

VERSAILLES^{IN}THE WOODS II
an Adult Community

Rules & Regulations 2024

Updated October 2024

WELCOME TO THE WOODS!

The Rules and Regulations is a 'Code of Conduct' booklet for all residents and possible future residents of Versailles in the Woods II. The rules are practical, everyday rules to live by, which should make everyone living in Versailles, or looking to live here, feel comfort knowing that we live in a place that has standards and is First Class. Please read thoroughly and decide if our community is a place you would like to call home.

This edition of the Rules was updated in 2024, but it is not the first nor the last edition. The first mention of rules was in 1976, after Versailles II was fully occupied. There were twenty-seven initial 'suggestions', and we quote, "that we hope will make our Condominium Living the best that can be had anywhere".

Through the years the issues at Versailles II have not really changed. Respect for each other and following the rules, are basic threads throughout.

Please visit our website www.versaillesinthewoodsii.com for a look at our community, and please read our Declaration of Condominium Ownership and Bylaws, listed under Documents.

Thank you for considering Versailles in the Woods II,
The Board of Directors

Versailles in the Woods II Condominium Association (the "Association") is the condominium association for Versailles in The Woods II Condominium. While the Association does not own or rent dwelling units, the Association acknowledges and agrees that it is illegal, pursuant to the Ohio Fair Housing Law, Division (H) of Section 4112.02 of the Ohio Revised Code and the Federal Fair Housing Law 42 U.S.C.A 3601, et seq. to refuse to sell, transfer, assign, rent, lease, sublease, or finance housing accommodations, refuse to negotiate for the sale or rental of housing accommodations, or otherwise deny or make unavailable housing accommodations because of race, color, religion, sex, familial status as defined in section 4112.01 of the Revised Code, ancestry, military status as defined in that section, disability as defined in that section, or national origin or to so discriminate in advertising the sale or rental of housing.

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1. CONDOMINIUM FEES AND SPECIAL ASSESSMENTS

- Condominium fees, including any special assessment fee, are due on the first of each month.
- Fees not paid by 5pm on the tenth of each month are late, and owners will be charged a late fee of \$25.00.
- Accepted payments are:
 - ACH transfer (preferred)
 - Bank Transfer
 - Checks are to be made payable to Versailles in the Woods II and can be dropped in the Board of Directors mailbox.

2. EMERGENCY FORMS

- Emergency Forms are required from every resident, and guest staying with you for longer than one month.
- This confidential information contains your name and emergency contacts in case a situation arises that you need to be contacted.

3. HEAT SENSORS

- In each condominium unit, a heat sensor is located on the kitchen and a bedroom ceiling.
- DO NOT DISTURB THE HEAT SENSORS.
- When a heat sensor is activated, it sets off the Fire Alarm for the entire building.

4. KEYS

a. Entrance Security Key

- This key opens all inside entrance doors on each floor, of each building.
- To maintain maximum security, only one key per unit will be allocated (you should receive this key at closing from the seller).
- Under special circumstances, additional keys may be purchased.

b. Condominium Unit Door Key

- When a unit door lock is re-keyed, or a deadbolt lock is installed, the owner is required to furnish a new key for the Board of Directors.
- Both locks must be keyed alike by a locksmith, so only one key is required.
- Copies of every unit key are kept in a security box to be used in case of emergency, such as being locked out of your unit. Refer to our Bylaws, page 11, item J: "Association's Right To Enter Units.

5. SECURITY MEASURES

For the protection of all residents:

- Do not release the foyer door from your unit unless your visitor has been identified.

- Do not open the foyer door for another owner's visitor.
- Solicitations, door-to-door collections, and surveys are not permitted.

6. MAILBOXES

a. Incoming and Outgoing Locked Mailboxes

Located in the foyer of buildings 2, 3, and 4. Replacement locks and keys for unit mailboxes are available for a fee. Replacement keys are available for a fee if we have a copy available.

b. Board of Directors' Mailbox

Located in the center of the Building 4 garage, beside the bulletin board – for resident's comments and any other communications to the Board of Directors. Please take ownership of your communication by signing your name.

7. MOVING LARGE ITEMS IN OR OUTGOING

- Before moving large/heavy items such as furniture and appliances, call Maintenance Personnel to have protective padding placed in the elevator.
- Moving and delivery persons may use building entrances or wheel items through the garage to the elevators.
- Driving on the grass is not permitted.

