

COMMUNITY HANDBOOK
of
RULES and REGULATIONS



MAY 2025

Dear Meadow Lakes Homeowner:

On behalf of the Meadow Lakes Homeowners Association, Inc. and as Managing Agent for the Association, we wish to welcome you to the Meadow Lakes Community.

We are pleased to present you with this Community Handbook. It has been prepared for you to provide helpful information and acquaint you with the procedures, rules, regulations and policies established by your Board of Trustees.

Please keep this book for future reference. Revised pages will be provided as needed.

Use the Meadow Lakes HOA website (www.meadowlakeshoa.com) and M2 Management's app for your community information and communications needs.

As your Managing Agent, we are always available to answer questions or to help solve problems that you might have with matters that pertain to the operation of your Association.

Sincerely,

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M2 Management Group

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Meadow Lakes Homeowners Association

COMMUNITY HANDBOOK

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WHAT IS A COMMUNITY ASSOCIATION?

A Community Association is a group of owners who wish to provide a communal basis for preserving, maintaining and enhancing their homes and property. As a member, he/she has a voice and vote in the Association's affairs. These votes are cast during annual or special meetings of the general membership.

The Community Association is an incorporated, nonprofit organization operating under recorded land agreements. These recorded documents are available to all owners prior to purchasing a home. Each member is subject to a charge for a proportionate share of expenses for maintenance of common property and support of other necessary activities of the organization.

1. Membership in the Association is mandatory and automatic for all owners.
2. Certain legal documents bind all owners to be governed by the Community Association.
3. Mandatory dues and/or assessments are levied on each owner in order to operate and maintain the Association.

WHAT DOES IT DO?

The major responsibility of the Association is to protect the investment and enhance the value of the property owned by the members. This is done by providing for the physical maintenance and operation of the shared property.

The Association has other responsibilities, such as, enforcing the master regulations and architectural controls, and setting up an effective communication system among members.

To ensure that the Association is a well-run organization, a professional management firm has been retained by your Board of Trustees as an integral part of the operation of the Association. The professional management staff of M2 Management Group_(also known as Managing Agent) will facilitate the day-to-day operations of the Association. Specifically, the Managing Agent maintains the Association's finances, oversees its contractors, prepares and distributes an annual and reserve budget while interfacing with the homeowner community.

THE COMMUNITY 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 Community Association is that it is a business. To be successful, it must be operated like one.

ASSOCIATION LEGAL DOCUMENTS

The legal documents of an Association are:

1. Recorded Maps and Plats: Show the precise location of each lot as well as the Common Areas.
2. Declaration of Covenants and Restrictions: Defines or limits the rights of ownership. Brings the Association into existence because it spells out the essential elements of ownership.
3. Articles of Incorporation: Brings the Corporation into existence. Defines its basic powers and purpose. Indicates whether stock will be issued. Indicates if there will be a Board of Trustees.
4. Code of Regulations (By-Laws): State the requirements for membership in the Association. Establishes the requirements for Membership meetings, voting rights of Owners and the procedures for electing the Board of Trustees. Establishes the powers and duties of the Board. Sets the indemnification of the Trustees and Officers.

RESERVE ACCOUNTS

The Reserve Account is the Association's way of setting aside money for future repairs and replacements. Each year, certain parts of your assessment are to be set-aside in a special interest-bearing account to plan for the replacement and repair of the common areas. This helps to protect and preserve property values. This is included in the overall budget for the Association. Reserves are evaluated each year and adjusted to reflect inflation and changes in the common areas.

Your ability to sell your home can be influenced by the adequacy of, or non-existence of, Reserves set aside by the Association. Primary lenders consider Reserves for future needs a key part of a good financial policy and can consequently be more receptive to lending money in communities with a good, established Reserve Account policy.

Reserves do, therefore, directly affect the resale value in Associations.

The Association had a Reserve Study completed in 2020 to provide a financial plan to fund the Reserves for all expected and unexpected capital expenses. The study is available at www.meadowlakeshoa.com.

ROLES AND RESPONSIBILITIES

1. OWNERS

The basic authority in a Community Association lies with the owners. The owners elect a Board of Trustees to act on their behalf. Usually, the governing documents delegate almost all of the Association's decision making powers to the Board.

Typically, this leaves the owners only with the power to elect or remove the Trustees, amend the governing documents and approve or deny a special assessment.

2. BOARD OF TRUSTEES

The Board of Trustees bears the ultimate responsibility for operating the Association on behalf of the owners.

The Role of the Board of Trustees is to set Policies, Standards, Procedures, Programs and Budget for the Association.

