



# The Lakes at Polaris Condominium Association

Effective 3/3/2025

## Community Information



- ✓ Please keep this Community Information *Handbook* readily available, referring to it when necessary.
- ✓ The *Handbook* provides a wealth of information in addition to rule, regulation, and policy explanations.
- ✓ Included with the *Handbook package* is: the *Handbook*, an FAQ, and Info Documents.
- ✓ As a Unit Owner it is extremely important that you carefully read this information. Be aware that a violation of any Declaration item, Bylaw, Rule, Regulation, or Policy may invoke an infraction notice. When you purchased your Unit and signed your deed you agreed to the Association’s managing documents.
- ✓ The *Handbook* has been written in greater detail to add general information, avoid misinterpretations, misunderstandings, and in many cases gives clarity to the Decs & Bylaws.
- ✓ The contents section is interactive in digital form: simply hover and “ctrl, click”.

Rev	Description	Release Date	Effective Date	Initial
1.00	Initial release of Handbook, all pages	2-1-25	3-1-25	Board
1.01	Minor updates, removed excess spacing	2-7-25	3-7-25	Board
1.02	Error corrections, added communications policy	3-7-25	4-7-25	Board
1.03	Updated from the Owner Meeting in March '25	5-5-25	5-5-25	Board
1.04.1	Final update after legal review – Board Approved	7-1-25	8-1-25	Board
1.04.2	Added NAI Ohio Equities Management Company	8-1-25	9-1-25	Board



## WELCOME TO THE LAKES AT POLARIS CONDOMINIUM ASSOCIATION

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Welcome to The Lakes at Polaris Condominium Association. Your Board of Directors hopes you enjoy your Condominium Home and our community. We are glad you chose to join our community. Your Board's objective is to make our community a great place to live. To accomplish this, we created this *Handbook* to provide a wealth of information to new and existing Condominium Owners and to help understand the Declaration and Bylaws specific to our community.

Living in a managed Condominium community designed for Owner occupancy has many advantages for Owners. Your Association works to promote harmony, to serve the best interests of all Unit Condominium Owners, to reasonably protect and preserve the nature of the Units, maintain the community assets, and ensure community property values are maintained and enhanced. Rules are in place to define how the Association and the community is operated to the benefit of all Owners. Other rules regulate what is acceptable to ensure the character and appearance of the community presents a good impression to Owners and guests.

Your Board has hired a Management Company to handle the day-to-day operations of our community. Their responsibilities include condominium fee management, payments, handling accounts receivable and payable, soliciting bids, overseeing the work done by the various contractors performing services in our community (i.e., paving, landscaping, etc.), and addressing any infractions which occur.

This *Handbook* attempts to answer the many, many questions posed by Owners. This document is much more comprehensive than previous versions. About forty percent of the material is *informational* for new and existing Owners. It also, covers many areas in greater depth to help avoid confusion and misinterpretation of the Declaration, Bylaws, rules, policies and regulations. Per the Bylaws and your signed deed at purchase, your Board has broad authority to enact changes as it sees a need.

A Communications Policy is in place to clarify communications paths, communication expectations and give Owner's more insight into how to interact with your Board of Directors and/or the Management Company. Owners have a variety of paths to work with the Management Company and your Board.

The *Handbook*, dated February 1, 2025, and subsequent revisions supersedes all other previously issued community Information, Rules, Regulations, and Policy documents. It is in full effect thirty (30) days from the release date (or for any revisions, the revised date for the specific revision(s)).

Before purchasing and/or moving into The Lakes at Polaris Condominium Community you have received a copy of the Declaration, the Bylaws and the *Handbook* from the Unit's seller or the Real Estate representative. If you have misplaced these or did not receive the documents, a copy can be obtained from:

- a. The Delaware County Recorder for the Declaration and Bylaws, at the current county cost rate, or free for download.
- b. The Management Company or LAP website for either Declaration, Bylaws or the *Handbook*:
  - a. **LAP Web site copies** – free for all items (go for the free!)
  - b. **Mailed *Handbook* hardcopy** - \$50.00, includes binder, etc.
  - c. **Mailed Declaration and Bylaws hardcopy** - \$25.00, no binder



All Unit Condominium **Owner** requests should be submitted to:

**The Lakes at Polaris Condominium Association Board of Directors**  
**The Lakes at Polaris Condominium Association, c/o NAI Ohio Equities**

8000 Walton Parkway, Suite 250

New Albany, Ohio, 43054

**Main phone:** 614 224-2400

**Office Hours:** 8:30 AM to 4:00 PM M-F

**Board of Directors email:** [board@lakesatpolaris.com](mailto:board@lakesatpolaris.com)

*As an Owner you are welcome to visit the Management Company office in New Albany*

**The Lakes at Polaris Condominium Association**

**Community Manager is:** Nicole Wolford – [nwolford@ohioequities.com](mailto:nwolford@ohioequities.com) Phone: 614-939-8601

*General requests or if Nicole is not available use: email – [maintenance@ohioequities.com](mailto:maintenance@ohioequities.com)*

Accounting Contact: Penny Wilson, [pwilson@ohioequities.com](mailto:pwilson@ohioequities.com) 614-629-5245

**After Hours/Emergency/Weekend/Holiday Number is: 614 224-0353**

**The Lakes at Polaris Condominium Association website:** [www.lakesatpolaris.com](http://www.lakesatpolaris.com)

**Ohio Equities Website portal:** Each Owner will receive instructions on how to access the portal for their account records and payments. Instructions for mailing payments via USPS will be provided, if needed.

**Owners Note – Your Tenants are not permitted to contact the Management Company, its Representatives, Association Board Members, or any Association Contractors on site per the Association's Bylaws.**

**In case of an Emergency: Dial 911 FIRST (Fire, Medical, Criminal)**

As an Owner you may ask: "Why do we have rules, regulations, and policies (RRPs)?" About 90% of the items in the *Handbook* are directly, or indirectly listed in the Declaration and Bylaws for the community. Living in a multi-family environment with close proximity home Units presents a different environment than someone in a single-family home or rural location.

RRPs are used to maintain, protect, ensure, meet, enhance, enforce, provide, manage, prevent, and assist with various occurrences in a condominium complex like ours. A few of the considerations include:

- ✓ To assist new Owners.
- ✓ To maintain the common elements.
- ✓ To protect Owner's property values.
- ✓ To ensure legal requirements are met.
- ✓ To enact the requirements in the Bylaws.
- ✓ To enforce the Declaration requirements.
- ✓ To manage the limited community parking.
- ✓ To ensure a uniform community appearance.
- ✓ To provide as safe an environment as possible.
- ✓ To prevent undesirable activities by Occupants.
- ✓ To meet Association Insurance policy restrictions.
- ✓ To enhance harmony throughout the community.
- ✓ To provide the quiet environment all Owners want.
- ✓ To... the list goes on.





## GOOD TO KNOW INFORMATION FOR RESIDENTS

Good to know information is provided as a convience to residents. It is stated as accurately as possible with the material available to the Board at the time the *Handbook* was published. It is possible addresses, phone numbers, voting information, etc. may have changed since publication.

### KEY ASSOICATION DATES TO KNOW

- ✓ Board of Directors Meetings – 11 times per year – 4<sup>th</sup> Tuesday of each month, except December
- ✓ Annual IUF Form mailed mid to late January
- ✓ Annual IUF Form Due – by March 1<sup>st</sup> - Owners return during February
- ✓ Annual Owners Meeting – 4<sup>th</sup> Tuesday of March at 7:00 PM at Clubhouse
- ✓ Swimming Pool Opens – the 3<sup>rd</sup> Saturday of May at 8:00 AM
- ✓ Swimming Pool Closes – the 3<sup>rd</sup> Sunday of September at 10:00 PM
- ✓ Annual Budget for new year – Mailed by Mid-November
- ✓ All community sidewalks and pond pathway are closed when the temperature is below 34 degrees F (1 degree C) as well as, anytime ice/snow conditions could exist or are present. Exceptions: Individual Unit sidewalks (maintained by Owners), Clubhouse and Mailbox areas (maintained by Contractor) are open.

### WHERE DO YOU LIVE?

#### ...IN DELAWARE COUNTY, OHIO

- ✓ Main Office: Delaware City:
  - Historic Court House
  - 91 North Sandusky Street
  - Delaware, OH 43015
  - Phone: 740 833 2000
  - FAX: 740 833 2099
- ✓ You do not vote on Franklin County issues
- ✓ Property taxes are paid to Delaware County



#### ...IN ORANGE TOWNSHIP, OHIO

- ✓ Recreation Facilities and residence
- ✓ Main Office: Lewis Center:
  - 1680 East Orange Road
  - Lewis Center, OH 43035
  - Phone: 740 548 43035



#### ... IN THE CITY OF COLUMBUS, OHIO

- ✓ Recreation Facilities and Residence
- ✓ Metro Parks' Facilities – High Banks Metro Park, nearest
- ✓ Columbus City Fire and Police
- ✓ Columbus City Building Codes
- ✓ Columbus Zoning and Permits
- ✓ City Hall – Downtown:
  - 90 West Borad Street
  - Columbus, OH 43215
  - Phone: 614 645 3111



#### ...WITH A MAILING ADDRESS OF COLUMBUS, OHIO

- ✓ Lakes at Polaris Clubhouse:
  - 9050 Polaris Lakes Drive
  - Phone: Management Company





- Do not use this clubhouse mailing address

### ...AND YOUR POST OFFICE IN WESTERVILLE, OHIO

- ✓ Post office serving The Lakes at Polaris Condominiums
- ✓ Westerville Main Post Office:
  - 617 McCorkle Blvd.
  - Westerville, OH 43082
  - 800 275 8777
- ✓ Obtain mail box keys at this location



### ... WITH COLUMBUS & ORANGE TOWNSHIP FIRE SERVICES AND EMT - DIAL 911 FOR EMERGENCY

- ✓ Our Local Columbus Fire Station:
  - Fire station 33
  - 440 Lazelle Road
  - Columbus, OH 43240
  - 614 221 3132 non-emergencies
- ✓ Our Local Orange Township Fire Station:
  - Our Local Fire Station: Fire station 362
  - 7307 South Old State Road
  - Lewis Center, OH 43035
  - 740 548 5315 non-emergencies



### ... WITH COLUMBUS POLICE SERVICES – DIAL 911 FOR EMERGENCY

- ✓ Main Police Station Downtown:
  - 614 645 4545 non-emergencies
- ✓ Our Local Police **Sub-Station**:
  - 8118 Sancus Blvd.
  - Westerville, OH 43018
  - 614 645 4017 non-emergencies
- ✓ Or provided by Delaware County Sheriff
  - 740 833 2800 non-emergency



### ...WITH VOTING AT KOREAN PRESBYTERIAN CHURCH OF COLUMBUS

- ✓ Voting Hall in Church
  - 9480 South Old State Road
  - Lewis Center, Ohio 43035
  - Church phone: 614 433 7155
- ✓ Vote on Orange Township issues
- ✓ Vote on Olentangy School issues
- ✓ Vote on Delaware County issues
- ✓ Vote on Columbus City Issues
- ✓ Vote on Columbus City Council Member – District 1
- ✓ Vote on Other City of Columbus Candidates
- ✓ Vote for Mayor of Columbus
- ✓ Vote on State issues
- ✓ Vote on National issues
- ✓ Vote on Orange Township candidates
- ✓ Vote on Delaware County candidates
- ✓ Vote on State candidates, Districts = Senate 19; House 60; Board of Education 7
- ✓ Vote on National candidates, District = Congressional 4





### ...AND GRADE SCHOOLING WITHIN THE OLANTANGY SCHOOL DISTRICT

- ✓ No separate school tax
- ✓ Olentangy Schools
- ✓ Main Office:
  - 7840 Graphics Way
  - Lewis Center, Ohio 43035
  - Phone: 740 657 4099



### ...AND NEAREST MEDICAL EMERGENCY WALK-IN SERVICES

- ✓ Westerville Medical Campus
- ✓ Main Office:
  - 300 Polaris Parkway
  - Westerville, Ohio 43082
  - Phone: 614 533 3000



### ...CITY WATER/SEWER PROVIDED BY (DELAWARE COUNTY) THROUGH

- ✓ Columbus and Central Ohio Systems LLC (a non-PUCO regulated company)
- ✓ Billing and Sub-Metering Company owned by Village Properties
  - PO BOX 645860
  - Pittsburg, PA 15264
  - Phone: 614 540 2408
  - M-F 8:30 a.m. to 4:30 p.m.
  - Email: [ccoscare@waterccos.com](mailto:ccoscare@waterccos.com)
  - Web Site: <http://www.waterccos.com>
  - LAP is currently under a long-term contract with CCOS, set up by Village Properties.)



### ...NATURAL GAS SERVICES PROVIDED BY

- ✓ Suburban Natural Gas Company (a PUCO regulated company)
  - 2626 Lewis Center Road
  - Lewis Center, Ohio 43035
  - Phone: 740 548 2450
  - M-F 8:00 a.m. to 4:30 p.m.
  - Email: [customer\\_service@sngco.com](mailto:customer_service@sngco.com)
  - Web Site: <https://www.aSngco.com>
  - Gas Emergency: 1 877 485 8223
  - (SNGS. does not offer a choice of suppliers, they are an LDC buying from various gas wholesalers.)



Suburban Natural Gas Company  
Established 1882

### ...ELECTRIC SERVICES PROVIDED BY (AEP) THROUGH

- ✓ American Power and Light (a non-PUCO regulated company)
- ✓ Billing and Sub-Metering Company owned by Village Properties
  - PO BOX 645877
  - Pittsburg, PA 15264
  - Phone: 888 850 0098
  - M-F 8:30 a.m. to 4:30 p.m.
  - Email: [customerservice@electricapl.com](mailto:customerservice@electricapl.com)
  - Web Site: <https://www.electricapl.com>
  - After Hours, Outage Line: 1 877 349 5441
  - (Power supply pole is located at the Northeast corner of our property. Powell Road power feed.)
  - LAP is currently under a long-term contract with AP&L, set up by Village Properties.)
  - (AP&L does not offer a choice of electric suppliers.)

AMERICAN  
POWER & LIGHT



Contents

**WELCOME TO THE LAKES AT POLARIS CONDOMINIUM ASSOCIATION..... 1**

**GOOD TO KNOW INFORMATION FOR RESIDENTS ..... 3**

*Key association dates to know..... 3*

*Where do you live? ..... 3*

*...in Delaware County, Ohio ..... 3*

*...In Orange Township, Ohio..... 3*

*... in the city of columbus, ohio ..... 3*

*...with a Mailing address of Columbus, Ohio ..... 3*

*...and your post office in Westerville, Ohio ..... 4*

*... with columbus & Orange township Fire services and emt - Dial 911 for emergency..... 4*

*... with columbus Police services – dial 911 for emergency ..... 4*

*...with voting at korean presbyterian church of columbs..... 4*

*...and grade schooling within the olantangy school district ..... 5*

*...and nearest medical emergeny walk-in services..... 5*

*...city water/sewer provided by (delaware county) through..... 5*

*...Natural Gas services provided by..... 5*

*...Electric services provided by (AEP) through ..... 5*

*Contents..... 6*

**1. INTRODUCTION ..... 14**

A. SCOPE & PURPOSE OF THE HANDBOOK..... 14

B. AUTHORITY ..... 14

C. ENFORCEABILITY ..... 14

D. APPLICABILITY ..... 14

E. MODIFICATIONS ..... 15

F. BOARD OF DIRECTORS ..... 15

G. QUESTIONS AND CONCERNS..... 15

H. IN THE EVENT OF AN EMERGENCY ..... 15

I. THE BOARD REQUESTS COOPERATION..... 15

J. COMPLIANCE EXPECTATIONS ..... 15

K. BUILDING NUMBERING ..... 16

L. ACCESS TO CONDOMINIUM UNITS ..... 16

**2. DEFINITION OF TERMS USED ..... 17**

A. COMMON ELEMENTS (CE) ..... 17

B. RESTRICTED ACCESS COMMON ELEMENTS (RACE)..... 17

C. LIMITED COMMON ELEMENT (LCE) ..... 17

D. BOARD OF DIRECTORS, BOARD, DIRECTORS ..... 18

E. BOARD MEMBER, DIRECTOR ..... 18

F. BOARD COMMUNICATION(S)..... 18

G. OWNER OCCUPIED..... 18

H. CONDOMINIUM, UNIT, CONDO, RESIDENCE, HOME ..... 19

I. UNIT CONDOMINIUM OWNER, CONDOMINIUM OWNER, UNIT OWNER, OWNER ..... 19

J. OCCUPANT, RESIDENT, TENANT ..... 19

K. GUEST ..... 19



- L. VISITOR ..... 19
- M. LEASE AGREEMENT ..... 19
- N. LESSEE (LEASEE) ..... 19
- O. LESSOR (LEASE HOLDER) ..... 19
- P. TENANT ..... 19
- Q. PROHIBITED - RENTER, RENT, RENTED, FOR RENT ..... 20
- R. STUDENT ..... 20
- S. THE LAKES AT POLARIS CONDOMINIUM ASSOCIATION BOARD OF DIRECTORS ..... 20
- T. MANAGEMENT COMPANY ..... 20
- U. COMMUNITY, DEVELOPMENT, THE LAKES AT POLARIS CONDOMINIUM ASSOCIATION, LAP, NEIGHBORHOOD, COMPLEX,  
CONDOMINIUM PROPERTY ..... 20
- V. DRIVEWAY, DRIVEWAYS, UNIT PARKING, CONDOMINIUM UNIT PARKING ..... 20
- W. INFRACTION NOTICE ..... 20
- X. INFRACTION ASSESSMENTS ..... 20
- 3. RULE INFRACTION NOTICES ..... 21**
- A. GENERAL INFORMATION – STANDARDIZED PROCEDURES ..... 21
- B. INFRACTION NOTICE POLICY ..... 21
- C. RULES FOR VEHICLE TOWING ..... 22
- 4. COMMUNICATIONS POLICY ..... 23**
- A. DESIGNATED EMAIL ADDRESSES AND PHONE NUMBERS – OWNERS ONLY ..... 23
- B. SCOPE OF COMMUNICATIONS: ..... 24
- C. COMMUNICATIONS WITH AND BETWEEN LAP BOARD MEMBERS ..... 24
- D. MANAGEMENT COMPANY’S RESPONSES TO OWNER EMAILS ..... 24
- E. OWNER EMAIL ADDRESSES ..... 25
- F. OFFICIAL LAP COMMUNICATIONS ..... 25
- G. COMMUNICATIONS OF LEGAL MATTERS ..... 25
- H. GENERAL INFORMATION EMAIL ..... 25
- I. CONFIDENTIALITY AND PRIVACY ..... 25
- J. COMMUNICATION PATHS AVAILABLE FOR OWNERS ..... 25
- K. PROHIBITED - INAPPROPRIATE COMMUNICATION ..... 26
- L. ANTI-HARASSMENT POLICY ..... 26
- M. CONTRACTOR COMMUNICATIONS ..... 27
- N. FEEDBACK AND SUGGESTIONS ..... 27
- 5. PERMITTED & PROHIBITED ITEMS ..... 27**
- A. PERMITTED ITEMS – NOT A COMPREHENSIVE LIST ..... 27
- B. PROHIBITED ITEMS – NOT A COMPREHENSIVE LIST ..... 28
- 6. GOOD NEIGHBOR RULES, REGULATIONS AND POLICIES ..... 29**
- A. SUBURBAN LIFE, YET WITHIN MINUTES OF EVERYTHING ..... 29
- B. BEHAVIOR DETRIMENTAL TO THE COMMUNITY ..... 30
- C. NOISE CONSIDERATIONS ..... 30
  - 1 - Excessive Noise policy ..... 30
  - 2 - Barking Dogs & Dog waste ..... 31
  - 3 - Construction & Remodeling noise ..... 32



<b>7.</b>	<b>HOLIDAY DECORATIONS .....</b>	<b>32</b>
<b>8.</b>	<b>PLANTINGS, FLOWERS &amp; LANDSCAPING .....</b>	<b>32</b>
<b>9.</b>	<b>SNOW REMOVAL .....</b>	<b>33</b>
<b>10.</b>	<b>EXTERIOR LIMITED COMMON ELEMENT ALTERATIONS .....</b>	<b>34</b>
A.	DOORS, ENCLOSURE OF PATIOS & BALCONIES .....	35
1.	<i>paint colors .....</i>	35
2.	<i>Patio Screen Door .....</i>	35
3.	<i>Front Door Storm Doors .....</i>	35
B.	PATIO AND BALCONY ALTERATIONS .....	35
1.	<i>Patio &amp; Balcony Sliding Screen Doors .....</i>	35
2.	<i>Screen Enclosure of a Unit’s Balcony .....</i>	35
3.	<i>Screen Enclosure of a Unit’s Patio .....</i>	36
4.	<i>Patio extensions into limited common element space .....</i>	36
5.	<i>Installing Sliding Glass Doors to Enclose a Patio or Balcony – After Screens .....</i>	36
C.	ALTERATIONS, INTERIOR .....	37
D.	EXTERIOR LIGHTS .....	37
E.	GARAGE DOORS .....	37
<b>11.</b>	<b>WINDOWS .....</b>	<b>38</b>
A.	DRAPES, BLINDS, SHADES, INDOOR SHUTTERS – WHITE PREFERRED .....	38
B.	SIDE-LIGHT WINDOWS, GARAGE WINDOWS, & UTILITY ROOM WINDOWS .....	38
C.	WINDOW FILM - PROHIBITED .....	38
<b>12.</b>	<b>SIGNS .....</b>	<b>38</b>
<b>13.</b>	<b>OPERATING A BUSINESS OUT OF A UNIT – PROHIBITED/PERMITTED .....</b>	<b>38</b>
A.	PROHIBITED .....	38
B.	PERMITTED .....	39
<b>14.</b>	<b>PETS .....</b>	<b>39</b>
<b>15.</b>	<b>PARKING, STREET USAGE, OTHER .....</b>	<b>40</b>
A.	VEHICLE IDENTIFICATION .....	40
B.	COMMUNITY PARKING .....	41
1.	<i>Number of vehicles per condominium unit .....</i>	41
2.	<i>Guest Parking spaces and parking .....</i>	42
3.	<i>LAP community parking – general information .....</i>	42
4.	<i>Street Parking .....</i>	42
5.	<i>Guest Parking Spaces .....</i>	43
6.	<i>Clubhouse Parking .....</i>	43
C.	MAILBOX PARKING SPACE .....	44
D.	VEHICLE CONDITION & VEHICLE REPAIRS .....	44
E.	COMMERCIAL VEHICLE REGULATIONS ON THE COMMUNITY PROPERTY .....	44
F.	SPEED LIMIT & OTHER MOVING INFRACTIONS .....	45
G.	RECREATIONAL & STREET ACTIVITES ON COMMON ELEMENTS .....	45
H.	SELF ACCOUNTABILITY FOR OCCUPANTS’ AND NON-OCCUPANTS’ ACTIONS .....	46



