

# Sycamore Creek P.U.D. Homeowners' Association, Inc.

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# Sycamore Creek P.U.D. Homeowners' Association, Inc.

Dear Resident:

Welcome to Sycamore Creek, enclosed in this package are important documents provided to you by the Board of Trustees of the Sycamore Creek P.U.D. Homeowners' Association, Inc. (SCHOA). These documents are designed to help you comply with association rules as well as answer the many questions you may have regarding your neighborhood and the area. Please keep this information handy, as it will serve as a useful reference in the future. Also, information of the monthly Board meeting minutes, Board members, web site access and other important notices is usually posted on the bulletin board outside of the clubhouse for you to review.

You are welcome to attend the regular monthly board meeting, which is held on the first Tuesday of most months, with any homeowners' concerns you may have. You may also wish to volunteer to be on a committee available at SCHOA. Also, please try to attend SCHOA's annual meeting on the first Tuesday of March to vote or run for board membership. It is important that we have at least 51% of homeowners/proxies before we can have an annual meeting. If you are a homeowner and are unable to attend the annual meeting, please fill out the proxy form in this package and return it to the association office so that we have your proxy on file for the annual meeting.

If you need further assistance on how to obtain SCHOA documents, please feel free to contact the association office, at 937-426-8960 or visit our web site at [schoafairborn.net](http://schoafairborn.net).

Thanks for making Sycamore Creek a great place to come home to and enjoy!

Sincerely,

President

**1450 Sanzon Drive • Fairborn, Ohio • 45324-2066**  
**Phone: 937.426.8960 • Fax: 937.426.8960**  
**Email: [schoa1450@att.net](mailto:schoa1450@att.net) - web site: [schoafairborn.net](http://schoafairborn.net)**

# PROXY

## Sycamore Creek P.U.D. Homeowners' Association, Inc.

I/We, \_\_\_\_\_, owner(s) of \_\_\_\_\_ Sanzon drive  
give my/our Proxy for voting purposes to the following:

(Check One Only)

( ) Specific Board Position (Circle One Only): President Vice president Secretary  
Treasurer

( ) Other Designated Person: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

e-mail: \_\_\_\_\_

The above stated Proxy is my/our true and lawful attorney-in-fact, with full power of substitution, for me/us and in my/our name, place and stead, to vote in any/all meetings of the Homeowners' Association and the transaction of such other business as may properly come before said meeting, according to the number of votes I/we would be entitled to cast if personally present. This Proxy revokes any previously dated Proxy and remains in effect until revoked in writing by me/us.

Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

e-mail \_\_\_\_\_

Revised: 6/24/03

**SYCAMORE CREEK P.U.D. HOMEOWNERS'  
ASSOCIATION, INC.**

**SCHOA Service and Information Request**

Most SCHOA documents can be found on the SCHOA web site, [schoafairborn.net](http://schoafairborn.net); however, SCHOA documents can be viewed at the office in the presence of the association management and one member of the Board of Trustees. Please schedule an appointment for viewing.

The following documents are available on the web site:

- Guide To Your Neighborhood
- Architecture Standards
- SCHOA Bylaws
- SCHOA Declaration of Covenants, Conditions and Restrictions
- Parking Policy
- Clubhouse Reservation Policy
- Past Due Homeowner Account Policy
- Past Meeting Minutes
- Past Newsletters

Budget, Financial, Tax documents can be viewed at the office in the presence of a representative of the association management and a member of the Board of Trustees.

Original hardcopy documents cannot leave the association office. If you choose to have the association management make copies of allowable SCHOA documents for your personal use you may do so at a cost of \$1.00 per page.

If you have any questions, please contact the association management at 937.426.8960 or email at [schoa@siscom.net](mailto:schoa@siscom.net).

**1450 SANZON DRIVE • FAIRBORN, OHIO • 45324-2066  
PHONE: 937.426.8960 • FAX: 937.426.8960  
EMAIL: SCHOA1450@ATT.NET - WEB SITE: SCHOAFAIRBORN.NET**

# Sycamore Creek PUD Homeowners' Association, Inc.

## Clubhouse Rental Agreement

The owner of any unit (or tenant acting on behalf of the owner) renting the association clubhouse accepts and agrees to the following terms.

