



Homeowner

Welcome Book

**Village on the Green
Homeowners Association**

March 2009

Welcome to Village on the Green! The Board of Trustees of your Homeowners Association is pleased to have you join our community. The following pages are intended to familiarize you with your Association and are to be used as a convenient reference guide. Specifically, this guide has been prepared for two reasons:

- 1) To explain the purpose of a Homeowners Association and how the Association works.
- 2) To provide an overview of your Association's policies and procedures.

Please keep this guide in a convenient location and be on the lookout for periodic revisions and addendums.

As your Board of Trustees, it is our goal to maintain, protect and enhance the value of your home and lifestyle at Village on the Green. Moreover, we hope to promote an atmosphere of goodwill to the community's residents and guests.

The Board of Trustees and committee chairs encourage you to participate on a Village committee or in the many social activities throughout the year. Involvement will allow you to meet your neighbors and help create a close-knit community that will meet all of your hopes and expectations.

Sincerely,

Board of Trustees
Village on the Green Homeowners Association

Roy Wergers	President & Raintree Village Representative	Term Expires 2011
Steve Blackburn	Vice-President & Beargrass Village Representative	Term Expires 2010
Ken Hastings	Treasurer & Greentree Representative	Term Expires 2011
Barb Freudemann	Salt Run Representative	Term Expires 2010
Julie Haley	Member-at-Large & Secretary	Term Expires 2012
Dan Kallmyer	Crystal Cove Representative	Term Expires 2011
Rob Silber	Member-at Large & Greentree Representative	Term Expires 2012

New Residents

Please help Control your Association Fees by Doing Your Part at the Time of New Home or Resale Purchase and During the New Home Warranty Period

Certain villages are more reliant upon Association services than other villages. Greentree and Beargrass villages are relatively self-sufficient. Most of their needs are met by “Master Association” services in common areas serving the entire development.

Salt Run and Raintree villages require exterior building maintenance, landscape services, street and sidewalk maintenance; whereas, Crystal Cove requires landscape services and snow pushing or deicing only. Sometimes residents of Crystal Cove, Raintree and Salt Run have difficulty separating their builder’s responsibilities from the Association’s responsibilities.

New residents closing and settling on their home prior to completion of builder work or resale inspections work (per the pre-closing settlement walk-through list), do so at their own risk. The Association cannot take on financial responsibilities or Association meeting time for issues that should have been resolved between the buyer and their builder or former homeowner.

The same is true with respect to warranty work during the course of the first year of new home occupancy. Some residents mistakenly turn to the Association to complete warranty work, including yard work, building maintenance, lot conditions or landscaping. The Association and the Association’s Property Manager are not a substitute for your builder’s warranty work. And the Association meetings are not the venue to resolve issues that are not the Association’s responsibility.

Remember...that you and all the residents at Village on the Green are “the Association.” The “Association” is not they; the “Association” is you.

Table of Contents

PAGE 1	ASSOCIATION DESCRIPTION
PAGE 2	ASSOCIATION DOCUMENT DESCRIPTION
PAGE 3	BOARD OF TRUSTEES
	THE MANAGER
	24-HOUR EMERGENCY SERVICE
PAGE 4	INSURANCE COVERAGE
PAGE 5	SALE OF YOUR HOME
PAGE 6	ASSESSMENT COLLECTION POLICY
PAGE 7	DESIGN REVIEW GUIDELINES
PAGE 8 – 11	TOWN HALL RULES & POLICIES
PAGE 12	POOL RULES
PAGE 13	TENNIS COURT RULES
PAGE 14	KEYS
	RECREATION PERMIT TAGS
	LAKES & FISHING POLICY
	SWAN
PAGE 15	PET POLICY
	CABLE
PAGE 16	IMPORTANT PHONE NUMBERS

WHAT IS A HOMEOWNERS ASSOCIATION?

When developers first started building master planned communities with share common area amenities, everyone agreed that having property shared by all owners was a good idea. But one question remained: “Who’s going to take care of it?”

Local government isn’t responsible because the land is privately owned. The Developer will eventually sell all the land and go on to develop another project. That leaves residents in charge. Since they own the shared property, they should have responsibility for its maintenance. The concept of an association of owners was born.

A Homeowners Association is an organization of property owners. A buyer automatically becomes a “Member” with the purchase of a home within the development. As a Member, the owner has a voice and vote in the Association affairs. This vote is cast during Annual or Special meetings of the general membership.