**16. TEMPORARY STORAGE UNITS, DUMPSTERS, AND RECREATIONAL VEHICLES ..... 46**

**17. CLUBHOUSE FACILITIES ..... 47**

A. DELINQUANT ACCOUNTS ..... 47

B. KEY CARDS ..... 47

C. SOCIAL ACTIVITIES ROOM ..... 47

D. SWIMMING POOL ..... 48

    1. *General Information* ..... 48

    2. *Prohibited in Pool Area* ..... 49

    3. *Permitted in Pool Area* ..... 50

E. EXERCISE ROOM ..... 50

**18. TRASH COLLECTION ..... 51**

**19. SOLICITATION AND GARAGE SALES - PROHIBITED ..... 52**

**20. UTILITIES ..... 52**

**21. UNIT SALES ..... 53**

A. IMPORTANT GENERAL AWARENESS ITEMS FOR CONDOMINIUM PROPERTY OWNERS ..... 53

    1 - *Number of Unit Occupants – per declarations and city code* ..... 53

    2 – *Items that must transfer with Ownership* ..... 53

B. CONDOMINIUM UNIT SALES/PURCHASE ..... 53

**22. LEASING OF CONDOMINIUM UNITS ..... 55**

*General lease policies:* ..... 55

**23. ANNUAL COMMUNITY INFORMATION UPDATE FORM (IUF) ..... 56**

A. GENERAL INFORMATION & INSTRUCTIONS ..... 56

*INSTRUCTIONS FOR COMPLETING THE IUF FOLLOW:* ..... 57

**24. AMENDMENTS, RULE UPDATES, COMMUNICATIONS, & NEWS ..... 59**

B. AMENDMENTS ..... 59

C. RULES UPDATES ..... 59

D. LAP ASSOCIATION COMMUNICATIONS TO OWNERS ..... 59

**25. ASSOCIATION INFORMATION ..... 60**

A. FORMS, POLICIES, & INFORMATION DOCUMENTS AVAILABLE, ALL ON WEBSITE ..... 61

**1 - FORMS** ..... 61

- Info B - Request for Alteration Form – Word Format, Available with Handbook & on website ..... 61
- Info D – Social Room Rental Form – Word Format, Available with Handbook & on website ..... 61
- Info F – Annual IUF Form – Word Format, Available with Handbook & on website ..... 61
- Info AH – Transfer of Ownership Form – Word Format, Available with Handbook & on website ..... 61
- Info AI – Patio Extension Specifications Form – Word Format, Available with Handbook & on website ..... 61
- Info AK – Clubhouse Rental Checklist Form – Word Format, Available Handbook & on website ..... 61
- Info AL – Annual Meeting Proxy Form – Word Format, Available with Handbook & on website ..... 61
- Info AP – Directors Nominating Form – Word Format, Available with Handbook & on website ..... 61
- Info BC – Fitness-Pool Key Card Receipt – Word Format, Available with Handbook & on website ..... 61
- Info BD – Annual Meeting Process Form - Available with Handbook & on website ..... 61

**2 – POLICIES** ..... 61



- Info A – Satellite Dish Policy – Available on [website](#) ..... 61
- Info C - Storm & Screen for Front Door Policy - Available on [website](#) ..... 61
- Info G – Screening in a Second Floor Balcony Policy - Available on [website](#) ..... 61
- Info H – Screening in a Patio Policy - Available on [website](#) ..... 61
- Info I – Sliding Screen Door for Patio or Balcony Policy - Available on [website](#) ..... 61
- Info J – Association Security Cameras Policy - Available on [website](#) ..... 61
- Info M – Management of Community Policies - Available on [website](#) ..... 61
- Info O – Guest/Visitor Parking Policy - Available on [website](#) ..... 61
- Info P – Who is Responsible for What Policies - Available on [website](#) ..... 61
- Info AJ – Towing Policy - Available on [website](#) ..... 61
- Info BA – Leasing a Unit Policies - Available with [Handbook](#) & on [website](#) ..... 61
- Info BB – Selling a Unit Policies - Available with [Handbook](#) & on [website](#) ..... 61
- Info BE – Communications Policy - Available on [website](#) ..... 61
- Info BG – Anti-Harassment Policy - Available on [website](#) ..... 61
- 3 – INFORMATIONAL** ..... 61
- Info Document List A - Alphabetical ..... 61
- Info Document List B - by Type ..... 61
- Info E – Blink® Security Camera - Available on [website](#) ..... 61
- Info F(i) – IUF Form, Including Instructions to Fill Out on [website](#) ..... 61
- Info F(oo) – IUF Example of Owner-Occupied Completed Form on [website](#) ..... 61
- Info F(co) – IUF Example of Company Owned Completed Form on [website](#) ..... 61
- Info F(lto) – IUF Example of Leased: Tenant Occupied Completed Form on [website](#) ..... 61
- Info F(lfo) - IUF Example of Leased: Family Occupied Completed Form on [website](#) ..... 61
- Info K – Utilities - Available on [website](#) ..... 62
- Info L – Social Media Sites - Available on [website](#) ..... 62
- Info N – Ariel View of LAP - Available on [website](#) ..... 62
- Info Q – A Few of the Columbus City Codes - Available on [website](#) ..... 62
- Info R – Association Committees - Available on [website](#) ..... 62
- Info S – Trash Bin Cleaning - Available [on website](#) ..... 62
- Info T – American Flag Display - Available on [website](#) ..... 62
- Info U – Solid Waste Disposal - Available on [website](#) ..... 62
- Info V – Ring Doorbell - Available on [website](#) ..... 62
- Info W – Building and Unit Numbering - Available on [website](#) ..... 62
- Info X – FAQs – Frequently Asked Questions - Available with [Handbook](#) & on [website](#) ..... 62
- Info Y - Lighting - Available on [website](#) ..... 62
- Info Z – HVAC Filter Types to Keep Air Cleaner - Available on [website](#) ..... 62
- Info AA – High Volume Hood Exhaust - Available on [website](#) ..... 62
- Info AB – Sound and Noise Levels- Available on [website](#) ..... 62
- Info AC – Clubhouse Inventory Items - Available on [website](#) ..... 62
- Info AD – Clubhouse Pictures - Available on [website](#) ..... 62
- Info AE – Condominium Styles at The Lakes at Polaris - Available on [website](#) ..... 62
- Info AF – Garage Door Replacement/Repair - Available on [website](#) ..... 62
- Info AG - Ohio Codes for Exhaust Vents - Available on [website](#) ..... 62
- Info AM – Section 5311.081 Powers of Board - Available on [website](#) ..... 62
- Info AN – Section 5311.192 Solar Collection Devices - Available on [website](#) ..... 62
- Info AO – Section 5311.19 Compliance with Covenants - Available on [website](#) ..... 62
- Info AR – Ohio Code for Condominiums - Available on [website](#) ..... 62
- Info AS – Lakes at Polaris & 8340 Greentree Ariel View- Available on [website](#) ..... 62
- Info AT – Lakes at Polaris Decs and Bylaws - Available on [website](#) ..... 62
- Info AU – LAP Bylaws First Amendment - Available on [website](#) ..... 62



- Info AV – The Lakes at Polaris Access Easement - Available on [website](#)..... 62
- Info AW – Lakes at Polaris Logo - Available on [website](#) ..... 62
- Info AX – NorthPark & Lakes Access Easement - Available on [website](#)..... 62
- Info AY – Amendment to Declaration Sept 24, 2014 - Available on [website](#) ..... 62
- Info BH – LAP Unit Numbers, Up and Down - Available on [website](#) ..... 62
- 4 – BOARD MEMBER ONLY INFORMATION ..... 62
- Info AQ – Board Member Only Information – Not Available, except Board Member, Business Operations ..... 62
- Info AZ – Board Member Only Information – Not Available, except Board Member, Business Operations ..... 62
- B. INFO DOCUMENTS - ALPHABETICAL LIST ..... 63
- Info Document List A - Alphabetical..... 63
- Info Document List B - by Type ..... 63
- Info A – Satellite Dish Policy – Available on [website](#)..... 63
- Info B - Request for Alteration Form – Word Format, Available with [Handbook](#) & on [website](#) ..... 63
- Info C - Storm & Screen for Front Door Policy - Available on [website](#) ..... 63
- Info D – Social Room Rental Form – Word Format, Available with [Handbook](#) & on [website](#) ..... 63
- Info E – Blink® Security Camera - Available on [website](#) ..... 63
- Info F – Annual IUF Form – Word Format, Available with [Handbook](#) & on [website](#) ..... 63
- Info F(i) – IUF Form, Including Instructions to Fill Out on [website](#)..... 63
- Info F(oo) – IUF Example of Owner-Occupied Completed Form on [website](#) ..... 63
- Info F(co) – IUF Example of Company Owned Completed Form on [website](#) ..... 63
- Info F(lto) – IUF Example of Leased: Tenant Occupied Completed Form on [website](#) ..... 63
- Info F(lfo) - IUF Example of Leased: Family Occupied Completed Form on [website](#) ..... 63
- Info G – Screening in a Second Floor Balcony Policy - Available on [website](#)..... 63
- Info H – Screening in a Patio Policy - Available on [website](#)..... 63
- Info I – Sliding Screen Door for Patio or Balcony Policy - Available on [website](#)..... 63
- Info J – Association Security Cameras Policy - Available on [website](#)..... 63
- Info K – Utilities - Available on [website](#)..... 63
- Info L – Social Media Sites - Available on [website](#)..... 63
- Info M – Management of Community Policies - Available on [website](#)..... 63
- Info N – Ariel View of LAP - Available on [website](#) ..... 63
- Info O – Guest/Visitor Parking Policy - Available on [website](#) ..... 63
- Info P – Who is Responsible for What Policies - Available on [website](#)..... 63
- Info Q – A Few of the Columbus City Codes - Available on [website](#)..... 63
- Info R – Association Committees - Available on [website](#) ..... 63
- Info S – Trash Bin Cleaning - Available on [website](#)..... 63
- Info T – American Flag Display - Available on [website](#) ..... 63
- Info U – Solid Waste Disposal - Available on [website](#) ..... 63
- Info V – Ring Doorbell - Available on [website](#) ..... 63
- Info W – Building and Unit Numbering - Available on [website](#)..... 63
- Info X – FAQs – Frequently Asked Questions - Available with [Handbook](#) & on [website](#) ..... 63
- Info Y – Lighting - Available on [website](#) ..... 63
- Info Z – HVAC Filter Types to Keep Air Cleaner - Available on [website](#) ..... 63
- Info AA – High Volume Hood Exhaust - Available on [website](#)..... 63
- Info AB – Sound and Noise Levels- Available on [website](#)..... 64
- Info AC – Clubhouse Inventory Items - Available on [website](#)..... 64
- Info AD – Clubhouse Pictures - Available on [website](#)..... 64
- Info AE – Condominium Styles at The Lakes at Polaris - Available on [website](#)..... 64
- Info AF – Garage Door Replacement/Repair - Available on [website](#)..... 64
- Info AG - Ohio Codes for Exhaust Vents - Available on [website](#)..... 64
- Info AH – Transfer of Ownership Form – Word Format, Available with [Handbook](#) & on [website](#) ..... 64



- Info AI – Patio Extension Specifications Form – Word Format, Available with Handbook & on website..... 64
- Info AJ – Towing Policy - Available on website..... 64
- Info AK – Clubhouse Rental Checklist Form – Word Format, Available Handbook & on website..... 64
- Info AL – Annual Meeting Proxy Form – Word Format, Available with Handbook & on website..... 64
- Info AM – Section 5311.081 Powers of Board - Available on website..... 64
- Info AN – Section 5311.192 Solar Collection Devices - Available on website..... 64
- Info AO – Section 5311.19 Compliance with Covenants - Available on website..... 64
- Info AP – Directors Nominating Form – Word Format, Available with Handbook & on website..... 64
- Info AQ – Board Member Only Information – Not Available, except Board Member, Business Operations ..... 64
- Info AR – Ohio Code for Condominiums - Available on website..... 64
- Info AS – Lakes at Polaris & 8340 Greentree Ariel View- Available on website..... 64
- Info AT – Lakes at Polaris Decs and Bylaws - Available on website..... 64
- Info AU – LAP Bylaws First Amendment - Available on website..... 64
- Info AV – The Lakes at Polaris Access Easement - Available on website..... 64
- Info AW – Lakes at Polaris Logo - Available on website..... 64
- Info AX – NorthPark & Lakes Access Easement - Available on website..... 64
- Info AY – Amendment to Declaration Sept 24, 2014 - Available on website..... 64
- Info AZ – Board Member Only Information – Not Available, except Board Member ..... 64
- Info BA – Leasing a Unit Policies - Available with Handbook & on website..... 64
- Info BB – Selling a Unit Policies - Available with Handbook & on website..... 64
- Info BC – Fitness-Pool Key Card Receipt – Word Format, Available with Handbook & on website..... 64
- Info BD – Annual Meeting Process Form- Available with Handbook & on website..... 64
- Info BE – Communications Policy - Available on website..... 64
- Info BF – Board Member Only Information – Not Available, except Board Member, Business Operations ..... 64
- Info BG – Anti-Harassment Policy - Available on website..... 64
- Info BH – LAP Unit Numbers, Up and Down - Available on website..... 64



## Your Clubhouse Facility





## 1. INTRODUCTION

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### A. SCOPE & PURPOSE OF THE HANDBOOK

- ✓ The *Handbook* is intended for use by Residents at The Lakes at Polaris Condominium Community. Unit Owners are required to provide their Tenants with a copy of the Association's *Handbook*.
- ✓ This *Handbook's* information is derived from the Declaration and Bylaws. A variety of supplemental Information and documents define such things as satellite dish location, storm door installation, Clubhouse usage, needed forms, and many other topics.
- ✓ The legal name of the community's association is: *The Lakes at Polaris Condominium Association LLC*. In this *Handbook* it is often shortened to "LAP". It is a non-profit Limited Liability Company. The Board of Directors operates as company representatives. The President is vested with the same powers as a CEO of a corporation.
- ✓ All Owners have, or will receive a hardcopy of the *Handbook* in a three-ring binder, single-side printed to facilitate updates to the document over the years. Some of the most used forms are included in the *Handbook*, others are available on the LAP website. Updates will be sent via USPS, three-hole punched, in clearly marked 9X12 inch envelopes. The Declaration and Bylaws are not included, since all Owners have copies of these items.

### B. AUTHORITY

- ✓ All Rules, Regulations, and Policies are under the express authority granted in Article III of the Declaration and Article V of the Bylaws and the Ohio Revised Condominium Act 5311. Your Board of Directors intent is to promote harmony, to serve the best interests of the Unit Condominium Owners and the Association as a whole, to reasonably protect and preserve the nature of the Units, the community assets, and ensure community property values are maintained and enhanced.

### C. ENFORCEABILITY

- ✓ The Declaration and Bylaws mandate that the Board of Directors enforce the restrictions contained in the Declaration and Bylaws and authorizes enforcement of the Rules, Regulations, and Policies set forth by the Board. The Declaration and Bylaws provide a variety of sanctions including enforcement, legal costs, levying infraction assessments, and implementing Rules, Regulations, and Policies to comply with them.
- ✓ There is nothing in this document that infringes on anyone's Ownership rights in this community, nor personal property rights, except as defined in your deed, the Declaration, the Bylaws, and by the Ohio Condominium Act, and by the authority you have granted your elected Board Members, It does, as is the case with all multi-family communities, restrict certain activities to maintain harmony and promote property values in the community for the long-term. The Bylaws give the Board authority to regulate personal vehicles, occupancy within Units, procedures and restrictions on the leasing of Units, Unit appearance, limited common elements use, common elements use, as well as the regulation of many other facets of the community.

### D. APPLICABILITY

- ✓ Relationship to the Declaration and the Bylaws with respect to Ohio law – These Rules, Regulations, and Policies clarify some general restrictions contained in the Declaration and Bylaws and Ohio Law (under Chapter 5311 of the Ohio Revised Condominium Act). The Ohio Law, the Declarations, Bylaws and these Rules, Regulations, and Policies are all applicable and controlling in that respective order. The elected Board of Directors (members of the Board) have broad powers granted in the Bylaws to interpret and further refine the information in the Declaration and to clarify its application. As Owners and members of the LAP Condominium Association you have granted your elected Board Members full authority to act on your behalf in all matters during their elected three-year term. Please review the Bylaws for clarification, if unsure.



## E. MODIFICATIONS

- ✓ These Rules, Regulations, and Policies were approved by the Board of Directors at the Board's meeting on January 28, 2025. This document may be amended, modified, deleted, or new items added at any time, as conditions change and the need for additional clarifications come to light. Upon approval of a majority vote of the Board of Directors, such changes and/or modifications will become effective thirty (30) days after the approval date. These changes will be sent by postal mail, or personally distributed to the Condominium Owners. Condominium Owners are required to distribute them to their Tenants. All Rules, Regulations, and Policies are in effect until changed by the current Board or a future Board. An Owner or a group of Owners cannot require changes to the *Handbook* once approved and enacted by the current elected Board. Owners may request changes for the Board to consider at its regularly scheduled Board Meetings. The Board is under no legal or Association requirement to make the suggested change(s).

## F. BOARD OF DIRECTORS

- ✓ The Board of Directors consists of six (6) individuals who must be Condominium Unit Owners, or the spouse of a Unit Owner, and are required to live within the community. They are elected by their fellow Condominium Unit Owners. Board members serve without compensation and are responsible for making decisions affecting our community. Decisions concerning the Condominium property are made during the Board's scheduled meetings, generally held each month. In between the regular Board meetings, the Association relies on the Management Company to carry out the Board's decisions and to handle all communications by and between the Association's Unit Condominium Owners, contractors, and vendors. To the greatest extent possible, both the Board of Directors and the Condominium Association's Management Company will include Condominium Owners and 3<sup>rd</sup> party management companies in all correspondence pertinent to the operation of the community. These Rules, Regulations, and Policies must be adhered to by Unit Condominium Owners, Tenants, guests, visitors, and 3<sup>rd</sup> party management companies.

## G. QUESTIONS AND CONCERNS

- ✓ If Condominium Owners have questions or concerns, please direct the matter to our Management Company in writing via email, postal mail, or delivered to the Management Company at their office.

## H. IN THE EVENT OF AN EMERGENCY

- ✓ In case of an emergency **DIAL 911 FIRST**. In case of a fire, you should immediately contact the fire/police departments by dialing 911. The community's services are provided by the City of Columbus. Nearest Fire Station/EMT is located on Lazelle Road. Nearest Police Station is on Sancus Boulevard.

## I. THE BOARD REQUESTS COOPERATION

- ✓ The Board requests and appreciates your cooperation in respecting that Board members are not employees and should not be contacted directly on Association-related matters outside of Board meetings. Board members are not individually responsible for resolving Association matters and can only decide on issues brought to their attention by the Management Company by Unit Condominium Owners.
- ✓ Only exception: Contact a Board member by email (or in person – issues still must be documented) if you have issues with the Management Company. Again, all other communications must be directed through the Management Company to assure that your concerns and questions are properly logged, addressed, and answered.

## J. COMPLIANCE EXPECTATIONS

- ✓ Non-compliance with the information in this *Handbook* typically results in a reasonable, consistent, and fair infraction notice to the offending party's Unit. It is the Unit Condominium Owner's responsibility to ensure the requirements in this *Handbook* are followed by Tenants, Guests, or Visitors to their Unit. Infraction assessments can range from a notice of non-compliance, up to a significant infraction assessment



proportionate to the infraction. The Management Company has a complete list of infraction assessments so the values are consistent for every Condominium Unit Owner. The monetary value of assessments is set by the Board and may change from time to time.

- ✓ As a result of the Association's Attorney review all infraction notices must have a fee associated with the notice, unless waived by the Board.

### K. BUILDING NUMBERING

- ✓ Building numbers are used for planning, maintenance, routine inspections, insurance, etc.



### L. ACCESS TO CONDOMINIUM UNITS

- ✓ Unit Condominium Owners must allow Condominium Association contractors to enter their Unit for Board approved inspections and/or repairs of building structure.
- ✓ Access must be granted to inspect any damage to a Unit that the Condominium Owner reasonably expects the Association to pay for, or repair.
- ✓ Unit Condominium Owners must allow access by Association Condominium contractors and/or Board Members to inspect balconies and decks for structural issues such as deck board maintenance. These inspections and/or repairs are needed to ensure structural integrity of the buildings and prevent damage to lower floor ceilings or water damage.
- ✓ Access for other reasons may be deemed necessary by the Association's Board.



## 2. DEFINITION OF TERMS USED

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### A. COMMON ELEMENTS (CE)

- ✓ To comply with the Revised Ohio codes the name was changed from Common Areas.
- ✓ The area outside each Unit and all other property areas, unless designated as a Limited Common Element (LCE), is a Common Element (CE).
- ✓ Common Elements are 100% managed and reasonably maintained by The Lakes at Polaris Condominium Association. These areas are available to all Occupants. Use discretion so as not to startle anyone if you utilize CEs near a Unit. Generally, any grass area, streets, sidewalks, etc., are CEs, except a limited common element area extending from each first-floor Unit's patio.



### B. RESTRICTED ACCESS COMMON ELEMENTS (RACE)

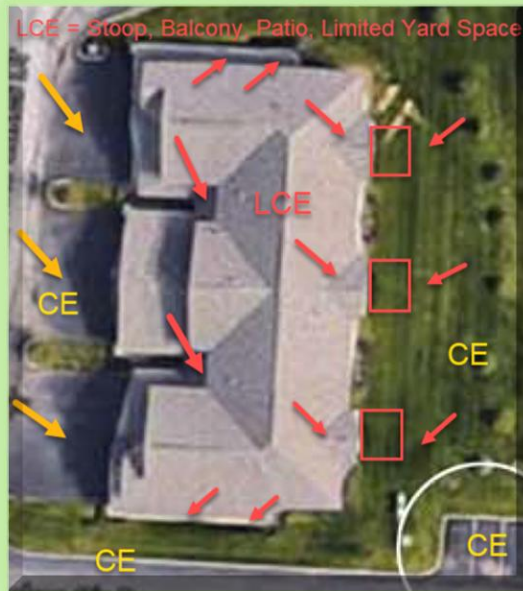
- ✓ There are two areas in the community that are restricted access common elements designed for the sole use of each Unit. These are the Unit Driveways directly in front of the garage door and the sidewalks leading to the front door of each Unit.

### C. LIMITED COMMON ELEMENT (LCE)

- ✓ The only designated Limited Common Elements as defined in the Declaration are:
  - a. Front porch (stoop) area
  - b. Rear patios
  - c. Balconies
  - d. Limited yard space off of first-floor patios (defined as 12 feet wide by 3 to 12 feet deep depending on the ground floor Unit's location.)

