



Dear Hilltop Terrace Condominium Owner,

On behalf of the Hilltop Terrace Condominium Association, Inc. I am delighted to introduce our **Information and Policy Handbook**. This guide has been thoughtfully crafted to serve as a shared resource, fostering understanding, harmony, and a sense of community among all residents.

It's important to view this Handbook not as a "rule book" even though it contains many Association rules. Instead, we ask that you view this document as a tool that unifies the standards we collectively uphold. These standards are designed to promote the well-being of everyone and encourage harmonious living while preserving the beauty and value of our shared spaces.

Together, we are working to enhance our surroundings and protect the investment we all share in Hilltop Terrace. Whether you are a long-time resident, or new to the community, this Handbook aims to provide clarity and support for living harmoniously in our neighborhood.

Thank you for your commitment to making Hilltop Terrace a place we are all proud to call home. Your engagement, respect, and collaboration are what make our community truly special.

Warm regards,

Duane Himler, President
Hilltop Terrace Condominium Association, Inc.

Information and Policy Handbook

Hilltop Terrace Condominium Association, Inc.

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Welcome to Hilltop Terrace!

We are delighted to have you as part of our community. Nestled in the beautiful city of Tallmadge, Ohio, Hilltop Terrace offers a wonderful neighborhood experience that we are confident you will enjoy. Our community comprises 38 condominium units spread across 19 buildings, along with roadways, marsh areas, and landscaped surroundings. We are proud to be part of the Tallmadge community, benefiting from its local police, fire services, and schools.

About This Handbook

The purpose of this Information and Policy Handbook is to serve as your comprehensive guide to living at Hilltop Terrace. It provides essential information to help you settle into your new home and understand the policies and procedures that keep our community thriving. This includes details about the Association's structure and governance, your responsibilities as a resident, maintenance guidelines, and community rules. We encourage you to keep this Handbook in a convenient location for easy reference whenever you have a question or concern. We expect to review and update the Handbook on a 2-year schedule, so please make note of suggestions, questions, and ways it could be improved.

Governing Documents

Hilltop Terrace Condominium Association, Inc. ("HTCA" or "Association"), like other associations in Ohio, is governed by a **Declaration, Bylaws, and Amendments** that are officially recorded with the Summit County Recorder's Office. These documents, along with the materials presented in this **Information and Policy Handbook**, establish the operational framework of our community, define terms used in this and other documents, outline property restrictions, and describe and define our condominium's common elements and limited common elements. While this Information and Policy Handbook provides an overview of these guidelines, we highly recommend that you review the Declaration and Bylaws to gain a thorough understanding of the rules governing our community, and as a resource to definitions of

terms used herein. The Declaration governs our condominium property, and the Bylaws govern the corporation that operates the condominium property (the Association). These Governing Documents are available upon request and were provided as part of your 'Welcome Package'.

What You'll Find in This Handbook

This Handbook is designed to be a valuable resource, offering detailed descriptions of:

- **Common and Limited Common Elements:** Information on shared spaces, landscaping, and maintenance responsibilities.
- **Individual Unit Guidelines:** Policies and responsibilities that apply to the interiors and exteriors of your Unit.
- **Financial and Maintenance Obligations:** Your role in the upkeep and financial health of our community.
- **Community Rules and Procedures:** Regulations that promote safety, harmony, and quality of life for all residents and guests of HTCA.

By following the guidelines outlined in this Handbook, you will help preserve the integrity of our buildings, the value of our units, and the welcoming spirit of our neighborhood.

Information and Policy Articles that guide the Association are presented below, as well as several forms and resources that are presented as appendices.

Embracing Condominium Living

We understand that many of our residents are transitioning from single-family homes. Living in a condominium community like Hilltop Terrace comes with unique benefits, including shared maintenance, architectural consistency, and a strong sense of community. We hope you will embrace these advantages and contribute positively to our neighborhood by adhering to our rules and participating in community activities.

Contact Us and Get involved

If you have any questions, comments, or concerns, please do not hesitate to reach out. Your neighbors and the Board are here to assist you. The success of any community association depends on the engagement, communication, and actions of members. We welcome and support our pool of member Owners willing to become informed and involved in the business of the HTCA Board. Annual elections add new members to the Board, and we hope you will consider being nominated for election in the future.

Once again, welcome to Hilltop Terrace! We look forward to seeing you around the community.

ARTICLE I: Governance, Leadership, and Communications

Effective communication is a cornerstone of our community at Hilltop Terrace. Open lines of communication between Unit Owners, Occupants, the Board of Directors, and our professional property Management Company team are essential for the smooth operation and success of our Association.

A. Governance and Leadership

Our community is overseen by a **Board of Directors** comprising five volunteer Unit Owners. These Board members are elected by their fellow Unit Owners to serve staggered three-year terms, ensuring continuity, stability, and accumulated experience in Association decision-making. The Board's primary role is to set priorities, make key decisions, guide and oversee Management Company actions, and uphold the best interests of the community.

To manage the day-to-day operations, Hilltop Terrace partners with a professional property Management Company. This partnership allows the Board to focus on strategic decisions while the Management Company handles routine affairs and communications, financial management, and Common Element maintenance tasks.

B. Your Property Management Team

Our current Management Company is **Elite Management Services**, and our dedicated property manager is **Mr. Dana Barker**. For any questions, maintenance requests, or concerns, please reach out directly to the Management Company using the contact details below:

Elite Management Services

Phone: (855) 238-8848

Email: help@emspm.com

Address: PO Box 26366, Charlotte, NC 28221 (correspondence, not payment address)

The Management Company operates a Payment Portal, and serves as your first point of contact to ensure timely and efficient resolution of your inquiries. As the Board can only make formal decisions during scheduled Board meetings, contacting the Management Company directly is often the quickest way to address your needs. The Payment Portal is available here <https://portal.emspm.com/login>

C. Board Meetings

The Board of Directors typically meets once a month at one of the Board member's Units. All Unit Owners are welcome to join Board meetings to learn more about HTCA governance, and to raise issues to be considered by the Board. Your input is invaluable in helping us make informed decisions for our community. Summary of proposed agenda items and an interest in speaking at a Board meeting should be submitted to the Board Secretary or President at least two weeks prior to a Board meeting. Contact the President or Secretary for information regarding location and time/date of upcoming Board meetings.

Board meetings will typically start with a 'public' session open to all Unit Owners, and conclude with a closed 'executive' session where sensitive and privileged topics will be discussed. Certain records are Board privileged as described in Ohio Revised Code Section 5311.091(B)(2), and will be discussed during executive sessions.