8. GUESTS / VISITING CHILDREN

- Residents are responsible for informing their guests about all Versailles in the Woods II guidelines and policies.
- Visiting children/minors is the responsibility of the condominium resident. Excessive noise, running, jumping, and yelling in units must be controlled. Children must be supervised in all common areas of the building, the garage, and outside on Versailles II property. When using the pool, all children and guests must be accompanied by the unit resident.

9. REFUSE DISPOSAL

a. Dumpsters for refuse disposals are located in five areas in the garage.

- Refuse pickup from the dumpsters is twice weekly.
- Cardboard boxes must be broken down before placing in a dumpster.
- Large items are NOT to be placed beside the dumpsters. If an item does not fit into the dumpster, it is the owner's responsibility to haul it away. No TVs, appliances, electronics, paint/hazardous waste materials, or furniture are to be placed in or around the dumpster. Recycle these items when possible.

b. Chutes for trash disposal are located near the elevators on each floor.

- Do not empty wastebaskets directly into the chutes.
- Anything placed into the chutes must be wrapped securely or put in bags and tied to taped shut.

- Do not put glass items or liquids down the chutes. Glass should be bagged and placed directly into the dumpster.
 - Kitty litter must be double-bagged and taken directly to the dumpster.
- c. **Kitchen Garbage Disposals** (Any plumber will tell you that due to the age of the plumbing, garbage disposals should be used sparingly if not at all.)
- **Effective immediately**, the installation of 'new' or 'replacement' garbage disposals is now banned. Existing disposals are not affected by this decision with the following exceptions. If your existing disposal backs up and causes a blockage in the plumbing beyond the disposal, the board approves the Property Manager or maintenance personnel to clear out the blockage and the disposal will be removed. The cost for clearing the pipes and removing the garbage disposal will be paid for by the unit owner to cover all costs incurred by the Versailles in the Woods II Association. The rate charged will be at current market prices.
 - Garbage not suitable for the sink disposal should be double wrapped and sealed. Do not put bones, carrots, celery, coffee grounds, corn husks, eggshells, grease, onion skins, peach pits, or potato peels in the disposal. Not sure? Ask maintenance.
 - Do NOT pour GREASE down the sink disposal or any drain. Grease from cooking should be put into a jar or can with a lid and placed directly into the dumpster.

10. NEWSPAPER DELIVERY

- If you subscribe to *The Blade*, it will be delivered directly to your unit. The Toledo Blade Subscriber Service contact number is: 419-724-6300.

11. HALLWAYS

- Hallways must be clear of all items (fire code). No shoes, rugs, nothing in the hallways.
- Return grocery carts promptly after use.
- Decorative items may be placed on unit doors; however, the condominium owner's name and unit number must be visible.

12. NOISE

- Be considerate of your neighbors. Other residents hear pounding on the walls and sounds of remodeling projects. Be aware that an item you drop on your floor is dropped on your neighbor's ceiling.
- Excessive noise such as stomping feet, slamming unit and cupboard doors, and barking dogs must be controlled. When playing music, media equipment, television, and musical instruments, control the volume so that the sound remains in your unit.
- Close all entrance doors quietly. Walk quietly on the stairways. Do not allow doors to slam shut.
- Noisy activities such as the use of washers and dryers, dishwashers, vacuum cleaners, minor repairs, or decorating projects must be completed between 8 am and 9 pm.

13. BULLETIN BOARDS

- Bulletin Boards are maintained by the Board of Directors.
- Notices from persons who are not owners and commercial advertising materials are NOT permitted.
- Bulletin Board notices from owners must include the date posted, name, and unit number of the owner.
- Submit notice of items for sale for posting on the Bulletin Boards to the Board of Directors.
- Please submit the listing to the Board of Directors for posting.
- Items will be removed after 30 days.

14. PUBLIC SALES

- Estate and rummage sales are not permitted.
- Sales of articles advertised in the newspaper must be by appointment only.