The Responsibilities of the Board of Trustees are to Maintain, Protect, Preserve and Enhance the common areas to support the unit values of the total community.

The Board of Trustees is authorized on behalf of the Association to:

- A. Enter into management contracts and other agreements to provide for the management, maintenance, repair and replacement of the common areas.
- B. The general supervision of the affairs of the Association.
- C. Make Rules and Regulations for the governing of the Association and enforce same.
- D. Prepare, approve and distribute the Annual and Reserve Budgets.
- E. Determine the amount of the Annual Assessment and any Special Assessments.
- F. Prepare liens and foreclose on delinquent accounts.
- G. Establish and enforce Architectural/Design Guidelines.

ROLES AND RESPONSIBILITIES

3. MANAGEMENT COMPANY

The Management Company does not make major decisions regarding the operation of the Association. All decisions are left to the Board of Trustees.

The Management Company performs the following functions for the Association:

- A. Supervises the day-to-day operation of the Association.
- B. Inspects the property according to terms of Management Agreement.
- C. Arranges for maintenance, repairs and replacements.
- D. Responds to emergencies.
- E. Prepares Bid and Contract Specifications, secures and qualifies prospective vendors and presents to Board for approval.
- F. Maintains the Association records in accordance with recognized and acceptable procedures.
- G. Organizes and participates in meetings of Owners, Board and committees.
- H. Provides guidance and professional advice to the Board on policy issues.
- I. Prepares and distributes the Annual and Reserve Budgets.
- J. Develops effective assessment collection and accounts payable procedures.
- K. Prepares monthly financial statements and reports.
- L. Distributes Association quarterly newsletter.
- M. Supervises insurance claims.
- N. Supervises dispute resolution and rules enforcement.

LIFESTYLE SECTIONS

The Lifestyle sections of Meadow Lakes (Meadow Lakes Lifestyle Lot Owners Association and Preserve at Meadow Lakes Homeowners Association) consist of homes that are bound by the same Assessments, Covenants, Rules and Regulations as all of the Meadow Lakes community. The primary difference is that the Lifestyle owners also pay a monthly maintenance fee that covers their lawn care and snow removal and may have additional design change guidelines too.

There are specific Design Guidelines for each Lifestyle section in addition to the general guidelines that must be followed. Owners in a Lifestyle section must submit Design Change Requests to both Boards and receive approval from both Board prior to making any exterior changes. Approval from Meadow Lakes HOA does not necessarily mean the Lifestyle Boards will approve the change. If either Board denies a request, the change is not permitted to be made.

RESALE OF YOUR HOME

When you decide to sell your home either by Owner or through a Realtor, you transfer the property plus the responsibilities of your membership in the Association. You do this by providing the new owner with the Association Documents and by contacting the Managing Agent to inform them of the new owner. Information regarding the sale of your home can be found at www.meadowlakeshoa.com or on the app under the Selling/Refinance/Homewise tab.

The new owners' title company is required by law to contact the Management Company before closing to receive a resale statement as to the status of the current homeowner regarding assessments or liens. In addition, the new owner's title company must contact the Management Company immediately upon closing to inform them of the new owners. Title requests should be submitted through www.homewisedocs.com.

Meadow Lakes Homeowners Association

ASSESSMENTS POLICY

The Documents of the Meadow Lakes Homeowners Association establish Base Assessments for the purpose of the payment of the Common Expenses of the Association. They also establish the Capital Reserve Fund.

Annual General Assessment. The Annual General Assessment exists to cover the Common Expenses of the Association. The Board, without a vote of the Owners, may increase or decrease the Annual General Assessment by an amount reasonably calculated to meet Common Expense Liability of the Association for the coming year as determined by the budget duly adopted in accordance with the Code of Regulations.

The Common Expenses include (a) operation, maintenance, repair and replacement as required by this Declaration; (b) the cost of any insurance required by this Declaration; (c) reasonable reserves for contingencies and replacement; and (d) administrative, accounting, legal and management fees; and (e) all other costs and liabilities incurred by the Association in the exercise of its power and duties.

Each Owner, by acceptance of a deed, agrees to pay the Annual General Assessment that shall be allocated equally to each Lot.

Individual Assessment. The Association, after approval by two-thirds (2/3) vote of all members of the Board, shall have the right to assess an individual Lot for any of the following (including attorney fees, court costs and other expenses) for:

- A. Any costs incurred for maintenance or repair caused through the willful or negligent act of an Owner, Occupant or their family, tenants, guests or invitees.
- B. Any costs associated with the enforcement of the Covenants, Rules and/or Regulations of the Association.