The automatic-membership Homeowners Association is an incorporated, non-profit organization operating under recorded land agreements through which each lot owner in a described area is automatically a Member. Each Member is subject to a charge for maintenance of common property and support of other necessary activities of the organization.

WHAT DOES IT DO?

The major responsibility of the Association is to protect the investments and enhance the value of the property owned by the Members. As one part of its obligation of protecting the owners’ investment, the Association is charged with the maintenance and operation of the Common Areas. The Common Areas are the areas of Village on the Green which are for the common use and benefit of all owners, residents and their guests.

The Association has other responsibilities, too, such as:

- hiring and overseeing a professional Property Manager,
- obtaining insurance for the Common Areas and facilities,
- operating as an effective communication system among all the Members,
- enforcing the Covenants, Conditions and Restrictions contained in the Association Declaration,
- enacting and enforcing rules, regulations, policies and procedures,
- enforcing Design Review guidelines,
- budgeting operations and maintenance,
- collecting funds, and
- accounting and reporting to Members and governmental agencies.

To assure the Homeowners of a well-run organization, a professional management firm is retained as an integral part of the operation of the Association. Professional management will insure that the Association functions as a viable business organization, protecting the Homeowners’ valuable investment. The management staff will coordinate and supervise the maintenance, financial, architectural and other aspects of the Association.

THE HOMEOWNERS ASSOCIATION IS A BUSINESS?

No matter what role you play in the Association, one thing is certain: you will want it to operate as smoothly and efficiently as possible. The most important thing to remember about a Homeowners Association is that it is a business. To be successful, it must be operated like one.

JUST A REMINDER...

Your Homeowners Association is governed by the group of legal Documents described below. These documents contain more explicit, comprehensive information regarding your Association and its day-to-day operations. The information included in this Welcome Book has been compiled for your convenience and **should not be used as a governing document for your Association**. As a new resident you should have the following documents which are also available on the Village on the Green website (www.villageonthegreen.com): 1) a copy of the Declaration, 2) Articles of Incorporation, 3) By-laws, 4) Amendments, as recorded in Warren County, 5) Resolutions as adopted by the Board of Trustees. Please keep them up to date, as you are required to pass them along to the next owner of your home. Updates to fees will be provided through the VOG newsletter, VOG website or Towne Properties.

DECLARATION OF COVENANTS, CONDITIONS, RESTRICTIONS, EASEMENTS AND LIENS

When the Developer plans projects, a set of legal documents is created to establish the Association, govern its operation, and provide rules for use of all properties in the community. The legal documents consist of the following:

DECLARATION OF CONVENANTS

The Declaration details each owner's property, rights and obligations in the Association. The master regulations are important rules in day-to-day living. They are set up to make sharing the property convenient and easy for you and all others involved, not to make things difficult.

ARTICLES OF INCORPORATION

The Articles of Incorporation establish the Association and its purpose, structure, and powers.

BY-LAWS

The By-laws delineate the meeting process, election procedures, powers and duties, Board meetings, committees, insurance requirements, and limited use restrictions.

THE PURPOSE OF YOUR BOARD OF TRUSTEES

The Association is a non-profit Ohio corporation governed by the Association's Declaration, Articles of Incorporation and Corporate By-laws. The Board of Trustees represents all Owners to make and administer Rules and Regulations, Policies and Procedures, and to make managerial decisions necessary for the operation of the Association, the transacting of Association business and the management and maintenance of the Common Areas.

The members of the Board are elected and are recognized by the State of Ohio as officers of the Corporation (Association). They have the authority to enter into contractual obligations on behalf of the Association, carry out and enforce all provisions of the Association's Declaration, Articles of Corporation, By-laws, Rules, Regulations, Policies and Procedures and other Association documents.

A Manager is selected by the Board of Trustees to carry out the day-to-day operations of all Association business and commonly held property. Responsibilities included accounting for the Master Association funds, collecting and accounting for funds from three villages receiving specific benefits. Those villages are Raintree, Salt Run, and Crystal Cove.

The Manager has specific authorization and obligations as contained within the management contract. The management contract will generally run for a period of one (1) year. The **MANAGER** is currently:

**TOWNE PROPERTIES
11340 MONTGOMERY ROAD, SUITE 202
CINCINNATI, OH 45249
513-489-4059**

The Manager will assign a Property Manager to the Homeowners Association to oversee all Association business and the operation of the property as provided by the "Documents."

