



**PINE LAKES RESIDENTIAL COMMUNITY INC.  
HANDBOOK  
2013-2015**

# **Pine Lakes Residential Community Handbook**

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# Pine Lakes Residential Community, Inc.

## Handbook

### 2013 - 2015

#### 1. INTRODUCTION

The Pine Lakes Residential Community, Inc. [The "Association"] is a diverse community of homeowners, professionals, and families located in the Northeast quadrant of Strongsville, Ohio and incorporated under the laws of the State of Ohio. This pleasant and quiet community includes Pine Lakes North and South along with Pine Lakes Crossing and Pine Lakes Reserve (a cluster home section). Included in this community of 494 homes, is the common property owned and maintained by the Association. This includes a clubhouse in Pine Lakes South that is available for rent to all association members, two tennis courts, three playgrounds, a lighted pavilion with picnic tables and outdoor grills, two ponds, a gazebo, both asphalt and gravel walking paths dispersed throughout Pine Lakes Village North, and other common grassy and wooded areas throughout the community.

Pine Lakes Residential Community, Inc. is a **covenant community**. All property owners immediately become members of Pine Lakes Residential Community, Inc. upon purchase of their home or cluster unit and are legally bound by the Declaration of Covenant and Restrictions, Pine Lakes Residential Community by Laws, Pine Lakes Residential Community Amendment to by Laws, and Pine Lakes Reserve by Laws. A Board of Directors, elected by Association members, has the power and authority of maintaining and administering the community properties and facilities and administering and enforcing the covenants and restrictions including all official association By Laws.

This handbook contains rules, regulations, and policies that govern living in the Pine Lakes Community, along with procedures residents should follow in the event of a problem. Rules and Regulations contained in this handbook are based on the legal documents mentioned above or within Strongsville, Ohio city ordinances. All Strongsville, Ohio city ordinances are fully applicable and enforceable within the Pine Lakes Residential Community, Inc.

**Compliance with these Rules and Regulations is not voluntary.** By accepting the deed to your property, you agreed to abide by the legal documents listed in the introduction of this handbook in an effort to protect the value of all members' Properties.

#### **Authority (Declaration of Covenant and Restrictions):**

WHEREAS, Developer has deemed it desirable for the efficient preservation of the values and amenities in said Community, to create an agency to which should be delegated and assigned the powers of maintaining and administering the Community properties and facilities and administering and enforcing the covenants and restrictions and collecting and disbursing the assessments and charges hereinafter created; and

WHEREAS, there has been incorporated under the laws of the State of Ohio, as a nonprofit corporation, PINE LAKES RESIDENTIAL COMMUNITY, INC., (the "Association") for the purpose of exercising the functions aforesaid; and

**Adoption of Handbook:** To be effective January 1, 2013, the Board of Directors, hereby adopts this handbook and future amendments hereto, including the rules and regulations herein, as the Rules and Regulation of the Pine Lakes Residential Community, Inc.

**Compliance:** As specified in the Declaration and enumerated above, compliance with these Rules and Regulations is not voluntary. Unless specified otherwise, the penalty for violation of these Rules and Regulations shall be the suspension of voting rights or right to use common facilities for a period of not less than thirty days or a fine of \$50.00, or both. In addition, the Association may pursue an action in equity or at law (i.e. lien on your property) for compliance with these Rules and Regulation.

## **2. GENERAL INFORMATION**

### **BOARD OF TRUSTEES:**

Seven elected TRUSTEES serve the Association on a voluntary basis. They are committed to exercise good stewardship and judgment over the funds and assets entrusted to their care. Election of trustees is held at the Annual Meeting. Trustees serve a two year or three year term, and may be reelected for subsequent terms of service by the Association. A current list of trustees can be found at the Pine Lakes Residential Community web site at:  
[www.pine-lakes.org](http://www.pine-lakes.org).

