

The Rittenhouse Square
Condominium Association
Handbook

Revised December 2006

A resident-managed
community,
and proud of it.

Welcome to Rittenhouse Square



We, the Board of Trustees of the Rittenhouse Square Condominium Association, are sure you will find living here a rewarding experience.

If condominium living is new to you, it is important that you understand the governing of your new community and your rights and responsibilities as a unit owner.

In Ohio, condominiums are regulated by the Ohio Condominium Property Act enacted in 1961. Included in the Handbook are the Bylaws, Rules, and Declarations established under Ohio law for the specific governance of the Rittenhouse Square Condominium Association. The original copy of the Bylaws and Declarations can be seen in the office at the Clubhouse.

The following Rules and Regulations, and Architectural Control Standards have been adopted by the Board of Directors of the Rittenhouse Square Condominiums in accordance with the Covenants and By-laws to not only protect the architectural integrity and harmony of the community, but also to promote the safety and welfare of residents and to maintain an acceptable quality of life.

It should be remembered that the Rules and Regulations do not replace the By-laws, which the Board of Directors uses as its primary governing document. Both documents are in force. In case of conflict between the wordings of these documents, the By-laws will prevail.

The Rules and Regulations shall apply to all property owners, their residents, family members, tenants, occupants, agents, visitors, and guests; and shall be enforced by the Board of Directors in accordance with applicable Covenants and By-laws.

In establishing and maintaining the Rules and Regulations, or Standards, the Board shall make every effort to ensure that they do not affect unit owners' right to the enjoyment of reasonable and unrestricted use of their property or privileges of ownership.

The Rules and Regulations and Standards may be modified, repealed or amended at any time by a resolution of the Board of Directors when deemed necessary in the best interest of unit owners/residents and the community.

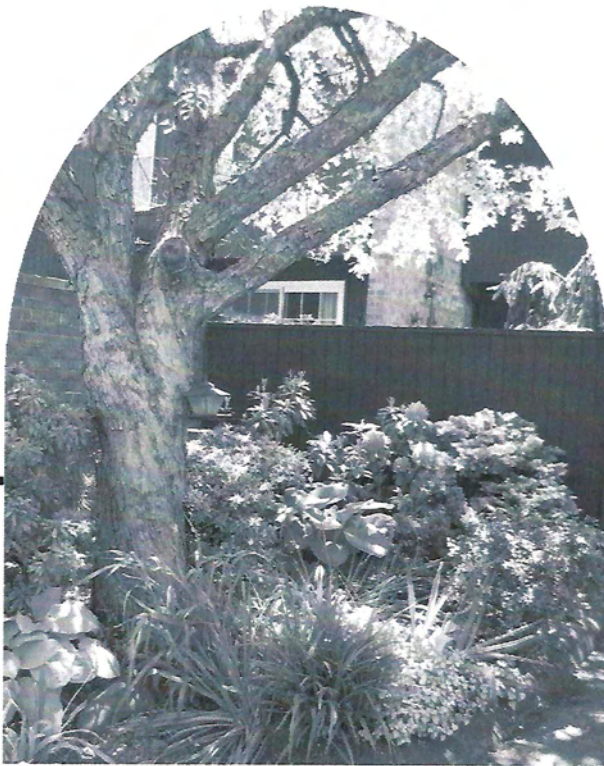
Please take time to familiarize yourself with the Handbook and its contents. We hope you will find the rules which affect your rights and responsibilities as a unit owner, sharing with your neighbors, and use of the entire condominium property helpful rather than restrictive, and based on common sense and the common good.

We invite you to become a vital part of Rittenhouse Square. You are always welcome to attend the Board meetings held on the 3rd Wednesday of every month. See you there!

The Board of Trustees
Rittenhouse Square Condominium Association
2006

How Rittenhouse Operates

The Board of Trustees
Committees
Finance and Assessments
Insurance



How Rittenhouse Operates

Every decision regarding the operation and maintenance of Rittenhouse and the comfort and well-being of its residents is made by volunteers. The basic eligibility to serve as a Board member, a committee member or chairman is membership in the Rittenhouse Square Condominium Association - a distinction shared by all resident-owners in the Rittenhouse complex.