It is also the responsibility of the Manager to bid, contract, oversee, and direct all contractors, vendors, etc., servicing the Homeowners Association under the approval of the Board of Trustees.

The Manager is the vehicle by which the overall administration, policies and procedures, managerial decisions, etc., of the Board of Trustees acting on behalf of all owners/members are carried out.

24-HOUR EMERGENCY

In the event you have an emergency when the office of the Manager is closed, call 513-489-4059. Towne Properties has emergency personnel on call 24 hours a day. The following is Towne Properties' emergency and insurance claim procedure: Towne Properties will dispatch emergency personnel after proper notification is given. The service person will investigate the damage and report back to the Manager who will make the necessary decisions and take actions as needed.

1. Any Homeowner who sustains damage to Common Area or Limited Common Area, for whatever reason, should contact Towne Properties immediately at 513-489-4059, regardless of the time of day. Towne Properties has an answering service available 24 hours a day, 7 days a week, including holidays.
2. The Homeowner should also notify their private insurance carrier (if applicable) to assure proper coverage on their Homeowner's policy. It is best to comply with this notification even if there are doubts as to who is responsible.

3. In the event a contractor's services are required, the contractor(s) will contact the Homeowner to determine the work involved and the most convenient time for the repairs to be scheduled. There is the possibility that more than one (1) contractor will be involved. The Manager will coordinate the contractors.
4. The contractor(s) will forward all necessary paperwork to the Manager for direct handling with the HOA's insurance carrier.

INSURANCE COVERAGE

The Association maintains a Comprehensive Insurance policy of public liability insurance covering all the Common Areas. This policy insures the Association, Trustees, Owners, and members of their respective families, tenants, and occupants. The Association's current Insurance Agent is **West Chester Insurance** and the policy is underwritten by Erie Insurance Group.

Please note that the insurance policy is strictly for common areas and limited common areas. All homeowners must have their personal homeowner policy, in addition to the community's policy.

All property losses settled on a replacement cost basis are subject to a \$1000 deductible per occurrence, which is paid by the homeowner.

The material presented herein has been abbreviated to give you a clear and broad understanding of coverage. This summary is not all-inclusive, nor does it alter or waive provisions of the actual insurance carrier.

If you ever have a question as to whose insurance is responsible for a particular incident, call the Manager at 513-489-4059.

SALE OF YOUR HOME

When you decide to sell your home, either by Owner or through a Realtor, you need to transfer not only your property, but also the responsibilities of membership in the Association. You do this by transferring all of the Documents cited on Page 2 of this Welcome Book. Your buyer will automatically become a member of the Association and will be subject to the Covenants and By-laws of the Association. Also, please notify the Manager of the sale by calling Towne Properties at 513-489-4059.

Until the transfer of all Documents is completed, the Owner continues to be responsible for any fees due to the Homeowners Association (i.e., annual assessment, monthly maintenance assessment or special assessments). The Seller and Buyer of the Village on the Green home must complete a "Transfer of Documents" form. A copy of this form is available on the VOG website or from Towne Properties. The Buyer should keep the original copy of the form with the Documents and a copy of the form should be mailed or faxed to the Property Manager (513-489-3941).

ASSESSMENT COLLECTION POLICY

When you purchased your home, you became bound to pay the assessments levied by the Association in connection with the Association operation. Assessments are used exclusively for promoting the safety and well being of the homeowners of Village on the Green.

Among other things, the Association must set aside Reserve funds to take care of common area replacements and repairs over a long period of time.

Association obligations are no different than personal obligations. They must be paid in a timely manner by check or credit card. Annual fees are due upon closing settlement and then in **January** and **May** each year thereafter. Monthly fees are assessed for Raintree Village, Salt Run Village, and Crystal Cove Village, and are due on the 1st of every month. In the event payments are not made when due, the following procedures apply:

FIRST NOTICE

Mailed on the 20th of the month to any owner who has not paid the fees due in full within fifteen (15) days of the first of the month. This notice advises the owner that he/she is delinquent and owes a late fee in the amount of ten percent (10%) of the delinquent amount plus interest, as provided in the Association Documents and under the Ohio statutes.

FINAL NOTICE

Mailed on the 20th of the month to any owner who is delinquent in the payment of any amount by more than fifty (50) days. This Final Notice is sent by certified mail and advises such owner that the entire balance is due in ten (10) days from the date of the notice.