These privileged topics include:

1. Information that pertains to condominium property-related personnel matters.
2. Communications with legal counsel or attorney work product pertaining to pending litigation or other condominium property-related matters.
3. Information that pertains to contracts or transactions currently under negotiation, or information that is contained in a contract or other agreement containing confidentiality requirements and that is subject to those requirements.
4. Information that relates to the enforcement of the declaration, bylaws, or rules of the unit owners association against unit owners.
5. Information the disclosure of which is prohibited by state or federal law.

D. Annual Meeting

As a non-profit Ohio corporation, Hilltop Terrace Condominium Association is required to hold an Annual Meeting each year during the first quarter. You will receive advance notice with the meeting's date, time, and location. The primary legal purpose of the Annual Meeting, as described in the Declaration and Bylaws, is to elect volunteer Directors from among your fellow Unit Owners to serve on the Board. In addition, the Annual Meeting typically includes general reports from Board officers and committees, updates on community matters, and a Q&A session where Unit owners can engage directly with the Board. Representatives from our Management Company and Legal Team also attend the Annual Meeting. We encourage all Unit Owners to attend this important meeting, or send a representative to act and vote by proxy on their behalf.

By staying informed and involved, you help strengthen our community and contribute to the successful management of Hilltop Terrace. If you have any questions about communication procedures or meeting schedules, please reach out to the Management Company for further assistance. We look forward to your active participation in our community.

E. Contractor Communications

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, but it 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.

F. Owners and Occupant Contact information

Unit Owners should provide current contact information to the Management Company and Board Secretary, and provide updates as needed to allow for timely communications. Unit Owners must provide the Board and Management Company with the names of Unit Occupants using the form provided in Appendix C. This form also requests emergency contact information, and registration of an extended absence.

ARTICLE II: The Association

The Association serves as the governing body responsible for the operation, management, and oversight of our condominium community. The Association, led by an elected volunteer Board of Directors, performs essential functions to ensure that Hilltop Terrace remains a premier community in Ohio. These functions include maintenance of common elements, securing insurance, adopting budgets and assessments, managing reserves, overseeing property operations, and enforcing community rules and regulations.

A. The Board of Directors

The Association is administered by a Board of Directors that is elected from among the Unit Owners at the Association's Annual Meeting. Generally, two Board members are up for election each year. Serving on the Association's Board is a tremendous opportunity to serve our community and have an impact on the matters and decisions that affect our neighborhood. We hope that, in the future, you will consider running for the Board and serving the community.

1. Structure of the Board

The Board comprises five members, each serving a three-year term. Generally, two Board members are elected each year to maintain continuity. There are no term limits, so Board members may serve consecutive terms if re-elected.

Eligibility to serve on the Board includes being a Unit Owner, the spouse of a Unit Owner, or, in cases where a Unit is owned by a business entity, a designated representative such as a director, officer, employee, or agent of that entity.

As indicated in the Bylaws, each year the Board appoints the officers of President, Treasurer, and Secretary.

2. Voluntary Service

All Board members are volunteers, dedicating their time and effort to improve the community. Their commitment is invaluable, as they are not compensated for their service.

We encourage all Unit Owners to consider running for the Board in the future, as it is a rewarding way to contribute to the community, have a role in HTCA direction and community investments, and know how your investment is being protected.

B. Maintenance Responsibility

One of the Association's primary duties is the maintenance, repair, and replacement of Common Elements to ensure the safety and appearance of our community. Please refer to Appendix E – Common Elements Maintenance Notice, and use this form to communicate maintenance and repair requests to the Management Company. The Board prioritizes maintenance tasks based on urgency, especially those that impact the safety of persons or protection and preservation of property. Below are examples of the maintenance responsibilities carried out by the Association. For a complete list, please refer to the Declaration, Appendix F (herein), or consult the Management Company.

1. Infrastructure and Common Elements

- a. Common lighting.
- b. Utility lines, pipes, and conduits serving Common Elements or multiple Units, such as main water, sewer, and power lines.
- c. Streets, driveways, and walkways.
- d. All turf areas, trees, and landscaping in the Common Elements.

2. Building Exteriors

- a. Building façades, including concrete, siding, shutters, and trim.
- b. Roofs, including gutters, flashing, and downspouts.

If you are uncertain about whether a specific item is the responsibility of the Association or the individual Unit Owner, please refer to Appendix F (herein), or contact the Management Company for clarification.

C. Insurance

The Association secures comprehensive insurance coverage to protect both the community and individual Unit Owners. These insurance policies, required by our Declaration, offer extensive protection against various risks.

1. Property Insurance

- Also known as casualty insurance, this covers damage to our buildings and structures from unexpected casualty events like fires, tornadoes, water line breaks, and hail storms.
- This insurance not only covers and insures the Common Elements but also covers the individual Units, including all built-in or installed improvements, fixtures, and equipment that are part of the Unit.
- The insurance does not cover an Occupant's personal property inside the Unit.

2. General Liability Insurance

- This insurance covers the Association and protects us from liability associated with acts, damages, or injuries that occur on the condominium property. This insurance helps to protect us in the unlikely event that someone was injured on the property, sued the Association, and prevailed.
- This insurance protects the Association from liability for accidents, injuries, or damages that may occur on the condominium property.
- It safeguards us in the event of a lawsuit due to injuries on the common elements property.

3. Directors and Officers (D&O) Liability Insurance

- Protects the volunteer Board members from personal liability in the event of lawsuits related to their decision-making on behalf of the Association.
- This coverage is essential to encourage Unit Owners to volunteer for the Board without fear of personal financial risk.

4. Fidelity Insurance

- Covers the Association against losses due to theft or embezzlement of Association funds by individuals with access to the finances, including Board members or the Management Company.
- The coverage amount is equivalent to the total funds in the Association's bank accounts, plus an additional three months of income.

D. Budget/Assessments

One of the Board's main functions is to establish a budget every year for the HTCA that incorporates the upcoming year's common expenses, plus the amount the Association needs to fund its reserve account. This is a time-consuming but diligent process, where the Board (in consultation with the Management Company) must review prior expenses and contracts, plan for short- and long-term projects, and evaluate the Association's financial condition. As the Association's only real form of revenue is from assessments paid by the Unit Owners, it is imperative that the Board budget wisely and plan strategically.

Our Association's common expenses include, but are not limited to, the cost of maintenance and repairs to all components that are the Association's responsibility, insurance premiums, utility services to the common elements, accounting, management, legal fees, landscaping, snow removal, and reserves.

Once the Board establishes the budget, the Board then allocates each Unit's share of these items based on each Unit's undivided percentage of interest in the Common Elements. All Units have a 1/38 undivided interest in the Common Elements, so each Unit is assessed the same amount. Then, the amount each Unit is responsible for is divided by twelve (the number of months in the year) to arrive at the monthly amount each Unit Owner is responsible to pay.