- **Pay a \$25.00 rental fee plus a refundable deposit of \$100.00.** Payments should be by separate checks. The refundable deposit will be returned to the owner (or tenant) within one week of the rental date. Any damage occurring during the rental period will be subtracted from the deposit. Any additional costs will be applied to the owners' account.
- **Take responsibility for their guests** and agrees to be present at all times during the period of rental.
- **Keep all doors and windows closed** at all times during the rental period. Except in the case of an emergency, the doors leading to the pool must remain closed and locked.
- **Keep noise to a minimum.** No noise should be heard outside the clubhouse after 11:00 PM.
- Ensure that there is **no smoking inside the clubhouse.** Guests smoking outside the clubhouse are reminded to keep the noise down and clean-up the cigarette butts.
- Other than smoking, **you and your guest must remain inside the clubhouse** at all times, except for the use of barbecue grills which are permitted outside the front door or at the south end of the clubhouse, but not blocking the sidewalk or access to the pool area.
- The number of persons in the **clubhouse is limited to 49** per local fire code.
- **No pets** are permitted inside the clubhouse at any time. Guide dogs for the legally blind are exempted.
- **Clean the clubhouse** as per the cleaning inspection listed on the reverse side of this rental agreement. A minimum fee of \$50.00 will be retained from your deposit if the clubhouse is not left clean.
- **The clubhouse must be cleaned before you leave** following your function unless prior arrangements have been made with management.
- **Leave the clubhouse key** on the kitchen counter after your function
- **Lock the door** and turn off the lights as you leave.
- **No burning of candles** without prior permission of management.
- **No beer kegs** are to be placed inside the clubhouse at any time. Cans and bottles only.
- **Table linens** on the two round tables are not to be used by renters. These are for decoration only.
- **Renter has inspected the clubhouse** and found it to be without damage at the time they accept the key.
- **Renter is responsible for any damage** done to the facility during the rental period.

Clubhouse Rental Date: \_\_\_\_\_

\_\_\_\_\_  
Renter Acknowledgement and Agreement

\_\_\_\_\_  
Date

## **Clubhouse Cleaning Instructions**

1. Vacuum carpets. Remove any stains before they set. Notify management of any difficult stains so that they can be addressed before they set
2. Sponge mop laminate floors (kitchen, bathrooms and entry). Do not soak or let water stand on the laminate.
3. Wipe off counters in kitchen (if used)
4. Clean kitchen sink (if used)
5. Clean oven/range (if used)
6. Clean refrigerator (if used)
7. Clean coffee maker (if used)
8. Clean all windows (including front door)
9. Clean bathroom mirrors
10. Return furniture to its original place
11. Close all blinds
12. Wipe off tables (if used)
13. Return tables to their original place (if used)
14. Remove all trash (including bathrooms). Trash must be taken to your own unit for disposal. Association does not have trash removal service. Do not place trash outside the clubhouse.
15. Place the building key on the kitchen counter
16. Lock the doors and turn off the lights upon leaving

Thank you for your help in keeping this facility looking nice for the next user. We hope that your function was a success.

**NEW CONSTRUCTION/IMPROVEMENT REQUEST**

**NAME:**

**DATE:**

**ADDRESS:**

**Phone:**

**Description of construction/improvement (and/or diagram)**

**Proposed date of improvement:**

**Approved:**

**Disapproved:**

**Comments:**

**Da**

# Sycamore Creek PUD Homeowners' Association, Inc.

## List of Common Do's and Don'ts at SCHOA

We ask each of you to step back and take a look at your unit and ask yourself this question: "Does my unit look like I would want my neighbors to look like?" Our property values can only continue to climb if we take pride in our development and keep the outside environment of our respective units clean and clear and in according to Articles 9.C. and D of the Declaration of Covenants.

To help you understand better and to improve your property value, we have a list of common Do's and Don'ts at Sycamore Creek:

**Do:** Include porch furniture which is most welcome if maintained properly.

**Don't:** Store indoor furniture, grills, motorcycle/bicycle, storage containers and general stuff on your front porch. These items should be inside your unit, your garage or your enclosed patio. No furniture is allowed to be stored on the lawn.

**Do:** Add plants and flowers in proper containers, stand-alone steel hooks and designated areas on your front porch.

**Don't:** Have hanging plants, flowers, bird feeders and wind chimes nailed anywhere on the front porch. This goes against SCHOA's policies.

