

WELCOME TO WOODRIDGE

The purpose of this Woodridge Handbook is to help you enjoy your stay at Eagle Pointe, and to maintain and protect the owner's investments.

Condominium living is far different from owning or renting private property. The "Common Property" means that we all own and are responsible for everything in Woodridge except the insides of the condos, and even there your Board of Directors have some rights and responsibilities. For example, our by-laws prohibit us from running a business out of our condos, or doing anything that would impair the safety or value of any building, entranceway or deck.

Very few visitors or residents will willfully violate the Woodridge Rules and Regulations. All of our Procedures have been developed for the welfare of the majority. Please read this carefully and keep it handy as a reference tool.

OWNER RESPONSIBILITIES AND LIABILITY

While the Board will work with rental offices and renters, it should be known that the only formal relationships and responsibilities are with you, the owner. If a renter, owner's guest or tenant damages Association property, you are responsible to the Association.

You, the owner, have the responsibility to furnish us with a key to your front door, and a key to your storm door if applicable. If an emergency arises that requires us to enter your unit and we are unable to do so because you did not provide us with a key, YOU are not only responsible for damage to your condo, but also damage to Association property harmed as a result of delayed entry.

PLEASE MAKE SURE THAT SECURITY HAS A KEY. ANY NEW OR REPLACEMENT KEYS ARE TO BE GIVEN TO EAGLE POINTE SECURITY AT THE MAIN GATE.

We know that sometimes circumstances may make it impossible to follow all the rules. If you are faced with such circumstances, please contact the Board in advance and request a waiver.

The Board of Directors, members, building representative and security has the authority and responsibility to levy the penalties. Appeals to the Woodridge Board must be made within one week of the notification.

The Board maintains the authority to modify the fines and/or employ alternative solutions to rule violations.

WOODRIDGE HOMEOWNER:

The enclosed handbook is a summary of the Code of By-Laws and Rules and Regulations of Woodridge Association of Owners, Inc. The Handbook has been created to answer some of your questions about living in Woodridge. Please feel free to contact any of the Board Members with any questions or comments.

IMPORTANT PHONE NUMBERS

AMBULANCE SERVICE	(812) 334-1611
EMERGENCY	911
HOSPITAL EMERGENCY ROOM	(812) 353-9515
MONROE COUNTY SHERIFFS DEPARTMENT	(812) 349-2534
PERRY TOWNSHIP FIRE DEPARTMENT (TO REPORT A FIRE)	911
POINTE SECURITY GUARD HOUSE	(812) 824-8940
DEBBIE EUBANK, PRESIDENT (General Questions & Issues, Job bidding)	(812) 327-7289
BOB FALK, V.P. (General Questions & Issues, Building Maintenance)	(812) 824-4994
VICTOR GOODMAN, ASST. V.P. (General Questions & Issues, Pool Issues)	(812) 824-2702
JOHN PLUMMER, SEC.	
SUSIE KNUST, TREAS. (Budget Questions, Contractor Invoices)	(812) 876-2228
BILLING QUESTIONS – PRALL & CO. (CALL CANDACE) (Please mail quarterly assessments to Woodridge HOA, C/o The Peoples State Bank, P.O. Box 128, Ellettsville, IN. 47429)	(812) 334-3434
WOODRIDGE WEBSITE (Information, Newsletters, etc.)	http://www.woodridgeassn.com

EMERGENCY PROCEDURES

If an emergency exists for which you feel the Association is fully or partially responsible, you must contact the President of the Association immediately.

Failure to do so will eliminate the Association's liability. Naturally, if the responsibility is the homeowners you may call any repair service.

SECTION 1

ARCHITECTURAL CONTROLS AND STANDARDS

Purpose of Architectural Control

The purposes of Architectural Control, whether or not stated in the governing documents of a community association, are two fold: (1) to establish and preserve a harmonious design for the community and (2) to protect the value of property in the community. Design review or architectural control has been described as a way to enhance the quality of life, to promote those qualities in the environment which bring value to the community. Design review or architectural control has been described as a way to enhance the quality of like, to promote those qualities in the environment which bring value to the community, to foster the attractiveness and functional utility of the community expectations for the quality of its environment. These are but elaboration on a theme, deceptively simple to state, but wonderfully complex to live with: the basic purpose of design review is to keep the community looking like a nice place to live.