15. PETS

a. Dog Regulations

- Only small or medium-sized (35 lbs. or less) are allowed.
- No dogs jumping on residents or visitors.
- Barking must be controlled.

b. Pet Walking Regulations

- Dogs and Cats must be on a leash.
- No walking dogs or cats through the foyers of Buildings. Use garage and side building entrances.
- No exercise walking or playing with dogs in the garage.
- Do not permit your dog to relieve itself in the hallways, in any area of the garage, at the light posts, on bushes or flowers, or on resident patios.
- Be aware that the lawn areas are chemically treated
- Do not walk dogs on the lawn in front of Buildings 2,3, or 4. Dogs should be walked along the perimeter of the property, in the parking lot and driveway, or under the long row of pine trees.
- All residents are responsible for cleaning up after their pets. Pet waste should be doubled bagged.

- c. **As stated in The Declaration of Condominium Ownership, page 17, item E: ANIMALS AND PETS,** "household pets may be kept in family units, subject to rules and regulations adopted by the Association. Any such pet causing or creating a nuisance or unreasonable disturbance shall be permanently removed from the condominium property subject to these restrictions upon three (3) days' written notice from The Board of Directors of the Association." There is a limit of one dog per condominium.

d. **Notwithstanding any other provisions of these Rules and Regulations, the Versailles in the Woods II Board of Directors will grant reasonable accommodation and modification requests in accordance with fair housing laws.** Residents shall submit requests for reasonable accommodations/modifications to the Versailles in the Woods II Board of Directors along with documentation from a reliable third party certifying that the resident is an individual with a disability and that they have a disability-related need for the reasonable accommodation/modification. Such documentation is not required if the requestor's disability is obvious or known to the Board of Directors. The Board of Directors will approve reasonable accommodation requests for emotional support animals unless there is proof that the animal poses a direct threat to the health and safety of other individuals or where the animal would result in a substantial physical property damage to the property of others. To guide its review of accommodation and modification requests, the Board of Directors may refer to guidance provided by the U.S. Department of Housing and Urban Development and the U.S. Department of Justice.

16. REPAIRS OR REMODELING OF A UNIT

All repairs within a unit are the responsibility of the owner, including the furnace and air conditioning.

a. Furnace and Air Conditioning:

- Call maintenance before any new installation.
- Air conditioners are installed on the flat roof section of each building.
- Access is through the pull-down stair panels located in the third-floor hallway ceilings, as well as access panels in Building 4.
- Be sure to close the hatch & roof access completely upon completion of repair/maintenance.
- Owners are responsible for any damage done to the roof while their new furnace or air conditioning is repaired or replaced.
- Owners and/or their contractors are responsible for the removal of the old equipment.

b. Plumbing:

- All water supply plumbing to the units comes from the garage area and connects all three floors.
- When having any plumbing work done that requires shutting off the water, you **MUST** notify the units above and/or below you that the water will be turned off on a certain day. Also, please notify them when the water is turned back on.
- Faucet aerators may need to be cleaned anytime water has been turned off in the garage, as debris can build up on the screens and cause decreased water pressure.

c. Remodeling Projects:

- Owners are responsible for clean-up of hallways, elevators, and common areas after use by their installers or service providers.

- Remodeling projects within a unit must be reviewed with the Board of Directors at least 30 days in advance to preserve the integrity of the building. Remodeling additions involving utilities in common areas, such as plumbing, electric wiring, or gas lines must be approved by the Board of Directors.
- Before a new installation of laundry equipment in any condominium unit, the owner's request must be approved by the Board of Directors. Note the Declaration of Condominium Ownership, page 17, item G.
- Window and patio/balcony door replacements must be the same style and function suited to the existing windows and doors within the association. Windows/Doors must be white and double hung with grilles. Reference the Association's Declaration, Article 2, Section A Item 2D: "Not to paint or otherwise decorate or change the appearance of any portion of the building not within the walls of the family unit, unless the written consent of the Association is obtained."
- Contractors are prohibited from blocking common doorways and hallways or creating trip hazards such as with carpet cleaning equipment. Owners are responsible for admitting their contractors, service providers, and delivery persons into the building. Do not leave entrance doors propped open. Work should be scheduled Monday through Saturday and conducted between 8 am and 6 pm, except in emergencies.

17. WINDOW TREATMENTS

- To maintain a uniform, pleasing exterior appearance, window treatments such as sheers, curtains, blinds or draperies must be a shade of white on the exterior side.
- No window fans or window air conditioners may be used.