A lien on the property may be imposed for an Assessment levied against a Lot, for fines imposed against an Owner or Occupant, and for interest, costs and reasonable attorney fees.

Personal Obligation. The Assessments, including fines, if any, payable by each Owner, together with any penalty, interest, costs and reasonable attorney fees shall be the personal obligation of the Owner of the Lot at the time incurred. The personal obligation shall not pass to any successors in title unless expressly assumed by them.

Meadow Lakes Homeowners Association

COVENANTS, RULES and REGULATIONS

Compliance with Laws. No improper, offensive or unlawful use shall be made of the Property or any part thereof. Valid laws, zoning ordinances and regulations of all governmental agencies having jurisdiction shall be complied with, by and at the sole expense of the Owner.

Permits. Homeowners are responsible for investigating and obtaining any necessary permits from the City of North Ridgeville. City permits will not be issued without proof of prior Homeowners Association approval. Contact the City of North Ridgeville Building Department at (440) 353-0822 with any questions.

Animals. The maintenance, keeping, boarding or raising of animals, livestock, poultry or reptiles of any kind, regardless of number, is prohibited on any Lot except the keeping of guide animals and orderly domestic pets (e.g., dogs, cats or caged birds), is permitted. Such pets are not to be kept or maintained for commercial purposes or for breeding. No external compound cages, kennels or hutches shall be permitted.

Dogs shall be kept on leashes. Owners must pick-up after their animals in common areas, on or around walking paths, or in any yard other than their own.

Open Fires. Open burning is not permitted on the Property, except that outdoor fireplaces, grills, and chimneys may be used if equipped with fire screens to prevent the discharge of embers or ashes. Declarations Article IX Restrictions, 9.1.2 Harmful Discharges applies.

Harmful Discharges. There shall be no emissions of dust, sweepings, dirt, cinders, odors, gases or other substances into the atmosphere (other than normal residential chimney emissions), no production, storage or discharge of hazardous wastes on the Property or discharges of liquid, solid wastes or other harmful matter into the ground or any body of water, if such emission, production, storage or discharge may adversely affect the health, safety or comfort of any person.

No waste nor any substance or materials of any kind shall be discharged into any public sewer or the Surface Water Management System serving the Property or any part thereof in violation of any regulation of any public body having jurisdiction over such public sewer, or Surface Water Management System.

Noise. No person shall cause any unreasonably loud noise (except for security devices) anywhere on the Property, nor shall any person permit or engage in any activity, practice or behavior for the purpose of causing annoyance, discomfort or disturbance to any person lawfully present on any portion of the Property. City Ordinance provides that no animal shall cause any consistent noise (such as barking, whining or yelping) or the owner can be cited.

Parking; Vehicle Repairs. Except in connection with construction activities, trucks, trailers, campers, recreational vehicles, boats and other large vehicles may be parked on the Property only if in garages. No junk or derelict vehicle or other vehicle on which current registration plates are not displayed shall be kept upon any portion of the Property. Vehicle repairs and storage of vehicles permitted on the Property only if in garages. Recreational vehicles and boats may be parked in the driveways for a period not to exceed twenty-four (24) hours for the purpose of cleaning, loading or unloading. City regulations state that on-street parking is prohibited between 2 AM to 6 AM on all public streets. Vehicles that park across sidewalks can be ticketed by the City. Limit parking to the non-hydrant side of the street to allow emergency vehicle access.

Greenview Trail is not a dedicated street and remains private property of Meadow Lakes Homeowners Association and the City is unable to enforce the City's parking laws or issue parking citations on this street. The Association has the right to regulate this street and prohibits (1) any on-street parking between 2 AM and 6 AM; (2) parking in front of mailboxes at any time; and (3) parking in front of fire hydrants at any time. Vehicles that violate any of these rules may be assessed a penalty assessment and may result in the vehicle being towed at the Owner's expense. Vehicles that are illegally parked may be towed immediately, without prior notice.

The Association has granted the City the authority to enforce all traffic (non-parking) laws on Greenview Trail and the City may issue a citation for such offenses.

No Trade or Business. No trade or business of any kind may be conducted in or from any Lot or Dwelling Unit except that an Owner or Occupant of a Lot or Dwelling Unit may conduct such business activity within the Lot or Dwelling Unit so long as: (a) the existence or operation of the business activity is not apparent or detectable by sight, sound or smell from the exterior of the Lot or Dwelling Unit; (b) the business activity conforms to all zoning requirements for the Property; (c) the business activity does not involve persons coming on to the Lot who do not reside in the Property; and (d) the business activity is consistent with the residential character of the Property.

