



GreenBelt 2
Association

**IMPORTANT
INFORMATION
FOR
PROPERTY
OWNERS**



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www.GB2HOA.org



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Frequently Asked Questions

What is the GreenBelt 2 Association?

Incorporated in 1980, GB2 is a homeowner association composed of Grandwoods Circle property owners whose primary purposes are to manage the shared common areas and enforce reasonable rules for their uses. Governed by a three-member board of directors, GB2 is also charged with the enforcement of deed restrictions imposed upon all property lots for the benefit of all property owners in maintaining proper community standards.

Are there any governing documents for GB2?

Yes. GB2's three contractually binding documents for property owners on Grandwoods Circle include the *Articles of Incorporation*, the *Code of Regulations*, and the *Declaration of Covenants, Easements, Restrictions, and Assessment Lien*. The *Declaration of CERAL*, known commonly as the "deed restrictions," is the document that affects homeowners the most, particularly Sections 2, 5, 6, and 10.

What are association assessments used for and how much are they?

GB2's assessments, invoiced quarterly, are used for maintenance of the common areas (and for some shared private property) that surround Grandwoods Circle and the building units. The assessments also cover necessary legal and operations expenses to conduct association business. The current annual assessments are \$200 (\$50 quarterly).

How much of the driveway pavement am I personally responsible for?

You are personally responsible for all the driveway area that extends from your front sidewalk down to the street curb and between your two side property boundaries. This requires the regular repairing of any cracks or holes that may appear, in addition to the removal of weeds, grasses, leaves and other debris from the driveway surface. Because your pavement is shared with that of your adjacent neighbors, it is imperative that you protect and maintain the integrity of your pavement.

How many vehicles am I allowed to own or park on Grandwoods Circle?

There is no limit to the number of vehicles you may own. Additional parking is available in the center common areas for your vehicles and those of your guests. All vehicles parked on private and/or common property must be owned or leased by property owners or their tenants, have valid license and registration, and be properly maintained and in operable condition. Storage is not allowed, and recreational vehicles, boats, trailers, and commercial vehicles are prohibited.

Can property owners install satellite dishes?

Yes. Satellite dishes and other communication devices are permitted as long as they don't exceed 24 inches in height or diameter. They must be concealed from public view whenever possible and be located within the backyard but not on the building structure itself.

Do I need GB2 approval before making exterior changes to my house, such as changing the color or building a fence, shed, or deck?

Yes. There is a simple approval form, which is included in this document, that you must complete and submit to the GB2 Board of Directors prior to making any exterior changes to your property. If you follow the structural and color guidelines outlined in the *Declaration of CERAL*, there shouldn't be any problem in securing approval for your proposed changes. Association approval is not necessary for routine maintenance and repairs that don't alter the exterior appearance of your property.

What You Need To Know About Property Compliance: Simple Basics

The GreenBelt 2 Association annually reviews all properties on Grandwoods Circle to determine their compliance with GB2's *Declaration of Covenants, Easements, Restrictions, and Assessment Lien (CERAL)*. Usually conducted in the spring, this self-governing process was initiated to assure that all properties are properly maintained on a regular basis. Individual property owners are also welcome to participate in the compliance review process by reporting properties to the GB2 Board of Directors that they believe are out of compliance, according to the rules of governance. All input is treated confidentially.

Those property owners who are given notice to comply with specific provisions of the *Declaration of CERAL* will have an ample period of time to complete (or have in progress) any necessary repairs or maintenance, generally 15 to 30 days, with the exception of issues concerning vehicles, which must be addressed promptly. Please note the brief summary below of the *major* issues covered by the compliance reviews. For the complete list and full description of all compliance provisions, refer to Sections 2, 5, and 6 in your copy of the *Declaration of CERAL*.

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■ **Rubbish, Trash, and Weeds:** All lots, including (and especially) the backyards, need to be free of trash, yard debris, weeds, and other items that detract from the appearance of the building unit.

■ **Fences:** Backyard fences must be intact and cannot exceed a height of 6 feet and must be made of wood or composite material with a color close to that of natural wood or a neutral tone (tan, light gray, white, etc.). No metal fences of any kind (chain link, chicken wire, barbed wire, pet pens, garden containment, etc.) are permitted.

