



# The Westwood Village Condominium Association

Handbook of Rules and Information

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## **Welcome and Introduction**

Welcome to Westwood Village Condominium Association. Westwood Village, is a stand-alone condominium community located in Ravenna Township.

The Westwood Village Condominium Association consists of 66 single-family units. We also have entryways and open areas which are maintained by the Association for the benefit of our Owners. The streets are private and are also maintained by the Association.

As a neighborhood Westwood Village is governed by the Declarations and Bylaws and Amendments dated October 15, 2010 (Amended Declaration), which gives our neighborhood its own condominium association. We have an elected Board of Directors (Board) consisting of five members each serving a three year term. Each year the Board elects officers, following the annual meeting generally held in the last Quarter.

The Board has currently contracted with Barnett Management of Beachwood as our Management Company to handle the day-to-day operations of the Association. The Management Company's job includes; handling accounts receivable and payable, soliciting bids, general maintenance and repair and overseeing work performed on the Association's behalf. Communications are to be directed to the Management Company.

Their telephone number is (216) 831-0165.

The Board hopes you enjoy your home. The Board is committed to reasonably maintaining and enhancing Westwood Village so that it remains and becomes an even more desirable neighborhood in which to live. To accomplish this, the Board created this handbook to highlight certain Rules embodied in the Amended Declaration that specifically pertains to Westwood Village. All owners should familiarize themselves with the bylaws, amendments, and Community Guide.

An electronic version of this handbook, Declaration and Bylaws and amendment documents and other information about Westwood Village is also available on our website:

**[www.westwoodvillagecondo.com](http://www.westwoodvillagecondo.com)**

## Channels of Communication

The Board of Directors is responsible for making the decisions affecting the Property. Decisions concerning the Property are made during the Board meetings. All Board meetings are open to unit owners. (Please call the Management Company for dates and times.)

In between Board meetings, the Association relies on the Management Company to carry out the Board's decisions and handle all communications by and between the Association's Owners, contractors and vendors. If you have questions or concerns about the maintenance of the Common Area, please direct the matter to the Management Company. If the matter is of a complex or difficult nature, please communicate in writing. In case of emergency, such as a fire, you should contact the fire/police departments.

The Board requests and appreciates your cooperation in respecting that Board members are not employees and should not be contacted on Association related matters outside of Board Meetings, unless directed to do so. Board members are not individually responsible for resolving Association matters and can only decide on issues brought to their attention by the Management Company. However, you may contact the Board directly concerning problems you may have with the Management Company.

Again, all communications must be directed through the Management Company to assure that your concerns and questions are properly addressed and answered.

## **Board of Directors**

### **Board Members**

President - Cheryl Hedrick

Vice President - Donna Bailey

Treasurer - Steve Morris

Secretary - Donald Wortkoetter

Special Projects - Carrie Gilly

## I. Architectural and Landscape Guidelines for Improvements

To maintain the architectural character of Westwood Village, additions or alterations of any kind are prohibited to the exterior of Units, including landscaping, without the prior, written consent of the Board.

Review of architectural and landscape change requests, submitted by an Owner, will be in accordance with the following procedure and within the parameters listed below:

- A written request must be submitted to the Management Company, which must include detailed drawings and specific information regarding the request.
- The Management Company will copy and distribute all written requests to the Board.
- The Board may request additional information.

The Board will notify the Owner in writing of approval or denial of the request.

*(See Forms and Policies for a sample submissions form)*

Work is prohibited to begin without receiving the Board's prior written approval.

Approval is also necessary for replacement or repair of any building or structure if it differs in any way from the original structure.

Owners are responsible for any damage to Common Areas or a neighbor's property that occurs due to the installation process.

To submit a request for an exterior modification the Owner(s) must be current in all fees and assessments.

## II. Common Areas and Association Responsibilities

Common Areas refers to the areas within Westwood Village that are devoted to the common use and enjoyment of all *Occupants*. The Association *has the duty*, as defined by the Declarations and Bylaws, to maintain Common Areas. Common Areas shall include but are not limited to all open areas, roads, and entryways.