The Association's only real source of income comes from these assessments. If one Unit Owner does not pay, that means the remaining Unit Owners must make up the shortfall. Consequently, it is imperative

that all the Unit Owners pay their share and pay it on-time. The Board has enacted a Collections Policy to aggressively address unpaid assessments. This Policy can be found in Article VI of this Handbook.

E. Reserves

When preparing the annual budget, Ohio law also requires that the Board budget for reserves. In particular, the law states that the Board must: Adopt and amend budgets for revenues, expenditures, and reserves in an amount adequate to repair and replace major capital items in the normal course of operations without the necessity of special assessments. In other words, the Board is required to have a long-term plan for the Association's maintenance and repair responsibilities, and therefore, a significant amount of money is deposited every year into the Association's reserve account, to secure adequate funds for major costs (roofs, roads, etc.), and spend against a predetermined plan and schedule.

To assist the Board in this plan, the Association retains the services of an engineering firm to prepare a reserve study. This document, which is updated every five years, lists every item and component that the Association is responsible to repair, or replace, and projects the useful life of the item. The study estimates a cost to maintain that item and the estimated year when repairs or replacements are needed.

This independent, professional engineering study provides the Board with not only the financial framework and schedule to plan for the future, but also provides a professional's guidance to the Board and Management Company on the proper maintenance and suggested order and timing of repairs for the community.

The reserve study provides great details into our community. Just like you may have obtained a home inspection for your Unit, the reserve study is like a home inspection for the Common Elements. We strongly encourage you to request a copy of the reserve study from the Management Company for your review and reference. As always, should you have any questions on the study, please do not hesitate to contact a Board member or the Management Company.

F. Property Operation/Management

In addition to the financial, maintenance, and insurance responsibilities outlined above, the Association is also responsible for the property's general operation and management. This includes coordinating contractors, answering Unit Owner questions, sending out requests for proposals, processing Unit Owner requests and applications (see Appendix E), posting accounting receivables and payables, and communicating with the Unit Owners through newsletters and direct mailings, all of which are handled by the Management Company upon consultation with the Board.

While Board members may be involved in certain projects related to the day-to-day affairs of the Association, generally these substantial, time consuming, and important tasks are handled by our Management Company, through our property manager and the Management Company's staff members. If you ever have a question or concern, please contact a representative from the Management Company.

G. Rules and Enforcement

Condominium associations are often created with a uniform, exterior appearance, so that a large concentration of individuals can live closely together and share the responsibilities and obligations of maintaining and administering property. For this reason, the Declaration, Bylaws, Amendments, and this Policy Handbook, outline regulations, requirements, and restrictions to protect and preserve condominium living. These regulations are meant to protect from decreasing property values, deteriorating exterior appearance, and inappropriate neighborhood conduct. They collectively serve for all of our best interests and protect our investments. If you are aware of HTCA Policy violations of a Unit Owner or Occupant and wish to report these to the Management Company and Board, please do so using the 'Policy Violation Witness Statement' available in Appendix B.

In exercising its authority, the Board promulgates the rules found in this Policy Handbook and relies on our Declaration and Bylaws to manage and support our community, including but not limited to interpretation of the governing documents, monitoring personal conduct of residents and guests, adhering to maintenance standards, overseeing architectural modifications, and other operational policies.

The Board is given the duty, as elected representatives from the Unit Owners, to evenly and appropriately enforce the restrictions, rules, and regulations found in our Governing Documents, and takes this responsibility very seriously. As a result, the Board has also adopted an Enforcement Policy (refer to Article VII), which outlines the method by which the Board may initiate enforcement action, as well as all rights and expectations that a Unit Owner may have regarding the enforcement process. In addition to Board support provided by our Management Company, the Board is also represented by a law firm specialized in condominium association legal matters.

ARTICLE III: Common Element Information and Guidelines

This section outlines the rules and expectations for the use of the Common Elements within Hilltop Terrace. These guidelines are designed to ensure a harmonious living environment for all residents.

A. Parking

1. Occupant Parking Priority:

- Occupants must park their vehicles in this order of priority:
 1. Within their garage.
 2. On their driveway (within the Limited Common Element in front of the garage) Parking on the driveway is prohibited unless a vehicle is occupying the garage space.

2. Guest Parking:

- Guests must park in the following order of priority:
 1. Within the garage.
 2. On the driveway (in front of the garage).
 3. Temporarily on the streets if the above options are both completely occupied by a vehicle.

3. Prohibited Parking:

- Parking on lawns or landscaped areas is strictly forbidden.
- Street parking is only allowed on one side to ensure emergency vehicle access.
- No parking on the side of the street with a fire hydrant.

4. Temporary Street Parking:

- Guests may park on the streets provided they do not obstruct any unit's garage or driveway access and not exceeding 12 hours duration.

5. Access Obstruction:

- Vehicles blocking another Unit Owner's garage or driveway is prohibited.

6. Restrictions on Specific Vehicles:

- Boats, trailers, motor homes, trucks larger than a ¾ ton pickup, travel trailers, or commercial vehicles are prohibited from being parked on streets or driveways between midnight and 6 a.m. "Commercial vehicles" includes any vehicle that has or displays any equipment, including ladder racks and ladders, snowplows or snowplow hitches, tractors, lawn mowers, and other similar equipment gas dispensers, attached toolboxes or containers, signs, commercial license plates, or markings of a commercial nature.
- Recreational vehicles (e.g., RVs) may park in the driveway on one occasion every 7 days for no longer than 24 consecutive hours for loading/unloading, but must not obstruct access.
- Moving vans and service trucks are permitted for short-term use as needed for moving or repairs with prior written permission from the Management Company.

7. Inoperable and Abandoned Vehicles:

- Vehicles deemed inoperable (e.g., flat tires, broken windows or vehicle components, expired plates) or abandoned, if left on the street for over 48 consecutive hours, may be towed at the owner's expense without warning.
- Except for emergency repairs (limited to flat tire, battery change/charge), no vehicle repair work is allowed on the street or Common Elements, including driveway Limited Common Elements. All repairs must be conducted inside the garage.

B. Trash Collection

1. Services:

- The City of Tallmadge has an exclusive contract with **Kimble** to provide citywide residential sanitation services.
- **Contact Kimble at 1-800-201-0005** to arrange for the service that meets your needs or to request a trash or recycle can.
- New residents need to call and set up an account. Residents moving out need to call and cancel their account.

2. Pickup Schedule:

- Trash is collected on Mondays (or Tuesdays if there is a holiday).

3. Container Storage:

- Trash containers are prohibited outside the Unit except the evening before trash pickup and must be stored in units garage the following day
- Trash, waste, and recycling is prohibited outside a Unit unless contained within a completely closed trash container.

4. Curbside Placement:

- All trash must be placed at the curb for collection.

