

**GEORGETOWN CONDOMINIUM  
ASSOCIATION OF AKRON  
  
UNIT OWNERS HANDBOOK**

**Revised March, 2020**

**Please pass this handbook on when your property transfers to a new owner.**

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## **BY-LAWS, AMENDMENTS, EXHIBITS & DECLARATION OF THE CONDOMINIUM**

By-Laws, Amendments, Exhibits and Declarations are to be given to new owners when they purchase a unit. Renters should ask their landlords for a copy. Copies can also be made from the website at [www.georgetownakron.com](http://www.georgetownakron.com).

This handbook is intended to supplement, not replace, the Declarations, Amendments, Exhibits and By-Laws; if there should be an inadvertent discrepancy between what is expressed in this handbook and the recorded documents, the Declaration, Amendments, Exhibits and Bylaws shall govern.

These are common sense rules and regulations and take into consideration the health, safety, and comfort of all residents. We ask that you cooperate by upholding them.

## **FACILITIES INTRODUCTION**

The Board of Directors publishes this handbook. In doing so, the purpose is to make residents aware of the rules and regulations which govern Georgetown. Please read this handbook carefully and if there are any questions, contact the Property Manager, Office Manager, or address them to the Board at board@georgetownakron.com.

### **Office and Maintenance Staff:**

The office has a 24-hour answering machine and voice mails left on the number below will be answered by the next posted working day. Should the office be closed for any reason on the following workdays, a sign will be posted on the office door.

The Maintenance staff is on duty from 7:30 AM–4:30 PM Monday–Friday. In the case of a problem, call the Maintenance phone number below and leave a message on the 24-hour answering machine. In an emergency, the Maintenance Department can be reached by the pager number below; leave a message, calls will be returned as soon as possible. A member of the Maintenance staff is on call 24/7 for emergencies only.

### **Facilities:**

Office Phone .....	330-836-2340*
Tuesday/Thursday/Saturday, OR 3 DAYS PER WEEK, (10:00 AM – 1:00 PM) Office Hours (Days and Times as posted on door for special days)	
Maintenance .....	330-836-2349*
Monday thru Friday 7:30 AM – 4:30 PM	
Maintenance <u>Emergency Only</u> Pager .....	330-250-0238
<b>Akron Police/Fire Emergency .....</b>	<b>911</b>
Akron Police .....	330-375-2552/2181
Akron Fire.....	330-375-2101

\*24-hour answering machine

## **CONDOMINIUM (DEFINITION)**

A condominium is an arrangement under which a resident in an apartment building or in a complex of multi-unit dwellings holds full title to his unit and joint ownership in the common grounds (as a tenant-in common) with all other unit owners. The grounds of a condominium are jointly owned by all owners and are referred to as “*Common Elements*”. As defined in the Ohio Revised Code and the Declaration and By-Laws of the Condominium Association, Common Elements include the tangible property required for the maintenance and operation of the condominium.

The Georgetown Condominium Association consists of 21 townhouse, walk-thru, and 3-story style buildings that contain a total of 190 buildings consisting of 1, 2 and 3 bedroom units on 13.5 acres. Georgetown has “Limited Common Elements” and “Common Elements” as defined in the Declaration of Condominium.

The Condominium Association purchased the Recreation Area (i.e., Georgetown House, pools and tennis court) from the lessor on September 30, 1992.

## **BOARD OF DIRECTORS**

The Board is made up of unit owners, or spouses, who have been elected at an annual meeting of the unit owners of record (held in the 2<sup>nd</sup> quarter of each year). An owner of record is the person whose name is on the deed. The Board members then elect officers for the coming year. The four officers are President, Vice-President, Treasurer, and Recording Secretary.

Service on the Board is a non-paying and voluntary position. The Board meets the third (3rd) Thursday of each month in the Georgetown House at 35 Menlo Park Drive. This meeting is open to all Georgetown Association Owners of Record. All renters, or family member residents, with problems should contact their respective landlords/owners.

Owners with concerns that require Board action, or clarification, **must** put their concerns in writing and forward them to the Board of Directors via the office, or e-mail to [board@georgetownakron.com](mailto:board@georgetownakron.com).

