

Yankee Trace Community Association, Inc.

The Board of Trustees and your new neighbors would like to welcome you to Yankee Trace, a Planned Community.

Many of our new residents have never lived in a Planned Community with Covenants, Conditions, Restrictions, and Design Review specifications. We have included documents in this packet to explain some of these.

The elected Board of Trustees main responsibility is to set forth and administer policies and procedures and to make managerial decisions affecting the operations of the Association's business, including maintenance. It also has the responsibility to ensure that these policies and procedures are followed by all of our property owners in order to maintain the quality of our community.

You should have received a copy of the Covenants, Conditions, and Design Review specifications along with a pool entrance card at the time of your closing. If you did not, contact the seller or their agent to obtain them.

In this packet and on our website, <http://myyankeetrace.com>, we have included the specifications for the most frequently asked questions regarding changes to be made on properties.

Additional information in this packet is included to highlight information most important for your understanding and living in our planned community.

We know you will enjoy living in Yankee Trace. Should you have any additional questions, please call Towne Properties at 937-222-2550. We look forward to meeting and serving you.

Yankee Trace Community Association

Board of Trustees

Community Association

When the City and the Developer planned Yankee Trace with common open areas and amenities, everyone agreed that having property shared by all owners was a good idea. However, the question remained, "Who is going to take care of it?"

Because the land is privately owned, local governments are not responsible for maintenance. After selling all of the lots, the Developer would leave and go on to another project. This leaves the responsibility for maintenance of the common or shared property to the homeowners, thereby creating the need for the Community Association.

What is a Community Association?

- An organization of current homeowners. Therefore, a new buyer automatically becomes a member with the purchase of property within the development. As a member, he or she has a voice and a vote based upon ownership. These votes are cast during annual or special meetings of the general membership.
- An incorporated, non-profit organization operating under recorded land agreements through which each owner in a described area is automatically a member. Each member is subject to a charge for a proportionate share of expenses for maintenance of common property and support of other necessary activities of the organization.

What Does an Association do?

- The primary responsibility of the Association is to protect the investment and enhance the value of the property owned by the members, personal and common. The Association provides the physical maintenance of the Common Areas and Facilities and financial management of the Association's assets and property.
- The Association also has the responsibility to enforce regulations and establish architectural and landscaping guidelines that they communicate to the members.
- Yankee Trace Community Association, Inc. retains a management firm to assist it with its operations. This assures members that the Association functions as a viable business organization that protects each member's valuable investment. Under the direction of the Board of Trustees, the management firm provides those services requested by the Board in the areas of accounting and clerical work, architectural and landscape design controls, and common area maintenance.

Associations are Businesses

No matter what role you as a member play in the Association, one thing is certain: You want it to operate effectively and efficiently with all homeowners' needs in mind. The important thing to remember is that it is a business and it must operate like one to be successful.

Legal Documents

When the Planned Community is developed, a set of legal documents is created that establishes the homeowner association, governs its operation, and provides rules for all properties in the community. The documents are the following:

- A. **Articles of Incorporation** – Establishes the Association and its purpose, structure, and powers.
- B. **Declaration** – Details each owner's property rights and the conditions on use of his/her property, and his/her rights and obligations in the Association. These master regulations govern the day-to-day activities in the various areas of the community. They are not meant to be unnecessarily restrictive, but make owning a more pleasant experience to assure that an established quality of life is maintained throughout the Community.
- C. **Association By-Laws** – Establishes the Board of Trustees including the election procedures, powers and duties, prescribes the annual and special meetings, defines insurance requirements, and other items related to the Association.

All of this information is in the Covenant, Conditions and Restrictions, and the Design Review documents you received at closing.

Financial Responsibilities of Owners

Annually, the Board is responsible for setting the Annual Assessments for each property based upon the financial needs to maintain the Community and make improvements in the Community.

The annual assessment is divided into four equal quarterly payments. These payments are due the first day of each quarter (January 1, April 1, July 1, and October 1). A late fee of 10% is levied if the payment is not received by Towne Properties by the 15th of the month. If you use an automatic withdrawal system it must meet the time criteria.

Should a property owner be in arrears at the end of the second month of the quarter, a lien may be placed on the property and filed with the County. All expenses related to this process will be added to the amount owed. (See page 7, Declaration of Covenants, Conditions and Restrictions, Assessments, Section 1.

Should you sell your property during the year, please insure you communicate the sale to Towne Properties providing your closing date and the new owner's name and phone number.

For those of you desiring electronic payments, please contact Towne Properties at 937-222-2550 and they will assist you in the process.

Assessments are as follows:

Basic fee for all properties - \$202.00 per quarter

Additional fees for Villa/Terrace lawn care - \$200.00 per quarter

Additional fees for Georgetown (Neo) - \$25.50 per quarter

Additional fees for The Links or Highlands and Savannah Place – Please contact specific HOA

Should you have an unusual circumstance and can't make timely payments, please contact Towne Properties at 222-2550 in order to make the Board aware so a possible short term arrangement may be made.