5. Spillage Cleanup:

- Unit Owners/Occupants are responsible for cleaning up any trash that spills from their containers.

C. Landscaping

1. Association Services:

- The Association provides comprehensive landscaping services for all Common Elements. For details on Unit Owner responsibilities, refer to Article IV, Section B of this Handbook.

2. Irrigation:

- Automatic irrigation is prohibited for private Units. Unit Owners are responsible for watering their lawns, shrubs, and flower beds.

3. Communication with Landscapers:

- Residents are prohibited from engaging landscapers while they are working. All landscaping requests should be directed to the Management Company (see Article I, Section E).

D. Snowplowing

1. Snow Removal:

- The Association clears snow from streets and driveways to ensure safe access. Unit Owners are responsible for snow removal from their stoops, sidewalks, and patios. The Association cannot possibly eliminate all slippery conditions on the Property and Common Elements. When temperatures are near or below freezing, Owners/Occupants must exercise additional caution and expect ice and slippery conditions to exist. Owners are responsible for warming all occupants and guests of the slippery conditions.

2. Vehicle Relocation:

- After two inches of snow, all vehicles must be moved off the streets to facilitate plowing.
- Driveways with parked vehicles will not be plowed.

3. Salt Application:

- The snowplow contractor will apply salt to roads and driveways.

4. Communication with Snowplow Contractors:

- Residents must not stop or speak with snowplow contractors directly (see Article I, Section E). Any feedback should be directed to the Management Company.

E. Pets

1. Compliance with Local Laws:

- All pet owners must comply with local ordinances regarding licensing, vaccinations, and pet control.

2. Cleaning Up After Pets:

- Pet waste must be cleaned up immediately and completely to maintain the Common Elements. Failure to do so may result in enforcement assessments or removal of the pet.

3. Pet Conduct:

- Pets must be on a hand-held leash at all times when outside the Unit. Vicious or uncontrolled pets are prohibited.
- No pet should create a nuisance, exhibit threatening behavior, or cause damage to Common Elements or other residents' property. Violations may result in enforcement assessments or removal of the pet.
- Examples of nuisance behavior or behavior that creates an unreasonable disturbance for the purposes of this paragraph are:
 - a. Pets whose unruly behavior personal injury, injury to another animal, or property damage;
 - b. Pets who make noise continuously and/or incessantly for a period of more than 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 other potentially dangerous behavior.
 - f. Pets who have lunged at or charged another animal or person.

4. Restricted Animals:

- Only dogs, cats, birds, fish, or Board-approved animals, are allowed. No breeding or commercial use of animals is permitted.

5. Outdoor Tethering:

- Tethering of pets is prohibited.

F. Roads

- The speed limit within Hilltop Terrace is 10 miles per hour, as posted.
- Reckless driving, excessive speed, and driving on lawn areas are strictly prohibited.

G. Mailbox

- Each Unit is assigned a mailbox by the USPS. For mailbox assignments or key replacements, please contact the main post office in Tallmadge. Posting any notices on mailboxes is not permitted.

H. Sales and Commercial Activity

- No commercial activity is permitted within Units or Common Elements, except for limited home-office use that does not involve non-occupants coming to the Condominium Property. This includes yard, estate, or garage sales.
- The Association may organize a community-wide garage sale, which is the only sale event allowed on the Property.

These guidelines are intended to preserve the safety, aesthetics, and harmony of our community. For any questions or clarifications, please contact the Management Company or a Board member.

ARTICLE IV: Unit Owners' Exterior Guidelines and Responsibilities

These guidelines provide a comprehensive framework for Hilltop Terrace Condominium Association (HTCA) Unit Owners regarding exterior modifications and responsibilities. Below is a structured summary and breakdown of the key points:

A. General Maintenance

1. **Cleanliness:** Unit areas must be kept free of trash and debris. Leaving trash or personal property outside a Unit is prohibited except as specifically permitted by this Handbook.
2. **Prohibited Devices:** Electric insect killers are not permitted.
3. **Bird Feeders:** Allowed with conditions; must not impede landscaping work and requires Board written approval if attached to structures.

B. Storage

All personal items (toys, bikes, lawn equipment, etc.) must be cleared from Common Elements, driveways, and sidewalks by sunset and during landscape maintenance.

C. Signage

1. **Restrictions:**
 - Signs, awnings, or antennas may not be attached to exteriors without Board approval.

- All signs are prohibited except for one sign advertising your Unit for sale or rent that does not exceed six square feet.

2. **Exceptions:**

- Alarm System Signs: One sign allowed, maximum 10" diameter, placed in mulch areas, not attached to the Unit.
- Emergency Service Decals: Allowed on window interiors, maximum 10 square inches.

D. Decorations

1. **General Rules:** Decorations must not damage exteriors; no penetration of building surfaces.
 - Inflatable decorations are prohibited.
2. **Winter Holiday Decorations:**
 - Permitted from Thanksgiving to January 7th.
3. **Other Holidays:** Decorations are allowed one week before and after the holiday, adhering to general decoration rules.

E. Landscaping

1. **Garden Hoses:** Must be inside the Unit when not actively being used.
2. **Planting Guidelines:** Only in existing beds with Board approval; owners maintain their additional plantings.
3. **Modifications:** Any changes to landscape (trees, shrubs, etc.) are prohibited without written Board approval.
4. **Watering:** No automatic irrigation; Unit Owners are responsible for watering adjacent plantings.

F. Doors (Storm, Regular, Garage)

1. **Maintenance:** Unit Owners are responsible for exterior doors and related hardware.
2. **Specifications:**
 - Front and screen door colors must be the exact same color as the other doors on the Condominium Property.
 - Garage doors must be the same style, color, design, and materials as the other garage doors on Condominium Property.
 - Sliding glass door frames must be white.
3. **Storm Doors:** Allowed with written Board approval; must be full view.

G. Windows

1. **Maintenance:** Responsibility of Unit Owners for all window components and hardware.
2. **Window Coverings:** Interior coverings visible from outside must be white, beige, or similar, and be designed and sold as a window covering.

H. Light Fixtures

1. **Exterior Lights:** Owners are responsible for maintenance; bulbs must be white/clear unless for holiday decor.
2. **Encouragement:** Owners are encouraged to keep exterior carriage lights on for security.

I. Patios

1. Unit Owners are responsible for patio maintenance, repair, and replacement, including cleaning and snow removal. This includes responsibility for the retaining wall surrounding the patio.
2. Repair and replacement are also the Unit Owner's responsibility

J. Flags

1. **Material and Size:** Flags must be nylon, polyester, or cotton, maximum size of 3 feet x 5 feet.
2. **American Flag Rules:** (Following the 'Freedom to Display the American Flag Act')
 - Display sunrise to sunset unless illuminated.
 - Not displayed in bad weather unless all-weather material.
 - Torn or damaged flags must be replaced.
3. **Team Flags:** Allowed only in season or during events.
4. **All other flags are prohibited**, except for the State of Ohio flag, POW/MIA flag, and U.S. military branch flags, to be displayed within the limited common elements or on the immediately adjacent exterior of the building.

