

# **Yankee Trace Community Association, Inc.**

The Board of Trustees and your new neighbors would like to welcome you to Yankee Trace, a Planned Unit Development and one of Centerville's premier places to live.

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 may download the Covenants, Conditions & Restrictions (CCR's) from the Association's website at [www.myyankeetrace.com](http://www.myyankeetrace.com) under the Residents Info tab. You may also purchase a copy from our Property Manager, Towne Properties at 937-222-2550.

In this packet and on our website, under the Residents Info tab, 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 or email [Trustees@myyankeetrace.com](mailto:Trustees@myyankeetrace.com). We look forward to meeting and serving you.

**Yankee Trace Community Association, Inc.**

*The 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 our Planned Community was developed, a set of legal documents were created that establishes the homeowner's 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 (CCR's), and the Design Review documents and can be found on our website at [www.MyYankeetrace.com](http://www.MyYankeetrace.com) under the Residents Info tab.

## Financial Responsibilities of Owners

Annually, the Board is responsible for setting the Annual Fees and 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 15<sup>th</sup> 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 ensure your Fees and Assessments are current and you communicate the sale to Towne Properties providing your closing date and the new owner's name and phone number. A New Resident Information Form can be found on the website under Documents.

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

Fees and Assessments for 2023 are as follows:

Basic fee for all properties - \$250.00 per quarter

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

Additional fees for Georgetown amenities - \$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 937-222-2550 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

Jim Smerz  
Trustee  
(937) 604-1923

Brian Leedy  
Trustee  
(937) 469-3978

Donna Smith  
Trustee  
(650) 533-9265

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## Yankee Trace Committees

### Finance

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

### Design Review

Brian Leedy-Chair  
Nick Poe  
Donna Smith  
Gail Hamer

### Property Inspections

Donna Smith-Chair  
Nick Poe  
Tricia Swallow-TP

### Swim & Tennis

Wayne Kirby-Chair  
Jim Smerz

### Communications

Kim Birdseye-Chair  
Ambassadors

### Landscape & Maintenance

Jim Smerz-Chair  
Kim Birdseye  
Dale Gemin

Volunteers are always welcome to join any committee. If you have an interest, please contact the Trustees for additional information. Please forward any questions or comments to [Trustees@myyankeetrace.com](mailto:Trustees@myyankeetrace.com); all Trustees and our Property Manager receive these emails.

## Keep Up To Date on the Association Website

[www.myyankeetrace.com](http://www.myyankeetrace.com)

The Association provides a convenient website so that all homeowners have information regarding resident and community news and information. You must register as a member by creating a user name and password under the Log-In option. After approval by the webmaster, you will have access to the directory of all residents, including their address and phone number (if listed) and other resident related items.

You will find:

- Information regarding By-Laws, Pool and Tennis/Pickleball 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, FAQ's, etc.

If you have problems or questions, email the Trustees at:

[Trustees@myyankeetrace.com](mailto:Trustees@myyankeetrace.com).

## **Yankee Trace Community – Unique Features**

Yankee Trace Swim Center \* Concession Stand – 9520 Yankee Trace Drive

Yankee Trace Tennis/Pickleball Center – 9520 Yankee Trace Drive

Yankee Trace Community Room – 915 Yankee Trace Drive

Yankee Trace Adult Pool – 915 Yankee Trace Drive

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

Gaslight Street Illumination – 306 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. Residents, both adults and children over 10, must show a picture I.D. for entrance (Driver's License, etc.). A monitor will check a resident roster to verify residency and fee status as you enter. Anyone needing a photo ID may attend the annual photo session at the Community Room on the first two (2) Saturdays of May each year.
4. Guests – A maximum of 4 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 Attendants 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.

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



# **Yankee Trace Tennis/Pickleball Courts**

## 9520 Yankee Trace Drive-Rules and Regulations

1. The tennis/pickleball courts are for the use and enjoyment of residents and their guests. There is no cost for resident-sponsored guests as long as the resident is in attendance.
2. During pool season, 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. During the off-season for the pool, use is on a first come first serve basis, limited to one hour or at the end of a completed match.
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 weekend through Labor Day weekend, weather permitting and is reserved for residents over the age of 18.
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. Residents must show a picture I.D. for entrance (Driver's License, etc.). A monitor will check a resident roster to verify residency and fee status as you enter. Anyone needing a photo ID may attend the annual photo session at the Community Room on the first two (2) Saturdays of May each year.
5. Guests – A maximum of 4 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.
6. 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.
7. No glass containers are allowed in pool area.
8. Appropriate swimwear is required. Cut-offs are not permitted.
9. No diving or jumping into the pool is permitted.
10. Bicycles are not permitted in the pool area. Use rack provided to park.
11. The pool monitor is the authority for all activities that take place at the pool and has the authority to ensure patron safety.
12. Music must be kept at a low level.
13. Absolutely no pets are allowed in the pool area.
14. 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 and on the website.

**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 larger 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: 10 am – 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?**

- 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 at their home.

Is There a Cost?

- The Homeowners Association Boards 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 checks please).
- 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 5 days prior to the event date. If cancelled less than 5 days prior to the event, only the damage deposit will be refunded.

How do I Reserve the Community Room?

- Contact Towne Properties, 937-222-2550, 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:

- 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 Community Assn. Inc.**  
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: \_\_\_\_\_ (maximum 42)

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 10 days prior to the event. If the Damage Deposit is not received 10 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. The Homeowner understands that the use of the Community Room DOES NOT include use of the pool.

**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?** – 1st day of the first month of each quarter (January, April, July, October). A 10% late fee is assessed if not received by the 15th.

**Can I park on the streets overnight?** – The streets within Yankee Trace are the responsibility of the City of Centerville for maintenance, snow removal and repairs. Ordinances of the City prevail. Due to the narrow streets, the Association requests that homeowners park in their driveways so as not to present a problem for emergency vehicles.

**Who takes care of the mailboxes?** – The upkeep and maintenance of all mailboxes is the homeowner's responsibility. Replacement parts are available in small quantities from the Association. Email [trustees@myyankeetrace.com](mailto:trustees@myyankeetrace.com) or call Towne Properties at 937-222-2550 to obtain cost information.

**Can I make changes to the exterior of my home?** – Yes, but must be approved by the Association. A Design Review application must be completed when any exterior change is made. Such application should be made at least 30 days prior to commencement of the change. An example of changes includes additions, concrete changes, painting, roofing, landscaping addition or removal, air conditioner location, generator addition, satellite dish addition, etc. For those homes adjacent on the golf course, the Association must obtain city approval also.

**Can I leave my trash cans outside?** – Trash cans cannot be left in public view other than the evening prior and on the day of regular trash pickup. The Association prefer all cans to be inside of the garage but the CCR's do allow outside enclosures that have been approved by the Design Review Committee.

**What should I tell my realtor as I sell my home?** – 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 and check our website under Selling My Home tab for realtor information.

**Can I have a satellite dish?** – Yes, but requires Design Review Committee approval for location. Spec sheet available on web site.

**Who plows the snow?** – The dedicated streets of Yankee Trace are plowed by the City of Centerville. Alleys and private eyebrows are plowed by the Association.

**I live in the Villa/Terraces area, when is my lawn mowed?** – Lawn Mowing occurs weekly April through October weather permitting for Villa/Terrace homes only. An additional fee is assessed.

**Who rakes and removes leaves?** – Resident are responsible for having leaves removed from their yard. 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.)

Question, Comments or Concerns: Email [Trustees@myyankeetrace.com](mailto:Trustees@myyankeetrace.com) or call Towne Properties at 937-222-2550.