■ **Sheds:** All shed structures, which must be located in the backyard, cannot be larger than 8 feet x 12 feet and no higher than 9 feet at any one point and can be made of wood, metal or any acceptable composite material. Their color must be close to a natural or neutral tone or that of the home's exterior metal siding or deck.

■ **Patios and Decks:** All patios and decks must be properly maintained and structurally sound. Patios can be made from just about any material, including brick, wood, stone, concrete, etc. Decks must be made of wood and be a natural wood or neutral color but not necessarily that of the privacy fence.

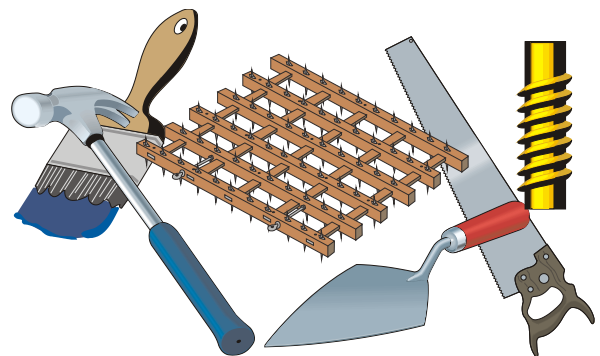
■ **Vehicles:** All vehicles parked on private and/or common property must be owned or leased by property owners or their tenants, have valid license and registration, and be properly maintained and in operable condition. Storage is not allowed, and recreational vehicles, boats, trailers, and commercial vehicles (more than 1-1/2 tons gross vehicle weight) are not permitted.

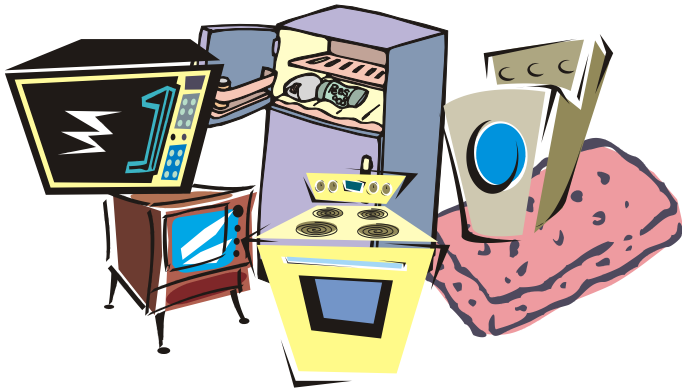
■ **Private Parking Areas:** All private parking areas must be repaired regularly or when necessary and resealed every two years. Also, all pavement areas are to be kept free of weeds and grasses, especially by the sidewalk and street curb joints. Striping or address signage of any kind is not permitted.

■ **Satellite Dishes:** Communication devices of any type can be no larger than 24 inches in height or diameter, must be concealed from public view whenever possible, and be located within the backyard but not on the building structure itself.

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Please remember that any proposed additions, changes, or alterations to the exterior of your property are subject to prior approval of the GB2 Board of Directors. As a general guideline, approval depends upon the harmony of external design and location in relation to surrounding structures and topography.





Disposing of Your Trash, Yard Waste, And Bulk Items

Along with keeping your grass cut and trimmed and maintaining the pavement surface of your private parking area, the proper disposal of trash, yard waste or recyclables, and bulk items is a primary responsibility of all property owners on Grandwoods Circle. The following is a set of guidelines for homeowners (and tenants) regarding trash/waste disposal matters:

- Residences on Grandwoods Circle are to have their green trash receptacles removed from the street within 48 hours of trash collection and to make sure there is no “residual trash” lying around their containers or on the street. The bottom line for general trash collection by the City of Columbus (COC) is that ***nothing will be picked up that is not placed within the green receptacle. Anything in addition to the green container will be ignored.*** Blue recycling cans are picked up by the private contractor Rumpke.

- Recyclables are not to be placed by the curbside for longer than one week. This includes all recyclable yard waste in bags or marked containers, bundled yard waste, or items placed in the recycling cans.

- Bulk items for special pickup are not to be placed by the curbside for longer than two weeks. In most cases, the city service or contractor will pick up these items within five to to 10 days after you’ve called to schedule the pickup, but occasionally there are delays.

If you cannot meet the above timetables due to something beyond your immediate control, please contact one of the GB2 directors. Residences that fail to comply will be penalized AND charged for any services to properly dispose of trash, yard waste, or recyclables.