18. FLOORS

- No units are permitted to have wood or vinyl flooring (carpet only) in the living area, dining area, hallways, and bedrooms. The carpet must have a minimum of 8 lb. padding for soundproofing. Wood/vinyl flooring is permitted in the foyer, kitchen, and bathrooms. Owners that do not comply with this restriction may be required to remove the flooring and replace it with carpet. Owners that installed the wood/vinyl floors prior to 3/1/23 will be exempt from removing and replacing the wood/vinyl.

19. LAUNDRY

a. Laundry Rooms in Buildings 2,3, & 4

- Laundry equipment is for the use of RESIDENTS ONLY
- To maintain machine balance, do not wash rugs, blankets, afghans, dog beds, or like items.
- Washing machines and dryers should be emptied when the cycle is completed, and the dryer lint screens cleaned.
- Residents use these machines at their own risk.

- If a machine malfunctions:
 - Call Gibbs Laundry Service at 419-344-2412
 - Explain the problem and the amount of money lost (for a refund).
 - Please place an “Out of Order – Service Requested” note on the machine that includes the date, your name, and unit number.

b. Laundry Equipment in Owner’s Units

- Washing machines must be equipped with steel-reinforced hoses.
- Valves to the water supply are required to be turned off when an owner will be away for a month or more. These steps are necessary to minimize the owner’s liability for damage to the other owner’s property.

20. RECYCLING

a. Books and Magazines

- Used books and magazines may be placed in the laundry room for other residents to enjoy.
- Items to recycle with your neighbors can be put on the laundry room table. Please remove items after a few days.

b. Recycling Drop-Off Locations include:

- Kroger Stores @ 4533 Monroe St. and 7345 Sylvania Ave. at King Rd.
- Secor Metropark @ 10001 W. Central Ave.
- For Household Hazardous Waste (fees apply) such as oil base paint, paint thinners/ primers, stains, shellacs, varnishes, flammables, etc. contact:
Heritage Environmental Services 419-729-1321
Environmental Recycling 419-354-6110
- For more complete residential recycling information refer to <https://www.co.lucas.oh.us> >Residential Recycling.

21. STORAGE AREAS

All storage areas must be maintained so that they are clean and neat in appearance and conform to fire safety standards. Note: The Fire Department may inspect all common areas at any time.

a. Attic Storage

- A lockable store area is provided for every unit, either in the attic or in the building 4 laundry room.
- No items may be stored in the common aisles outside of any assigned storage area.
- It is recommended that you lock your attic storage unit. The Board of Directors is not responsible for lost or stolen items.

b. Designated Garage Parking Space

- Only motorized vehicles and bicycles may be parked in the owner's assigned parking spaces.
- No other items may be stored on the floor.
- Do not chain anything to support posts or any pipes.

c. Elevated Curb Areas

- Located in front of the designated garage parking space(s) may be used for limited storage.
- This area is not to be used as extra attic space but may be used for limited storage within compliance with the following guidelines:
 - A closed metal cabinet is required for the storage of flammable or combustible liquids such as oil-based paint or motor oil.
 - Plastic cabinets and open shelves may be used for nonflammable storage.
 - Items on shelves should be placed in containers.
 - Cabinets or shelving may not exceed 6 feet in height.
 - Do not block sprinkler heads.
 - Do not place items on top of pipes or tall cabinets.
 - No paper products or cardboard boxes may be stored in the garage.
 - Items such as deck furniture, collapsible grocery carts, ladders, and bicycles may be stored on the elevated curb areas.
 - Do not block garage equipment: This includes exhaust fans, sump pumps, water, and electric meters.

22. SMOKING

Be considerate of your neighbors and aware that 2nd hand smoke drifts into other units from patios, and through common vents connecting furnace rooms and bathrooms.

- No smoking in any common areas of the building: foyers, hallways, stairs, attics, elevators, garage, on common area porches, or anywhere within 25' of the building entrances.
- No smoking in the pool area: Do not leave cigarette butts in the landscaping or on the grounds of Versailles in the Woods.

23. GARAGE PROCEDURES**a. Vehicle Registration**

- The make and license numbers of residents' vehicles are recorded for your security. Whenever you are away, leave keys with the Board of Directors.

b. Parking Space Use

- Residents or visitors may not use empty garage spaces without the written approval

of the unit owner and a copy of the approval must be submitted to the Board of Directors.