These elements are reserved for the exclusive use of a Unit's Occupants. However, the Association is responsible for maintenance, painting, etc. of the areas, since these areas can affect the buildings' structure and when not used for patio extensions the lawns must be maintained by the Association. If a patio extension is installed the Owner is responsible for the area. Patio extensions must meet strict specifications and can

only be installed by a Board approved professional stone mason. Any additions, changes, screens, enclosures, patio extensions, etc. that are not part of the original building's construction are the responsibility of the Unit



Owner. All windows, front doors, rear doors, sliding screen door, and garage doors are the Unit Owner's responsibility (see Info Document P, & Article XVII, Section 13, page 37).

#### D. BOARD OF DIRECTORS, BOARD, DIRECTORS

- ✓ All of these mean the same thing: The Lakes at Polaris Condominium Association Elected Board of Directors.

#### E. BOARD MEMBER, DIRECTOR

- ✓ These words refer to elected members of the Board of Directors. Each Director is elected for a three-year term. There is two Director positions open each year.

#### F. BOARD COMMUNICATION(S)

- ✓ They can be in the form of email(s), postal letter(s), certified mail, or hand-delivered to the front door. The official form of communications by the Management Company and the LAP Condominium Association Board of Directors is via postal mail. Info communications may be sent via email and posted on the official LAP website. Failure to read postal mail, emails or other communications from the Condominium Association representatives is not accepted as a response for "I did not know or receive." All email communications are tracked for delivery to the Owner's email address and recorded. All postal mailings are recorded; however, the Association cannot be responsible for non-delivery by the USPS. The Lakes at Polaris Condominium Association requests all Unit Owners to provide a monitored email account to reduce mail costs and ensure information is delivered in a timely manner.

#### G. OWNER OCCUPIED

- ✓ Lakes at Polaris was designed as an "Owner occupied" residential condominium community with the ability for Owners to lease their Unit for a minimum of one year, but not more than three years per lease agreement. There are very specific restrictions on the leasing of Units that Owners must follow. Each lease agreement must be approved by the Management Company.



#### **H. CONDOMINIUM, UNIT, CONDO, RESIDENCE, HOME**

- ✓ All of these mean the same thing - The Lakes at Polaris Condominium Association Condominium Home (Unit).

#### **I. UNIT CONDOMINIUM OWNER, CONDOMINIUM OWNER, UNIT OWNER, OWNER**

- ✓ All of these mean the same thing – Unit Condominium Owners. The word Condominium Owner may represent one or more Condominium Owners on the deed.
- ✓ A Unit Condominium Owner whose name is on the deed is entitled to vote on Association matters. Only Unit Condominium Owners may vote on matters concerning the community (one vote per Unit). Only Unit Condominium Owners may submit requests/concerns to the Board through the Management Company.

#### **J. OCCUPANT, RESIDENT, TENANT**

- ✓ Anyone residing in a Unit full time or for an extended period of time over ninety (90) days.

#### **K. GUEST**

- ✓ Someone who stops by for a short visit, typically hours to one (1) or two (2) days, up to seven (7) days.

#### **L. VISITOR**

- ✓ Someone who is staying with the Occupants of a Unit for a period of time – from over seven (7) days to several weeks. (Example: student home from school, someone visiting for the summer, or visiting for a month). Visitors must park in the Unit's driveway/garage, not in Guest Parking.
- ✓ Someone visiting for more than ninety (90) days (even if they leave for one to several days and return) is no longer considered a visitor and is required to send notification to the Management Company of their name(s) and vehicle(s) identification. Someone staying more than ninety days is considered trespassing on private property if they have not provided their information to the Management Company.
- ✓ Keep in mind the number of Occupants in a Unit cannot exceed the City Code and the Associations limits, except as Guests, or Visitors of less than ninety days. (four Occupants in a two-bedroom unit and six Occupants in a three-bedroom unit which includes Occupants of any age)

#### **M. LEASE AGREEMENT**

- ✓ An agreement between a 3<sup>rd</sup> party or family member(s) and a Condominium Owner for exclusive use of the Condominium Owner's Unit for a specific period not less than twelve (12) months, nor more than thirty-six (36) months. Any Unit, not Owner occupied must have a lease agreement in place approved and recorded with the LAP Association's Management Company. The lease agreement, including the monthly lease amount must be approved by the Management Company or it is void. Unit Owners must live in the Unit for at least one year before the Unit can be leased.

#### **N. LESSEE (LEASEE)**

- ✓ Any 3<sup>rd</sup> party or family Occupant(s) of a Unit who has/have signed the Lease Agreement. All other Occupants of the leased Unit must also be listed on the lease agreement as Occupants of the Unit.

#### **O. LESSOR (LEASE HOLDER)**

- ✓ The Condominium Unit Owner leasing the Unit. Owners must live in their Unit for at least one year after purchase before a lease is permitted.

#### **P. TENANT**

- ✓ Refers to a lessee Unit Occupant.



**Q. PROHIBITED - RENTER, RENT, RENTED, FOR RENT**

- ✓ Use of these terms is prohibited. Renting, rentals, etc. are prohibited in the Lakes at Polaris Condominium Community, only leasing per the Declaration and Policies. Any Unit not Owner occupied must have a lease agreement in place that meets all Association requirements and is approved and registered with the Management Company.

**R. STUDENT**

- ✓ Any Unit's family member(s) whose residence is at a university, college, or junior college for a period longer than living at their family home, when home the student must park in the parent's garage or driveway not in short term guest parking.

**S. THE LAKES AT POLARIS CONDOMINIUM ASSOCIATION BOARD OF DIRECTORS**

- ✓ The six (6) Board of Directors' members are unpaid, elected, volunteers who manage the Condominium Association's Rules, Regulations, Policies, finances, planning, maintenance, etc. for the benefit of all Condominium Owners in the Community. Their objectives focus on safety, Condominium values, financial accountability, contracts, Community harmony, as well as many other duties. Board Members are the same as Board Members at a for-profit company. They work closely with the Management Company. Two (2) Board Members are elected each year for three (3) year service periods. The Board of Directors consists of a President, Secretary, Treasurer and three Members at large. One Board member acting as Vice President in the event the President should resign from his/her duties or not be available for a Board Meeting.

**T. MANAGEMENT COMPANY**

- ✓ The Management Company handles all day-to-day activities, direct communications with Association individuals, financial accounting, contract management, among many other duties, and activities. Through this and other documents the Association's designated Management Company is referred to as the "Management Company".

**U. COMMUNITY, DEVELOPMENT, THE LAKES AT POLARIS CONDOMINIUM ASSOCIATION, LAP, NEIGHBORHOOD, COMPLEX, CONDOMINIUM PROPERTY**

- ✓ All these words refer to the same thing – "The Lakes at Polaris Condominium Association Community" (LAP) managed by The Lakes at Polaris Condominium Association.

**V. DRIVEWAY, DRIVEWAYS, UNIT PARKING, CONDOMINIUM UNIT PARKING**

- ✓ All of these refer to the two (2) Exclusive Use Common Element parking spaces at each Condominium Unit. These are reserved for the exclusive use of each Condominium Unit. All other owners, guests, or visitors are prohibited from parking in another Unit's driveway, without permission.

**W. INFRACTION NOTICE**

- ✓ These are issued for any infraction of the community's governing documents, rules, regulations, or policies. Read your documents to avoid any notice(s).

**X. INFRACTION ASSESSMENTS**

- ✓ These are monetary assessments levied for infractions of any of the governing documents or the rules, regulations, and policies. Infraction assessments are handled in a uniform manner in all cases. The Board has instructed the Management Company on how these are applied.





- ✓ The total assessment for infractions may include, the infraction assessment, costs for damages, failure to repair, daily/weekly fees, late fees, attorney fees, court costs, interest charges, and any other costs associated with the payment of the assessment.

## End of Definitions

### 3. RULE INFRACTION NOTICES

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#### A. GENERAL INFORMATION – STANDARDIZED PROCEDURES

1. The rules, regulations and policies in this *Handbook* apply to all Occupants, Owners, Visitors, Guests, and Tenants. The material in this *Handbook* applies to all property Owners regardless of when their Unit was purchased, changed hands, leased, or otherwise occupied. No Owner, Tenant, Occupant, third-party, Visitor, or Guest is exempt from the material in this *Handbook*.
2. The Management Company (via the Lakes at Polaris Condominium Association) is required by law to be provided with a monitored postal address and telephone number by each Unit Owner. Providing an email address is highly recommended today to expedite communications, The revised 2022 Ohio Code permits the emailing of nearly all communications to Owners.
3. Over the years infraction notices and assessments may have varied based on the directions of the Association's current Board of Directors or individual Directors. The Board of Directors at the time this *Handbook* became effective (March 3, 2025) believe a standardized set of procedures should be incorporated into the Rules and Regulations to remove any actual or perceived potential differences in the application and implementation. The Board at the time this *Handbook* is published wants to assure Owners that they are committed to fair and equal treatment of every Owner and their property.
4. As of the 1.04.1 update of the *Handbook* the "Infraction Notice Policy" has been revised by the Association's attorneys' to ensure fairness and equal considerations.
5. All infraction notices are based on the type of infraction. All infraction assessments are levied at the same value for the same type infraction to any Unit. Multiple notices for the same infraction may carry different amounts.
6. Unit Owners have the option to challenge an infraction assessment notice, if a request is sent to the Board within ten (10) days of the assessment and it includes a request to meet at the next regularly scheduled LAP Association Board of Directors Meeting. The Lakes at Polaris Condominium Association Board normally meets once per month, eleven times each year.
7. Infraction notices are retained for five years.

#### B. INFRACTION NOTICE POLICY

1. Notwithstanding anything contained in these Rules, the Board has the right to proceed, immediately or otherwise, with legal action for any violation of the Declaration, Bylaws, or Rules ("Governing Documents") as the board, in its sole discretion may determine. The entire cost of effectuating a legal remedy to impose compliance, including court costs and attorneys' fees, will be assessed to the account of the responsible Owner.
2. The Owner is responsible for any violation of the Governing Documents by the Owner, or guests, or visitors, or occupants, including tenants, of the Owner's Unit.
3. All costs stemming from any violation, including enforcement, assessments, clearing, repairs, or removal, will be charged to the responsible owner's account.
4. In addition to any other action and if applicable, in accordance with procedure outlined below, the Board may: a.) levy an enforcement assessment for damages and/or cleaning of the common elements or other property, or b.) levy an enforcement assessment per occurrence or if the violation is continuous and ongoing in nature, levy an enforcement assessment per day, or c.) levy an enforcement assessment for the approximate cost to physically remove the violation. For any violation of the Governing Documents that is continuous and uninterrupted for a period of more than twenty-four (24) hours, each calendar day that the violation continues without interruption constitutes a new and separate violation.



5. Prior to the imposition of an enforcement assessment for a violation, the following procedure will be followed:
  - A. Written notice(s) will be served upon the alleged responsible Owner specifying:
    1. A description of the property damage or violation; and
    2. The amount of the proposed charge (or, if unknown, a reasonable estimate of the proposed charge) or enforcement assessment; and
    3. A statement that the owner has a right to, and the procedures to request a hearing before the Board to contest the proposed charge or enforcement assessment; and
    4. If applicable, a reasonable date by which the Owner must cure the violation to avoid the proposed charge or assessment.
  - B. To request a hearing, the Owner must mail or deliver a written "Request for Hearing" notice, which must be received by the Board not later than the tenth (10<sup>th</sup>) day after receiving the notice required by Item A above. In the case of an email notice the date of the email starts the ten (10) day period. In the case of a postal mail notice the ten (10) day period begins five (5) days after the date on the notice.
    1. If an Owner timely requests a hearing, at least seven days prior to the hearing the Board will provide them with a written notice that includes the date, time, and location of the hearing, the right to that hearing is waived, and the enforcement assessment will be immediately imposed; and
    2. At the hearing, the Board and alleged responsible Owner have the right to present any evidence. This hearing will be held in Executive Session and proof of hearing, evidence of written notice to the owner to abate action, and intent to impose an enforcement assessment will become a part of the hearing minutes. Within 30 calendar days of the hearing, the Owner will be sent written notice of the Board's decision.
    3. In the event of an enforcement assessment hearing, or court hearing, copies of complaints and the complaining party identity will be made available to the alleged violator.
  - C. The Association may file a lien for an enforcement assessment that remains unpaid for more than ten (10) days.

### C. RULES FOR VEHICLE TOWING

1. The vehicle must be in violation of a parking infraction for at least 4 hours (or less, if it is not the first infraction), including the mailbox space which has a five (5) minute limit to accommodate Owners during a Clubhouse event. The four (4) hour window is defined by Ohio Code for first time notices. Prior to towing the vehicle may have an infraction notice and/or towing notice posted on the driver side window with the time period to correct (or until a defined time). A reasonable amount of time to remove the vehicle will normally be given. This time is typically twenty-four (24) to forty-eight (48) hours.
2. The Management Company is always notified of the infraction with appropriate documentation. (Photos, plate number, time, parking permit number, etc.)
3. Only Board Members, the Management Company, and Police or Sheriff may initiate towing using the required towing company as defined in the Declaration. Board Members have a specific code that must be used to initiate towing by the designated towing company. This ensures towing is only performed by an authorized person. (If an Owner wants a vehicle towed from their CE driveway that is fully under their control.)
4. If someone is illegally parked in your driveway it is the Unit Owner's responsibility to have the vehicle towed, if desired. The Association will not initiate any action for illegally parked vehicles in an Owner's CE driveway unless the vehicle is in violation of one of the rules, regulations, or policies.
5. The Management Company will attempt to locate the owner through their vehicle plate or parking permit hang tag, if displayed. Again, this is why it is important to have your guests use the Parking Permit Tags when parked in Guest Parking Spaces. If an Owner of a vehicle cannot be reached quickly the outcome may be the vehicle is towed.



6. If the vehicle is a Condominium Occupant's, and the Management Company is able to determine the owner, an email notice may also be sent giving the owner a defined time period to remove the vehicle, depending on the infraction. If there is no Owner email address on file the vehicle may be towed.
7. Since documentation of the incident is required, a formal written notice is required, thus precluding a phone call from the Management Company or a Board Member. If the Association has no email address of the vehicle owner on file, then the only warning will be the physical **green** window sticker and the official documentation will be the vehicle, the window sticker and photos. No postal mail notice will be sent to the Owner unless an infraction assessment is applied or the vehicle is towed.
8. If the vehicle is moved after the first-time, initial four-hour grace period an infraction warning/ assessment may still be issued to the Unit Owner to advise them they are in violation of a parking regulation.
9. If the Condominium Association cannot contact the owner of the vehicle, it may be towed after the defined time period noted on the infraction notice posted on the driver's side window. (The maximum grace time is 48 hours.)



10. Subsequent violations (even on the same day) by the same vehicle for the same violation may result in additional infraction assessments and possible towing.
11. If a vehicle is towed, the Condominium Owner may contact Shamrock Towing in Westerville to retrieve their vehicle after they pay the towing fee. (Phone number is on the sign at the entrance to the community). Additionally, any infraction assessments must also be paid to the LAP Condominium Association. The LAP Condominium Association is not responsible for any damage that may be caused by the towing company to the towed vehicle.

#### 4. COMMUNICATIONS POLICY

As part of the Association's ongoing efforts to streamline communications and ensure efficient correspondence between the Management Company, Community LAP Board Members and Owners, a communications policy is now in place. This policy aims to centralize all official communications through designated postal mail and email addresses, along with other forms of official Association communications' paths. This helps ensure Owners know how best to communicate with the Association and its representatives as well as define how Board Members and the Management Company communicates with Owners.

It is important to note that the Ohio Revised Condominium Code which was updated in 2022 allows the Association to send most correspondence via email, superseding our governing documents on the postal mail requirement. This can be a significant savings to the Association. Please ensure you have provided a monitored email address to the Management Company that can be used to send Association information to you.

##### A. DESIGNATED EMAIL ADDRESSES AND PHONE NUMBERS – OWNERS ONLY

All official communications between the Management Company, the Board, the Community Manager, and Owners must be directed to one or more of the following designated addresses. They are in the order of priority for Owner communications with the Management Company and the LAP Association. Always use the **First** one for nearly all your communications to be ensured of the quickest response to your inquiry!



**Police, Fire, Health Emergency Call: 911**

**Emergency Home Owner Service Call the Management Company emergency number: 614-224-0353**

**First** – Reach out to the Management Company for placing work orders, service requests, filing complaints, and general questions about the Lakes at Polaris as outlined on page 2.

**Second** - Backup Email address: use email address(es) listed on Page 2 for general communications.

**Third** - Community Manager: reach out to our Management Company representative for general communications. See Page 2 – Use this one only if the First and Second options are unable to assist you.

**Fourth** - Board of Directors: [board@lakesatpolaris.com](mailto:board@lakesatpolaris.com) to reach all LAP Board Members

**Fifth** – USPS postal mail for non-urgent matters (see Page 2 for mailing address).

**Sixth** – In person at the Management Company's office address on page 2.

The preceding addresses serve as the primary point of contact for all matters related to the LAP Condominium Association and Owners.

## **B. SCOPE OF COMMUNICATIONS:**

The designated addresses are to be used exclusively for official communications about LAP matters to and from Owners. This includes, but is not limited to, repairs, concerns, announcements, meeting notices, newsletters, architectural review requests, and general inquiries. However, an alternate postal mail address is listed in item 10 below for Owners without email.

## **C. COMMUNICATIONS WITH AND BETWEEN LAP BOARD MEMBERS**

Communications between the Management Company, Management Company, Board Members, and Owners must be handled using the Board Member's official Lakes at Polaris email addresses only. Keep in mind Board Members are part time volunteers and have no specific requirements to respond to any emails in any given time frame. There should be no expectation by an Owner for a Board Member to respond to an email in less than one to three days, if at all, since the Board Member may just forward the email to the Management Company. The Board can only make decisions by majority vote, and cannot individually resolve any issue. all normal Owner communications should use the Management Company communications paths in item one (1). No direct Association communication between Owners and Board Members is permitted using Board Member's postal addresses (home addresses or personal emails). Board Member LAP email addresses are added and removed as Owners join and leave the Board of Directors. Official Board Member email addresses take the form:

- ✓ Email: [FirstnameinitialGivenameinitial@lakesatpolaris.com](mailto:FirstnameinitialGivenameinitial@lakesatpolaris.com)
- ✓ Example: [xy@lakesatpolaris.com](mailto:xy@lakesatpolaris.com)

## **D. MANAGEMENT COMPANY'S RESPONSES TO OWNER EMAILS**

The Management Company commits to responding to emails received at the designated email/postal mail address(s) within a reasonable time frame. Response times may vary depending on where the inquiry was sent, and the nature or urgency of the message. Be assured all mail and phone calls will be handled as needed, and addressed in a timely manner during business hours. (Emergency situations, anytime) Be aware that holidays, vacations, sick leave, meetings, and other commitments of the Management Company may delay a response. Owners should follow up as deemed appropriate on mail correspondence. For example, an Owner may send in a notification that a street light is out. The Management Company will most likely not acknowledge they have sent a request for repair to the electric company back to the Owner, since a response to the Owner is not required. Owners need to be specific in their communications if they request/require a response. Do not assume one will be sent.



## E. OWNER EMAIL ADDRESSES

Owners are encouraged to provide the LAP Association with a monitored email address to expedite communications and reduce postal and labor costs as allowed by the revised 2022 Ohio Condominium Code. As an Owner if you have provided an email address to the Management Company be sure you have authorized it to be used by the LAP Condominium Association for official business communications. Owners without an email address and/or internet access need to inform the Management Company in writing that they need to receive all correspondence via postal mail. If an Owner does not have an email address or does not provide one to the Management Company there could be an annual \$25.00 fee charged to the Owner's account to offset the ongoing, increasing cost to all other Owners for their special handling, postal mailings and labor costs.

## F. OFFICIAL LAP COMMUNICATIONS

These communications may be sent by postal mail or be sent via email. It is always in the best interests of each Owner to provide a monitored email address to allow fast, timely, information transfer to Owners.

All correspondence from your Association should be read. It is very annoying and time consuming for Owners to ask about something that has been mailed to them, emailed to them, and/or is available on the LAP website, or in the *Handbook*, simply because they did not read the notice. This kind of activity adds to the cost to every home owner.

## G. COMMUNICATIONS OF LEGAL MATTERS

Communications of this nature may be sent via postal mail - first class, certified, return receipt, signature required, etc. as appropriate. They may also be sent via email if appropriate.

## H. GENERAL INFORMATION EMAIL

From time to time the Association and/or the Management Company may send emails containing non-policy, non-critical information via email to owners. The same information will always be posted on the LAP web site for Owners without email addresses on file to view. The information will also be posted at the mailboxes for those who do not have emails. (If an Owner does not have internet access, the service is available at any library within the region.)

## I. CONFIDENTIALITY AND PRIVACY

Owners are reminded to exercise discretion when sending emails to the designated address(s), especially when sharing sensitive or confidential information. The Management Company and Association board will handle all communications with the utmost confidentiality and respect for privacy. Owners, do not ask Board Members or the Management Company for another Owners email addresses, phone numbers, names, etc. Even though this information may be available publicly it is not appropriate for the Management Company or the Association to give out this information.

## J. COMMUNICATION PATHS AVAILABLE FOR OWNERS

There are a variety of ways (at least 11) to discuss concerns with the Association Board and Management Company. Here is how to bring concerns or to request additional information to the Members of the Associations Board of Directors;

- a. **Monthly Board Meetings** – request a few minutes at the next board meeting
- b. **Association Mail Address** – use the LAP mail address % [Management Company]
- c. **Email addresses of Board member** – are posted at the mailboxes, and on the web
- d. **Email address of Community Manager** – is posted at the mailboxes & the web
- e. **Through the Management Company** – who will bring concerns up at the monthly Board Meetings
- f. **At The Annual Meeting** – there is an open forum session while votes are counted
- g. **At the Board's email address:** to reach Board Members - [board@lakesatpolaris.com](mailto:board@lakesatpolaris.com)
- h. **Management Company Office** general email address: See page 2.



