

**PALMETTO AVENUE  
HOMEOWNERS ASSOCIATION**

**HANDBOOK**

**OF**

**RULES AND REGULATIONS**

**Date Enacted: September 1, 2009**

**Date Effective: October 15, 2009**

WELCOME to Palmetto Avenue Homeowners Association. We, the Board of Directors for the Association, hope you enjoy your home. Our objective is to maintain Palmetto Woods as a very nice place to live and to build property values. In order to accomplish this, we have created this handbook to highlight certain rules and regulations that specifically pertain to living at Palmetto Woods in a homeowner's association atmosphere and that are embodied in the Declaration.

These are common sense Rules that take into consideration the health, safety, and comfort of all Occupants at Palmetto Avenue Homeowners Association. The Board is authorized to adopt and enforce these rules and regulations pursuant to the Bylaws, Article IV, Section 4. The aim of our enforcement assessment procedure is communication and problem resolution, not the collection of enforcement assessments. We hope you find them reasonable and will cooperate by upholding them.

The Board has hired a management company, Young's Property Management, Inc. to handle day-to-day operations of the property. The Management Company's job includes: handling accounts receivable and payable, soliciting bids, and overseeing the work performed by various contractors hired by the Board.

We ask you to keep this handbook handy and to refer to it when necessary. If something arises that may not be covered in this handbook, please do not hesitate to contact the Management Company. Additional information is also contained in the Amended and Restated Declaration and Bylaws as recorded in the Cuyahoga County Records, Instrument Number 200706290189.

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

Before moving into Palmetto Woods, you should have received a copy of the Declaration and Bylaws. If you do not have these documents they can be obtained at a cost from the Cuyahoga County Recorder's Office or from the Management Company.

Thank you,

The Board of Directors  
Palmetto Avenue Homeowners Association

**Management Company:**

Young's Property Management, Inc.  
6885 Red Brush Road  
Ravenna, Ohio 44266-9480  
**330-297-1696**  
**1-800-424-6468**

# PALMETTO WOODS

## THE ASSOCIATION AND THE BOARD OF DIRECTORS

1. Palmetto Woods is comprised of 54 Units and is located in the City of Bedford, Ohio.
2. As a private homeowners association, we are governed by the recorded Declaration and Bylaws. The Board of Directors consists of three (3) or five (5) individuals who are Owners and are elected by their fellow Owners. Board Members serve without compensation and are responsible for making the decisions affecting our Property. Decisions concerning the Property are made during Board meetings.
3. The Board, on behalf of the Association, retains the services of a professional management company, Young's Property Management, Inc. to carry out the Board's decisions and to handle day-to-day operations of the Association. If you have any questions or concerns about the maintenance of the Property, please direct the matter to the Management Company, in writing. In case of an emergency, such as fire, you should contact the fire or police department.  
**The Board requests and appreciates your cooperation in respecting that Board Members are not employees and should not be contacted directly on Association related matters outside of Board meetings. Board members are not individually responsible for resolving Association matters and can only decide on issues brought to their attention by 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. The only exception is that you should send a letter directly to the Board Members concerning problems that you may have with the Management Company.**
4. The Association is responsible for the financial aspects of the Property operations. In October of each year, the Board establishes a budget based on the financial experiences of the previous year, inflationary growth, and extraordinary expenditures.
5. Our Annual Meeting is currently held in the second quarter of each year. Regularly scheduled Board meetings are held quarterly throughout the year. Any Owner wishing to attend a Board meeting must submit a letter of request and topic of discussion to the Management Company.
6. As a homeowners association, a master policy for insurance coverage on the Common Elements is purchased by the Association in accordance with the Declaration. Each Owner must obtain insurance at his/her own expense affording insurance for the interior and exterior of the Unit, personal property, and his/her liability.
7. All streets, parking areas and Common Elements within the Association's Property are private and maintained by the Association.

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**OCTOBER 15, 2009**

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**PLEASE KEEP THIS HANDBOOK FOR FUTURE REFERENCE AND  
FOR THE USE IN EXPLAINING THE RULES TO PROSPECTIVE BUYERS.**

## 1. APPROVAL OF CHANGES

- A. All Owners must submit a sketch or drawing outlining all proposed changes (this does not have to be a professional drawing) to the Management Company, which will then be distributed to the Board for their approval or denial. Please allow 30 to 45 days for written approval **prior to** making any enhancements, changes or alterations to the exterior surfaces or surroundings Common Elements. Please note that throughout these Rules, changes for specific items are indicated as requiring **prior, written** approval from the Board.
- B. Any approval that is given by the Board must be enacted upon within six (6) months after the date of approval, and must be completed in a timely fashion. If any changes, additions or alterations to the approved drawing are to be made, a new drawing must be resubmitted for approval.