- Rental or continuous use of a parking space by a resident other than the owner must be approved by the Board of Directors and a Garage Space Agreement Form must be completed and returned to the Board of Directors for recordkeeping purposes.
- Please center your vehicle between the yellow lines.

c. Driving Etiquette

- Turn vehicle headlights on when entering and driving in the garage.
- Drive slowly. Be courteous and use caution when entering and leaving the garage. Be aware that another vehicle may be approaching.
- Vehicles inside the garage are to back up and give the right of way to the drivers on the ramp that may be slippery due to rain, ice, or snow.
- When entering or leaving at night, please pause until the garage door is closed for security.
- Remember to check your remote garage door opener to make sure the red light is out before leaving your vehicle. If an opener red light is left on, the door will not close. Please keep your opener on your visor so the red light is visible.

d. Vehicle Washing:

- No vehicle washing in the garage or outside on Versailles II property.

e. Carbon Monoxide Warning

- Do not allow vehicle engines to idle. Turn them off as you wait to prevent the buildup of carbon monoxide.
- Do not turn off exhaust fans in the garage as this provides proper ventilation.

24. PARKING LOT AND DRIVEWAY PROCEDURES

- Residents should use their assigned underground parking space for overnight parking.
- The parking lot is for short-term parking and for those who have an insufficient number of assigned garage spaces.
- Parking Lot space is needed for service providers, contractors, delivery vehicles, the mail carrier, and other visitors.
- Drive slowly: 10 mph speed limit max. The driveway is slippery when wet.
- No parking in front of fire hydrants or other yellow curbs.
- Do not block entrances.
- Park approximately one foot from the curb to facilitate lawn maintenance.
- Remove vehicles from the Parking Lot during heavy snowfalls to facilitate snow plowing.
- No continuous parking (one week or more) in the Parking Lot.
- The two parking spaces on the left as you exit to Monroe Street are owned by Versailles

II. These are for extended parking for cars, vans, trucks, and recreational vehicles as approved by the Board of Directors.

- No parallel parking.
- Residents and visitors are prohibited from parking in the designated contractor only parking.

25. BALCONY REGULATIONS

Unit owners are responsible for:

a. Repairing and Rebuilding Balconies.

- Unit owners are responsible for damage to units below them due to negligent upkeep of leaking balconies.
- Balconies will be inspected annually and recommendations for repairs will be given to owners. This is only preliminary, and it is recommended to have a certified licensed contractor inspect more thoroughly if a problem is brought to the owner's attention.

b. **Painting** to include the entire underside and fascia board above the sliding door of the unit below.

c. **Cleaning and Painting Railings** or replacing them with white aluminum railing.

d. **The awning material must be green:** Torn, faded, or worn-out awnings must be taken down or replaced.

Balcony Material: If carpeting is used, the color must be Green, Tan, or Grey. If the Unit Owner desires, the carpet may be replaced with the following material:

New Tech Wood; Ultra Shield Natural 1ft x 1ft Quick Deck Outdoor Composite Deck Tile. The following colors are the only ones allowed:

- | | |
|--------------------------|----------------------|
| 1) Westminster Grey | 5) Japanese Cedar |
| 2) Icelandic Smoke White | 6) Sahara Sand |
| 3) Egyptian Stone Grey | 7) Honduran Mahogany |
| 4) Peruvian Teak | |

The tiles are available through The Home Depot. They can be ordered in the store or online.

e. Snow Removal.

- Snow that is allowed to accumulate and melt can cause damage to the balcony and the support beams. Owners absent during the winter months must make arrangements to have snow removed from their balconies. Snow should be shoveled from either end of the balconies.
- Nothing should be swept or thrown from balconies except snow & leaves/tree debris.

f. **Maintaining Their Balcony** by adhering to the following rules.

- There is to be nothing, except for 'patio' furniture and some potted plants on your balcony.

- There should be no exterior lighting on any patio or balcony except for holiday lighting from Thanksgiving until the end of January.
- Clothing, swimwear, towels, and rugs may not be hung on the railings.
- Nothing is to hang from the ceiling of the balcony above you or attached to the fascia board above the patio doors.
- Live flower baskets may not be hung from balconies.
- Do not attach screening, mesh, wire, or any other skirting around the railings

26. PATIO REGULATIONS

Unit owners are responsible for:

a. Repairing and Rebuilding Patios.

