

**OWNERS REFERENCE GUIDE**

**FOR**

**VILLAGE GREENE CONDOMINIUM ASSOCIATION**

**September 2025**

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**This Reference Guide is a quick source of general information about the Association and its homeowners. Questions about the Association and its activities should be directed to the Board of Trustees (% The President). While every effort has been made to assure accuracy, errors do occur. Please feel free to suggest corrections, changes or additions.**

**THIS DIRECTORY IS FOR THE PERSONAL USE OF VILLAGE GREENE CONDOMINIUM RESIDENTS AND IS NOT TO BE DISTRIBUTED TO OTHERS OR USED FOR ANY COMMERCIAL PURPOSES.**

## **BOARD OF TRUSTEES / 2025**

**President – Katie Gauron  
Vice President- Phyllis Craig  
Treasurer – Jessica McGee**

**The Board of Trustees has been delegated, in the By-Laws, the responsibility for Operation and management of the Association affairs. The Board of Trustees consists of three Village Greene homeowners, all elected by fellow homeowners at the Annual Homeowners Meeting.**

**The Board of Trustees meets at least quarterly to review the Association's finances and operations. Any homeowner is welcome to attend these meetings either to speak or merely to observe. You may contact one of the listed Trustees to find out the time and place of the next meeting.**

### **BY-LAWS**

**Every homeowner should have received a set of Condominium By-Laws prior to or at the closing of their unit. Electronic copies are available by contacting the Association Property Manager. In those pages is a set of rules and regulations, which govern the Association. You should also acquaint yourself with the by-Laws as well as the Declaration of Condominium Association, a legal document that you received when you purchased your unit.**

### **PROPERTY MANAGEMENT**

**Managing Agent for Village Greene Condominiums is  
DIG Property Services  
614.419.4555  
info@digpropertyservices.com**

The Property Management Company duties include:

- **Overseeing maintenance of all common areas & building exteriors (excluding windows & doors)**
- **Paying the outstanding debts of the Association**
- **Producing and maintaining financial records**
- **Assisting each owner with special needs related to individual requests for property improvements**
- **Assessing, collecting and monitoring the monthly or yearly assessments**
- **Maintaining the general well-being of all within the Association**
- **Following the directives of the Association Board of Directors**

### **ASSOCIATION DUES, LATE FEES & LIENS**

Association dues are payable to Village Greene Condominium Association on the 1st of each month. Dues should be sent to DIG Property Services PO Box 666 Canal Winchester , Oh 43110. **A \$15 late fee is assessed monthly if payment is not received by the 10th.**

### **CONDOMINIUM INSURANCE**

The Board of Trustees has insured the Condominium Association with State Farm Insurance Company.

It is the responsibility of the homeowner to insure the interior of units. Your policies should include coverage for contents, personal liability, and water damage to any interior covering or any other coverage you wish. It may be prudent to have your agent contact our agent for coordination of coverage.

### **EMERGENCY TELEPHONE NUMBERS**

<b>COLUMBUS POLICE SUBSTATION</b>	<b>614-645-6022 - 5400 OLENTANGY RIVER RD.</b>
<b>COLUMBUS FIRE DEPARTMENT</b>	<b>911</b>
<b>AMBULANCE SERVICE</b>	<b>911</b>

## GENERAL INFORMATION

### Purpose of Property and Covenants and Restrictions as to Use and Occupancy.

The following covenants and restrictions as to the use and occupancy of the Condominium Property shall run with the land and shall be binding upon each Unit Owner and Occupant.