Because of possible Board resignations throughout the year, openings may need to be filled. If you would like to take an active part in managing Georgetown, call the office for details or nominate yourself prior to the annual meeting to fill a vacancy for the next year.

## **ELECTION OF BOARD OF DIRECTORS**

Any Owner of Record (person whose name is on the deed), or spouse of an owner who wishes to serve on the Board of Directors, may run for a position. A unit may only be represented by one resident at any one time. The applicant should submit their interest and a biography to the Board in March to be considered. The annual election may be held in the second quarter of the year (April–June). Please call the office for further details.

## **POWERS AND DUTIES OF BOARD OF DIRECTORS**

Powers and duties of the Board of Directors are set forth by the Ohio Condominium Act, the Declaration of Condominium, and by Georgetown's By-Laws. These include, but are not limited to the following:

1. To make and collect assessments.
2. To maintain, repair, replace, and/or operate the condominium property.
3. To reconstruct improvements after any casualty.
4. To make and/or amend regulations respecting the use of property in the condominium.
5. To enforce by legal means the provisions of the Condominium Documents and the By-Laws of the Association.
6. To pay taxes and assessments.
7. To carry insurance on Common Elements.
8. To pay cost of all power, water, sewer, and other utility services rendered to the condominium and not billed to owners of individual units.
9. To employ personnel to perform the services required for proper administration of the purposes of the Association.

**COMMON ELEMENTS** (as defined by the Declaration of Condominium) are supervised by the Board and Maintenance Department. Any use of Common Elements must be approved by the Board. This includes flowers, shrubs, or items placed outside of the Limited Common Elements. If you have any questions about what is allowed, please contact the Property Manager. According to Georgetown guidelines, certain improvements may require Board approval.

**LIMITED COMMON ELEMENTS** (as defined by the Declaration of Condominium) are subject to similar rules. Any questions, concerns, revisions or additions to be made by the owner must coincide with the By-Laws and Declaration of Condominium rules, with approval by the Board of Directors.

Only “miniature/dwarf/ornamental style trees and/or shrubs” may be planted. You may not put holes in the outside surfaces of the buildings. Flags of any type are not to be hung (except on accepted holidays); the exception is the American flag. Please check with the Board or Maintenance Department if you have any questions.

Trees must be maintained to appear healthy, meaning that dead limbs must be removed. These trees may not extend beyond the top of your second-floor window, or the bottom of your neighbors second floor window. Patio shrubs must meet the same criteria regarding boundaries. The shrubbery, however, must be maintained at a height not to exceed the top of any first-floor window.

If it is determined that a resident is in violation of this policy, a notification of compliance will be sent. The resident will have two weeks to bring the shrub(s) or tree(s) into compliance. If they do not, Georgetown will have the shrub(s) or tree(s) removed, or trimmed, by a contractor and the owner will be assessed for the work.

Service personnel must be allowed to enter all patios and/or porches to make needed repairs and/or read meters. Please be accommodating.

Owners are responsible for porches, patios, patio gates, front and back doors, windows, shrubs, flowers, weeds, concrete patio floors and wooden decks within the Limited Common Elements. Any plans for exterior changes (i.e., patio gates, replacement windows and/or doors/storm doors, patio roofs or enclosures). Certain improvements will require Board approval; please check with the Maintenance Department before making any changes.

Second/Third floor owners should not put artificial grass, such as Astro-Turf type covering or carpeting, on porches because it retains water and promotes rotting of wooden floors. Any type of covering should be taken up in the winter.

Owners, with added patio roofs and/or all types of enclosures, are responsible for any resulting leakage, or moisture problems, resulting in damage to carpeting, furniture, or any other items.

Residents should keep all outside utility doors closed in order to retain heat and prevent freezing of water service lines.

No laundry should be left hanging outside in sight of other residents.

## **CONDOMINIUM FEES, LIEN PROCEDURES AND COST OF COLLECTIONS**

All Condominium fees are due by the first (1<sup>st</sup>) of each month; after the tenth (10<sup>th</sup>) of each month, a late fee will be charged. Please mark these dates on the calendar and call the office with any questions. If fees and late fees are not paid on time, the Board will take further action.

The Association cannot pay their bills on time if condominium fees are not paid on time...