Those who came to Rittenhouse because of an active, demanding professional life or to retire from the fast-paced working world will find the carefree and quieter milieu they sought. Those who would like some involvement in community affairs, to any degree, have an array of choices. Getting involved is the best way to meet your neighbors, to learn more about the operation and resident-oriented policies of Rittenhouse living, and to participate directly in discussions of projects under consideration or projects up for review.

The Board of Trustees

The Board is the governing body for all Rittenhouse affairs --- overseeing operation and maintenance, handling all business and fiscal matters, and administering and adjudicating rules and regulations of the Association.

The nine trustees, elected by the Association membership, serve staggered three-year terms to guarantee continuity and experienced leadership. Their monthly meetings, the third Wednesday at 7:30 P.M. in the Clubhouse, are open to all members. New trustees are elected and installed at the annual Association meeting the third Thursday in January.

Board officers -- president, vice president, secretary and treasurer - are elected by fellow trustees following the annual meeting. In addition to their trusteeship duties, each Board member also serves as liaison between the Board and one of the committees which are such an important component of Rittenhouse management.

Committees

Block Watch

The Block Watch program includes a chairperson and committee, street captains/co-captains, and, by extension, the entire community. It is designed to enhance everyone's safety and security. Residents are encouraged to report promptly any crime-related problem or suspicious activity. When such a report is submitted, a Block Watch "alert" network informs all residents.

Budget

The Budget Committee is chaired by the Treasurer of the Association and consists of volunteer unit owners interested in preparing a projected budget based on anticipated income and expenses for the coming year's needs of the complex. Preliminary review meetings are held for residents' input. After the budget is passed by the board, the Association members vote on the budget at the annual meeting in January.

Clubhouse and Office

A resident volunteer serves as Office Coordinator with one or more assistants. Their responsibilities include keeping the calendar, handling reservations for RSCA events and resident rentals, scheduling daily office staff volunteers, coordinating Clubhouse use for special resident activities, coordinating distribution of the RSCA Newsletter, and processing the maintenance requests.

A resident volunteer serves as Rental Coordinator with one or more assistants. Their responsibilities include meeting with residents prior to the time of their rental date and following the event, to go over the rental check list, supervising the 'housekeeping' of the Clubhouse, and handling reservations for RSCA events and resident rentals.

Communications

The Communications Committee is composed of a chairperson and one or more additional volunteers from each street to distribute materials and make telephone calls. Their responsibilities include providing realtors and prospective buyers with a brochure describing our

community, providing the Association annually with data comparing RSCA to similar local condominiums, and providing and delivering a Welcome Packet to each new resident (including a follow up contact).

Exercise Facility

A chairperson who uses this area and additional volunteers help to determine its needs. Recommendations are made to the Board, as appropriate.

Gardening

The Garden Committee is composed of a chairperson and one or more additional members. Their responsibility is the planting, maintaining, and watering of the flower beds at the entrances and in front of the Clubhouse.

Insurance

This committee of one or more oversees the provision of adequate insurance coverage for the Association.

Long Range Planning

The Long Range Planning Committee is composed of a chairperson and one or more additional members. Its focus is on the physical needs of the complex, the preservation of its appearance, its management and the quality of life it affords. Using future projections of the Treasurer and other RSCA committees, it devises a plan for the future, sets budget requirements for long range RSCA goals, and prepares and submits a written summary to the Board.

Newsletter

The President appoints an editor. The RSCA Newsletter publishes the minutes of the monthly Board meetings and the Association annual meetings and committee reports, general RSCA news, limited advertising and other features approved by the Board.

Nominating

The only standing committee mandated by the Bylaws of the Association, this committee meets through November and December to prepare the slate of candidates for annual Board elections.

Operations

The Operations Committee consists of a minimum of five members appointed by the President and approved by the Board, including a chairperson and co-chairperson, three or more persons with present or past Board experience, and two or more may be without Board experience. This committee is responsible for keeping Rittenhouse Square an attractive and livable complex by maintaining buildings and grounds, keeping infrastructure intact and retaining the architectural design and integrity of the Rittenhouse Square community, in coordination with the maintenance supervisor and his staff. They prepare and submit to the Treasurer a maintenance budget proposal for incorporation into the annual budget. All unbudgeted contractual work, other projects, and purchases exceeding \$1000 must be submitted to the Board for approval. A written summary of maintenance work and progress report on major improvement and repair projects is completed during the preceding month and presented at each Board meeting. The Operations Committee meets twice a month to fulfill its responsibilities.