The terms "business" and "trade" as used in this provision shall be construed to have their ordinary generally accepted meanings and shall include, without limitation, any occupation, work or activity undertaken on an ongoing basis which involves the provision of goods or services to persons other than the provider's family and for which the provider receives a fee, compensation or other form of consideration, regardless of whether (i) such activity is engaged in full-time or part-time; (ii) such activity is intended to or does generate a profit; (iii) a license is required thereof.

Retention Basins. Residents are permitted to fish from shore in the retention basins. Any activity other than fishing, including but not limited to: swimming, boating, and ice skating, are prohibited. Any activity carried out in the retention basins, other than fishing, will be considered a nuisance and in violation of the Declaration.

ARCHITECTURAL/DESIGN RESTRICTIONS

The Board of Trustees has been charged with the responsibility of maintaining the aesthetic and architectural character of the Meadow Lakes Community.

The purpose of the Architectural/Design Change Application is not to discourage improvements but to control the nature of improvements to those that enhance the value and conform to the overall aesthetic appearance of the Association. This control should be looked upon as a protection of your investment. The Board of Trustees and the Association Members are in favor of improvements and hope that Owners will desire to personalize their homes.

Any Owner desiring to make any exterior change, improvement, or addition to his/her home or grounds (including any change in color) must obtain approval for the change or improvement via the Architectural/Design Change Application submitted to the Management Company. The following architectural restrictions are applicable:

Awnings. No metal or plastic awnings for windows, doors or patios may be erected or used. Canvas awnings may be used subject to the Board's written approval of size, color, location and manner of installation for the particular lot in question.

Basketball Hoops. Prior to installation, all plans for permanent basketball hoops must be submitted for approval by the Homeowners Association. All types of basketball hoops are prohibited in the Lifestyle Sections. No basketball hoops may be attached to the house in any way; only permanent basketball hoops on poles are allowed. The preferred placement of a permanent basketball hoop is to be on the side of the driveway away from the house, at least mid-way up the drive and about a foot in from the drive. Portable basketball hoops are to be weighted down sufficiently so that they do not tip over and be placed on your property and not in the street.

Clotheslines. No outdoor clothes drying or drying apparatus shall be permitted.

Decks, Gazebos and Pergolas. All plans are to be submitted for approval using the Architectural/Design Change Application process.

Doors/Trim and Shutters. Any replacements or color changes are to be submitted using the Architectural/Design Change Application process. Shutters are to be cleaned, painted or replaced when they lose their original color (faded).

Driveways. All driveways shall be paved with concrete, brick or paving stone.

Entrance Structures. No additional driveway entrance structures are permitted.

Exterior Lighting. Homeowners are to replace burned-out exterior lighting within seven (7) days, weather permitting, including bulbs and photo eyes. Light posts and glass fixtures are also the responsibility of the homeowner. Front yard light posts may be replaced with solar fixtures upon review and written Board approval via an Architectural Change Form. Permanent decorative lighting installed in or on the soffit is permitted with prior written Board approval. The wiring for permanent lighting on the home must be located in the eaves or match the color of the soffit to provide minimal visual impact. Tube, hose, visible bulb strands, or clip-on lighting is not permitted other than as a holiday lighting described below. No hanging or sagging lights are permitted.

Exterior Siding. No wooden sheeting materials are to be used.

Fences. No fence of any sort (man-made, natural or living material) may be erected unless and until prior written approval has been obtained.

- No chain link fences shall be permitted.
- No fence shall be erected in the front yard. For purposes of this section, the front yard shall run from the street right of way to the rear line of the Dwelling Unit.
- Welded wire fencing material may be attached to the inside of split rail fences to provide for additional enclosure.
- Basin Lot perimeter fences are limited to black three rail 5/8 standard picket design aluminum fences not to exceed four (4) feet in height.
- All fences are to be maintained as originally designed (no leaning, rusting or rotting).
- Lifestyle Sections: No perimeter fences shall be permitted. Privacy fencing not to exceed six (6) feet in height shall be permitted around spas and hot tubs.

Flag Poles. All plans are to be submitted for approval using the Architectural/Design Change Application process.

Front/Side Storage. No front porch shall be used for the storage of any items except normal porch furniture. No front or side yard shall be used for storage of any kind, including firewood or garbage cans without the proper approved trash can enclosure.

Garages. Detached garages are prohibited.

Grills. No grills of any kind, chimeneas or fire pits are to be located in the front yard or front porch areas. Please use extreme caution since these fire sources are known to melt vinyl siding if used in close proximity. Declarations Article IX Restrictions, 9.1.2 Harmful Discharges applies.