Approval of any project by the Board does not waive the necessity of obtaining such permits and approvals do not waive the need for Board approval.

General Guidelines

Any addition to an existing building, any exterior alteration, modification, or change to an existing building must have the approval of the Board of Directors **BEFORE** the work is undertaken.

Any addition, exterior alteration, modification, or change to an existing building shall be compatible with the original design. Only the exterior materials existing on the parent structure or compatible with the architectural design character of the community will be approved.

No changes in the exterior colors will be approved. Painting of the exterior is not allowed. The front doors can be touched up, but the color cannot be changed.

In general, only those areas that are painted will be repainted; only those areas that are to be stained will be restained; unpainted surfaces and unstained areas shall remain unpainted and unstained.

Only the Board has the right to determine when, what and who shall paint any exterior surfaces within the complex.

1. **Exterior antennas or satellite dishes are not allowed.**
2. **Awning/sun screens**, as a general rule, do not enhance the aesthetic qualities of a community, and are, therefore not allowed.
3. **Patio coverings** (turf, carpeting) cannot be installed by the homeowner on the front or rear concrete pad.
4. **Bug lights** may not be affixed to the exterior of the building.
5. **Storage** of anything under elevated decks is prohibited.
6. **Trash and garbage containers** shall not be permitted to remain conspicuous, except the evening before or on the day of trash collections.
7. **Signage** (for sale/rent, etc.) will not be allowed. Signs may be placed inside windows only. A limit of three (3) "Open House" signs may be strategically placed in the community the day of the open house, only.

A. Deck Construction/Maintenance Guidelines and Procedures

Submit request and scaled drawing of proposed change to the Architectural Committee and Board for review.

1. **Requirements for submission for Architectural review:**

A. Detailed drawing with dimensions, materials, etc. accompanied with a completed “Architectural Change Request Form”. (Call S Knust for the form at 812/876-3497 or request by mail to Woodridge HOA, 9460 S Lake Ridge Dr, Bloomington IN 47401)

SECTION 2

ASSOCIATION ASSESSMENTS

As a homeowner, you are obligated to pay an “Annual Association Assessment” which represents your share of the Association Common Expenses. The Board of Directors has elected to have the fee paid quarterly. If the full payment of the quarterly installment is not paid by the 15th of each month a late payment service charge may be imposed. You will receive quarterly statements to be used when remitting your payment. (It is your responsibility to pay the fee. If a change of ownership occurs, we request a notice from the Settlement Attorney or a Notice of Resale – copy enclosed.)

WHAT CONSTITUTES A DELINQUENCY?

The By-Laws provide the ability that Assessments be paid within monthly, quarterly, semi-annually, or annually. At the present time a unit owner is responsible for making quarterly payments on the first day of January, April, July, and October.

If the full payment of the Quarterly installments is not paid by the 15th of each of the above mentioned months a late payment service charge may be imposed and the Delinquency procedures will be as follows:

**DELINQUENCY PROCEDURES
EXAMPLE**

- 7/01/06 **Assessment fee** due and payable.
- 07/15/06 **\$25.00 LATE FEE** is assessed to homeowners account on the 15th.
- 07/30/06 **“REMINDER NOTICE”** is sent to homeowner requiring full payment.
- 08/15/06 **“OVERDUE NOTICE”** is sent to homeowner requiring payment in full, giving the homeowner 15 days to pay assessment fee.
- 09/15/06 **“FINAL NOTICE”** is sent to homeowner requiring payment in full within 10 days, if payment is not received within the allotted 10 days, the account is turned over to the Association Attorney for immediate legal action and filing suit, and a \$75.00 collection cost is added to the homeowners account. **HOMEOWNERS WILL BE RESPONSIBLE FOR ALL ATTORNEY FEES AND COURT COSTS!**

Note: Legal action may result in acceleration of fees, garnishment of wages, and a lien upon the property and foreclosure.

SECTION 3

COMMON GROUNDS REGULATIONS

The intent of these regulations is to avoid unnecessary maintenance costs, to preserve the continuity and integrity of the community, and to retain HIGH standards of appearance, thereby protecting the investment of each homeowner.