Pools

This committee includes a chairman and volunteer residents who oversee pool facilities and schedule daily volunteers to close the pools at night during the season.

Rules

The Rules Committee consists of a chairperson and one or more additional members approved by the Board for a one-year term. The President of the Board of Trustees serves as liaison to the Rules Committee and shall act as Rules Chairperson in his/her absence. This committee is responsible for administering and enforcing the RSCA rules which allow residents to live in a pleasant beneficial environment. Residents must submit their written complaints to the committee for review and subsequent action. In most cases infractions can be noted and disputes resolved by neighbors working together and practicing the Golden Rule.

Social

This committee is comprised of a chairperson appointed by the President with Board approval and additional volunteers. Their responsibility is to plan and develop activities for Rittenhouse residents throughout the year.

Finance and Assessments

Finance

The Association's primary source of revenue is monthly assessments on the 211 residential units. Assessments are based on each unit's square footage. The Board is authorized to levy not more than a five percent increase per year. Any special assessment requires approval by two thirds of unit owners.

The Association's fiscal year ends January 31. Each year the Budget Committee, composed of the Treasurer and additional interested volunteers, develops a budget based on anticipated income and expenses. The budget is submitted to the Board for approval and then to the members at the annual meeting. The budget includes a reasonable reserve amount for replacement and unanticipated contingencies. This also includes a special fund for anticipated replacement, e.g. roofs.

All units, in addition to the value of the real property, have an additional value of their units' equity in the reserve account(s). Assessments by unit type are kept current and are available for review.

Proportional Fee Schedule by Unit/space type (The lowest assessment 1 to the highest assessment 7) is as follows:

| Unit Type | <u>F</u> | <u>C</u> | <u>D</u> | <u>A</u> | <u>B</u> | <u>E</u> | <u>SM</u> |
|--------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|
| Rank | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Number of Units by type | 8 | 31 | 44 | 41 | 36 | 50 | 1 |

The Association employs an Association bookkeeper to distribute payment slips, collect and record monthly payment of assessments, write checks for payroll and bills, prepare statement of operation each month, ballots for elections, and publish the annual directory.

Payment of Assessments

The Board of Trustees is responsible for the management of the community and establishes the monthly assessments for each unit. Annually, the association provides each owner with a book of payment slips to submit with monthly assessments.

The assessment covers:

- The cost of maintaining the exteriors of all buildings, streets, lawns, grounds and shrubbery.
- The Clubhouse, swimming pools and other recreational facilities.
- Insurance, snow removal, water and lighting.
- A reserve account to cover cost of future major improvements and repairs for emergencies.

Each unit owner shall pay the monthly assessment or any special assessment, by check or money order payable to Rittenhouse Square Condominium Association, on or before the first day of the month for which the assessment is due. Owners may mail or deliver assessments to the Association office unless otherwise instructed.

Any installment of an assessment not paid within 15 days of the date due shall be assessed a fee of \$15. In addition, any fee more than 30 days in arrears will bear interest from the due date at the rate of 8 percent per annum.

If a unit owner is at any time three months or more in arrears in payment of monthly condominium assessments, the association may bring an action at law against the owner, or file a lien against the unit.

Owners may not waive or otherwise escape liability for monthly assessments by not using the Common Area or abandonment of his/her unit. Owners may not deduct all or any portion of their monthly condominium assessments for any reason.

Insurance

The Rittenhouse Square Condominium Association holds a master policy with Nationwide Insurance Company covering the condominium and common structures with each claim subject to a \$5,000 deductible. This policy also affords the Association liability coverage for claims arising from occurrences in the Common Area or from the Association's conduct of business. The Association has not purchased Ordinance or Law coverage or Water and Sewer Backup coverage.

Claims under this policy may only be submitted to the insurance company by the Association Insurance Chairperson or by an authorized member of the Board of Trustees. Unit owners who need to report a claim under the master policy should contact the Insurance Chairperson or the Board of Trustees immediately.

The Association will not submit claims to our master policy for damages to components of a single unit which are the maintenance and replacement responsibility of the unit owner (i.e. appliances, heating and air conditioning units, doors, windows, awnings, patios and chimney flues).