- Including brick sidewalls, cement pad, caulking, and carpeting. Carpeting if used, must be green.
- Sunken patios can be a source of water damage in the underground garage and must be corrected. It is possible to have them raised vs. replaced.
- Caulking should be maintained at the joint of the sliding door where the support and the patio meet.
- Patios will be inspected annually and recommendations for repairs will be given to owners. This is only preliminary and it is recommended to have a certified licensed contractor inspect more thoroughly if a problem is brought to the owner's attention.

b. Maintaining Patios:

- There is to be nothing, except for 'patio' furniture and some potted plants adorning your patio.
- Unit owners are responsible for keeping patios clean and free from unsightly objects.
- Nothing is to hang from the ceiling of the balcony above you or attached to the fascia board above the patio doors.
- Swimwear, towels, or rugs should not be hung on patios to dry.

c. Landscaping:

- Owners are responsible for any landscaping directly in front of their patio (hedges and flowers) and beside the brick sidewall.
- The height of shrubs should not exceed 40".
- Owners on the east and west sides of the buildings may plant flowers opposite their unit, along the perimeter of the yard.
- If you choose to plant in these areas, you will be responsible for weeding and maintaining that area.
- Landscaping in any other common areas is not permitted without the approval of the Board of Directors.

27. TRANSFER OF PROPERTY

- The Association is required to keep a record of all property owners/occupants.
- Notify the Board President when a condominium is transferred to another family member.
- Provide the following information:
 - Date of transfer
 - Name of the new owner
 - Current address and phone number of the new owner

28. SALE OF CONDOMINIUM UNIT

- The sale of any condominium unit includes the owner's interest in the unit, the garage parking space(s), and the undivided corresponding percentage of ownership in the common areas and facilities.
 - The sale of a condominium unit must be approved by the Board of Directors.
 - Purchase contracts must include removal from the premises of replaced appliances, furniture, and remodeling materials.
- a. Sale Procedure:** The sale of any unit may be by the owner, the owner's heirs, or through a Real Estate agent.
1. Notify the Board of Directors of intent to sell 30 days prior to listing.
 2. BOARD OF DIRECTORS provides the purchaser and/or Real Estate agent the Rules and Regulations, Realtor Info Letter, Owner/Occupies Letter, and Intro to Versailles II.
 3. When a Purchase Offer is signed, the owner or the Real Estate agent shall contact the Board President to obtain the two required Association forms (Sale of Notice and Board of Directors' Waiver Option):
 - 3.1 SALE OF UNIT NOTICE
 - a. The seller's representative will complete and date a Sale of Unit Notice form and place a copy of the bottom portion at the door of each unit located in the same building as the unit being sold.
 - b. All owners in the building shall have fifteen days to consider the offer and indicate (1) their interest in purchasing the unit, or (2) the sale may proceed.
 - c. During this period the purchaser must read and sign the "Rules and Regulations" form found at the end of this document.
 - 3.2 Board of Directors' WAIVER OPTION - The Board of Directors has the first right and option to purchase any condominium unit after all conditions are met, the Board will sign the "Waiver Option".
 4. SELLER'S AGREEMENT - This signed form is used at the closing to show evidence that the Association requirements have been satisfied.
 5. FINANCIAL INFORMATION - Direct the Real Estate Agent and/or Title Company to contact the Versailles in the Woods II President of the Board of Directors for financial information, monthly condominium amounts and/or proration of fees before closing.

29. LEASING OF A CONDOMINIUM UNIT

Versailles in the Woods II is an owner-occupied condominium complex.

30. SALE OF GARAGE PARKING SPACES

- All available garage parking spaces are deeded to condominium owners.
- Every condominium unit shall include at least one garage parking space that must be sold with the unit.
- When a unit owner has more than one deeded garage space, all parking spaces must be sold at the time of the condominium unit sale.
- Garage parking spaces are part of the real estate deeded to unit owners.
- The sale or purchase of a garage parking space changes the property tax, condominium fee, and the percentage of ownership of the property.
- Rules for sale of parking spaces separated from a condominium unit:
 - Prior approval of the Board of Directors is required for the sale of a garage parking space.
 - Separated garage parking spaces may only be sold to Versailles in the Woods II owners.