A. Regulations Regarding Pets

1. Only customary house pets less than 40 pounds (**limit two**) are permitted in the community.
2. When pets are outside the house, they must be leashed and accompanied by the pet owner and the pet must **NEVER** be out of the sight of this person.
3. Pet owners are responsible for seeing that all vaccinations required by law are up to date.
4. Any damage to the grounds will be the financial responsibility of the owner. No pet shall be housed or chained outside any residence. No pets are allowed on upper decks if there is another unit owner's deck below yours.
5. Owners are responsible for controlling the noise level of pets so that neighbors are not excessively annoyed.
6. Pets are not permitted in the cabana or the swimming pool area.
7. The owner will be responsible for picking up solid wastes left by their animal.
8. The Board of Directors reserves the right to seek removal of any pet that becomes a community nuisance due to chronic disregard of established rules and regulations.
9. **Renters may not have pets.**

B. Regulations for Motor Vehicles

Due to Fire Department Regulations the parking of motor vehicles on community streets at any time is prohibited.

1. **OPERATE MOTORSCOOTERS AND MOTORCYCLES AS IF THEY WERE AUTOMOBILES** – obey the same road rules, stay on the roads and park in designated areas.
2. Since parking space is at a premium, a motor vehicle which is inoperative, not being used for normal transportation, or has expired license plates may be tagged and towed at the owner's expense.
3. The parking of motor vehicles on grassy or landscaped areas is prohibited.

4. No boats, campers, trailers of any kind, buses, mobile homes, commercial trucks, commercial vehicles, mini bikes, mopeds, or any other vehicles of any description other than normal passenger automobiles shall be permitted to be parked anywhere within the Property unless the Board determines otherwise.
5. Damage to the grounds caused by motor vehicles will be repaired at the owner's expense. This includes damage to streets and driveways resulting from automobile fluids leaking onto the asphalt.
6. Any parked vehicle impeding the removal of snow from community streets may be removed immediately, without notice.
7. The Board of Directors reserves the right to have a vehicle removed, at the owner's expense, due to chronic disregard of the established rules and regulations.
8. **FOLLOW SPEED LIMITS AND DIRECTIONAL SIGNS.**
9. Use the service road/firelane only to load and unload vehicles. No parking on the service road/firelane.
10. **REFRAIN FROM WASHING CARS** on the grounds.

C. REGULATIONS REGARDING LANDSCAPING

1. The addition or removal of shrubs or trees must be approved by the Board.
2. Residents are permitted to plant flowers and other decorative vegetation in areas where existing mulch beds border the home or patio. Vegetable gardens are not permitted in these mulch beds. Potted plants are permitted and encouraged; however, permanent soil filled areas on patios or decks for the purpose of growing vegetables or ornamental plants are prohibited. Ivy or other such ground cover is prohibited.
3. The pruning of trees or shrubs, or the application of fertilizer or chemicals to the grounds by homeowners is prohibited.
4. Lawn decorations, such as statutes, stonework, or other ornamentation must be approved by the Board.
5. **FIREWOOD STORAGE: not more than one (1) rick** per homeowner can be stored in the vicinity of their residence. Wood needs to be stored off the ground and in a metal rack or metal bin/box. **No wood should be stored on the front porches or have contact with the building or deck.**

D. GENERAL REGULATIONS

1. **PLACE BIRD FEEDER FAR ENOUGH AWAY** from the buildings so droppings will not fall on neighbor's decks or walkways below.
2. **PEOPLE MUST MAINTAIN QUIET** – especially at night.
3. **NO FIREARMS MAY BE DISCHARGED.**
4. **USE TIGHTLY WRAPPED PLASTIC BAGS** for garbage.

E. REGULATIONS REGARDING CHILDREN

1. Parents are responsible for controlling the activities of their children so that other residents are not unduly disturbed.

2. Children should not ride bicycles, mopeds, mini bikes or go carts in those areas of the community where they cannot be clearly seen by oncoming motorists.
3. Children that do not have driver licenses cannot drive golf carts on the Property.
4. Children riding on tricycles, **“HOT WHEELS”** and other low profile vehicles are not easily noticed by motorist. Therefore, these vehicles should be ridden in driveway areas only.
5. Bicycles and other vehicles shall not be ridden on grassy or landscaped areas
6. All toys, bicycles, etc shall not be stored on common grounds or walkways.
7. Any damage to the grounds caused by children will become the financial responsibility of the parent/homeowner.
8. Children cannot play under the buildings. It is extremely dangerous.
9. Children should not play, ride bicycles, skateboards, etc. on the tennis court. This area is designated for tennis only!

