



July 2006
(updated Design Review application Oct 1, 2006 & contacts Sep 20, 2008)

Dear Homeowner:

On behalf of Legendary Run Community Association, Inc. we wish to congratulate you on choosing to make your home in one of the fine neighborhoods that make up Legendary Run.

Our community has experienced tremendous growth over the past five years due its appeal as a unique planned community. At time of purchase you should have received a book titled “A Declaration of Covenants, Conditions, Restrictions and Design Review Guidelines.” If you did not, you are entitled to receive a copy by contacting our Managing Agent (contact information may be found on the last page of the attached).

As a supplement to that book we have created the attached *Legendary Run At-A-Glance* to provide helpful information and acquaint you to our procedures, regulations and policies. These have been instituted by the LRCA Board of Trustees to best serve all residents of Legendary Run.

As neighbors and Trustees we strive to take the steps necessary to “Increase Property Values and the Quality of Legendary Living.” And a critical means of doing so is to ensure that Design Review Guidelines and the Covenants, Conditions and Restrictions are understood and complied with by all property owners, and enforced by the association.

Our hope is that information contained in *Legendary Run At-A-Glance* simplifies this process and removes any confusion relative to what is required and the responsibilities of each of us as Legendary homeowners. Further, we hope you find the remainder of the packet informative and useful.

Thank you in advance for your cooperation and positive contribution to preserving the uniqueness of our community and the joys of Legendary Living.

Sincerely,

LRCA Board of Trustees

WHAT IS A COMMUNITY ASSOCIATION?

When developers first started building Community Associations, everyone agreed that having property shared by all owners was a good idea. But one question remained. "Who's going to take care of it?"

Local government wasn't responsible because the land was privately owned. The Developer would eventually sell all the homes and go on to build another project; so wouldn't want to be responsible. That left the residents. Since they own the shared property, they should have responsibility for its maintenance. The concept of an Association of owners was born.

A Community Association is an organization of residents. A buyer will automatically become a member with the purchase of a home within the development. As a member you have a voice and a vote in Association affairs. These votes are cast during Annual or Special meetings of the general membership.

A Community Association is an incorporated, non-profit organization operating under recorded land agreements through which each lot 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 IT DO?

The major responsibility of the Association is to protect the investments and enhance the value of the property owned by the members. This is done by providing for the physical maintenance and operation of the shared property.

The Association has other responsibilities too, such as enforcing the master regulations and architectural controls, and setting up an effective communication system among members.

To assure the Homeowner of a well-run organization, a professional management firm has been retained as an integral part of the operation of the Association. Professional Management will insure that the Association functions as a viable business organization, protecting the Homeowners valuable investment. The management staff will coordinate and supervise the maintenance, financial and architectural facets of the Association.

THE HOMEOWNERS ASSOCIATION IS A BUSINESS:

No matter what role you play in the Association, one thing is certain: you will want it to operate as smoothly and efficiently as possible. The most important thing to remember about a Homeowners Association is that it is a business. To be successful, it must be operated like one.

LEGENDARY RUN COMMUNITY ASSOCIATION, Inc. (LRCA)

LRCA is indeed a sizable, vibrant, not-for-profit business, characterized here from 2005 results:

- \$1.2 million in physical assets (transferred from developer)
- \$ 500k in annual revenues
- 186% growth in customers (residents) over 4 years
- 60+ resident-volunteer leaders (= 13% of households!)

The purpose of the **LRCA Board of Trustees** is to set forth and administer policies and procedures and to make managerial decisions affecting the operation and maintenance of Association business and allow commonly held real property.

The members of the Board of Trustees being duly appointed and/or elected are recognized by the State of Ohio as officers of the Corporation (Legendary Run Community Association, Inc.) and have the authority to enter into contractual obligations, carry out and enforce all provisions of the Declaration, Articles of Incorporation and By-Laws, and may assign such responsibilities as deemed appropriate to the Managing Agent. Some of your Board's responsibilities include:

- Establish the policies and regulations that govern the Association.
- Supervise and prescribe the duties of the Managing Agent.
- Approve the Operating Budget and all expenditures made by the Association.
- Set the amount of the unit assessment.
- Maintain the common areas and structures located on common property.
- Keep a complete record of corporate affairs and report to the Homeowners.

The Board has sanctioned the following committees: Finance & Government, Design Review and Common Grounds, Community Center, Neighborhood Watch, and Communications & Social.

One Community, Thirteen Neighborhoods: Castlestone, Grand Cypress, Greenbrier, Inverness, Legendary Trails, Mackenzie Crossing, Muirfield Ridge, Old Course, Powfoot, Royal Troon, Stonehaven, The Highlands and Winged Foot.

All homeowners are members of LRCA (often referred to as the "master association"). In addition, residents of Grand Cypress, Greenbrier, Inverness, Old Course, Royal Troon and The Highlands are also members of that neighborhood's sub-association, each of which are bound by the master CCRs and the sub-associations CCRs.

The last page of this document contains contact information for the LRCA Board of Trustees.

LRCA Board mission: Enhance Property Value & the Quality of Legendary Living

THE MANAGING AGENT

The Managing Agent is responsible to the Board of Trustees for carrying out the day-to-day operations of all Association business and common real property.

The Managing Agent has specific authorization and obligations as contained within the management contract. The management contract will generally run for a period of one (1) year.

It is also the responsibility of the Managing Agent to bid, contract, oversee and direct all contractors, vendors, etc., servicing the Community Association under the approval of the Board of Trustees.

The management company is the vehicle by which the overall administration, policies and procedures, managerial decisions, etc., of the Board of Trustees acting on behalf of all owners/members, are carried out. The expertise and experience of a qualified management company provides the Board of Trustees with the information and facts necessary to make appropriate decisions on almost all aspects of the Community Association administration and management of common real property.

The last page of this document contains contact information for the Managing Agent.

DECLARATION OF COVENANTS, CONDITIONS, RESTRICTIONS, EASEMENT AND LIENS:

When the Developer plans his project, he develops a set of legal documents, which establish the community association, govern its operation, and provide rules for use of all properties in the community. The legal documents consist of the following:

DECLARATION OF COVENANTS:

The Declaration details each owner's property rights and the conditions on use of his property, and his rights and obligations in the Association. The master regulations are important rules in your day-to-day living. They are set up to make the sharing of property convenient and easy for you and all others involved.

ARTICLES OF INCORPORATION:

Establish the Association and its purpose, structure and powers.

BY-LAWS:

The By-Laws delineate the meeting process, election procedures, powers and duties, Board meetings, committees, insurance requirements, and limited use restrictions.

DISCLAIMER AND REFERRAL TO DOCUMENTS

This document is designed to familiarize owners briefly with the Association, Management and policies and procedures. A fuller, more comprehensive reference to any item concerning Legendary Run can be found in the Declaration, Articles of Incorporation, and By-Laws issued to all owners at the time they take title to their home.

In case of any conflict between this document and the Declaration, Articles of Incorporation and By-Laws; the Declaration, Articles of Incorporation, and By-Laws shall control.

DESIGN REVIEW GUIDELINES

The Association has been charged with the responsibility of maintaining the aesthetic and architectural character of the Legendary Run Community.

Any owner desiring any exterior change, improvement or addition (including any change in color) must obtain approval for the change or improvement from the Board of Trustees. All applications will be considered on an individual basis and all reasons presented for the improvements will be weighed and evaluated based on the following considerations:

1. The harmony of external design and location in relation to surrounding buildings in the community.
2. Adherence to guidelines established in the Declaration.

The procedures for this are as follows:

1. Submit a complete description of the improvement with a drawing, photograph or catalog picture specification and attach to a completed Design Review Application to The Managing Agent (see contact info on last page). **Note: sub-association signed approval must accompany any Design Review request submitted to the Master Association (for residents of Grand Cypress, Greenbrier, Inverness, Old Course, Royal Troon or The Highlands).**
2. The Board will review, within thirty (30) days, and approve, disapprove or state additional alternative recommendations for the Design Review application. The owner will receive a copy and notice of the same within five (5) days from the decision of the Board.
3. Any change or improvement made by an owner is the responsibility of the owner for maintenance, repair and/or replacement.
4. Unauthorized changes or improvements must be removed or restored to original condition at the discretion of the Board of Trustees and will be at the expense of the owner.

The purpose of the Design Review application is not to discourage improvements but to control the nature of improvements to those that enhance the value and conform to the overall aesthetic appearance of the Association. This control should be looked upon as a protection of your investment. The Board of Trustees and the Association members are in favor of improvements and hope that owners will desire to personalize their homes.

We are including Covenants and Restrictions Made Easy to aid in understanding.

COVENANTS AND RESTRICTIONS MADE EASY

Additions, modifications and outside changes to homes and landscaping in our planned community **require approval prior to beginning the project**. A Property Change/Alteration Form including **plans, specifications, drawings and literature with pictures of materials** being used, must be submitted to the Design Review Committee for approval. Protects property values!

Don't Assume ... Communicate



(as reviewed at the December 2005 Annual Meeting)

The following are the most frequent examples of changes/additions that are being done:

| | | |
|-------------------|---------------------------|------------------|
| Landscaping | Satellite Dishes/Antennas | Decks/Porches |
| Exterior Lighting | Play Sets | Awnings |
| Fences | Walls/Retaining Walls | Basketball goals |
| Exterior painting | Gazebo | |

More detailed information defining specifications and restrictions can be found on pages 6 through 14 of the Design Review Guidelines.

The following is a brief summation from the Declaration of Covenants and Restrictions which apply to all homeowners. While **not totally inclusive**, they give the general thrust of the Restrictions and address 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 13

through 16 in the Covenants and Restrictions, Article VIII – Use Restrictions.

- No noxious or offensive trade or activity which may become an annoyance or nuisance to other owners or the neighborhood.
- Dogs, cats and caged birds may be maintained so 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.
- No burning of trash or storage/accumulation/disposal of litter or yard waste material on any lot.
- Trash and garbage containers are not permitted outside except on collection day. If outside, they must be screened 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.
- No automobiles belonging to an owner or resident shall be parked on the paved portion of any common driveway or street, except during bona fide temporary emergencies.
- Removal of trees or shrubbery from any common areas without written approval is prohibited.
- Other than driveways or sidewalks, structures or plantings which may damage or interfere with any easements or may retard direction or flow of drainage channels or represent a safety problem, are prohibited.
- There shall be no violation of any rules for the use of the Common Areas or Community Facilities which may, from time to time, be adopted by the Board of Trustees is hereby and elsewhere in this Declaration authorized to adopt or amend such rules.
- No fence or wall of any kind, specifically including the use of hedge or other growing plants as a fence and for any purpose, except a retaining wall, shall be erected, placed or suffered to remain upon any lot without the specific approval of Declarant or the Association.
- Garages are to be used for the parking of vehicles and other customary uses and shall not be used/converted into living areas.
- No junk vehicles, commercial vehicles, trailers, boats, trucks of more than one ton, structures of a temporary character, recreational vehicles, tents, shacks, barns or temporary or permanent outbuildings, excepting doghouses shall be kept or used upon the lots or common areas, nor shall repair or extraordinary maintenance of autos or other vehicles be carried out thereon.
- No signs, letters, numbers, symbols, markings or illustrations shall be erected, posted, attached or displayed upon any lot or living unit except:
 - (a) One approved temporary sign, informing the public that the real estate is for sale, lease, or rent. No sign may be illuminated.
- No outside television or radio aerial or antenna, or other aerial or antenna for reception or transmission, or 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 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.



LEGENDARY RUN DESIGN REVIEW CHECKLIST AND APPLICATION

*The Design Review Criteria has been established for the benefit of all homeowners. A Design Review Application must be approved for any improvement that changes the exterior appearance of the property. Please fill out the checklist below and submit with the proposed improvement plans to: Legendary Run Community Association, c/o Towne Properties, 11840 C Kemper Springs Drive, Cincinnati, OH 45240, for approval by the Design Review Committee. **Homeowners are forewarned the Design Review Committee has 30-days from receipt of any application to make their decision on any Design Review application.***

Recorded Lot # _____ Submission Date _____

Lot Address: _____

Homeowner: _____ Phone: _____ Email: _____

Contractor: _____

Address: _____ Contact: _____

Phone: _____ Fax: _____

Submitted For: Describe proposed improvements (refer to the Design Review Criteria for submission requirements) include plans, specifications, drawings and literature with pictures of materials.

___ Two sets of plans are enclosed (one set of plans will be returned to the applicant)

___ Two plot plans are enclosed (one plot plans will be returned to the applicant)

___ Two Landscape plans enclosed

___ Exterior material selections enclosed, i.e. roof, brick/stone, siding, trim walls, etc. (Paint samples are included for all exterior materials).

REVIEW COMMENTS:

Approved: _____

By: _____
(Representing the Design Review Committee)

Approved as noted: _____

Date: _____

Not Approved: _____

Oct 1, 2006

PETS

Please be courteous to your neighbors when considering pets. Dogs, cats and other household pets are permitted at Legendary Run Community Association provided they are not kept for commercial purposes.

All pet owners are responsible for cleaning up after their pets!

No animal may be a nuisance by barking, howling or making loud noises so as to disturb your neighbor's rest or peaceful enjoyment of their home.

Dogs must be under leash control at all times on common property.

COMPLAINT PROCEDURE

There are times when everything isn't going according to plan, or the plan is no good, or somebody is stepping on our toes in one way or another. Most of us try not to encroach on our neighbors' rights and privileges and to treat others, as we would like to be treated.

Accordingly, there must be a way to get the problem solved, especially when a Homeowner is violating the Covenants. The Board is powerless to do anything substantive without written documentation, a "paper trail" if you will.

Therefore, as part of the complaint procedure, a form is available through the Management Office to expeditiously solve these problems.

The procedure is as follows:

Homeowners try to resolve issue by discussion with the offending party. If not resolved:

1. Call the Managing Agent for the appropriate form.
2. Explain your complaint. Steps you have taken toward a reasonable solution, and your suggested solution for the problem. Mail this completed form back to the Managing Agent.
3. The following steps will be taken as necessary to resolve the complaint.
 - a. Initial letter sent to offending party. If there is no resolution -
 - b. A second letter will be sent.
 - c. If after these two letters, the problem or complaint is not resolved, the issue will be taken to the Board and recommendations will be made to alleviate the complaint.

LEGENDARY RUN COMPLAINT OR REQUEST FORM

TO: The Board of Trustees

FROM: _____ ADDRESS: _____

PHONE: _____ DATE: _____

Specific request or complaint. (Supply the name and address of any other party involved.)

NAME: _____

ADDRESS: _____

Steps you have previously taken toward solution:
(Make attachment if additional space is needed)

Your suggestion for the problem:

If the Board would seek legal remedies in this matter, would you be willing to testify in court?
(Please initial if the answer is yes) _____

The following information to be supplied by the Board of Trustees via its Managing Agent:

Date Received _____ By _____

Action Taken _____

Date _____

MAINTENANCE PROCEDURES

Common Areas - includes all portions of the Association property that is owned by all members of the Community Association collectively. The responsibility for maintaining, repairing or replacing is to be borne by the Association; funded by the quarterly assessment paid by each owner.

Daily, weekly and periodic building maintenance and operations are normally handled by the staff under the direction and supervision of the management company according to the guidelines established by the Board of Trustees for the Community Association. The exceptions to this are those services needed to be performed by professional contractors or companies specializing in the area of expertise required. In some instances, outside contractors may also be used for jobs.

When a particular job requires the use of outside contractors or companies, a bidding process is generally used whereby job specifications are written out and minimums of three contractors are solicited to submit bids by a specified deadline. The bids are reviewed by the management company and presented to the members of the Board of Trustees for review, discussion and a vote to determine the bid deemed to be the most desirable from the standpoint of qualifications, reputation, timely completion dates, adequate insurance coverages and other pertinent factors.

The following is a brief description of various building services and the method by which they are normally performed:

GROUNDS CARE - Lawn and shrubs in the common areas are maintained during spring and summer months by a contractor approved by the Board of Trustees. Lawn and shrub fertilization, weed control and insect and disease applications are performed by an independent contractor.

EXTERIOR BUILDING SURFACES/STRUCTURES - (Common Area) these areas are routinely inspected by the management company for assurance of integrity. Any maintenance such as masonry protective work or other structural items would be contracted out on a bid basis as the need arises.

SPRINKLER SYSTEM - The Management Company coordinates the start-up, minor replacements and winterization of the sprinkler systems at the entrances. Inspections are performed to assure that the heads are properly aligned and functioning.

It is the opinion of the Management Company that each area of operation for the maintaining of the common areas has been well planned and scheduled. However, if you should become aware of a condition that needs attention, please call the Management Company at your earliest convenience so that the matter may be attended to promptly.

MANAGING AGENT CONTACT INFORMATION

TOWNE PROPERTIES ASSET MANAGEMENT COMPANY
11857 KEMPER SPRINGS DRIVE
CINCINNATI, OH 45240

Please direct all inquiries and issues to:

Scott Testerman is the Property Manager assigned to LRCA and oversees all Association business and the operation of LRCA property. Assisting Scott is Melissa Patrick.

Please contact Scott or Melissa with any and all questions or issues.

Scott Testerman scott@tp1.com (513) 874-3737

Melissa Patrick MelissaP@tp1.com (513) 874-3737

Fax: (513) 874-6731

LRCA BOARD OF TRUSTEES CONTACT INFORMATION – 2008-2009

There are five trustees serving on the 2008 LRCA Board, all are residents of Legendary Run.

| | | | |
|------------------------|-----------------|--------------|--|
| | | | |
| President | Bob Pautke | 513-947-9492 | pautke@legendaryruninfo.com |
| Treasurer, Sec. | Lee Kortz | 513-947-1754 | kortz@legendaryruninfo.com |
| VP, Design Review | Ron Stahl | 513-753-9099 | stahl@legendaryruninfo.com |
| VP, Community Outreach | Marcia Probasco | 513-752-4045 | probasco@legendaryruninfo.com |
| VP, Community Center | Gerry Roerty | 513-943-1582 | roerty@legendaryruninfo.com |