The following information has been prepared to help you in preparing for yard waste and bulk item pickup:

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- Grass clippings, leaves, and other yard waste should be placed in biodegradable paper yard waste bags. You can also use a trash can labeled as “yard waste.” Branches and twigs should be bundled with twine or string and should not exceed 4 feet in length or 2 feet in diameter.

Should COC suspend its yard waste collection program, there are two nearby drop-off sites (free of charge): Kurtz Bros., 6279 Houchard Road (9.3 miles; just west of Dublin off the Rt. 33 Plain City/Post Road exit); and Ohio Mulch, 4120 Roberts Road (7.3 miles; just west of the intersection of Old Dublin Road and Roberts Road near the railroad tracks or east one mile off the I-270 Roberts Road exit). Call for hours of operation.

The COC bulk collection process has become a little more stringent. ***Only the items you schedule online or by phone will be collected. Any additional items placed at the collection site will not be picked up.***

- **General Appliances, Water Heaters, Furniture, Carpet, Mattresses, and Household Items:** Call COC at 645-3111 or go online to www.columbus.gov at least 10 days prior to the regular trash collection date to schedule a bulk pickup. Glass must be removed from bulk items, placed in a box, taped, and marked “glass.” Plastic or metal trash cans placed with a bulk pickup will be discarded.

- **No Refrigerated Appliances:** Because regular city services will not dispose of these items, you must contact an appliance salvaging company. There is generally a minimal charge for these disposal services.

- **Other Items Disclaimed for Pickup:** household hazardous waste materials (paint, thinners, pesticides, and cleansers); auto parts (tires, batteries, and motor oil); building and excavating materials (wood, drywall, concrete, bricks, doors, windows, fencing, decking, sinks, toilets, bathtubs, etc.); furnace equipment; pianos or pool tables; and anything cast iron. For information on how to dispose of these disclaimed items, call 645-3111 or search online for waste disposal services.

Yard waste and bulk items should be placed directly in front of residences at the curbside or in the small common areas between building units, within easy viewing for Rumpke collection. ***No yard waste or bulk items are to be placed in the center common area. If possible, please avoid placing items on the grass, using the street or driveway pavements instead.***

Beautifying the Common Areas Beyond Your Property Line

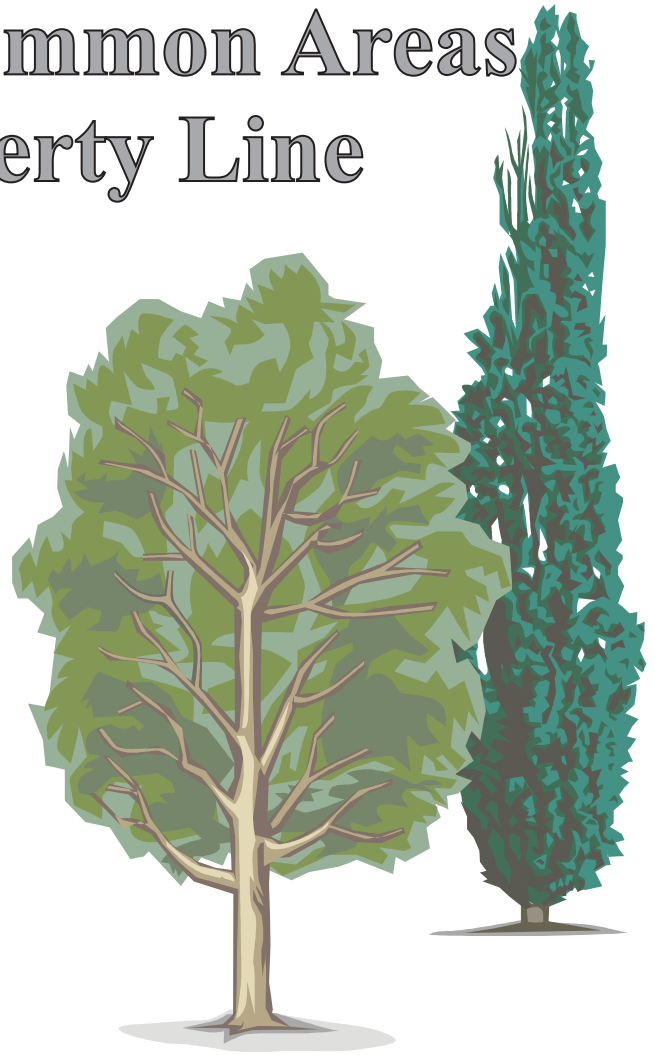
As outlined in the GreenBelt 2 Association's *Articles of Incorporation*, one of the purposes of GB2 is to "establish and enforce reasonable rules and regulations for the use" of the common areas. Part of that responsibility calls for the maintenance and management of "any and all facilities and improvements (including personal property) presently or in the future constructed or located thereon; all for the benefit of the owners"