**Do:** Take the time to hose down the siding of your unit. Hoses may be available at the clubhouse for your use.

**Don't:** Let your unit get too dirty, it will become difficult and time-consuming to clean later.

**Do:** Store firewood in the appropriate metal racks and away from the unit to keep termites away. Also, keep firewood from grass areas.

**Don't:** Store firewood directly on the pavement of the front porch or in contact with the siding.

**Do:** Decorate your front porch for the holidays or special occasions such as Halloween, Christmas and Kwanzaa. Christmas decorations must be removed by January 15<sup>th</sup>.

**Don't:** Overdo it so that it may lead to bad taste and possible fire hazards. Also, do not use any nails, screws, etc. when hanging decorations. Use commercially available clips.

**Do:** Put trash out a day before the pickup (pickup for our complex is on Mondays. If Monday is a major holiday, the pickup day will be Tuesday.)

**Don't:** Put trash out too early and leave trash containers out too long after pick-up. Trash containers must be stored either inside the garage or on the enclosed patio.

**Do:** Park in front of your garage, designated parking on our complex or on Sanzon Drive.

**Don't:** Park on the grass or park in the areas that may block your neighbors, emergency vehicles, trash pick-up vehicle or snow removal vehicle. Towing is enforced for those who abuse the parking privilege.

**Do:** Take your pet(s) to Pooh Corner or clean up their mess.

**Don't:** Unleash your pet at your resident or recreational areas at SCHOA. Dogs in this development must be on a leash except in Pooh Corner (Grassy area at the end of Sanzon Drive).

**Here are the most common items that must be approved by the landscaping committee and/or the board of trustees at SCHOA. You can also check the website for the correct models and colors:**

- Installation of porch light and patio light



- Installation of screen door and windows
- Installation of swing on the front porch
- Enclosing your patio
- Installation of a Satellite dish (Check with management first!)
- Installation of cable outside of your unit
- Installation of a new garage door
- Displaying a flag

Lastly, please be neighborly and respectful of your neighbors by not partying and/or playing radios, TV's and stereo's too loud (sound does travel). The clubhouse is there for you to rent for holiday celebrations, party functions and other get-togethers.

If you have questions regarding what you should not have on your porch or what you can and cannot do to the outside of your unit, please call the association managers at 937.426.8960, Email: [Schoa1450@att.net](mailto:Schoa1450@att.net) for assistance or check our web site at [schoafairborn.net](http://schoafairborn.net), for more information.

Thank you and enjoy your stay at SCHOA.

The Board of Trustees

**Sycamore Creek PUD Homeowners' Association, Inc.**  
**Policy Letter**  
**Open Flame Cooking and Grilling**

**It's The Law!**

A 2005 change to the Ohio Fire Code (Rule 3, (H) Section 308 (3) 308.3 Open Flame Cooking Devices) states that charcoal burners and other open-flame cooking devices shall not be operated on combustible balconies (or patios) or within 10 feet of any combustible construction of multi-family buildings. This includes our four family units of Sycamore Creek. The use of any cooking device outside your unit must now be done on the open driveways of your unit and the device must be at least 10 feet from your unit while in use. Storage of grills is still on the side patio of your unit once the device has cooled.

