

AMBERLEIGH NORTH COMMUNITY ASSOCIATION

HANDBOOK OF
RULES AND REGULATIONS

REFERENCE GUIDE

Last updated August 16, 2008

This Handbook and reference guide were prepared by the Board of Directors of Amberleigh North Community Association to serve as a quick source of general information about the community, the rules and regulations by which we shall live, and its governing Association. This is not a substitute for the Declaration, which should be read and understood by every Homeowner. In the event of a conflict between this Handbook and the Declaration, the Declaration is the controlling document. A copy of this Handbook and other Association application forms as well as community news and updates are available on our website at www.amberleighdublin.org.

Questions about the Association and its activities should be directed to the Board through the Association's Property Manager.

While every effort has been made to assure accuracy, errors do occur. Please feel free to suggest corrections and/or changes and additions.

MESSAGE FROM THE BOARD OF DIRECTORS

Dear Fellow Homeowners,

On behalf of the Board, management and all residents of Amberleigh North, we would like to take this opportunity to welcome you to our community.

At Amberleigh North, like any other community association, the best interests of the community always outweigh the interests of the individual residents.

Most Homeowners moved here because they wanted a clean, well-maintained, orderly community to live in and to also maintain and protect their resale values.

We look forward to receiving your questions and/or suggestions on how we, as a community and as a Board, can better serve each and every resident. All opinions are important and will be respected. All ideas are welcome.

Welcome Home!

Amberleigh North Community Association Board of Directors
&
Management Company

The handbook and the application forms contained herein are available for download at www.amberleighdublin.org.

TABLE OF CONTENTS

- Reference Guide*..... 1
- Message from Board of Directors*..... 1
- Table of Contents*..... 2
- The Board and the Association 3
 - Board of Directors 3
 - The Board 3
 - The Association 3
 - Election 3
 - Board Meetings..... 3
 - How Board Meetings are Conducted 3
 - Association Meetings..... 3
 - Committees 4
 - Declaration..... 4
 - Purpose of Rules and Regulations and Their Modification..... 4
 - Noncompliance 4
- Property Management Company 5
- Assigned Property Manager and Assistant..... 5
- Important Telephone Numbers 5
- Financial Matters 6
 - Association Dues 6
 - Returned Checks 6
 - Delinquency Policy on Fees and Assessments 6
- Insurance..... 7
 - Association Insurance 7
 - Association Insurance Policy 7
 - Association Insurance Coverage Overview 7
- Common Elements..... 7
 - Definition of Common Elements 7
 - Purpose of Common Area..... 7
 - Activity on Common Area..... 7
 - Damage to Common Area..... 7
- Architectural Review 8
- Covenants and Restrictions..... 8
 - Residential Uses..... 8
 - Offensive Activities..... 9
 - Refuse Collection..... 9
 - Materials, Machinery and Equipment 9
 - Satellite Dish Policy..... 9
 - Flags 10
 - Signs 10
 - Landscape Lights 10
 - Garage Doors 10
 - Holiday and Seasonal Decorations..... 10
 - Garage Sales 10
 - Open Fires..... 10
 - Parking..... 11
 - Pets 12
 - Pool..... 12
 - Clubhouse 13
 - Tennis Courts..... 13
- Violation Assessment Policy 14
- Complaint Form..... 15
- Satellite Dish Installation Application 16
- Exterior Modification Application..... 17

THE BOARD AND THE ASSOCIATION

THE BOARD

Ohio law and the Association Bylaws delegate the Board of Directors with the responsibility for the operation and management of the common areas of the community and the Association affairs. The Board has the ultimate authority to make decisions and promulgate rules and regulations in an effort to create a harmonious living environment and help to maintain property value.

THE ASSOCIATION

The Association is incorporated through the Articles of Incorporation filed with the Secretary of the State of Ohio as a nonprofit corporation under the provisions of Chapter 1702 of the Revised Code of Ohio. In a nonprofit corporation, under and pursuant to the laws of Ohio, members are and will be all of the owners of a lot or lots within the Association.

ELECTION

The Board is comprised of three Homeowners to serve as the Board. Each successive year, one Director will be elected at the annual meeting of the Association for a term of three (3) years.