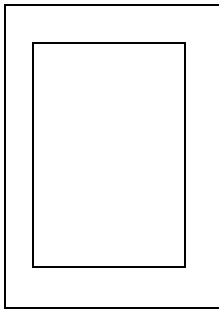
## 2. ARCHITECTURAL APPROVAL PROCEDURES

- A. Review of architectural change requests, submitted by an Owner, will be handled in accordance with the following schedule:
  - 1. Written request which includes a sketch or drawing outlining the proposed changes (this does not have to be a professional drawing) must be submitted to the Management Company for written approval from the Board prior to making any enhancements, changes or alterations to the exterior surfaces or surrounding Common Elements and/or interior construction, including fireplaces, that affects the exterior of the Unit.
  - 2. The Management Company will copy and distribute all written requests to the Board within seven (7) working days after receipt.
  - 3. The Board will review the request and advise the Management Company within 14 days of its decision.
  - 4. The Board will request the Management Company to provide written notice to the Owner of approval or denial within 30 to 45 days.
  - 5. If an applicant has not received written notice from the Board approving or denying the architectural change request within 30 days of the original request should submit a second request directly to the Board.
  - 6. Failure on the part of the Board to respond will be considered to be denial.
- B. In addition to the general requirements of paragraphs 1-6 above, the following guidelines provide standards for specific improvement projects and/or exterior modifications. However, unless otherwise noted, **prior, written** Board approval must still be requested and obtained for each item.

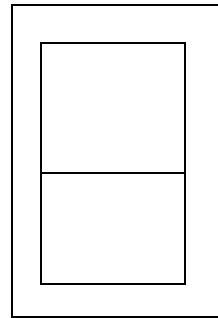
1. STORM DOORS

- a. Installation of a storm door must have **prior, written** Board approval.
- b. Storm doors, if installed, must be an approved door which will not detract from the overall architectural style of the Property. Storm doors are limited to the following:

FULL VIEW



FULL VIEW, SELF-STORING



- c. The approved color for a storm door is WHITE.
- d. Glass must be clear.
- e. Storm door maintenance, repair, or replacement is the responsibility of the Owner.

2. WINDOW REPLACEMENT

- a. Installation of replacement windows requires **prior, written** Board approval.

EXCEPTION: In the case of damage where an emergency replacement window is required, a like-for-like replacement can be made without receiving prior Board approval.

3. GARAGE DOOR

- a. The approved style for garage doors is a **white, raised panel, insulated steel door WITHOUT windows.**

**NOTE: The reason for the above procedure is to keep the Property uniform and attractive and to maintain a level of comfort for ALL OWNERS. Alterations can be enhancements to Units or there can be a legitimate reason for alterations which the Board recognizes. However, some changes or additions can truly be eyesores which downgrade property values.**

### 3. COLLECTION PROCEDURE

- A. All assessments, including maintenance fees, are due on the first (1<sup>st</sup>) day of each month and are considered late if not received by the tenth (10<sup>th</sup>) of the month. Checks must be made payable to **PALMETTO WOODS HOMEOWNERS ASSOCIATION** and remitted to the Management Company.
- B. An administrative late fee of \$25.00 per month shall be incurred for any late payment and on any unpaid balance (subject to increase with notice).
- C. Any payments made shall be applied in the following order:
  - 1. Administrative late fees owed to the Association.
  - 2. Collection costs, attorney's fees incurred by the Association.
  - 3. Principal amounts owed on the account for common expenses and assessments.
- D. Any past due assessments may cause a lien and foreclosure to be filed against the Owner.
- E. Any costs, including attorney's fees, recording costs, title reports, and/or court costs, incurred by the Association in the collection of delinquent maintenance fees or assessments shall be added to the amount owed by the delinquent Owner.
- F. If any Owner (either by his/her conduct or by the conduct of any Occupant) fails to perform any act that he/she is requested to perform by the Declaration, Bylaws or Rules, the Association may, but shall not be obligated to, undertake such performance or cure such violation, and shall charge and collect from said Owner the entire cost and expense, including reasonable attorney fees, of such performance or cure incurred by the Association. Any such amount shall be deemed to be an additional assessment and shall be due and payable immediately following notification of such charge and the Association may obtain a lien for said amount in the same manner and to the same extent as if it were a lien for common expenses.
- G. If any Owner is delinquent in payment of fees for more than thirty (30) days, the Board may suspend the voting privileges of the Owner.