# **Sycamore Creek PUD Homeowners' Association, Inc.**

## **Policy Letter**

### **Regular Assessments, Special Assessments and Fees**

**Revised – March 3, 2009**

1. The monthly association fee is \$165.00 per month. This assessment is due on the 1<sup>st</sup> of each month and is considered to be late if not paid by the 10<sup>th</sup>. After the 10<sup>th</sup>, late fees of \$25.00 will be added each month until there is a zero balance. After the last day of the month, interest is added at the rate of 10% APR and is cumulative in nature until there is a zero balance.
2. A special assessment is a charge that is levied either against one unit or all units collectively. As examples: if we have a need to satisfy a development wide problem that cannot wait such as termite inspection and treatment a special assessment is levied to all units on an equal basis. If we have a need to accomplish a special event for one unit, such as replace their skylights, the actual charge is a special assessment against only that one unit.
3. Returned check fees of \$35.00 will be applied to any account having a check returned from the bank for any reason.
4. Any copies of official documents of the association that are requested by any unit will be duplicated at \$1.00 per page. No document may leave the association office for any reason at any time.
5. Pool key replacement fee: \$10.00
6. Mileage is chargeable at the rate of \$.51 per mile. This includes any mileage incurred by a member of the board of trustees or association management to go to the post office to collect certified mail, trips to an attorney's office, court or other mileage in support of a single unit.
7. Court time and visits to attorney's offices for association management and board of trustee's personnel are chargeable at the rate of \$40.00 per hour, travel time inclusive.
8. Cost for association management personnel in attendance at records review in excess of one hour is chargeable at the rate of \$40.00 per hour.
9. The cost for filing and removing a lien is \$143.24. This fee includes all costs to management personnel, county filing fees and county removal fees.
10. The insurance deductible for any claim by a single unit is a special assessment for that unit. The association insurance deductible is currently \$2,500.00.
11. Any attorneys fees or court costs incurred by the association because of a single unit is a special assessment of that unit. Actual charges will apply.
12. Closing costs of \$35.00 will be assessed each unit sold or refinanced. This fee is for the extra effort required of management personnel and the association for the processing of documentation required by Mortgage Lenders, Title Companies, Appraisers and Real Estate Agents in the preparation for closing. This fee will be assessed any unit placed on the market for sale or refinanced on or after September 1, 2003.
13. A special processing fee (special assessment) of \$25.00 will be added to the account of any unit having a vehicle processed for towing for violating the association parking policy. This fee will be charged to the owner of the unit and will be applied whether the vehicle is actually towed or not.
14. A special assessment will be charged to any unit not cleaning up after their pets. This fee is the direct charge of a commercial poop removal service plus that fee again as a charge for association administrative charges. Example: If the removal fee is \$16.00 the total cost to the unit owner will be \$32.00.

**Sycamore Creek PUD Homeowners' Association, Inc.**  
**Policy Letter**  
**Pets**

1. Pets are limited to two per unit.
2. Pets should be taken to Pooh Corner to exercise, relieve themselves, etc.
3. Pets cannot be tied to the outside of any unit at any time.
4. Pets are **not** permitted in the pool area at any time.
5. Pets must be kept on a leash when being taken to pooh corner. Pets can be let loose to run once you are at pooh corner if the pet is trained to your command. **Ohio Unified Code: 505.01.**
6. Pets should not relieve themselves on the common areas of Sycamore Creek pursuant to **Ohio Unified Code 505.15** . Should an accident happen, please carry a plastic bag, clean up the mess and dispose of it properly.
7. Failure to abide by these rules could lose you the privilege of having a pet at Sycamore Creek.
8. Any person witnessing such a violation should report the violation to the proper authorities (Greene County Animal Control or the Fairborn Police Department) for corrective action. **These are state codes which are enforceable by the City and County agencies.**

# **Sycamore Creek PUD Homeowners' Association, Inc.**

## **Policy Letter**

### **Door Knocker/Peep Hole**

**Effective – January 9, 2000**

1. No unit shall have more than one doorknocker.
2. The doorknocker shall be located at the horizontal center of the front entry door. The top of the doorknocker shall be no less than thirteen (13) inches from the top of the front entry. The bottom of the doorknocker shall be no more than nineteen (19) inches from the top of the front entry door. Note: If a peephole along with the doorknocker is also desired, a combination door knocker-peep hole will be required.
3. The doorknocker shall be properly installed.
4. Any future repairs or maintenance required due to the installation of the doorknocker shall be the responsibility of the owner
5. The doorknocker shall be considered a permanent attachment and shall not be removed.
6. No unit shall have more than one peep hole.
7. The peep hole shall be commercially available, constructed of brass, and not to exceed 1.5 inches in diameter, including the mounting.
8. The peep hole shall be located at the horizontal center of the entry door. The top of the peep hole shall be no less than thirteen (13) inches from the top of the front entry. The bottom of the peep hole shall be no more than nineteen (19) inches from the top of the front entry door. Note: If a door knocker is also desired, a combination door knocker-peep hole will be required.
9. The peep hole shall be properly installed.
10. Any future repairs or maintenance required due to the installation of the peep hole shall be the responsibility of the owner.
11. The peep hole shall be considered a permanent attachment and shall not be removed.