31. FIRE SAFETY/SEVERE WEATHER

a. Fire Safety Regulations

- Versailles II maintains a monitored Fire Safety Alarm System that can be activated by heat sensors or pull station alarms and includes an enunciator for trouble area identification.
- We are also served by a sprinkler system in the garage, a Fireman's riser system in the main buildings, and hand-held fire extinguishers that are mounted in various locations throughout the complex. Do not tamper with or paint overheat sensors. Doing so may diminish the effectiveness of the device and may set off the fire alarm.
- Unit owners are responsible for having a sufficient number of smoke detectors in their units and are required to change the batteries annually. If owners need assistance changing their batteries, they can contact maintenance to assist.
- Fire doors are installed in all buildings and will close immediately if a fire alarm is activated. (These fire doors also sometimes close in the event of a power surge or power failure. They will be re-opened by a maintenance person).
- There are carbon monoxide detectors in the garage at each elevator. If this alarm goes off, call 911.
- In the event of a fire, elevators are NOT to be used.
- No grills are to be used on Versailles property.
- No live fires of any kind are permitted in the fireplaces inside units. Electric inserts are recommended and permitted.

- Unit owners are required to clean their dryer vent/ductwork semi-annually. Clogged dryer vents are a dangerous fire hazard. There are warning signs of clothes dryer lint buildup such as laundry taking longer to dry, the clothes dryer becoming hotter to the touch, or a burning smell in the laundry room.

b. Tornado Warning or other Severe Weather

Warning – Sirens will activate with a steady tone for a full three minutes:

- Immediately go indoors to seek shelter.
- Go to a basement garage area, preferably into a basement garage laundry room.
- If unable to go downstairs
 - Stay away from all building entrances and windows.
 - Move to inside walls or closets or go into building hallways and stay between closed fire doors.
- Elevators will not operate if there is a power failure.
- For emergency purposes, have a portable radio, flashlight, and bottle of water available.

32. INSURANCE

- The Versailles in the Woods II Condominium Association Insurance Policy covering common areas is through State Farm Fire and Casualty Company.
- It is the responsibility of owners to carry condominium insurance.
- For minimum coverage amounts it is suggested you consult your Insurance representative.
- For additional information or assistance, concerns should be addressed in writing and placed in the Board of Directors Mailbox. **Pertinent Information to provide to the insurance company:**
 1. Versailles II in the Woods.
 2. Built in 1970 – masonry construction
 3. Within 1000 feet of fire hydrants
 4. Within five (5) miles of Sylvania Fire Department
 5. Condominium units in the building:
 - Building 2 – 36 units
 - Building 3 – 36 units
 - Building 4 – 60 units
 6. Year roof was installed:
 - Building 2 – 2011
 - Building 3 – 2009
 - Building 4 - 2010

7. Does the unit have a deadbolt lock?
8. Does the unit have a fire extinguisher?

33. POOL

The following rules/regulations must be observed at all times by everyone using the pool and pool area. FAILURE TO COMPLY WITH THESE REGULATIONS WILL BE ADDRESSED IN WRITING. REPEATED VIOLATIONS MAY RESULT IN THE VIOLATOR AND/OR UNIT RESIDENT BEING BANNED FROM USING THE POOL AND ITS FACILITIES.

The Versailles in the Woods Condominium Owners' Association does not assume any responsibility for:

- Any accident or injury resulting from the use of the pool or its facilities.
- Any loss or damage to personal property left in the pool area.

a. Upon arrival:

- All residents must sign the register identifying the unit number and number of guests using the pool.
- A guest waiver must be signed by every guest prior to the use of the pool.
- All guests must be accompanied by the resident and listed on the waiver.
- Admission is denied to persons having a contagious disease or infection or being under the influence of alcohol or a debilitating drug.

b. Regulations:

- Pool Hours Daily – 8:30 am until Sunset (Weather Permitting)
- All guests, regardless of age, must be accompanied by a resident at all times with NO EXCEPTIONS.
- Only toilet-trained children are allowed in the pool. Children wearing any type of diaper – cloth or disposable or any other are not allowed.
- No animals or pets are permitted in the pool area.
- Persons using the pool or pool area do so at their own risk and sole responsibility.
- State law requires that a rope must be in place at all times. Hanging on the rope is not permitted.
- No running, pushing or undue disturbance in the pool area.
- No backward jumps or flips from the side of the pool.
- No dunking or holding anyone under the water.
- Diving from the side of the pool must be limited to the deep end only (8-10 ft).
- No objects blocking access to the pool stairs.
- No chair floats or floats containing metal parts.
- No Styrofoam is allowed in the pool or pool area, please use paper products only.