To obtain a certificate of insurance for their mortgage lender, unit owners may contact our insurance agent directly. Our Nationwide Insurance Agent is Nick Miller and his office telephone number is (614) 889-0701.

In accordance with our Bylaws, Article VII, Section (g), adopted 4/21/93: Except to the extent, if any, that a loss is covered by insurance maintained by the Association, the Association shall not have responsibility to repair or maintain any unit, or component thereof, and in no event shall the Association be responsible for personal property within a unit.

Unit owners need to secure their own Condominium Unit Owner's Insurance. A Unit Owner's Policy needs to provide adequate coverage to protect an owner from loss to personal property, additions and alterations to their unit, water/sewer backup and liability coverage for accident or injury to visitors within the unit.

This is a general summary of coverage provided by the insurance company, and is not a statement of contract. All coverage is subject to exclusion and conditions of the policy on file in the Rittenhouse Square Condominium office.

Association & Owner Maintenance Responsibilities

Maintenance
Maintenance Responsibilities
Rodents, Birds & Animals
Sump Pumps
Waste Management



Association and Owner Maintenance Responsibilities

Maintenance

Keeping Rittenhouse the attractive, livable complex we all enjoy is the shared responsibility of the Board of Trustees, the paid maintenance staff, the Board-approved Operations Committee, and every Rittenhouse resident.

Maintenance Form

All requests for repair or maintenance work that is the Association's responsibility, shall be forwarded to the clubhouse office using the Resident Maintenance Request form. This form is available in the Clubhouse outside wall box. Only one request should be entered per form.

Buildings

The Rittenhouse Square Condominium Association is responsible for repair and maintenance of the exterior of all buildings. This includes unit roofs; gutters and downspouts; carport roofs; exterior brick and siding, including patio walls; the unit structure; and the structural components between interior and exterior walls. The Association accepts responsibility for maintaining patio fences and gates, both wood and brick, in order to preserve the architectural integrity within the area.

The Association is also responsible for exterior painting of siding, garage and entry doors, carport structures, and extended additions of enclosed carports.

Unit owners are responsible for the interior maintenance of patios, including concrete slabs and/or steps; carports and extended additions of enclosed carports; and garages.

Grounds

The Association provides complete maintenance for Common Areas with the exception of flower beds which residents have planted (and must care for) around their units. If these immediately adjacent areas are untended, the Maintenance Committee will resolve the problem by consulting with the resident.

When decisions become necessary regarding removal and replacement of shrubs in the Common Areas, the procedure will involve the combined effort of the Maintenance and Landscape Committees.

Waste Lines and Utilities

Unit owners are responsible for maintenance of their own waste lines which extend to the lines' termination into a common trunk line. The Association maintains the underground water supply lines to the unit cutoff valve. Storm drains, electric supply lines to the service panel, and sanitary sewer trunk lines are the responsibility of the Association. The gas company is responsible for supplying gas to the meter from exterior lines. The unit owner is responsible for connecting the gas line from the meter to the furnace, water heater, and other appliances.

Association Scheduled Areas of Maintenance

Lawn Care - Lawns will be mowed regularly as needed, depending on growing conditions. It takes two to five days to mow the entire complex, depending upon availability of staff. Common Areas around the entrances and main streets are usually mowed first. A professional lawn service is contracted to apply 3 or 4 treatments of fertilizer and weed killer to the lawn per year, depending on the budget.

Tree Trimming - Begins in May (small trees). A professional tree service is contracted to trim approximately 10 of the larger trees, selected by need.

Shrub Trimming - Begins in mid May. Shrubs that need it are trimmed a second time beginning mid August. It takes several weeks.

Mulching - Begins in early spring, Common Areas seen from the main streets are mulched. Other Common Areas may be mulched depending on the budget.

Leaf Removal- Late October

Watering - Areas that have "curb appeal" such as along main streets and entrances, new plantings or grass, around the Clubhouse and pools, are watered by the staff. Other Common Areas will be watered by assigned volunteer residents. Hoses, sprinklers and/or timers will be furnished by maintenance.

Snow Removal - Main streets are cleared first, and then sidewalks. Do not park your vehicle over the sidewalks.

