

## HELPFUL HINTS

Listed below is a helpful list of information that is intended to help introduce you to condominium living in 'The Groves'. It is not intended to be an all-inclusive list of everything that might come up; however, it hopefully will provide you with some guidance and direction about many things that do come up, as follows:

### ASSOCIATION BUSINESS

- **MEETINGS OF THE BOARD OF DIRECTORS-** usually held at 6:00 p.m. on the first Wednesday of the advertised month at the Clubhouse (must meet at least once per quarter)
  - Board meetings can be held with or without notice; however regularly scheduled meetings usually are communicated via email and published in the monthly 'Wetherington' calendar found via email and/or in the 'Information Box'
    - All Unit Owners are strongly encouraged to attend. It is the best place to get first hand information about the Association, to have an opportunity to influence decisions and to meet your neighbors
  - The Board periodically has to hold 'Special Meetings' to conduct business that arises between regularly scheduled meetings. The 'Special Meetings' of the Board are usually not advertised
- **ANNUAL MEETING OF UNIT OWNERS-**are held in the third quarter of the calendar year usually on the first Wednesday in September at 6:00 p.m.
- **DECLARATIONS, BY-LAWS & AMENDMENTS-**have been and are given out to each Unit Owner. The hard copy documents are property of the Association. The Unit Owners are required to keep the documents. Upon sale of a property the documents must be kept at the Unit for the use of the new owner.
  - It is understood that some Unit Owners have misplaced, lost or disposed of some of the documents over time. If a Unit Owner, current or future wants hard copies of the documents it is the Unit Owner's responsibility to procure,

- at the Unit Owner's own expense, new copies of the documents at the Wayne County (Ohio) Recorders Office
- In lieu of having hard copies, or in addition to, all the required documents can be found on the website

## COMMUNICATION

- **USPS MAIL**-Usually is delivered between 11:00 a.m. and 1:00 p.m. however, if it is a busy mail season or there is a substitute driver, the delivery sometimes is later
  - Every Unit has its own mailbox with a separate key
  - There are two distinct locations for mailboxes in the Association
    - A set of mailboxes are located on the right side of the first drive as you enter into the Association
    - A set of mailboxes are located on the right side of the interior drive running south-north in the Association
    - The Association has a record of specific mailbox numbers, if needed
  - The mailboxes have a place for larger packages. If you get a larger package the carrier will leave the key for the larger mailbox in your Unit's mailbox. Once you open the larger mailbox for packages, that key will stay in the lock. The postal carrier will remove the key at the next postal delivery
  - If a package is too large, the postal carrier will leave the delivery on the front stoop of your Unit
  - If you have special needs i.e. you're not ambulatory then you can make special arrangements with the USPS to deliver mail to your Unit
- **INFORMATION BOXES**-located by the USPS mailboxes. Look inside for important information such as the monthly 'Clubhouse Calendar'
- **ASSOCIATION MAILBOX**-located outside the front door of the Association's Treasurer. This mailbox is primarily used for dropping off Association monthly assessments. This mailbox is to be used only for internal Association business.
- **ASSOCIATION NEWS**-most news/announcements are going to be through the Association's website. There may be some

news/announcements via 'global' emails. The Clubhouse Calendar and other "All-Villages" information is distributed in the 'Information Box' located by the condo mailboxes. And, sometimes announcements are posted on the sides of the condo mailboxes.

- **EMERGENCY CONTACT**-you may want to share emergency contact information with some of your Groves neighbors with whom you feel comfortable
- **TELEPHONE/EMAIL CONTACT**-you need to give the Treasurer your contact information for Association business records

## BUILDINGS

- **EXTERIOR LIGHTING**-bulb replacements for patios & garages are Unit Owners responsibility
- **SECURITY LIGHTS**-are the responsibility of the Association. Please let the Board President (or her/his designee) know when a light has gone out. Keep in mind that the Association usually replaces lights 3-5 at a time i.e. it's not cost effective to replace a single light at a time.
- **PEST CONTROL**-Interior & the exterior bed area on your unit is the responsibility of the Unit Owner
- **WINDOW COVERINGS**-Limited to reasonable interior curtains/draperies, blinds, stained glass & art (Per Declarations)

## GROUNDS

- **TRASH/RECYCLING**-not to be put out before 4:00 p.m. on the day before pickup. Your trash & recycling bins must have your unit number marked on them! Both bins must be removed from the pick-up area the same day as the pick-up.
  - **LOCATION OF THE BINS**-Please set your bin(s) on the inside area of the main street loop. This helps the waste management truck drivers do their jobs. It also meets the requirement that the City of Wooster has communicated to where the bin(s) should be located.
  - **'SHARE-A-BIN'**-Some unit owners find it difficult to take their trash and/or recycling bin(s) to the required pick-up location. Since the bin(s) are very large, there's usually

'room' to spare for another bag or two of trash or some recyclables. If you don't mind helping out your neighbors & want to volunteer your bin(s), just put a large "S" on the lid of your bin(s). The "S" stands for 'SHARED'. Your neighbor can then just make use of your container without having to try to handle the large bin(s).