LIEN

When a Homeowner is in default of payment of past due assessments and any other accrued fees for more than sixty (60) days, a Certificate of Lien will be prepared and recorded against the respective unit by the Association's Attorney of record. The Homeowner will be responsible for all legal fees and collection expenses. The Certificate of Lien shall be for the past due amount, interest, late charges, and all collection costs, administrative costs, reasonable attorney's fees, and any other costs or charges which are occasioned or caused by the failure to timely pay the assessment due from the Homeowner.

FORECLOSURE

In the event the lien remains unpaid for a period of thirty (30) days, the Board of Trustees, by Resolution, may request the Association's Attorney to enforce action as provided for in the Declaration of Covenants, Conditions, Restrictions, and Reservation of Easements of Village on the Green Community Association.

DESIGN REVIEW GUIDELINES

Your Association has been charged with the responsibility of maintaining the aesthetic character of Village on the Green. Therefore, homeowners intending to make **any exterior change** to their homes or property must obtain approval from the Design Review Committee **prior** to making the change. Examples of such changes include, but are not limited to play sets, basketball goals, landscaping, painting, decking, etc.

The Design Review Committee will review all applications based on the following primary considerations:

1. Compliance with the guidelines established in the Association's governing documents, Section 7.1.
2. Evaluation of any future expenditures that could be incurred by the Association as a result of the pending improvement.
3. Preservation of the harmony of the external design of the community, particularly in relation to the homes immediately surrounding the site of the improvement.

The procedure for submittal and approval of the Design Review Application is:

Complete the application **in full** and then either 1) drop it off in the locked mailbox located in the lower level of Town Hall, or 2) mail it to the Design Review Committee Chair. This is currently Barb Freudemann, 7644 Lake Pointe, Maineville, OH 45039. You must include the following with your completed application:

- The proposed improvement **drawn to scale** on a copy of the plot plan. The "**Plot Plan**" is the engineered plan of your home as situated on your lot that you would have obtained from your builder at closing settlement. If you were not given this document or have misplaced your plot plan, another copy can be obtained at the Building & Zoning office at the Hamilton Township Administration Building on S.R. 48.
- Manufacturer's cut sheet photo with description of the constructions materials you intend to use
- Manufacturer's color samples
- Detailed plans, **drawn to scale**, and bids from licensed contractors who will be doing the work
- Anticipated date of commencement and completion
- Copy of an approved building permit and zoning permit, if applicable

Please allow at least one (1) week from the date we receive your Design Review Application to review it. **DO NOT** schedule your work until you have your approved Design Review Application **in hand**.

Be advised where landscaping and excavating for construction is concerned, including fencing, your or your contractor are required by law to call the Ohio Utilities Protection Service at 800-362-2764 before you dig. "Call before you dig" service will require two (2) working days advance notice to flag the underground utility lines on your property.

TOWN HALL RULES AND POLICIES

The Town Hall is available to residents for private and social functions. To reserve the Town Hall, contact the Homeowner’s Managing Agent (Towne Properties) well in advance of your party date to insure your reservation. The VOG volunteer resident “Clubhouse Coordinator” is Zahra Murphy and you may contact her at 513-833-9237 to make arrangements to tour Town Hall and receive keys prior to the rental date. The adult Member of the Association must be present at all times when that Member has reserved the Town Hall.

To reserve either the Upper or Lower levels, **two checks are required** – one for the deposit and one for rental fee:

	<u>Residents</u>	<u>Non-Residents</u>
<u>Meeting Hall (Upper Level)</u>		
Deposit (refundable)	\$100	\$200
Rental Fee	\$ 75	\$100
 <u>Meeting Hall (Lower Level)</u>		
Deposit (refundable)	\$ 75	\$100
Rental Fee	\$ 50	\$ 50

NOTE: Long term rental fees will be negotiated.

Community functions/events (defined as an event open to all residents of Village on the Green) do not require a rental charge or deposit fee. However, a signature is required for responsibility to ensure the Town Hall is cleaned and locked up.