### 4. COMPLAINT PROCEDURE

- A. Complaints against anyone violating the Rules must be submitted to the Management Company in writing and must contain the date, signature, Unit number 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. If the reasonable efforts to gain compliance are unsuccessful, the Owner may be subject to a sanction in accordance with the penalty provisions contained in the Enforcement Procedure.

**5. ENFORCEMENT PROCEDURE AND ASSESSMENT FOR RULE VIOLATIONS**

- A. The Owner shall be responsible for any violation of the Declaration, Bylaws or Rules by the Owner, guests, or the Occupants, including tenants, of his/her Unit.
- B. 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 and attorney's fees shall be added to the account of the responsible Owner.
- C. All costs for extra cleaning and/or repairs stemming from any violation will also be added to the responsible Owner's account.
- D. In addition to any other action and in accordance with the procedure outlined in Section E below, actual damages and/or an enforcement assessment of up to but not exceeding \$50.00 per occurrence, or if the violation is of an ongoing nature, per day, MAY be levied by the Board against an Owner in violation.
- E. Prior to the imposition of an enforcement assessment for a violation, the following procedures will be followed:
  - 1. Written notice(s) will be served upon the alleged responsible Owner by delivery to the Owner's home in person, or by deposit in the U.S. Mail, specifying:
    - a. A reasonable date by which the Owner must cure the violation to avoid the proposed charge or assessment; and
    - b. A description of the property damage or violation;
    - c. The amount of the proposed charge and/or enforcement assessment;
    - d. A statement that the Owner has a right to, and the procedures to request, a hearing before the Board to contest the proposed charge and/or enforcement assessment.
  - 2. To request a hearing, the Owner must mail or deliver a written "Request for a Hearing" notice in the form attached, which must be received by the Management Company not later than the tenth (10<sup>th</sup>) day after receiving the notice required in Item E-1 above.
  - 3. The Association may file a lien for an enforcement assessment and/or damage charges which remains unpaid for more than ten (10) days.



## **6. ENVIRONMENT OF COMMON ELEMENTS**

- A. Riding bicycles, scooters, skateboards or any other small type of vehicle is permitted on paved surface areas only. Recreational riding in driveways is prohibited, except to go in and out of one's own garage.
- B. Ramps for recreational use, such as skateboarding or bicycling are prohibited.
- C. Riding snowmobiles, ATV's, off-road vehicles, and unlicensed motorized and electric vehicles in the Property is prohibited.
- D. Playing softball, baseball and football in the Common Elements is prohibited.
- E. The permanent placement of furniture, recreational equipment, appliances, dog houses, etc. in the Common Elements is prohibited.
- F. Picnic tables, grills, etc. may be used in the Common Elements, but must be removed from said area after each use and placed in the patio area. Nothing is to be left in the Common Elements overnight, including recreational equipment.
- G. Pouring or disposing of any oil, solvent, or any other volatile or inflammable material into the storm sewers is prohibited. These materials present a potential fire or explosion hazard.
- H. Any item that needs repair for which the Association is responsible for should be reported to the Management Company in writing.
- I. Please be considerate of your neighbors regarding any type of noise such as loud music, TV, etc., especially in the evening hours. Violations should be reported to the City of Bedford Police Department and the Management Company.
- J. Damage to any Common Element, which includes trees, shrubs, flower beds, grass, equipment, etc., shall be repaired at the cost of the responsible Owner. The Owner is responsible for the actions of their family, guests, and tenants.
- K. Seven feet (7') of the Common Elements is a courtesy area to improve the privacy for each Owner, their guests, and their pets. Other residents are not permitted to walk in or utilize this seven foot area beyond the privacy fences. This rule is for the betterment of quiet and enjoyment for all residents.
- L. The use of an outdoor grill is prohibited in or around the garage area.

## **7. EXTERIOR OF UNITS**

- A. Base colors of each Unit shall retain the original color and no Owner may paint or replace the vinyl siding on the exterior of the building any other color.
- B. No trim or decorative paint shall be allowed on any exterior surface of the Unit. Painting will be completed by the Association's contractor.