- i. **Join the Board of Directors** – influence decisions - 2 open positions per year
- j. **Ask a Board Member** – in person, can only answer general questions
- k. **As a last resort** – write up a petition on the concern and gather a minimum of 23 owner signatures and submit to the Board President asking to call a Special Owner Meeting. These meetings are costly and time consuming so every effort to resolve concerns using the other methods suggested is highly recommended. Please note that this is the only path for Owners to request a Special Owner Meeting per the Bylaws. The President or Board of Directors are able to call a Special Owner Meeting for proposed Declaration and Bylaw changes or rules and regulations changes where the Board of Directors wishes to have Owner input before enacting. However, the Board President cannot call a Special Owner Meeting because an Owner has a 'concern' to address. (See: Bylaws, Article IV, Section 3 for process)

#### **K. PROHIBITED - INAPPROPRIATE COMMUNICATION**

All forms of rude, menacing, threatening, profanity, disrespectful, intimidating, hateful, and screaming or yelling communications via phone, email, mail, or personal face-to-face is prohibited. Professional decorum is expected at all times. Owners, Management Company, and Board Members are prohibited to communicate in the manners mentioned. Respect for Owners, the Management Company, and Board Members is required at all times. Repeated phone calls to the Management Company in a disrespectful manner will not be tolerated or answered. Civil communications are expected at all times in all forms of Association communications. Threatening or intimidating phone calls will be terminated immediately. Harassing phone calls to the Management Company, Board Members, or Management Company are grounds for infraction assessments.

Tenant communications to the LAP Board or Management Company are prohibited per the Association's Bylaws. Tenants must communicate any concerns, questions, etc. through the Unit Owner. The Management Company is required to decline calls from Tenants. Only Emergency calls will be accepted.

This section provides formal notice to Owners that voice recordings of phone calls may take place and will be stored with the Owner's account. No additional notice is required.

Any type of communication between the Management Company and Owners may be retained for five (5) years.

#### **L. ANTI-HARASSMENT POLICY**

The following Anti-Harassment Policy is hereby adopted as part of the Association's Rules, and governs behavior as follows:

The Association will not tolerate harassment of any Owner, Occupant, employee, agent, manager, contractor, or other party for any reason, to the extent protected by Federal, State, or local laws, including but not limited to abusive comments or conduct predicated upon race, color, creed, religion, ancestry, sexual orientation, national origin, citizenship, age, sex, disability, pregnancy, genetic information, military status, or veteran status. All harassment that adversely affects any other Occupant's living conditions, including Board members' living conditions, is prohibited. All harassment that adversely affects an employee's working conditions is prohibited. Harassment can take many forms, including words, signs, jokes, pranks, intimidation, physical contact, violence, or inundating a person's telephone or email with excessive and unnecessary communications. The Association also prohibits threatening to cause physical harm or property damage to any Owner, Occupant, employee, agent, contractor, or other party for any reason. The Association also prohibits causing harm to another individual or property. Aggressive or threatening actions and words are prohibited to be directed at any Owner, Occupant, employee, agent, manager, contractor, or other party for any reason.

If an Owner, Occupant, employee, or other person feels that they have been subjected to conduct that violates this policy, the person should immediately report the matter to the Board. This complaint will go straight to the Board. If a Board member is the person performing the prohibited harassment or being harassed, then contact a different Board member in writing that you feel comfortable reporting the harassment to. Once the matter has been



reported it will be promptly investigated and any necessary corrective action will be taken where appropriate, including use of all enforcement mechanisms provided to the Association under the governing documents. All complaints of unlawful harassment will be handled in as discreet and confidential a manner as is possible under the circumstances.

## M. CONTRACTOR COMMUNICATIONS

Owners and Occupants who do not serve on the Board are prohibited from communicating with, giving work instructions to, harassing, or otherwise interfering with any contractor hired by the Association whether the contractor is on Property or not. This requirement is not intended to reduce service. This requirement ensures the contractor is performing the work according to the agreement executed by the Board, and helps the Association maintain a good reputation with the trade's community. Any Owner or Occupant violating this policy will be assessed all damages incurred by the Association, including, but not limited to correcting work performed not in compliance with the agreement, retaining a new contractor, and the cost to have the contractor return to the Property.

## N. FEEDBACK AND SUGGESTIONS

Your Association's Board values your feedback and suggestions regarding policies. If an Owner has any comments, policy solutions, or concerns, please don't hesitate to reach out to the Board of Directors via the designated communication channels. Be sure to check the Declaration, Bylaws, and Rules and Regulations before sending.

By implementing this communications policy, your Board aims to enhance transparency, efficiency, and accountability within our community. We appreciate your cooperation and adherence to this policy as we work together to maintain the quality and harmony of our neighborhood.

## 5. PERMITTED & PROHIBITED ITEMS

### A. PERMITTED ITEMS – NOT A COMPREHENSIVE LIST

If you are unsure of what is permitted, contact the Management Company.

- ✓ A door wreath is permitted, but no larger than thirty inches (30) inches (76 cm) in diameter. A door hanger or magnet hook must be used.
- ✓ Nothing can be attached directly to the doors (glue, screws, etc. are prohibited).
- ✓ Posting a "lost" animal "flyer" at the mailboxes is permitted. Tape to bulletin board ONLY.
- ✓ Small outdoor security cameras are permitted at the front door, garage, and back door. A *Request for Alteration* form must be submitted. See Info Document "B" for additional information.
- ✓ Exterior doorbell buttons are permitted to be replaced with small video doorbells such as Ring®. A *Request for Alteration* is not required. (see Info Document V)
- ✓ Condominium Owners may install solar powered lights on their CE Unit walkways without a *Request for Alteration*. Good quality units are expected, along with proper maintenance and replacement as needed. Be sure they enhance, not detract from the Unit's appearance and are maintained in a vertical position.
- ✓ A building's center Condominium Unit may have outdoor furniture (bench, seats, bistro set, etc.) on their front stoop. Other Unit's use discretion has to the placement of items on their entrance stoop so as not to hinder entrance to your neighbor's doorway.
- ✓ Outdoor temperature transmitter is permitted. A *Request for an Alteration* is needed if larger than 6"x 6".
- ✓ An Electric grill is permitted on second floor balconies or first floor patio LCEs.
- ✓ Propane grills are permitted. They must be at least ten (10) feet from any part of a building.
- ✓ String lighting is permitted within the patio or balcony space.
- ✓ Furnishings used on patios or balconies are permitted to remain on the patio or balcony throughout the year.
- ✓ Birdhouses/birdfeeders are permitted within the North, West, and East tree lines only.
- ✓ Small, low storage boxes on the balcony or patio for pillow storage or other items are permitted.





✓ Small TV antennas or Satellite antenna receivers are permitted to be installed inside a Condominium Unit's patio or balcony space. (Satellite antennas are permitted at ground level if the location is approved by the board.) See Info "A" Satellite Antenna Policy for additional information.

✓ One "Welcome" or similar flag is permitted on a Unit's CE walkway. Flag dimensions not to exceed: 12.5 in. x 18 in. (32 cm x 46 cm) – hanger must be similar to shown.

✓ One standard-sized flag (not to exceed 3' x 5') of the United States of America, University, College, Sports Team, or commemorative flag may be flown or displayed anytime in the Unit's CE walkway area (only one flag at a time can be displayed). No ground mounted flag poles are permitted. Mounting hardware for the flag pole is to be attached to wooden trim only. All hardware must be stainless steel/aluminum/wood (rustproof). Screws need to be made of stainless steel. A *Request for Alteration* form is required. See Info document "T", American Flag Display for additional information.



- ✓ Garden hoses are permitted - when not in use, store in the Unit's garage.
- ✓ Garden hose hangers/mounted/reels are permitted inside garages.
- ✓ Motion activated light bulbs are permitted in front door light fixtures. Front door light fixtures are equipped with dusk to dawn light sensors.
- ✓ Fire pits are permitted if at least ten (10) feet (3m) from buildings - propane or gel only. A Unit Occupant must be present to monitor the area when in use.
- ✓ Portable solar panels on decks, patios, common elements, are permitted during emergency situations only.
- ✓ Portable gas/propane generators are allowed during emergencies on front stoops, driveways, or patios. Never in garages or on balconies.
- ✓ Stone patio extensions are permitted if approved by the Board. A *Special Request for Alteration* is required specifying the extension will be installed by a professional stone mason. The company name must be included in the request. Only registered companies with more than twenty-five stone patios installed are allowed to bid. Only extensions of the approved exact specifications are allowed. See Info document "AI" for specifications, color, size, material, installation, etc. Must be installed by an experience contractor whose business is installing stone patios. The contractor must be approved by the Board before a contract can be issued.

## B. PROHIBITED ITEMS – NOT A COMPREHENSIVE LIST

If you are unsure of what is prohibited contact the Management Company.

- ✓ Charcoal or wood fired pellet grills are prohibited due to ash fire hazard and insurance.
- ✓ In accordance with the Ohio Fire Code grills are prohibited to be used within ten (10) feet (3.0 meters) of a multi-family building, such as those in our community. Please always use caution when grilling. Gas flame grills are prohibited on patios or balconies.
- ✓ Inground firepit units are prohibited.
- ✓ Wood burning firepit units are prohibited due to ash fire hazard and insurance.
- ✓ Gas/Gel firepits are always prohibited on balconies or patios due to fire codes for multi-family dwellings.
- ✓ Smokers' electric or gas fired (for cooking) are prohibited on patios, front stoops, or balconies. Keep in mind smoke from these devices may be an inconvenience to your neighbors creating a noxious situation which is prohibited in the Declaration. The suggested location for use is near the street or fifteen (15) feet (4.6 meters) (from the Community's property tree line).
- ✓ Use of the following item is prohibited on LAP property due to insurance regulations/restrictions
  - Turkey fryers are prohibited.
- ✓ Other prohibited items include: Wind chimes, windsocks, sidewalk edging, awnings, birdbaths, outside shutters, spotlights, dogs over 75 pounds, storage sheds, storage cabinets, gazing balls, statues, statuettes, recreational and play temporary or permanent structures, wall plaques, nameplates, trellises, lawn/tree ornaments, motion activated lights (except front door), clothes lines, laundry poles, hanging



laundry outdoors (anywhere including within patios, on furniture, and balconies & rails), mulch installation, inflatable decorations, and additional address numbers.

- ✓ Garden hose hangers/mounted/reels are prohibited except inside garages.
- ✓ Laying tarps, tents, towels, swimming pools or any other similar items on the CE grass areas is prohibited.
- ✓ Bird feeders, bird feeding, geese feeding, or wild animal feeding, including squirrels, and chipmunks is prohibited on CEs, LCE's, porches, patios, or balconies.
- ✓ Canopies, tents, and camping equipment are prohibited on CEs or front porches, patios, and balconies.



- ✓ Garden hoses left on walkways are prohibited.
- ✓ Storage of items on the front stoop/porch area is prohibited (bikes, boxes, etc.)
- ✓ Bicycles and other recreational equipment are prohibited from being stored on patios, balconies, front porches, or CEs.
- ✓ Devices are prohibited to be hung, attached, affixed to, or placed upon the exterior walls, doors, or roof of any Unit or community building.
- ✓ Solar collection devices are prohibited – see Info document “AN” Section 5311.192 Solar Panels on multi-family buildings of the Ohio Code.
- ✓ Pet tethers are prohibited.
- ✓ Displaying/Hanging anything in a Unit's window other than the three types of allowed signs.
- ✓ Pet doors are prohibited.
- ✓ Garage sales are prohibited.
- ✓ Solicitation is prohibited.
- ✓ Posting “flyers” for any activity is prohibited
- ✓ Operating businesses where non-residents/customers/clients come on LAP property are prohibited.
- ✓ Religious services on LAP property are restricted due to minimal parking available and Bylaw restrictions on unknown persons on the property. Please contact the Association's Board of Directors for guidance.
- ✓ Cats and Dogs without a leash are prohibited.
- ✓ Occupants are prohibited from letting their cat(s) or dog(s) roam the neighborhood.

## 6. GOOD NEIGHBOR RULES, REGULATIONS AND POLICIES

It is everyone's responsibility to be respectful to their neighbors. As with most communities in the Columbus Region we have a very diversified community. Occasional community sponsored social events at the Clubhouse are a great way to get to know your neighbors. During the summertime, the pool area becomes a gathering place for all to meet and greet. Please introduce yourself. With our quiet streets and low speed limit we encourage walking and greeting your neighbors. The pond pathway is another area to enjoy walking.

### A. SUBURBAN LIFE, YET WITHIN MINUTES OF EVERYTHING

- ✓ ~100 Restaurants within a 2-mile radius of the community
- ✓ 20 Minutes to downtown Columbus
- ✓ 20 Minutes to the Columbus Zoo
- ✓ 3 Minutes to the Polaris Mall
- ✓ 5 Minutes to IKEA
- ✓ 10 Minutes to Westerville
- ✓ 15 Minutes to Dublin
- ✓ 10 Minutes to major Metro parks



- ✓ 15 Minutes to Hoover Dam recreation area and bike trails
- ✓ 15 Minutes to Alum Creek area, bike trails, boating, swimming, and dog park
- ✓ Short walk to COTA bus stops
- ✓ 5 Minutes to city-wide bike trails

## B. BEHAVIOR DETRIMENTAL TO THE COMMUNITY

Offensive activities as defined in The Lakes at Polaris Condominium Association Declaration include: No noxious or offensive activity shall be carried on in any Condominium Unit, CE or LCE per the Declaration. The Association's Attorney has suggested that a more detailed description be provided to Owners. Therefore, the Declaration refers to, but is not limited to the following:

- ✓ Strong cooking odors, related to spices, smoke, sulfur, or other odors emitted through cooking, grilling, frying, boiling, etc. that penetrate adjoining Units. These need to be mitigated via closed windows, filters, or any other means to minimize effects on nearby units, including cessation of these items in our multi-family dwellings as defined in the Declaration document and is part of the deed signed when purchasing a Unit. Grilling/cooking outdoors is acceptable as long as the odors cannot penetrate nearby Units with their windows and doors closed.
- ✓ Strong chemical odors of any type must be contained, filtered, eliminated, or not used that could penetrate adjoining Units.
- ✓ Smoking (vaping, cigarettes, marijuana, pipes, cigars, etc.) within a Unit must be contained, filtered, eliminated, or curtailed if the smoke penetrates an adjoining Unit. Smoking on patios and balconies is prohibited if the smoke penetrates an adjoining Unit's patio or balcony (up, down, left, or right Unit(s)).
- ✓ Offensive words in any language, including derogatory, as defined by community standards, within a Unit or outdoors that can be heard by another Unit's Occupants is prohibited.
- ✓ Noise transmitted between Units is prohibited – see section on Noise considerations.
- ✓ No Condominium Unit or portion of the CE or LCE is to be used in any way or for any purpose which may endanger the health of any LAP Occupants.
- ✓ No Condominium Unit or portion of the CE or LCE is to be used in any way or for any purpose which may unreasonably disturb any other Unit's Occupants. This applies to: noise transmitting between Units; improper vehicle parking; offensive odors; construction activities; number of Occupants in a Unit; rule violations; unmuffled motorcycles, vehicle engine revving, loud music; barking dogs; shouting, number of guests or visitors, or any other items of a similar nature.
- ✓ Most neighbor-to-neighbor concerns can generally be handled by common sense and compromise. If necessary, and within the Board's authority, infraction assessments may be imposed for specific detrimental behavior (including noise) as well as legal action can be taken against a Unit Owner.
- ✓ For disputes between Unit Owners – see Bylaws Article III, Section 2, item (r) for the process to follow when engaging the LAP Board of Directors with a complaint.

## C. NOISE CONSIDERATIONS

### 1 - EXCESSIVE NOISE POLICY

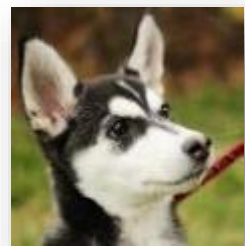
1. Due to the high number of noise complaints being received Owners need to be aware of the information in this section. Enforcement actions will be initiated as needed to reduce and eliminate these complaints.
2. Generally, Unit to Unit noise issues need to be discussed with your neighbor. This is the best course of action. Mitigate the situation and refer to the LAP Association policies.
3. According to the Columbus Ohio Code of Ordinances/Title 23-General Offenses Code: No person shall operate or permit the operation of any sound amplification system, auditory device, or stationary sound source (read – unmuffled vehicles included) from real property that is zoned residential in a manner as to be heard fifty (50) feet (15.2 meters) beyond the property line of the Unit from which the sound emanates outdoors. Per the Association's attorney's interpretation of the city code, sound penetrating another Condominium Owner's Unit through the walls is subject to the code and to the Association's restrictions on noise levels.

4. As with any two-story Condominium structure with up and down occupants, occasionally first floor neighbors may hear people/animals walking on the second floor. This does not normally qualify as "excessive noise" or grounds for a complaint either to the upstairs neighbor or to the Management Company. The "Good Neighbor Policy" asks the up/down neighbors to discuss and mitigate, to the greatest extent possible, any noise that may transfer between the 1<sup>st</sup> and 2<sup>nd</sup> floor Units. Owners need to be aware when installing hard surface flooring on the second story units it could affect your downstairs neighbors and result in complaints, infraction assessments, up to and including the removal of the hard surface flooring, Hard surface flooring is not recommended by the Association, since excessive noise may transmit to downstairs Units.
5. After review of the Governing documents by the Association's attorneys, Owners installing hard-surface flooring in a second floor Unit are required to provide soundproofing materials beneath the hard surface to ensure the flooring is not required to be removed due to noise complaints from first floor residents or other Units in the building.
6. Noise complaints between upper units, adjacent units, and lower units occurs frequently. It is the offending Unit's responsibility to reduce noise transmission penetrating into other unit(s) through the floor or walls by installing soundproofing, carpeting, area rugs, restricting running, jumping, music, dog barking, etc. by Occupants and animals.
7. Noise transmission from Washing/Drying Machines between Units is prohibited. Occupants are required to install sound absorbing material under their machines if their operation can be heard by their neighbors. Washing/Drying Machines need to be operated in a manner that does not generate banging, knocking, or excessive noise that could transmit between Units.
8. The use at any time of any exercise or other type of equipment which could transmit noise through the floor is prohibited unless noise mitigation is installed to eliminate noise transmission.
9. Unit Owners may file a complaint with the Association which can lead to an infraction notification assessment to the offending Unit's Owner. All Occupants have an obligation to minimize noise transmission from their Units at all times.
10. No Units are exempt from these policies. (First floor, Second floor, or adjacent.) Any type of noise transmitting between Units between 10:00 PM and 8:00 AM is prohibited seven days a week. All Occupants of any Unit have a right to a quiet environment without noise intruding from another Unit penetrating into their living space.



## 2 - BARKING DOGS & DOG WASTE

- Barking dog complaints are one of the most often received complaints by close neighbors and others in a multi-family community allowing pets, including the LAP. We are a pet friendly community. Barking dogs should not be heard beyond the walls of an Occupant's Unit at any time day or night. Dogs that bark at other Occupants are not permitted on patios or balconies, and must be controlled at all times when walking on community property. Remember barking dogs fall within the Declaration's obnoxious and offensive activity category along with rules and regulations regarding noise. Pets who make noise continuously and/or incessantly for a period of ten minutes or intermittently for two hours or more to the disturbance of any occupant at any time of day or night are considered a nuisance and a violation of this policy.
- Dog waste must be promptly and completely removed and disposed of in Owners' trash or toilet. Should dog waste management become a problem and Owners continue to file complaints the Board may request a DNA test for each dog in the community at the Unit Owner's expense. The best policy is: "If you see it pick it up." Or "If you see someone not picking up – snap a picture."



WHO? ME?



### 3 - CONSTRUCTION & REMODELING NOISE

As the Units in the community age, it can be expected that remodeling and construction will occur more often. Please review the following prior to any planned construction. Construction or remodeling work can only be done between 8:00 a.m. and 6:00 p.m. weekdays, only between 10:00 a.m. and 6:00 p.m. on Saturdays, and is prohibited on Sundays.

1. If construction work or remodeling is going to be performed in a Unit the Condominium Owner is required to notify all Units with adjoining walls, floors, or ceilings. The Management Company can assist with the notifications. The notification of neighbors can be via USPS or email from the Management Company.
2. Restricted times can be modified and/or waved if you have written agreement from all your adjoining Unit neighbors. This will allow work to proceed at other agreed upon times.
3. Professional or personal construction or remodeling work that does not generate any abnormal sounds beyond your Unit's walls/floors/ceilings may proceed at any time.



## 7. HOLIDAY DECORATIONS

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- ✓ Seasonal lights rated for outdoor use and decorations may be placed in the LCEs (patios, balconies, porches) and/or on an Owner's Unit gutters, using plastic gutter clips. Nothing can be attached to the building.
- ✓ Ornaments/decorations, except holiday lighting, are not allowed on or hanging from the gutters of a Unit.
- ✓ Nails, screws, or any other fastener devices is prohibited from being attached to the exterior of the buildings.
- ✓ Decorations/lights are permitted only on the Occupant's Unit or their LCE of the Unit. For example, around their entrance door during the festival period.
- ✓ Any repair costs to correct issues caused by improper lights and/or decoration attachment(s) will be assessed to the Unit Condominium Owner.
- ✓ Inflatable decorations are prohibited.
- ✓ Holiday decorations may be displayed no earlier than six (6) weeks before the holiday and no later than two (2) weeks after the holiday.
- ✓ There are multiple "Holidays and Festivals of Light" around the world, please be aware your neighbors may celebrate one or more of these throughout the year.
- ✓ Illuminated holiday lights are prohibited from 11:00 P.M. to 8:00 A.M.
- ✓ Holiday lights are prohibited in the CEs, or on any tree in the CEs. They may be placed on shrubs and trees in a Unit's CE along the sidewalk, if desired – use caution to not damage the shrubs or trees.

## 8. PLANTINGS, FLOWERS & LANDSCAPING

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1. The Landscape Maintenance Crew takes care of the lawns, tree care, pruning, as well as all mulching in the Common Elements. Be aware that chemicals, fertilizer, etc. are distributed to the lawn and trees many times per year. They mow the lawns, do leaf removal when needed, plow the streets, and shovel the sidewalks. Unit Occupants are prohibited from pruning shrubs or trees anywhere on the property, without Landscape Committee approval. Please contact the Management Company if there is a problem with your landscape, trees, or bushes.
2. Flowers and plants, in pots, may be placed only on the front porch, patios, balcony, sidewalk or mulched CE along the sidewalk of a Unit, not on the Unit's driveway. Please note that some Units have Spring flowers planted in the area of a Unit's tree or sidewalk by past Unit Owners. These can remain but must be maintained by the current Unit Owner.
3. Planted flowerpots, maximum of six (6), are permitted on back patios and balconies.
4. A maximum of six (6) flowerpots are permitted on the front porch (stoop) (as a grouping), or the CE sidewalk of a Unit (must not restrict access to any Unit's front door). Vegetable plants are prohibited on any CE in the front

or the back of Units, including sidewalks. They may be in pots on LCE's as long as maintained in presentable condition.



5. All plants, at any permitted location, must be promptly removed from the pots within a week of them expiring. Plants must always be maintained in a presentable condition that enhances the patio/balcony/LCE and at no time are detrimental to the community esthetics and neighboring Units which could affect Unit values. (This is especially true of vegetable plants on patios and balconies.)