Maintenance Responsibilities

O = Owner A = Association

| | | | | | |
|----------------------------------|---|----------------------------|---|-----------------------------|---|
| Air Conditioners and Base | O | Garage | | Steps Patio | O |
| Balcony | | doors | O | Stoops (Front Entry) | A |
| deck boards | A | floors | O | Sump Pumps | A |
| handrail | A | hinges | O | Trees Common Area | A |
| joists | A | locks | O | Walls | |
| painting | A | pulleys | O | exterior | A |
| staining | A | cables | O | interior | O |
| structure | A | springs | O | Water | A |
| trim | A | tracks | O | Windows | |
| Carports | | structure | O | frames | O |
| roof and supports | A | painting(interior) | O | glass | O |
| concrete floor | O | painting(exterior) | A | locks | O |
| Chimney | | Gas | | sashes | O |
| stack | O | from meter | O | Wiring | |
| cap | O | to meter | A | from distribution panel | O |
| flue | O | Glass | | telephone | O |
| flashing | A | patio doors | O | to distribution panel | A |
| painting | A | windows | O | underground | A |
| exterior brick surface | A | Gutters | A | | |
| Deck | | Heat Pumps and Base | O | | |
| deck boards | O | House Numbers | A | | |
| handrails | O | Landscape | A | | |
| joists | O | Lawns | A | | |
| steps | O | Lights | | | |
| structure | O | rear patio | O | | |
| trim | O | balcony | O | | |
| Doors | | courtyard | A | | |
| door knockers | O | Rittenhouse Entrance | A | | |
| frames | O | garage or carport | O | | |
| hardware | O | lampposts | A | | |
| hinges | O | patio doors | O | | |
| locks | O | spotlights | A | | |
| patio doors | O | Mailbox | O | | |
| painting (exterior) | A | Patio | | | |
| Electrical | | original concrete | O | | |
| circuit breakers | O | Brick/additional concrete | O | | |
| exterior outlets | O | patio steps | O | | |
| Fences | | brick posts | A | | |
| boards | A | Plumbing | | | |
| posts | A | faucets | O | | |
| brick | A | from unit shutoff | O | | |
| iron | A | interior pipes | O | | |
| exterior patio fence | A | spigots | O | | |
| interior patio fence same | A | to unit shutoff | A | | |
| interior patio fence different | O | underground trunk lines | A | | |
| Fireplace | | Roofs | A | | |
| firebox | O | Shrubs Common Area | A | | |
| grates | O | Sidewalks | A | | |
| gas lighter | O | Snow Removal | | | |
| screens | O | parking areas | A | | |
| damper | O | sidewalks | A | | |
| Furnace | O | roads | A | | |

Rodents, Birds, Animals, etc

The unit owner is responsible for the chimney(stacks, caps and flues), deck (boards, joists, steps, structures and trim), patio (concrete, bricks and steps), doors (entrance, patio, and garage), and windows. Therefore, the unit owner shall be responsible for removal of any animals, birds, reptiles, or rodents, that enter the unit through the chimney, exterior doors, windows, and patio deck elements, and damage done to the unit (including patio, deck, basement, and garage) by same.

The Association is responsible for roofs, eaves, gutters, roof and attic vents, front entry steps, exterior walls, and balcony joists and structures. Therefore, the Association shall be responsible for removal of any animal, birds, reptiles, or rodents, that enter the unit through roof eaves, gutter, roof or attic vent, front entry step, exterior wall, or balcony structure and damage done to the unit (including basement, garage, attic and balcony) by same.

Sump Pumps

The Association is to service and or replace sump pumps when the owner reports a sump pump problem.

Residents of units with sump pumps are required to:

- Insure that the pump is NEVER turned off at the circuit box nor unplugged unless such directions are given by the maintenance staff.
- Inspect pump monthly and during heavy periods of precipitation.
- The owner/tenant, whose unit contains a sump pump, is to be aware that these pumps serve another unit owner/tenant in their building. Each unit owner/tenant is responsible for any personal property damage within their unit.

To check for proper operation of the pump:

- Carefully pull the float arm upward until sump pump turns on - then release. If it does not turn on, report this and any suspected malfunction to the maintenance staff immediately.
- Check to see that the circuit breaker for the sump pump is activated.
- Check plug and outlet to sump pump for damage and secure plug-in.

Put in a maintenance request if you need service.