- A. Purpose of Property - The Condominium Property shall be used for single family residence purposes and for no other purposes. A Unit Owner or Occupant may use a portion of their unit for their office or studio (other than a music studio) provided that the activities therein shall not interfere with the quiet enjoyment or comfort of any other Unit Owner or Occupant.
- B. Obstruction of Common Areas and Facilities - There shall be no obstruction of, nor shall anything be stored in, the Common Areas and Facilities, excluding the Limited Common Areas and Facilities located within the bounds of a Unit, without the prior written consent of the Association.
- C. Carports - To maintain property values, nothing may be stored in the carport except firewood (in rack), salt bucket, approved garbage containers and vehicles. Only city of Columbus garbage containers are approved. Plastic storage bins and containers are not approved.
- D. Parking - Each condominium is allotted one parking space outside each unit's carport for guest parking or a second vehicle. If you need more space, permission must be obtained from the other owners in your area. No vehicles should be parked in any non-designated parking area such as on the side of any Association Road or behind any unit's carport.
- E. Speed Limit - The maximum speed limit on Association roads is 10 miles per hour.
- F. Vehicles - There shall be no parking of truck, boats, recreational vehicles, or any inoperable or unlicensed vehicles on the common areas. The Board may enforce such regulations or restrictions by levying fines or having such vehicles towed away. One Vehicle per parking space. Vehicles must fit within the parking space. Oversize vehicles must park in the perimeter spaces and may not encroach the right of way.
- G. Hazardous Uses and Waste - Nothing shall be done or kept in any Unit or in the Common Areas and Facilities which will increase the rate of insurance on the Common Areas and Facilities, or contents thereof without the prior written consent of the Association. No Unit Owner shall permit anything to

be done or kept in the Unit or in the Common Areas and Facilities which will result in the cancellation of insurance of the Common Areas and Facilities, or contents thereof, or which would be in violation of any law. No waste shall be committed in the Common Areas and Facilities.

- H. **Exterior Surfaces of Buildings** - Unit Owners shall not cause or permit anything to be hung or displayed on the outside of windows or placed on the outside walls of any of the buildings and no sign, awning, canopy, shutter, radio or television antenna shall be affixed to or placed upon the exterior walls or roof or any part of any of the Buildings without the prior consent of the Association other than those originally provided by the Grantor. Decorative wreaths on back patio doors and front doors and between unit doors in season are allowable.
- I. **Animals and Pets** - All pets are required to be on a leash while on common areas with owners responsible for cleaning up after their pets. No animals, rabbit, livestock, fowl or poultry of any kind shall be raised, bred or kept in any Unit of in the Common Areas and Facilities, except that dogs, cats, or other household pets such as birds and fish may be kept in the Units, subject to the rules, provided that they are not kept, bred or maintained for any commercial purpose, and provided further that any such pet causing or creating a nuisance or unreasonable disturbance shall be permanently removed from the Condominium Property upon three (3) days written notice from the Board.
- J. **Nuisances** - No noxious or offensive activity shall be carried on in any Unit or in the Common Areas nor shall with be used in any way or for any purpose which may endanger the health of or unreasonably disturb any occupant.
- K. **Impairment of Structural Integrity of Building** - Nothing shall be done in any Unit or in, or onto the Common Areas and Facilities which would impair the structural integrity or would impair the structural integrity or would structurally change any of the buildings.
- L. **Laundry or Rubbish in Common Areas and Facilities** - No clothes, sheets, blankets, laundry of any kind or other articles shall be hung or exposed on any part of the Common Areas and Facilities or within the bounds of a Unit shall be kept free and clear of rubbish, debris and other unsightly materials.
- M. **Storage in Common Areas and Facilities** - There shall be no playing, lounging or parking of baby carriages, playpens, bicycles, wagons, toys, vehicles, benches or chair on any part of the Common Areas and Facilities not within the bounds of a Unit except in accordance with the Rules and except that patio areas may be used for their intended purpose.

