

This is a synopsis of the online Members Guidelines, for a quick reference. Please note that any underlined text is a link for online information that is provided in the Members Only site at <https://www.fairwayscondos.org>.

A residence directory is not available. The Board of Directors has been advised, by their lawyers, to not provide a directory because of privacy issues.

## The Fairways History

The Fairways Condominiums is composed of 94 units on approximately 21 acres within the city limits of Mount Vernon, Ohio. The Articles of Incorporation was filed on May 17, 1996, by Floyd and Patricia Swanson, who served as initial Board of Managers until successive unit owners were elected. The initial construction of Phase I was completed in 1996 and was comprised of two separate buildings with two units each containing approximately 1815 SF. (Units 1, 3, 6 & 8) Ensuing Phases 2 through 16 were completed between 1997 and 2006 and included four floor designs.

## Member Guidelines

When you purchased or became an occupant of The Fairways, you became part of a democracy of homeowners that governs your building.

The guidelines are very detailed consisting of hundreds of pages in the declarations, bylaws, and other rules and are recorded with the property deed. The rules are embodied in the declarations, bylaws, and other rules adopted by The Fairways. Most homeowners have never read the declarations, bylaws, and other rules for The Fairways. Most buyers will purchase their piece of The Fairways without reading or understanding the declarations, bylaws, and other rules about how the condominium will be operated, and how things must be done. Whether or not you read and understood these governing documents, you are still bound by them.

Whether or not the rules are fair is generally not considered, even by the courts, because they are the rules that you agreed to live by when you purchased your home at The Fairways. If you are unhappy with the rules, you may be able to change some of them with a vote of the homeowners.

Please note that the declarations, bylaws, and other rules for The Fairways apply to homeowners, occupants and guests.

Should you have an issue or even a question about the rules, contact [The Fairways Board of Directors](#).

## Compliance with the Rules

It is impossible for The Fairways to get compliance from every occupant for every rule all of the time.

Many people, simply, are not aware of the rules. Others think they are complying when they are not.

Should you have an issue or even a question about the rules, contact [The Fairways Board of Directors](#).

## SECURITY AND SAFETY

### DIAL 911

For any emergency, Dial 911

### No Security Service

The Fairways has no regular security service.

### See Something -- Say Something

If you see something you know shouldn't be there or someone's behavior that doesn't seem quite right say something.

You know what is normal around our neighborhood as you see it everyday. An alert community plays a critical role in keeping all of us safe.

For any emergency, Call 911. For non-emergencies, contact a neighbor or member of [The Fairways Board of Directors](#).

### Long Term Absences

For long term absences, ask a neighbor/family member/friend to monitor your unit, and/or give them access to a key. And please notify [The Fairways Board of Directors](#) of any arrangement you make.

It is suggested that you turn off all water and electrical appliances when gone for an extended time.

In case of an *emergency*, a unit may be entered when two members of [The Fairways Board of Directors](#) are present and have access to a key.

The Mount Vernon police have a pre-arranged 'house watch' program. If you are using this service, please notify [The Fairways Board of Directors](#) so they are aware of the increased police activity.

## VEHICLES AND PARKING

### Vehicles, Speed, Signs

#### Please Obey Traffic Signs

The maximum vehicle speed is posted near the entrance to The Fairways and is 20 miles per hour. Please observe this speed for your safety as well as the safety of others.

Several of our homeowners walk on our streets, and we want to do everything possible to avoid accidents.

Also, please observe stop signs located in The Fairways.