### **EMERGENCY NUMBERS:**

Police, Fire, Ambulance -----911

### **TRUSTEE CONTACT:**

Pine Lakes Residential Community Trustee telephone and Email Addresses:

See our website at [www.pine-lakes.org](http://www.pine-lakes.org) for contact information

**ANNUAL MEETING:** January of each year with the date and time to be announced in the association newsletter

### **OTHER NUMBERS:**

- Strongsville **Police – Non emergency** – (440) 580-3230  
18688 Royalton Rd., Strongsville, OH 44136
- Strongsville **Fire Department – Non emergency** – (440) 580-3213  
Station 3: 22000 Albion Rd.
- Strongsville City Hall – (440) 580-3100
- Animal Control Officer - (440) 580-3180 or E-mail:  
[animal.control@strongsville.org](mailto:animal.control@strongsville.org)
- Recreation Center – (440) 580-3260  
18100 Royalton Rd, Strongsville, OH 44136
- Technology Companies:
  - Time/Warner Cable – (877) 621-4397
  - Direct TV – (877)-753-6644
  - AT&T – (800) 288-2020
  - Comcast – (866) 206-3841
- Dish Network – (888) 261-6928
- Rubbish and Recyclable Collection by Republic Waste - 440-572-7590
- Strongsville Service Department - 440-580-3170  
(Leaf pick-up, snow removal, traffic control devices,

- storm sewers, sanitary sewers, and city parks)
- City of Cleveland Division of Water - (216) 664-3130
- 1201 Lakeside Avenue, East Cleveland, OH 44114  
The Illuminating Company – (800) 589-3101
- Columbia Gas of Ohio – (800) 344-4077
- Drivers Licenses Branch (Division of Motor Vehicles) – (440) 572-1505
- 12218 Pearl Rd, Strongsville, OH 44136  
United States Post Office [15500 Pearl Rd Strongsville, OH 44136](mailto:15500.Pearl.Rd.Strongsville.OH.44136) - 440-572-1637

### 3. **ASSESSMENTS:**

#### **Declaration of Covenants and Restrictions, Maintenance Assessment, Article V**

Section 2 – Purpose of Assessments. The assessments levied by the Association shall be used exclusively for the purpose of promoting the recreation, health, safety and welfare of the Members and in particular, for the improvement and maintenance of properties, services and facilities devoted to this purpose and related to the use and enjoyment of the Common Properties including, but not limited to, the payment of taxes and insurance thereon and repair, replacement and additions thereto, and for the cost of labor, materials, equipment, management and supervision thereof.

Each homeowner is required to pay an annual fee to fund the Pine Lakes Residential Community and maintain its properties and common ground. Referred to as “Annual Dues”, this assessment was approved by a two thirds majority of voting members present at an annual meeting of the Pine Lakes Residential Community, Inc. Any new assessments to Association Homeowners would also require the approval of two thirds of the voting members present at an annual meeting or at any special meeting held by the association where an assessment is requested by the elected Board of Trustees.

**Homeowner annual fees are due by March 1<sup>st</sup> each year.**

**FORM OF PAYMENT:** Personal check on any United States Bank or U.S. Postal Money Order

**DELINGUENCY:** Homeowners are given a grace period of thirty days to pay required annual dues (March 1 through March 31). After March 31 any unpaid dues are subject to a \$20.00 per month late fee. Failure to pay Association approved dues on a timely basis or to follow through with special payment arrangements made with the Association Treasurer will result in legal action by the Board of Trustees. The cost of any legal action required to collect dues owed to the Association will be charged to the delinquent homeowner.

4. **MAINTENANCE:** The trustees are responsible for running the association and maintaining all association properties, facilities and common ground. To accomplish this large task, each trustee is assigned a portfolio of responsibilities that he/she focuses on throughout the year.

**Trustee responsibilities include**

President – Executive Management

Vice President – Executive Management

Treasurer – All Treasurer Related Duties

Secretary – Meeting Minutes and Correspondence

Other Trustee Responsibilities:

Landscaping

Tree Maintenance

Communications, Website and Security Cameras

Maintenance and Repair of Association Properties and Equipment

Club House Rental Calendar and Scheduling

Building Permits and Maintenance of Ponds

Club House Supplies

**COMMON AREAS:**

**PROCEDURES:**

Maintenance and Repair - In the event of a need for maintenance or repair of Association properties or facilities, call or email the trustee responsible for maintenance and repair listed at our website [www.pine-lakes.org](http://www.pine-lakes.org)

Trees, Shrubs and Common Areas Landscaping – In the event of a need to report dead or damaged trees, shrubs or landscaping located in common areas, call or email the trustee responsible for trees and landscaping listed at our website [www.pine-lakes.org](http://www.pine-lakes.org)

5. **INSURANCE:** The Pine Lakes Residential Community, Inc. is required to maintain property and liability insurance at all times. Such insurance only covers the corporation and its personnel – not individual homeowners or their personal property.