Holiday Decorations. Owners must remove holiday lights and decorations no later than 1 week after the holiday, weather permitting, and are prohibited more than 2 weeks before the holiday. Winter holiday lights that are permitted to be installed as of Thanksgiving, must not be illuminated after Martin Luther King Jr Day, and must be removed no later than March 1st.

Lot/Yard Maintenance. All lots must be kept mowed and free of debris and clutter. Lot maintenance encompasses but is not limited to: regularly cutting all lawn areas, weed control, watering, fertilizing, trimming, and removal of dead plant materials. Vegetables are not to be planted in the front area of the home. Under no circumstances shall yard waste or trash be dumped into basins, ditches, public sewers or upon common areas or mounds. Place yard waste in the paper bags designed for that purpose for pickup on trash day. Do not spray fertilizers or weed killers within ten (10) feet of the edge of any basin.

Mail Boxes. All individual street mailboxes are to be metal, or plastic installed atop a vinyl post or a one-unit post and box set (common in the plastic molded versions). Standard colors are allowed (e.g. white, green, black, ivory/cream, beige or gray) for both box and post, The exceptions are East Breezeway, Greenview Trail and Overlook Way which have black metal posts with one or two boxes per post. House numbers are to be displayed on both sides of the mailbox or post. Mailboxes and attached elements shall be maintained in good condition (e.g. no unpainted surfaces, no peeling paint, no rusted or dented boxes, and no missing or broken components).

Play Equipment. Play apparatus or structures are prohibited without written Board approval and must be located to the rear of the dwelling and not located within any side or rear setback lines. Play equipment is prohibited in the Lifestyle sections. Basin lot play equipment placement must not obstruct the neighbor's water view. Bounce houses and other inflatable toys must be taken down and located indoors before sunset each night.

Pools/Hot Tubs. Above ground and semi-exposed pools are not permitted (Covenants Sec. 9.2.15) with the exception of small children's pools that must be emptied each night and located indoors before sunset. Small children's pools include hard plastic and inflatable pools, slides, and any other similar pools or water toys. Any pool capable of being installed above ground, or projecting two inches above grade is considered an above-ground pool. In-ground pools, hot tubs or spas are allowed with written Board approval. In-ground pools must be secured by a fence that complies with City requirements, and that is approved in writing by the Board. Locking covers for hot tubs are recommended. Pools are prohibited in the Lifestyle Sections.

Radio and Television Antennas. No exterior antennas, aerials, satellite dishes, or other apparatus for the reception or transmission of television, radio, satellite or other signals of any kind shall be placed, allowed, or maintained upon any portion of any Dwelling Unit, without prior written approval. Apparatus size is to be one meter or less in diameter (3.3 feet) to be located in the rear yard or on the rear of the Dwelling Unit in such a manner so as not to be visible by a person of normal height standing at the edge of the street directly in front of the Dwelling Unit. Other locations are permitted if placement under these guidelines precludes reception of an acceptable quality signal. No location shall be permitted if installation creates a line-of-sight problem for drivers in the vicinity. The antenna should blend into the background against which it is mounted or be screened to reduce the visual impact. Restrictions may be imposed on methods of installation that create legitimate safety concerns. Permitted methods of installation may include reasonable height restrictions and adequate bolting and guying. Each owner shall maintain any antenna in a reasonable manner so as not to become unsightly. Each owner shall remove any antenna upon cessation of its use. None of these requirements are to be in conflict with current Federal Communication Commission's rules and regulations for antennas.

Roof Requirements. The roof and gables of each Dwelling unit shall be in accordance with the original construction with respect to color, material, and design. Replacement roof made of the same shingle type and color of the current roof do not require written Board approval. Any changes to the roof that is not like for like with the existing roof must receive prior written approval. Metal roofs are permitted as a full roof or accents in dark gray, dark brown, or black. Existing sheds must be updated to also have a matching metal roof if a metal roof is installed on the home.

Signs. Signs are prohibited to be displayed anywhere on the Property except as specifically permitted by these Rules. Home "For Sale" signs, political or similar such residential purpose signs, not exceeding six (6) square feet in area may be erected, posted or displayed on a temporary basis as further provided by this rule. One professionally made "For Sale" or "For Rent" sign is permitted to be displayed on a Lot while the Lot is actively being marketed for sale or rent. Political signs are prohibited to be displayed on a Lot except from October 1 through 2 days after national Election Day during presidential election years, and from 3 weeks before until 2 days after voting closes in any other election. Political signs are limited to two displays per Lot (including flags, banners, etc.). Political signs (including flags, banners, etc.) may not be visibly displayed in any other areas of the Lot, home, or structures other than the front yard area and

may not exceed 6 square feet. For purposes of this rule, a political sign is a sign that endorses a particular political candidate, party, or issue that will be voted on in the next election. Temporary signs for birthdays, or school activities are permitted to be displayed for 2 weeks.