Over the years, some property owners have extended landscaping beyond their own property lines into the common areas, mostly between building units. In most cases, the landscaping has added to the overall aesthetics and "curb appeal" of the common areas and Grandwoods Circle, thereby benefiting all property owners.

GB2, which would like to see this practice of joint beautification continue, has established some written guidelines for property owners to follow. In general, all proposed beautification projects must be submitted in writing and require approval by the GB2 Board of Directors *before* beginning the project. Beautification projects that are currently in effect as of January 1, 2023, and meet the guidelines outlined below will be "grandfathered" by GB2 under this agreement.

Guidelines for Cooperation

- The common area beautification agreement between GB2 and any property owner addresses *only landscaping* (no vegetable gardening) that aesthetically enhances the common area and *excludes* all permanent structures such as fences, sheds, decks, etc., and any landscaping that may resemble a permanent structure defining a property boundary.
- A beautification project can only extend into the adjacent common area of the participating property owner, and not that of an adjacent property owner, unless both are joint participants on the project.
- The maintenance and all associated expenses of a beautification project are the sole responsibility of the participating property owner.
- The City of Columbus and all public and private utilities have right-of-way access to common area property



should it be necessary to perform construction and/or repair services. If requested to remove and/or modify a beautification project in order to perform necessary services, GB2 and the participating property owner will comply.

- The common area property directly affected by the beautification project remains under the ownership of GB2 and is not to be misrepresented or misconstrued by the participating property owner to prospective buyers, realtors, title companies, appraisers, etc., as part of his/her property boundaries.



Overview of How Penalties Are Assessed for Noncompliance

Introduction

Although the payment of general assessments is considered a matter of compliance itself, this document more specifically addresses the “assessment of penalties and late fees” as it relates to matters of compliance for property owners on Grandwoods Circle. This means adhering to the provisions stated in the three governing documents of the GreenBelt 2 Association of which you are a member: the *Articles of Incorporation*, the *Code of Regulations*, and the *Declaration of Covenants, Easements, Restrictions, and Assessment Lien*.

The *Declaration of CERAL*, known commonly as the “deed restrictions,” serves as the cornerstone for the majority of compliance issues. However, as a property owner, the other two documents noted above are equally important and legally binding. If you don’t have a current set of them, visit GB2’s Web site, www.gb3hoa.org, or contact the association secretary.

General Provisions

- Property owners who receive a notice of compliance should cooperate fully with the association and its directors and officers. Please treat these individuals with courtesy. They volunteer their time, uncompensated, to help assure that property standards on Grandwoods Circle are maintained.
- Property owners in violation or noncompliance with GB2’s governing documents are not assessed any penalties or late fees until after one or more compliance notices are issued. Generally, these notices allow ample time (30 to 60 days depending upon the weather or other repair or maintenance factors) to resolve any issues.
- The penalty schedule that GB2 applies to matters of noncompliance is based on a percentage (minimum 10%) of the annual general assessment figure in accordance with Section 11.a. (“General Provisions: Enforcement”) of the *Declaration of CERAL*. Penalties may be assessed once or every 30 days per infraction, depending upon the noncompliance issues in question, the past history of the property owner regarding compliance matters, cooperation by the homeowner, the number of pending violations or infractions by a homeowner, failure to comply by the deadline date, etc.

- Property owners have the right to contest the amount of any assessed or proposed penalty. The procedures for requesting a hearing before GB2’s board members are outlined in Section 11: General Provisions (Subsection B) of the *Declaration of CERAL*.

- If compliance is not met and/or penalties are not paid in full by the property owner, the directors can increase the penalties every 30 days until a homeowner meets full compliance and has remitted all monies owed to GB2. Homeowners failing to pay penalty assessments may be subject to property liens.

- If a property owner refuses to cooperate on compliance matters, GB2 and its directors can authorize “forced compliance” through the contracting of service providers to perform any and all services necessary to bring the property in question into full compliance. The property owner will be charged all expenses associated with these services, in addition to being assessed full penalties.