- C. There shall no changes to the exterior appearance of any Unit (walls, windows, etc.) or alterations to the Common Elements, such as planting or removing any presently planted shrubbery or trees without **prior, written** approval from the Board.
- D. Storm door installation must receive **prior, written** Board approval. See section **2b** for approved styles.
- E. Produce gardening is limited to the rear patio area. Planting produce in the front or on the sides of the Unit is prohibited.
- F. The installation of rocks, statues, low voltage lighting, ornamental, or decorative lawn items must receive **prior, written** Board approval.
- G. The planting of flowers in the immediate flower bed surrounding each Unit is permitted. It is the responsibility of the Owner to adequately maintain this area. Please remember.... if an Occupant chooses to plant flowers in the immediate flower beds in the front or on the sides of the Unit, the Occupant will be responsible for maintaining this area during the summer months. Flowers should be planted 12 inches from the edge of the bed to allow for growth. Nothing should be planted that will grow over 36 inches high or that will spread throughout other areas.
- H. The installation of bed edging must receive **prior, written** Board approval.
- I. Trees planted in the front, side or back of the Unit must be a minimum of three (3) to four (4) feet tall at the time of planting. **Prior, written** approval must be received from the Board.
- J. Supports attached to the outside of any Unit are prohibited. Awnings, canopies, shades, window guards, radio or television antennas, satellite dish, etc. may not be affixed to or placed on the exterior walls, roof, fence, or any part thereof.
- K. Window air conditioners and window fans are prohibited.
- L. Hanging flower baskets are permitted to be hung on a Sheppard's hook that is placed in the foundation flower beds.
- M. Flower pots may be placed on front steps near the entrance door and on the porch and inside the patio area.
- N. An American flag may be displayed at all times, provided that the following Rules are complied with:
  - 1. One standard-sized flag (not to exceed 3'x 5') of the United States of America is permitted to be displayed within the Limited Common Elements. **Please contact the Management Company for approved flag installation locations.**
  - 2. The flag must be made of nylon, polyester, or cotton.
  - 3. The location of the flag must not interfere with the use of any walkways or obstruct the view of any driveway for motorists or pedestrians.
  - 4. The installation of a free-standing pole in the ground is prohibited.
  - 5. The flag must immediately be removed and/or replaced once it is worn and/or tattered.

- O. Ornamental flags, such as birthday or graduation, are permitted, but must be removed within 24 hours after the occasion.
- P. The obstruction of any sidewalk or walkway is prohibited.
- Q. Seasonal decorative items, such as holiday decorations, are permitted, but must be removed within 15 days after the holiday.
- R. A decorative wreath on the front door is permitted.
- S. Outside storage of property in the Common Elements (including but not limited to tools, recreational equipment, lumber, firewood, debris, trash, junk, paper, bottles, and cans) is prohibited.
- T. Concrete walks and patios can only be sealed with clear sealer and **must** receive **prior, written** approval from the Board. Colored concrete paint is prohibited.
- U. For the safety of your vehicle(s) and personal property stored in the garage, the garage door must be closed, and should be locked when not in use for entering or exiting. Owners leaving their garage door open will be responsible for the contents.
- V. Garage door and driveway must be clean of any oil, grease or drippings that cause stains and discoloration.

**NOTE: The Owner is responsible for any repairs to plumbing, wiring, and heating and air conditioning devices. Any loss due to an electrical fire which was caused by faulty wiring and/or overloading circuits that were installed without a permit from the City of Bedford are solely the responsibility of the Owner. In the event of loss or damage due to an electrical fire, the Association and/or other Owners will not be held responsible.**

## **8. INTERIOR OF UNITS**

All interior alterations affecting the building's structure or exterior appearance must receive **prior, written** Board approval.

## **9. INSURANCE**

- A. The Association's master insurance policy insures the Common Elements. The insurance on the buildings interior and exterior is the Owner's responsibility. Insurance on the interior should include all personal belongings and any improvements, such as storm doors, wall paper, paneling, ceiling fans, and any other additions. For further information contact the Management Company.
- B. Smoke detectors in first class operating condition are required in all Units. Carbon monoxide detectors are encouraged due to multi-unit buildings.
- C. Only the Board may submit claims against the master insurance policy.

**NOTE: All Units have electric smoke detectors with battery backup. Test or inspections, as recommended by the manufacturer, shall be made by the Owner.**

## 10. LANDSCAPING

- A. Mowing and trimming will be performed by the Association's landscaper. Trimming of shrubbery will be done twice a year, approximately June 15 and again after September 15.
- B. Shrubs, trees, rosebushes, etc. may not be planted in the Common Elements without **prior, written** Board approval.
- C. Fertilizing of grass will be done by the Association's contractor.