Monthly fees cover four (4) areas of expense:

1. Utility Expense – This includes gas, water, sewer and other utilities for all buildings/units, Limited Common Elements and Common Elements. It also includes electricity for all common properties and the maintenance and office phones, as well as administrative expenses.
2. Maintenance – This includes non-special assessment for exterior repairs, grounds upkeep, snow removal, exterminators, insurance for the commonly held property, real estate taxes, trash removal, upkeep of the Georgetown vehicle and administrative expenses.
3. Recreation Expense – This includes the Georgetown House, the office, the pool and the tennis court.
4. Reserve Fund – As mandated by Ohio Law, the purpose of this fund is to completely curtail the need for Special Assessments. The Fund is a special savings account to be used exclusively for major projects of repair or replacement. Major projects consist of roof replacement, street repaving and/or replacement, painting of the exterior and common area interiors, storm drainage systems including catch basins and exterior siding of the buildings.

## **RESIDENTS RESPONSIBILITY**

1. The owner is responsible for the repair and/or replacement of all interior appliances (i.e., stove, refrigerator, furnace, A/C, hot water heater, garbage disposal, etc.). The maintenance staff is not responsible for repairing appliances. You must make arrangements for pickup and removal of large appliances. No large items shall be placed in the trash bins - residents are responsible for removing large items and/or having them taken away. The Maintenance Department usually has the name of a contractor who will haul large appliances for free.
2. All owners must carry homeowner's insurance coverage for their individual unit and submit a copy to the office at their annual renewal. The interior from the drywall inwards and value of the contents of the unit are the owner's responsibility to insure and not the responsibility of the Association (see the Bylaws for additional coverage requirements).
3. Window Air Conditioners and window fans are not permitted.
4. Gas stoves are not permitted in any Georgetown Condominium.
5. Tankless water heaters are not permitted in any Georgetown Condominium or outdoor shed.
6. Window treatments may include drapes, curtains, shades or blinds. The use of blankets, bed sheets, sheets of wood, plastic, or aluminum foil is prohibited as window coverings. Decorator

flags, banners or signs are also not allowed in windows nor in any of the Common Element areas.

7. Balconies and patios are not to be used for storage of items.
8. Clothing, bed sheets, blankets, or any other articles are prohibited from being hung outdoors, or otherwise exposed on the property.
9. Replacement doors and windows must conform to the approved style required by Georgetown regulations. Windows are required to have white grids and exterior doors are required to have a six (6) paneled design with either no windows, or two small rectangular windows at the top of the door, depending on the original door design. Uniformity of the exterior of the condominiums is essential in maintaining the attractiveness and property values of the Georgetown complex. Approval is required before replacing windows/doors. Please contact the Maintenance Department for details prior to purchasing/replacing windows/doors.
10. No unit owner shall make, or allow any disturbing noises including, but not limited to, slamming of doors, barking dogs, noise from musical instruments, radios, televisions, amplifiers, any electric or gasoline-powered device or the like, that would interfere with the rights, comforts, or convenience of other unit owners.
11. Political signs are not permitted at Georgetown.

### **CARPORTS AND PARKING**

1. There are 79 carports available for 190 condominiums. Carports and parking spaces are for properly licensed transportation vehicles only. They are not to be used for recreational vehicles, storage of cars, trucks, boats or any other type of vehicles and/or personal property. Vehicles must be in running order, not leaking any fluids and be properly licensed.
2. The carports are owned by the Association and are rented out on a lease basis, to resident-owners only. The Board may consider leases to renters on a case by case basis after residing for five (5) years, and only if there are any carport vacancies after resident-owners on the waiting list have been contacted. Contact the office to be placed on the waiting list.
3. RV's, boats, trailers, and campers, etc. are not permitted on Georgetown property. The only exception is that owners will be permitted to have RV's, boats, trailers and campers, etc. on the property for two (2) days prior to a trip and two (2) days after a trip for preparing and cleaning. Please contact the Office/Maintenance Department with beginning and ending dates so we will know whose vehicle it is.
4. Carports are rented for a monthly fee and a late fee will be charged if rent is not paid by the 10<sup>th</sup> of each month. Lease agreements are required to be signed at the time of assignment and annually, however, non-payment of monthly fees will result in the cancellation of an agreement and the carport offered to the next person on the waiting list.
5. Carports cannot be sold or transferred when a unit changes ownership, or a renter moves. You MUST be on the waiting list to get a carport. Contact the office for details.
6. Carports cannot be subleased to another resident or non-resident.