The Association is reasonably responsible for the following:

- A.** Private streets, lighting located at the entrance to the development, signage, and utilities *which* are separately metered to the Association;
- B.** The entrance to Westwood Village Condominium Association;
- C.** Mulching, trimming, all limited common areas and all Owners' landscaping beds; (trimming is defined as cutting new growth to maintain the original shape of the shrub or tree)
- D.** Grass mowing, trimming, pruning and fertilization of Common Areas;
- E.** Grass mowing and fertilization of Owners' Limited Common Areas;
- F.** Trees in common areas;
- G.** Utility lines in common areas; and
- H.** Reasonably snow plowing all streets, driveways and sidewalks when snowfall exceeds 3 inches. It is the goal of the Association to keep the streets open depending on the overall weather conditions. The streets are plowed first followed by the driveways and then sidewalks leading to each Unit. Salting is done on an as-needed basis.

### III. Complaint/Enforcement Procedure

- A. Complaints against anyone violating the Rules must be submitted to the Management Company in writing and must contain the date, signature, address and telephone number of the individual filing the complaint.
- B. The Management Company will, in most instances, contact the alleged responsible Owner after receipt of each complaint, and a reasonable effort will be made to gain the Owner's agreement to cease the violation.
- C. Unless it is an emergency which requires immediate attention, once notified, the Owner has thirty (30) days to cure a violation, or ten days (10) to request a hearing as set forth in Section E. below.
- D. If the reasonable efforts to gain compliance are unsuccessful, the Unit Owner may be subject to a sanction in accordance with the penalty provisions contained in the Enforcement Procedure.
- E. To request a hearing, the Owner shall deliver a written notice to the Management Company not later than the tenth (10<sup>th</sup>) date after receiving the above notice. *(See Forms & Policies Section for a sample Request for a Hearing)*. If the 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.
- F. If an Owner requests a hearing, the Board shall provide the Owner with a written notice that includes the date, time and location of the hearing. This notice is to be provided at least Ten (10) days prior to the hearing.
- G. The Board shall not levy a charge or enforcement assessment before holding any hearing that is requested.
- H. The Board may allow a reasonable time to cure a violation. Violations not addressed within that reasonable time will be assessed a \$250 fine.
- I. Within thirty (30) days following a hearing at which the Board imposes a charge or enforcement assessment, the Management Company, on behalf of the Association, shall deliver a written notice of the charge or assessment to the Owner either by personal delivery or certified mail, return receipt requested, or other delivery service, which provides proof of delivery.



- J.** The Association may file a lien for an enforcement assessment and/or damage charges, which remain unpaid for more than thirty (30) days following the above notice.
  
- K.** Notwithstanding anything contained in these Rules, the Board shall have the right to proceed, immediately or otherwise, with legal action for any violation of the Association's governing documents, as the Board, in its sole discretion may determine. The entire cost of effectuating a legal remedy to impose compliance, including court costs and attorneys' fees, shall be added to the account of the responsible Owner.

#### IV. Fees, Lien Procedure and Cost of Collection

- A. All assessments, including maintenance fees, are due on the first day of the month and are considered late if not received by the 15<sup>th</sup> of the month. *See Late Fee policy in Forms and Policy section.*
- B. An administrative late charge of \$25.00 per month shall be incurred for any late payment and on any unpaid balance.
- C. Any cost, including attorneys' fees, recording fees, title reports and/or court costs incurred by the Association in the collection of delinquent maintenance fees or special assessments shall be added to the amount owed by the delinquent Owner.
- D. Any past due maintenance fees may cause a lien and foreclosure to be filed against the Owner. Our current policy is to begin foreclosure proceedings if an Owner is more than three (3) months in arrears.
- E. Any payments shall be applied in the following order.
  - Administrative late fees owed to the Association
  - Collection costs, and attorneys' fees incurred by the Association
  - Principal amounts owed on the account for common expenses and assessments.
- F. A charge of \$35.00 will be billed for each non-sufficient funds check.
- G. If any owner (either by their conduct or by the conduct of any occupant) fails to perform any act required by the Declaration, the Bylaws, or the Rules and Regulations, the Association, after giving proper notice and an opportunity to request a hearing, may levy an enforcement assessment, undertake such performance, or cure such violation. Any costs the Association incurs in taking such action will be charged back to the owner's account.
- H. If an owner is more than 30 days past due in the payment of any assessment, the Association may suspend privileges, including the right to vote or the ability to apply for architectural approval.