Emergency requests for sump pump maintenance should be made directly to the Maintenance staff so that the problem can be handled immediately. Do not make such a request on the office answering machine. If you are going to be away for an extended period of time, tell your neighbor and leave a telephone number and a key with someone so they or the maintenance staff can gain access to the unit should it become necessary. If emergency occurs on a holiday or weekend, call a plumber. You will be reimbursed for the house call if it is for a sump pump repair or replacement.

Waste Management

Place all trash in container with your address or the truck will not pick it up. Set out all trash containers and/or recycling bin no sooner than the night before collection and return to proper storage space no later than the night of pickup day. If you must be away for an extended period of time, ask a neighbor to put your trash container out for you.

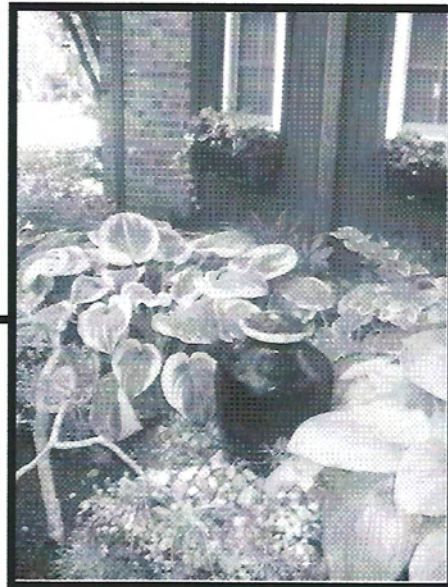
RECYLING BINS may not be stored in open view in the complex. Please store recycling bins in your garage, shed or on your enclosed patio.

YARD WASTE may not be stored in open view in the complex. Store yard waste in your garage, shed or enclosed patio until you take it to the Rittenhouse dumpster. Do not place waste in front of the dumpster. The waste management company will not empty the dumpster if waste is placed in front of the dumpster or if left lying on the ground inside the dumpster corral. If the dumpster is full, please place bag on the ground on the east side of the dumpster.

To arrange for pickup of larger items such as appliances or furniture, call the COLUMBUS REFUSE DIVISION in advance of the scheduled pickup date. New call center for Columbus Refuse Division HOT LINE - Call 311 if you are an AT&T customer or 614-645-3111 if you are not.

Rules

Violations Policy
Violation Enforcement
Violation Appeal Process
Rules



Rules

Violations Policy

Residents who have complaints of rules violations must submit their complaints, typed or legibly handwritten and signed, on a Formal Complaint Form. Complaint forms are available at the Clubhouse office and should be returned to the Rules Committee at the Clubhouse office or the Clubhouse mail box. No action will be taken without receipt of this completed form.

Violation Enforcement

Vehicle and parking violations are subject to immediate towing. For other violations, the owner and/or tenant will receive a violation notice indicating the date by which infraction must be corrected. Failure to make correction by violation notice date will result in a fine of \$50.00 for the initial violation followed by another \$50.00 fine, unless otherwise stated, each month until corrected.

Failure to pay will result in an assessment. Flagrant, malicious or continued non-compliance will be dealt with on a case-by-case evaluation which may result in multiple assessments the amount of which is to be determined by the Rittenhouse Square Board of Trustees.

All penalties against the unit owner are enforceable by the Board of Trustees as provided by the Amended Bylaws and Regulations of the Rittenhouse Square Condominium Association.

From time to time there may be specific circumstances which warrant special consideration of enforcement of these Rules or Regulations. If the enforcement of a Rule or Regulation warrants such special consideration you must contact the Rules Committee for special requests.

Violation Appeal Process

A resident cited for violation of any RSCA rule or regulation may appeal to the Board of Trustees. The appeal must be submitted in writing, prior to the date of required correction, to the President of the Board of Trustees. At its next monthly meeting after receipt of the appeal, the Board of Trustees will hear evidence from all parties involved and render a decision within 10 days. Residents who receive a special enforcement fine will be given an immediate notice of payment due. If the fine is not paid, it will be charged to the resident's monthly assessment.