## **General Parking**

There is one (1) assigned parking space for every condominium in Georgetown. These spots are clearly marked with each unit's address and can only be used by properly licensed vehicles in good repair that are consistently in operation. They are not to be used for any type of storage. Any stored, broken down, or improperly licensed vehicles will be towed at the owner's expense.

For second cars, or visitors, please make sure that only the parking spaces marked "VISITOR" are used. If someone parks in your assigned spot, residents may legally have his/her car towed. The Association strongly recommends that residents first attempt to leave a note on the vehicle, or talk to their neighbors about the situation, before taking this action.

Please ONLY use your assigned spot and DO NOT park vehicles over sidewalks, lawn areas, or fire lanes. Please be considerate.

## **GEORGETOWN HOUSE**

1. Georgetown owners/residents/renters may rent the Georgetown House. Georgetown House rules and contracts are available from the office. A deposit is required, which includes a refundable and non-refundable rental fee. If all rules have been followed, a refund will be sent to you.

2. No smoking is allowed in the premises.

## **LAUNDRY ROOMS**

1. Two laundry rooms, located on Culpepper Dr., and Berkshire Ct., are available for Georgetown residents and are accessible by key only. The Association owns the coin operated washers and dryers; therefore, they ask that residents please take good care of them. If any of the equipment is not working, contact the Maintenance Department. Also, please keep the doors closed at all times and close the windows and turn off the lights when leaving. Pets are not allowed in the laundry rooms.

2. No smoking is allowed in the laundry rooms.

## **TRASH**

Trash is picked up three (3) times a week. Large appliances, furniture, mattresses, water heaters or similarly large items will not be picked up by the trash company and are not allowed to be disposed in the dumpsters. Residents must make their own arrangements for the disposal of these articles. Also, to avoid \$190 fines per over-filled dumpster, do not place items higher than the height of the dumpster containers. Our Maintenance Department usually has the name of a contractor who will haul large appliances for free.

Construction Debris – Demo/construction/remodeling debris cannot be placed above the side edges in the regular trash bins. As an alternative, owners are allowed to place one Mini 10 Yard, 8'W, 12'L, 4'H, steel dumpster in their own parking space for a maximum period of 3

weeks. Owners will need to utilize Visitor parking during this period for parking of their vehicle. These temporary dumpsters must be centered in an owner's parking space so as not to inhibit the opening of the car doors parked next to them. Trash bags, or Bagsters, are not acceptable to be stored in a parking space. Please contact the Maintenance Department before starting any remodeling/demo/construction projects and, as a courtesy, alert your direct neighbors as to the expected duration of the project, as well.

### **STORAGE**

1. Storage is not allowed in the alcoves/stairways of the walk-thru and three story buildings. The Fire Department considers this a fire hazard and failure to comply with this rule could result in the loss of these articles.
2. Storage is also not allowed in any patio or balcony.

### **MAILBOXES**

1. Mailboxes must be kept locked (this does not apply to townhouse units who have door slots).
2. Per postal service regulations, names must be put on all mailboxes in order for mail to be delivered. The Maintenance Department does not have replacement mailbox keys.
3. Owners are responsible for all lock problems.
4. Please clean out all mail (newspapers, junk mail, etc.) from communal mail bins.
5. Arrange to stop mail, or have someone pick it up, before going on vacation.

### **HALLWAYS**

1. Shoes, bikes, luggage, etc. are not to be left in any of the walk-thru or 3-story building hallways. To do so may result in accidents and/or loss of articles.
2. Georgetown is not responsible for any articles left in the hallways and such articles must be moved or the Maintenance Department will remove them.

### **PETS**

1. Georgetown's Pet Policy requires that all pets be walked on a leash in the Georgetown property in accordance with Akron City Ordinance.
2. Pet owners must clean up after their pets. Failure to do so could result in a fine, as well as unsanitary conditions and health problem for yourself, pets and others.
3. Please be considerate of neighbors and insure pets do not disturb them with loud, or constant barking, meowing, crying etc.
4. Pets should not be left loose to roam the area.

