

APPENDICES

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APPENDIX A: MAINTENANCE RESPONSIBILITY CHART

The chart below shows who is responsible for maintenance, repair, and replacement of specific items associated with a Unit. Reference to Declaration & Bylaws, Article IX, Section 1 & 2.

Common Elements: All of the condominium property, including all land and improvements thereon and appurtenances thereto. The Unit Owners' Common Element ends once the concrete porch/patio entrance is accessed on the Property.

Limited Common Elements: The Limited Common Elements are limited to the 2 parking spaces in front of the unit garage. Each Limited Common Element is reserved for the exclusive intended use of the Owners and/or Tenants/Residents of that Unit.

Item		Responsibility
Light fixtures	Porch light, Interior lights	Unit Owner
	Exterior Pole light, Exterior Garage light	Association
Other electrical	Transformer to meter box	Association
	Meter box to circuit box	Unit Owner
	Circuit box	
	Circuit box wiring to outlets, etc.	
	Circuit breakers	
	Interior receptacles, switches, fixtures, etc.	
	Exterior receptacle	
	Doorbell and wiring	
	Alarm systems	
	New exterior telephone wiring and jacks	
	Internal telephone wiring and jacks	
Garage door	Springs, wheels, tracks, and weather stripping	Unit Owner
	Electrical openers	
	Replacement door	
	Door exterior coating (paint)	
Entrance door	Replacement door	Unit Owner
	Glass, locks, knobs, handles, weather stripping	
	Door exterior coating (paint)	
	Storm/screen door	
Windows	Glass, leaks, mullions, etc.	Unit Owner
	Mechanisms, operators, balances, etc.	
	Exterior wood frames, sashes, jambs, hardware	
	Interior casing and frame	
	Screens and weather stripping	



Item		Responsibility
	Handles and locks	
Kitchen and Baths	Disposal, including switch, wiring and plumbing	Unit Owner
	Cabinets	
	Plumbing, including faucets	
	Dryer vent	
	Vent fans	
Walls, ceilings, and floors	Structural support and exterior walls	Association
	Ceiling structure	
	Floor structure, second story	
	Interior surfaces and partition walls	Unit Owner
	Concrete floors, including garage/patio/porch	
	Floor covering	
Furnace, air conditioning	Furnace, humidifier, filters, air cleaners	Unit Owner
	Heat ducts, registers	
	Air conditioning coil and exterior unit	
Plumbing and gas lines	Sanitary and storm sewer up to building	Association
	Main water supply line to building	
	Main gas supply to in-line shutoff	
	Interior sanitary drains	Unit Owner
	Main water supply line shutoff valve in unit	
	Other water lines in walls and ceilings	
	Exterior water spigot	
	Faucets, valves, toilets, other fixtures	
	In-line shutoff valve for furnace, etc.	
	Other gas lines (dryer, stove, etc.)	
Other	Gutters and downspouts	Association
	Roof vents	
	Roof dryer vent cap	
	Plumbing stack	
	Streets, driveways, parking areas (asphalt)	
	All other Common Elements and facilities	
	Cable television interior wiring	Unit Owner
	Attic insulation	
	All variances installed by Owner or previous Owner	
	Mailbox lock and key(s)	



Date Rec'd by the Board: _____

APPENDIX B: APPLICATION TO INSTALL/REPLACE RETRACTABLE AWNINGS

()	
Name (print above)	Telephone Number
at	Pioneer Circle, Pickerington, OH 43147 Own Condo: <input type="checkbox"/>
Type:	
Motorized:	
Seller:	
Color:	
Make sure all information regarding the awning is attached, <u>along with a picture</u> . The color must be in the beige and tan line and blend comfortably with the surroundings.	
DECLARATION: The undersigned Owner does hereby agree to maintain this improvement at no cost to The Condominium at Homestead in Pickerington Association.	
Signature	/ / Date
BOARD APPROVAL SIGNATURE/S	Date
APPROVED YES <input type="checkbox"/>	YES/with conditions <input type="checkbox"/> NO <input type="checkbox"/>
COMMENTS FOR APPROVING WITH CONDITIONS OR FOR NOT APPROVING:	



Date Rec'd by the Board: _____

APPENDIX C: VARIANCE REQUEST TO MODIFY COMMON ELEMENTS

For the purpose of this Request Form, the following apply: **Common Elements** include mulched beds directly in front of porch railing or patio fence and outside walls and roofs.