**NOTE: Watering the yard is suggested and is the responsibility of the Owner. Watering helps keep the lawn green during the drier months. Watering trees with just a trickle of water from a hose at the base of a tree will help keep the tree from dying during the drier months.**

## 11. PARKING AND MOTOR VEHICLES

- A. Please observe the **10 mph speed limit** in the development.
- B. Vehicle parking shall consist of the garage and the driveway area immediately in front of the garage for each Unit.
- C. Only one (1) vehicle per Unit may be parked in the visitor parking area at one time, for a period not to exceed 48 hours.
- D. On-street parking is prohibited. Any vehicle in violation of these rules may, in addition to all other remedies, be towed and stored at the owner's expense.
- E. On special occasions when additional parking is needed, occupants must contact the Bedford Police Department at **440-232-1234** to obtain permission to park on the concrete cul-de-sac at the entrance to the Property.
- F. Commercial trucks, motor homes, boats or other commercial or recreational vehicle are prohibited from being parked on the street or any parking area without **prior, written** Board approval. However, these types of vehicles may be stored in the garage.
- G. Storing inoperable or unlicensed vehicles in the Common Elements is prohibited.
- H. Storing inoperable or unlicensed vehicles in a driveway shall not exceed a period of 48 hours.
- I. Vehicle repairs are limited to the Owner's personal vehicle(s) and to their garage for no longer than 24 hours.
- J. Any vehicles that are driven or parked in such a manner that causes damage to Common Elements and/or Association equipment shall be repaired at the cost of the responsible Owner. The Owner is responsible for the actions of their family, guests and tenants.

## 12. PATIO AREAS

- A. Landscape maintenance on the inside of each patio area is the responsibility of the Owner and it must be kept in a neat and orderly fashion.
- B. Nothing shall be stored in the patio area other than patio furniture, grill, etc
- C. Nothing should protrude above the patio fence with the exception of a patio umbrella.
- D. Hanging items over any fence is prohibited.
- E. The installation of a patio gate must receive **prior, written** Board approval. A gate must match the existing fence and must open inward towards the patio area. Please contact the Management Company for further details.
- F. Outdoor grills are permitted in the rear patio area only and must be at least ten (10) feet from the exterior of the Unit and at least five (5) feet from the fence when in use or when the grill is still hot. Violations should be reported to the Bedford Fire Department.

## 13. PETS

- A. Pets must be on a hand-held leash when outside of the Unit and are prohibited to run loose with or without their owner. There is a leash law in the City of Bedford. If an infraction should occur with resulting damages, the owner of the pet assumes all liability thereto.
- B. Cats roaming in the Common Elements are prohibited.
- C. Owners must cleanup their pet's waste immediately.
- D. Pets cannot be tied to any tree or shrub in the Common Elements, or put out on a run, or tied out on a leash.
- E. Damage to the lawn or shrubs is the responsibility of the pet owner. Repairs to the lawn must be made by the Owner upon notification. If repairs are not completed by the Owner, the Association will complete the repairs and bill the Owner whose pet is responsible.
- F. No more than two (2) pets are permitted per Unit.
- G. Any pet causing or creating a reoccurring nuisance or unreasonable destruction shall be permanently removed from the Association property upon a three (3) day notice from the Board.
- H. Walking pets on the sidewalks leading to the front entrance of each Unit is prohibited.
- I. Pets are prohibited to defecate on the front tree lawn area in front of each Unit (The small grass area in front of each Unit's sidewalk).
- J. The Association has designated the grass areas on each side of the cul-de-sac at the entrance to the Property for walking pets. Pet boxes have been installed in this area to provide bags for pet waste and the immediate disposal of pet waste.

#### **14. REPORTING VIOLATIONS**

- A. Owners are encouraged to report violations of these Rules to the Management Company. It is in everyone's best interest (property value) to report a violation. To report a violation, please contact the Management Company by phone, followed by filling out a complaint form and mailing it to the Management Company.
- B. It is not the purpose of the Board or Management Company to handle disputes between neighbors.

#### **15. RUBBISH REMOVAL AND RECYCLING**

- A. Rubbish and recycling pick up day is on **Monday**.
- B. Rubbish and recycling **must** be secured before placing it out for pickup, either by tying it closed or by placing it in a closed container (no paper bags).
- C. Rubbish and recycling containers should be placed at the curb **no earlier than 6:00 p.m. on Sunday** or the day before pickup.
- D. Rubbish containers and recycling bins **MUST** be picked up **no later than 9:00 p.m. on the day of pickup** and stored in the Unit's garage.