5. Call the Maintenance Department for insect, rodent and/or bird problems.
6. Any flea problems are owner's responsibility.

### **OUTDOOR GRILLS**

1. Open flame devices such as fire pits, gas/charcoal grills, etc., are forbidden at Georgetown. According to the Akron Fire Department codes, it is a violation to grill using an open-flame grill device (gas, coal-burning, wood) and to store propane tanks within fifteen (15) feet of a building, or flammable structure.
2. The use of electric grills is permitted. Grilling is not permitted in the Common Element areas.
3. The three (3) grills in the pool area outside of the Party House are available for all resident's use.

### **SEXUAL PREDATORS**

Any person who is labeled a sexual predator, or habitual sex offender for whom the Sheriff has given notice, is prohibited from living in a unit at Georgetown.

### **MAINTENANCE SUGGESTIONS**

1. Georgetown is not responsible for the cleanup of any water/sewage damage caused by backups from sewers, drains, sump pumps, ruptured water lines or drains. Owners should insure that their homeowner's insurance covers such damage. Water damage caused by backups through sewers, or drains, which overflow from sump pumps may be excluded from standard coverage on homeowner's policies. Owners should contact their insurance agent to obtain this coverage, including clean-up and/or sanitizing.
2. All the wastewater from units flows into a main pipe, which serves the whole building. Occasionally, this pipe becomes clogged and must be cleaned out. If any drain in a unit backs up, it is essential that owners do three (3) things:
  - a) Stop running all water and do not flush the toilet.
  - b) Call the Maintenance Department. *immediately*. If after hours, call the Maintenance pager immediately!
  - c) Inform neighbors not to run water, flush their toilets, or use any drains.
3. The maintenance staff must have access to all units to unclog a drain. If a resident cannot be at home, please arrange with maintenance, a neighbor, friend, or family member for access to the unit.
4. Georgetown can unclog only common drain problems. Maintenance will determine whether the problem is from a common drain, or specific to an individual unit alone. If the clog is specific to an individual unit alone, the owner will be responsible.

5. In case of common drain problems, residents should give a trusted neighbor an extra set of keys in case of emergency. The maintenance staff does not have keys to any unit in Georgetown and will not be able to fix this type of problem should a resident not be home or can't be reached.

6. Before an extended trip in the winter, residents should set thermostats to 65 degrees. Never set thermostat at the "OFF" setting, or below 65 degrees and do not turn off your water. Please also leave a contact number with the Maintenance Department to call in case of emergency.

7. Townhouses Only: If outside temperatures drop to 15 degrees or below, run the kitchen faucet at a small stream (dripping is not enough) to prevent water lines from freezing. Units with indoor laundry rooms should keep doors slightly ajar to prevent water lines from freezing during cold weather. Washing machine hoses should be changed every two (2) years. (see Winter Weather Tips for information about specific unit types)

### **SMOKE ALARMS**

Smoke alarms are mandated by the City of Akron. You are required to have one (1) working smoke alarm per level of your home. Failure to comply is a violation of the law.

### **LANDSCAPING**

All landscaping of the Common Elements is done by the Maintenance Department. Residents are not allowed to plant anything in the Common Elements. This policy creates the uniform appearance, which is required by our By-Laws.

### **ELECTRIC METERS**

1. Owners of units that have electric meters in their utility sheds must leave their gates and utility shed doors unlocked so the meter reader can get in, otherwise, residents and their neighbors will receive an estimated bill. Please cooperate on this together; if neighbors do not leave their door unlocked, please contact them immediately.

2. Storage in the 2 and 3 bedroom walk-thru buildings must not obstruct the meter boxes. If the meter readers cannot get to the box to read the meter, they will inform the Fire Marshall. Failure to comply with this will cause the Fire Marshall to force everyone to clear all areas out permanently.

### **POSTED SIGNS**

"No Parking", "Stop", "Fire Lane", "No Soliciting", "Towing" and "Speed Limit" signs are posted for your safety and protection. Please observe them and cooperate. No estate sales/signs are allowed at Georgetown (added at 8/17/17 board meeting).

### **SELF-CLOSING DOORS**

(43, 45, 47 and 49 Berkshire Ct. and 40, 42, 44 and 46 Gloucester Ct). All common hallway doors in 43, 45, 47, 49 Berkshire and 40, 42, 44, 46 Gloucester must remain closed per Fire Marshall's orders. This is for everyone's safety.