F. ENFORCEMENT OF REGULATIONS

Enforcement of the regulations is one of the most delicate problems which the community must handle. However, in the interest of the community as a whole, enforcement becomes a matter of necessity. Therefore, unless otherwise noted above, violations of the rules and regulations will be treated as follows:

1. Homeowners will be issued a written notice of the violation and be given the opportunity to correct the situation. In the case of a vehicle or item in which the ownership cannot be determined the particular item will be marked.
2. Should the violation continue, or be repeated, a second written notice will be issued. Such notice will carry with it a twenty-five (25) dollar special assessment.
3. A second such notice will carry with it a fifty (50) dollar special assessment.
4. Any and all successive notices will carry with it a one hundred (100) dollar special assessment and the Association attorney will be notified.
5. Special assessments levied by the Association for violation(s) of established rules and regulations shall be a charge on the land and shall be a continuing lien upon the property against which each such assessment is made.
6. The cost of repairing damage to the grounds caused by cars, dogs, children, or any other means is the sole responsibility of the homeowner and will be subjected to the same rules of enforcement as would any other problems.

SECTION 4

INSURANCE

One of the many functions of your Board of Directors is the purchase of an insurance policy to cover the buildings and common liability of our association. It is the intent of the board to provide coverage that would restore your unit to its original condition in the event of a loss. It is your responsibility to cover the improvements that you make beyond the original fixtures and appointments of the first owner purchase. For example, if sometime after the purchase you have wallpapered where it was paint, the

extra coverage necessary for wallpapering is your responsibility. Some unit-owners may have spent several thousand dollars in improvements of this nature.

The Condominium Unit Owner's policy (HO-6) can be endorsed to provide extra coverage for your improvements. Typically, an HO-6 automatically provides an amount of coverage for the structure equal to 10% of your personal property. You may need to increase this in order to properly cover your improvements.

The Association policy has a deductible payment. When a claim is made through the Association policy it may be necessary for the unit-owner to pay the deductible. This situation would most commonly occur when the loss originates from within a unit. For example, smoke damage results from a fire in the fireplace. The deductible, loss to the unit-owner's personal property, and improvements and betterments would be the unit-owner's responsibility.

Under many unit-owner's policies (HO-6) the deductible under the Associations policy for which you would be responsible, would be covered under the section dealing with coverage on the structure. In this event, you would want to add the Association deductible for which you were responsible to your claim under your unit-owners policy along with any damage you suffered to personal property and your improvements and betterments.

Please keep in mind the Association is the named insurer on the master policy, not the individual unit-owner. However, on losses that are contained solely within the unit, it is the responsibility of the unit-owner to cooperate and coordinate the settlement with the Insurance Agent. Also, the unit-owner ultimate satisfaction with the claim settlement is of the utmost importance. On most losses that originate from OUTSIDE the unit, such as wind, lightening, etc. the Association will pay the deductible and be more heavily involved in the administration and repair coordination.

HYPOTHETICAL INSURANCE CLAIM FLOW CHART

EXAMPLE: 10:00 P.M. – ONE OF YOUR WATER LINES RUPTURES IN YOUR WALL.

1. Unit-owner is to get the water shut-off immediately by whatever means available:
 - A. Turn off the water.
 - B. Call a contractor or plumber you are familiar with.
 - C. Call any contractor or plumber in the yellow pages.
 - D. Call the Board for possible suggestion on a contractor or plumber.
2. Take prudent steps to prevent any further loss.
3. First thing next morning report the loss to the Board (even if you have spoken to them about a plumber or contractor it is still a good policy to call the office the next morning when things are likely to be less stressful for you to report the actual loss.)
4. Report the loss to your personal unit-owner (HO-6) insurance carrier.
5. The Board will then report the loss to the Association Insurance carrier. If you would also like to talk to the Association's carrier, please ask for the agent's name and phone number.
6. Other than steps 1 and 2, it is important that no general repair work be started until you are given the OK by the Association's Insurance Agent.
7. The Association's Insurance Agent is responsible for coordinating the claim processing. After the initial conversation with the unit-owner, the insurance agent will advise the unit-owner as to how to proceed.