**6. FACILITIES:**

**Club House** – Available for daily rental by association homeowners, Includes a kitchenette, rest rooms, TV, gas fireplace, two large picnic tables, outdoor gas grill, lighted asphalt parking lot, playground and equipment, volleyball net and parking lot basketball court. Club House inside capacity is 80 people. The Club House parking area will accommodate about 30 automobiles. Excess parking is available On -street at Wood Run Drive adjacent to the Club House entrance driveway. **[Parking is not allowed on the recreation field adjacent to the Club House parking lot.]**

Club House Telephone (Only used to take rental calls)  
440-238-2814

Club House Scheduler: Our volunteer club house scheduler will respond to your rental request on a timely basis. But if calls are not returned within 24 hours, callers may contact the Association President or Vice President via the Pine Lakes website at [www.pine-lakes.org](http://www.pine-lakes.org)

Club House Address

10949 Wood Run Dr.  
Strongsville, OH 44136

**Pavilion** - Semi-enclosed lighted structure with four large picnic tables and two outdoor grills. This structure is located adjacent to our large pond and close by to our tennis courts.

**Tennis Courts** – Two asphalt tennis courts for daytime use only. These courts are close by to our large pond and pavilion.

**Playgrounds** – Three playgrounds – one adjacent to our club house, one near our large pond, and one located off Pine Lakes Drive and Forest View Drive.

**Gazebo** - A small unlighted gazebo is located adjacent to our small pond just beyond the subdivision West entrance at Webster Road and Pine Lakes Drive.

**Ponds** – Two ponds are maintained by Pine Lakes Residential Community, Inc. The large pond is located off Lake Meadow Drive, and the small pond is located off Pine Lakes Drive.

**Walking Paths** – Pine Lakes Residential Community, Inc. is fortunate to enjoy an extensive walking path network that connects its facilities in its North Unit with wooded common ground areas. These pathways are divided into both asphalt and graveled sections.

7. **PETS** - Pets are allowed in Pine Lakes Residential Community, Inc. They are governed according to Strongsville, Ohio city ordinances .

8. **ACTIVITIES** – Coordinated group activities currently include an Easter Egg Hunt and 4<sup>th</sup> of July parade and refreshments.

9. **PINE LAKES RESIDENTIAL COMMUNITY WEBSITE:** The association website contains a vast amount of information about the community and should be accessed by each homeowner whenever information about the community is needed. The website address is [www.pine-lakes.org](http://www.pine-lakes.org)

10. **PINE LAKES RESIDENTIAL COMMUNITY MAP:** A map of the community is provided on the Pine Lakes website at [www.pine-lakes.org](http://www.pine-lakes.org)

## **11. OFFICIAL PINE LAKES RESIDENTIAL COMMUNITY DOCUMENTS**

Official Association Documents are listed in their entirety at our website at [www.pine-lakes.org](http://www.pine-lakes.org) under the heading of **By Laws & Deeds**.

Our official documents, as listed below, collectively provide the rules /regulations for the community and the authority for the Board of Trustees to manage the community.

### **Declaration of Covenants and Restrictions:**

**Pine Lakes Residential Community, Inc. By-laws:**

**Pine Lakes Residential Community, Inc. Amended By Laws**

**Pine Lakes Village by Laws**

**Reserve By-Laws & Covenants**

## **12. Key Rules to Note and Follow:**

- No dumping in the common areas. Violators are subject to fines
- No alteration of the common areas is allowed. All legal recourse will be taken to strictly enforce this rule.
- Wooded areas are to be left “Natural” and “Untouched” unless modified by the Pine Lakes Board of Trustees.
- All Pine Lakes park facilities close at dusk according to posted signs. Violators will be prosecuted for trespassing.
- Community related disputes are governed by Strongsville City Ordinances. For problems such as; barking dogs, poorly maintained yards, or improperly parked automobiles, contact the City of Strongsville.
- No fishing in the community ponds except with adult supervision
- Landscaped grassy areas within the Pine Lakes Community are not to be used as playground areas. Playground areas are provided throughout the development.
- Club House rentals include the adjacent parking area and playground. These facilities are not available for public use while the Club House is rented.
- **“When in the wooded areas”**, stay on the established walking paths as much as possible because much of the woods also includes land owned by other residents or subdivision developers. Avoid any area where **“No Trespassing”** signs are posted.