## V. General Information

- A. Owners are responsible for the actions of their families, guests, and Occupants.
- B. Any activity is prohibited in any Unit or any Common Areas, which results in annoyance or nuisance to other Owners or Occupants (e.g. loud groups of people, loud music, dogs barking, loud vehicles).
- C. Any item(s) located in the Common Area needing maintenance or repair should be reported to the Management Company.
- D. Industry, business trade, occupation or profession of any kind, commercial, religious, education or otherwise is prohibited from being conducted, maintained or permitted to operate in Westwood Village. Any Occupant may use a portion of their Unit for an office or studio, provided it does not become a nuisance to neighbors or become principally an office, school or studio as distinct from the Unit,
- E. Fixed and freestanding basketball hoops are permitted, but must be maintained in good condition. Must not interfere with landscaping services (mowing).
- F. No signs are permitted, except as indicated in Section XI. C. below.
- G. Swing sets are permitted but must be located behind the unit, must not interfere with landscaping services and must not block the view from adjoining units.
- H. Storage sheds no larger than eight (8) by ten (10) feet may be permitted with prior Board Approval. The storage shed siding and roofing colors must match the Unit. Placement of the storage shed should be at back of the Unit's limited common use area.
- I. The outside storage of property (including but not limited to tools, recreational equipment, lumber, debris, junk, paper, bottles and cans) is prohibited. Storage of grills, bicycles, recreational equipment, etc. is prohibited on the sides of any Living Unit Nothing shall be construed to prohibit the reasonably necessary storage on a lot of building materials during the course of adding to or remodeling a Living Unit or garage.
- J. Clothes lines are permitted but must not be visible from the street and must not obstruct landscape equipment.

- K.** There will be no discharge of guns, ammunition or explosives including fireworks. Hunting, trapping or poisoning of wildlife is prohibited, except for rodent control.
- L.** No trailers or Recreational Vehicles are permitted. Boats with trailers up to twenty (20) feet in length or a fold-down camper may be stored on the Unit's Limited Common Area adjacent to the garage on a rectangular pad of concrete or #57 limestone gravel. The width of the pad must not exceed ten(10) foot or past the midway line between the neighboring Unit.
- M.** Swimming pools are prohibited. Wading pools are permitted in Unit's Limited Common Area not to exceed two (2) foot by ten (10) foot. Pools must be removed when not in use and/or on the weekly mowing day.
- N.** Fences and walls are prohibited in Unit's Limited Common Area without prior Board approval. Fences or walls may not restrict or block the view from an adjoining Unit's Limited Common Area or impair the continuity of general landscaping plan of the development.
- O.** Invisible fences for pet control are not permitted.
- P.** Satellite dishes are permitted and should be mounted on the house, roof or deck to keep them from obstructing work done by contractors.
- Q.** Animals, birds, or fowl except reasonable numbers as house pets for owner's pleasure, but not for commercial use or property are permitted.
- R.** Mailboxes must be kept in state of good repair. Replacement mail boxes must be Step2 black design with newspaper slot.
- S.** Owners may request inspection and/or copies of Association records. (See Forms & Policies Section for further information)
- T.** In all instances where written Board approval is required, please allow a minimum of two weeks after submitting complete information for an answer except in emergency situations. The Board may add to, change and further define these Rules and may appoint committees to assist the Board.
- U.** Vertical siding of any kind is prohibited. Siding should be replaced with vinyl siding of similar style to the original. Prior board approval is required.
- V.** Exterior furnaces of any kind are prohibited.

## VI. Owner Responsibilities

The Owner is responsible for the following:

- A. The Limited Common Area is the homeowner's responsibility. This includes land extending to the street, 10' or midway between neighboring units, and approximately fifty (50) foot from the rear of the Unit.
- B. Replacement of dead shrubs, trees, and perennials in the landscape beds or anywhere in the homeowner's Limited Common Area is at the Owner's expense. They must be divided and pruned periodically to maintain a tidy appearance. Pruning includes removing dead or broken branches, thinning out of the shrub and/or cutting back to size. The replacement(s) must be the same as was originally planted or a like substitute of like size or a new landscape plan approved by the Board. If the Owner has any question as to what is acceptable, contact the Management Company for clarification.
- C. Owners are required to keep their Units in good repair, which includes painting shutters, doors and trim when necessary. If an owner is found to be in violation and needed actions are not completed within a reasonable time, the owner will be assessed a \$250 fine. In addition to the assessed fine, the Board has the right to contract to have the needed work done and the Owner will be billed.
- D. Maintenance of water, gas, electric, sanitary and/or storm lines, pipes, wires, cable or systems serving an individual Unit.
- E. Watering of all landscape beds and lawn areas in the individual unit's Limited Common Area.
- F. Any planting or changing of any Limited Common Area must have prior written Board approval.
- G. Maintenance of mailboxes is the responsibility of the Owner. If replacement is necessary, it must conform to the existing mailboxes or replacement approved by the Board. Any decorations to mailboxes must be removed in a timely fashion.
- H. Lampposts are the responsibility of the Owners. You must keep your Lamppost on from dusk to dawn, or when your photocell turns it on and off.