**Sycamore Creek PUD Homeowners' Association, Inc.**  
**Policy Letter**  
**Garage Door Replacement**  
**Effective Date August 8, 2001**

Many of the garage doors in our development are starting to show signs of age; many are badly in need of repair or replacement. As stated in Article 10.B. and Article 10.C. of the Declaration of Covenants unit owners are responsible for repair/replacement of windows, doors, and frames. The board of trustees of the association is responsible for identifying the "standard" for such repair or replacement. At the August 2001 meeting of the board of trustees, a new standard for garage door replacement was established.

The replacement door is an insulated steel door and will be similar in style to those available from Dayton Overhead Door, series 190 or 390. **The door must be four panel and almond in color.** The cost for a new door (including the door, track, springs, cables, weather-stripping and installation) is about \$650.00 if purchased from Dayton Overhead Door.

One of the doors has been installed at 1486 Sanzon if you would care to see it.

We are in no way promoting the sales of Dayton Overhead Door; we are just using their product as an example of our new standard. You are free to purchase the door, if you choose to do so, through any company you desire as long as it is compliant with the standard.

**Sycamore Creek PUD Homeowners' Association, Inc.**  
**Policy Letter**  
**Hazard Insurance**  
**Revised – February 14, 2004**

Pursuant to the Declaration of Covenants, the Association provides for hazard insurance on the structures located within the Sycamore Creek Homeowners' Association. Insurance coverage is currently provided through the Matthew Newell of American Family Insurance. The extent of the coverage is complex and can only be determined by the insurance carrier at the time of need based on the individual circumstances. Generally, the association coverage is from the paint/wallpaper out.

1. All claims against the association policy must be submitted either by an officer of the board of trustees or an association manager under direction of the board of trustees.
2. No one may contact the association insurance agent or other company representative without first obtaining written consent of the board of trustees.
3. Any claim submitted by someone other than an officer of the board of trustees or association manager under direction of the board of trustees will be considered to be invalid and will not be honored by either the insurance company or the association.
4. The insurance deductible, currently \$2,500.00, for any claim submitted to the association insurance company is the responsibility of the unit causing the claim to be submitted. In the event you have a need to file a claim for hazard insurance, first contact your own insurance agent and file a claim with them. Notify the association management who will contact the association insurance agent and file a claim if necessary. The two companies/agents will work together to determine which insurance company/policy is responsible for the claim.
5. If you need certification of insurance for your mortgage company, contact the association management for assistance.
6. There are certain things that are not covered by the association policy for individual units such as; windows, window frames, doors, door frames, flooring such as carpet and tile, water leaks and resulting mold regardless of their location or cause. These items are the direct responsibility of the unit owner.

# Sycamore Creek PUD Homeowners' Association, Inc.

## Policy Letter

### Parking

Revised – September 1, 2008

1. Vehicles parked in front of the clubhouse will not be towed or identified, as being parked in violation, as long as they are not left there overnight and if a resident of SCHOA is not renting the clubhouse. If the clubhouse is being rented, a notice will be posted on the bulletin board. Parking is first come first served. Vehicles left overnight are subject to being towed at the owner's expense.
2. Only two parking spaces are provided for each unit according the Planned Unit Development (PUD) plan on file with the City of Fairborn. In the garage, and in the driveway immediately adjacent to, and in front of, the garage. However, we will permit vehicles of residents to be parked adjacent to the residents' unit for temporary short term use such as loading and unloading as long as that vehicle does not (1) park on the grass, (2) obstruct the access to another unit, (3) obstruct the drive areas for any fire, ambulance or other emergency vehicle, (4) obstruct the drive for removal of snow, and (5) obstruct the drives for trash removal services. Guests of residents are encouraged to use Sanzon Drive (a public street) for parking. Common sense must prevail and it must be recognized that all units do not have adequate space for any additional parking.
3. This policy does not give blanket permission for the use of turn-around areas for parking. Complaints received from any unit owner that the turn-around area is being used for parking and subsequently not available for their intended purpose by other residents may result in that vehicle being towed at the owners' expense. The only exception is the parking pad located adjacent to, and to the north of, Unit 1467. There will be no deviations to this policy other than service personnel (such as Time-Warner Cable, DP&L, Ameritech, Delivery Vehicles, Moving Vans, etc.).
4. No vehicle will be parked on Sycamore Creek Homeowners' Association property (this includes in front of garages) that is not in proper operating condition. This means that any vehicle not properly licensed, with flat tires, or otherwise not in operating condition will be considered to be abandoned and will be towed at the owners' expense.
5. The owner of the unit having a vehicle towed will be charged a \$25.00 fee to cover the associations' cost in processing the tow. This fee will be applied even if the vehicle is not actually towed by the towing company.