BOARD MEETINGS

The Board meets as necessary, but in no event less than quarterly, to review the Association's finances and operations. The date of the next Board meeting will be within the minutes of the previous Board meeting that will be distributed to every owner. Any owner may be placed on the agenda for the next Board meeting by contacting either the management company representative or a Board member at least two (2) weeks prior to the Board meeting and providing the topic to be discussed.

HOW BOARD MEETINGS ARE CONDUCTED

A topic will be discussed among Board members. Upon completion of that discussion, attending Homeowners who wish to talk on that specific topic will be recognized and given three (3) minutes of uninterrupted opportunity to comment. Once all Homeowners who wish to be heard on that topic have been recognized, the Board will then again discuss that topic, and a Board vote will be taken. As needed for confidentiality, the Board may elect to go into an Executive Session; at which point the attending Homeowners will be requested to leave the meeting.

ASSOCIATION MEETINGS

At least one annual meeting of the Association membership will be called, in the second calendar quarter of each year, with a minimum of 5 days advance notice. Special meetings of the Association may be called as warranted.

COMMITTEES

Committees may be formed by the Board to assist in the management of community activities and affairs. Volunteer Homeowners will staff committees, with one committee member being designated as Committee Chairperson. All Homeowners are encouraged to be actively involved in their community and volunteer for committee appointment. Examples of committees include: Architectural, Newsletter, Social, etc.

The handbook and the application forms contained herein are available for download at www.amberleighdublin.org.

DECLARATION

Every Homeowner should have received a copy of the Declaration at or before the closing on their home. The Declaration is the basis by which a common plan of governance for the community was created and provides the rules and regulations by which the Association will be run. It is the duty of each Homeowner to become familiar with the Declaration. If you have misplaced your copy, a copy can be obtained from your management representative for twenty dollars (\$25).

PURPOSE OF RULES AND REGULATIONS AND THEIR MODIFICATION

The purpose of the rules and regulations of Amberleigh North Community Association is to establish rules that will preserve our asset (the community), control operating and maintenance costs, and provide for a harmonious living environment for all residents. The Homeowner industry recognizes that a source of a home's resale value lies in the well-kept and uniform appearance of the entire community, and it is to this end that your Board, pursuant to the Declaration, adopted many of these rules and regulations. The Board may amend the rules and regulations from time to time, as conditions change. Such change will prompt a revision page, or pages, to this Handbook that will be issued to each Homeowner.

NONCOMPLIANCE

Homeowners who have problems with another Homeowner(s) with regards to following the rules of the Handbook are encouraged to try to resolve the issues informally.

Any Homeowner who feels another Homeowner has violated the Handbook Rules and wishes to seek redress, may file a formal complaint form (see page 15) with the management company. Once the complaint is received, the management company will attempt to verify the violation. Once verified, the manager will then send the offending Homeowner a letter that states the complaint and requires Homeowner compliance within a ten-day period. The management company will also send the Homeowner a copy of the section of the Handbook that applies to the violation. A copy of the letter to the Homeowner will be sent to all Board Members.

The Homeowner receiving the letter has the following options:

- 1) Comply with the Handbook. Once that has been achieved, the Homeowner should notify the management company. If the management company does not receive notification, it will inform the Board.
- 2) Write a letter to the Board that explains why the ten-day period is insufficient. The Homeowner must propose another date and explain the necessity for the delay. Once the Board receives this letter, it may decide to grant the delay or instruct the Homeowner to comply with the rules within ten days.
- 3) Write a letter to the Board disputing the legitimacy of the complaint. The Board may rule on this. If the complaint is found to be illegitimate, the issue is over. If the complaint is found to be legitimate, the Homeowner will be advised to comply with the rules within ten days.
- 4) Refuse to comply. If the Homeowner does not comply within the allotted time period and does not write a letter to the Board requesting additional time or questioning the complaint, the Board may engage someone to perform the work necessary, and bill the resident for the actual cost.

The handbook and the application forms contained herein are available for download at www.amberleighdublin.org.

5) The anonymity of the complainant will be protected.

PROPERTY MANAGEMENT COMPANY

The property management company will distribute the Declaration and Handbook through the transfer fee procedure to new residents.