The resident who reserves the Town Hall will be responsible for any and all damages to the premises or furnishings therein. The rules and regulations are as follows:

1. Residents must be current on all fees in order to rent Town Hall.
2. Occupancy capacity: Upper Level – 60 people
Lower Level– 30 people
3. The lower level of Town Hall restroom facilities are available to community Members during pool hours throughout the pool season and 24 hours per day, 365 days per year, to residents using the exercise gym.
4. Town Hall is available for use as stated under “Private Functions.”
5. Town Hall shall be cleaned as stated under “Cleaning.”
6. The exercise gym is available to Members only (must 21 years of age) 24 hours per day, 365 days per year. Residents must have a photo ID and green recreation tag with them while using the exercise gym.
7. No pets shall be permitted n the Town Hall.
8. No tape, pins or tacks may be used on walls, ceilings, floors or furnishings.

Cleaning

1. Homeowners renting the Town Hall are responsible for cleaning the Town Hall and restoring it to the state it was in prior to their function. Failure to clean Town Hall satisfactorily will result in forfeiture of all or part of the security deposit.
2. All cleaning must be completed by 10:30 a.m. the day **following** the event or function. The Homeowner renting Town Hall is responsible for supplying all the necessary cleaning supplies and equipment for cleaning.

Private Functions

1. Town Hall is available for use by all community members in good standing. Community Members refers to adult (21 or older) members.
2. A community member may be denied use of Town Hall for the following reasons:
 - a) Delinquency in payment of Association Assessment
 - b) History of damage to Town Hall
 - c) History of negligence concerning Town Hall rules
 - d) Other reasons deemed substantial by the Board of Trustees

The Board of Trustees must approve any denials of use by a community member.

3. Reservations are made by calling the Homeowner's Managing Agent (Towns Properties) no less than seven (7) days in advance of the date of the function. All dates are reserved on a first come, first serve basis. A "Town Hall Rental Agreement" must be completed and returned to the Homeowner's Managing Agent with the appropriate checks. **Please note: For a firm reservation, the Managing Agent must have your deposit, fee, and a signed and completed Rental Agreement.** Your deposit will be cashed upon receipt and a new check will be issued for your refund upon inspection of the facility.

The Town Hall key may be picked up from a Key Keeper Resident (Zahra Murphy at 513-833-9237) on the day of the event. If the usage fee and security deposit are not received one week in advance (to allow sufficient time for the checks to clear the bank), the key will not be released. Cashier's checks are required for shorter notices.

For each and every date a member wishes to reserve, the Managing Agent must receive a separate usage fee, deposit, and Agreement.

4. Fees

Security deposit for the Upper and Lower Level and Activities Rooms is due in advance of the reserve date. The deposit will be returned by mail once notification has been received from the Clubhouse Coordinator, **if Town Hall is left in acceptable condition, no damage or loss has occurred, and there have been no infractions of Town Hall rules.** The Board of Trustees shall have jurisdiction over all questions in this Matter. Appeals may be made to the Board of Trustees.

Checks should be made payable to Village on the Green Homeowners Association and returned with the Completed Agreement form to: (address on next page)

Village on the Green Homeowners Association
c/o Towne Properties
11340 Montgomery Rd., Suite 202
Cincinnati, OH 45249

5. Hours Available

Town Hall is available for private functions between the hours of 8:00 a.m. and 1:00 a.m. If earlier access is needed for setup, this can be arranged if there is no conflicting function. All functions must be over by 1:00 a.m. Town Hall cleaning must be completed by 10:30 a.m. the morning following an evening function. Entrance to Town Hall for those preparing for a private function may not begin more than two (2) hours prior to a function, or as agreed.

6. Town Hall is a **non-smoking facility**.

7. Reservation does not allow private functions to be held on:

New Years Eve/Day	Labor Day
Memorial Day	Christmas Eve/Day
Fourth of July	

8. During the Christmas season, the Board of Trustees has the right to determine if a lottery or another means is needed to accommodate the number of requests for reservations.
9. The community Member reserving the Town Hall must be in attendance for the duration of the function. He/She is responsible for the conduct of all guests.
10. Town Hall must be locked (doors and windows) when departing. Failure to lock Town Hall will result in forfeiture of the entire security deposit.
11. If the key is lost, misplaced, or stolen, the Member reserving Town Hall will be charged for replacement of the locking system and keys.
12. Under no circumstances shall alcohol be **sold** at any function (State Law).
13. All vehicles must be properly parked in the parking lots provided (not in private drives). Any vehicle improperly parked may be towed at the owner's expense. It shall be the responsibility of the community Member reserving Town Hall to inform his/her guest where to park.
14. The community Member reserving Town Hall is responsible for cleaning it after use in accordance with the "Cleaning and Usage Checklist" provided by the Property Manager. Failure to clean Town Hall satisfactorily will result in forfeiture of all or part of the security deposit.
15. The "swimming pool area" is that area contained within the surrounding fence, containing the swimming pool. The "swimming pool area" is strictly "Off Limits" to all guests of a private function. Evidence of a violation of this policy will result in forfeiture of the entire security deposit. The Board of Trustees also reserves the right to prohibit the violating homeowner from future renting of Town Hall.
16. The Exercise Room is also "Off Limits" to guests of a private function. The Exercise Room remains open to homeowners at all times.