Yankee Trace Community Association, Inc.

Board Members

Kim Birdseye
President
(937) 477-7009

Wayne Kirby
Vice President
(937) 416-1909

Brian Stephens
Treasurer
(937) 307-4957

Nick Poe
Secretary
(937) 477-1908

Lindsay Miller
Trustee
(937) 361-1470

Brian Leedy
Trustee
(937) 469-3978

Jim Smerz
Trustee
(937) 604-1923

Links Association President – Dave Hansen, (937) 885-1364
Highlands Association President – Phil Hoffman, (937) 668-5115
Savannah Place – Charles Simms Development (937) 434-9009

Yankee Trace Committees

Finance

Brian Stephens-Chair
Kim Birdseye-Co-chair
Nick Poe

Design Review

Nick Poe-Chair
Brian Leedy
Gail Hamer

Property Inspections

Lindsay Miller-Chair
Jim Smerz
Virginia Amburgy-TP

Swim & Tennis

Wayne Kirby-Chair
Jim Smerz

Communications

Kim Birdseye-Chair
Ambassadors

Landscape & Maintenance

Jim Smerz-Chair
Kim Birdseye
Dale Gemin

Keep Up To Date on the Association Website

<http://myyankeetrace.com>

The Association provides a convenient website so that all residents have information regarding resident news and subdivision information. You may become a member by creating a log-in and password at the bottom right side of the website. After approval by the webmaster, you will have access to the directory of all residents, including their address and phone number (if listed).

You will find:

- Information regarding By-Laws, Pool and Tennis Rules, Events & Meetings, Community Room Rental, Resident Directories, and Social Calendars.
- A current list of HOA trustees is available on the Home Page. In addition, the website provides the names and email addresses of the HOA Board of Trustees. You may email them with your questions and concerns.
- Community Alerts
- Other relevant information, such as homes for sale, FAQ's, etc.

If you have questions, email the webmaster at webmaster@myyankeetrace.com.

Yankee Trace Community

Unique Features

Yankee Trace Swim Center – 9520 Yankee Trace Drive

Yankee Trace Tennis/Pickleball Center – 9520 Yankee Trace Drive

Yankee Trace Community Room – 915 Yankee Trace Drive

Yankee Trace Small Pool – 915 Yankee Trace Drive

Hiker/Biker Trails throughout the Community – over 4-1/2 miles

Gaslight Street Illumination – 300 lights

Street Trees – over 835 trees lining our streets

Landscaped Common Areas to provide privacy and add beauty

Major entrance stone markers, lighting, and landscaping

City owned public Golf Course – rated top public course in region

Convenient access to two interstates

City Services for street maintenance, snow and leaf removal

Your Association fees are used to provide the maintenance needed for most of these unique community features annually.

Yankee Trace Swim and Tennis/Pickleball Center

9520 Yankee Trace Drive

Pool Rules and Regulations

1. Operation hours for the pool will be from 10:00 am to 8:00 pm from Memorial Day weekend through Labor Day weather permitting. Tennis/Pickleball courts are available on a first come, first serve basis, and you must register at the pool entrance prior to going to the tennis/pickleball courts during the summer season.
2. Any person entering the pool area does so at their own risk.
3. The Swim and Tennis/Pickleball Center is open to all Yankee Trace residents that are current with their fees. All residents (children over 10 and adults) must show their picture ID for entry. A person at the gate will check the resident roster to verify residents and fee status.
4. Guests – A maximum of 5 guests per visit are permitted but must be accompanied by resident host or hostess at all times. There is a \$4 guest fee per person. Special exceptions will be considered if requested two weeks in advance.
5. Resident's immediate family and grandchildren may enjoy pool at no charge if parent/grandparent accompanies them for up to two days per month. If visiting for more than two days, a temporary pass may be obtained from the pool manager at a cost of \$10 per person per calendar month. Special exceptions will be considered if requested at least two weeks in advance.
6. No glass containers are allowed in pool area.
7. Appropriate swimwear is required. Cut-offs are not permitted. Non-toilet trained children must wear swim diapers. Please change diapers in the rest room only.
8. The Pool Manager and lifeguards are the authority of all activities that take place in the pool and have the authority to ensure patron safety.
9. Children age 10 and under must be accompanied by an adult (18 years and older). Parents are required to maintain supervision and discipline of their children at all times. Children 11 and older may attend without an adult but must present a photo ID. This privilege may be withdrawn by lifeguards due to disorderly conduct.
10. No diving is permitted.
11. Bicycles, scooters, and skateboards are not permitted to be used inside the pool area or parking area. Please park them in the racks provided.
12. Flotation aids and other pool toys are allowed at the discretion of the lifeguards according to pool usage and conditions.
13. Absolutely no pets are allowed in the pool area.
14. All accidents should be immediately reported to the Pool Manager or lifeguard on duty.
15. The pool may be closed at the discretion of the Pool Manager. In case of inclement weather, there will be a sign posted on the entrance gate.
16. The wading pool is for children ages 5 and younger. Parents are responsible for supervising their children in this pool.
17. Children four years and younger must be accompanied by an adult in the water while using the main pool.

