REQUIRED\*

**SHUTTERS**

Owner may install shutters at the sides of the windows, with Board approval. (Color restriction to include Green, Brown, and Maroon only) Owner responsible to paint the shutters as needed. \*BOARD APPROVAL REQUIRED\*

**GROUNDS**

**CLOTHESLINES**

The By-laws state no clotheslines of any kind.

**COMMON AREAS**

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

**(LIMITED) COMMON AREAS**

The Owner is responsible for the “Limited Common Area” which is 48 inches out from the foundation of the unit.

Any shrubbery within 48 inches of the foundation of the unit must be trimmed and maintained by the unit owner. If there is landscaping 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 or replacement of their own driveway.

**FLOWER BEDS**

Independent flower beds in the back yard require a request to the Board. This would be a flower bed in the yard that is not part of the 48” space around your home’s perimeter. It is your responsibility to maintain it or pay to have it removed. \*BOARD APPROVAL REQUIRED\*

**LIGHT POSTS/EXTERIOR LIGHTS**

The Owner is responsible under the By-laws to have a working light and light pole as this is part of maintaining your unit, and contributes to our safety and security. This light must go on at dusk and off at dawn, by having the light equipped with a sensor. Owner is required to replace the light bulbs. No colored lights are permitted in the post light or any other exterior lights.

**PETS**

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

Must be on a leash.

Owner must clean up animal waste after the pet.

Owner must always have control of the pet.

Animal must not be a nuisance, either inside the home or outside.

*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 of Trustees. “No Trespassing” signs are posted. Pond closes at dusk.

**SALES**

No sales of any kind other than the annual garage sale which is typically held 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 should 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” sigs 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 By-laws clearly state “no sign of any kind shall be displayed to the public view on the Condominium property except: on the Common Areas, signs regarding the use of the Common Areas”, 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.

Birthday and special occasion decorations are permitted in the front porch area for a twenty-four-hour period. Exceptions must be approved by the Board.

**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.”

If you are caught feeding or harboring them, you will be fined.

**SWING SETS**

These are not permitted. We do not want to add any unnecessary liability to unit owners.

**TREES**

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

**NOTE: Owners are responsible to water 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.

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 areas.

**PARKING**

**NO PARKING ON THE GRASS!!!**

Owners will be ***fined for the cost of repairing damage to the lawn.***

**AUTOMOBILE STORAGE** No inoperable vehicles or vehicle repairs can be done on any common area. No cars can be stored in driveways. These are limited access areas and nothing can be placed there except normal daily transportation.

**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.

**COMMERCIAL VEHICLES** May NOT be parked in driveways. They can only be there when service is being performed.

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

**OVERNIGHT PARKING** No overnight parking on the street. The parking area just inside the entry may be utilized, however ***please let any trustee 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.

**SERVICES**

**GRASS**

We have a contract with Paul Gamble’s Lawn Care to mow and treat the lawns. They also maintain the common area landscaping. If you have a concern at any time, please send your concern in writing to the Trustee who oversees lawn care. **DO NOT communicate directly with any of the lawn care employees!!**

**LEAVES**

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

**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.

**TRASH**

Our current refuse provider is Rumpke. Trash is picked up early Tuesday mornings unless it is a holiday week then it may be on Wednesday. Rumpke holidays are 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.

Please put trash out the evening before pickup (no sooner). 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,** but may be outside if they cannot be seen from the street, and not on common ground.

NOTE: For bulk item pickup Owner is to contact Rumpke at **1-800-828-8171** to arrange pickup and to make payment directly to Rumpke.

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 of Trustees will provide updates to Owners as the need arises. Email is used, so please make sure we have an email address for you. If you do not utilize email, please let us know of a family member with email who will make sure you get the correspondence. Hard copy correspondence will be provided to all owners regarding the semi-annual meetings, and any voting activity.

**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. No loud noise after 11 pm.

**RENTAL OR LEASE OF UNIT**

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

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

**SELLING YOUR UNIT**

Please contact the Board of Trustees. 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)

**SOLICITATION**

Fox Ridge is a private community so no solicitation is allowed. This includes any door to door sales and Trick or Treaters!

**ENFORCEMENT POLICY FOR VIOLATIONS OF RULES & REGULATIONS**

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.

* 1. 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
  2. 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.
  3. 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.)

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Number of Occurences\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date(s) of violation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time of violation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Offender (if known) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Details. Be specific please\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Results? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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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.

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**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, etc.) | Unit owner | Association |
|  | Garage light | Unit owner | Association |
|  | Interior lights | Unit owner | Association |
| 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 | Association | Association |
|  | Ceiling structure | Association | Association |
|  | 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 | Association |
|  | Roof vents | Unit owner | Association |
|  | Roof dryer vent cap | Unit owner | Association |
|  | Plumbing stack boot | Unit owner | Association |
|  | Streets, driveways, parking areas (pavement) | Association | Association |
|  | All other common elements and facilities | Association | Association |
|  | Unit entrance porch (concrete) | Unit owner | Association |
|  | Cable television/internet internal wiring | Unit owner | Unit owner |
|  | Attic insulation | Unit owner | Association |

**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 Owners Association 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.)

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Page 1**

**Additions and Alterations Application**

**Board of Trustees 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 Trustees with The Following Contingencies

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Board Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_ DISAPPROVED by the Board of Trustees for the following reasons:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Board Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Page 2

Revised 05/2023

**BOARD REQUEST FOR HOMEOWNER TO REPAIR**

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Fox Ridge Condominium Homeowner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your elected Board of Trustees 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.

SUBJECT COMMENTS

Needs paint \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Yard light \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Windows \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Shrubs/landscaping/weeds \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Gutters \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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***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 competed and the cost will be passed as an Assessment to the homeowner.

Regards,

Fox Ridge Board of Trustees

Form updated 5/2023

**TAG SALE/ESTATE SALE REQUEST**

The Board of Trustees 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 Trustee 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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Form updated 5/2023

**Tag/Estate Sale** page 2

**Board of Trustees Response**

Unit address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Owner Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_APPROVED by Board of Trustees OR

\_\_\_APPROVED with the following Contingencies by Board of Trustees

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(Board Signature) (Date signed)

\_\_\_DISAPPROVED for the following reason(s) by Board of Trustees

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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(Board Signature) (Date signed)

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| **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 ADMIINSTRATION 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

**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

**Drain Cleaning**

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

**Electrical**

Cires Electric 937-323-4844

**Florida Room and Awning**

Aristocrat Products 937-278-5706

**Garage Door Service**

DC Door Company 937-399-9375

937-604-4973

**Handyman Service**

Buckeye Home Services 937-586-6600 Chris Miller 937-206-4953

Richard Chaney 937-206-7324 Jim Yowler 937-322-8951

Jonathan Stark 937-926-2838

**Painting**

Richard Chaney 937-206-7324 Duncan Bradley 937-470-2166

**Pest Control** Bug Stompers 937-322-2245

**Piano Tuner** Rick Cox 937-323-3538

**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

**Remodeling**

Reliable Home Improvements 937-324-6300 Your One Day Floor 833-969-1329

Step’s Building and Maint. 937-925-0469

**Roof Cleaning**

Dream Cleaning 937-322-8000

**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

937-211-4949

**Tree Trimming**

Huffman Tree Co. 937-828-1682

**Water Services**

Easton Water Solutions 937-441-1857

**Window and Screen Cleaning**

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

937-324-9328

**Yard Work**

Paul Gamble 937-964-4003 Ridge Runner Lawn 937-284-0874

Gillam Landscaping 937-568-0072