PROPERTY MANAGEMENT COMPANY

The property management company retained by the Board is:

CASE BOWEN COMPANY
6255 Corporate Center Drive
Dublin, Ohio 43016-6805
Tel: 614-799-9800
Fax: 614-799-8338

PROPERTY MANAGER

Stacia Collins: 614-799-9800 ext. 37
scollins@casebowen.com

IMPORTANT TELEPHONE NUMBERS

Emergency Police Department	911
Emergency Fire Department	911
Dublin Police Department	(614) 889-1112
Dublin Fire Department	(614) 652-3920
Columbus Health Department	(614) 645-8191
Columbia Gas Department	(800) 344-4077
American Electric Power (AEP)	(800) 277-2177
The Case Bowen Company	(614) 799-9800

The handbook and the application forms contained herein are available for download at www.amberleighdublin.org.

FINANCIAL MATTERS

ASSOCIATION DUES

Association Dues are payable to Amberleigh North Homeowner Association by the fifth (5^h) day of each quarter (January, April, July, October). After this date if the account balance remains unpaid it will be considered delinquent. It is the responsibility of the homeowner to notify the Board if they do not receive their dues statement.

RETURNED CHECKS (NSF)

Any check returned for non-sufficient funds (NSF) will be charged back to the individual account in the amount of a \$30.00. Checks will be held until a replacement check has been cleared for payment.

DELINQUENCY POLICY ON FEES AND ASSESSMENTS

When an account remains unpaid by the end of the month in which it is due, the property management company sends a delinquency notice to the Homeowner, and the Homeowner's account is assessed a late charge of \$25. Another \$25 late charge will be incurred for each and every month the dues remain unpaid. This late charge will be effective for each quarterly payment separately. For instance, if four quarterly dues payments were unpaid and late, the per month late fees would be \$100 (4 x \$25 per month).

A lien is automatically filed when an account becomes three hundred sixty (360) days delinquent, or at anytime prior thereto in the Board's sole discretion. The delinquent Homeowner's account is charged the cost of filing the lien. The Homeowner is sent a statement monthly until payment is made. It is the responsibility of the homeowner to notify the Board if they do not receive their statement.

Foreclosure action will be automatically taken when an account becomes seven hundred twenty (720) days delinquent, or at anytime prior thereto in the Board's sole discretion. If a foreclosure is initiated, attorney fees are also added to the Homeowner's account. Any additional cost or attorney fees are added to the delinquent Homeowner's account and are recouped by the Association after adjudication or settlement.

All fee payments made to a Homeowner's account after that account becomes delinquent will be applied to the oldest outstanding balance. Late charges will continue to be assessed on the outstanding balance until that account is current.

All Community Association privileges will be suspended until such time as the account becomes current. A list of delinquent homeowners and their account balances is available upon request by any homeowner in good standing by submitting a request in writing to the Board. The delinquency list will be posted in the clubhouse once per quarter. The Homeowner's Association voting privileges will be suspended until such time as the account becomes current. The property management company will handle the Association's delinquent policy.

INSURANCE

ASSOCIATION INSURANCE

The Association will maintain appropriate levels of insurance according to Ohio State law and the Amberleigh North Declaration.

ASSOCIATION INSURANCE POLICY

A copy of the Association's Insurance Policy can be obtained upon request from the property management company for the cost of copying and postage.

ASSOCIATION INSURANCE COVERAGE OVERVIEW

The Association maintains appropriate levels of insurance for the common areas of the community.

COMMON ELEMENTS

DEFINITION OF COMMON ELEMENTS (Common Area)

All real and personal property (including easement rights and fixtures) now owned or hereafter conveyed to or acquired by the Association for the common use and enjoyment of the Homeowners or for the operation of the Association.

PURPOSE OF COMMON ELEMENTS

The common area is for the sole and exclusive use, benefit, and enjoyment of the residents for the purpose and manner in which such areas and facilities are ordinarily used. All Homeowners jointly own the common area. No one shall use the common area in such a manner as to disturb others.

ACTIVITY ON COMMON AREA

Activities on the common areas should terminate by 10:00 pm Sunday through Thursday, and 12:00 am on Friday and Saturday night, unless otherwise stated.

DAMAGE TO COMMON AREA

Homeowners are responsible for the maintenance and repair resulting from damage to the common areas caused by any negligent or intentional act by the Homeowner, residents of a home, or guest of any Homeowner or resident.