GB2 Governance Needs YOU!

The GreenBelt 2 Association always welcomes volunteers who would like to serve as an annual director or officer. The time commitment is minimal and no experience is necessary.

Accepted nominations are for the one-year positions of director (five elected). The offices of president, vice president, secretary, and treasurer are appointed or elected positions by the directors only, but members at large can submit their names for consideration at any time. Voting is done through a confidential ballot process even if the current directors have no opposition and are simply seeking re-election. Interested candidates should submit their name to the GB2 secretary no later than October 15. Directors and officers assume their new positions on January 1 of the following calendar year.

As a reminder about elections, each property unit has one total vote only; multiple owners (married couples), for instance, have to jointly decide on their one vote. Ballots are to be prepared and distributed prior to the GB2 Annual Meeting of Members, usually held in late November or December. All voting is officially tabulated and recorded at the annual meeting.

General Maintenance Policy

For several years, the GB2 Board of Directors has expended much administrative time and expense pursuing a small number of property owners on compliance matters regarding general maintenance. Recently, the board deemed this practice unnecessary because all property owners are contractually mandated to comply with the general maintenance provisions (Section 2: Maintenance and Repair) of GB2's *Declaration of Covenants, Easements, Restrictions, and Assessment Lien*, regardless of notices or reminders.

To assist property owners in complying with general maintenance responsibilities on Grandwoods Circle, a brief list of guidelines has been compiled:

- During spring, summer, and fall, grass height/length in all front and back yards should not exceed 4 inches (preferably 3 inches or less).
- Excessive weeds, leaves, and debris should be removed from all front and back yards and disposed of properly. Additionally, weeds/grasses, leaves, and

debris in all private parking areas should be removed regularly along the sidewalks and the street curb and disposed of properly.

- All yard waste must be prepared properly (leaf bags, tied bundles, or yard waste receptacles) for disposal and placed directly in front of residences or in the small common areas between building units. No yard waste is to be placed in the center common area.
- All trash/recycling receptacles should be removed from Grandwoods Circle within 48 hours following collection and placed in the rear of properties (or along the sides of properties that are end/corner units of buildings).

Of course, there are some noncompliance allowances made during unusual, excessive, or abnormal weather conditions (heavy snowfall, consecutive daily rainfall, high wind storms, etc.), but don't assume anything regarding the easing of restrictions or whether your property is considered compliant.

GB2's Assessment Payment and Delinquency Policies

The payment of assessments is an integral part of operations for all homeowner associations, especially the smaller ones such as GreenBelt 2 Association. Per its governing documents, GB2 has the authority to charge quarterly assessments, special assessments, and other fees as necessary. Here's a quick overview of GB2's assessment payment and/or delinquency policies:

- Assessments are \$50 quarterly, due on the first day of the specified month for payment. Payment by check or cash is acceptable.
- Assessments not received within 30 days of the due date are considered late and may be subject to a 10% annual interest charge. Property owners will be charged a minimum \$30 fee for any returned checks from financial institutions due to insufficient funds.
- The GB2 Board of Directors may issue a late notice to a property owner for any assessment not paid within 30 days. The board also has the authority to charge administrative costs to a property owner for the handling and processing of the delinquent account.
- GB2's attorney may send a demand letter to any property owner who has not paid assessments for three quarters or more. The attorney shall also prepare and file a lien against any property owner who is equal to or

more than four quarters' worth of assessments in arrears. A lien release will be filed upon full payment of any past due balance owed, including the cost of both the original lien and the lien release.

At the discretion of the board, GB2's attorney may file complaints for collection of delinquent amounts in Franklin County Municipal Court. There is no limit on the delinquent amount as to when this action can be filed. All costs related to collection of unpaid assessments and amounts owed, including legal fees and court costs, will be charged to the delinquent property owner's account.

In the event of more serious assessment delinquency, GB2's attorney shall prepare and file foreclosure against any property owner whose delinquent account exceeds \$2,000. The complaint shall not be dismissed until payment of all amounts past due are paid in full, including all legal fees and court costs. Once the board has authorized the filing of a foreclosure, GB2 reserves the right to refuse any partial payment that is submitted on a delinquent account.

Finally, GB2's collection and delinquency policies shall remain in full force until such time, if necessary, the board deems it appropriate to change their policies.