K. Grills/Fires

1. **Ohio Fire Code:**
 - No open-flame devices within 10 feet of buildings.
 - No grilling within enclosed spaces.
 - Fire Pits: Subject to Board approval.
2. **Enforcement:** Fire code violations to be reported to the City Fire Marshal.

L. Satellite Dishes

1. **Allowance:** One satellite dish per Unit, max diameter of 39".
2. **Installation:**
 - Indoor installations preferred; outdoor placement restricted to patio areas.
 - Aesthetic considerations required, including painting and screening.
 - Written notification and Board waiver needed before installation (see Appendix D).
3. **Maintenance:** Unit Owners responsible for all associated maintenance and damages.

M. Additional Improvements & Modifications

1. **Approval Process:**
 - All exterior modifications require written Board approval (refer to Appendix A).
 - No unauthorized fences, lighting, or dividers.
2. **Compliance:** Unauthorized improvements are subject to removal at the Unit Owner's expense.

N. General Notes

- The Board reserves the right to update these Policy guidelines as needed.
- Written Board decisions will be documented in the HTCA Board meeting minutes and records.
- Consult with the Management Company for any improvement requirements.

O. Government Approval

The Board's approval does not mean that the project does not require a building permit or other governmental approvals and does not mean the plans would be approved by any relevant government entity with jurisdiction over the project.

These guidelines are intended to maintain the aesthetic harmony and safety of the Hilltop Terrace community while allowing for some personalization by Unit Owners. If you need further clarification on any section, feel free to reach out!

ARTICLE V: Unit Owner's Interior Guidelines and Responsibilities

A. Maintenance and Repair

Unit Owners are responsible for the maintenance, repair, and replacement of all components within their Units, defined as everything from the backside of the perimeter drywall inward (Owners should refer to Appendix F).

This includes, but is not limited to:

1. **Plumbing:** Issues within the Unit and pipes outside that solely serve that Unit.
2. **Leaks/Flooding:** Damage from leaks not covered by HTCA insurance.
3. **Electrical:** Problems with all metered circuits and lines serving only the Unit, even if located outside the Unit.
4. **HVAC Systems:** Heating, ventilation, and air conditioning systems.
5. **Ventilation Systems:** Includes exhaust fans.
6. **Media Connections:** TV, radio, or cable connections.
7. **Windows & Doors:** All windows, doors, light fixtures, appliances, molding, and insulation.
8. **Drywall and Painting:** Maintenance of walls, including repairs and painting.
9. **Fire/Smoke Alarms:** Costs to relocate or repair alarms and detectors.
10. **Surface Coverings:** Walls, floors, and ceilings.
11. **Dryer Vents:** Cleaning and maintenance.
12. **Floors:** The lowest floor of the Unit, whether the concrete slab or wood floor.
13. **Patio and Patio retaining wall.**

B. Modifications

1. **Owner-Installed Items:** Maintenance of Unit Owner installed items (e.g., rear patio improvements, storm doors).

2. **Structural Changes:** Prior Board written approval is required to move supporting walls or relocate common elements (e.g., utility lines). Approval is not needed for non-supporting interior wall changes.

C. Restrictions

1. **Damage Liability:** Unit Owners are responsible for any damage caused to Common Elements or other Units by themselves, their pets, guests, or occupants. Prior to charging a Unit Owner's account for damages, the Board must send a written notice of intent to do so (including an estimate of the costs that will be billed) and an opportunity to request a hearing before the Board.
2. **Noise & Nuisance:** Activities that cause unreasonable noise or nuisance (e.g., loud music, barking dogs) are prohibited, along with any illegal or offensive actions. Noises that are audible from inside another unit are prohibited. Outdoor noise levels should not exceed 45 dBa.
3. **Solicitation & Sales:** No solicitation is allowed. Garage or tag sales are prohibited unless approved as an HTCA community activity.
4. **Residential Use:** Units must primarily serve as a residence. Limited business activities are allowed if they do not involve customers, employees, or invitees coming to the Unit.

D. Vacant Unit and Minimum Heating Standards

To avoid the freezing of plumbing lines or fixtures, Owner must continuously maintain heat in their Dwelling at a minimum temperature of 55 degrees Fahrenheit or higher at all times. If at any time the Dwelling experiences a loss of heat, the Owner is responsible to immediately report the problem to a Board member. If a Dwelling will be vacant for more than 72 consecutive hours, the Owner must:

- Make sure all windows are shut and locked;
- Open all cabinet doors where water lines and drains are located;
- Arrange for a responsible person to check on the Unit to verify that the heat is on and that there are no leaks or other concerns.

Article VI: Unit Owner's Financial Guidelines and Responsibilities

A. Collections Policy and Association Fees

1. All assessments are due on the 1st day of the month and are considered late if not received by the 10th day of the month ("the late date").
2. Payments must be made to the Association via electronic payments through the Management Company's Portal <https://portal.emspm.com/login>, or mail checks or money orders to:

Hilltop Terrace Condominium Association
c/o Elite Management Services
PO Box 52351, Phoenix, AZ 85072

Include the account number assigned to your Unit by Elite Management Services if paying by check or money order.

3. After the late date, an administrative late charge of \$25.00 per month will be added for any late payment or on any balance of unpaid assessments. (Subject to increase upon further notice.)
4. The Association will apply any payments in the following order:
 - a. Interest owed to the Association;
 - b. Administrative late fees owed to the Association;
 - c. Collection costs, attorney's fees and paralegal fees the Association incurred in collecting the assessments; and, finally,
 - d. Oldest principal amounts the owner owes for common expenses or penalty assessments charged to the account.
5. Payments made with notations contradicting the above order of application, as referenced in number four above, or disputing the amount owed, will not be applied to the account and will be returned to the titled owner and if the payment was electronic, the payment will be refunded.
6. Any unpaid assessment may result in collection action, including letters, liens, updated liens, suits for money judgement, and foreclosure. Once judgement is obtained, the Association may proceed with post-judgement action, including bank attachment and wage garnishment. Any costs the Association incurs in the collection of unpaid assessments, including non-sufficient bank fees, attorney's fees, recording costs, title reports, and court costs, will be charged back to the account.
7. When a foreclosure case is pending, partial payments will not be applied to the account and will be returned to the titled owner and if the payment was electronic, the payment will be refunded, unless through a formalized payment plan or Receiver.
8. If any Owner (either by their conduct or by the conduct of any Occupant) fails to perform any other act required by the Declaration, the Bylaws, or the Policy Rules and Regulations, the Association, after giving proper notice and an opportunity to request a hearing, may levy an enforcement assessment, undertake such performance, or cure such violation. Any costs the Association incurs in taking such action may be charged back to the account.
9. If the account is more than 30 days past due, the Association may suspend privileges including the right to vote.
10. If an account is more than 30 days past due and the Association becomes aware that the unit is vacant or abandoned then, in accordance with the Declaration, the Association may take action to secure the property to protect the common elements with all costs charge back to the account.