## **Parking**

**Most homes have appropriate parking within garages or driveways. Additional guest parking spaces are available throughout the condominium property. Please make use of them when having events at your unit.**

### **Temporary street parking**

- **should be done only for brief periods**
- **must be done as to not impede traffic**
- **is permitted only on one side of the street.**

**Please do not park on any grass.**

### **Recreational Vehicles, Boats, etc.**

**Recreational vehicles, boats, or trailers, campers, etc. may be parked up to 48 hours for the purpose of general maintenance, loading, and unloading.**

**Otherwise they should be within a private garage.**

## **HOMEOWNERS ASSESSMENTS**

### **Paying Assessments**

**The Fairways Assessments are collected by a Certified Public Accountant and are due the first of each month.**

**Checks and payments should be made to "Fairways Condominium Association" mailed to:**

**[McDaniel CPA](#)**

**attention: Renee McDaniel**

**20 W Ohio AVE**

**Mount Vernon, OH 43050**

**For any payment questions please use the [The Fairways Request Form.](#)**

**Automatic payments may be set up through your bank.**

**McDaniel's web address is [cpamtv.com](http://cpamtv.com)**

**McDaniel's phone number is (740) 397-1721**

## **Assessment Collection Policy**

The Fairways Assessment Collection Policy was adopted unanimously by The Fairways Board of Directors on July 16, 2019

- Over 10 days Late a friendly reminder and \$10.00 assessment charge
- Over 60 days Late a Final Demand Notice and \$50.00 assessment charge each month PLUS 8% interest
- Over 90 days Late a Final Demand Notice and \$50.00 assessment charge each month PLUS 8% interest AND Board of Directors may file a Lien

Detailed [Assessment Collection Policy](#).

## **Assessment Determination**

The Fairways Budget is determined by the Board for The Association's fiscal year (June 1st to May 31st) and each home's fee is based on two components:

- Square Footage Component
- Shared Expense Component

### *Square Footage Component*

Based on the unit's Square Footage Component Assessment is based on the Model Type and is the sum of the budget's:

- reserve contribution
- maintenance expense
- insurance expense

divided by the total square footage (152,734) of all homes to determine the budget cost per square foot.

### *Shared Expense Component*

Shared Expense Component of a homes's Assessments is the remainder of the budget divided by the number of units (94).

## **Current Assessments**

The Current (2021-22) monthly Assessments for each Model Type is:

- D Models: \$ 532.00
- C Models: \$ 380.00
- Other Models: \$ 318.00

Any Questions or Comments on Fees please use the online [Request Form](#).

## MAINTENANCE AND INSURANCE

This is our attempt to provide a general guideline for the responsibilities for Maintenance and Insurance. These questions can be complex and feel free to use [The Fairways Request](#) for questions.

### Unit Owner

The Unit Owner is responsible to Maintain and Insure all property, both real and personal, within the interior surfaces of the perimeter walls, floors, and ceilings and the necessary repair, maintenance, and replacement of all windows, screens, and doors, including the frames, sashes, and jambs. and the hardware therefore.

Provide the necessary repair, maintenance, and replacement of all plumbing, electrical, heating, cooling, and other utility or sendee fixtures, compressors, equipment, tanks, lines, pipes, wires, ducts, and conduits which are designed to serve only their unit but which are outside the interior surfaces of the perimeter walls, floors, and ceilings of their Unit.

Each Unit Owner shall perform cleaning and housekeeping with respect to Limited Common Elements such as door sills, stoops, patios, porches and/or decks, garages, and sidewalks that are for the Unit's exclusive usage.

The Fairways Property Manager can provide Maintenance, or will provide a referral, at the cost of the Unit Owner for Maintenance not provided by The Fairways. Please use [The Fairways Request form](#).

Each unit owner shall, at his own expense, obtain liability insurance, with a minimum coverage of One Hundred Thousand Dollars (\$100,000.00) for personal injuries or damage arising out of the use and occupancy of the unit, Limited Common Elements and the Common Elements.