17. A copy of the “Cleaning and Usage Checklist” is available on the VOG website (www.villageonthegreen.com) or the Property Manager (Towne Properties). It is the responsibility of the Member reserving Town Hall to immediately tour Town Hall at their first access and prior to their function, at the time the key is received and/or prior to a party. It is imperative the Member thoroughly inspect Town Hall and note on the checklist any soiled or damaged items, other than those already inventoried and noted. Assessments for damage or loss of Town Hall property will be based on the visual inspection and review of the “Town Hall Inventory” and the “Cleaning and Usage Checklist” by the Member, and the reporting of missing items or of damage to the Manager prior to the function. Leave your copy of the checklist on the kitchen countertop for use by the Manager for their “after the party” checkout.

The community Member reserving Town Hall is responsible for the payment of repair or replacement of any and all damaged items. This responsibility will remain in effect until the Manager completes their portion of the checklist and the Town Hall key is returned.

POOL RULES

The Village on the Green Homeowners Association assumes no responsibility for, and shall not be held liable for, any personal injuries or damages incurred while you or your guests are using the pool or are in the pool or clubhouse areas, or for any loss or damage to any personal or other property you or your guest may suffer while using the pool or the pool and clubhouse areas.

THE ASSOCIATION DOES NOT PROVIDE LIFEGUARD OR ANY OTHER SERVICES, EMERGENCY OR OTHERWISE. YOU SWIM AND USE THE POOL, THE POOL AREA AND/OR THE CLUBHOUSE AT YOUR OWN RISK.

1. The green Recreation Permit Tag is required when Members are at the pool.
2. No lifeguard is on duty—swim at your own risk.
3. The pool hours are 9:00 a.m. to 10:00 p.m. Open swim through Labor Day.
 - * Please note 9:00 p.m. to 10:00 p.m. is adult swim (21 years of age or older), except for community-sponsored special events, such as volleyball or water aerobics.
4. Children are the sole responsibility of their parents or legal guardian who must be present with children in the pool at all times.
5. Children under 14 must be accompanied by a parent or legal guardian.
6. No glass containers of any kind are allowed in the pool area. All beverages must be in paper, plastic or aluminum containers.
7. No pets or animals of any kind are permitted in or around the pool area.
8. Balls, plastic toys, air mattresses, etc., will be permitted as long as they do not interfere with other swimmers.
9. All guests must be accompanied by an adult Community Member (Community Member must be 21 years of age or older).
10. The pool may **NOT** be reserved for individual private parties, except for community-sponsored special events.
11. Proper swim attire should be worn at all times. (NO cut-off jeans please). Infants must be diapered and wearing rubber pants while in the pool.
12. **NO DIVING** will be permitted.

Infractions of pool rules can result in the Board of Health closing down your pool. Please help monitor your pool. Don't hesitate to call attention of an infraction to the offender. Incidents may also be reported in the Town Hall letter box.

IN CASE OF EMERGENCY, CALL 911, THEN CONTACT THE PROPERTY MANAGER AT 513-489-4059.

TENNIS COURT RULES

The Village on the Green Homeowners Association, Inc., assumes no responsibility for, and shall not be held liable for, any personal injuries or damages incurred while you or your guests are using the tennis courts or are in the court areas, or for any loss or damage to any personal or other property you or your guests may suffer while using the tennis courts or the court area.

THE ASSOCIATION DOES NOT PROVIDE ANY SERVICES IN CONNECTION WITH THE TENNIS COURTS, EMERGENCY OR OTHERWISE. YOU PLAY AND USE THE TENNIS COURTS AND TENNIS COURT AREA AT YOUR OWN RISK.