- **LAWN CARE**-is a contracted service. The Association through the Chair of the Grounds Committee (or in the absence of the Chair, the President) works with the contractor to determine the lawn maintenance schedule. While it is recognized that individuals like the lawn mowed in a certain way and sometimes on a certain day, in an Association it lawn care doesn't work that way. The contractor with input from the representative of the Association has sole discretion as to how & when the lawn is mowed. Individual Unit Owners should not be extending specific requests to the contractor or her/his employees. If a Unit Owner has a specific issue the Unit Owner should be contacting the Chair of the Grounds Committee or her/his designee
  - Chemical applications are periodically used for the control of weeds and the fertilizing of the lawn
- **CONTRACTED LANDSCAPING**-is a contracted service for the general maintenance of the grounds.
  - Periodically, the Association, through its Grounds Committee, will work with the contractor to replace plantings
  - In late fall or early winter the contractor will trim shrubs and clean up leaves. The timing of this service is up to the contractor.
  - The Association usually has new mulch put down each year in the planting beds
    - Note-if a Unit Owner wants to use some additional mulch the Unit Owner should try to get a brown, double ground hardwood mulch. (FYI: The Association currently uses a #8 brown, double ground hardwood mulch from Woodland Mulch in Wooster.)
- **INDIVIDUAL LANDSCAPING**-a Unit Owner can do some landscaping in the planting beds immediately surrounding their own unit.

- Unit Owners are encouraged to plant flowers or other plantings (annuals and/or perennials) as long as the planting beds are well maintained by the Unit Owner
- Unit Owners can change out shrubs, at their own expense, as long as there is a well-balanced planting scheme.
- Unit Owners are required, per Declarations, to water plantings in the immediate area of their Unit. If a planting dies due to lack of water, the Unit Owner is responsible to pay for the replacement of any dead plantings

## DRIVES/DRIVEWAYS/WALKS

- **PARKING**-is limited. Unit Owners are to use their garage and driveway for parking. No vehicles on blocks, or otherwise not operational, or campers are permitted to be parked in the driveways.
  - The turnarounds at the end of the lanes are not intended as parking spots. No overnight parking in the turnarounds is permitted.
  - Since parking is limited, immediate neighbors in the area of the turnaround will at times work out an informal arrangement with each other to permit short-term guest parking. When this is the case & immediate neighbors do not have a complaint, then it is unlikely that there will be immediate enforcement of the no parking rule. However, the Association does not assume any risk to vehicles parked in this no parking zone.
- **SNOW REMOVAL**-snow & ice are a fact of life in Ohio! When temperatures & snow start falling, everyone must proceed with a little more cautious as dangerous conditions may lurk anywhere & everywhere. The Association cannot guarantee or promise protection against such hazards. Your care and attention to the conditions that exist is therefore necessary to help ensure your safety while on the property!
  - Plowing and/or salting usually occurs when snow reaches or exceeds 2" or when icing is a problem
  - Priority for snow removal is as follows:
    - FIRST: Main drives
    - SECOND: Unit driveways on an incline

- **THIRD:** Unit driveways that are flat
  - Flatter Unit driveways may not be done when the amount of snow is not excessive
  - May not be done if the weather forecast is calling for melting temperatures in the next hours or days
- **FOURTH:** Walkways
  - May not be done when the amount of snow is not excessive
  - May not be done if the weather forecast is calling for melting temperatures in the next hours or days
- The area just past the turn-around areas of the drives are usually used for putting the plowed snow; however, when the snow piles get too high, the contractor will use the turn-around areas and other common areas to pile the snow. CAUTION is urged when backing up to use these areas and when turning into and out of drives and streets.
- The contractor does use salt as a de-icing agent. Unit owners are permitted to use rock salt or other de-icing agents to supplement the contractors application keeping in mind that sometimes snow and/or icing rain will continue to fall between plowing and/or salting.

## CLUBHOUSE

- **CLUBHOUSE**-use of the Clubhouse is a benefit of living in the Association. Part of your monthly dues goes toward the Wetherington Association.
  - Entry to the Clubhouse is the magnetic strip on your driver's license.
    - If your driver's license has not been programmed for entry, please contact the Association's designated representative to get information about getting your license "keyed". The keying representative's

information can also be found at the bottom of the monthly Clubhouse Calendar

- To access the Clubhouse use the west door on the front of the building. Swipe your driver's license down on the "keyless" strip located at the right of the door. (Note: It may take several swipes to get the door to activate. If it doesn't open after a "swipe", try to "swipe" at a different speed i.e. slower or faster to see if it works.)
- You may also reserve the Clubhouse for a private party.
  - See the contact information at the bottom of the monthly calendar for info. The calendar can be found in the info box by your mailbox
- Social activities are sometimes planned for the Clubhouse.
  - Please see the monthly Clubhouse calendar for a list of activities
  - If you want to schedule an activity that is open to other Unit Owners, you may put in a 'calendar request' with the President of 'The Groves' or her/his designee
- The Clubhouse, per its Declarations, does not allow alcoholic beverages