()	
Name (print above)	Telephone Number
at Pioneer Circle, Pickerington, OH 43147	
Check if: <input type="checkbox"/> Owner	<input type="checkbox"/> Tenant
I/We request permission to modify our Unit's area as follows. [Check all covered by this request.]	
<input type="checkbox"/> Install Perennials/Bulbs/Shrubs to Mulched Beds around Unit per attached plant information and planting diagram. [Plant/Shrub information should include name and growing information.]	
<input type="checkbox"/> Roof Venting Change for replacement Hot Water on Demand System for Unit's Hot Water Heater. [Attach Product and Contractor information for system and roof vent installation.]	
<input type="checkbox"/> Common or Outside Wall and/or Roof Vent Changes for replacement Furnace/AC Units for Unit's current ones. [Attach Product and Contractor information for system and wall/roof changes installation.]	
<input type="checkbox"/> Any coverings or stains for porch and concrete needs to neutral and not conflicting with the community.	
<input type="checkbox"/> Other: (specify)	
Make sure all needed attachments are included with this request when mailed to avoid delaying its consideration. The form should be emailed to the Board (homesteadcondominiums101@yahoo.com) or placed in the Board mailbox PRIOR to a change being made.	
DECLARATION: The undersigned Owner/Tenant do hereby agree to maintain this improvement at no cost to The Condominium at Homestead in Pickerington Association.	
Signature (above)	Date
BOARD APPROVAL SIGNATURE/S	Date
APPROVED YES <input type="checkbox"/>	YES/with conditions <input type="checkbox"/>
NO <input type="checkbox"/>	
COMMENTS FOR APPROVING WITH CONDITIONS OR FOR NOT APPROVING:	



Date Rec'd by the Board: _____

APPENDIX D: SCREEN PORCH INSTALLATION REQUEST

I/We would like to request approval for the installation of a screen porch at _____ **Pioneer Circle**. Below is a listing of parts used when the Units were originally built – you can use this as a guide when purchasing supplies:

PARTS LIST: As manufactured by MASON CORPORATION, 1-800-868-9226,
OR EQUAL MATERIALS SHALL BE USED. **All parts shall be V - IVORY**

H500	1" x 2" main starter frame .040" roll formed alum., ½" grove depth
H503	2" x 2" main mullion frame .040" roll formed alum., ½" grove depth
H506	Stamped .040" alum. clip to join H503 2" x 2" frame to H500 1" x 2" starter frame
H510	Stamped .040" alum. clip to join two pieces of H503 2" x 2" frame -mill finish.
H512	#10 x ½" Tek screw
C333	Round .150" serrated spline
H460	Closer bracket vinyl - BLACK
F827	Screen door, KD knock down, 3'-0" x 6'-8," three panel (upper two have screens).
Fiberglass screen cloth, CHARCOAL, one piece per panel (2 panels per side of porch top and bottom and 1 panel on either side of Entry Door or 14 panels in total)	
All doors are to be Ivory or Almond in color.	

Installation Requirements: All framework will be on the inside perimeter of the porch and installed for easy removal for painting or other maintenance requirements. The top screen section is to set on top and/or inside the top banister and the bottom to set on the inside of the banister.

All cost incurred for this addition and its future maintenance are at the Unit Owner's expense. Please note that the screen must all be within the perimeter of the porch and that should the porch need to be painted, the screen must be removed (at Owner's expense) to allow for accessibility for the porch to be properly painted. This form should be emailed to the Board (homesteadcondominiums101@yahoo.com) or placed in the Board mailbox **PRIOR** to a change being made.

(Attention: If a Resident wishes to request permission of the Unit Owner to purchase and install, and it becomes a part of the Unit which shall not be removed from the Unit; they must have Unit Owner approval the Unit Owner is to sign this request form.)