#### **16. SNOW REMOVAL**

- A. Reasonable snow removal from driveways and mailbox areas is performed by the Association's contractor.
- B. Snow removal for the sidewalks to the Unit front doors and Unit stoops are the Owner's responsibility, however, the Board has the discretion to include these areas in its snow plowing contract. Please contact the Management Company for contract specifications.
- C. Please avoid using salt on your sidewalk and driveway as this will cause concrete to chip and break. If necessary, please use only Ice-Melt (calcium chloride).

#### **17. SELLING/LEASING OF A UNIT**

- A. Each Unit shall be used for residential purposes only.
- B. "For Sale" signs are permitted in one (1) window only. "Open House" signs are permitted only on the day of the open house and must be removed immediately afterwards.
- C. Within fifteen (15) days of executing a purchase or sales agreement, the Owner or real estate agent must notify the Management Company to make arrangements for a maintenance fee update letter and certificate of insurance for the buyer.

- D. At the same time as above, the Owner must provide the following:
1. Name of all Occupants;
  2. Home and business mailing addresses;
  3. Home and business telephone numbers;
  4. Sales price;
  5. Mortgagee; and
  6. Any change in the information required in 1-5 must be provided to the Management Company within 30 days of the change.
- E. The Management Company will coordinate paperwork with banks, real estate agents, appraisers and escrow agents. A transfer fee for these services will be charged to the seller and paid out of escrow from proceeds due the seller at the time of title transfer.
- F. The seller is responsible for providing the following information to the buyer:
1. Copy of the Declaration and Bylaws and any amendments;
  2. Copy of Rules and Regulations Handbook and any amendments.
- G. Owners are responsible for advising tenants and buyers of the Rules.
- H. No Unit shall be leased for transient or hotel purposes or for periods of less than 90 days.
- I. The Owner is responsible for tenant violations of the Declaration, Bylaws, or Rules. The Owner shall be responsible for violation assessments and all other charges. The Owner shall be responsible for any recourse the Owner may wish to take against the violating tenant.
- J. If leasing a Unit, Owner must provide the Management Company with the following information:
1. Copy of signed lease;
  2. Name and telephone number of tenant; and
  3. Names of all Occupants of the Unit.
- K. The lease document must contain a clause making it subject to the covenants and restrictions of the Declaration, Bylaws, and Rules.

## 18. SOLICITATIONS

- A. Soliciting is prohibited without a license from the City of Bedford and **prior written** permission from the Board. Violators should be asked to leave the area and/or reported to the police.
- B. Garage sales are prohibited.

## **19. TELEVISION ANTENNA AND SATELLITE DISH GUIDELINES**

The Association has installed a community satellite dish system and is under contract with A-1 Digital Systems. Any Owner interested in a satellite system must hookup to the Association's system by contacting **Ronn Gregg at A-1 Digital Systems at 330-801-7200 or at 1-877-800-4388**. Owners are prohibited from installing individual satellite systems unless the service you are requesting is unavailable through this carrier. You must receive **prior, written** approval from the Board to install an individual satellite dish. (See enclosed, in the back of this handbook, Satellite Dish Rules and Regulations and Notice to Install Agreement)

## **20. MAINTENANCE AND REPLACEMENT RESPONSIBILITIES GUIDE**

The following four (4) pages are a breakdown of the Association versus Owner responsibilities for the maintenance and replacement of items.



November 21, 2013

**PALMETTO WOODS HOMEOWNERS' ASSOCIATION**  
**AMENDMENT 1 TO RULES AND REGULATIONS**  
**APPROVED FRONT ENTRANCE DOOR STYLE**

Enacted: November 11, 2013

Effective: November 11, 2013

The Board of Directors has elected to amend the Rules and Regulations Handbook to include a **raised panel, steel insulated front entrance door with windows** as the approved front entrance door style.

Should you wish to replace your front entrance door, please keep in mind that you must still submit a request to the Management Company (as stated in the handbook, Section 2) to receive prior, written approval from the Board of Directors.

**HOME DEPOT'S**

**JELD-WEN Mission Prairie Camber-Top Primed White Steel Entry Door with Brickmold**

**Model # THDJW166700579**



PLEASE PLACE THIS VERY IMPORTANT DOCUMENT WITH YOUR  
RULES AND REGULATIONS HANDBOOK FOR FUTURE REFERENCE.