**Sycamore Creek PUD Homeowners' Association, Inc.**  
**Policy Letter**  
**Satellite Dish Antennas**  
**Effective – August 8, 2001**

1. In compliance with recent amendments to the Federal Communications Commission (FCC) “Over-the-Air Reception Devices Rule”, written in conformation with law directed by Congress in Section 207 of the Telecommunications Act of 1996, Sycamore Creek Homeowners’ Association, Inc. now authorizes the installation of Direct Broadcast Satellites (DBS), Multi-channel Multipoint Distribution (wireless cable) providers (MMDS), and Television Broadcast Stations (TVBS) satellite dishes.
2. Such devices shall be mounted on masts/towers commercially installed by licensed personnel. Such masts/towers and dish shall be installed within the confines of a completely enclosed patio so as to prevent persons from gaining access to the tower. No portion of the masts/tower shall be installed closer than two feet from any portion of the unit or patio fence so as to prohibit painting and other maintenance. Such combined masts/tower and dish shall extend no more than necessary to receive an acceptable signal, but not more than 12 feet above the roof-line of the units building. Installation of such devices shall be in accordance with any established building and fire codes established by the City of Fairborn, and the above referenced FCC rule.
3. All maintenance required to preserve the masts/tower and dish in a rust and corrosion free condition, are the responsibility of the units owner. All maintenance required to preserve the proper operation of the dish are the responsibility of the units’ owner. All liability for damage and injury resulting from the installation of such a device is the responsibility of the units’ owner. Such liability and responsibility shall transfer at such time as transfer of property to another individual.
4. Requests must be submitted, by the unit owner, for permission to install such a device, to the Sycamore Creek Homeowners’ Association, Inc. in writing, and shall include a diagram showing how the masts/tower and dish will be installed and will provide the name of the company by which it is being installed. Approval will be provided within 60 days of receipt by the board of trustees. Incomplete requests will be returned to submitter without action.
5. Any incorrectly installed masts/tower or dish in existence at the time of implementation of this policy letter shall be corrected within 30 days of the date of this policy letter.

## **Sycamore Creek PUD Homeowners' Association, Inc.**

### **Policy Letter**

#### **Review of Association Records**

**Effective – January 1, 2003**

The books and records of the Association are available for viewing by members of the association under authority of the Declaration of Covenants, Conditions and Restrictions, Article 6, H. Books and Records of the Association. This authority is further defined by order of the Board of Trustees and approved for implementation at the meeting of the board on December 3, 2002.

1. Records available for review by association members are limited to that which pertains to the association as a whole and not that of an individual unit. All files will be viewed in hard copy only.
2. Owners may view the unit files pertaining to their own unit.
3. Requests to inspect the files of the association must be submitted in writing.
4. Inspection of the files must be done in the presence of both a representative of the association management and a member of the board of trustees.
5. Inspection of the files will be limited to normal business hours as posted on the association door. Any time requirement beyond one hour is chargeable at \$40.00 per hour (payable in quarter hour increments) to cover the additional cost to the association manager present.
6. Copies of files will be chargeable at \$1.00 per page. No files may leave the association office at any time.
7. Inspection of files is limited to no more than twice per calendar year per unit.

1/1/03

**Sycamore Creek PUD Homeowners' Association, Inc.**  
**Policy Letter**  
**Screen and Storm Doors**  
**Effective – January 9, 2000**

1. Screen or storm doors may be either of two types. Suggested supplier and brands can be obtained from the office manager.
2. Currently approved "FULL VIEW" screen/storm door. One piece of glass and a small kick panel. (e.g. as installed at 1356 Sanzon)
3. Self-Storing "HALF VIEW" screen/storm door. Two pieces of glass and a small kick panel. (e.g. as installed at 1460 Sanzon)
4. Screen/Storm doors shall be "Bronze" (brown) in color (matching exterior windows, with dark (brown or black) screens.
5. Screen/Storm doors shall be hinged on the same side as the front entry door.
6. Screen/Storm doors shall be properly installed.
7. Any future repairs or maintenance required due to the installation of the door shall be the responsibility of the owner.