ARCHITECTURAL REVIEW

MODIFICATION AND ALTERATION

Board approval is required for any modification or alteration to a home or lot. The Homeowner desiring approval for a modification or alteration will submit complete plans, including specifications showing the nature; kind, shape, height, materials, color, and location, desired start and anticipated completion dates, for the desired alteration or modification to the Management Company for their review and recommendation. The management company will then present to the Board the proposed modification or alteration along with their recommendation. The Board will then vote on the proposal. A letter of approval/denial will be sent to the Homeowner.

Reasons for the Management Company to NOT RECOMMEND, or the Board to NOT APPROVE a submitted plan for modification and/or alteration include, but are not limited to, that the proposed modification and/or alteration would not be aesthetically appropriate in that its appearance, color, character or materials would conflict with the character of the community.

COVENANTS AND RESTRICTIONS

RESIDENTIAL USES

Lots shall not be used for any purpose other than that of a residence for individuals living together as a single housekeeping unit. Residence may not be used as:

1. Rooming House
2. Group Home
3. Commercial Foster Home
4. Fraternity or Sorority House

No Dwelling shall be rented or used for transient or hotel purposes, which is defined as:

1. Rental for a period less than thirty (30) days.
2. Rental under which occupants are provided customary hotel services.
3. Rental to roomers or Boarders, that is, rental to one or more persons of only a portion of a residence on a lot.

All portions of a Homeowner's yard visible from the street or adjoining property shall be maintained by the Homeowner so as to present a neat and clean appearance, free of trash and weeds, and to reflect a high pride of ownership.

All landscaping shall be properly maintained by the Homeowner so as to avoid any unsightly conditions. Dead plants shall be promptly removed and the area of the yard affected thereby promptly re-landscaped.

The handbook and the application forms contained herein are available for download at www.amberleighdublin.org.

OFFENSIVE ACTIVITIES

No activity noxious or offensive, in the reasonable judgment of the Board of Directors, shall be carried on or permitted upon any part of Amberleigh North Community Association or shall anything be done thereon which may be or may become an annoyance or nuisance to the neighborhood.

REFUSE COLLECTION

Garbage and refuse shall be placed in containers. Trash containers may be placed at the curbside no earlier than 6:00 p.m. prior to the collection day and must be removed by 6:00 a.m. the day after collection. At all other times, trash containers are prohibited from being stored in front of garage doors or any portion of the residence and must be stored within the building.

MATERIALS, MACHINERY AND EQUIPMENT

Except during the active period of construction on any lot or construction of improvements approved by the Architectural Review Board, no materials, supplies, machinery or equipment shall be stored in Amberleigh North except inside closed buildings.

SATELLITE DISH POLICY

When a Homeowner wishes to install, or have installed, a Satellite Dish, that Homeowner should make an application to the Management Company for such an installation. Please refer to an example of that application elsewhere in this Handbook.

Dishes may not exceed twenty-four (24) inches in diameter and must be erected or installed to minimize visibility from the street which the dwelling on the lot fronts. Placement of satellite dishes should follow the below list in order of the Association's preference:

- 1st Preference - Back yard
- 2nd Preference - Back or side of house (below the roofline)
- 3rd Preference - Above roofline

The Board reserves the right to have the dish owner paint the dish in a color that will blend with the Dwelling.

Any variation in installation from that represented on the original approved application for dish installation must be submitted in writing for approval.

The approval by the Board does not in anyway alter or limit the requirement of the Homeowner to adhere to all City of Dublin Codes and Regulations, and those codes and regulations of other agencies governing such an installation (i.e.; the FCC, the Building Department, the Utility Company, Manufacturer Guidelines, etc.). The Homeowner is still required to obtain any and all permits, such as a building permit etc. required by law.

FLAGS

The American Flag may be flown or displayed at any time following normal flag protocol. Decorative or seasonal flags, which are in good condition and of an appropriate size (3ft x 5ft), are permitted. School and Team flags may be flown on game day only. (Also see Holiday and Seasonal Decoration Section.)

SIGNS

No real estate “FOR SALE” signs or “FOR RENT” signs shall be placed upon any lot or inside the dwelling until the last lot owned by the developer is sold.