B. Insurance

1. Property Insurance:

The HTCA covers the cost to insure the building, but Unit Owners are responsible for insurable events that cost less than the Association's deductible (\$10,000). Owners should carry at least \$10,000 in building property and loss assessment coverage.

2. **Personal Property Insurance:**

Owners should insure personal belongings (e.g., furniture, electronics, clothing) for events like vandalism or accidents.

3. **Liability Insurance:**

Recommended minimum of \$100,000 in liability coverage to protect against personal injury claims within your Unit.

C. Utilities

Unit Owners are responsible for setting up and paying for their own utilities, including gas, water, electricity, cable, and telephone services.

E. Property Taxes

Unit Owners must pay Summit County property taxes, which cover both the Unit's value and the shared interest in Common Elements.

F. Sale of a Unit

1. **Signage:** Only one "For Sale" sign, up to 9 square feet, is allowed inside a Unit window.
2. **Notification:** Within 15 days of a sale agreement, the Management Company must be notified for fee updates and insurance certificates. Owners must ensure all HTCA fees and assessments are current.
3. **New Owner Information:** Must provide names, addresses, phone numbers, and emergency contacts to the Management Company within 30 days of the purchase.
4. **Transfer Fees:** The Management Company may charge a fee for handling sale paperwork, deducted from the seller's escrow.
5. **Seller's Responsibilities:** Provide the buyer with copies of the Declaration, Bylaws, Policy Handbook, and keys (mailbox, garage, etc.).

G. Leasing a Unit to a Tenant

1. **Signage:** Only one "For Lease" sign, up to 9 square feet, is allowed inside a Unit window.
2. **Lease Terms:** Leasing for periods under 180 days or providing hotel-like / 'AirBnB' services is prohibited. Advertising a Unit for rent for any period less than 180 consecutive days is prohibited.
3. **Tenant Information:**
Unit Owners must provide the Management Company with a copy of the signed lease, tenant names, and contact numbers before occupancy.

4. **Responsibility for Tenants:**

- Unit Owners must provide tenants with a copy of this Policy Handbook.
- Owners are liable for tenant violations of rules and may face fines or assessments.
- Lease agreements must include a clause subjecting the tenant to Association rules.
- The Board may pursue eviction if tenants violate Policy guidelines and the Owner does not address the issue.

This summary covers the essential financial responsibilities, insurance requirements, and guidelines for selling or leasing Units, providing Unit Owners with clear expectations to ensure compliance with Association policies.

ARTICLE VII: Enforcement

A. Complaints

1. Complaints regarding violations of the Policies identified in this Handbook must be submitted in writing to the Management Company.
2. Complaints must include:
Name, address, date, telephone number, and signature of the complainant (refer to Appendix B - herein).
3. Anonymous complaints do not provide adequate evidence to proceed with enforcement action.

B. Enforcement Policy

1. Notwithstanding anything contained in this Policy Handbook and rules, the Board has the right to proceed, immediately or otherwise, with legal action for any violation of the Declaration, Bylaws, Amendments 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.
2. 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.
3. All costs stemming from any violation, including enforcement assessments, cleaning, repairs, or removal, will be charged to the responsible Owner's account.
4. 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.

5. Prior to the imposition of an enforcement violation, the following procedure will be followed:
 - a. Written notice(s) will be served upon the alleged responsible Owner specifying:
 - A description of the property damage or violation; and
 - The amount of the proposed charge (or, if unknown, a reasonable estimate of the proposed charge) or enforcement assessment; and
 - A statement that the owner has a right to, and the procedures to request a hearing before the Board to contest the proposed charges or enforcement assessment; and
 - If applicable, a reasonable date by which the owner must cure the violation to avoid the proposed charge or assessment.
 - b. 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 10th day after receiving the notice by Item (a) above.
 - 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
 - At the hearing, the Board and alleged responsible owner have the right to present evidence. This hearing will be held in Executive Session and proof of hearing, evidence of the written notice for the Owner to abate action, and intent to impose an enforcement assessment will become part of the hearing minutes. Within 30 calendar days of the hearing, the owner will be sent written notice of the Board’s decision.
 - 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.
 - c. The Association may file a lien for any enforcement assessment that remains unpaid for more than 10 days.