**Sycamore Creek PUD Homeowners' Association, Inc.**  
**Policy Letter**  
**Storing Fire Wood**

1. Firewood must be stored in holders specifically designed for that purpose, be commercially available, and be either circular or rectangular in shape.
2. Firewood holders shall be kept in good repairs, and free from rust.
3. Firewood holders must be constructed of metal, and be black in color.
4. Firewood holders shall hold no more than ½ cord of wood.
5. No more than ½ cord of wood may be stored at any unit.
6. Firewood shall be neatly stacked at all times.
7. Firewood holders shall be placed in the furthest corner from the front door on the front porch.
8. Firewood holders shall be placed such that neither the holder nor the firewood touches the siding, porch post, or windows.
9. Firewood shall not be stored on any portion of the common area, such as the grass areas.
10. Firewood holders shall not be considered as permanent items.
11. No firewood holder is required for patio storage. However, firewood stored on side patios must not touch or damage the siding or fence and must be neatly stacked.
12. Tarps, plastic sheeting, etc may cover no firewood on the front porch.

# Sycamore Creek PUD Homeowners' Association, Inc.

## Policy Letter

### Porch Lights

Effective – November 13, 2003



1. No unit shall have more than two porch lights. One at the front door and one at the sliding patio door.
2. The replacement porch lights must be **black coach style lights** as shown above.
3. The porch lights shall be located in the same location as the original porch light location. No additional modification to the unit siding may be done.
4. The porch lights shall be properly installed.
5. Any future repairs or maintenance required due to the installation of the porch lights shall be the responsibility of the owner.
6. The porch lights shall be considered a permanent attachment and shall not be removed, other than for replacement in kind.

SCHOA Rules and Regulations Nr. 03-2

Authority: Declaration of Covenants, Conditions and Restrictions; Article 9.C., and 10.C.

11/13/2003

**Sycamore Creek PUD Homeowners' Association, Inc.**

## Policy Letter

### Pool Usage

- (1) **No running** in the pool area
- (2) **No diving** is permitted
- (3) **No lifeguard** is on duty, swim at your own risk
- (4) **No alcohol** is permitted in the pool area
- (5) **No smoking** is permitted in the pool area
- (6) **No pets** are permitted in the pool area
- (7) No person under the age of 14 is permitted without a responsible adult present to watch them
- (8) No street cloths permitted in the pool
- (9) Do not let anyone without a key enter the pool area
- (10) The gate must remain closed and locked at all times
- (11) No entry to the clubhouse from the pool area is permitted (exceptions for the handicapped with prior arrangements)
- (12) Guests must be accompanied by the resident at all times
- (13) All trash must be placed in the proper receptacles
- (14) Pool hours of operations are from 9:00 AM until 9:00 PM
- (15) If you open the table umbrella, please close it before you leave
- (16) If you move pool furniture, please return it to its proper place when you leave
- (17) If you have an open sore, please do not use the pool
- (18) If you need a key, contact the association management
- (19) Report any problem to the association management
- (20) **HAVE FUN!**

**Sycamore Creek PUD Homeowners' Association, Inc.**  
**Policy Letter**  
**Flags and Holders**

1. No unit shall have more than one holder and flag
2. The holder shall be commercially available to hold the flag with a pole no longer than six (6) feet. The flag itself shall be in proportion to its pole (approximately three by five).
3. The holder shall be attached to the centerline of the center porch pole and in the middle one-third of the length of the porch pole in such a way that the pole is oriented at an angle away from the porch.
4. The flag will be flown in accordance with established rules of flag etiquette.
5. Commercially available seasonal flags may be displayed during the appropriate season. (e.g. Christmas, Thanksgiving, Birthdays, Fall, etc.) However, specialty flags may not be flown in conjunction with the US flag.

**Sycamore Creek PUD Homeowners' Association, Inc.**  
**Policy Letter**  
**Lawn Ornaments**

Lawn ornaments, such as concrete/ceramic geese, pigs, etc., whirly gigs etc., are not permitted outside any unit, except inside totally enclosed patios.



**Sycamore Creek PUD Homeowners' Association, Inc.**  
**Policy Letter**  
**Bird Feeders**

1. Bird feeders must be commercially available
2. Bird feeders may not be fastened to any outside surface of any unit.
3. Cleanup of residue and messes caused by bird feeders is the responsibility of the owner.