No other signs including but not limited to real estate for sale signs, for rent signs, political signs, or team signs are permitted. Homeowner’s will be permitted to use real estate “FOR SALE” signs or “FOR RENT” signs once the developer has sold the last lot in Amberleigh North. Once the developer has sold the last lot a homeowner can have one professional unlit real estate sign on the lot that does not exceed 2-feet by 2-feet.

A security system decal may be placed in the window and/or on a small sign designed for that purpose and placed in the area closest to the front door.

LANDSCAPE LIGHTS

Exterior lighting should not shine on any other lot except the lot upon which they are located and should not disturb the adjacent neighbors.

GARAGE DOORS

With notification of a damaged garage door by management, the Homeowner shall have fourteen (14) days to either have appropriate repairs made or to provide a copy of a work order that has been issued to address that repair.

It is recommended that garage doors be closed when the garage or driveway is unattended.

HOLIDAY AND SEASONAL DECORATIONS

Decorative lighting and/or displays installed in the yard of a residence to celebrate a holiday season shall not be installed more than thirty (30) days prior to the holiday and shall be removed within thirty (30) days following such holiday.

GARAGE SALES

Garage sales and tag sales are specifically prohibited except where endorsed and approved by the Board as a community event.

OPEN FIRES

Open fires, leaf burning, trash burning, or the like are prohibited. Domestic use of indoor fireplaces and wood burning stoves, commercially made barbecue grills, and natural gas lights are permitted.

PARKING - VEHICLES

Preamble: The rules set forth in this section are designed to maintain the high aesthetic standards of the community and to facilitate trash pickup, street cleaning and other related services provided by the City of Dublin.

Boats and the vehicles listed below may only be parked in a garage, or in an area attractively screened and/or concealed (with prior Board approval) from view from streets and neighbors' property:

1. Any vehicle with commercial signage attached or printed thereon
2. Buses
3. Trucks having a carrying capacity in excess of one ton or designed for commercial purposes
4. Trailers, included but not limited to the following types: camping, boat, travel, horse or other livestock, utility
5. Motor (mobile) homes
6. Truck campers, un-mounted pick-up camper units
7. Off-road vehicles
8. Jet skis, wave runners, and other recreational vehicles

No automobile may be left upon any Lot for a period longer than twenty-four (24) hours in a condition such that it is incapable of being operated upon the public highways, after which time the vehicle shall be considered a nuisance and detrimental to the welfare of the neighborhood and shall be removed from Amberleigh North. Any towable vehicle, boat, motor/mobile home, recreational vehicle, camper, trailer or off-road vehicles regularly stored upon any portion of Amberleigh North, or temporarily kept thereon for periods longer than twenty-four (24) hours, shall be considered a nuisance and shall be removed from Amberleigh North.

The Board shall have the authority to have any vehicle or any other item that is in violation of any provision of this section towed or otherwise removed without notice to, and at the expense of, the owner thereof. This authority is coupled with a right of entry for purposes of towing or other removal onto any Lot where the offending vehicle or other violating item is located.

Major vehicular repairs are prohibited on common property. Inoperable vehicles (flat tires, dead battery, expired tags, etc.) shall not be parked in any area other than a garage, except for short-term emergency service (changing a flat tire, battery jump etc).

Parking of a vehicle in the yard or outside of the driveway of a residence is prohibited unless the Board of Directors grants approval for such parking. Vehicles parked in the driveway or a driveway extension must be parked perpendicular to the street or parallel to the driveway.

Routine on-street (curbside) parking of vehicles by Homeowners is prohibited when garage or driveway space is not totally utilized. If on-street parking becomes necessary, it must be

The handbook and the application forms contained herein are available for download at www.amberleighdublin.org.

restricted to a maximum of eight (8) hours per day without establishing a day-by-day pattern. Parking on the street within twenty-five (25) feet of an intersection is prohibited.