Owner/Tenant Signature Date

Owner Approval Signature (if required) Date

Board Approval Signature Date



Date Rec'd by the Board: _____

APPENDIX E: APPLICATION REQUEST FOR REPLACEMENT OF EXTERIOR DOOR, GARAGE DOOR OR WINDOWS

Owners are responsible for maintenance and replacement of exterior doors, garage doors and windows. These replacements must be architecturally of the same style and quality as the original elements and require the Board's approval before installation.

()	
Name (print above)	Telephone Number
at Pioneer Circle, Pickerington, OH 43147	
Check if:	<input type="checkbox"/> Owner <input type="checkbox"/> Tenant
I/We request permission to modify our Unit's area as follows. [Check all covered by this request.]	
<input type="checkbox"/> Front entrance door with a 6 raised panel solid door painted with Homestead color codes.	
<input type="checkbox"/> Garage door with a 32 raised panel door painted with Homestead color codes.	
<input type="checkbox"/> Windows with like single hung or side sliding windows with mullions.	
<input type="checkbox"/> Other: (specify)	
Make sure all needed attachments are included with this request when mailed to avoid delaying its consideration. The form should be emailed to the Board (homesteadcondominiums101@yahoo.com) or placed in the Board mailbox <u>PRIOR</u> to a change being made.	
DECLARATION: The undersigned Owner does hereby agree to maintain this improvement at no cost to The Condominium at Homestead in Pickerington Association.	
Signature (above)	Date
BOARD APPROVAL SIGNATURE/S	Date
APPROVED:	YES <input type="checkbox"/> YES/with conditions <input type="checkbox"/> NO <input type="checkbox"/>
COMMENTS FOR APPROVING WITH CONDITIONS OR FOR NOT APPROVING:	



Date Rec'd by the Board: _____

APPENDIX F: STORM DOOR REQUEST

To: Homestead Board of Directors:

I/We would like to request approval for the installation of a storm door at Pioneer Circle.

Product Information Availability for Condominiums:

All doors are to be Almond or beige in color. Please note that the approved storm doors for our community are shown below. If these are not available there are other brands you can use that are similar in style.

Larson Storm Doors

Full Views –	Williamsburg (Double Beveled) – Available at Lowes- Exclusive If screen not included - must purchase separately. Tradewinds-Easy Vent System- Available at Lowes Baybreeze (Self-Storing) – Available at Lowes
High Views –	Highland (Multi-vent) – Available at Lowes

ATTENTION: The Storm/Screen Door for the Unit's front door is at the expense of the Unit Owner for purchase, installation and maintenance.

If a Tenant wishes to request permission of the Unit Owner to purchase and install one, it becomes a part of the Unit which shall not be removed from the Unit. They must have the Unit Owner's approval and signature prior to submitting this request form.

This form should be emailed to the Board (homesteadcondominiums101@yahoo.com) or placed in the Board mailbox **PRIOR** to a change being made.

Owner Signature

Date

Owner Approval Signature (if required)

Date

Board Approval Signature

Date



Date Rec'd by the Board: _____

APPENDIX G: COMPLAINT / REPORT OF VIOLATION

REPORTING PROCESS:

1. If you witness an incident that you feel needs police action or response, **call Pickerington Police** at 614-575-6911 or, **if emergency** response is needed, **call 911** immediately.
2. Call and report the incident/damage/non-compliance to our Management Company, leaving a brief message describing the occurrence and giving your name, Unit number and telephone number.
3. Complete this report to provide written documentation to the Board and Management. The Board's address is 101 Pioneer Circle (or drop in the Board's box at the mail kiosk) or email to the Board at **homesteadcondominiums101@yahoo.com**. Also copy the report to Management Company.

Your Name (Printed): _____ Phone: _____

Your Signature: _____ Date: _____

Your Unit Address: _____

Date and time of violation: _____

Alleged Violator's Name (if known): _____

Alleged Violator's Address (if known): _____

Describe the violation or complaint (add another sheet if necessary)

Did you attempt to resolve the problem? If so, what were the results?