Yankee Trace Tennis/Pickleball Courts

9520 Yankee Trace Drive

Rules and Regulations

The existing tennis court rules are posted at the tennis courts. They are amended as follows:

1. The tennis/pickleball courts are for the use and enjoyment of residents and their guests.
2. A sign-up sheet will be available at the pool to reserve court time for up to a maximum of 2 hours per session by any one person.
3. The sheet will be available the last week of the current month for the coming month for those times you desire. You may also sign up any time during the month for open available times. The sheet will be available at the pool during pool hours.
4. If a reserved court is unoccupied 5 minutes after a reserved time, the court will be deemed open.
5. No commercial enterprises including lessons shall be conducted on the courts, unless accompanied by a resident.

Yankee Trace Community Room and Pool
915 Yankee Trace Drive
Pool Rules and Regulations

1. Operation hours for the pool will be from 10:00 am to 8:00 pm daily from Memorial Day through Labor Day weather permitting.
2. Because there are no lifeguards, any person entering the pool does so at his or her own risk.
3. The pool is available to all current Yankee Trace residents that are current with their fees.
4. Family hours will be from 10:00 am until 1:00 pm daily. All children under 18 years old must be under the direct supervision of an adult 21 years or older. From 1:00 – 8:00 pm the pool is open to all residents and guests 18 years of age and older.
5. Residents must have a pool entrance key card and both adults and children must show a picture I.D. for entrance. A monitor will check a resident roster to verify residency and fee status as you enter.
6. Guests – A maximum of 5 guests per visit is permitted, but they must be accompanied by the resident host or hostess at all times. Guests must also present a picture ID for entrance.
7. A resident's immediate family and grandchildren may enjoy the pool for up to two days per month. Visits at either pool count toward total. If visiting for more than two days, a temporary pass may be obtained from the large pool manager for the non-resident family member at a cost of \$10 per person per calendar month. Special exceptions will be considered if requested at least two weeks in advance.
8. No glass containers are allowed in pool area.
9. Appropriate swimwear is required. Cut-offs are not permitted. Non-toilet trained children must wear swim diapers and change diapers in the rest rooms only. Since trash is not collected daily, take soiled diapers with you when you leave.
10. No diving or jumping into the pool is permitted.
11. Bicycles are not permitted in the pool area. Use rack provided to park.
12. The pool monitor is the authority for all activities that take place at the pool and has the authority to ensure patron safety.
13. Music must be kept at a low level.
14. Absolutely no pets are allowed in the pool area.
15. The pool may be closed at the discretion of the pool monitor. In case of inclement weather, a sign will be posted on the front door.

Violation of these rules and regulations may result in a loss of privileges for the remainder of the season.

Community Room

915 Yankee Trace Drive



Rental Policies & Procedures (Usage Fee Required)

The Yankee Trace Community Room is located at the intersection of Yankee Trace Drive and Vintage Green Way. It is a lovely building with entertaining space accommodating a maximum of 42 people with seating for 20. The facility has a full kitchen and ample parking. Association members should consider the Community Room as an extension of their home for entertaining large groups.

Who May Use the Community Room? – Yankee Trace Homeowner Association members in good standing.

When is the Community Room Available? – The Community Room is only available prior to the pool opening and after the pool is closed for the season.

- Weekdays: Noon – 10 pm, Weekends & Holidays: 10 am – 11 pm
- All events must end promptly by the designated closing hour. Failure to comply may result in the loss of Damage Deposit and future use of room.
- Holiday dates are available on a first come first serve basis.

How the Community Room may be used?

- Civic or business meetings
- Parties, luncheons, and general social events
- Guests are by invitation only; events are never open to the public.
- Homeowner must be present for entire event and is responsible for their guests' behavior.
- Use of Community Room does not include the pool.
- Community Room is a non-smoking facility.
- Alcohol may be served (not sold) to persons of legal drinking age, at the Homeowner's risk.
- Community Room noise level must not be loud enough to disturb the neighboring homeowners.
- Homeowner agrees to restore Community Room to its original condition and dispose of all trash after the event.



Is There a Cost?