PETS

Pet owners are responsible for promptly cleaning up after their animals. The Amberleigh North Subdivision Common Areas are for the enjoyment of ALL Homeowners. These areas cannot be fully utilized and enjoyed if animal wastes are left on the grounds. Pets are not allowed to run uncontrolled and off a leash as that animal, even if very docile, can represent an annoyance to, or perceived threat by, a fellow community resident. The following clarifies the rules governing pets in the community:

1. The owner of a pet is responsible for immediately cleaning up after the pet if it defecates on common areas or other Homeowner's property; and if such cleaning up is not done, the owner shall be liable for all costs incurred by the Association for cleaning up and disposal of such defecation.
2. Excrement from a pet kept or turned loose within the confines of a Member's yard shall be promptly cleaned up and disposed of in order to avoid creating a nuisance, odors, or an unsightly or unsanitary condition.
3. Any Resident owning a pet is responsible for insuring that frequent barking and/or howling of such pet does not create a disturbance.
4. Animals other than those classified as Household Domestic Pets are prohibited.
5. Pets will not be bred or maintained for commercial purposes.
6. All pets must be on a leash when in the common or limited common area.

POOL POLICY

People using the pool do so at their own risk, there will be no lifeguard on duty. For the privilege of enjoyment and use of the pool and its facilities, all Homeowner's agree release and discharge the Association and the Management Company from any and all liability and/or damages arising from the use of the pool and its facilities. The pool is for the exclusive use of all owners and occupants in good standing and their guests. No guest fee will be charged. The following are guidelines to help provide a safe pool area (the pool area is defined as all of the area enclosed within the wrought iron fence surrounding the pool).

1. The pool area is opened to all Homeowners in good standing and their guests. Hours of operation are (1) Daily: 7:00am – 9:00 am *for residents over the age of 18 only* (2) Sunday – Thursday: 9:00am-9:00pm and (3) Friday and Saturday: 9:00am – 10:00am. Each Homeowner is limited to two (2) guests who non-family members. Homeowners are responsible for the behavior of their guests.
2. An adult Homeowner must accompany anyone under twelve (12) years of age.
3. An adult Homeowner must accompany guests.
4. No glass is permitted in pool area.
5. No running, diving, or roughness is allowed in or around the swimming pool.
6. No pets are permitted in the swimming pool or swimming pool area.
7. Proper swimming attire is required. No cutoffs or shorts are permitted. Babies in diapers must wear plastic/rubber pants.
8. No loud or abusive language is permitted.
9. No one is permitted in the pool area during electric storms.

10. Please dry off before entering the clubhouse area.
11. Association fees must be current to use the pool.

CLUBHOUSE/EXERCISE ROOM

1. The Clubhouse is to be used by Homeowners and residents. After any use, the facility must be returned to its original condition.
2. Homeowners are responsible for conducting themselves in an appropriate manner, and public intoxication will not be tolerated. Homeowners are also responsible for ensuring that appropriate maintenance and clean up of the facility is used.
3. No one in wet bathing attire is permitted in the Clubhouse, except in the restrooms accessed from the pool area.
4. All persons using the Clubhouse do so at their own risk.
5. Children under the age of fourteen (14) are not allowed to use the exercise equipment.
6. The Clubhouse will be open from 10:00 a.m. until 9:00 p.m. daily.
7. Association fees must be current to use the clubhouse/exercise room.

TENNIS COURTS

1. The tennis courts will close at 9:00 p.m. daily.
2. The tennis courts are for Homeowners and guest use only. Homeowners must accompany all guests.
3. An adult must accompany children under 14 years of age. Parents are responsible for controlling their children's behavior.
4. No pets are permitted on the tennis courts.
5. Proper footwear must be worn at all times (tennis shoes only).
6. No roller blades, skateboards, bicycles or battery-operated toys are permitted on the tennis courts at any time.
7. Association fees must be current to use the tennis courts.
8. Improper conduct will not be tolerated or permitted.
9. Homeowners will be responsible for any damage done to tennis courts by Homeowners or guests or invitees.

For the privilege of enjoyment and use of the pool, clubhouse, and tennis courts, all persons hereby release and discharge the Association from any and all liability for any and all damages arising from such use or operation of such facilities.

VIOLATION ASSESSMENT POLICY

The Amberleigh North Community Association Board of Directors has adopted the following schedule of ASSESSMENTS for repeat and persistent Rules violators as an added tool to encourage violators to live by the Rules of the Community Association.

The purpose of the Violation Assessment Policy is not to raise money; its purpose is solely to increase compliance with the Declarations and Rules. A small number of residents are responsible for the majority of violations either through repeat violations or in choosing not to comply with the Declarations.