1. The green Recreation Permit Tag is required when you are using the tennis courts.
2. The Courts are for the use of Residents and their guests only. Court hours are dawn until dusk.
3. Rubber-soled tennis shoes and proper attire are required.
4. For safety reasons, small children, baby equipment (strollers, etc.) and pets must be kept on the outside of the fence.
5. After 6:00 p.m. and on weekends, adult members (21 years of age and older) have court preference.
6. Limit play to one (1) hour when other Homeowners are waiting.
7. Users are requested to shut and lock the gates upon entering and leaving the tennis courts to prevent unauthorized use.
8. Skateboarding and rollerblading are prohibited on the tennis court.
9. Children under the age of 14 years must be accompanied and supervised by an adult.
10. Guests must be accompanied by a Member at all times.
11. Glass containers are prohibited.
12. Smoking is prohibited on the courts.

PERSONS VIOLATING THESE RULES AND REGULATIONS (and any other rules and regulations of the Association) ARE SUBJECT TO REVOCATION AND/OR SUSPENSION OF TENNIS AND/OR ALL RECREATIONAL PRIVILEGES. OWNERS ARE RESPONSIBLE FOR THE ACTIONS OF THEIR RESIDENTS AND GUESTS.

KEYS

You must use a key (with a pink dot) to get into the pool and lower level of the Town Hall and to use the Exercise Room facility. These keys were issued by the homeowner by the Property Manager after a fee was paid. A lost key can be replaced by sending a check for \$50.00 made payable to Village on the Green HOA to the Property Manager.

RECREATION PERMIT TAGS

Green Recreation Permit Tags are to be used by your family and on your person at all times when you are using the recreation facilities: pool, tennis court, basketball court, exercise room or fishing lake. These tags are not to be given to children under the age of 14. A lost Recreation Permit Tag can be replaced by sending a check for \$25.00 made payable to Village on the Green HOA to the Property Manager. Any HOA Member has both the right and the obligation to monitor the use of the amenities.

LAKES & FISHING POLICY

Crystal Lake is stocked for Members to fish. Children under the age of 14 must be with an adult who has a green Recreation Permit Tag. Only bluegills may be caught and kept; all other fish must be released. If you are fishing, you must have your green Recreation Permit Tag with you at all times. Be courteous to others and be sure to clean up when you are done.

SWAN

If you want to feed our swan (Michael), and this is encouraged, particularly in the winter time, he should only be given raw leafy greens and green vegetable stalks or food provided by the Wildlife Committee. Leave the stalks and outside leaves or food close by their feeding area, at water's edge. DO NOT feed the swan bread or crackers or anything other than leafy greens or stalks or food from the Wildlife Committee as these foods will cause him to become ill and will eventually kill him.

TRASH CAN POLICY

In Article 8.1.5 of the VOG Covenants, the subject of trash cans is addressed. Here is how it reads:

...trash and garbage shall be placed in sanitary **containers and shall not be permitted to remain in the public view** except on days of trash collection. This paragraph shall not apply to any Lots owned by the Declarant or a Builder and held for sale.

Trash cans should be in your garage and out of view (NOT in front of or behind your home) until your trash collection day.

PET POLICY

Dogs, cats, and caged birds are permitted at Village on the Green provided they do not exceed three (3) in number and are not kept for commercial purposes.

All pet owners are responsible for cleaning up after their pets **at the time of the occurrence!**

Owners whose pets cause damage to plant materials and ground cover will be responsible for expenses in connection with repairs or replacement.

No animal may be a nuisance by barking, howling, or making loud noises so as to disturb your neighbors' rest or peaceful enjoyment of their home. Pets may not be penned outside without the owner in attendance.

Dogs and cats must be kept within the confines of the Owner's Living Unit or Lot, except when being held on hand leash by the person attending the animal.

Dog houses and kennels ARE NOT permitted on the lot outside of the confines of the dwelling.

Further information regarding pets can be found in Section 8.1.3 of your Documents.

CABLE

Time Warner provides cable service for residents of Village on the Green. If you would like to have cable installed, call them at 513-469-1112 or 1-800-677-9767.

IMPORTANT PHONE NUMBERS

EMERGENCY	911
Hamilton Township	
Police (non-emergency)	925-2525
Fire	513-683-1622
Administration	513-683-8520
Warren County	
Administration	513-925-1000
Animal Shelter	513-925-1352
Water & Sewer Department	513-925-1377
Poison Information Center	513-558-5111
Bethesda North Hospital	513-745-1111
Property Manager	513-489-4059
Duke Energy	513-421-9500
Embarq	1-800-407-5411
Rumpke (trash pickup)	513-851-0122
CSI (trash pickup)	513-771-4200