6. Railing flower boxes (inside or outside types) are permitted with caution. Use caution when watering plants so not to cause any water to fall on Occupants on the first floor if they are exiting their patio. First floor Condominium Owners need to be aware water may drip or spill from these permitted planters.

7. Vegetables growing in pots may be placed only on patios or balconies (they are prohibited in CEs). Vegetable plants in pots can be no higher than the railing on

balconies or thirty-nine (39) inches (one (1) meter).

8. Non-conforming plants, shrubs, and trees may be removed and discarded by the Landscape Contractor and/or Landscape committee if they do not enhance the esthetics of the community. Current Condominium Unit Owners may also request any non-conforming items be removed.
9. Plants in pots are permitted in the areas between Unit's garages (driveways) if both Unit Condominium Owners agree on placement and the plants do not interfere with garage access.
10. Only the Landscaping Maintenance crew may replace or remove existing plantings, shrubs, or trees. Only the Landscaping Company may trim shrubs and trees in the CEs. All plants in the CE planted by the builder/Association are managed and maintained by the Association. These plants are not owned by the Unit. If a Unit has planted anything in the CE or a Unit was acquired with non-standard plants in the CE, the Unit Owners plants are the responsibility of the current Unit Condominium Owner. If not maintained by the Unit Condominium Owner, they will be promptly removed by the Landscape Company. Unit Condominium Owners may use a *Request for Alteration* to install non-conforming plants or shrubs at their expense and they assume responsibility for on-going maintenance at the same level as the other plantings.



## 9. SNOW REMOVAL

1- Roads will generally be plowed when there is an accumulation of about two (2) inches (5 cm) or more of snow.

2- If you have a vehicle in your driveway, the driveway will not be plowed or hand shoveled; it is the responsibility of the Unit Occupant to clear their driveway. If you hear the plow in your area and wish to move your vehicle so your driveway can be plowed – the plowing company may accommodate you. There is no requirement they plow your driveway after they have been past your Unit or if they need to return after you have moved your vehicle.

3- Each Unit's sidewalk will be shoveled from the front door to the edge of the driveway (may be up to 24 hours after snowfall). If your sidewalk is not shoveled after 24 hours, please contact the Management Company to have it shoveled as soon as they are able. Shoveling is done after our streets and other contracted community's streets which the snow removal company may service. Unit Occupant's may shovel their own walkway if desired.

4- Community sidewalks and the path around the pond are not maintained during the winter months or any periods when freezing temperatures may occur. Do not use these areas. The only areas that the Association will use salt melt material is at the Clubhouse walkways and access points as well as, to and





around the Mailboxes from the Mailbox parking space. Parking spaces throughout the neighborhood are salted only when the streets are salted. Use caution at all times.

- 5- Signage may also be posted at the mailboxes restricting usage of areas when freezing temperatures are present. It is the responsibility of Unit Occupants to notify guests and visitors of any potential unsafe conditions.
- 6- Street and driveway salting is performed as determined by the contractor. Melting snow and freezing conditions may result in refreezing of road and driveway surfaces at any given time and for any given Unit's driveway, at any time after the contractor has initially salted the surfaces. Each Occupant must be aware of potential slippery conditions and use extra caution.
- 7- Ice melting for sidewalks is each Unit Occupant's responsibility. Unit Occupants should never use salt on cement sidewalks. Use only non-damaging ice melt.
- 8- The Association cannot possibly eliminate all slippery conditions on the Property. When temperatures are near or below freezing, Owners must exercise additional caution and expect ice and slippery conditions to exist. Owners are responsible for warning all Occupants and guests of the slippery conditions.
- 9- Yellow shaded areas will be maintained to the greatest extent possible by the Association's Contractor. Refreezing may occur at any time even with normal maintenance. Occupants must use caution at all times and expect icy conditions may be present.



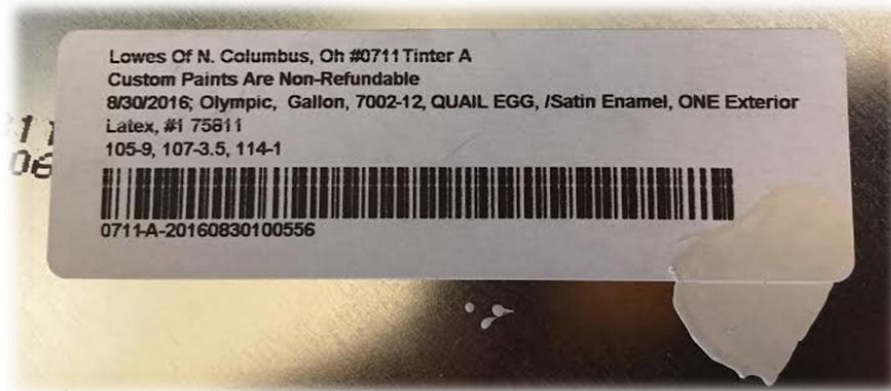
## 10. EXTERIOR LIMITED COMMON ELEMENT ALTERATIONS

The Unit Condominium Owner must submit a *Request for Alterations* and obtain prior written Board approval before any alterations or additions are made to patios, balconies, LCE, and CE. Alterations to any part of the exterior surface of the Unit and/or buildings are prohibited. The Declaration and Bylaws have provisions for Unit Condominium Owners to request special enhancements, such as the installation of an extended patio in their LCEs. These are "out of the ordinary" requests that require documentation to the Management Company and always must be written into a Unit's sales document and deed stating the Unit Condominium Owner is responsible for maintenance. Any requests for these types of alterations need to be considered carefully by the Condominium Owner, Board of Directors, and the Management Company prior to any work being done. Several restrictions may be placed on any changes requested. Alterations of this special nature may not be approved if there is opposition to the change from the majority of the building's Units, the Board, the Management Company, or Legal counsel. For example, patio extensions are permitted, but must comply with specific specifications.

## A. DOORS, ENCLOSURE OF PATIOS & BALCONIES

### 1. PAINT COLORS

- a. The color for all wood trim is:



- b. The color for patio door (inside entrance) and windows is: Bright White, Exterior, such as Sherwin-Williams Pure White.

### 2. PATIO SCREEN DOOR

- ✓ Units that currently have screened patios (without a door) may install a screen door with prior written approval of the Board. Unit Condominium Owners need to submit a *Request for Alteration* form to the Management Company. The screen door needs to meet the Association's specifications and requirements, including hardware. All doors must be installed on the "right" side of the patio looking at the patio from outside in.

### 3. FRONT DOOR STORM DOORS

- ✓ There are only two approved styles of storm doors for this community. The Unit Condominium Owner(s) is/are responsible for all costs of installation and maintenance. They must use the approved design and color, including specified hardware. A *Request for Alteration* is required.

## B. PATIO AND BALCONY ALTERATIONS

### 1. PATIO & BALCONY SLIDING SCREEN DOORS

- ✓ Only sliding screen doors are allowed for patio and balcony inside exit/entry doors.
- ✓ Retractable screen doors or screens with magnetic closures are prohibited on any exterior door of a Unit.

### 2. SCREEN ENCLOSURE OF A UNIT'S BALCONY

- ✓ Condominium Owners may install a screen enclosure for their balcony. The installation must comply with the specifications, materials, and design approved by the Board. A *Request for Alteration* is required. See *Info "G" Screening in a second-floor balcony*.
- ✓ All maintenance of these alterations is the responsibility of the Unit Condominium Owner. On-going maintenance must meet Association Regulations and be maintained to the same level as the buildings. Painting, screen repairs, doors and hardware must be kept in good condition. If screens become loose or sag, they must be replaced/repared immediately.
- ✓ The maintenance responsibility must transfer with the deed in a transfer of Ownership transaction. The Unit's deed must be modified and registered to include the non-Association maintained installation at the time of the Unit's sale.



### 3. SCREEN ENCLOSURE OF A UNIT'S PATIO

- ✓ Condominium Owners may install a screen enclosure for their patio, including an exit/entry door, if desired. Specifications, materials, and design are nearly the same as for balconies. A *Request for Alteration* is required. Info "H" *Screening in a Patio*.
- ✓ All maintenance of these alterations is the responsibility of the Unit Condominium Owner. On-going maintenance must meet Association Regulations and be maintained to the same level as the building. Painting, screen repairs, doors and hardware must be kept in good condition. If screens become loose or sag, they must be replaced/repared immediately. A building permit may be required.
- ✓ The maintenance responsibility must transfer with the deed in a transfer of Ownership transaction. The Unit's deed must be modified and registered to include the non-Association maintained installation at the time of the Unit's sale.

### 4. PATIO EXTENSIONS INTO LIMITED COMMON ELEMENT SPACE

- ✓ As allowed in the Declaration the Association Board may approve a patio extension into the first floor's designated limited common element yard space.
- ✓ Do-it-yourself extensions, or DIY supervised by a stone mason extensions are prohibited.
- ✓ Extensions must meet strict construction, color, appearance, stone type and ownership restrictions.
- ✓ It is suggested that a short meeting by the Owner with the Board of Directors take place before final approval of the plan.
- ✓ Any extension must be submitted in writing and approved by majority vote of the Board of directors at a regularly scheduled monthly Board Meeting.
- ✓ The limited common element yard space is designated as an area twelve (12) feet wide by three (3) to twelve (12) feet in depth depending on the Unit's property location, easements, and landscaping.
- ✓ See Info Document AI for the requirements and process to install a patio extension.
- ✓ Only professionally installed extensions by a licensed contractor with extensive experience are allowed. The work must be engineered and performed by a stone mason using the approved specifications.
- ✓ Easement restrictions may prevent construction at a particular Unit.
- ✓ A building permit may be required.
- ✓ The completed installation must be approved by the Board.
- ✓ The maintenance responsibility must transfer with the deed in a transfer of Ownership transaction. The Unit's deed must be modified and registered to include the non-Association maintained installation at the time of the Unit's sale.

### 5. INSTALLING SLIDING GLASS DOORS TO ENCLOSE A PATIO OR BALCONY – AFTER SCREENS

- ✓ After, or at the same time, as a screen enclosure is installed on a patio or balcony the Unit Condominium Owner may install sliding glass doors on the inside of the patio or balcony to have a three-season room. A building permit is required.
- ✓ The patio or balcony must have a screen enclosure prior to the installation of sliding glass doors. Sliding doors must have tempered glass for safety and meet current building codes. Regular glass, plastic, Lexan, or any other material is prohibited for sliding doors or inside/outside covering of screens.
- ✓ Installing any other structure to enclose a patio or balcony is prohibited. Curtains and shades are permitted.
- ✓ A *Request for Alterations* is required, as well as a building permit from the city/county may be required for the enclosure.
- ✓ One *Request for Alteration* could cover both the screen enclosure and glass enclosure if done at the same time. Otherwise, another request for alteration must be submitted for the glass door enclosure for approval.
- ✓ Only glass doors with white trim are permitted. Again, all maintenance of the structure is the responsibility of the Condominium Owner and must be maintained to the same standards as the Community building in general. Access must be routinely granted for Association maintenance of the building structure and painting.



- ✓ The maintenance responsibility must transfer with the deed in a transfer of Ownership transaction. The Unit's deed must be modified to include the non-Association maintained installation at the time of the Unit's sale.

### C. ALTERATIONS, INTERIOR

- ✓ Any structural alterations are prohibited to the interior (beyond the half-inch of interior sheetrock).
- ✓ Alterations not specifically defined in this document are prohibited.
- ✓ Interior alterations that affect walls, structural components, windows (except replacement), doors, plumbing, fire walls, vents, room configurations, etc. are prohibited. Check with the Management Company prior to any work being carried out on any building alteration. 100% of the Association Owners need to vote on and approve any structural changes to the Association buildings or Units.
- ✓ Window replacements are permitted. They must 'look' the same as the originally installed windows. However, they can be of a different frame material (white only), single or double hung, number of glass layers, laminated glass, tempered glass, or Low-E glass. A *Request for Alteration* submission is a good proactive measure to ensure windows comply with the community architectural specifications to avoid their removal for non-compliance.

### D. EXTERIOR LIGHTS

- ✓ Important notice: the carriage lights, over garage door lights, and front door light fixtures all have dusk to dawn sensors. All of these light fixtures are maintained/replaced by the Association. You can use regular LED bulbs in these, (except over garage doors which have permanent led elements).
- ✓ Unit Occupants are suggested to use only white 60-watt LED (warm or natural) light bulbs at the front doors to maintain uniform brightness throughout the neighborhood, but is not required. The Association provides the light bulbs for the carriage lights on garages. Request replacements through the Management Company.
- ✓ Yellow bug repellent LED bulbs may be used at the front and/or patio door(s) during warm weather (bug season).
- ✓ Back door fixtures are the responsibility of the Unit Condominium Owner to allow for the Condominium Owner's choice of style. These fixtures must always be maintained in good condition.
- ✓ It is highly recommended that each Unit leave the outdoor Garage lights turned on. The installed fixtures have dawn to dusk controls so the switch in the garage may be left in the on position all the time. All garage light fixtures and/or light bulbs are highly efficient LEDs with dusk to dawn sensors. They are provided by the Association. These fixtures and bulbs are cost effective. This allows an extra margin of safety throughout the community, supplementing the installed street lighting. Please leave your exterior garage lights turned on 100% of the time. They will only turn on at night. Contact Management Company for any problems.

### E. GARAGE DOORS

- ✓ Garage doors are the responsibility of the Unit Condominium Owner. Garage doors (or panels of the door) that are dented, chipped, bent, present a poor appearance, etc. must be replaced.
- ✓ If the trim around the door has been damaged and it needs to be replaced or painted, please advise the Management Company. The Association will repair the molding around the garage door one time per Unit Ownership at no cost to the Owner. If it is deemed the molding needs to be replaced again the Unit Owner will be charged for the repair.
- ✓ Garage Doors without windows must be replaced with the same exact door style as originally installed during Unit construction.
- ✓ Garage Doors with windows must be replaced with the same exact style door and windows as originally installed during Unit construction.
- ✓ Unit Condominium Owners are requested to clean garage windows (door or side) once per year. If they become too dirty the association may request, they be cleaned, as this affects the appearance of the community.

## 11. WINDOWS

### A. DRAPES, BLINDS, SHADES, INDOOR SHUTTERS – WHITE PREFERRED

- ✓ Installing blinds, interior shutters or shades are all acceptable - White is the best color to use as it blends with the neighborhood.

### B. SIDE-LIGHT WINDOWS, GARAGE WINDOWS, & UTILITY ROOM WINDOWS

- ✓ If covering is desired, install sheers or small blinds on the side windows by the entrance doors for the end units.
- ✓ As a safety precaution, and esthetics for the neighborhood, garage side windows are required to have white window blinds installed. These blinds and windows need to be routinely cleaned and properly maintained.
- ✓ Utility room windows on second floor units must have white blinds installed.



### C. WINDOW FILM - PROHIBITED

- ✓ Winterizing film, sun shading film or any other film window covering of a similar nature, inside or outside, clear, or otherwise, is prohibited on/in any Unit window(s) or patio, door side window, or balcony windows.

## 12. SIGNS

- ✓ Notification of a security system signs are permitted in the CE in front of the Unit and one near the patio. Therefore two (2) signs are permitted. Security system decals are permitted on windows – no larger than four (4) by three (3) inches (10 x 8 cm)
- ✓ Yard signs of any size, or type, including all campaign signage, are prohibited.
- ✓ No signs, flags, or pictures, etc. may be hung or displayed from inside or outside a Unit's windows except for one professionally prepared "For Sale" or "For Lease" sign when the Unit is being sold/leased. Signs shall not be larger than 36 in x 36 in (39 cm x 39 cm).
- ✓ One professionally prepared candidate political sign (same maximum specifications as For Sale signs) may be displayed in a Unit's window. No other sign can be displayed in a Unit's windows at the same time. All other types of signs, pictures, ornaments, etc. are prohibited.
- ✓ Real estate signs are prohibited in any CE or LCE, except for up to three (3) professionally made "Open House" signs. These signs can be placed in a Common Element or at the entry to the Community on the day prior to the open house and must specify the day and hours of the Open House. Signs must be removed immediately after the Open House ends.
- ✓ Business signs/advertising signs of any kind are prohibited anywhere on the property including in Unit windows.
- ✓ Only one (1) sign may be displayed in any of a Unit's windows at any given time. The only signs that can be displayed are: one political sign, or one for sale sign, or one for lease sign.
- ✓ For Rent signs are prohibited.



## 13. OPERATING A BUSINESS OUT OF A UNIT – PROHIBITED/PERMITTED

### A. PROHIBITED

1. **Prohibited** – A business which brings non-residents onto the LAP property for any reason.
2. **Prohibited** - Deliveries, shipments in/out of the community are prohibited.
3. **Prohibited** - Vehicles and/or foot traffic to a Unit for the purpose of operating a business.
4. **Prohibited** - Childcare services are prohibited.
5. **Prohibited** – Any animal care services (dogs, cats, etc.) are prohibited.



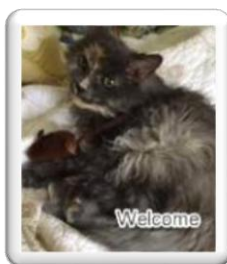
6. **Prohibited** – Children fostering services for more than two (2) non-related children. Also, must not exceed maximum occupancy policy and city code.
7. **Prohibited** – Dog/cat fostering services for more than two dogs or two cats. (This is **not** in addition to personal dogs or cats.) Fostering is prohibited if an Occupant already has two dogs or two cats, or the maximum of four cats and dogs combined. There is a maximum of two dogs per unit weighing less than 75 pounds each. For example, you could have one dog and three cats, or two dogs and two cats, or four cats and no dogs.
8. **Prohibited** – Any activity that brings non-residents onto the LAP property, except for social activities such as a Unit party, or Clubhouse rental event where all non-residents are known by the organizer.

## B. PERMITTED

1. **Permitted** - Employees working at home.
2. **Permitted** – Telecommuting.
3. **Permitted** – Selling personal items on eBay or other sites (prohibited as a business selling for others).
4. **Permitted** – Operating a business which is 100% performed on a computer. Examples: Blogs, Financial, Cooking, Training, etc.

## 14. PETS

1. No more than two (2) dogs (less than 75 pounds each) (See Declarations), could be one (1) dog and one service animal (dog) and two (2) cats (or one (1) dog and three (3) cats), or four (4) cats may be kept in any Unit for more thirty (30) days. Non-complying pets must be removed from the property. This restriction is due to the size of the condominium units, consideration for Owners without animals, damage to CE lawns, the costs of repairs, potential health hazards, and on-going complaints.
2. Unit Condominium Owners are financially responsible for all pet-related actions, affecting community property, including noise issues, cleaning up and properly disposing of waste. Owners are responsible for Tenant animals).
3. Breeding animals or reptiles for commercial use or sale is prohibited.
4. Pets are limited to cats, dogs, birds, turtles, Gerbils, Ginny pigs, or aquarium fish.
5. Other animals or reptiles are prohibited in any Unit or on the Association property at any time.
6. Snakes of any type or size are prohibited.
7. Exotic or vicious animals are prohibited.
8. Release of any reptile or fish into the Condominium property ponds or CEs is prohibited.
9. City/County designated vicious breeds of dogs are prohibited and will be removed from the Condominium property if found. No prior warnings will be issued and the city of Columbus will remove the animal(s) immediately.
10. All pets, when outdoors, must be maintained on a hand-held leash, not more than twelve (12) feet (3.7 meters), in length - this includes cats. Cats and dogs are prohibited from roaming the Community for any reason without a leash at any time. Only indoor cats and dogs are permitted.
11. A responsible individual must always supervise the pet(s) and be responsible for the immediate clean-up of all pet waste. There are pet waste bags available in two (2) areas in the community.
12. If pet droppings or burn residue from pet urine causes damage to the landscape (CE or LCE), the cost of repair by the Landscape Company will be assessed to the Unit Condominium Owner. Remedial action to be taken: the Board will have the area cleaned, soil replaced, seeded, and re-landscaped as necessary by the Landscape Company. Watering of the new grass is mandatory by the offending Unit.
13. Housing pets on a patio or balcony is prohibited.
14. Pet tether devices of any type are prohibited.





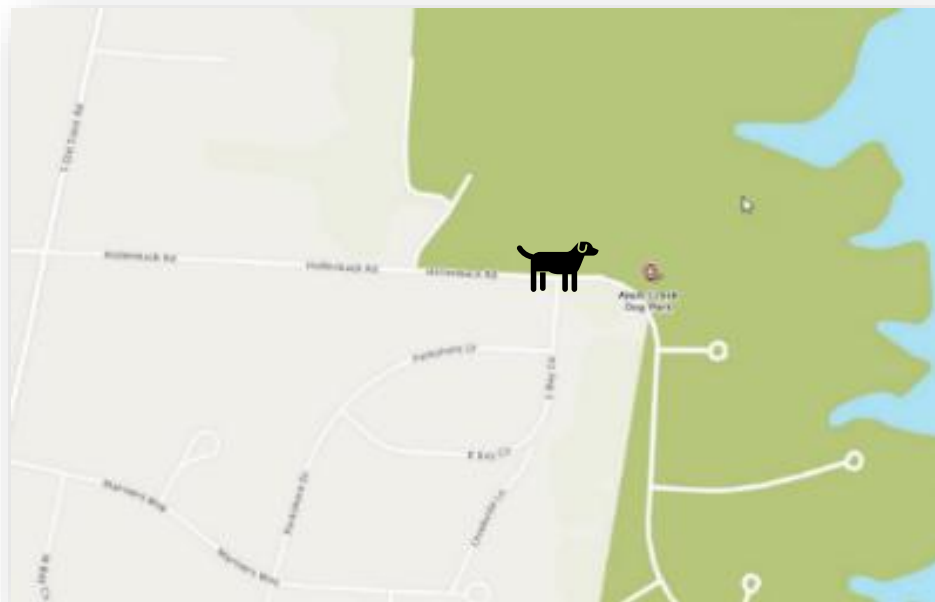
15. The Board reserves the right to require permanent removal of an animal from the Community property for rule violations, aggressiveness, lack of control, noise, or exceeding the maximum number of dogs and/or cats in a Unit.
16. Any animal that attacks or bites another Condominium Occupant or pet must be removed from the community within twenty-four (24) hours.
17. In second floor Units only one aquarium tank, up to one-hundred and twenty-five (125) gallons (473 liters) is permitted to minimize potential damage to the building structure or the Unit below.
18. Any pet that is aggressive and/or exhibits attack behavior, and a complaint is filed with the Management Company will be deemed a health hazard, safety hazard, or a nuisance and must be removed from The Condominium Community within twenty-four (24) hours.
19. Pet doors are prohibited in any door, screen door, patio door, or anywhere else to reach the outside LCE space or the CE space around a Unit.
20. The nearest Dog Park is located at:



*3993 Hollenback Rd*

*Lewis Center, OH 43035*

*About 17 minutes from The Lakes at Polaris Condominium Association*



## 15. PARKING, STREET USAGE, OTHER

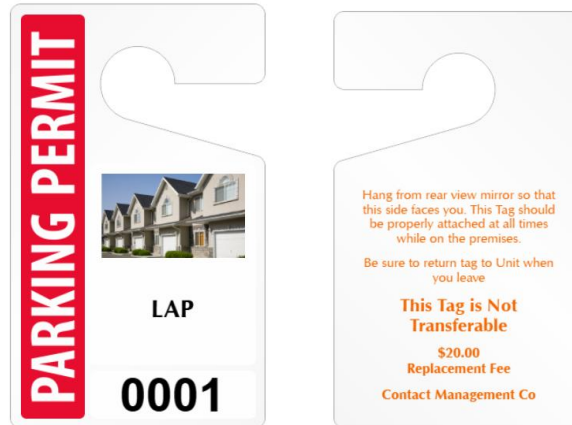
### A. VEHICLE IDENTIFICATION

1. In order to better manage vehicle parking on Lakes at Polaris property and to know which are Condominium Occupant vehicles, guest vehicles, or other vehicles in the community the Board of Directors has implemented a guest vehicle identification requirement similar to other communities.