Questions/Answers about the Violation Assessment Policy Program

Why is such a system needed in Amberleigh North?

Most Homeowners moved here because they wanted a clean, well maintained and orderly community to live in. Also, such a system will enable Homeowners to protect their resale values. A small percentage of Homeowners ignore the commitment they made to other Homeowners by allowing their yards to be un-kept, leaving out garbage cans, parking illegally, etc.

Who will issue the violation assessment notices?

Assessment notices are to be issued by the Association's Management Company, after approval from the Board of Directors. The assessment notices will be the result of the management company's bi-monthly inspection program as well as responding to violations reported by Association Members and confirmed by Management Company.

If I leave my garbage can out one time will I be assessed?

No - The program is not designed for a one-time oversight but for the repeat and persistent violators.

If my property is rented, who is responsible for the compliance and violation assessment?

The Homeowner is responsible for both compliance and any violation assessments.

If I am sent a violation notice, can I correct the problem without being fined?

Yes, as shown on the following page, first a warning letter is sent. If the problem is not corrected, then a fine may be assessed.

**AMBERLEIGH NORTH
COMMUNITY ASSOCIATION**

FORMAL COMPLAINT

VIOLATOR (S), IF KNOWN: _____

ADDRESS, IF KNOWN: _____

CAR, VEHICLE, LICENSE PLATE NUMBER, IF APPLICABLE: _____

PET OR ANIMAL DESCRIPTION, IF APPLICABLE: _____

VIOLATION: Describe nature, location, date, time, etc. _____

Signature: _____ DATE: _____ Address: _____

Print name: _____

**PLEASE SUBMIT FORM TO: THE CASE BOWEN COMPANY
6255 Corporate Center Drive
Dublin, Ohio 43016-6805**

PLEASE MAKE COPY OF THIS FORM FOR USE

SATELLITE DISH INSTALLATION APPLICATION

NAME: _____ Date Submitted: _____

ADDRESS: _____

TELEPHONE: _____

SATELLITE DISH REQUEST TO BE INSTALLED AT:

ADDRESS: _____

PROPOSED LOCATION OF SATELLITE DISH INSTALLATION:

INSTALLATION TO BEGIN ON: _____

INSTALLATION TO END ON: _____

ATTACH A PLOT PLAN SHOWING EXACT LOCATION OF INSTALLATION

THE HOMEOWNER AND THEIR DESIGNEES (CONTRACTOR) MUST COMPLY WITH THE FOLLOWING:

1. The installation guidelines and responsibilities as outlined on page 9 of this Handbook.
2. The City of Dublin and other governing agencies permits, building regulations, ordinances, etc., including any final inspection requirement.

Management Company recommends / does not recommend this installation for approval.

Board Approved _____ Board Disapproved _____

By: _____ DATE: _____

**PLEASE SUBMIT FORM TO: THE CASE BOWEN COMPANY
6255 Corporate Center Drive
Dublin, Ohio 43016-6805**

PLEASE MAKE COPY OF THIS FORM FOR USE

**Amberleigh North Community Association
Exterior Modification, Addition or Alteration Application**

Name: _____ Date submitted: _____

Address: _____ Telephone: _____

Description of modification: _____

Please attach a plot plan showing the exact location with respect to the home for the proposed modification, addition or alteration.

Materials and colors:

Landscaping materials:

Modification to begin on: _____ to be completed by: _____

The owner(s) or their designees (contractor) must comply with the following:

- 1) The specifications as approved by the Board of Directors.
- 2) The City of Dublin permits, building regulations, ordinances, etc. including a final inspection.
- 3) Contractor's one-year warranty on materials and labor if applicable.
- 4) Repair of any damage to the common area or other condominium units.

Management Company recommends/does not recommend this modification for approval.

Approved Disapproved By _____ Date: _____

For Amberleigh North Board of Directors

**PLEASE SUBMIT FORM TO: THE CASE BOWEN COMPANY
6255 Corporate Center Drive
Dublin, Ohio 43016-6805**

PLEASE MAKE COPY OF THIS FORM FOR USE

The handbook and the application forms contained herein are available for download at www.amberleighdublin.org.