8. After the repair work is completed the Insurance Agent will send payment for the loss, less the deductible, to the Association.
9. After the Association confirms with the unit-owner that the work is completed satisfactorily, the check will be endorsed and mailed to the contractor who did the repair work.
10. The unit-owner would have to pay the deductible in this example.

**WOODRIDGE ASSOCIATION OF OWNERS
ASSOCIATION INSURANCE
2005/2006 SUMMARY**

This summary of the Association's Insurance coverage and other options are for your review and information. Please contact the Sandra Taylor at the May Agency, 1327 N. Walnut St, P.O. Box 1669, Bloomington, IN. 47402 when you purchase your condo to be added to the master policy or for insurance information.

May Agency 812/334-2400
800/967-7523
Fax: 812/330-7342

SECTION 5

The monthly Association assessments collected are used to pay for common services (including maintenance of the buildings and grounds, trash collection, snow removal, the Association's master insurance policy, repairs to the common areas, etc.) Any questions or problems should be directed to the Board.

SECTION 6

CHANGE OF ADDRESS

In this booklet you will find a "CHANGE OF ADDRESS" form, which should be completed and mailed to the address below if you relocate but do not sell your home. Providing this information to us is very important, since, as an owner, you will continue to receive all pertinent information regarding the Association. If you do sell your home, a "NOTICE OF RESALE" form should be completed and mailed to the address below. Both of these documents are extremely important to the Association and you as a member. Forms should be returned to: Woodridge HOA

C/o The Peoples State Bank
Attn: Susie Knust
P.O. Box 128
Ellettsville, In. 47429

SECTION 7

PROBLEMS WITH YOUR UNIT

- A. Exterior
If you notice a problem with the exterior of your unit or any where on your building please contact the Board as soon as possible by phone as well as in writing so that the problem can be corrected before any additional damage can be done
- B. Common Areas
The Board of Directors shall be responsible for the repair and maintenance of all common areas; the cost and expense of which shall be assessed against all owners as a part of the Associations common expenses.
- C. Units
Each unit owner shall clean, maintain, repair and replace at his or her sole cost and expense all portions of his or her unit and all property located therein.
- D. Limited common Areas
Each unit owner shall clean, maintain, repair and replace at his or her sole cost and expense all limited common areas appertaining to his or her unit. In other words, each unit owner is responsible for the repair and maintenance of each limited common area to which the unit owner enjoys a right of exclusive use. If two or more unit owners jointly enjoy the right to exclusive use of a limited common area, they shall be jointly and severally responsible for the repair and maintenance of that limited common area.

EXAMPLES OF LIMITED COMMON AREAS:

1. Patios, balconies, decks, exterior doors and windows
2. Chimneys, including ductwork and flues
3. Storage rooms
4. Glass and screening in doors and windows
5. All heating and air conditioning units
6. All electrical lines, boxes and switches between the individual meter and the unit it serves
7. All plumbing lines, valves, and equipment that serves a specific unit.

Below is a list of contractors that you might wish to call for maintenance on your unit or limited common areas, if you do not already have a contractor. The Board does not assume any responsibility for their workmanship, pricing, guarantees, scheduling or any aspect of their services or whether or not they are insured, licensed or bonded. Any repairs or maintenance that you have done will be at your own expense. If you have a problem that you think may be the Associations responsibility you must contact the President of the Association.

Mike Sears	Phone: 812-824-9886	Pager: 812-337-7488
John Mummert	Phone: 812-322-6711	

When the Board learns of a limited common area in need of repair or maintenance, the Board shall notify in writing the unit owners responsible therefore and demand that the repair or maintenance be completed at the unit owner's expense. If after thirty (30) days of a written demand from the Board, a unit owner(s) has still failed to make those repairs to a limited common area requested by the Board, the same may be repaired by the Board and the cost thereof assessed to the unit owner(s) responsible therefore.

