

## Branford Village Condominium Association

4738 Merrifield Place  
Upper Arlington, Ohio 43220  
614.459.1194  
branfordvillage@gmail.com

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We would like to take this opportunity to welcome you to Branford Village. If you have any questions regarding maintenance, accounting, or any specific issues pertaining to your unit, please contact us at 614.459.1194.

The condominium dues are \$195.00 per month. Fees are due on the first day of the month and are posted late after the tenth of the month. The late fee is \$25.00. Dues can be sent to the following address:

BVCA  
4738 Merrifield Place  
Columbus, Oh. 43220

We have enclosed a copy of the resident update information sheet. Please complete the information sheet and return it to Branford Village with your next month's dues.

Thank you  
Scott Ramsey.  
Manager

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Unit Address \_\_\_\_\_

Owner \_\_\_\_\_

Owner Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Owner Phone \_\_\_\_\_

Tenants Name \_\_\_\_\_

Tenant Phone \_\_\_\_\_

In case of emergency contact. This person has a key to access the unit.

Name \_\_\_\_\_

Phone \_\_\_\_\_

**Trash Policy**  
**Branford Village Unit Owners Association**  
**10.01.2010**

Dumpster use is for residents of Branford Village only. Refuse brought in from outside sources is strictly prohibited.

All household garbage must be placed neatly within and not around dumpsters specifically provided within the common areas for that purpose.

All residents should familiarize themselves with the rules and regulations specifically pertaining to garbage, trash disposal, and recyclable materials (glass, cans, plastics, newspapers, etc.).

Hazardous Materials such as batteries, tires, paint, flammable liquids, and biohazard materials must be disposed of in a proper manner, and are NOT allowed in the dumpsters.

Arrangement must be made with the trash contractor or management for pickup of bulk items including furniture and appliances. Mattresses, carpet, and carpet padding may NOT be left at dumpsters. Water heaters, furnaces or appliances may NOT be left at dumpsters.

No dumping of construction debris is permitted.

All personal property must be kept within the boundaries of the unit owner's *limited common area*. The association, management, nor it's agents are not responsible for any loss, destruction, theft, or damage to such property.

Failure to comply with trash policy regulations will result in fines and fees assessed to the owner's account.

In addition to the fines and fees that are assessed for violation of rules and bylaws, all expenses incurred by the Association as a result of violation of this rule will be assessed to the respective owner and become a chargeable lien upon that property if not paid.

Fine Schedule:	First violation	\$50.00
	Second violation	\$100.00
	Third violation	\$250.00

**Branford Village Unit Owners Association  
Occupancy Rules And Regulations**

**Procedure for Unit Leasing  
Occupancy Rules and Regulations**

**As stated by the Condominium Bylaws, and according to the rules adopted by the Board of Trustees on April 29, 2010, the complete leasing procedure is as follows:**

1. Board must be given not less than thirty (30) days prior notice of the proposed lease.
2. Board must be given the name and address of the proposed renter (s).
3. A copy of the proposed lease, including monthly rental rates and the term of the agreement must be given to the Board.
4. Lease must contain a provision that renters(s) agree to abide by the Rules and Regulations of the Association, and that the renter has received a copy of these regulations.
  - A. A credit check must be run, including all current and past rental history, as well as employment records of the proposed renter(s).
  - B. A copy of these verifications must be supplied to the Board.
5. Proof of proper liability coverage and renters insurance must be given to the Board.
6. A completed copy of the lease, credit report, and proof of insurance must be given to the Board within seven (7) business days of the occupancy of the unit.
7. The number of occupants allowed per condominium will be based upon the City, State, and Federal (HUD) regulations. Current guidelines for the units within Branford Village are as follows: The two bedroom units at Branford Village may be occupied by no more than four (4) persons.
8. Fines for failure to comply with Occupancy Rules and Regulations are \$10.00 per day.

**Pet Policy**  
**Branford Village Unit Owners Association**  
**10.01.2010**

Pet – a domesticated animal of a species that is commonly kept as a household pet in the community. A cat, dog, or canary is an example of a domesticated animal that is commonly kept as a household pet. A monkey, pig, or donkey is an example of an animal that is not commonly kept as a household pet in the community.

Only domesticated, common household pets will be allowed. Pets of vicious or aggressive disposition deemed by management to be potentially harmful to the health and safety of others are prohibited.

Livestock, poisonous reptiles, birds of prey, insects, and arachnids are strictly prohibited

The owner/tenant shall keep his/her pet inside the apartment at all times except for transportation on and off BVCA property and daily walks for dogs.

When outside the apartment, dogs must be controlled on a leash. Other pets shall be in suitable portable cages when outside the apartment. No animal shall be tied or chained outside the apartment.

The owner/tenant shall be responsible for disposing of pet remains in accordance with Federal, State, and Local laws, rules and regulations.

The owner/tenant shall be responsible to clean up after their pet anywhere on BVCA property including carrying a “pooper scooper” and disposable plastic bag any time the pet is outside the apartment. Pet waste shall be bagged and disposed of in appropriate trash receptacles. Pet waste or pet litter shall not be deposited in the toilet.

The owner/tenant shall be responsible for insuring that the rights of other tenants to peace and quiet enjoyment, health, and/or safety are not infringed upon or diminished by his/her pet’s noise, odors, wastes, or other nuisance.

Failure to comply with pet policy regulations will result in fines and fees assessed to the owner’s account in accordance with applicable law. All fines shall be payable within 15 days upon imposition and may become a lien upon the Owner’s unit as permitted within the documents of the condominium. In addition to the fines and fees that are assessed for violation of rules and bylaws, all expenses incurred by the Association as a result of violation of this rule will be assessed to the respective owner and become a chargeable lien upon that property if not paid.

Fine Schedule:	First violation	\$100.00
	Second violation	\$200.00
	Third violation	\$350.00

**Parking Policy**  
**Branford Village Unit Owners Association**  
**10.01.2010**

Certain carport spaces are reserved spaces that are considered Limited Common Area. Reserved spaces shall be assigned to a specific unit set forth in the deeds and restrictions of such unit, and are for sole purpose of that unit.

All Parking spaces outside of Limited Common Area are first come first serve basis.

Only approved motor vehicles are allowed. Vehicles such as but not limited to: commercial vehicles, RV's, boats, trailers, or campers are not allowed without express written approval from the Board of Managers.

Guests are to park in assigned visitor parking on the east side of the property located near the pool house.

All vehicles must display a valid vehicle registration and be kept in operational manner. Vehicles that leak fluids must be repaired immediately. Damage to common areas due to poor vehicle condition will be assessed to the vehicle owner and vehicle may be subject to impound.

Vehicles must not occupy more than one posted space.

Vehicles must not enter pedestrian or landscape areas at any time.

No motor vehicle shall be parked in such a manner to obstruct the movement and safe operation upon the parking and road surfaces.

Derelict, abandoned, and/or improperly parked vehicles will be towed.

Vehicles parking in fire or plow lanes are subject to immediate towing.

Owners shall be responsible for the conduct of their guests, tenants, contractors, and visitors.

No parallel parking is permitted during snowfall. During and after snow accumulation all parking is restricted from parallel spaces. Parallel parking may resume upon notice from the management.

Failure to comply with parking policy regulations will result in fines and fees assessed to the owner's account in accordance with applicable law. All fines shall be payable within 15 days upon imposition and may become a lien upon the Owner's unit as permitted within the documents of the condominium. In addition to the fines and fees that are assessed for violation of rules and bylaws, all expenses incurred by the Association as a result of violation of this rule will be assessed to the respective owner and become a chargeable lien upon that property if not paid.

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