

## Canterbury Village Condominium Association An Introduction for New Members

Welcome to Canterbury Village, a beautiful, well established, financially sound condominium community. We look forward to having you join us as new neighbors and members of the Association. We hope this document will make your transition easier, answer some of your basic questions, and help orient you to our community.

### The Community

Becoming an owner in a condominium association means that we agree to a common set of rules which are defined in the Declarations of Condominium Ownership (the docs). These rules define how responsibility and authority are apportioned between homeowners and Association. The docs, and all the clarifications provided by the Board can be found on the community website, [www.cvcondo.com](http://www.cvcondo.com)

### Our Board of Trustees

The list of the current members of the Canterbury Village Board of Trustees can be found on our website at [www.cvcondo.com](http://www.cvcondo.com). Feel free to contact any of these volunteer neighbors with questions or observations about our association.

The Association is a representative democracy governed by the Board of Trustees as elected by the general membership. Each condo unit has one vote in this process of electing a Board. The role of the Board is to manage the Association by the rules defined in the docs. In some few instances, the docs give the Board the authority to create clarifying rules. These board-generated rules may never supersede the docs. Just as the docs may never supersede Ohio state code as detailed in Ohio Revised Code section 5311 (ORC 5311).

The principal role of the Board is to maintain and improve the Association physical plant and to improve homeowner equity.

Board meetings are always open to all members. Because we do not have a common facility (clubhouse) in which to hold these meetings, the Board rotates the meeting location amongst the Board members' homes.

### Community Association Manager (CAM)

The Board has chosen to engage a professional Community Association Management firm, Planning Alternatives. The CAM provides all accounting and vendor management functions as well managing all repair requests. The CAM's role to support and manage day-to-day operations and the Board's role is one of oversight and strategic direction in accordance with the docs. Questions about fees or repairs to association property should be made to our association property manager, Deborah Ferris, at 937.432.9050 or email her at [deborahf@papropmngt.com](mailto:deborahf@papropmngt.com). Unless it is an emergency, please use email.

### Association Financials

The Board is tasked with creating an annual budget that includes both annual operating expenses but also fund the Reserves (savings) account. The annual operation budget includes such items as trash removal, landscaping and the Association Master Insurance Policy and all other budget items that occur on an annual basis. The Reserves account will fund all long-term repairs. Examples are building roofs, exterior painting and road resurfacing that occur on some interval greater than one year. Exterior painting is forecasted (budgeted) 10-year replacement cycle and roofs are on a 30-year cycle.

Our fiscal year is the same as the calendar year. Each year the Board confirms our Reserves assumptions and savings rate for the following year during the October meeting. In the Nov/Dec meet the Board sets the line item operational budget and the resultant assessment (monthly fees).

Our budget is designed so that there should never be, barring something not forecasted, a requirement for a special assessment.

### Communications

The Board believes strongly that transparency in our actions and records is critical to a fiscally sound and well maintained community. The Association website ([www.cvcondo.com](http://www.cvcondo.com)) is the primary vehicle for providing that clear communications. On the site can be found a neighborhood directory, Board meeting minutes and financial records going back to the creation of the Association. These records also include the reserve's analysis where we project expenses for over 30 years into the future as well as other useful information.

On this site you can also find presentations from past annual meetings, excellent pictures of the interiors and exteriors of some of our units, useful links to outside organizations, and helpful information such as contacts for trusted repair and service contractors. It also includes previously approved unit modifications such as adding stairs to decks, awnings, and screen doors.

Some of the material provided is considered confidential (such as the members directory) and protected by password. Any Board member or the CAM can provide access.

### Common Questions

- How much are the monthly assessments (fees)? For 2023 the fee is \$300. This number is subject to change on an annual basis through our budgeting process.
- What are my options for paying? Any way you choose. If you will be writing a monthly check, a payment coupon book will be provided. An ACH bank transfer is simpler and, once set up, automatic. Or you can schedule the automatic payment online with your financial institution. If the payment is not received by the 12<sup>th</sup> a \$50 late fee may be applied.
- Can I do some of my own landscaping? Yes. With some restrictions. If an owner wants to install annuals in the existing mulched area, no additional permissions are needed. If the owner wants to make changes to any existing shrubs or trees or perform any work beyond what the Association normally performs, specific permission from the Board is required. Once in the ground, all plantings are part of the common area and owned by the Association
- What belongs to me as an owner and what belongs to the Association? The simple (but not entirely correct) answer is that inside the unit belongs to the owner, outside (including building structure) belongs to the Association. See the docs for the actual answer. There are three categories of ownership:
  - Common—this is what we all own collectively such as all landscaping, building and drives.
  - Limit Common—this is still owned and maintained by the Association but it for the exclusive use of the owner. An example would be the deck.
  - Owner owned—this includes the interior spaces and all utilities to the point of common coupling (PCC)
- How many personal vehicles can I have on the property? The docs allow for two vehicles as standard with a third vehicle with specific permission from the Board, renewed annually. This is defined in the docs and the Board has no discretion here.
- Where can I park? Unit garage, driveway or common parking spots. However; there are not that many common parking spots so we ask that owners, as a courtesy to those with visitors, to not routinely park in these spots.
- What types of vehicles are allowed? There are no restrictions on types of personal vehicles. Commercial vehicles or recreational vehicles (motorcycles, boats, etc.) are allowed must be parked in the garage at all times.

- What insurance does the Association provide? It is called an Association Master Policy. It covers the structures that will be returned to the as-built condition. This policy is for catastrophic events and currently has a \$10,000 deductible. The condo owner's policy needs to cover all improvements and contents.
- When is trash collection? Wednesdays except for weeks with a federal holiday when pickup may be delayed until Thursday. Specific days affected can be found through a link on [www.cvcondo.com](http://www.cvcondo.com) or directly at [www.rumpke.com](http://www.rumpke.com).
- What about snow removal? The Board has generated a specific snow remediation policy that we believe meets as many disparate requirements and expectations as we can. The full policy is on the community website but basically, we will plow and salt the road and clear the drives if the snowfall is 4" or more. The Association does not clear the sidewalks.
- Common pets must be either on a leash or carrier at all times when in the common area. Pet waste (poop) must be removed immediately.