### The Fairways

The Fairways is responsible to Maintain and Insure the Common Elements of the Condominium Property which consist of:

- The land for the Common Elements
- The Clubhouse
- The Sidewalks
- The Roadways
- The Parking Areas
- The Yards
- The planting areas
- The Roofs
- The structural members of supporting walls, fixtures, and other parts of the buildings which are within the boundaries of the units but which are necessary for the existence support, maintenance, safety, or comfort of any other part of the Condominium Property;
- All other parts of the Condominium Property situated outside of the boundaries of the units which are not otherwise designated herein as limited Common Elements or limited exterior service facilities, which Common Elements would include, without limitation, walls, fences, utility lines, foundations, columns, girders, beams, and supports supporting walls.
- Insurance comprising the Condominium Property and all personal property as may be owned by the Association shall be insured by the Association as defined within the [Declarations](#) and [ByLaws](#)

## **DOORS AND WINDOWS**

The Board of Directors asks that unit owners "maintain the existing color" of the windows and/or doors. If unit owners would like to change the color of their windows and/or doors they are required to advise the Board of Directors of their desired intent by using [The Fairways Request form](#). The Board of Directors will take the request into consideration and will advise the unit owner of the final decision.

The Fairways Maintenance can paint or arrange for the painting of the door at the owner's expense. If owners would like maintenance to do this task they may submit a request by using [The Fairways Request form](#).

## **TRASH REMOVAL**

Trash service is included in the [Association fees](#). Trash is normally picked up each Thursday.

Trash can be put out after 6:00 PM on Wednesday, but must be in a closed plastic or metal container. You may put out closed bags or trash cans on Thursday morning before 7:00 AM.

Please follow [these simple guidelines when preparing your material for collection](#).

Trash Service is also in the [Calendar](#)

Be sure to check the [Holiday Schedule](#) for Holiday changes.

Trash removal service is for *Fairways residents only*.

Recycling is not included in The Fairways trash pick-up. The Knox County Recycling Centers link below gives a list of centers for individual recycling.

Any Questions or comments please use the [The Fairways Request Form](#)

### **[KNOX COUNTY RECYCLING CENTERS](#)**

## **SNOW REMOVAL**

Snow removal is included in the [Association fees](#).

Snow removal includes salt and/or plowing of streets for snow accumulation and snow removal from the driveways, sidewalks and steps when snow accumulation meets or exceeds 2 inches.

For any Questions or Comments please use the [Request Form](#).

## LANDSCAPING

Landscaping is included in the [Association fees](#). Landscaping consists of mowing (every Thursday weather permitting), edge trimming, mulching, insect and fertilizer treatments, and trimming of trees/bushes. Hand-pulling of weeds is *not* included in the landscaping services.

We encourage planting of flowers by residents in the limited common mulched areas around homes, attention must be given to any overgrowth of any perennials.

Homeowners and/or occupants are encouraged to water the lawn and shrubbery surrounding their units when rainfall is scarce.

### **The Fairways Landscaping Recommendations**

The Fairways Landscaping Recommendations is to serve as a guideline to provide the flexibility and cooperation required for Condominium Living.

The Fairways Landscaping Recommendations cover the restrictions that should be used for The Fairways and on Unit Owners.

### **Unit Mulched Area**

Unit Mulched Area is the mulched area which is in contact to the Unit. Reasonable planting may only be done within the Unit Mulched Area. Any other planting must be done only after obtaining written approval from the Board of Directors.

### **Shrubs**

For centuries, American home architecture has included a series of foundation shrubs (or bushes) around homes to cover up the masonry foundation and the cellar windows. Few of the foundation plants are appropriate for the purpose. Typically, they grow too large, and often are planted too close together and too close to the house.

Shrubs and may be planted as long as they are appropriate for the Unit Mulched Area. As an example; planting a young shrub just two feet from the house, even though it will be 8 feet wide at maturity in a few short years would not be appropriate.

Shrubs must be planted at least 18 inches away from the Unit, Lawn, walkway, roadway, driveway or equipment.

### **Trees**

Trees are only planted with written approval from Board of Directors.

### **Pruning**

Any plant that is encroaching on a Unit, the lawn, walkways, roadways, driveways or equipment must be pruned or removed.

Any plant that obstructs visibility for safe vehicle or pedestrian traffic must be pruned or removed.