2. Two 'Guest' hang tag parking permits will be assigned to each Condominium Unit. The use of a permanent type hang tag format allows easy identification of guest vehicles. Easy to use, always available, and reusable. It is very rare for our residents to have more than two guest vehicles on the property at one time. However, each Unit as two driveway spaces where guest passes are not needed, this allows a Unit to have four guest vehicles on the property at any given time, which, 99% of the time, will be more than sufficient. Tags are similar to the parking hang tag shown:



3. Guest parking is short term only (normally 1 to 8 hours, or less than seven (7) days).
4. Unit Occupants are prohibited from parking in guest spaces except for short periods to clean their garage or to allow service vehicles in their driveway.
5. Unit Occupant vehicles cannot have a Guest Hang Tag in a guest parking space. Be aware the resident's vehicle can be towed after four hours and issued a violation at any time.
6. Information provided on the IUF (information update form) which must be completely filled out annually per policy will be used to identify Occupant vehicles. Be sure your vehicle information is up-to-date with the Management Company to avoid potential towing as an unknown vehicle. ALL Unit Occupant vehicles must be included on the IUF, even if normally parked in a Unit's garage or driveway. No owner rights are infringed with this requirement. See Declaration and/or bylaws.
7. If a vehicle is found in the neighborhood (anywhere except in a Unit's parking spaces) without a guest hang tag it is assumed to be 'unknown' and subject to towing as it is a security risk to the Community. All residents need to understand that an unmarked vehicle in a Unit's driveway could also be an intruder, but will not be monitored by the association as a result of the March 2025 Owner Meeting!
8. Parking rules and regulations are to be followed by everyone on LAP property.

## B. COMMUNITY PARKING

### 1. NUMBER OF VEHICLES PER CONDOMINIUM UNIT

1. Each Unit has four (4) parking spaces. Two (2) in the Unit's garage. Two (2) in the Unit's driveway in front of their garage door. (Only two vehicle spaces are available in the driveway, parking three side-by-side is prohibited.) Therefore, a maximum of four vehicles is allowed per Unit. If garage space is not available for four vehicles all others must be parked off LAP property. If a Unit has more than four vehicles all others, beyond the two in the garage and the two in the driveway must be parked off of LAP property. Do not park in guest parking your vehicle will be fined and towed.
2. It is highly recommended that you park your vehicles in your garage to discourage vandalism and theft. We are pretty isolated so less likely that other areas, but no need to encourage thieves with vehicles in your driveway. Be sure to report any suspicious situations to the police and the Management Company.



## 2. GUEST PARKING SPACES AND PARKING

1. The twenty-seven non-Unit parking spaces, throughout the community, consist of only twenty-four (24) guest parking spaces to accommodate our ninety (90) Units, two (2) Handicapped parking spaces, and one (1) mailbox space. Therefore, at any given time only 24 out of our 90 Units could have guests parked in Guest Parking.
2. Parking in the two (2) designated Handicap parking spaces at the Clubhouse without a placard/tag (plate) is prohibited. Columbus Police or the County Sheriff may be called to enforce the Ohio handicap laws.
3. The two (2) Handicap parking spaces at the Clubhouse are reserved exclusively for Handicap people attending a Community Social function or while using the pool, clubhouse, or exercise room. Since the Handicap spaces at the clubhouse do not afford easy access for any Unit's Occupants' usage, these spaces are prohibited from being used as individual Unit Handicap parking spaces at any time as ruled by the Ohio Fair Housing Authority.
4. Any vehicle in violation of the rules in this *Handbook* may, in addition to all other remedies, be towed and stored at the owner's expense.



## 3. LAP COMMUNITY PARKING – GENERAL INFORMATION

1. Parking is prohibited within ten (10) feet of fire hydrants by any vehicle, including moving vans and service vehicles.
2. All parking by Unit Occupants (Owners and/or Tenants) must be within their garage, or in the special CE (driveway) in front of their garage door.
3. Guest parking spaces are restricted to short term guests. All long-term visitors (staying more than seven (7) days) are required to park at the Condominium Owner's Unit. Extended parking in guest parking is prohibited for any reason. Overnight parking is prohibited unless a "Guest" tag is displayed. (Guest tags should be displayed anytime a guest is parked in guest parking.)
4. Student's living at home or parking on LAP property while attending school must park at the Condominium Occupant's Unit. Parking in guest parking is prohibited. A student's vehicle must be listed on the IUF form as an Occupant.
5. Care givers providing services to an Occupant(s) are expected to park at the Condominium Owner's Unit. Parking in guest spaces is normally prohibited, unless all of Unit's spaces are full.
6. Normally all service vehicles providing any kind of services to a Unit are expected to park at the Condominium Owner's Unit unless there is no space or the contractor needs more space to work.
7. For security and safety reasons garage doors should always be closed.
8. Only **Emergency Vehicles** are permitted to park within ten (10) feet of any fire hydrant.
9. Vehicles (except **Emergency Vehicles**) are prohibited to park within twenty (20) feet of any street intersection.
10. Vehicles (except **Emergency Vehicles**) are prohibited to park directly across the street from a garage driveway (except in Guest Spaces that are across the street from driveways). Doing so prevents people from backing out to exit their driveway.
11. Vehicles (except **Emergency Vehicles**) are prohibited to park on a street within five (5) feet of any driveway or guest parking space (marked or unmarked).



## 4. STREET PARKING

1. Temporary parking (less than four (4) hours) on the streets is permitted within the community, while still adhering to all parking Rules and Regulations.



2. Parking on the streets is temporally allowed from seven (7) a.m. to eleven (11) p.m. Temporary parking is allowed only to accommodate an overflow of vehicles attending a Unit or community social event. Parking on any street from eleven (11) p.m. to seven (7) a.m. is prohibited and the vehicle will be towed immediately without notice.
3. Parking vehicles on both sides of any street across from each other is always prohibited. **Emergency Vehicles** must have clear access to all Community property. One or both of the vehicles will be towed without notice, due to the immediate danger to all other residents.
4. Vehicles are prohibited from being parked in any manner which blocks, or partially blocks, another Unit Condominium Owner's driveway, or the ingress/egress to a Unit Condominium Owner's garage or Unit entrance. Vehicles are prohibited from being parked or infringing on the area between the garages (**red arrow**). This area is to allow safe clearance between vehicles entering and exiting their Unit's garage. When vehicles are parked in the driveway of a Unit the vehicles must stay within the limits of the garage doors' width (**blue arrow**).
5. Vehicles are prohibited from being parked three (3) side-by-side in any Unit's driveway.
6. Vehicles are prohibited from being parked horizontally behind vehicles in a Unit's driveway.



## 5. GUEST PARKING SPACES

1. Guest parking spaces are any parking space that is not directly in front of a Unit's garage doors. Spaces may be marked or unmarked.
2. Unit Occupants parking in areas designated as Guest Parking are permitted only on a temporary basis (1-4 hours) – Overnight or extended parking by Occupants is prohibited in spaces with an **orange or green arrow** on the map below. Parking a vehicle overnight without a legitimate reason and not notifying the Management Company is subject to an infraction assessment and towing.
3. Parking Spaces are defined as, and shown on the figure below:
  - a. Guest Parking – **Orange** Arrows – parking for short-term guests of Occupants.
  - b. Clubhouse Parking – **Green** Arrows – parking typically for Clubhouse visitors only.
  - c. Clubhouse **Handicap** Parking – **Purple** Arrow – parking for Clubhouse/pool visitors
  - d. Mailbox Parking – **Red** Arrow – parking to pick up Mail – five (5) minute limits.



## 6. CLUBHOUSE PARKING

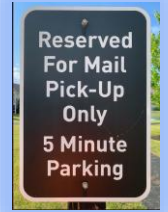
1. Parking at the Clubhouse (**Green** arrows) is normally limited to Occupants and guests using the Clubhouse, social room, pool, or exercise room. When the pool is open for the summer parking in the clubhouse spaces is limited to Occupants using the clubhouse/pool facilities and applies to Occupants and guests. This restriction is in effect from the third Saturday of May through the third Sunday of September, inclusive. Overnight guest parking in these spaces during the pool open period is limited to 10 PM to 8 AM, seven (7) days a week. Vehicles will be towed after four (4) hours if parked outside of these hours during the restricted summer hours.



2. Clubhouse spaces are not temporary parking spaces for guests when the "Reserved or No Parking" signs are in place. Parking in spaces shown with green arrows is 100% reserved for Clubhouse guests during a clubhouse rental event.
3. Clubhouse parking spaces, including the two (2) handicap spaces, may be reserved by those renting the clubhouse for an event (Reserved/No Parking Signs will be posted). Reserved Handicap spaces can only be occupied by vehicles displaying a handicap placard or tag.

### C. MAILBOX PARKING SPACE

1. The Mailbox designated parking space, near the mailboxes, can only be used to pick up mail.
2. The space cannot be reserved for an event or any other purpose, including guest parking.
3. Parking in this space is limited to 5 minutes. Vehicle may be towed without warning if parked longer than four (4) hours.



### D. VEHICLE CONDITION & VEHICLE REPAIRS

1. Inoperable vehicles, i.e., flat tires, broken windows, expired or no registration, etc. are prohibited and may be towed off the premises. This includes vehicles parked in Restricted Access Common Elements – Unit parking spaces in front of garage door. Please let the Management Company know that you are working to remedy the situation to avoid towing up to 30 days. If you are waiting for insurance repair of your vehicle's window(s) or any other damage, please advise the Management Company. You will have thirty (30) days to have the damage repaired. It is always best to park these inside the garage.
2. Repair work on any vehicle is prohibited in guest parking spaces anytime.
3. Repair work in a Unit's driveway is prohibited for any vehicle (including motorcycles) with the following exceptions:
  - a. Emergency work to replace a flat tire, change/charge a battery, install wipers, or add fluids, and other minor items.
  - b. No fluids are allowed to leak onto the special RACE pavement (driveways). Unit Condominium Owners are responsible and will be billed for pavement damage due to oil or other fluid dripping or leaking onto the pavement. If a guests (or Occupant's) vehicle damages the pavement in a guest parking space the Unit Owner is responsible for any repairs.
  - c. Cleaning vehicles is, of course, permitted in the Unit's driveway.
  - d. Minor vehicle interior/exterior work is permitted.
4. If any other repair item is performed, it must be done within the Unit's garage space, with the garage door normally closed to prevent disturbing other Unit Owners.
5. Working on a motorcycle or vehicle engine/transmission, brakes, or any major components is prohibited anywhere on LAP community property including driveways and garages (see Declaration). Engine testing or excessive noise is prohibited.
6. Revving an engine for any reason that causes exhaust noise greater normal running is prohibited.
7. All vehicles (including) motorcycles must have mufflers installed – non-muffled vehicles are prohibited on any private Association Street in the community, including parking areas and RACE locations.

### E. COMMERCIAL VEHICLE REGULATIONS ON THE COMMUNITY PROPERTY

Why do we have these rules? There are multiple reasons, the two most important ones are tractor trailer trucks are too heavy and too large for our roads and they limit emergency vehicle access to all Units.



1. Commercial pickup trucks, vans, and 'straight' trucks are permitted in the community to perform service or repair work and are an authorized exception to the parking Rules, except for the fire hydrant rules and parking across from a Unit's garage.
2. Semi-trucks with or without trailers are prohibited, unless authorized for construction work. Community roads are not designed for either the weight or size of these vehicles.





3. Moving companies are required to use a “straight truck” for pickup and/or delivery. A “straight truck” or sometimes called a “straight job” has no more than six (6) wheels. Semi-truck (trailer truck) moving vans are prohibited on LAP property. Condominium Owners and Tenants need to arrange with their moving company to comply with the vehicle restrictions.
4. Moving company vehicles or commercial vehicles cannot block the roadway anywhere in the Community. Vehicles must be parked in the Unit’s driveway, as long as they do not extend out from the driveway and block traffic. Emergency vehicles must always have full access to all roads in the community in all directions.
5. Commercial vehicle policies:
  - a. Commercial vehicles are prohibited from being parked overnight in any parking space or street in the Community – includes driveways and other CEs.
  - b. This policy includes cars, vans, pickup trucks, trailers, etc. with commercial advertising, company letters/numbers, or logos. If the vehicle belongs to a Unit Owner or tenant, it must be parked in the Unit’s garage or off property. (See Bylaws).
  - c. Any commercial vehicle on the property must have their company name, or phone number, or logo displayed on the vehicle – this is for neighborhood safety and security. Be sure your service company has a vehicle with markings, or it is subject to towing without warning, especially if it is parked in guest parking, as this could be a neighborhood security issue. This includes vehicles parked in a Unit’s driveway as well, since it is not known whether someone is stealing or breaking into a Unit. It is up to the Unit’s Occupants to monitor these requirements to avoid vehicle towing.



**F. SPEED LIMIT & OTHER MOVING INFRACTIONS**

1. Speeding is prohibited; the maximum speed limit is ten (10) MPH. The street leading into our community has a ten (10) MPH limit, so use caution. Clubhouse cameras can capture speeding when entering the community. Columbus Police can issue speeding tickets for speeds over 20 MPH on any street in the neighborhood.
2. Parking or driving off paved roadways, driveways, and guest spaces is prohibited.
3. Reckless driving and operating while impaired (OWI) are prohibited on the property. Any driving that may endanger the Occupants of the community is prohibited.



**G. RECREATIONAL & STREET ACTIVITIES ON COMMON ELEMENTS**

1. Due to our community liability insurance regulations, the Association cannot provide outdoor community recreational facilities.
2. For safety reasons, recreational activity on the streets is prohibited on condominium property (e.g., playing baseball, tennis, basketball, etc.). All Occupants must use the grassy open areas on the East and West sides of the community or the Unit’s driveway. Setting up basketball hoops or any other recreational item using the street space for playing is prohibited.
3. Any noise, from recreational activities, must be kept to a minimum to avoid being heard inside the nearby Units between 8 PM and 9 AM. If excessive noise complaints are sent to the Management Company, utilization of these areas may be restricted.
4. Any recreational equipment setup must be immediately removed at the end of each use (within one (1) hour of the conclusion of the activity.)
5. Any damage to the CE due to recreational use will be repaired at the Unit Owner’s expense.
6. Skateboards, bicycles, and rollerblades are permitted on the community streets. Only Residents, Guests, and Visitors in the community can use the streets due to regulations. When using this equipment on the





streets, extreme caution should always be exercised. Using these items on community streets is at the person's own risk.

7. Occupants should always use caution while using CEs in the community. Age-appropriate supervision of Occupants is expected at all time.
8. No motorized toys, hoverboards, scooters (not intended for legal street use), etc., are permitted on the streets in the Community. Electric bicycles are allowed.
9. Motorized items are only allowed in driveways, CE grass areas, or the path around the pond, but never allowed on streets, unless registered to be operated on public highways.
10. Pedestrians always have the right of way.

#### H. SELF ACCOUNTABILITY FOR OCCUPANTS' AND NON-OCCUPANTS' ACTIONS

1. The Association is comprised of all the Unit Condominium Owners paying the cost for community insurances which are rising fast; thus, it may be unwise to sue themselves (the Association) for injuries to themselves, their Tenants, or their guests/visitors occurring on the CEs.
2. The Condominium Association assumes no responsibility for accidents or injuries occurring on-site by Occupants or non-Occupants attending activities at the pool, the clubhouse, other common element Condominium property, or workers on LAP property.
3. Anyone entering onto The Lakes at Polaris Condominium Association property does so at their own risk. The community is in full compliance with all Federal, State, City and Local regulations for safety, posted signage, etc. that is/was required at the time of construction of the community, including requirements when alterations were or are made to the best knowledge of the LAP Condominium Board.
4. The Lakes at Polaris Condominium Association assumes no liability for accidents or injuries of any nature caused by any street condition or community condition or any other situation beyond its control including the possibility of icy conditions on sidewalks, pathways or streets. Street sidewalks, path around the pond and other hard surface common elements may be icy, snow covered or wet at any time. During freezing conditions these areas are not available for use to prevent accidental injuries. The Association does not apply ice melt, or other substances to these surfaces, except as stated in Section 9. Personal awareness of surface conditions is the responsibly of each individual.
5. The Lakes at Polaris Condominium Association assumes no liability for damage done to any vehicle on the property, of any nature caused by any street condition, weather condition, vehicle towing, or snowplow damage. Entrance roads beyond the LAP property entrance line are the responsibility of the Apartments' owner or Rock City Church.



## 16. TEMPORARY STORAGE UNITS, DUMPSTERS, AND RECREATIONAL VEHICLES



- ✓ Temporary storage Units (such as PODS, etc.), construction dumpsters, moving trucks, pickups, vans, or trailers (such as U- Haul vehicles) that are used in conjunction with moving or construction either inside or outside of a Unit must be placed in the driveway in front of the garage door. They are not allowed on the streets or Guest parking, nor can they be kept at the Unit for more than five (5) business days (maximum total of 9 days). Any exception to this rule requires prior written approval from the Management Company.

- ✓ Boats, trailers, motor homes, trucks, vehicles larger than a 3/4-ton pickup, trucks with ladders, more than four wheels, travel trailers, or any other vehicle of this nature is prohibited on the Condominium property for not more than forty-eight (48) hours unless they are parked inside the Unit's garage.
- ✓ All vehicles used for recreation (RVs, van conversions, trailers, small boats, etc.) which cannot be parked inside a garage are permitted to be parked in the driveway in front of a Unit Condominium Owners' garage for up to forty-eight (48) hours. This allows for loading and unloading. Such vehicles cannot block normal access of other Occupants to their driveway or extend into any street.
- ✓ It is suggested, but not required, to notify the Management Company prior to parking these vehicles, to avoid rule infraction reports and/or infraction assessments. These vehicles are prohibited from parking in guest spaces anytime.



## 17. CLUBHOUSE FACILITIES

### A. DELINQUANT ACCOUNTS

If a Unit Owner is delinquent more than thirty (30) days the privileges of the Unit Owners and Occupants of that Unit to use the LAP clubhouse complex is suspended until paid in full.

### B. KEY CARDS

1. One (1) access keycard to the Pool and Exercise Room is supplied to all Unit Condominium Owners. A replacement key may be obtained from the Management company for \$50.00. The previously assigned card is invalidated and no longer useable.
2. Condominium Owners may give their Tenants their keycard. If the Condominium Owner chooses to retain their keycard for themselves then their Tenants may not use the facilities. Only one (1) keycard is issued per Unit.
3. Keycards can only be used by Occupants. Forfeiture of the card for twelve (12) months may result if given to anyone other than a Unit Occupant. Guests/Visitors, are not permitted to use key cards.
4. Keycard entrance to the Clubhouse Social Room is not provided, except when rented. When renting the Clubhouse social room, the Condominium Owner's keycard is activated to allow entry to the Social Room for the period the clubhouse is rented.
5. When a Unit is sold/leased/re-leased the current Condominium Owner must turn their keycard in to the Management Company. Any existing keycard the previous Condominium Owner had is disabled when the transfer of Condominium Ownership/Leasing takes place.



### C. SOCIAL ACTIVITIES ROOM

1. The Clubhouse Social Room is available for rent by all Unit Occupants. A Clubhouse Rental Form must be filled out. Non-Owner Occupants must have the rental form signed by the Unit Condominium Owner. A daily rental fee and security deposit are required to be paid in advance of facility use. Unit Condominium Owners accept financial responsibility for any damage or missing items occurring during a Unit Condominium Owner's rental or a Tenant's rental of the Clubhouse Social Room.
2. Using the Clubhouse Social Room for exercise (single or group) is prohibited at any time.
3. Animals (dogs, cats, etc.) are prohibited in the Clubhouse, Pool Area, or Exercise Room at any time, including during Clubhouse Social Room rentals or during Association sponsored events. (Service animals are permitted with proper identification.)
4. A walk-thru will be performed by the Renter and a Board Member or the Management Company prior to, and after use of the facility.
5. Occupants renting the Clubhouse must inform their guests that they are not entitled to use the Pool or the Exercise Room during the rental period.



6. Renters of the Clubhouse may post "Reserved/No Parking" signs for the spaces surrounding the Clubhouse the night before the rental and during their rental period. Reserved Parking signs are available at the Clubhouse.
7. The fireplace may be used. It is controlled by the wall switch located to the right of the fireplace. It must be turned off after use. (If it does not automatically light, please turn the switch off and let the Management Company know it is not working.)
8. All waste must be placed in the trash bin(s) located outside on the Pool Deck.
9. There is a **Fire Extinguisher** on the wall near the kitchen cupboards – ensure someone in your rental party knows how to use it.
10. **Emergency Lighting** is located above the entrance door.
11. All furnishings must be returned to their original positions.
12. All lights must be turned off when leaving.
13. All doors must be locked when leaving.
14. More than forty (40) occupants are prohibited in the Social Room at one time. Capacity is posted per Fire Code.
15. Should balloons be used for social activities in the Clubhouse and they need to be removed from the ceiling and/or are tangled in the fans, the renter will be responsible for the cost to have them removed as well as any damage to the ceiling fans.
16. Persons renting the Clubhouse Social Room are prohibited from unplugging any wires and/or connections to the Cable box, television, disk player or Wi-fi for any reason. There is a full HD Television and a UHD/BR/Disk player available.
17. A setup for connecting a computer to the television is planned and may be available by the time this document is printed.
18. Many kitchen items are available in the Clubhouse Social Room that may be used when renting or for Social Committee events. Pots, pans, bowls, coffee maker, dishes, cups, food warmers, crock pots, etc. Items are inventoried before and after events. Missing items will be charged to renting Unit.