Skylights. Skylights may be used on a back roof facing the rear of a lot. Other locations may be approved depending upon the house design and the particulars of the lot. Use the Architectural/Design Change Application process.

Solar Panels. Solar panels are permitted to be placed on the rear of the roof or the property behind the home on the Lot in a location not visible from the street pursuant to ORC 5312.16. Prior written Board approval is required before installation. Panels need to be maintained in good condition aesthetically, free from discoloration or broken components. Roof panels must be parallel to the roof and not closer than 2 feet to any roof edge. Roof panels must be installed in a single and uninterrupted rectangular pattern. *Exceptions to the panel location due to efficiency will be reviewed on a case by case basis by the Board.

Storage Sheds. No structure of a temporary character, trailer, or shack shall be permitted on any Lot. Construction trailers and/or storage sheds shall be permitted only during construction. No sheds are allowed on basin lots or in the Lifestyle Sections.

Storage sheds must have prior written approval. Sheds must be located near the rear of the Lot, with a minimum of (5) five feet from the property line or any easement, shall not exceed (10) ten feet by twelve (12) feet and must be constructed with vinyl siding and granulated shingles that matches Dwelling Unit in color and materials (Covenants Sec. 9.2.15). Siding color must match the home's primary color, secondary color, or trim color. Homes with a metal roof must have a matching metal shed roof. The use of vinyl resin kits or any other prefabricated shed or structure is strictly prohibited. The height may not exceed ten (10) feet at the peak. The shed must be at least ten (10) feet from the house and any other structure per City fire code.

Small Storage Units. Upon written approval, storage units no larger than 4' H x 7' W x 3' D, storage boxes or seats may be placed against the rear of the house out of view from the front sidewalk. These smaller units will be allowed in the Lifestyle sections.

Sump Pumps. Sump pump drains & house down spouts must discharge to the rear or side of the lot so as not to cause pooling of water or erosion to common areas or neighboring yards. French drains are preferred. In the Lifestyle sections pipes should not be on/above the ground to interfere with mowing.

Trash; Trash/Recycle Containers. Except in connection with construction activities, no burning of any trash and no accumulation or storage of litter, refuse, bulk materials, building materials or trash of any other kind shall be permitted on any Lot. No incinerator shall be kept or maintained upon any Lot. Boxes are to be broken down and all items placed at the curb are to be secured so they will not be blown about the neighborhood.

Trash and Recycle containers are prohibited from being in public view except from 5pm the day prior to collection and on the day of collection. Public view is considered viewable from anywhere on the street in front of the home. Outside the aforementioned hours, trash containers may not be on the exterior of any Lot except in an approved enclosure. The Board of Directors and/or the Architectural Review Committee must approve all designs for any fence or trash enclosure structure in writing prior to installation pursuant to these rules and any other rules adopted by the Board of Directors.

Trash Enclosures. Trash and Recycle containers may be kept in a fenced-in area that must be abutting the garage. The permitted fencing must be solid vinyl panels between 48-72 inches high, enclosing the area where the containers will be stored. The vinyl panels must be solid in color and white, black or an exact match to siding adjacent to the enclosure. Trash containers must not be visible over or behind the fence panels and must be blocked from view on the front and sides. The panels may stick out no more than 3 feet in front of the garage to accommodate a sidewalk, provided a gate is installed to enclose the area from the front and/or side.

Underground and Log Houses. Any underground and log structures are prohibited.

Variances. The Board may grant variances from these guidelines if such variance will not be of substantial detriment to adjacent lots and will not materially impair these guidelines and the overall best interest of the subdivision.

Right to Modify Guidelines. The Board reserves the right to modify these guidelines, provided however, that no such modification shall be made that will materially and adversely affects the overall character of the properties as a first class development.

The Design Guidelines are not part of the Declaration and can be amended by the Association without a vote of the Owners. There is no requirement that these Guidelines be recorded or rerecorded if amended or modified. Each Owner is cautioned to request the most current version of the Guidelines prior to undertaking any improvement. The most current version shall be on file with the Association through the Management Company as well as posted at www.meadowlakeshoa.com.