- I. Any damages to lawns or units by board employed contractors must be reported to property management immediately. Delays in reporting could result in those claims not being handled.

## VII. Landscaping

At Westwood Village we must abide by certain guidelines to maintain an attractive community for our current and future Owners.

We encourage beautification and individuality, but at the same time, we must recognize that each Unit is part of a whole community and the Board must have in place a standard of continuity.

- A. All Occupants are responsible for watering of the lawn and plantings located in their Limited Common Area.
- B. The Owner must maintain flowers and shrubs planted.
- C. Owners desiring to install additional shrubs, trees, or to change the landscape must obtain prior written approval from the Board.
- D. Flagpoles in the ground must have prior Board approval.
- E. One six (6) foot flagpole on either the garage trim or front porch is permitted.
  - When displaying the flag of the United States of America, it is to be a standard flag (not to exceed 4' by 6') and is permitted to be displayed on a flagpole as indicated above.
  - The flag must be made of nylon, polyester, or cotton.
  - The location of the flag must not interfere with the use of any walkways or obstruct the view of any driveways for motorists or pedestrians.
  - The flag must immediately be removed and/or replaced once it is worn, faded and/or tattered.

VIII. Lease a Unit

- A. No unit shall be leased, let, or rented. The purpose of this restriction is to create a community of resident owners, subject to the following:
- B. This restriction does not apply to:
  - Units that are occupied by the parents or children of the Unit owner.
  - Any Unit owner leasing his/her unit at the time of the recording of Amendment A on March 24<sup>th</sup>, 2006. (Grandfathered)
- C. To meet a special situation and to avoid an undue hardship, each unit owner has the right to lease his/her unit with prior Board Approval to a specified lessee for a one-time period not less than six (6) consecutive months and not more than twenty-four (24) consecutive months. This one-time hardship exception may not be extended beyond twenty-four (24) consecutive months.
- D. Sub-leasing of any unit in whole or in part is prohibited.
- E. All exempted leases must be in writing and a copy provided to the Board.
- F. Lessees must abide by all Declarations and Bylaws, Rules and Regulations of the Westwood Village Condominium Association.
- G. The Owner is responsible for tenant violations, as well as any enforcement assessment and all other damages. Any recourse the Owner may wish to take against his tenants is at the Owner's Expense.

**IX. Parking, Motor Vehicles and Roads**

- A.** Occupants must use their garage as the primary parking space. Driveways are to be used for secondary parking.
- B.** Any vehicle belonging to an Occupant or someone living with an Occupant which is painted, signed, identified as, licensed for or equipped for commercial purposes must be parked in a garage.
- C.** Storage or overnight parking of trailers, motor homes, campers, house trailers, horse trailers, boats or boat trailers in driveways is prohibited.
- D.** Disabled, inoperable or abandoned vehicles must be stored in the garage.
- E.** Overnight parking on the street is prohibited except for short term guests.
- F.** Parking is prohibited within 30 feet of any corner.
- G.** All vehicles need to be removed from the street if snowfalls exceed three (3) inches. If possible, cars should also be removed from driveways.
- H.** The contractor will not plow any driveways where vehicles are parked.
- I.** There are no speed limit signs posted, however the speed limit is 20 miles per hour.