Because limited common areas are owned collectively by all unit owners, as are all common areas, the Board may, in proper situations, assume some or all of the cost of maintaining or repairing a limited common area. The Board is not obligated, however, to assume any such cost.

In the case of decks and balconies the Board has decided that the Association will be responsible for the maintenance of the load bearing joists, posts and beams. The unit owners will be responsible for the decking, railing, and spindles.

No unit owner shall perform or cause to be performed any maintenance or repair work which unreasonably disturbs the rights of other unit owners, jeopardizes the safety of the condominium. Diminishes the aesthetics of the condominium, or reduces the value of the condominium. The Board shall order the unit owner to immediately correct the problem and the unit owner shall not recommence or cause to be recommended the repairs or maintenance without the written consent of the Board.

SECTION 8

POOL AND CABANA/TENNIS COURT

A. Pool Rules

1. Please be considerate of other residents when inviting guests to use the amenities. No more than four (4) guests at one time should be invited and a resident of the community must accompany them at all times.
2. No lifeguard will be on duty. Anyone using the pool does so at his or her **OWN** risk. Please keep the gate locked at all times. Only proper swimwear is allowed in the pool, i.e. no cut-off jeans.
3. An adult must accompany children under 14 years of age.
4. Pets are **NOT** allowed in or around the amenity area.
5. Please refrain from excessive boisterous and rough play, so that you do not disturb other residents (especially during evening hours).
6. The Association is not responsible for lost or stolen articles.
7. Hours will be from **8:00am to 10:00pm**. (NOTE: Shock treatment of water might be taking place at other times.)
8. Only one (1) key per household is issued. There will be a seventy five dollar (\$75) charge for a replacement key if the original key is lost.
9. All personal belongings (i.e. lawn chairs) are to be removed after each daily visit or pool maintenance team will dispose them of each morning.
10. No alcoholic beverages or **GLASS** bottles are permitted in the pool/cabana area.
11. No furniture is allowed in either pool.
12. Children should not play, ride bikes, skateboards, etc. on the tennis court. This area is designated for tennis only!

SECTION 9

SEASONS

A. Spring

1. **Grounds clean-up and maintenance:**
We will start to clean up and repair the grounds as soon as the weather will allow. If anything requires attention around your unit, please submit it in writing so that the problem can be resolved with the normal contracted spring clean-up
2. **Bush/Tree/Sod Replacement:**
The Grounds and Maintenance Committee will be making lists for plant and bush replacements and sod work as soon as weather will allow.

B. Summer

1. Pool opening:

The pool will be opened as soon as the State Board of Health rules will allow.

C. Fall

1. Pool closing:

The pool will stay open as long as the State Board of Health rules will allow.

D. Winter

1. Christmas Decorations:

Christmas lights will be allowed as long as they are not hung in excess. No lights can be attached to the exterior of the building, but can be placed in trees and bushes in front of each unit. These can be installed no earlier than the Friday after Thanksgiving and should be removed by the first Saturday of January. If these guidelines are not followed the decorations will be immediately removed at your cost.

2. Snow Removal:

Many of us like to see snow but few of us like the problems that can follow. Every effort will be made during the snow season to remove the snow with as little inconvenience to you as possible. There typically will not be any removal considered until two (2) inches of snow has fallen. At that time the following factors will be considered concerning removal:

- A. Time of day
- B. How much additional snow is expected
- C. How hard the wind is blowing and if there is a potential for drifting
- D. Contractor scheduling
- E. What will be plowed:
 - a. streets
 - b. driveways
 - c. sidewalks

The removal crews will normally **NOT** be able to come back to clear where cars were parked during the initial removal. The contractor is expected to remove snow, not ice. Occasional sanding can be done at dangerous intersections. We would suggest you keep a bag or two of sand **NOT "SALT"** or ice melting pellets to use on your sidewalk when it is covered with ice.

SALT WILL CAUSE EXCESSIVE DAMAGE TO THE CONCRETE AND ASPHALT.

3. Freezing temperatures and plumbing

The Association master insurance policy normally will provide coverage for ruptures in water lines due to freezing; however, there are a few exceptions. Even if coverage is available, it is in everyone's best interest to do all they can to prevent such a loss. As with any insurance, if the loss experience is too high, your premium will increase and/or it may become more difficult for the Association to obtain proper insurance coverage. Please take every available step to avoid frozen pipes this winter including leaving water running when the temperature is forecasted to be in the single digits or below, particularly if there is going to be a substantial wind-chill factor.