C. Rules and Enforcement

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

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

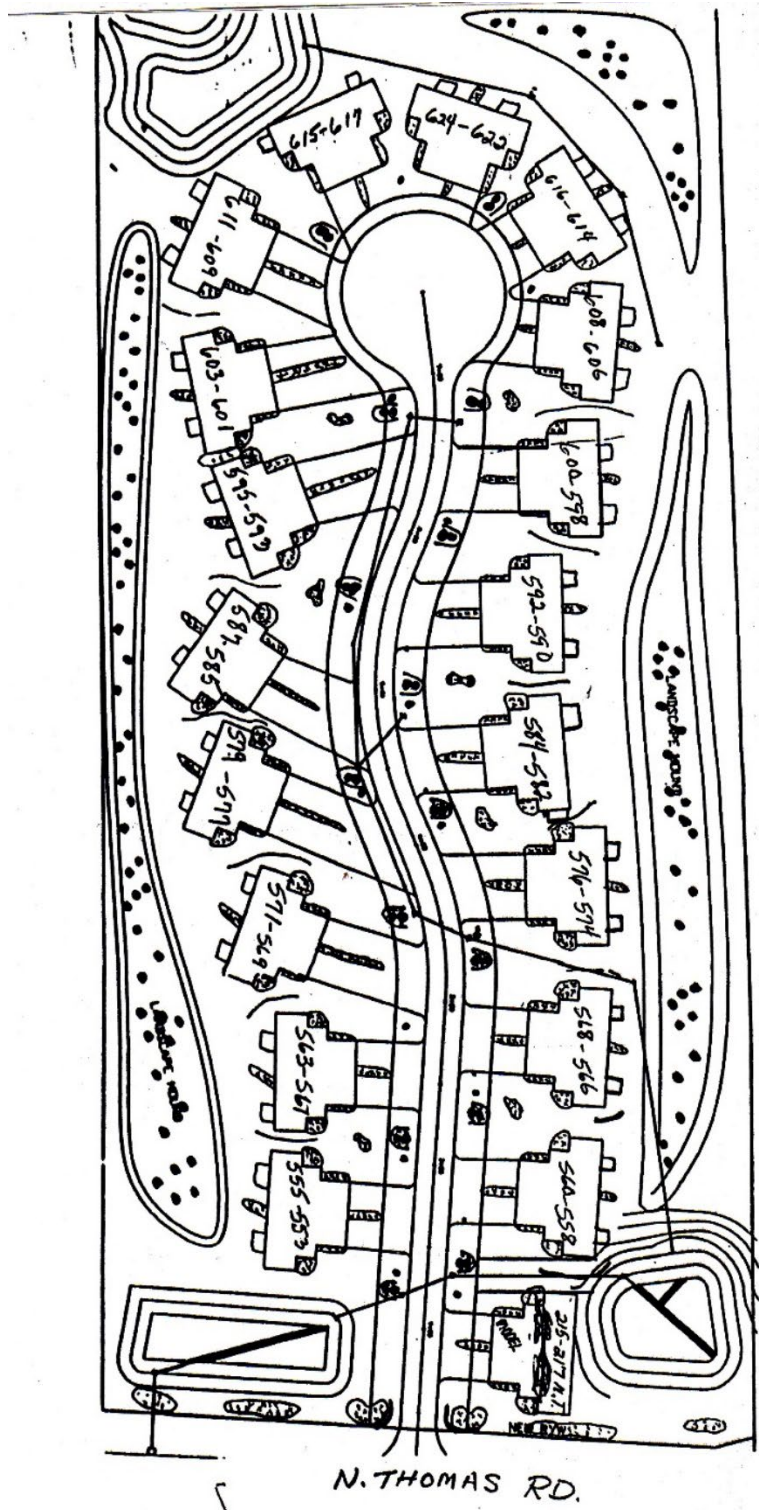
The Board is given the duty, as elected representatives from the Unit Owners, to evenly and appropriately enforce the restrictions, rules, and regulations found in our governing documents, and takes this responsibility very seriously. As a result, the Board has also adopted an Enforcement Procedure, a copy of which can be found in Article VII of this Handbook, which outlines the method by which the Board may initiate enforcement action, as well as all rights and expectations that a Unit Owner may have regarding the enforcement process

This summary outlines the process for handling complaints, the responsibility of Unit Owners, and the enforcement procedures the Association may undertake to ensure compliance with governing documents

ARTICLE VIII: ANTI-HARRASSMENT 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.



**HTCA
LANDSCAPING PLAN**

Original Landscaping Diagram and Plan for HTCA

APPENDIX A – Additions & Alterations Application- HTCA

Correspondence:
email: arc@emspm.com
HTCA
c/o Elite Management Services
PO BOX 26366
Charlotte, NC 28221
855-238-8488

ADDITIONS AND ALTERATIONS APPLICATION

Applicant's Name: _____ phone: _____

Unit Address _____

Description: _____

Size: _____ Supplier: _____

Approximatel Cost: _____ Contrator: _____

A sketch/drawing of your proposed addition or alteration must be attached to this application and submitted to the above Property Manager. Please show as much detail as possible and include location in reference to your Unit.

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: _____

*****OFFICE USE ONLY*****

Date Received: _____ By: _____

Date Approved/Dissaproved: _____ By: _____

Comments/ Reason for Disapproval:

APPENDIX B – Policy Violation Witness Statement- HTCA

Correspondence:
email: violations@emspm.com
HTCA
c/o Elite Management Services
PO BOX 26366
Charlotte, NC 28221
855-238-8488

Unit Owner Policy Violation Witness Statement

Please print or type: Complete all known information, if unknown, so state. Attach additional sheets if necessary.

Witness Information

Witness Name: _____ Phone: _____

Address: _____

Other witnesses names and phone numbers: _____

Violation Information

Violator's name: _____ phone (if known): _____

Description of violation: _____

Article and Section of Policy Handbook Violated: _____

Photos or videos?: YES _____ NO _____

if yes, taken by: _____ phone: _____

Include all recordings and photographs with this form or forward as soon as possible. Include the name and phone number of the person who made the recording or photograph, and the date and name of anyone else that was present.

I have made the above statement based on personal knowledge and not upon what has been told to me. I will cooperate with the Association and its attorney, if needed, to provide any additional statements or affidavits, and in the event a hearing or trial is necessary, I will appear to testify as a witness.

signature

date

APPENDIX C

Unit Owner / Resident Emergency Contact Info Form - HTCA

Correspondence:
support@emspm.com
HTCA
c/o Elite Management Services
PO BOX 26366
Charlotte, NC 28221
855-238-8488

Unit Owner / Occupant and Emergency Contact Information

Unit Address: _____

Owner(s): _____ Owner Occupied: YES ___ NO ___

OCCUPANT INFORMATION

Number of people residing in the unit: _____

Number of vehicles: _____

Vehicle1: type: _____ Make _____ Color _____ license #: _____

Vehicle2: type: _____ Make _____ Color _____ license #: _____

Tenant / Occupant Name(s): _____

WINTER LOCATION
or any other information of importance

Address: _____ City: _____ State: _____ ZIP: _____

Phone: _____ Date Leaving : ___ / ___ / ___ Returning: ___ / ___ / ___

Note: _____

Please return this form as soon as possible to the address listed above

APPENDIX D – *Notice to Install Satellite Dish- HTCA*

Notice to Install Satellite Dish/Antenna on Limited Common Element and Waiver Agreement

Resident's Name: _____ unit address _____

Phone: _____ email: _____

Type of Dish: _____ Direct broadcast satellite Diameter in inches _____
 _____ Television broadcast
 _____ Multipoint distribution service. Diameter in inches _____

Company Performing Installation: _____ Date of Installation: _____

Identify Installation Location: (Drawing indicating location must be attached to this form when submitted.)
 _____ Patio _____ Garden Space _____ Other

Describe in detail:

Please indicate method of installation and the type screening to be used to shield dish from view:

Will the installation be in compliance with all association guidelines (including manufacturers' guidelines and applicable building codes)? YES ___ NO ___

If no, please provide three days and times for which you are available to meet with us to discuss dish installation and provide information supporting the necessity for non-routine installation.

1st choice: _____ ,2nd choice: _____ 3rd choice: _____

Is a mast necessary for reception? YES ___ NO ___

If yes, will the mast extend above the lowest fence or roofline, i.e. gutter, OR extend to a height greater than the distance from the installation to any neighboring unit? YES ___ NO ___

note: If yes, then you must meet with and obtain Board approval **before** installation.