Meadow Lakes Homeowners Association

ENFORCEMENT OF COVENANTS, GUIDELINES, RESTRICTIONS, AND RULES OR REGULATIONS

Remedies for Breach of Covenants, Restrictions or Regulation. The violation of any covenant, guideline or restriction, contained in the Declaration or violation of any rule or regulation duly adopted by the Board shall give the Board the authority to enforce the covenants, restrictions, rules and regulations in accordance with this Section.

Any Homeowner is allowed and encouraged to report an infraction using the Rule Infraction Report (Handbook page 16), or in the Homeowner Documents and Forms section of www.meadowlakeshoa.com.

Actions. The Board may take any of the following actions:

- a. levy a fine against the Owner or Occupant which shall also be an Individual Assessment under Section 7.4. See the following Enforcement Assessment chart.
- b. to enter upon a Lot or portion thereof upon which or, as to which, such violation or breach exists and to summarily abate and remove at the expense of the Owner, any structure, thing or condition that may exist thereon contrary to the intent and meaning of the provisions of this Declaration, and the Board, or its agents shall not be thereby deemed guilty in any manner of trespass or wrongful act.
- c. to institute appropriate legal proceedings to enjoin, abate or remedy the continuance of any breach.
- d. undertake such dispute resolution methods such as mediation and arbitration, except that this provision shall not be construed as any requirement to do so as a condition precedent to legal proceedings.

Notice and Opportunity to be Heard. Prior to any action, the Board shall give the Owner and/or Occupant reasonable notice of the violation and an opportunity to be heard. Such notice and opportunity shall not be required in emergency situations or for repeated or continuing violations.

Individual Actions. Each Owner is empowered to enforce the covenants by appropriate legal proceedings or alternative dispute resolution methods.

All of these actions (sending letters, following-up and involving attorneys) cost the Association money. Keep your costs to a minimum by following the HOA rules and regulations. Thank you for your understanding and cooperation.

Meadow Lakes Homeowners Association

RULE INFRACTION REPORT

Description of infraction: (please be specific): _____

Location: _____

Date(s) and time(s): _____

Name of alleged offender (if known): _____

Address (if known): _____

Was any attempt made to resolve this problem? Circle: Yes No

If "yes", describe the attempt and results: _____

Your signature: _____ Your address: _____

Print your name: _____ Telephone: _____

Email: _____ Date: _____

Please mail this form to: Meadow Lakes Homeowners Association
 c/o M2 Management Group
 7835 Freeway Circle
 Middleburg Heights, OH 44130

All complaints determined to be actionable will be handled according to the Meadow Lakes Homeowners Association Enforcement Procedure. All complaints must be signed to be enforceable. Your name will not be divulged unless a legal hearing is necessary.

-----Office Use Only-----

Date Received: _____ Received By: _____

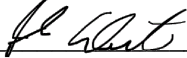
Meadow Lakes HOA Infraction Enforcement Assessment Structure