Rules

Appearance and Maintenance Requirements

APPEARANCE

- Patio furniture, garden ornaments, garden hose and flowers are only items permitted on open front patio.
- Air conditioners and fans are not permitted in windows.
- Plastic covering on windows/doors permitted on the inside only, and must not be visible to outside.
- City trash container, association approved wooden shed, painted Rubbermaid cabinet and garden hose are only items permitted on a carport.
- Firewood, yard waste, and recycling bins must be stored on back enclosed patio, in garage or in association approved wood shed or painted Rubbermaid cabinet.
- Nothing is to be attached to any tree in the common area or on siding of the buildings.
- Garage door must be kept closed when not in use.
- Barbecue grills are permitted only on your back enclosed patio.
- Flags may be flown on a pole in front or rear of condo and must be in good condition.
- Satellite dishes - must be inside your enclosed patio.

MAINTENANCE

- Remove, repair or replace damaged awnings, windows, doors, screens and garage door. Repairs or replacement must be in compliance with specifications outlined in this handbook.
- Remove, repair or replace damaged curtains, blinds, and shutters and any unsightly debris/matter in windows.
- Keep front door clear of litter, papers, flyers, etc.
- *Maintain immediate area (flower beds/islands) around your condo.
- Except on trash days, green trash containers issued by the City of Columbus may only be stored in carports or garages.
- Recycling bins may not be stored in open view and should be stored in your garage, shed or enclosed patio.
- Yard waste may not be stored in open view. Yard waste is to be disposed of in the dumpster located across from the Clubhouse.

*If you choose NOT to care for the Common Area around your unit, contact our Maintenance Staff by completing a RHS Resident Maintenance Request Form and turning it in to the RHS Office. The Landscape Committee and/or maintenance staff, upon request, will remove existing plants and maintain mulch.

Commercial Activity/Public Auctions/Soliciting

RSCA permits no garage sales, public auctions, soliciting or other commercial venture involving people outside the community. The Association GENERALLY schedules an annual garage sale, in early summer, in which all units may participate.

Common Area

Common Area is defined as ANY ground within Rittenhouse Square outside your enclosed private patio or your partially enclosed front patio. Common Areas are for the exclusive use, benefit and enjoyment of all RSCA residents and guests.

- No loud noise or offensive activity that would be an annoyance to the neighborhood.
- No open or enclosed fire pit.
- No motorized vehicles on the sidewalks with exception of handicap vehicles.
- Residents are responsible for keeping the Common Area free of all personal articles. Residents are responsible for repair of any damage to common property they or their guests cause by negligence or intent.
- Sidewalks are for pedestrians and young children riding non-motor toy vehicles.
- Children playing in the Common Area must be under proper supervision.
- Children are not permitted to play in the streets or to climb on or otherwise jeopardize lampposts, trees, shrubbery, parked vehicles, fences or other structures.
- No vehicle repair work is permitted on streets, parking spaces or any portion of the Common Area except to change a tire or battery.

Dogs, Cats and Other Pets

- No more than 2 pets are allowed per unit (resident responsible for pets' behavior & damage).
- No pet is permitted to run loose (must always be on a leash or carried).
- No pet may be tethered, fenced or contained within the Common Area
- Remove animal waste immediately (an animal waste container is located on Rittenhouse Square West next to the dumpster).
- Do not accumulate animal waste within the confines of your Units or patios.
- Prevent pets from annoying others in any way.
- Keep pets away from all shrubs and flower beds in Common Areas.

Gardening and Landscaping

Rittenhouse Square is unique in that residents are permitted and encouraged to plant flowers.

Planting is permitted 3 feet from back and side walls, 3 feet from partial fencing, and 6 feet from front of structure where there is not patio. Watering, removing of weeds and ongoing maintenance are your responsibility if you choose to add plants or shrubs around your unit in the Common Area. Small peninsulas behind or in front of garages/carports can also be maintained by the resident, but any lawn ornament used in these areas must first have approval from the Operations Committee.

- No unauthorized trimming of shrubs/trees or their removal/replacement.
- No plantings or objects should interfere with mowing. Avoid curvy borders between the planting areas and the lawn which can make mowing more difficult.
- No ivy or other clinging vines are permitted to climb the brick or wood walls.
- No garden waste should be left curbside for pickup. Take to clubhouse dumpster.
- No items of any kind may be attached in anyway to the buildings: i.e. trellises, ornaments, window boxes.

- No plantings or objects should be placed in a manner that would offend a neighbor's privacy.