Waiver and Release

I shall comply with all of the Association's rules for installing, maintaining, using, and removing dish(es) and any structures, fixtures or screening materials associated with the dish(es). I assume liability for any damage to Association and other Unit Owners' property that occurs due to dish installation, maintenance, use, or removal. I shall indemnify, defend, and hold the Association, its Board members, managing agent, and Unit Owners, and their successors, heirs, and assigns, harmless from any and all liability for any damage, loss, or injury, including death, caused by, related to, or that may arise from the installation, maintenance, use or removal of the dish(es), and for any and all damage to or loss of the dish(es) and any structures, fixtures, or screening materials associated with the dish(es), that I may sustain or incur from whatever source or cause. I agree to pay for all costs associated with the installation, maintenance, use, or removal of the dish(es). Such costs include, but are not limited to, any and all expenses incurred for moving the dish(es) on a temporary basis to enable the Association to maintain all condominium property for which it is responsible.

Signature: _____

Date: _____

APPENDIX E- *Common Elements Maintenance Notice*- HTCA

Correspondence:
email: repair@emspm.com
HTCA
c/o Elite Management Services
PO BOX 26366
Charlotte, NC 28221
855-238-8488

Common Elements Maintenance Notice

Name: _____ Address: _____ Phone: _____

email: _____

DESCRIPTION:

Please describe the maintenance need that you have identified:

Signature: _____ date: _____

*****OFFICE USE ONLY*****	
Date Received: _____	By: _____
Date Reviewed for Action: _____	BY: _____
Comments/action taken:	

APPENDIX F- *Maintenance Responsibility Chart- HTCA*

This “Maintenance Responsibility Chart” is intended to supplement, not replace, the Declaration and Bylaws; therefore, if there should be an inadvertent discrepancy between what is listed in this “Maintenance Responsibility Chart” and the recorded documents, the Declaration and/or Bylaws will govern.

Responsibility Key:

A = HTCA

A* = HTCA, however Owner responsible for portion of the Association’s deductible for their portion of insurable damage.

O = Owner

<u>Description</u>	<u>Maintenance</u>	<u>Cleaning</u>	<u>Insurance</u>
<u>LIGHT FIXTURES</u>			
Interior Garage Lights	O	O	A*
Common Element Lights	A	A	A
Exterior Garage, Porch and Patio light	O	O	A
Interior Light Fixture	O	O	A
Light Bulbs for Fixtures on Unit’s Circuit interior or exterior	O	O	O
<u>OTHER ELECTRICAL</u>			
Tranformer to Meter Box Wiring	A	A	A
Meter Box to Unit Circuit Box Wiring	O	O	A
Unit Circuit Box	O	O	A*
Unit Circuit Box wiring to outlets etc.	O	O	A*
Interior Plugs, Switches, Fixtures, Etc...	O	O	A*
Exterior Plugs on Unit’s grid	O	O	A
Circuit Breakers	O	O	A*
Attic and Whole House Fans (not in roof structure)	O	O	A*
Doorbell Wiring	O	O	A*
Exterior Doorbell	A	A	A*
Alarm Systems	O	O	A*
Unit Serving Telephone Wiring and Jacks	O	O	A*
Multiple Unit Telephone Wiring	A	A	A*
<u>Description</u>	<u>Maintenance</u>	<u>Cleaning</u>	<u>Insurance</u>

<u>Description</u>	<u>Maintenance</u>	<u>Cleaning</u>	<u>Insurance</u>
GARAGE DOORS			
Springs, Wheels, Tracks & Weather-stripping	O	O	A*
Electrical Openers	O	O	A*
Physical Door	O	O	A*
Exterior Coating of Door	O	O	A*
ENTRANCE DOORS			
Glass, Locks Weather-stripping	O	O	A*
Physical Door	O	O	A*
Handles, Knobs, Locks	O	O	A*
Exterior Coating of Doors	O	O	A*
Storm/Screen Door	O	O	A*
Frames, Sashes, Thresholds, Jambs	O	O	A*
WINDOWS & SLIDING DOORS			
Glass- Breakage, Leaks, Mullions, Other	O	O	A*
Mechanism– Locks, Operators, Balances, Etc.	O	O	A*
Exterior Wood Frames	O	O	A*
Window and Door Trim	A	A	A*
Interior Casing & Frame	O	O	A*
Weather-stripping & Screens	O	O	A*
Handles, Knobs, Locks	O	O	A*
KITCHEN ITEMS			
Appliances Including Switch, Wiring & Plumbing	O	O	A*
Kitchen Cabinets	O	O	A*
Kitchen Plumbing Including Faucets	O	O	A*
Hood and vent Fan	O	O	A*
Exterior Dryer Vents	A	A	A
ROADWAYS & DRIVES			
Pavement of Roads, driveways, & parking areas	A	A	A
Snow Removal – Roads	A	A	N/A
Snow Removal – driveways & walks	A	A	N/A
WALLS CEILINGS & FLOORS – additional clarification refer to Article V			
Interior Surfaces and interior Perimeter Walls	O	O	A*
Ceiling Structure	A	A	A
Ceiling Covering	A	A	A
Floor Structure	O	O	A
Floor, Wall, and Ceiling Coverings	A	A	A
<u>Description</u>	<u>Maintenance</u>	<u>Cleaning</u>	<u>Insurance</u>

Description	Maintenance	Cleaning	Insurance
AIR CONDITIONING & CHIMNEYS			
Ducts & Registers	O	O	A*
Air Conditioning Coil & Outside Unit	O	O	A*
Fireplace(s)	O	O	A*
Interior Flue(s)	O	O	A*
Exterior Surface-brick-siding, etc.	A	A	A*
Chimney Cap	A	A	A*
Chimney Flue Caps	A	A	A*
Chimney Flue Screens	A	A	A*
WATER & SEWER LINES			
Sanitary & Storm Sewer from Unit to Main	O	O	A*
Interior Sanitary Drains	O	O	A*
Main Supply Water Line to Unit	A	A	A
Main Water Supply Line Shut Off Valve	A	A	A
Unit Water Shut Off Valve	O	O	A*
Other Water Lines in Walls and Ceilings serving only that Unit	O	O	A*
Exterior Water Spigots	A	A	A
Interior Unit Faucets, Valves, Toilets, Other Fixtures	O	O	A*
PATIOS			
Privacy fences	O	O	A*
Concrete patio	O	O	A*
ROOFS & GUTTERS			
Roof vents	A	A	A
Shutters	A	A	A
Attic insulation	O	O	A*
Repair Entrance Porch (concrete)	A	O	A
Repair Garage Floor (concrete)	A	O	A
Front Porch Ceiling	A	O	A
Description	Maintenance	Cleaning	Insurance

**Association is not responsible for cleaning, housekeeping, and/or irrigation of the Limited Common Elements, and/or replacement of plantings installed by Unit Owners in the Limited Common Elements.