## D. SWIMMING POOL

### 1. GENERAL INFORMATION

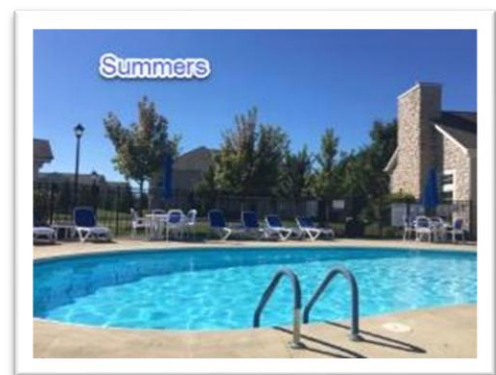
- ✓ Pool hours are 8:00 AM to 10:00 PM. The pool is heated to 82 to 86 degrees F.
- ✓ Pool guests must always be accompanied by a Unit Condominium Occupant while on the pool grounds. Guests must never be left alone at the pool or clubhouse facility. Unit Occupants are responsible for any invited guests and therefore must be present at all times.
- ✓ Pool occupancy is limited to forty (40) people per city code.
- ✓ Four (4) guests are allowed per Unit. Speak with a Board Member, if on occasion you want to have more than four guests.
- ✓ Each year the Pool is open from the 3<sup>rd</sup> Saturday in May through the 3<sup>rd</sup> Sunday in September.
- ✓ The pool may be closed at the discretion of the Board of Directors or Management Company, due to inclement weather and on days when the temperature fails to reach fifty (50) degrees F or for any safety, repair, and/or health reason.
- ✓ The entire Clubhouse area – pool, canopy space, social room, and exercise room - has video monitoring twenty-four (24) hours per day, seven (7) days per week.
- ✓ The pool is for the exclusive use of Unit Occupants and a limited number of guests.
- ✓ Upon random inspection, persons using the pool must be able to show a photo ID with a Lakes at Polaris Condominium Community address. So be sure to bring some form of picture ID to establish residency or you may be asked to leave to retrieve it. Any person using the pool who is not a Unit Occupant or a Guest of an Occupant is trespassing, and the Columbus Police will be summoned.



- ✓ All people using the pool and pool facilities do so at their own risk and assume all responsibility. There is no lifeguard on duty. The Association assumes no liability or risk for Occupants or Guests, or Visitors using the pool facility.
- ✓ If the state, city, or county has issued a Pandemic alert and has issued guidelines or mandated certain procedures signs will be posted and Occupants will be notified.
- ✓ There is an **Emergency Phone** on the wall to the right of the pool entrance, as you leave the pool area through the main gate. The phone connects directly to the 911 Emergency Center. It is only available when the pool is open during the summer months.
- ✓ There is a **First Aid Kit** located near the **Emergency Phone**.
- ✓ Guests must always be accompanied by an adult Unit Occupant who is eighteen (18) or older. Proof of age may be requested or you may be asked to retrieve it.
- ✓ Occupants under the age of fourteen (14) are not allowed in the pool area unless a Unit's adult Occupant is present for safety reasons.
- ✓ Swimming is permitted only in garments sold as swimwear. Appropriate swimming attire must always be worn. All persons with bladder or bowel control problems are prohibited from using the pool. Occupants must be toilet trained or wear appropriate garments to prevent pool contamination.
- ✓ Lounge chairs, small tables, umbrella tables and the area under the canopy cannot be reserved with gear or towels. You are either using them or not. Other pool guests can remove your gear/towels from chairs, tables, etc. if you are not in the pool area.
- ✓ Umbrella tables are not to be moved for any reason.
- ✓ Umbrellas must be closed after use to prevent wind damage. Please note the entire pool area is under video surveillance. If an umbrella is not closed and it is damaged it is easy to check on which Unit Occupant left it open, the Condominium Owner will be charged for a new umbrella along with a possible infraction assessment.
- ✓ Anyone, Occupant, guest, non-Occupant in the pool area before or after pool hours is trespassing and the Columbus Police will be summoned. Trespasser(s) will always be prosecuted.
- ✓ After hours use of the pool, up to 11: 00 p.m. is permitted if requested and approved by the Management Company, or if a Board Member is present who can authorize the extended time.
- ✓ Association sponsored events using the pool and Clubhouse may extend to 11:00 p.m.
- ✓ Due to other regulations the pool cannot be used after 11:00 PM due to potential noise issues to Unit's near the pool.
- ✓ The entrance door to the pool must never be left or propped open.
- ✓ No grilling is allowed in the pool area. The only exception is Association Sponsored Events for Occupants only.
- ✓ Occupants and their guests are required to clean up and dispose of all their trash in the containers provided.
- ✓ The Association's Pool Committee and cameras monitor the pool and clubhouse facility.
- ✓ Access to the restrooms is through the Exercise Room door under the canopy. The pool/exercise area keycard will open the door to the exercise room. Occupants must dry off before entering the clubhouse. Be careful when walking on the tile floor with wet feet. It may be slippery when damp/wet. Do not prop open the outside door into the Exercise Room for any reason. All doors, pool entrance, Clubhouse entrance and Exercise room entrance must always remain closed and locked. Pool gate must always be locked.

## 2. PROHIBITED IN POOL AREA

1. Smoking of any kind (cigarettes, pipes, cigars, etc.) and Vaping are prohibited.
2. Glass or any other type of breakable items that can shatter are prohibited within the enclosed pool area. If an Occupant brings glass or other similar items that can





shatter into the pool area and it/they, is/are broken it must be assumed the material may have entered the pool per Columbus City Code. As a result, the pool must be drained, cleaned, and refilled. The cost of these actions is the responsibility of the offending party's Unit Condominium Owner.

3. Running in the pool area is prohibited.
4. Diving into the pool is prohibited.
5. Disruptive behavior by any pool Occupant is prohibited.
6. Using profane/vulgar language within the Clubhouse and pool facility is prohibited.
7. Rafts and large flotation devices are prohibited since they interfere with other pool users' enjoyment.
8. Private, exclusive use of the pool area for parties is prohibited due to insurance regulations and restricts other Owners from access.
9. Motorized recreational and large equipment is prohibited.
10. Excessive noise of any type is prohibited: yelling, screaming, music, etc.
11. If using/playing any type of sound generating device for music, reading, etc. the volume must be low enough so it cannot be heard by anyone ten (feet) away. If another pool visitor complains about the volume or type of music playing the volume must be further reduced or turned off. Headphones or earbuds are recommended. This is a result of the Owner Meeting complaints filed in March 2025.
12. Electrical devices (non-battery powered) are prohibited anywhere in the pool area, except in the lounge area under the canopy. (Devices/cords are not permitted beyond the canopy area.)
13. Bringing food into or eating food while in the pool water is prohibited.



### 3. PERMITTED IN POOL AREA

1. Drinking and eating at the tables, lounge chairs, and the lounge area under the canopy - use caution to avoid spills on the furniture or rugs. Clean your area prior to leaving, clean the table, and dispose of all trash. If an umbrella was opened, please close it before leaving to avoid wind damage.
2. Drinking beverages, in unbreakable containers in the pool water is permitted.
3. "Noodles" are permitted.
4. Only service animals are allowed in the pool area, but never in the pool.
5. Small flotation devices less than 48" in diameter.
6. One (1) person floating raft, if it does not interfere with other swimmers enjoying the pool are ok.
7. Small balls, small beach balls, and small toys are allowed. Tossing any ball must not interfere with other people using the pool.

## E. EXERCISE ROOM

- ✓ The Exercise Room and equipment are always available to Condominium Owners/Occupants (24/7/365). This only applies to the Exercise Room, not the pool or Clubhouse social room.
- ✓ Guests of Unit Occupants are prohibited from using the exercise room equipment.
- ✓ There is an **Emergency Phone** on the pool deck outside the entrance to the pool from the exercise room. No key is required to open the door from the inside, but is required from the outside. The phone connects directly to the **911 Emergency Center**. It is available only when the pool is open.
- ✓ There is a **First Aid Kit** located near the **Emergency Phone**.
- ✓ The Association assumes no responsibility for any personal injury caused by using any of the exercise equipment or any equipment that may be left on the floor by another user.
- ✓ Leave the room as you find it, disposing of any trash you may generate. The lights are to be turned off when you exit. Heat should be set to





sixty-eight (68F, 20C) degrees November 1 to April 30<sup>th</sup>, and seventy-two (72F, 22C) degrees from May 1 to October 31.

- ✓ Any user of the Exercise Room should be prepared to present their photo ID.
- ✓ For safety reasons and based on manufacturers' warnings, Occupants under the age of sixteen (16) are prohibited from using the Exercise Room and its equipment unless accompanied by, and under the supervision of an adult Occupant eighteen (18) years old or older.
- ✓ Occupants, fourteen (14) and under years old, are prohibited from using or being on the exercise equipment, even if an adult is present.
- ✓ The Exercise Room is monitored (24/7/365) by cameras installed for safety and security reasons.
- ✓ When using the equipment and after using the equipment you are required to wipe down any equipment and surfaces that you used. All workout equipment should be wiped down with the provided wipes for sanitary reasons by the Occupant after using the equipment.
- ✓ Please notify the Management Company if you find any equipment not in full working order. The equipment is maintained by a service contract with a local exercise equipment company.



- ✓ **Never exit** from the Exercise Room to the pool area when the pool is closed. You may not be able to re-enter the Exercise Room or exit the pool area through the pool gate. When the pool is closed key card access to the pool area is disabled. (Outdoor gate and door access to exercise room.)

## 18. TRASH COLLECTION

1. Trash collection is included in the monthly Condominium fee. The trash management company will not pick up items for recycling in our community. Recycling is available at the Columbus Fire Station on Lazelle Road.
2. Trash Bins must be stored inside garages at all times other than trash pickup days. During the summer you may wish to put any items that could create odors from the heat in Ziplock plastic bags before putting in your trash (fish, meat wrappers, etc.).
3. See lakes at Polaris website for pickup date and holidays schedule dates
4. Trash containers should not be set out before 4:00 p.m., the day preceding collection, and must be put away in the Unit's garage by 11:00 PM the day of collection.
5. Trash bins cannot be stored on the front porch, in LCEs, CEs, patios, or balconies. They must always be stored in garages, other than on collection day.
6. It is suggested, to avoid your trash not being collected, that you ensure your trash container is placed by the curb before 5:00 a.m., the scheduled day of pickup. If your trash is not collected because you are late setting it out, it will not be picked up until the next scheduled time. Do not call the Management Company for a special pickup.
7. All trash for collection must be set out near the street on your driveway at the end of the Unit's driveway, not on the street or curb area or in another Unit's driveway.
8. Only trash company containers with attached lids are permitted. The Unit's trash receptacles should be clearly marked with the Unit's number.
9. Overflow, securely fastened plastic trash bags are permitted by or on the trash container only if put out after 5:00 a.m. on collection day to prevent animals from scattering the trash
10. Any trash items (like boxes) too large for the trash container may be put beside the trash container for pickup. No bulk items like furniture, water tanks, grills, mattresses, etc. will be picked up by the weekly trash personnel.
11. Bundled newspapers in cardboard boxes or plastic bags and flattened cardboard boxes are permitted (or you can take to recycle at the Lazelle fire station).



12. The trash collection schedule is posted on The Lakes at Polaris Condominium Association Social Media Sites and the mailbox bulletin board. Collection days can change due to holidays. Normally if the holiday falls on a Monday, Tuesday, Wednesday, or Thursday, or Friday then collection will occur on the next day after the normally scheduled day. (Except when the holiday falls on Friday and our pickup day happens to be Friday – the pickup will be Saturday. Pickup days are subject to change based on trash company schedules. At the time this document was published normal pickup day was/is Thursday. Always check the social sites for up-to-date information.
13. Arrangements must be made for the storage of your trash containers if you put your trash container out on pickup day and you will not be there to return it to your garage. Contact the Management Company or your neighbors to see if something can be arranged.
14. Occupants are responsible for cleanup of any trash spillage from the containers. Do not assume anyone else, or the trash company personnel will pick it up.
15. No hazardous materials (paint, flammable materials, acids, lithium batteries, etc. and others as designated by the current trash company contract may be placed in trash containers for collection. Occupants are responsible for the disposal of all such items at designated and appropriate sites.
16. See: <https://dkmm.org/> for locations and items for disposal



17. If a trash container is damaged or needed, you may contact Waste Management directly or the Management Company to obtain a new one.
18. Bulk pick-up is available; One bulk pick-up per Unit per year is included in our contract. Please contact the Management Company to decide if you need bulk pick-up. Please note: Trash companies are not allowed to pick up mattresses unless they are folded and fully sealed in plastic. Bulk pickup is subcontracted to a 3<sup>rd</sup> party by all Columbus area trash companies. Therefore, the pickup must be scheduled.

## 19. SOLICITATION AND GARAGE SALES - PROHIBITED

1. Solicitation is prohibited per the Declaration on The Lakes at Polaris Condominium Association property for any reason (Includes among others, religious, sales, schools, scouts, charities, etc.) No political polling, solicitation, pamphlets, sign distribution, etc. are permitted. The only exceptions are for LAP community related requirements or community sponsored social events.
2. Please be aware that: door-to-door solicitations anywhere within Delaware or Franklin counties requires a permit issued by local township. (Orange Township for us)
3. Garage sales are prohibited within The Lakes at Polaris Condominium Association community for security reasons.



## 20. UTILITIES

1. The community's utility companies are available on the web site. Long term community binding contracts for Electric, Gas and Water were signed by the community builder, Village Properties, in 2008. The Board has no way of changing or breaking the contracts set up by Village Properties at the time this document was published.
2. Condominium Owners are responsible for the maintenance and payment of their own utilities (gas, electric, water, sewer, cable television, satellite dish, internet provider, telephone) and for initiating service on the date of possession of their Unit, unless a lease or rental agreement states the lessee is responsible. However, if the utilities are not paid by the Tenant the Unit's Condominium Owner is responsible for all payments to any utility company to bring accounts up to date. This statement is required in all lease

agreements effective on or after October 1, 2020. Should it become necessary for the Association to pay a Unit's utility bills, an infraction assessment/lien will be placed on the Unit's Condominium property for payment, including late fees and attorney fees.

3. In the event of a sale, electric, gas, heating/cooling and water must remain on until the new Condominium Owner or Tenant assumes liability and has purchased Condominium insurance. Services are prohibited from being turned off between owners or tenants per the Decks and Bylaws since the Units are part of a multi-unit building.
4. Condominium Owners of any vacant Unit, including part-time Occupants, who fails to provide heating to 55 degrees Fahrenheit ((13 degrees centigrade) from October 1<sup>st</sup> to April 1<sup>st</sup> are responsible for all internal damages and all building structural damages to all Units affected, should water pipes freeze or other damage occurs. From April 1<sup>st</sup> to September 30<sup>th</sup> the Unit's Condominium Owner must provide cooling to 80 degrees Fahrenheit (25 degrees centigrade) to prevent mold and mildew from building up in the Unit or building structure.



## 21. UNIT SALES

### A. IMPORTANT GENERAL AWARENESS ITEMS FOR CONDOMINIUM PROPERTY OWNERS

#### 1 - NUMBER OF UNIT OCCUPANTS – PER DECLARATIONS AND CITY CODE

1. Maximum of four (4) persons can occupy a two (2) bedroom Condominium Unit full time.
2. Maximum of six (6) persons can occupy a three (3) bedroom Condominium Unit full time. Per city code, for a room to be considered a bedroom it must have a built-in closet with door, a closable entrance/exit door, and an egress window. Some Units have a 'den/office' space without a built-in closet – this cannot be used or listed as a bedroom to allow more occupants.

#### 2 – ITEMS THAT MUST TRANSFER WITH OWNERSHIP

**These are required by law:**

1. Any items that are permanently attached to walls, floors, ceilings, etc.
2. Drapery rods, hangers, etc. which are attached to the wall.
3. Cabinets, hutches, bookcases, etc. that are attached to the walls.
4. Blinds or other window treatments/coverings that are attached to the window area.
5. Ceiling fans.
6. Carpets or any other floor coverings.
7. All bathroom fixtures that are attached to the walls, floors, cabinets, etc.
8. Security systems, cameras, etc. that are attached to any portion of the multi-unit structure.
9. Exception: Any satellite receiving dish must be removed, any building damage must be repaired and the area where the dish was mounted must be re-landscaped prior to the sale closure.



### B. CONDOMINIUM UNIT SALES/PURCHASE

1. The Lakes at Polaris Condominium Community is intended for Owner occupied Units with the possibility to lease a Unit if desired.
2. Please note that the Unit Owner and Real Estate Firm(s) are also enacting a transaction with the Lakes at Polaris Condominium Association company and both must comply with the Association's Declaration, Bylaws, rules, regulations, and polices.
3. The Management Company must be notified of any planned sale 30 days in advance of the Unit being posted for sale.



4. If any modifications to the limited common element(s) of the unit have been made, the property's deed must be updated to include the changes and filed with Delaware County Records stating the changes and maintenance are the responsibility of the Unit's Owner.
5. Upon transfer of ownership the new Condominium Unit Owner must live in the purchased Unit for at least one (1) year before the Unit can be offered for lease.
6. Advertising a Unit for lease for a period less than twelve (12) consecutive months is prohibited.
7. Sexual predators are prohibited per the Declaration to own or lease a condominium unit in the community. Owners who lease their Unit must state this restriction in the lease agreement. If the LAP Condominium Association needs to remove an Owner or Tenant, all costs will be assessed against the condominium Unit Owner's property.
8. Within fifteen (15) days of executing a purchase or sale agreement, the Unit Condominium Owner, or the transacting real estate agent (or firm) must notify the LAP Association's Management Company of the change.
9. The buyer must provide the following minimum information to the Management Company within fifteen (15) business days of the sales closing: Suggested that the LAP IUF be used to provide the required information:
  - a. Emergency contact(s) – name(s) and phone numbers
  - b. Names of all Occupants.
  - c. Home and business mailing addresses.
  - d. A monitored email address if available.
  - e. Home (or mobile) and business telephone numbers.
  - f. Condominium Unit Owner's fee update letter and payment in advance.
  - g. Certificate of insurance for the buyer.
  - h. Name, business address and telephone number of any person or company who manages the Unit on behalf of the Unit Condominium Owner - (3<sup>rd</sup> party property management companies). Only applies after one year of ownership if the unit is going to be leased.
  - i. All vehicles – makes, models, colors, and tags (plate) numbers.
  - j. Any other information required on the annual IUF form.
10. The Association's Management Company will assist with the coordination of the paperwork with banks, real estate agents, appraisers, and escrow agents as needed.
11. The seller is responsible for providing the following information and items to a real-estate agent, any selling entity, prospective buyer, or buyer:
  - a. The Declaration
  - b. The Bylaws
  - c. The Association's Handbook
  - d. Any amendments to the Declaration
  - e. Any amendments to the Bylaws
  - f. Any updates/revisions to the Association's Handbook
  - g. All of which are available on the Lakes at Polaris website ([www.lakesatpolaris.com](http://www.lakesatpolaris.com))
12. The seller is responsible for providing the following items to a buyer:
  - a. Unit access door key(s), alarm system contacts, codes, etc.
  - b. Garage door opener(s)
  - c. Mailbox number, location
  - d. Utility company names



13. Mailbox keys must be requested from the US Post Office at 617 McCorkle Avenue, Westerville. Proof of occupancy/purchase is required to obtain keys. Allow three (3) to five (5) days before picking up key(s). There is a fee for replacement keys, and a deposit for issued keys.
14. Current Condominium Owner should return their key(s) to the Post Office for a refund of their deposit. Do not transfer to new Owner.
15. The seller's key card will be disabled and should be returned to the Management Company. A new key card will be issued to the new Condominium Owner when requested.



## 22. LEASING OF CONDOMINIUM UNITS

The Lakes at Polaris is a condominium community built for Owner occupancy of all Units. Leasing of Units is permitted per the Declaration; however, the Association's Board of Directors is empowered to regulate the leasing of Units as needed to ensure Condominium Home values are maintained within prevailing market conditions, along with other conditions for a leased Unit and the business requirements to execute a lease are all granted to the Association's Board.

Important: At least fifteen (15) days before executing (signing) a lease arrangement with a Unit Owner and the Lessee the lease agreement must be approved by the Association's Management Company at the direction of the current LAP Board of Directors. **The lease is void if not first approved by the Management Company. A signed copy of the lease must be provided to the management company within 15 days after execution.**

"Renting" is prohibited within the community. Renting entails occupancy by a non-owner on a month-to-month basis without a contractual lease in place between the Unit Owner, the occupying persons, and the LAP Condominium Association. This is prohibited in the Declaration. Only Owners and Tenants (not renters) are allowed to occupy a Unit within the Association community.

The Lakes at Polaris Condominium community polices on leasing are available to all Unit Owners and third-party companies on the Lakes at Polaris website and in the LAP Owner's Handbook.

Any existing 'rented' Units must comply with these polices and be converted to approved leased Units. The Unit Owner must initiate a lease agreement, if not already in place and provide all information as required by the rules and regulations to the Management Company for approval by November 1, 2025. Each Unit in LAP must be Owner occupied or have a lease in place with a duration of at least one (1) year and not more three (3) years. Please note that this is not a change in policy, just an enforcement of a requirement in the Association's Governing documents in place since 2008.

### GENERAL LEASE POLICIES:

1. All non-Owner-occupied Units must have executed a lease. This lease must be approved and filed with the Management Company including the monthly lease rate. Any Unit without a lease, the lease rate, and an IUF on file with the Management company by November 1, 2025 is in violation of the Declaration and Association policies.
2. A new Unit Owner must live in a Unit for at least one (1) year before a lease can be executed.
3. "Renting" to family members, friends, or anyone else is prohibited. (Leasing is allowed) Renting is considered sub-leasing, which is prohibited in the LAP Condominium Declaration. A lease agreement must be signed and the monthly lease rate needs to be the same as the community average or market average lease rate at the time of the lease as defined in the Declaration.
4. Renting is prohibited and subject to an infraction assessment and potential eviction. Anyone who is residing in a Unit without the Owner living in the Unit is considered trespassing on private property, since the Association has no recorded record of who is occupying the Unit. Therefore, a lease must be executed to identify occupants per law and their vehicles per the required IUF.
5. Renting a Unit for transient, Airbnb, hotel purposes, providing hotel/laundry/ similar services, or sub-renting to roomers/borders, is prohibited.
6. A lease must not be less than 12 months per Declaration, nor more 36 months in length per policy.