Infraction Level A:	1st Notice per Infraction	2nd Notice per Infraction	3rd Notice per Infraction
- Deck	Notice Specifying Infraction	Notice Specifying Infraction	Attorney Letter sent for non-compliance
- Fence			Homeowner is responsible for all Legal Fees in addition to total assessment.
- In-Ground Pool	15 days to request hearing		
- Constructed Shed	30 days to comply	30 days to comply	30 days to comply
Does Not Meet Design Guidelines and/or Installed Without Approval	\$250 will be assessed if no compliance at the end of the 30 th day	At the end of 30 days or 60 days from the issuance of 1 st notice an additional \$500 will be assessed.	At the end of 30 days or 90 days from the issuance of 1 st notice an additional \$750 will be assessed.
Infraction Level B:	1st Notice per Infraction	2nd Notice per Infraction	3rd Notice per Infraction
- Plastic Shed not Allowed per Design Guidelines	Notice Specifying Infraction	Notice Specifying Infraction	Attorney Letter sent for non-compliance
	15 days to request hearing		Homeowner is responsible for all Legal Fees in addition to total assessment.
	15 days to comply	15 days to comply	15 days to comply
	\$250 will be assessed if no compliance at the end of the 15 th day	At the end of 15 days or 30 days from the issuance of 1 st notice an additional \$500 will be assessed.	At the end of 30 days or 45 days from the issuance of 1 st notice an additional \$750 will be assessed.
Infraction Level C:	1st Notice per Infraction	2nd Notice per Infraction	3rd Notice per Infraction
- Above-ground Pool	Notice Specifying Infraction	Notice Specifying Infraction	Attorney Letter sent for non-compliance
- Permanent basket ball hoops Installed Without Approval Not Allowed per Design/Handbook Guidelines	15 days to request hearing		Homeowner is responsible for all Legal Fees in addition to total assessment.
	15 days to comply	15 days to comply	15 days to comply
	\$100 will be assessed if no compliance at the end of the 15 th day	At the end of 15 days or 30 days from the issuance of 1 st notice an additional \$200 will be assessed.	At the end of 30 days or 45 days from the issuance of 1 st notice an additional \$300 will be assessed.
Infraction Level D:	1st Notice per Infraction	2nd Notice per Infraction	3rd Notice per Infraction
- Landscaping Not Installed in a Timely Manner	Notice Specifying Infraction	Notice Specifying Infraction	Attorney Letter sent for non-compliance
	15 days to request hearing		Homeowner is responsible for all Legal Fees in addition to total assessment.
- Mailbox Does Not Meet Design/Handbook Guidelines	30 days to comply	30 days to comply	30 days to comply
- Play Equipment Not Allowed in Lifestyle Sections	\$100 will be assessed if no compliance at the end of the 30 th day	At the end of 30 days or 60 days from the issuance of 1 st notice an additional \$200 will be assessed.	At the end of 30 days or 90 days from the issuance of 1 st notice an additional \$300 will be assessed.
- Satellite or Antenna Placement and/or Installation Does not Meet Design Guidelines			
Infraction Level E:	1st Notice per Infraction	2nd Notice per Infraction	3rd Notice per Infraction
- Decorations & basket ball hoops out of season	Notice Specifying Infraction	Notice Specifying Infraction	Attorney Letter sent for non-compliance
- Dog defecation not cleaned-up	15 days to request hearing		Homeowner is responsible for all Legal Fees in addition to total assessment.
- Exterior Lighting not maintained	15 days to comply	15 days to comply	15 days to comply
- Front Porch used for Storage	\$50 will be assessed if no compliance at end of the 15 th day	At the end of 15 days or 30 days from the issuance of 1 st notice an additional \$75 will be assessed.	At the end of 15 days or 45 days from the issuance of 1 st notice an additional \$100 will be assessed.
- Property Not Kept Cut or Clean			
- Trash Cans left out too long	Repeat infractions will be Assessed \$100	Repeat infractions will be Assessed \$150	Repeat infractions will be Assessed \$200
- Trash Cans stored improperly			
- Vehicle Infractions			
- Other Infractions			

MEADOW LAKES HOMEOWNERS ASSOCIATION

COLLECTION POLICY

- 1. Assessments due on January 5th of each year and are considered late if not received by March 10th (“the late date”). All other assessments are due as determined by the Board and considered late if not received within 10 days. After the late date, an administrative late charge of \$75.00 in addition to \$10.00 per month for each subsequent month will be added for any late payment or on any balance of unpaid assessments (Subject to increase upon further notice.)
- 2. Payments must be made to the Association via the method approved by the Board of Directors.
- 3. The Association will apply any payments in the following order:
 - A. Interest owed to the Association,
 - B. Administrative late fees owed to the Association,
 - C. Collection costs, attorney’s fees and paralegal fees the owners Association incurred in collecting the assessment; and, finally,
 - D. Oldest principal amounts the owner owes for common expenses or penalty assessments charged to the account.
- 4. Payments marked with notations contradicting the above order of application, as referenced in number four above, or disputing the amount owed, will not be applied to the account and will be returned to the titled owner and if the payment was electronic, the payment will be refunded.
- 5. Any unpaid assessment may result in collection action, including letters, liens, updated liens, suits for money judgment, and foreclosure. Once judgment is obtained, the Association may proceed with post-judgment action, including bank attachment and wage garnishment. Any costs the Association incurs in the collection of unpaid assessments, including non-sufficient bank fees, attorney’s fees, recording costs, title reports, and court costs, may be charged back to the account.
- 6. While a foreclosure case is pending, partial payments will not be applied to the account and will be returned to the titled owner and if the payment was electronic, the payment will be refunded, unless, through a formalized payment plan or Receiver.
- 7. If any owner (either by their conduct or by the conduct of any occupant) fails to perform any other act required by the Declaration, the Bylaws, or the Rules and Regulations, the Association, after giving proper notice and an opportunity to request a hearing, may levy an enforcement assessment, undertake such performance, or cure such violation. Any costs the Association incurs in taking such action will be charged back to the account.
- 8. If an account is more than 30 days past due, the Association may suspend privileges including the right to vote and/or the use of the amenities.

DocuSigned by:

Signature (on behalf of Board of Directors)
October 30, 2024
Date of Board meeting where Policy was enacted

Jacob Elmhorst
President
Print Name
January 1, 2025
Date Effective