

Country Lakes at Fox Meadows

Board of Trustees

February 7, 2011

Dear Country Lakes Homeowner,

This information packet was passed out at the annual meeting in June and we did not see you folks at the meeting or you some how missed picking up the packet.

Other important information discussed at the meeting were the "no parking on hydrant side of street" and speed limit signs. "No Parking" is a Montville Township requirement for safety issues and hopefully the speed limit sign (19 ½ MPH) has some effect, next step could be speed bumps.

Attached are pages of information you, as homeowners, will find useful.

- Contact information for the Board of Trustees and Committee chair people.
- Home Owners Association fees and payment information
 - Page 2 & page 3
 - Form for automatic withdrawal page 3
- Who's responsible for what – home owner or Home Owners Association
 - Page 4 & page 5
 - Copy of "Application for Design Review / Remodeling and Landscaping" pg 6 & 7
- Condensed version of Covenants that cover responsibilities and regulations
 - A full version of the Covenants should have been supplied to you by your closing agent or a copy can be obtained from the Medina County Recorder

Any additional questions or information needed please contact any one of the Board Members listed below:

Dave McDowell	Trustee / President	330-764-4449
Bob Beres	Trustee / Vice President	330-723-7901
Tom Chew	Trustee / Treasurer	440-552-1197
Bruce Buller	Trustee / Secretary & Landscape Committee Chairman	440-221-4504
Ted Lesiak	Trustee	330-241-5405
Jack Holt	Asst. Treasurer	330-721-2440

Any questions please feel free to contact any Trustee / Board Member listed above.

Sincerely,

Board of Trustees, Country Lakes Home Owners Association.

COUNTRY LAKES HOA DUES PAYMENTS

The current monthly dues for the year 2011 are \$155.00 for each month. Dues may also be paid quarterly or annually IN ADVANCE.

We also offering a monthly ACH payment of DUES if an owner requests same

Article IX provides for liens against property for violation of covenants, including the requirement for timely payment of dues

Dues payments not received by the TENTH of any month are subject to a late charge of \$ 25.00

Under the covenants, if an owner is delinquent, a certificate of lien may be filed against the owner's property, plus interest, court costs and legal fees.

Owners that are delinquent in payments or in violation of Association Covenants are not entitled to a vote or receive any association services.

The correct mailing address for Country Lakes HOA is:

**COUNTRY LAKES AT FOX MEADOW HOA
C/O UPS STORE Box 279
3593 MEDINA ROAD
MEDINA, OHIO 44256-8182**

ON YOUR CHECK PLEASE INCLUDE THE FIRST INITIAL (H or W) INDICATING YOUR STREET FOLLOWED, BY YOUR HOUSE NUMBER: (THIS WILL BE YOUR ACCOUNT NUMBER. (**For Example, ours is W4047**)

This outline does not cover all of the provisions of our HOA covenants which should be reviewed and considered in conjunction with this summary.

Please call me, or one of the other Trustees, if you have any questions

Sincerely,

Tom Chew
Treasurer
440-522-1197

John H. Holt
Asst. Treasurer
330-721-2440

Debit Authorization Form (ACH debits)
Country Lakes at Fox Meadow Homeowners' Association, Inc.

I (we) hereby authorize COUNTRY LAKES AT FOX MEADOW HOMEOWNERS' ASSOCIATION, INC., hereafter called THE ASSOCIATION, to initiate debit entries and to initiate, if necessary, credit entries and adjustments for any debit entries in error to my (our)___ checking ___savings account (select one) indicated below and the depository named below, to credit and/or debit the same to such account.

DEPOSITORY NAME _____ BRANCH _____ -

CITY _____ STATE _____ ZIP _____

TRANSIT/ABA NO. _____ ACCOUNT No. _____

This authority is to remain in full force and effect until THE ASSOCIATION has received written notification from me (or either of us) of its termination in such time and manner as

to afford THE ASSOCIATION and DEPOSITORY a reasonable opportunity to act on it.

I/WE UNDERSTAND THAT THE ASSOCIATION MAY DISCONTINUE THE ACH METHOD OF PAYMENT IF, OR WHEN, THE BOARD OF TRUSTEES PROVIDES WRITTEN NOTICE TO US THAT THIS SERVICE WILL BE TERMINATED. SUCH NOTICE SHALL BE PROVIDED TO ASSOCIATION MEMBERS NOT LESS THAN 21 DAYS PRIOR TO THE DUE DATE OF THE NEXT PAYMENT.

Please Debit my (our) account Dues MONTHLY ___ or QUARTERLY ___ Beginning on the FIRST BUSINESS DAY of _____ 20__ and thereafter until notified in writing.

I/WE WILL BE RESONSIBLE ONLY FOR FEES ARISNG FROM LATE DUES PAYMENTS, INSUFFICIENT FUNDS, CLOSED ACCOUNTS OR INCORRECT INFORMATION PROVIDED TO THE HOME OWNERS' ASSOCIATION. OTHERWISE, THERE ARE NO CHARGES FOR USE OF THE ACH BY ASSOCIATION MEMBERS.