If a pipe freezes and/or ruptures, it will be your responsibility to thaw it out and stop the water to prevent further loss. You will then need to report the loss to the Board.
(Refer to Section 4 – Insurance)

SECTION 10

WATER SHUT-OFF PROCEDURES FOR HOMEOWNERS, GUESTS, LONG AND SHORT TERM RENTERS

BETWEEN NOVEMBER 1 AND MARCH 30, OR ANY TIME THE WIND CHILL IS ZERO DEGREES OR EXPECTED TO BE ZERO OR BELOW, YOU MUST TURN-OFF WATER WHEN RETIRING FOR THE NIGHT, GOING TO WORK, OVERNIGHT ABSENCES, OR VACATING UNIT.

WHEN LEAVING UNIT:

1. Turn off water heater at circuit breaker box.**
2. Turn off **SOLENOID WATER SWITCH.****
3. Immediately **OPEN ALL FAUCETS** (warm mixture) in shower(s), sinks.

WATER IS NOW OFF TO UNIT AT WATER METER IN CHASE BENEATH BUILDING.

4. **SET HEAT AT 55 DEGREES.**
5. **OPEN CABINETS UNDER ALL** sinks to let warm air circulate to the pipes.
6. **OPEN CLOSET DOORS WHERE WEATHER WATCH IS LOCATED.**
The closet is marked with a red sticker on the hall closet door or the furnace door. This thermostat should be kept set at 45 degrees and will signal security, by an outside light on the building that heat has gone off in unit.

WHEN RETURNING TO UNIT:

1. Turn on solenoid water switch.
2. Water will start flowing in open faucets.
3. Let water run to remove air from line.
4. When the water is flowing naturally, air is out of line.
5. Close faucets. **LISTEN CAREFULLY. YOU HAVE A LEAK IF YOU DO NOT HAVE NORMAL PRESSURE OR YOU HEAR WATER RUNNING IN WALLS OR CABINETS.**

IF YOU HAVE A LEAK, IMMEDIATELY TURN OFF YOUR WATER AS IF YOU WERE LEAVING UNIT TO PREVENT SEVERE WATER DAMAGE

6. If you have no leaks, turn on water heater and you now have normal water service.

IN ALL SEASONS, IF YOU PLAN TO BE GONE OVERNIGHT, OR LEAVE YOUR UNIT YOU MUST TURN OFF YOUR WATER TO PREVENT WATER DAMAGE. WATER CAN

LEAK FROM ICEMAKER VALVES, WASHER HOSE, BENEATH SINKS, HOT WATER HEATERS, DISHWASHERS AND TOILETS.

Failure to follow these procedures could result in water damage. The cost to repair these damages will be charged to unit owners.

** Circuit breaker box is generally located in the front bedroom closet in Units 1-124 or in furnace and/or laundry room in Units 174-197

** Solenoid switch is in the front bedroom closet in Units 1-124 and in the laundry room in Units 174-197.

SECTION 11

ASSOCIATION MEETINGS

A. Meetings

1. Monthly Board Meetings

There are board meetings held once per month, or as required to discuss and carry out the business of keeping the Association operating smoothly.

2. Annual Homeowner Meeting

Once a year a meeting is called to discuss the budget, elect officers, as well as discuss any other business at hand. The bylaws state that the meeting shall consist of these items. You will be notified of the date of this meeting and its location several weeks before this meeting. It is very important that you either sign a proxy or attend the meeting so that the Board of Directors can continue to make sure that the Association continues to maintain a high level of continuity from year to year.

SECTION 12

MONROE COUNTY FIRE DEPARTMENT SUGGESTS

A. FIRE DEPARTMENTS NOTIFICATION

Call 911	Fire Department
Call 911	Address all emergency services including fire

B. PARKING AND FIRE DEPARTMENT ACCESS

One of the most prevalent and critical problems affecting the fire department's response and operation in multi-family complexes is appropriate parking. Our normal response to apartment and condominium complexes involves at least six (6) pieces of fire apparatus, which causes considerable congestion.