## **INSURANCE COVERAGE**

1. Georgetown carries insurance coverage on all areas not owned by Legal Owners of Record (i.e., Limited Commons, Common Elements, pool, laundry buildings, Georgetown House, office, maintenance buildings, etc.).
2. Georgetown has amendments that include the following requirements:
  - Owners insure their own units from and including the drywall inwards and the Association will insure the Common Elements.
  - If either the Association, or an Owner, is negligent and causes damage to property, the negligent party is responsible for all damage not paid for by insurance.
  - The Owner's insurance is the primary policy when there is damage to a unit.
  - It is the negligent party's responsibility to repair the property after an event, such as a fire, that is covered by insurance.
3. Should an insurance agency require information on Georgetown's coverage, please contact the office for the name and number of our insurance agency to obtain this information. This is your responsibility and not Georgetown's.
4. Owners should contact their insurance agents for individual coverage for their units. Remember to ask about coverage for water damage from possible sewer back-ups and ruptured water and drain lines.

## **POOL RULES & REGULATIONS**

Pool Rules and Regulations are distributed each year to each condo owner, posted on the bulletin board outside of the office and can be found on [www.georgetowakron.com](http://www.georgetowakron.com)

## **COMPLAINT PROCEDURE**

1. Complaints against anyone violating the Rules and Regulations of the Association must be submitted to the Board of Directors in writing and must contain the signature of the individual filing the complaint.
2. The Board of Directors will investigate alleged violations and, in most instances, contact the alleged violator after receipt of each complaint with an appropriate written response. A reasonable effort will be made to gain the resident's agreement to cease the violation.

## **PROHIBITION OF LEASING/RENTING BY UNIT OWNERS**

In accordance with Amendment E to The Georgetown Declaration of Condominium and The By-Laws ratified by over 75% of Unit owners in June, 2007, "no unit shall be leased or rented, whether for monetary compensation or not, by a Unit owner for business, speculative, investment or any other purpose." Units already designated as rentals were grandfathered at this time, but may no longer be leased, or rented, once they are sold/transferred to a subsequent owner. Please review pages 21-22 of The Declaration of Condominium (SECTION E) for additional important exceptions and limitations to this leasing/renting restriction. Adherence to this amendment will be strictly monitored in order to establish a Georgetown Community of resident unit owners.

## **OPEN FORUM BOARD MEETING PROCEDURES**

Under the recommendation of our legal counsel, Kaman & Cusimano, the Board of Directors has established the following procedures for an Open Forum before the monthly Board Meetings:

**An Open Forum will last for fifteen (15) minutes prior to the Board President calling the regular meeting to order. The following rules will apply to all Unit Owners in attendance:**

1. The forum will be open to all Unit Owners for fifteen (15) minutes to openly discuss Association-related issues.
2. Please do not speak until you are recognized by the Board President to do so.
3. One individual Unit Owner may have the floor for a maximum of five (5) minutes.
4. The Board reserves the right to reduce the allotted time based on the number of Unit Owners present in order to give everyone an equal chance to speak.
5. Please have the courtesy to allow Unit Owners to finish their statements and/or requests without interjection, or interruption.
6. Unit Owners should put his/her concerns in writing to the Board prior to the meeting, through the Office mail slot, especially if they have more concerns than are allowed for in the allotted time. The Board will then address them at the subsequent Board meeting.
7. Items of a confidential, sensitive, or privileged nature will not be discussed in the Open Forum (e.g., rule violations, enforcement assessments, and collection efforts, including accounts in arrears, liens and foreclosures, etc.). The Board will instead adjourn into an Executive Session meeting, after the regular Board meeting, and ask the Unit Owners in attendance to leave before beginning a discussion. The Board will then reply to these types of concerns in a one-on-one manner with the individual Owner and ask the Owner to put these types of concerns in writing for the Board to review.
8. Please understand that the Board does not need to respond during the Open Forum, nor make any immediate decisions based on the Open Forum concerns. The board will simply take any concerns under advisement and make a decision thereafter (once the Board has time to review and/or research, as needed), which will be provided to the applicable Owner(s) in writing within thirty (30) days from the date of the meeting.