- N. **Prohibited Activities** - No industry, business, trade, occupation or profession of any kind, commercial, religious, educational or otherwise, shall be conducted, maintained or permitted on any part of the Condominium Property.
- O. **Alteration of Common Areas and Facilities** - Nothing shall be altered, constructed in, removed from or added to the Common Areas and Facilities, except as hereinafter provided, without the prior written consent of the Association, or shall anything be done which would or might jeopardize or impair the safety or soundness of the Common Areas and Facilities.
- P. **Plants in Common Areas** - To maintain the continuity of the landscaping plan, unit owners must complete an exterior improvement form, prior to any planting or additions to the common area. No bird feeders permitted in common areas.
- Q. **Signs** - No sign of any kind shall be displayed to the public view on the condominium property or common areas except: (a) signs approved by the Board; (b) on the interior side of the window of a unit, one professionally prepared sign advertising the unit for sale or rent. **Note: Rental property only under Amendment B - Bylaws.**
- R. **Door and Window Replacements** - Must fill out exterior improvement form. Replacement doors and windows must conform as closely as possible to the originally installed items.
- S. **Water Meter** - Edge Utilities will read meters on a monthly basis for each unit. Each unit will be responsible for sending payments directly to Edge Utilities.
- T. **Violation Policy** - Upon notification of a violation complaint an initial letter will be sent to the owner to bring the property back into compliance, within 30 days. If the violation continues thereafter a final letter will be sent to bring the violation into compliance within 10 days. If no attempt is made to bring the violation into compliance after final notice, a fine letter will be sent to the attorney's office and a fine of \$100 will then be imposed on the owner's association account.

#### **OTHER INFORMATION**

- **Paint Colors - Exterior** - Sherwin Williams Reed Rd. (On file at store, listed under Village Greene Condominium) –  
**Front Door** - Home Depot “Behr” brand or Sherwin Williams 0047 Studio Blue Green or Sherwin Williams 2802 Rookwood Red
- **Voting Precinct: 59-A at Lutheran Church on Francisco Drive**
- **Garbage Collection Day Color: PINK**

## CHECKLIST OF MAINTENANCE RESPONSIBILITIES

<b>Description</b>	<b>Owner Responsibility</b>	<b>Association Responsibility</b>
<b>Chimney: Interior Fireplace &amp; Flue Cleaning</b>	<b>X</b>	
<b>Chimney: Interior Fireplace &amp; Flue Cleaning</b>		<b>X</b>
<b>Doors, Windows, Screens, Frames &amp; Hardware</b>	<b>X</b>	
<b>Exterior: Building Maintenance &amp; Painting</b>		<b>X</b>
<b>Fences: Patio Fence, Gate &amp; Interior Painting- (except top boards)</b>	<b>X</b>	
<b>Building Foundation Walls &amp; Footing Drains</b>		<b>X</b>
<b>Carports: Structural Maintenance, Siding Trim &amp; Paint (exterior &amp; interior)</b>		<b>X</b>
<b>Heating &amp; Air Conditioning System</b>	<b>X</b>	
<b>Interior damage caused by exterior problems excluding paint and finishes</b>		<b>X</b>
<b>Common Area Landscaping: Lawns, Shrubbery and Trees</b>		<b>X</b>
<b>Patio Concrete &amp; Landscaping</b>	<b>X</b>	
<b>Lights: All Exterior Fixtures (Owner Replaces their Entrance Bulbs)</b>		<b>X</b>
<b>Painting: Exterior</b>		<b>X</b>
<b>Unit: Interior Floors, Ceiling, Walls, Windows, Doors, Fixtures &amp; Appliances</b>	<b>X</b>	
<b>Personal Pipes: Gas, Water &amp; Sewer - serving one unit</b>	<b>X</b>	
<b>Pipes: Serving more than one unit</b>		<b>X</b>
<b>Road &amp; Parking Driveway</b>		<b>X</b>
<b>Sidewalks Roofs: Shingle, Flashing, Gutters &amp; Downspouts Flashing, Gutters &amp; Downspouts</b>		<b>X</b>
<b>Snow &amp; Ice Removal: Roads, Driveways &amp; Walks</b>		<b>X</b>

<b>Sump Pump</b>		<b>X</b>
<b>Exterior Walls: Exterior Structural Maintenance</b>		<b>X</b>
<b>Windows: Frames, Glass, Screens &amp; Storms (Except exterior paint)</b>	<b>X</b>	
<b>Wiring: Electrical, Telephone, Cable (serving one unit)</b>	<b>X</b>	