**X. Pets**

- A.** No animals, rabbits, livestock, fowl or poultry of any kind shall be raised, bred or kept in any Living Unit or in the Common Areas, except that dogs, cats and other household pets may be kept in Units, provided they are not kept, bred or maintained for any commercial purposes.
- B.** The owner must carry liability insurance for any pet(s) that go outside their Unit and The Westwood Village Condominium Association must be named as additional insured.
- C.** Pets must be on a handheld leash at all times when outside the Unit. Pets are prohibited from running free and must be accompanied by their owners at all times.
- D.** Any pets on staked leash lines are prohibited to go beyond individual Unit's Limited Common Area.
- E.** For the safety of your pets and the safety of landscape contractors, please keep your pet inside during landscaping activities.
- F.** Pet owners are responsible for clean up after their pets on their property, their neighbors' and Common Areas. Clean up must be done immediately.
- G.** Pets making or causing noises of sufficient volume, including excessive barking or other animal noises, whether indoors or outdoors, that disturbs another Occupant is prohibited.
- H.** Pets are prohibited from attacking or otherwise interfering with the freedom of *movement* of a person or their pets on the Common Areas, chasing vehicles, attacking other pets, or creating a disturbance in any other way.
- I.** Pets are prohibited from causing noticeable odors.
- J.** Any pet causing or creating a nuisance or unreasonable disturbance shall be permanently removed from Property upon three (3) days' written notice from the Board.

XI. Sale of a Unit

- A. Owners should notify the Management Company of their intention to place their Unit on the market as soon as possible. This will allow the Management Company time to prepare any documents needed by lenders, insurance agents, appraisers, real estate *agents*, escrow agents and title companies.
- B. All Owners are required to notify the Management Company in writing of any change in occupancy within thirty (30) days of such change.
- C. "For Sale" signs may not exceed five (5) square feet in size.
- D. We request "Open House" signs be limited to the day of the open house.
- E. The seller is responsible for providing the buyer with the following:
  - 1. Copy of the Amended Declarations and Bylaws;
  - 2. Copy of the Rule and Information Handbook.

**XII. Trash Removal**

- A.** Westwood Village Condominium Association uses private contractors to provide trash removal, which is currently set for Wednesdays. Collection will be one day later when a holiday falls on the regular collection day.
- B.** Two trash cans or 3 large garbage bags are allowed per week.
- C.** One large item per year. Contact the Management Company for details since this may incur additional expense to the owner.
- D.** Recycling service is optional through Portage County at the owner's expense.
- E.** Trash should not be put out prior to dusk the evening before pick up is scheduled. All rubbish should be out for collection by 6:30 a.m.
- F.** When stored outside, all trash must be in containers with a secured lid. Recycling materials should *be* secure to prevent them from blowing around the neighborhood.
- G.** Trash containers should be retrieved and out of sight the evening of the day of collection.
- H.** Trash containers and recycling bins must be stored in your garage, behind the unit, or on the side of the garage behind a screen. Containers and bins must not be visible from the street. Acceptable screens must either be of natural shrubs or bushes or white vinyl lattice work not to exceed 48" in height.
- I.** Oil, solvent or any other volatile or flammable material is prohibited to be poured or allowed to spill into storm sewers, garage drains, driveways or Common Areas.
- J.** Littering is prohibited. Please properly dispose of cigarette and cigar butts.
- K.** Occupants shall keep Limited Common Areas adjacent to their home clean and free of rubbish, debris and other unsightly materials.

PLEASE RETAIN FOR FUTURE REFERENCE

### Chart of Maintenance Responsibilities

Item of Maintenance	Condominium Association Responsibility	Home Owner Responsibility	Notes
Entrance, Signage, and Landscaping	All	None	
Landscape Beds: Mulching, Trimming and	All	None	
Grass Mowing & Fertilizing of Common Area	All	None	
Grass Mowing & Fertilizing of Limited Common Areas	All		
Snow Plowing of roads, Driveways & Sidewalk	All	None	
Replacement & repair of driveways & sidewalks	None	All	Prior board approval required
Trees in Common areas	All	None	
Trees in Limited Common areas	None	All	New Installation or replacement Requires Board Approval
Utility Lines, Plumbing & Electric	All within Common Areas	All within Limited Common Areas	New Installation or replacement Requires Board Approval
All Landscape Beds: Plant Material, shrubs, and tree Installation & Replacement.	None	All	New Installation or replacement Requires Board Approval
Turf Repair, Reseeding, Sod Replacement, and repair of sink holes in Limited Common area	None	All	New Installation or replacement Requires Board Approval
Driveway & Sidewalk Maintenance and Repair	None	All	New Installation or replacement Requires Board Approval
Foundations	None	All	New Installation or replacement Requires Board Approval
Dwelling Unit Exteriors	None	All	New Installation or replacement Requires Board Approval