7. Anyone residing in a leased unit who pays a portion of the lease cost must be listed as a co-lessor on the lease agreement. Sharing a Unit with Occupants who share in the lease payment must be listed as lessors.
8. Occupants of leased units must not exceed the maximum number per city code and Association policy.
9. Subleasing/renting part of a Unit is prohibited.
10. Subleasing a Unit is prohibited.
11. Prior to the execution (signing) of a lease agreement by the Unit Owner and lessee the following actions must have taken place:
  - a. A background check on all lease Residents is suggested. (See c. for why this is recommended.)
  - b. A list of all Occupants, all ages has been provided to the Management Company.
  - c. A Certified document stating that none of the lease Residents are designated as a Sexual Predators. (Sexual predators are prohibited from owning or leasing at The Lakes at Polaris per the Declaration.)
  - d. The monthly unit lease fee cannot be below the current average market rate/value at the time the lease is executed for similar leases in the Community. Ask the Management Company for current average lease rates. A monthly lease rate must be approved by the Board of Directors prior to the execution of the lease if it is below the current monthly average lease rate. Please note that a copy of the lease, showing the leasing rate of a Unit is required to be provided to the Lakes at Polaris Condominium association prior to execution for approval.
  - e. A certified document stating who is financially responsible for payment of all utility bills. This document must include that the Condominium Association is not responsible for the payment of any utility bills at any time. These are always the responsibility of the Unit's Owner. Should, for some unknown reason, the Association needs to pay any utility bills a lien will be placed on the Unit which will include legal fees, court fees, an infraction assessment, plus the utility bill, and any late fees and any on-going fees, charges, etc.
  - f. A document stating that the lessee has a Credit Score of at least 700 or better from at least one of the three major credit bureaus.
  - g. If the lease is by a non-individual entity for a Unit Owner, the entity must have an excellent credit rating, a BBB rating of at least B+, and have been in business for more than five years.

## 23. ANNUAL COMMUNITY INFORMATION UPDATE FORM (IUF)

### A. GENERAL INFORMATION & INSTRUCTIONS

- ✓ An annual **Information Update Form (IUF)** is used to collect the required information per the Declaration Article III section (t). This information is required to be provided to the association by Ohio State law. The dates listed below will allow the Management Company to have the latest information on each of our ninety Units prior to the Annual Owner's Meeting. This form is to be completed by every Unit Owner whether personally owned or company owned. Instructions to help you complete the form are now included below.
- ✓ Each year before February 1<sup>st</sup> an Owner Annual Information Update Form (IUF) will be mailed to each Unit requesting information to help your Condominium Association Management Company and The Lakes at Polaris Condominium Association Board of Directors operate the development efficiently. You can use the mailed form or one of the other options listed in the next paragraph. Returning the IUF, fully filled out the first time is important to avoid added Association costs and delays. Incomplete forms will not be accepted.
- ✓ **To make it as easy as possible to fill out and submit there are now multiple options:**
  - Examples of each category of the form are available on [www.lakesatpolaris.com](http://www.lakesatpolaris.com) website.
  - you only need to fill out the sections that pertain to the status of the Unit.
  - Checkboxes added to minimize written information.
  - Clearly defined, color coded, and grouped sections with notes and reminders.



- **Easiest to fill out:** use the on-line PDF “fill in form” to enter information, save a copy, click ‘send’.
- Copy the IUF form in the Handbook, fill out and mail to our Management Company postal address.
- Use the IUF word document on-line. fill out and email to the Management Company email.
- Print the IUF from the Website, fill out, and mail to the Management Company postal address.
- Fill out the hardcopy IUF form mailed to you and return in the preprinted return envelope.
- If sending by email, you may wish to request “a received/read” notification from recipient.
- *Store a filled-out copy without signature(s) of your IUF digitally or in your Handbook for future use. If there are no changes just copy and re-send the same document each year, with an updated signature and date, no need to re-do.*
- ✓ To avoid late charges, it is recommended you return the completely filled out form as soon as possible after February 1<sup>st</sup>. If there is missing data you will be able to update/re-do before March 1<sup>st</sup>, avoiding late fees.
- ✓ Incomplete data, missing information, no owner(s) signature, un-checked check boxes, missing employment information (company name, address, company main phone), email address(es), number of Unit Occupants and any other requested information, are all subject to IUF rejection and possible assessment fees, if not corrected.
- ✓ Providing incomplete information on the form is prohibited.
- ✓ Failure to report the Unit is leased (non-Owner occupied) is prohibited and illegal in Ohio.
- ✓ Making false statements on the form is prohibited and is illegal in Ohio.
- ✓ The IUF form must be completed any time Unit Ownership changes, or a lease is executed.
- ✓ See Info document “F” – IUF Form.

#### INSTRUCTIONS FOR COMPLETING THE IUF FOLLOW:

- ✓ These instructions are included with the IUF [Form F(I)] stored on the LAP website [ [www.lakesatpolaris.com](http://www.lakesatpolaris.com) ]. Additional details on why information is requested is also included to help new Owners better understand the items on the form and how the information may assist with the management of our community and the requirements of our Declaration, Bylaws and state condominium codes.
- ✓ A number of checkboxes have been added to both make it easier to fill out the form and to ensure additional information is needed or designate additional information is not needed in an area.
  - Fill in the Unit’s address
  - Check all checkboxes for materials you have:  Handbook,  Access Card, and  Parking Permits
  - Fill in billing address, if different than Unit address, or  check the same as Unit box
  - Check the appropriate occupancy checkbox(s) that best fits your Unit’s status
    - Owner Occupied
    - Second Home
    - Company Owned - Leased
    - Leased: Tenant Occupied
    - Leased: Family Occupied
    - Other Information, then explain
    - If leased, check the box for Lease approved and filed with Management Company, if not approved and filed with the Management Company, submit lease with the IUF.
  - **In Section 1a**, if Owner Occupied fill in primary owner information, age demographic, all employment information, number of occupants, personal phone number, personal email address and checkbox for LAP communications. As well as preferred contact method(s). Management Company will use email to save LAP money if authorized. Be sure to provide a monitored email address. If the Unit is company owned and you own the company, then fill in information in the primary owner area, except for number of occupants if leased.
  - **In Section 1c**, Secondary Unit Person check the appropriate box  Owner  Resident  None all requested information unless None is checked.



- **In Section 2, Emergency contact** information must be filled in.
- **In Section 3**, fill in all requested information in the “Owner occupied additional information” section. Include all vehicles and their identifying information in area 3a.
- **In Section 3b**, if no pets just check the box  None. If you have pets check all the appropriate boxes in all the sections, designating the  None checkbox in areas you have no pet of that type.
- **In Section 3c**, in the pool/gym section simply check the  No Users checkbox if you will not use the facilities this year. Otherwise fill in the number of users for each area – pool and/or gym. Note: the pool is heated, so the water is comfortable anytime! The gym is well equipped.
- **In Section 4**, if you checked the  Second Home box, the check when you occupy the Unit.  Random Times,  Summer Months,  Winter Months,  Other Times. Be sure to take note of the condo unit temperatures that must be maintained at all times when not occupied.
- **In Section 5**, At least one Owner must sign and date the form after completing all appropriate sections. IUF will be returned if unsigned. Remember you are certifying all information is accurate under penalty of Ohio Law as with any other official document.
- If you checked the  Company Owned box, it is assumed the Unit is also being leased. You will need to fill in all the sections listed starting at Section 1a if you own the company, owning the Unit. Then fill in Sections 6, 7, 8 as needed for your lease and Tenants. Then fill in Sections 9 and 10. In Section 11, a company principle must sign this official document on behalf of the company.
- Next, if you checked one of the Leased Unit boxes  Leased, Tenant Occupied or  Leased Family Occupied, you will need to completely fill out Sections 6, 7, and 8 - “Leased Unit Information sections. First, checkoff the  box that you have notified your Tenant(s) or Family Members, they are prohibited from contacting the Association or the Management Company per the Associations Bylaws, except in an Emergency. All communications must be with/through the Owner.
- Then checkoff the  3<sup>rd</sup> party or  family checkbox.
- **In Section 6**, be sure to checkoff the checkboxes for  Provided Handbook,  Provided Access Card, and  Provided Parking Passes, if they have been given to your Tenant. A copy of the Handbook is required to be given to the Tenant as well as the Parking Passes. As an Owner with a Tenant occupying your Unit, you cannot retain the Parking Passes for yourself. However, you may retain the pool/gym pass, but your Tenants will then not be allowed in the pool or gym without you present.
- **In Section 6a**, list the Primary Tenant Signee and all their information as requested. Check the appropriate Age Demographics, their Credit Score you obtained for the lease, fill in their employment information completely and an Emergency Phone number to reach the Primary Signee, Check the box  with the number of Tenant occupants of all ages that will be living in the leased Unit.
- **In Sections 6b and 6c** check the appropriate boxes  if there are additional lease signees. Include all requested information.
- **In Section 7**, fill in with all the “Tenant Occupied Unit Additional Information” in **Section 7a** fill in all vehicle(s) information
- **In Section 7b**, if no pets just check the box  None. If your Tenants have pets check all the appropriate boxes in all the sections, with the required information, designating the  None checkbox in areas they have no pet of that type.
- **In Section 7c**, in the pool/gym section simply check the  No Users checkbox if you will not use the facilities this year. Otherwise fill in the number of users for each area – pool and/or gym. Note: the pool is heated, so the water is comfortable anytime! The gym is well equipped.
- **In Section 8**, fill in completely the “Lease Information Section” including dates, the lease type and monthly lease rate. Expired leases are prohibited.



- For **Section 9**, the Unit is owned by an entity, other than an individual. Designate the entity type, then fill in all areas, all information is required or form will be returned.
- In **Section 10**, a company Emergency contact is required. Designate if the phone number is manned 24/7365, and provide the individual's name and company functional position.
- **Section 11**, is where a company principle must sign this legal form on behalf of the company, certifying the information provided is accurate.
- **Section 12**, is only used if additional information, explanations, or there are questions.

## 24. AMENDMENTS, RULE UPDATES, COMMUNICATIONS, & NEWS

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### B. AMENDMENTS

- a. These Community Rules, Regulations and Policies presented in this document and its associated information documents are effective as of March 3, 2025. All future changes, modifications or revisions to this document will be provided at the discretion of the Board of Directors. Any applicable page(s) update(s) will be provided and identified with a revision date on them. They will supersede the pages in this document.
- b. This document will remain in effect until superseded by a completely new document. However, individual pages may be updated from time to time.
- c. Changes, amendments, etc. will normally be communicated by USPS as required. They will also be posted on the LAP Web site: [www.lakesatpolaris.com](http://www.lakesatpolaris.com) and may be sent via email.

### C. RULES UPDATES

- ✓ Rule updates will normally be communicated via USPS mail. A valid, monitored USPS address is required to be provided to the LAP Condominium Association. Email notifications may also be sent as well as posting on the LAP website.

### D. LAP ASSOCIATION COMMUNICATIONS TO OWNERS

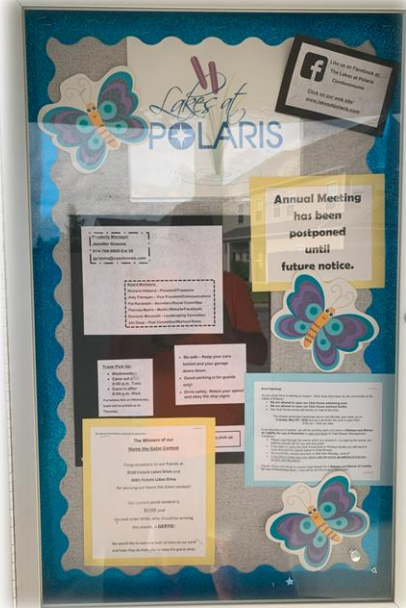
- a. Official form of communication by The Lakes at Polaris Condominium Association to Owners is via USPS as required in Bylaws. However, emails may also be sent to those with email addresses on file.
- b. Any Email (or postal mail) you receive will contain important or valuable, information that needs to be communicated to all Condominium Owners (who then need to forward to their Tenants as appropriate). It is in the Condominium Owner's best interest to read all mail, since it may contain Rules, Regulations & Policy changes or other important Association information being conveyed to Condominium Owners, including infraction notices regarding rules and policies.
- c. Emails may be used where possible for other time sensitive information. It is in the Condominium Owner's best interest to read them.
- d. Do not ask the Management Company or the Board of Directors to remove you from the Association's mailing list for postal mail – it is prohibited by the Associations Bylaws and Regulations. You may opt out of emails, but that will limit your communications with the Board of Directors.
- e. Association policy and legal requirements, require communication paths to the Condominium Owners. The following three (3) items are required from every Condominium Owner to meet the Association's communications policy. All three (3) communication paths should be provided to the Association's Board via the Management Company. Postal address and phone numbers are required.
  - At least one Email address per Unit Condominium Owner that is actively monitored is highly desirable.
  - An actively monitored Unit Owner's postal address if not residing in the Unit is required.
  - A Condominium Owner's phone number that is actively monitored is required.



## 25. ASSOCIATION INFORMATION

The Condominium Association's Board of Directors wishes to keep the members informed to the greatest extent possible. Information is distributed through many possible channels.

- Email notices and information (official communications)
- The Lakes at Polaris Condominium Association Website
- The Lakes at Polaris Condominium Association Facebook Page
- The Bulletin board at the Mailboxes >>>>>
- Newsletters
- Folding board in front of Clubhouse
- President's letters
- Management Company communications
- US Postal Service mail
- Certified USPS mail





## A. FORMS, POLICIES, & INFORMATION DOCUMENTS AVAILABLE, ALL ON WEBSITE

### 1 - FORMS

- Info B - Request for Alteration Form – Word Format, Available with Handbook & on website
- Info D – Social Room Rental Form – Word Format, Available with Handbook & on website
- Info F – Annual IUF Form – Word Format, Available with Handbook & on website
- Info AH – Transfer of Ownership Form – Word Format, Available with Handbook & on website
- Info AI – Patio Extension Specifications Form – Word Format, Available with Handbook & on website
- Info AK – Clubhouse Rental Checklist Form – Word Format, Available Handbook & on website
- Info AL – Annual Meeting Proxy Form – Word Format, Available with Handbook & on website
- Info AP – Directors Nominating Form – Word Format, Available with Handbook & on website
- Info BC – Fitness-Pool Key Card Receipt – Word Format, Available with Handbook & on website
- Info BD – Annual Meeting Process Form - Available with Handbook & on website

### 2 – POLICIES

- Info A – Satellite Dish Policy – Available on website
- Info C - Storm & Screen for Front Door Policy - Available on website
- Info G – Screening in a Second Floor Balcony Policy - Available on website
- Info H – Screening in a Patio Policy - Available on website
- Info I – Sliding Screen Door for Patio or Balcony Policy - Available on website
- Info J – Association Security Cameras Policy - Available on website
- Info M – Management of Community Policies - Available on website
- Info O – Guest/Visitor Parking Policy - Available on website
- Info P – Who is Responsible for What Policies - Available on website
- Info AJ – Towing Policy - Available on website
- Info BA – Leasing a Unit Policies - Available with Handbook & on website
- Info BB – Selling a Unit Policies - Available with Handbook & on website
- Info BE – Communications Policy - Available on website
- Info BG – Anti-Harassment Policy - Available on website

### 3 – INFORMATIONAL

- Info Document List A - Alphabetical
- Info Document List B - by Type
- Info E – Blink® Security Camera - Available on website
- Info F(i) – IUF Form, Including Instructions to Fill Out on website
- Info F(oo) – IUF Example of Owner-Occupied Completed Form on website
- Info F(co) – IUF Example of Company Owned Completed Form on website
- Info F(lto) – IUF Example of Leased: Tenant Occupied Completed Form on website
- Info F(lfo) - IUF Example of Leased: Family Occupied Completed Form on website



- Info K – Utilities - Available on [website](#)
- Info L – Social Media Sites - Available on [website](#)
- Info N – Ariel View of LAP - Available on [website](#)
- Info Q – A Few of the Columbus City Codes - Available on [website](#)
- Info R – Association Committees - Available on [website](#)
- Info S – Trash Bin Cleaning - Available [on website](#)
- Info T – American Flag Display - Available on [website](#)
- Info U – Solid Waste Disposal - Available on [website](#)
- Info V – Ring Doorbell - Available on [website](#)
- Info W – Building and Unit Numbering - Available on [website](#)
- Info X – FAQs – Frequently Asked Questions - Available with [Handbook](#) & on [website](#)
- Info Y - Lighting - Available on [website](#)
- Info Z – HVAC Filter Types to Keep Air Cleaner - Available on [website](#)
- Info AA – High Volume Hood Exhaust - Available on [website](#)
- Info AB – Sound and Noise Levels- Available on [website](#)
- Info AC – Clubhouse Inventory Items - Available on [website](#)
- Info AD – Clubhouse Pictures - Available on [website](#)
- Info AE – Condominium Styles at The Lakes at Polaris - Available on [website](#)
- Info AF – Garage Door Replacement/Repair - Available on [website](#)
- Info AG - Ohio Codes for Exhaust Vents - Available on [website](#)
- Info AM – Section 5311.081 Powers of Board - Available on [website](#)
- Info AN – Section 5311.192 Solar Collection Devices - Available on [website](#)
- Info AO – Section 5311.19 Compliance with Covenants - Available on [website](#)
- Info AR – Ohio Code for Condominiums - Available on [website](#)
- Info AS – Lakes at Polaris & 8340 Greentree Ariel View- Available on [website](#)
- Info AT – Lakes at Polaris Decs and Bylaws - Available on [website](#)
- Info AU – LAP Bylaws First Amendment - Available on [website](#)
- Info AV – The Lakes at Polaris Access Easement - Available on [website](#)
- Info AW – Lakes at Polaris Logo - Available on [website](#)
- Info AX – NorthPark & Lakes Access Easement - Available on [website](#)
- Info AY – Amendment to Declaration Sept 24, 2014 - Available on [website](#)
- Info BH – LAP Unit Numbers, Up and Down - Available on [website](#)

#### 4 – BOARD MEMBER ONLY INFORMATION

- Info AQ – Board Member Only Information – Not Available, except Board Member, Business Operations
- Info AZ – Board Member Only Information – Not Available, except Board Member, Business Operations



## B. INFO DOCUMENTS - ALPHABETICAL LIST

- **Info Document List A - Alphabetical**
- **Info Document List B - by Type**
- Info A – Satellite Dish Policy – Available on [website](#)
- Info B – Request for Alteration Form – Word Format, Available with [Handbook](#) & on [website](#)
- Info C – Storm & Screen for Front Door Policy - Available on [website](#)
- Info D – Social Room Rental Form – Word Format, Available with [Handbook](#) & on [website](#)
- Info E – Blink® Security Camera - Available on [website](#)
- Info F – Annual IUF Form – Word Format, Available with [Handbook](#) & on [website](#)
- Info F(i) – IUF Form, Including Instructions to Fill Out on [website](#)
- Info F(oo) – IUF Example of Owner-Occupied Completed Form on [website](#)
- Info F(co) – IUF Example of Company Owned Completed Form on [website](#)
- Info F(lto) – IUF Example of Leased: Tenant Occupied Completed Form on [website](#)
- Info F(lfo) - IUF Example of Leased: Family Occupied Completed Form on [website](#)
- Info G – Screening in a Second Floor Balcony Policy - Available on [website](#)
- Info H – Screening in a Patio Policy - Available on [website](#)
- Info I – Sliding Screen Door for Patio or Balcony Policy - Available on [website](#)
- Info J – Association Security Cameras Policy - Available on [website](#)
- Info K – Utilities - Available on [website](#)
- Info L – Social Media Sites - Available on [website](#)
- Info M – Management of Community Policies - Available on [website](#)
- Info N – Ariel View of LAP - Available on [website](#)
- Info O – Guest/Visitor Parking Policy - Available on [website](#)
- Info P – Who is Responsible for What Policies - Available on [website](#)
- Info Q – A Few of the Columbus City Codes - Available on [website](#)
- Info R – Association Committees - Available on [website](#)
- Info S – Trash Bin Cleaning - Available [on website](#)
- Info T – American Flag Display - Available on [website](#)
- Info U – Solid Waste Disposal - Available on [website](#)
- Info V – Ring Doorbell - Available on [website](#)
- Info W – Building and Unit Numbering - Available on [website](#)
- Info X – FAQs – Frequently Asked Questions - Available with [Handbook](#) & on [website](#)
- Info Y – Lighting - Available on [website](#)
- Info Z – HVAC Filter Types to Keep Air Cleaner - Available on [website](#)
- Info AA – High Volume Hood Exhaust - Available on [website](#)



- Info AB – Sound and Noise Levels- Available on [website](#)
- Info AC – Clubhouse Inventory Items - Available on [website](#)
- Info AD – Clubhouse Pictures - Available on [website](#)
- Info AE – Condominium Styles at The Lakes at Polaris - Available on [website](#)
- Info AF – Garage Door Replacement/Repair - Available on [website](#)
- Info AG - Ohio Codes for Exhaust Vents - Available on [website](#)
- Info AH – Transfer of Ownership Form – Word Format, Available with [Handbook](#) & on [website](#)
- Info AI – Patio Extension Specifications Form – Word Format, Available with [Handbook](#) & on [website](#)
- Info AJ – Towing Policy - Available on [website](#)
- Info AK – Clubhouse Rental Checklist Form – Word Format, Available [Handbook](#) & on [website](#)
- Info AL – Annual Meeting Proxy Form – Word Format, Available with [Handbook](#) & on [website](#)
- Info AM – Section 5311.081 Powers of Board - Available on [website](#)
- Info AN – Section 5311.192 Solar Collection Devices - Available on [website](#)
- Info AO – Section 5311.19 Compliance with Covenants - Available on [website](#)
- Info AP – Directors Nominating Form – Word Format, Available with [Handbook](#) & on [website](#)
- Info AQ – Board Member Only Information – Not Available, except Board Member, Business Operations
- Info AR – Ohio Code for Condominiums - Available on [website](#)
- Info AS – Lakes at Polaris & 8340 Greentree Ariel View- Available on [website](#)
- Info AT – Lakes at Polaris Decs and Bylaws - Available on [website](#)
- Info AU – LAP Bylaws First Amendment - Available on [website](#)
- Info AV – The Lakes at Polaris Access Easement - Available on [website](#)
- Info AW – Lakes at Polaris Logo - Available on [website](#)
- Info AX – NorthPark & Lakes Access Easement - Available on [website](#)
- Info AY – Amendment to Declaration Sept 24, 2014 - Available on [website](#)
- Info AZ – Board Member Only Information – Not Available, except Board Member
- Info BA – Leasing a Unit Policies - Available with [Handbook](#) & on [website](#)
- Info BB – Selling a Unit Policies - Available with [Handbook](#) & on [website](#)
- Info BC – Fitness-Pool Key Card Receipt – Word Format, Available with [Handbook](#) & on [website](#)
- Info BD – Annual Meeting Process Form- Available with [Handbook](#) & on [website](#)
- Info BE – Communications Policy - Available on [website](#)
- Info BF – Board Member Only Information – Not Available, except Board Member, Business Operations
- Info BG – Anti-Harassment Policy - Available on [website](#)
- Info BH – LAP Unit Numbers, Up and Down - Available on [website](#)