It is imperative that residents and guests park ONLY in designated parking areas. Fire apparatus and aerial trucks in particular are very large and difficult to maneuver through multi-family complex streets under ideal conditions. The problem is compounded when it is necessary to lay out fire hoses which also limit access to later arriving emergency equipment.

UNDER NO CONDITIONS SHOULD VEHICLES BE ALLOWED TO BLOCK FIRE HYDRANTS.

C. SMOKE DETECTORS

Smoke detectors have had the most significant impact in reducing deaths and property loss due to fire that any other single factor. Smoke detectors are required in each unit of a multi-family building and should be located close to the sleeping area. Ideally, a smoke detector should be placed on each level of the unit and in the attic space.

Smoke detectors should be inspected for proper operation on a regular basis and should never be rendered inoperable for any reason.

Occasionally, severe thunderstorms will initiate a lightning strike, which can cause a serious fire. Power surges or interrupted power associated with a lightning strike can cause a smoke detector to activate. A thorough investigation is warranted if the smoke detector activates following a simultaneous lightning flash and thunder clap. In this case, please check the attic space of the unit immediately. If there is any smoke or haze in the attic space, call the fire department immediately.

A lightning-caused fire resulted in considerable damage to a four unit condominium building when it went undetected for nearly two (2) hours. The occupant of the unit where the lightning struck was not at home during the middle of the night when the strike occurred. The other three (3) units were occupied at the time and each occupant reported that they were awakened by the lightning and thunder and noticed that their power had been momentarily interrupted and several breakers in their electrical box had been tripped. The occupants stated that they reset the breakers and returned to bed. At this time the fire was in the attic space, smoke detectors in the units did not activate until the fire was of major proportions and breaking through the roof. When they did activate, the residents assumed that it was caused by another electrical malfunction and shut off the breaker to the smoke detector. Shortly thereafter, they were notified of the fire overhead by the occupants of other buildings and all escaped safely.

The moral of this story is that smoke detectors activate for a reason. If there is the slightest question why a detector has activated, immediately call the fire department to investigate. We would much rather be called to investigate the cause of a smoke detector's activation than to respond later to a fire that could result in tragedy.

D. FIREPLACE AND CHIMNEY INSPECTIONS

Woodburning fireplaces and chimneys should be inspected annually. The buildup of creosote and other products of combustion can cause a flue fire that can extend to the walls and attic space. Professional chimney sweeps that regularly perform this service are listed in the yellow pages of the phone book.

Also, do not burn paper products or freshly cut wood in fireplaces. Do not discard fireplace ashes in your trash until you have sorted through them and confirmed that all embers have been extinguished.

**WOODRIDGE ASSOC. OF OWNERS, INC.
9460 S. LAKE RIDGE DR.
BLOOMINGTON, IN 47401**

CHANGE OF ADDRESS FORM

HOMEOWNER _____

CURRENT ADDRESS _____

UNIT NUMBER _____ NEW HOME NUMBER _____

CELL PHONE NUMBER _____

NEW ADDRESS _____
(billing address)

E-MAIL ADDRESS _____
(for newsletters, etc.)

NOTE: THIS FORM SHOULD BE COMPLETED AND MAILED TO:

THE WOODRIDGE ASSN. OF OWNERS, INC.
C/O THE PEOPLES STATE BANK
ATTN: SUSIE KNUST
P.O. BOX 128
ELLETTSVILLE, IN. 47429

OR E-MAILED TO: sknust@peoples-bank.com

WOODRIDGE NOTICE OF RESALE

Former Owner (s) of Property _____

New Owner of Property _____
(as shown on deed)

Address of Property _____
Unit No. _____

Alternate Address, if applicable _____

Business Phone _____ Home Phone _____

Cell Phone _____ E-mail Address _____

Settlement or Closing Date _____

Name of Resident (if different from owner) _____

Business Phone _____ Home Phone _____

Cell Phone _____

NOTE: THIS FORM SHOULD BE COMPLETED AND MAILED TO:

THE WOODRIDGE ASSN. OF OWNERS, INC.
C/O THE PEOPLES STATE BANK
ATTN: SUSIE KNUST
P.O. BOX 128
ELLETTSVILLE, IN. 47429

OR E-MAILED TO: sknust@peoples-bank.com