Official Receiving the Complaint: _____

Date Complaint Received: _____

Disposition / Action Taken: _____

Your Name (Printed): _____ Phone: _____



Processing Fee of \$250 for
Original Tenant Lease

Date Rec'd: _____

APPENDIX K: LEASE INFORMATION AND STATEMENT OF COMPLIANCE BY UNIT OWNER(S)

“Prior to the commencement of the term of a lease, the Unit Owner shall provide the Management Company, in writing, the name(s) of all Residents; contact numbers for each adult Resident, the time during which the lease term shall be in effect; a statement **verifying they have conducted appropriate credit and background checks**; and a signed and dated statement that the required provisions above are included in the lease agreement.”

OWNER(S) ACKNOWLEDGEMENT OF COMPLIANCE WITH HOMESTEAD’S DECLARATION, BYLAWS AND RULES AND REGULATIONS REGARDING THE LEASING OF THEIR UNIT.

Unit to be Leased: _____ Pioneer Circle

Effective Term of Lease is from: _____ To: _____

The following are the Lease signers and hereafter will be the Resident(s): _____

Phone: _____ Emergency Contact: _____

Email: _____

The following are the **Resident(s) family** or cohabitating Resident in compliance with Pickerington City Codes.

We hereby confirm and acknowledge that a written lease has been executed for our Unit. All requirements as to the Association’s Declaration, Bylaws and Rules and Regulations have been met.

We acknowledge that all appropriate credit, sexual offender and background checks were conducted **PRIOR to the execution of the attached lease**. The Resident(s) have no discrepancies with the Association Declaration, Bylaws and Rules and Regulations. Attached also is the executed Lease Confirmation and Acknowledgement.

Unit OWNER’S new mailing address: _____

Unit OWNER’S new email address: _____

Unit OWNER’S new phone number: _____

SIGNED: _____ DATE: _____
(Owner 1 Signature)

SIGNED: _____ DATE: _____
(Owner 2 Signature)

Refer to Decs & Bylaws, Article III Purposes; Restrictions,
Section 2, Restrictions, (i) Renting & Leasing

Attach: Lease and Background Check



**Processing Fee of \$250 for
Original Tenant Lease**

APPENDIX L: LEASE CONFIRMATION AND ACKNOWLEDGEMENT BY RESIDENT(S)

THIS FORM IS TO BE TURNED IN WITH “LEASE INFORMATION AND STATEMENT OF COMPLIANCE BY UNIT OWNER(S)” (Appendix K)

The Unit Owner shall provide to the Board a copy of the signed and dated acknowledgement by the Resident(s) that they are in receipt of a copy of the Rules and Regulations with its version noted along with their notice to the Resident(s) that they are to provide contact information in compliance with these Rules and Regulations. This form is to be provided to the Board **PRIOR** to Resident occupying the Unit.

RESIDENT(S) ACKNOWLEDGEMENT TO THE CONDOMINIUM AT HOMESTEAD IN PICKERINGTON ASSOCIATION AND THEIR UNIT OWNER(S) IN THE LEASING OF THEIR UNIT

Unit Leased: _____ Pioneer Circle

Effective Term of Lease is from: _____ To: _____

The following are the Lease signers and hereafter will be the Resident(s): **[please print names]**

The following are the Resident(s) family Residents or cohabitating Residents in compliance with Pickerington City Codes.

Rules and Regulations Revision supplied to Resident(s) is: (dated) _____

I/We the Resident(s) understand and hereby acknowledge the following:

- that the Unit Owner(s) has provided a copy of the current Homestead Rules and Regulations Handbook and to which I/we agree to comply and abide; and,
- that I/we have been informed by the Unit Owner(s) of our obligation to advise the Board and Management Company of any updated contact information.

SIGNED: _____ DATE: _____
(Resident(s) Signature(s))

SIGNED: _____ DATE: _____
(Resident(s) Signature(s))

REQUIRED Emergency Contact: _____ Phone: _____

Refer to Decs & Bylaws, Article III Purposes; Restrictions,
Section 2, Restrictions, (i) Renting & Leasing



APPENDIX M: OUR MANAGEMENT COMPANY

Below is the name of our Management Company. Their contact information is below:

New Concepts Property Management, LLC
PO Box 968
Reynoldsburg, OH 43068
Office: 614.755.2215 • Fax: 614.604.8712
Dmiller16@aol.com
Jbarfordncpm@yahoo.com
Cell Number: 614.327.6004