Plants should be pruned to be not less than 12 inches from any Unit structure, lawn, walkway, roadway, driveway or equipment and must not come in contact with Unit structure.

Any plants that require pruning as described above may be pruned by The Fairways or the unit occupant.

### **General Guidelines**

Do NOT plant any [invasive plant species](#) as determined by the Ohio Department of Agriculture.

Avoid any contact of dirt, mulch, or plants with the Unit siding or stone or brick facade.

Any vine and “creeping” type plants should be avoided.

Avoid wooden materials within any mulched areas as these may serve as food for termites

Avoid frequently spraying water against any part of the Unit.

Any plantings that require the Association to pay additional costs for maintenance will be assessed to the Unit Owner.

### **Recommended Landscape Shrubs**

In order to be able to properly maintain the landscaping the Board of Directors has created a list of [The Fairways Recommended Shrubs for planting](#) in and around the Unit.

Any plantings not on [The Fairways Recommended Shrubs for planting](#) require approval from the Board of Directors.

Should there be any questions please use [The Fairways Request Form](#).

## **YARDLIGHTS**

The yard lights improve Security and take the place of streetlights along with providing lighting for our public walkways and roadways.

Yard lights are managed by The Fairways.

The Fairways is now, as bulbs burn out, installing yard light bulbs with built-in photo-sensors. These lights will be lighted only when it is dark. Should you notice a yard light not lighted during daylight hours it may be using one of the bulbs with built-in photo-sensors.

If you notice a yard light that is not lighted after dark please use [The Fairways Request Form](#) indicating the address as it may need service. All yard lights are using LED bulbs which can last much longer and the cost to operate a light is less than \$1.00 per month.

When your yard light is not lighted after dark, if able, please check the ground-fault circuit-interrupter (GFCI) receptacle as often the problem is that the GFCI has been tripped and just needs to be reset.



## DECORATIONS AND YARD SIGNS

### Decorations

Seasonal decorations are permitted, however decorations should not be nailed, glued, hung, or in any fashion attached, to the exterior surface of the unit.

Decorations must be limited to the mulch area, and are permitted three (3) weeks prior to the holiday. They must be removed within a reasonable time after the holiday.

No inflatable decorations are permitted.

### Signs

No signs of any kind shall be displayed to public view on any part of the condo property except one (1) sign advertising unit for sale or rent.

No sign cannot exceed 7 square feet in size, and must be placed in a mulch area, not in the lawn.

## SOLICITORS

Soliciting of *any* kind is not permitted on the property.

Should a solicitor come to your door, please notify them that this is private property and soliciting is prohibited.

## PETS

Only common household/domestic pets (limited to 2) are allowed in one residence.

Pets must not disturb the rights, comfort or conveniences of other occupants, regardless of whether the pets are inside or outside the unit.

Pets must be leashed and supervised at all times when outdoors.

Pet excrement must be picked up promptly, including from your own common area.

## OCCUPANCY INFORMATION

The Fairways is required by [Ohio Revised Code Section 5311.09](#) to collect information for the unit owner and all occupants of the unit.

If you are a new or existing Owner, [Ohio Revised Code](#) requires you to provide and keep the information current.

**Please fill out this form** for the unit owner and each occupant. This form is secure and all information will be kept confidential.

## **RENTAL OR SALE**

**Units may not be rented until an owner has occupied the unit for a minimum of 24 consecutive months.**

**Leases must be for a minimum of 12 months.**

**The unit owner is responsible for any actions of the tenant, and must make sure that the tenant is aware of The Fairways Rules and Regulations.**

### **Sale of Unit**

**The Member Guidelines is available online and as a PDF by visiting <https://www.fairwayscondos.org/member-guidelines>**

**Public auctions, yard and estate sales are not permitted at The Fairways.**

**Within thirty (30) days after an owner buys a unit, the following information must be provided in writing to the Board:**

- **Home address**
- **Name/s of new owner**
- **Phone number/s**
- **Email address**
- **This can be performed by using the [Occupant Information Update Form](#).**