- No glass bottles, glassware of any kind, or other breakable items are permitted in the pool area.
- No coins, stones, or other small objects in the pool.
- No electric cords are permitted in the pool area. No electric items, appliances or TVs allowed.
- No cut-off jeans allowed in the pool. Only acceptable swimwear is permitted.
- No changing clothes in the pool area or pool house.
- NO SMOKING IN THE POOL AREA.
- The maximum number of non-resident guests at any time is 4 per unit.
- No private parties are permitted.
- Bushes and grounds around the pool area are not to be used for toilet facilities.
- Please be aware that excess suntan lotion/oil affects the pool filter.
- Please wear a cover-up (females) or shirt (males) when going to and from the pool area.
- The replacement cost of pool area property damaged by a resident or a guest will be charged to the responsible resident.

c. Upon Departure:

- Return all furniture to its original position.
- Lower the umbrellas and secure them with the cord.
- Take all personal property with you. Any personal items left in the pool house will be disposed of at the end of the day.
- Put all garbage (plastic or paper cups, paper plates, etc.) in the trash receptacle.
- Please keep the pool area clean.

34. ENFORCEMENT ASSESSMENTS

The Board has the authority to impose interest and administrative late fees for the late payment of assessments, impose returned check charges, and, in accordance with Chapter 5311, impose reasonable enforcement assessments for violations of the Declaration, the Bylaws, and the Rules and Regulations of the Association, and reasonable charges for damage to the Common Elements.

The Board will impose the following enforcement procedure:

- a. Prior to imposing a charge for damages or an enforcement assessment,** the Board will give the family unit owner a written notice, which may be in the form of electronic mail to an electronic mail address previously provided by the owner in writing, that includes:
- A description of the property damage or violation.
 - The amount of the proposed charge or assessment.
 - A statement that the family unit owner has a right to a hearing before the Board to contest the proposed charge or assessment;

- A statement setting forth the procedures to request a hearing.
- A reasonable date by which the family unit owner must cure the violation to avoid the proposed charge or assessment.

b. Hearing Requirement:

- To request a hearing, the family unit owner must deliver a written notice to the Board not later than the tenth day after receiving the notice required above. If the family unit owner fails to make a timely request for a hearing, the right to that hearing is waived, and the Board may immediately impose a charge for damages or an enforcement assessment.
- If a family unit owner timely requests a hearing, at least seven days prior to the hearing the Board will provide the family unit owner with a written notice that includes the date, time, and location of the hearing.
- The Board will not levy a charge or assessment before holding a properly requested hearing.
- The Board may allow a reasonable time to cure a violation described above before imposing a charge or assessment.
- Within 30 days following a hearing at which the Board imposes a charge or assessment, the Association will deliver a written notice of the charge or assessment to the family unit owner.
- The Association will deliver any written notice required above to the family unit owner or any occupant of the family unit by personal delivery, by electronic mail, by certified mail, return receipt requested, or by regular mail.

35. ACCEPTANCE FORMVersailles in the Woods II
Rules and Regulations

To Whom It May Concern:

Thank you for considering Versailles II as your new residence. Versailles II is a little gem, in a great location, and like any community, large or small, Versailles II has rules for the well-being and peaceful living of its' residents. Therefore, it is important for you to be aware of the rules, as community life is not for everyone. Please read over this booklet carefully, Rules and Regulations.

After you have read the Rules, and have a clear understanding of community life here at Versailles, we ask that you sign and date below, indicating you have read and accepted our rules. This must be completed and returned with the "Sale of Unit Notice".

Please note: Article 4, Section G of the Versailles II Bylaws, states "Any other materials, supplies, furniture, labor, services, maintenance, repairs, structural alterations, insurance or assessments, which the Association is required to secure or pay for pursuant to the terms of the declaration and these bylaws or by law, which in its opinion shall be necessary or proper for the maintenance and operation of the condominium property as a First Class Condominium Project or for the enforcement of the declaration and these bylaws". This Article is a mandate to the Board of Managers, to make sure the Maintenance Account and Reserve Account is adequately funded to meet the ongoing maintenance of our buildings, so please understand there will potentially be yearly increases to your monthly condo fees.

Versailles in the Woods II Board of Managers

Signature: _____ Date: _____

Signature: _____ Date: _____