NAMES _____ DATE _____

SIGNED X _____ SIGNED X _____

Country Lakes Home Owners Association

Frequently Asked Questions Needed information for new home owners

Board of Trustee

President	Dave McDowell	330 764-4449
Vice President	Bob Beres	330 241-5213
Treasurer	Tom Chew	330 721-2440
Secretary	Bruce Buller	330 722-7145

Who do you go to for information/questions

Landscaping	Bruce Buller	330 722-7145
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House exterior issues / changes

Architectural committee	Paul Merkle	330-721-8277
	Maryanne McDowell	330-764-4449

HOA dues payment information and instructions

See "Dues Payment Information" page

Who is responsible for what

Landscaping

Beds / lawn care in general

Issue

Mowing
Fertilizing
Pruning of material in front beds
Mulching front bed/common ground
Mulching side/back/ other beds
Replacement of front bed planting material
(Pruning, edging, mulching of front beds covered by HOA / contact Bruce Buller
Aerating
Watering
Sprinkler systems
Back flow regulations

Responsibility

HOA / contact Bruce Buller 330-722-7145
HOA / contact Bruce Buller 330-722-7145
HOA / contact Bruce Buller 330-722-7145
HOA / contact Bruce Buller 330-722-7145
Home owner
Home owner with Board approval**
Home owner
Home owner
Home owner (section 7.28 6/2004)
Home owner (section 7.28 6/2004)

Snow plowing

streets, driveways,

HOA / Bruce Buller 330-722-7145

** for mowing, snow plowing, HOA/CONTRACTOR issues contact Bruce Buller 330-722-7142*

****Changing / replacing landscaping**

Board Approval of changes	Home owner (section 7.14 12/15/1997)
Criteria, size of plants, variety, etc	
Adding additional beds, responsibilities, size of material, etc	
Copy of "Application for Design Review / Remodeling and Landscaping" attached	

Front Front Yards

Lamp post repair / maintenance	Home owner (section 7.26 6/2004)
Driveway repair / maintenance	Home owner (section 7.29 6/2004)

House exterior

General maintenance/upkeep	Home owner (section 7.1 12/15/1997)
Changes / additions	Home owner -- must have written Board approval. SEE ATTACHED FORM needed by Fox Meadow Master Homeowner Association for review and approval prior to any construction.

FOX MEADOW MASTER ASSOC.
PO BOX 1677, MEDINA, OHIO
Foxmeadowsofmedina.com

Parking

Use of limited visitor parking	(section 7.30 6/2004)
Long term outside parking (other than in drive way)	(section 7.30 6/2004)
Parking regulations	
Over night parking	(section 7.30 6/2004)
No Parking on fire hydrant side of street	Montville ordinance

Pets

On leash / cleanup	(section 7.5 12/15/1997)
	(section 7.5 master 2/7/2007)

Gazebo

Use / fee / requirements	
Contact person	Jim Hickey 330 721-7131
Refundable Deposit fee	\$ 25.00
Reservations / clean up requirements	

Ponds and Lakes

Swimming and wading in lakes and ponds is not permitted for safety and insurance reasons.

Rubbish Pick Up

Pick up day is Wednesday	Covered by Master Association Dues
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COUNTRY LAKES HOMEOWNERS ASSOCIATION

APPLICATION FOR DESIGN REVIEW REMODELING & LANDSCAPING

Date Application Submitted: _____ Submitted By: _____

Tel. Number: _____ Address: _____

Submit all redesign documents to: Country Lakes Design Review Committee. To expedite the process, you can hand deliver all documents to Paul Merkle, 3925 Hedgewood Drive or scan all documents and send them via email to countrylakeshoa@aol.com

This application is to assist the homeowner and the Design Review Committee in the process of approving exterior remodeling – including all exterior painting and / or staining, additions and landscaping for the Country Lakes Development of Fox Meadow. When filling out this form please provide as much detail as possible. In addition, please submit all additional paperwork with this application (drawings, plans, photos, etc.). Design changes that have not been submitted to and approved by the Design Committee, are subject to correction at the expense of the home owner.

PROPOSAL:

Please make sure that your proposal attempts to answer the following points (if applicable): conforms with landscaping guidelines, location of project on lot, implications for neighbors and/or neighboring lots, does it comply with covenants

MATERIALS USED:

The Design Review Committee's review period will not commence until an applicant has submitted documentation as defined in the Approval Process Section of the Design Guidelines and Minimum Development Standards.

CHECKLIST

APPLICATION
DESCRIPTION
PLANS
LOCATION on PROPERTY
IMPACT ON NEIGHBORS and/or GOLF COURSE

DESIGN REVIEW COMMITTEE MEMBERS

Paul Merkle

Maryanne McDowell

FOR USE BY DESIGN REVIEW COMMITTEE ONLY

Date Application Received:

Approved By:

Approved By:

Date Application Approved to begin project:

By: _____

Date of completion and Inspection: _____

Disposition: _____

By: _____

Remarks:

Revise and Resubmit By: