

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 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.

New residents are encouraged to complete the Resident Information form to successfully register with the Association and be added to our resident directory and our community broadcasting system (One Call Now). Form can be found one our website. You can use this form to update your registration.

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. We look forward to meeting and serving you.

Yankee Trace Community Association, Inc.

The Board of Trustees

What is a “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 under the Residents Info tab.

Important Dates

Association dues and assessment are paid quarterly and due the first day of each quarter (January 1st, April 1st, July 1st and October 1st). There is a 15-day grace period for each payment.

Annual Membership Meeting is held the first Monday in November at 7PM in the banquet room at the Golf Course at Yankee Trace Club House. At this meeting the Trustees will discuss various important aspects of the Association operation and announce the fees structure for the next year. This is a great opportunity to meet the Trustees and ask any questions you may have.

Villa & Terrace Mowing begins in April and will end in October. Mowing may be suspended for dry spells as to not damage turf. These suspended sessions will be added to the end of the mowing season.

City-Wide Garage Sale is usually scheduled for mid-April each year and is the only opportunity that Yankee Trace resident have to host a garage sale. Garage sales at other times in Yankee Trace are not allowed!

Leaf Collection begins in October and is provided by the City of Centerville. Their website will provide details of the frequency and deadline.

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 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 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 2025 are as follows:

- Basic fee for all properties - \$275.00 per quarter

- Additional fees for Villa/Terrace lawn care - \$225.00 per quarter

- Additional fees for Georgetown amenities - \$30 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
At Large Trustee
(937) 604-1923

Brian Leedy
At Large Trustee
(937) 469-3978

Donna Smith
At Large Trustee
(650) 533-9265

Property Manager
Tricia Swallow
Towne Properties
(937) 222-2550

Communications with the Trustees are preferably via email at Trustees@myyankeetrace.com. This address goes to all Trustees and Property Manager and will be addressed by the proper person.

Yankee Trace Committees

Finance

Brian Stephens-Chair
Kim Birdseye

Design Review

Brian Leedy-Chair
Nick Poe
Donna Smith
Gail Hamer

Property Inspections

Kim Birdseye-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
Nick Poe

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; all Trustees and our Property Manager receive these emails.

Keep Up to Date on the Association Website

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.

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 5 miles

Two (2) Pedestrian Bridges on the Hiker/Biker Trails

Gaslight Street Illumination – 306 lights

Electric Street Illumination in three other areas.

Street Trees – over 800 trees lining our streets and an additional 1,600 within common areas

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 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 Swim and Tennis/Pickleball Center

9520 Yankee Trace Drive- "Main" Pool Rules and Regulations

1. Operation hours for the "Main" pool, weather permitting, are daily from 10:00 am to 8:00 pm from Memorial Day weekend through the second week of August after which all weekends from 10:00 am to 8:00 and weekdays from 4PM to 8PM until Labor Day, 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 from 9AM to 12 Noon 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 diving is permitted and 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. Bicycles, scooters, and skateboards are not permitted to be used inside the pool area or parking area. Please Park them in the racks provided. Golf carts may be driven to the pool only if licensed and driven by licensed driver. Golf carts are not allowed on the Hiker/Biker trails.
11. Flotation aids and other pool toys are allowed at the discretion of the lifeguards according to pool usage and conditions.
12. Absolutely no pets are allowed in the pool area.
13. All accidents should be immediately reported to the Pool Manager or lifeguard on duty.
14. 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.
15. The wading pool is for children ages 5 and younger. Parents are responsible for supervising their children in this pool.
16. 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 Community Room and Pool

915 Yankee Trace Drive- "Adult" 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. In the event of closure of the Big Pool, children will be allowed use of this pool.
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).



Community Room Continued

- 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.

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. The Association does maintain several “eyebrow” streets, alley ways and common asphalt drives on which no parking is allowed.

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 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. Additional City approval is required for those homes on the golf course.

Can I leave my trash cans outside? – Trash and Trash cans cannot be left in public view other than the evening prior and on the day of regular trash pickup. The Association prefers 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 or call Towne Properties at 937-222-2550.

Yankee Trace Community Assn. Inc.
Community Room Reservation Form (Can be found on our website)

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

Resident **Information Form**

(Please Print)



*Name: _____

*Name: _____

*Address: _____

*Home Phone: _____

Work Phone: _____

Cell Phone: _____

Email Address #1: _____

Email Address #2 : _____

Please Circle One: Owner Tenant

The Yankee Trace Homeowners Assn. uses an automated phone message/email system to alert residents with important items such as pool closures/issues, police activity and upcoming events. Please indicate below how you would like to be notified by circling any of the items below:

Home Phone Work Phone Cell Phone

Email #1 Email #2

Other: _____

When completed, email to Trustees@MyYankeetrace.com or mail to Towne Properties, 6540 Centerville Business Parkway, Centerville, Ohio 45459

*These items are included in the Resident Directory that is available only to Yankee Trace Residents.

Covenants and Restrictions – All Homeowners

Additions, modifications and changes to homes and landscaping visible on the outside of a property in our planned community require approval prior to beginning the project. A Design Review Application including plans, specifications, drawings, and literature with pictures of materials being used must be submitted to the Design Review Committee for approval at least seven days in advance. The Committee meets regularly to review applications. They are to be submitted to the mailbox (if it will fit) or the box labeled Design Review Application at the entry of the Community Room at 915 Yankee Trace Drive. Application forms are available online at www.myyankeetrace.com in the Document Section and included herein.

Please note ANY EXTERIOR CHANGE requires a Design Review Application approval.

The following are the most frequent examples of changes/additions by homeowners that require approval:

Landscaping	Satellite Dishes	Decks/Porches
Exterior Lighting	Playsets	Awnings
Fences	Walls/Retaining Walls	Basketball Goals
Exterior Painting	Solar Panels	

More detailed information can be found on pages 2-14 of the Design Review Guidelines*, a copy can be found on the Association's website at www.myyankeetrace.com in the Document section.

The following is a brief summation from the Declaration of Covenants and Restrictions for the Yankee Trace Community. These apply to all homeowners.

While not totally inclusive, the summation gives the general thrust of the Restrictions and addresses those situations which comprise the majority of those questions asked or complaints received by the Board. The full text of these restrictions can be found on pages 15-18 in the Covenants and Restrictions (CCR's), Article VIII Use Restrictions*.

- A. No noxious or offensive trade or activity which may become an annoyance or nuisance to other owners or the neighborhood.
- B. Dogs, cats, and caged birds may be maintained as long as such is not done for commercial purposes. All other animals, livestock, or poultry are prohibited. Dogs or cats must be kept within the confines of the home or lot except when held on a leash.
- C. No burning of trash or storage/accumulation of litter on any lot.
- D. Trash and garbage containers are not permitted outside except on collection day. If outside they must be screen by landscaping to an extent, they are not visible from the street, adjoining houses or golf course. The containers shall be capped in such a manner that they are inaccessible to animals or blowing winds.
- E. It is requested that no automobiles belonging to an owner or resident shall be parked on the paved portion of any common driveway or street overnight, except during bona fide temporary emergencies.

- F. A written approval via a Design Review request is required for removal of trees or shrubbery from any area.
- G. No structure, planting or other material other than driveways or sidewalks shall be placed or permitted to remain upon any Lot which may damage or interfere with any easement or may retard direction or flow of drainage channels or represent a safety problem.
- H. Garages are to be used for the parking of vehicles and other customary uses and shall not be used/converted into living areas.
- I. No fence or wall of any kind shall be erected without approval of the Design Review Committee. This includes shrubbery.
- J. No junk vehicles, commercial vehicles, trailers, dumpsters, boats, trucks of more than one ton, structures of a temporary nature, recreational vehicles, tents, shacks, barns, or temporary or permanent outbuildings, except doghouses shall be kept or used upon the lots or common areas, nor (except for bona fide emergencies) shall repair or extraordinary maintenance of autos or other vehicles be carried out thereon.
- K. No signs, letters, numbers, symbols, markings or illustrations shall be erected, posted, attached or displayed upon any lot or living unit except one approved temporary sign, informing the public that the real estate is for sale, lease, or rent. No sign may be illuminated.
- L. No outside television or radio aerial or antenna for reception or transmission. No satellite dish shall be erected, placed on, maintained, or allowed to remain on any lot or living unit without approval of the Design Review Committee.

The committee is also chartered to inspect home sites no less than four (4) times per year and compare the changes, additions, and modifications with our file copies of approved applications. Should none be found, the homeowner will be required to submit the application form and, if necessary, make appropriate changes if they are in violation of our Design Guidelines or Covenants and Restrictions (CCR's). During these inspections, other, non-Design Review issue may be noted that need correction. Violation letters are then sent with specific issue and timeframe for their correction.

*If you are unable to download the CCR's from the website at www.myyankeetrace.com in the Document section, a copy may be purchased (\$25) from Towne Properties, 6540 Centerville Business Parkway, Centerville OH 45459, 937-222-2550.

Yankee Trace Community Assn. Inc
DESIGN REVIEW APPLICATION
Property Change/Alteration Form

The Design Review Criteria has been established for the benefit of all Yankee Trace homeowners and residents. Any EXTERIOR changes to a property must have the approval of the Design Review Committee. Any EXTERIOR changes of homes that abut the Yankee Trace Golf Course must also have approval from the Course Management. Please complete this form to the best degree possible and submit it, along with plans or specifications to the Design Review Committee, 915 Yankee Trace Drive, Centerville, Ohio 45458. You may personally drop Applications off placing the paperwork in the bin labeled DESIGN REVIEW at the front door of the Community Room or the mailbox on Yankee Trace Drive. If detail is sufficient, applications may also be emailed to Trustees@myyankeetrace.com. For quicker turnaround, notify the Trustees that an application has been submitted at the Community Room by emailing Trustees@myyankeetrace.com.

Submission Date: ___/___/___ Owners Name: _____

Address where changes to be made: _____

Owner's Phone: _____ Owner's Email: _____

Contractor: _____ Contractor Phone/Contact: _____

SUBMITTED FOR:

___ Addition ___ Alteration ___ Landscaping ___ Repainting ___ Other

General Description of change: _____

ENCLOSURES:

___ Two Sets of plans Enclosed (One Set will be returned)

___ Two Plot Plans Enclosed (One will be returned)

___ Two Landscaping Plans Enclosed (One set will be returned)

___ Samples of Material/Colors/Style to be used enclosed, for paint **changes**, samples must be on a paint stirring stick. If you are using the same colors as existing, simply indicate so!

___ Other Documents enclosed, supporting the change

___ Dumpsters will be used on site no longer than ___ days.

Projected start date: ___/___/___ Projected Completion: ___/___/___

Design Committee Comments: _____

Approved: ___ Not Approved: ___

By: _____ Design Review Committee

Yankee Trace Community Association, Inc.

Lawn and Property Maintenance Standards - General

These general standards have been created to insure our community will always have a positive appearance to all who may consider living in our community. We hope the standards also provide information for those that have not had previous experience in this area.

Lawn, Plantings, and Beds Standards

Grass

To be mowed weekly to a height of 3"-3 1/2" during growing season (April through November) and be kept weed-free. All yard waste is to be removed from the property.

Fertilization/Weed Killing

Applications at least once in the spring (April) and once in the fall (September) with a slow release fertilizer. Due to the poor soil conditions in our area, it is recommended that a third fertilization be applied each year and that a grub treatment be applied every other year.

Flower Beds, Shrubs, and Trees

Beds are to be kept free of weeds and grasses at all times. Beds and driveway/sidewalks are to be edged at least once each year. Shrubs are to be trimmed/pruned at least once each year, and any dead shrubs or trees are to be removed and replaced immediately.

Watering

Watering of yards is recommended at least twice a week during the dry summer months to prevent total yard loss. Each area should be watered for at least 30 minutes except between houses.

General Property Maintenance

House paint

Painted areas of house should normally be re-painted every 8-10 years or before if it shows wear.

Roofing

Normally has a life of about 20-25 years or when it needs to be replaced.

Fencing

Fencing should be maintained in good repair, level, vertical, painted, and clean at all times.

Chimneys, Gutters and Downspouts

To be maintained in good repair with drainage pipes kept open.

Mailbox and Lamppost

Mailbox must be maintained with no missing parts or numbers. Lampposts should not have any broken glass. Both should be straight and be repainted every 8-10 years.

All property owners must insure their properties do not violate any of the covenants or restrictions of our planned community. Any questions should be directed to Towne Properties at 937-222-2250 or emailed to Trustees@MyyankeeTrace.com.

Lawn Management Program -Villas/Terraces

Homes in the Villa and Terraces areas receive this lawn maintenance program at an additional HOA assessment. The assessment amount is determined annually by the Board of Trustees. The timing of this program is listed below and is subject to weather conditions. If a service or application time is changed due to weather, it will return to normal for the next service or application time. All schedule change requests from our service providers must be approved by the Lawn, Landscape and Maintenance Chairman in advance. During excessive heat or rain periods, mowing may be suspended for that period. Such service will be added to the end of the season to balance.

April

Hard Surface Edging

Lawn Mowing and Trimming – weekly, beginning first week of April

May thru September

Hard Surface Edging

Weed and Grass Control

Lawn Mowing and Trimming – weekly

October

Hard Surface Edging

Lawn Mowing and Trimming - weekly

Turf Fertilization Program

All fertilizer applications for the Yankee Trace Villas/Terraces will be dry fertilizers with the exception of broadleaf weed controls. Treatments for bug infestation can be purchased at additional costs. Our service provider will generally contact and quote those homes that need additional service.

1st Application – Spring – Application of Pre-emergent crabgrass control and balanced fertilizer in April.

2nd Application – Early Summer – Application of balanced fertilizer and broadleaf weed control in late June.

3rd Application – Early Fall – Application of balanced fertilizer and broadleaf weed control in late August.

4th Application – Late Fall – Heavy rate of dry fertilizer (winterized) in late October.

Lawn Maintenance Standards – Villas/Terraces

The Villas/Terraces Lawn Maintenance program includes work in the following areas:

Hard Edging – Removal of grass which overhangs concrete sidewalks, driveways and curbs will be done monthly during the season. All debris generated will be removed.

Weed and Grass Control – Cracks of driveways, sidewalks and curbs are to have Roundup (or similar product) applied to eliminate weeds and grasses, 4 times throughout the season.

Turf Maintenance

Lawn Mowing – Shall be performed per agreed upon schedule as weather permits.

Cutting Height – Mowing equipment shall be set to a cutting height of 3" during the spring and fall, and 3-1/2" during the summer.

Mowing Practices – All mowing equipment shall be kept in good working condition. Mowers must be sharp to assure a clean cut. Cutting height shall be adjusted and performed to prevent scalping. Cutting direction shall change with each cutting where possible. Cutting shall be performed in a manner that prevents tire ruts both in the lawn and in adjacent areas. Damage to flowers, trees and shrubs shall also be prevented. All clumps of grass must be distributed evenly across the lawn. No grass clippings or debris shall be discharged into mulched beds or ornamental plantings. No grass clippings or debris shall be left on streets, curbs, sidewalks or any paved surface. All clean up shall be the responsibility of the service provider. Trees, ornamental plants, posts or light posts shall not be bumped or damaged while performing services. The maximum mower cutting width will be 60". The operator is to walk behind the mower and shall not operate at a speed more than the third gear on a four gear machine or fourth on a five speed machine. No more than four backyards may be mowed at a time and smaller mowers will be used so that all requirements are fulfilled.

Trimming – Trimming of grass and other vegetation shall be performed around all upright objects, curbing, fire hydrants, trees, signs, common blacktop driveways, etc. and shall be performed to maintain a uniform height with cut grass areas. Caution shall be taken to prevent scalping and damage to building foundations, watering system pipes, rain spouts, sign supports, dryer and other vents.