## **PLEASE READ**

### **Exterior of the home**

**Please do not attach anything to or create any openings in the exterior of the buildings or roofs without obtaining written permission form [The Fairways Board of Directors](#)**

### **Private single family dwellings**

**The Fairways home should only be used as private single family dwellings. No commercial traffic is permitted.**

### **No Structures**

**No trailer, tent, shack, garage, or accessory building, shall be used on the The Fairways at any time as a residence or for storage, either temporary or permanent**

### **No Open Fires**

**No open fires shall be permitted on any part of the common or limited common areas.**

# FAIRWAYS DOCUMENTS

## [THE FAIRWAYS EXECUTIVE OVERVIEW](#)

Documents are only provided as a convenience. Legal documents are on file with the [Knox County Ohio Recorder](#).

- [Declaration](#)
- [Bylaws](#)
- [Occupant Guidelines](#)
- [Board Minutes](#)

For any questions please contact [The Fairways Board of Directors](#).

## DEFINITIONS

We provide some simple, not legal, definitions to try to help your understanding.

### Common Elements

Common Elements are those parts of a condominium complex that belong to all owners. With a few exceptions, they constitute everything except the homes in which people live and Limited Common Elements.

Some examples are the:

- The land for the Common Elements
- [The Clubhouse](#)
- The Sidewalks
- The Roadways
- The Parking Areas
- The Yards
- The Planting Areas
- The Roofs
- The structural members of supporting walls, fixtures, and other parts of the buildings which are within the [boundaries of the units](#) but which are necessary for the existence support, maintenance, safety, or comfort of any other part of the Condominium Property;
- All other parts of the Condominium Property situated outside of the [Unit Boundaries](#) which are NOT otherwise designated herein as [Limited Common Elements](#) or [Limited Exterior Service Facilities](#).
- Central services, including, but not limited to, power, light, gas, cable and water

### Limited Common Elements

Limited Common Elements are reserved for the exclusive use of the unit from which there is direct access and typically implies:

- the exterior door sills
- stoops
- patios
- porches
- decks
- garages
- driveways and sidewalks that are reserved for the exclusive use of the unit from which there is direct access.

**Limited Exterior Service Facilities** Are all plumbing, electrical, heating, cooling, and other utility or sendee fixtures, compressors, equipment, tanks, lines, pipes, wires, ducts, and conduits which are designed to serve only one unit but which are situated outside the boundaries of Unit.

**Boundaries of Unit** The boundaries of Units are the interior surfaces of the perimeter walls, floors, and ceilings and the necessary repair, maintenance, and replacement of all windows, screens, and doors, including the frames, sashes, and jambs and the hardware therefore.

## **RECOMMENDED SUGGESTIONS FOR UNIT OWNERS**

- Have your HVAC system checked for operation and filter exchange in the Spring and Fall.
- Depending on the frequency of your clothes dryer use, check vent pipe for lint build up.
- If you attach a garden hose to your outside spigot, remove the hose prior to winter freeze.
- Periodically, check the valves in your commode tanks for proper operation (leaks).
- Save gas by only leaving your fireplace pilot on during the winter.
- Don't store flammable liquids inside your home.
- Insure that smoke detectors operate & batteries are replaced when they "beep".
- If you have a sump pump in your basement that doesn't routinely come on, check that it is operating correctly by pouring water in it.
- At least once a year clean the coil areas of your refrigerator.
- If when you plug an electrical appliance into a socket your circuit breaker goes off, have an electrician check it to eliminate a hazard.
- If you cannot observe who is knocking at your door or ringing your door bell, consider having a peep hole installed in your door.
- Have a flashlight available near your bed. (check its operation)
- Align yourself with a neighbor so they can watch your place when you are gone; leave a key with them so if you are gone for a long period of time your unit can be checked for any eventualities.
- Know where your unit water shut off valve is located and how to operate the valve.