- The Homeowners Association Board and its sanctioned committees may hold business meetings at the Community Room without cost.
- In order to keep the Community Room in good condition and create a reserve for replacements/additions of furniture and appliances, a usage fee will be assessed. A damage deposit is also required.
- Usage Fees: \$75; Damage Deposit: \$150 (Two separate checks).
- The Damage Deposit will be refunded if Community Room is restored to its original condition. Condition will be assessed by Community Room Coordinator the morning following the event. Damage Deposit may be used to clean or repair Community Room. If additional money is required to restore Community Room, the Homeowner will be billed incrementally.
- The cancellation policy is all usage fees and damage deposit monies are refundable if the event is cancelled 30 days prior to the event date. If cancelled less than 30 days prior to the event, only the damage deposit will be refunded.

How do I Reserve the Community Room?

- Contact Towne Properties, 222-2550, prior to the event.
- If date is available, complete Reservation Form and return with a \$75 Usage Fee made payable to Yankee Trace Community Association, and Damage Deposit of \$150 made payable to Yankee Trace Community Association to Towne Properties, 6540 Centerville Business Parkway, Centerville, OH 45459 prior to the event. Your date is not reserved until payment is received by the Community Room Coordinator.
- After your event, the Community Room Coordinator will inspect Community Room to determine if deposit is refundable. If refundable, the Homeowners original check will be returned. Homeowners are welcome to accompany the Community Room Coordinator on his/her inspection the day after the event.

Additional Notes:

- No additional furniture or decorations attached to the walls or hung from fans may be used in order to prevent damage to the flooring or walls.
- The Homeowner agrees to clean and remove all trash from the Community Room.
- The Homeowner making the reservation agrees to be in attendance for the entire duration of the event and takes responsibility for the conduct of all guests.
- The Homeowner agrees to end the event promptly at the designated closing time.
- The Homeowner agrees to be responsible for any damages that occur during the event and assures that all Community Rules are followed. Charges for damages will be equal to replacement costs.

Yankee Trace Homeowners Association Community Room Reservation Form

This is a binding agreement. The responsible Association member signing this form will be held liable for any damage to the Community Room (inside and outside) which results from the activities conducted there during the reservation period.

Date of Function: _____ Hours of Use: _____

Type of Function: _____

Approximate Number of Guests: _____

Responsible Association Member (Homeowner): _____

Address: _____

Phone Number: _____

A \$75 Usage Fee must accompany this application. A separate check for the \$150 Damage Deposit is due 30 days prior to the event. If the Damage Deposit is not received 30 days prior to the event, the event will be cancelled. The Damage Deposit will be refunded within one week after the event if the Community Room is left in acceptable condition, no damage or loss has occurred and there have been no infractions of the Community Room rules, based on the Community Room Coordinator's inspection.

The Homeowner making the reservation agrees to be in attendance for the entire duration of the event and takes responsibility for the conduct of all guests. The Homeowner agrees to end the event promptly at the designated closing time. The Homeowner agrees to clean and remove all trash from the Community Room. The Homeowner agrees to be responsible for any damages that occur during the event and assures that all clubhouse rental and rules are followed. Charges for damages will be equal to replacement costs.

Indemnification of the Association

In consideration of any use of the Association Community Room, I agree to defend, indemnify and hold harmless the Association from and against any and all liability, including all court costs and attorney fees, incurred by the Association as a result of any claim, demand or cause of action for personal injury or property damage arising out of my use of the Community Room on the day or evening specified in this Agreement.

Association Member (Homeowner) Signature

Date

**Please mail form and checks to: Towne Properties, 6450 Centerville Business
Parkway, Centerville, OH 45459**

Frequently Asked Questions

When are Quarterly Fees Due? – 10th day of the first month of each quarter (January, April, July, October) after which a 10% late fee is assessed.

Resident Street Parking Overnight – Streets are Centerville streets and their ordinances apply. The Association requests that homeowners park in their driveways because of our narrow streets; cars parked on the street may present a problem for emergency vehicles.

Mailboxes – Mailboxes are the homeowner's responsibility. Repair and replacement parts are available in small quantities from the Association. Call Towne Properties at 937-222-2550 to obtain information.

Real Estate Signs – Yankee Trace Covenants allow only one sign per property. Our community allows only a specific style sign which is available at Designs Now, 937-293-7545. Realtors should be aware of these requirements.

Satellite Dishes – Requires Design Review Committee approval for location. Spec sheet available on web site.

Snow Plowing – Dedicated streets are plowed by the City. Alleys and private eyebrows are plowed by the Association.

Lawn Mowing – Lawn Mowing occurs weekly April through October weather permitting for Patio/Terrace homes.

Leaf Raking and Removal – The City of Centerville provides leaf pickup beginning in late October and ending early in December. Residents are asked to rake and pile leaves on the edge of their property (not on the street), avoiding curb areas as not to impede storm water runoff. (Check the City's website for exact dates of collection.)

Website Issues & Help – Contact our website administrator by email at myyankeetrace@aol.com.