Item of Maintenance	Condominium Association Responsibility	Home Owner Responsibility	Notes
Windows/Doors	None	All	New Installation or replacement Requires Board Approval
Roofs, Gutters, Downspouts	None	All	New Installation or replacement Requires Board Approval
Post Lights, including Electric Lines	None	All	New Installation or replacement Requires Board Approval
Patios, Decks & Porches	None	All	New Installation or replacement Requires Board Approval
Mailboxes	None	All	Style Mandated by Condominium Association
Dwelling Unit Interiors	None	All	

WESTWOOD VILLAGE CONDOMINIUM ASSOCIATION

ARCHITECTURAL/LANDSCAPE APPROVAL FORM

RETURN TO: Barnett Management Company Inc.

In order to create exterior uniformity, preserve the integrity, and follow common guidelines and standards for improvement projects within the Westwood Village Condominium Association, ALL EXTERIOR MODIFICATIONS must receive WRITTEN BOARD APPROVAL from the Board of Directors prior to initiation of project.

A written request with supporting detailed drawing for any type of modification, installation, or additions must be submitted to Barnett Management, Inc. Barnett Management, Inc. will send it to the Board of Directors for review. The Board of Directors will notify the homeowner, in writing, of approval or denial.

In order to make the approval process easier, we have put together this form to be filled out and sent to the Management Company. Please try to plan your projects ahead of time. PLEASE CONSULT THE HOMEOWNERS ASSOCIATION RULES AND INFORMATION PRIOR TO FILLING OUT THIS FORM. If you have any questions pertaining to the Rules and Information or meetings, please call Barnett Management, Inc., at (216) 831-0165.

I WOULD LIKE APPROVAL FOR THE FOLLOWING PROJECTS:

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NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DAYTIME PHONE NUMBER: \_\_\_\_\_

REQUEST: \_\_\_\_\_

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Attach detailed drawings with dimensions, neighbor's permission, if needed.

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All landscaping and additions must show the scope of your project of the existing home and landscaping.

## RECORDS REQUEST POLICY

Any Westwood Village Condominium Association unit owner may inspect and/or copy Association records by appointment at the principal office of the property management company. An owner must make the request for inspection in writing listing the documents to be inspected and/or copied and the reason and purpose for the request. The request may *be* sent to the Property Manager or any *member* of the Board of Directors.

No owner may submit more than one (1) request for inspection and/or copying in a thirty (30) day period.

Inspections may be made during the normal business hours of the principal office of the property management company. The appointment should take place after the appropriate records are made available. Normally, this would be within ten (10) business days after the request is received. During an inspection, the owner may designate for copying such records by use of a removable tab, slip or post-it not on the page(s) desired. Normally, the copies will be made available within (10) business days of the date they are designated. Original records may not be removed from the inspection location.

Unit owners shall not exercise their inspection rights in order to harass any other owner, agent or the Property Manager. Any owner will be required to sign a log when they inspect records or receive copies showing the date and the records inspected or copied.

Upon written request, owners shall be provided meeting minutes at no charge. For records other than meeting minutes, the owner shall pay for copies and for the clerical time involved with retrieval, copying and re-filing the documents. The fee for this service will be determined by the Property Manager and agreed to by the owner. It will be based on the number of copies and the amount of time involved to satisfy the request (for retrieval, copies and re-filing).

The Board of Directors may withhold from inspection or copying any records in its reasonable business judgment would:

1. Constitute an unwarranted invasion of privacy;
2. Constitute privileged information under the attorney-client privileges,
3. Involve pending or anticipated litigation or contract negotiations, or
4. Involve the discipline or dismissal of a specific member of the Board.

REQUEST FOR A HEARING

Unless a written request for a hearing, signed by the person(s) named as Owner(s) in the accompanying correspondence is received by the Board within ten (10) days of the receipt of the correspondence, the Board may proceed with an enforcement assessment without a hearing, and you will have waived your right to a hearing. If you want to request a hearing, then this completed form must be received within (10) days by:

Westwood Village Condominium Association.  
Barnett Management, Inc.  
3681 Green Road Suite #305  
Beachwood Ohio 44122

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, request to be scheduled for a hearing in front of the Board at the time of the next scheduled meeting or sooner, of which I will be notified at least seven (7) days in advance.

I believe the enforcement assessment should not be imposed because:

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