Trees and plants that are dead or overgrown may be replaced upon written request to the Landscape Committee or Operations Committee. The Committee will review the request and cover the cost of replacement if approved. Budget limitations may prevent approval of some requests.

Residents who wish to replace any other tree or plant may do so at their own expense, by submitting a plan with a description of the new plant(s) to be added. Upon approval by the Landscape/Operations Committee, work may be completed by the resident or contracted out through the Maintenance Supervisor. The Landscape/Operations Committee has a list of approved plants to use as guidelines for replacement plantings. This list represents plants that are well suited for our community, based upon climate, soil and maintenance demands. Requests must be approved prior to planting. The committee will do what it can to work with all residents' requests.

Renting or Leasing Your Condominium

- Owner must occupy the same unit for at least two years prior to the property being available for rent.
- One 'For Sale' or 'For Rent' is permitted in one window.
- Two vehicles maximum number permitted at a rental.
- Tenancy limited to single family.
- The following information must be provided to the Board of Trustees and in the Rittenhouse Office before tenants move into unit.
 - Owners address and telephone number for emergency.
 - Tenant names and a telephone number.
 - Signed 12 month rental/lease agreement with clause indicating tenants received a copy and agrees to abide by the Rittenhouse Rules and Regulations.

Swimming Pools

- No one is permitted within the pool area outside of the pool hours or when the pool gates are locked.
- Residents swim at their own risk and are responsible for their own safety. It is strongly suggested that no one swim without another swimmer present.
- Children must be accompanied by an adult swimmer.
- Proper bathing attire is required while in the pool.
- No diving, running, horseplay or rowdiness.
- No glass containers, large rafts or flotation devices.
- No animals permitted in the pool areas.
- No cloth diapers - "Swimmies" are to be used on all children still in diapers.
- Safety ropes separating the shallow and deep ends of the pool must remain in place at all times unless swimming laps. Swimming laps with the ropes down is permitted only when there are fewer than 4 adults and no children in the pool area. The rope must be replaced immediately when finished.
- According to Ohio law, everyone should leave the pool if fecal matter is present and no one (with an infectious wound or obvious bleeding) may swim in pools.

Vehicles and Parking

The Association has a standing arrangement with a commercial towing company to provide on-demand towing. To retrieve your vehicle, refer to the signs posted at the entrances to Rittenhouse Square.

TOWING WILL BE STRICTLY ENFORCED ON THE FOLLOWING RULES:

- Assigned Parking Spaces - In addition to your garage or carport, each unit is assigned one parking space in the common area. No one may park in another resident's parking space without permission from that resident. Assigned resident parking spaces MUST be occupied before a resident or their guest may utilize a visitor parking space.
- Piggy-Back Parking - Certain units have space behind their garage or carport that allows for piggy-back parking. Any vehicle that extends beyond the curb line will be towed. If you have questions regarding this, contact the Rules Chairperson.
- Extra Vehicles - An "extra vehicle" is defined as, but not limited to, a vehicle that is over the allotted number of vehicles spaces (2) per unit. If your unit does not allow for piggy-back parking, extra vehicles must be parked on the north side of Rittenhouse West between the dumpster and Reed Road.
- Visitor Parking Spaces - Visitor parking is temporary and for the convenience of residents and guests. Assigned resident parking spaces MUST be occupied before a resident or their guest may utilize a visitor parking space overnight. Parking in a visitor space is limited to 72 consecutive hours without written permission of the Rules Committee. The vehicle may not be relocated to another visitor space after the 72 hours.
- Fire Lanes - All streets in Rittenhouse are essentially fire lanes. No vehicle may park along any curb or grass or block (entirely or partially) any street, garage, or carport.
- Junk Vehicles - These vehicles may not be parked in open view in the complex. A "junk vehicle" is defined as, but not limited to, a vehicle not in operating condition, a damaged vehicle or vehicle not displaying valid license plates.
- Boats, Trailers, Motorcycles, Trucks & Recreational Vehicles - These vehicles may not be parked in open view in the complex. These vehicles may be parked in the garage or carport.
- Commercial Vehicles - These vehicles may not be parked in open view in the complex. This includes any commercial vehicle, regardless of the intended use, the manner in which it is registered, the carrying capacity, or with the display of a company name/logo, product line, or telephone number. Exception - repair or delivery trucks making a house call.