

# GENERAL HOA INFORMATION

ASSOCIATION ADDRESS (Do NOT mail dues here):  
STEEPLECHASE SUBDIVISION HOA  
11301 GRAND NATIONAL BLVD.  
WALTON, KY 41094  
(859) 534-0900

## SECTION I: SUMMARY

The following is a summary explanation of the Covenants, Declarations, and Bylaws of the Steeplechase HOA.

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## **SECTION III: BY-LAWS**

# WELCOME

Welcome to the Steeplechase Subdivision. The Board of Directors of your Homeowners Association would like to congratulate you on your choice of Steeplechase as the location of your new home. The following pages of this manual are intended to familiarize you with your Association and a convenient reference guide. Specifically, this manual has been prepared for two reasons:

- 1.) To explain the purpose of a Homeowners Association (HOA) on how the association works.
- 2.) To provide an overview of your Association's policies and procedures.

For more thorough information, it is important to read the Declaration of Covenants, Conditions and Restrictions for Steeplechase Subdivision and the Association Bylaws along with all the supplements. Please keep this manual in a convenient location, and be on the lookout for periodic revisions and addendum.

As your Board of Directors, it is our goal to maintain, protect, and enhance the value of your home and lifestyle at Steeplechase. Moreover, we hope to promote an atmosphere of goodwill to the community's residents and guests.

Sincerely,

Board of Directors  
Steeplechase Subdivision Homeowners Association

## JUST A REMINDER.....

Your Homeowner's Association is governed by the group of legal Documents beginning on page 19 of this manual. These documents contain more explicit, comprehensive information regarding your Association and its day-to-day operations. The summary information in the front of this manual has been created for your convenience and should not be used as a Governing Document for the Association.

## STEEPLECHASE HOA FACT SHEET

The following is a summary of the most frequent questions we receive:

Original mailboxes, as well as replacements, must be the same through out the community and can be purchased through Cincinnati Gas Light, Inc. at 4013 Dixie Highway, Erlanger, Kentucky. Their telephone number is (859) 727-1331. Cincinnati Gas Light will also install the mailbox.

In ground pools are permitted, however, above ground pools are not allowed. ALL POOLS are subject to the approval of Steeplechase Architectural Board (ARB).

Temporary or permanent structures on your property such as tents, storage sheds, freestanding greenhouses, etc are prohibited.

Satellite dishes are permitted; however, your satellite dish must meet the following specifications:

1. The dish diameter must not exceed 18"
2. The dish must be screened from view of all adjacent lots.
3. The dish must be attached to your home or within 10 feet of your home. (If your lot's building set back requirements fall less than 10 feet from your Home, the building set back criteria will supersede.)

Fences are permitted, however all fences are subject to the approval by the Steeplechase ARB.

Landscaping: The ARB must approve all landscape plans.

Fishing / Swimming: Fishing with rod and reel from the banks of the lakes is permitted by Owners and residents only. No other type of fishing is permitted. Any person who is not a resident or Owner shall be considered a trespasser. Swimming in the lakes is strictly forbidden.

Boats: Boats or other inflatable devices are not permitted on the lakes.

**Association Fees:** The Association Fees are paid quarterly at \$150 per quarter. Late fees of \$20 are implemented if the fees are not received by the 15<sup>th</sup> of the month and by the 15<sup>th</sup> of any of the following months.  
**Please send your payments with coupons to:**

**Steeplechase HOA  
c/o Stonegate Property Management  
P.O. Box 645338  
Cincinnati, OH 45264**

Homeowner "Not in Good Standing": A homeowner "not in good standing" is defined as not current on their association fees. Homeowners "not in good standing" will lose their voting, pool, and fitness room rights, along with late fees and possibility of a lien placed on their property.

# COMMUNITY GUIDELINES – GENERAL

The overall governing document of the Steeplechase Subdivision HOA is the Declaration of Covenants, Conditions and Restrictions for Steeplechase Subdivision beginning on page 21. This document should be used to answer your specific questions. The following is a summary of guidelines of the regulations outlined in the Covenants.

1. Clearing and Removal of Trees: No lot may be cleared for any reason without the prior written approval of the ARB. (For more details, see Section 10.1.4 of the Declaration of Covenants, Conditions and Restrictions for Steeplechase Subdivision)

2. Landscaping: The ARB must approve all landscape plans.

3. Accessory Buildings: No accessory buildings of any kind will be permitted on any lot. (For more details, see Section 10.1.6 of the Declaration of Covenants, Conditions and Restrictions for Steeplechase Subdivision)

4. Temporary Structures: No structure or object of a temporary character, such as, but not limited to, trailers, construction trailers, tents, shacks, sheds, outbuildings, garages, barns, tree houses, skateboard ramps shall be erected, kept or maintained on any Lot. (For more details, see Section 10.1.7 of the Declaration of Covenants, Conditions and Restrictions for Steeplechase Subdivision)

5. Maintenance of Lots: All lots shall be kept in a clean and sanitary condition and no rubbish, refuse or garbage shall be allowed to accumulate or any fire hazard allowed to exist. (For more details, see Section 10.1.8 of the Declaration of Covenants, Conditions and Restrictions for Steeplechase Subdivision)

6. Fences: The composition, location and height of any fence, wall or hedge to be constructed on any lot shall be approved in advance by the ARB. Chain link fencing may not be used. (For more details, see Section 10.1.9.d of the Declaration of Covenants, Conditions and Restrictions for Steeplechase Subdivision)

7. Driveways: All driveways shall have hard impervious, dustless surfaces, such as asphalt, concrete, brick or uncrushed stone. All driveways shall be approved in advance by the ARB.

8. Utilities: No utilities may be above ground, including, but not limited to, electric, telephone and cable television.

9. Boats: Boats are not permitted to be used on the lakes.

10. Clotheslines: No clotheslines or outside drying area shall be located on any Lot.

11 Residence Graphics: The size and design of all signs, numbering for the Lot, mailboxes and other such materials shall be approved by the ARB and shall display continuity and conformity throughout the development. No signs, billboards, advertisements or notices of any kind, including, without limitation, "For Sale" or "For Rent" signs, shall be displayed for public view on any Lot, or the Homeowners Association Property, without the prior written approval of the ARB...The ARB on 7/11/2018 established the following preapproved standards for signs:

- Real Estate Signs: No more than one real estate sign may be displayed in front and one in back offering a property for sale or rent. Not to exceed 6 square feet in area. Signs must be removed within one week following the sale or rental of a home. One "open house" sign may also be used 2 days prior and removed the day of the open house. No application is required for these signs.

- Political Signs: No more than 3 political campaign election signs are allowed, and each sign shall not exceed 4 square feet maximum. These signs may be placed no sooner than 45 days prior to an election date and must be removed 2 days following the elections. No application is required for these signs.
- Security Signs: Two security signs, each not exceeding a total of sixty-four square inches may be posted on the property. No application is required for these signs.
- Business Signs: One sign, not exceeding 4 square feet, may be posted on the property when a vendor is doing improvements on a property such as replacement windows, roofing, siding, HVAC, etc. Sign must be removed 5 days after improvement is complete with a maximum of 30 days total.
- All signs displayed from the interior of the home but visible from the exterior as well as any exterior signs aside from those listed above must be reviewed and approved prior to installation.
- No sign should be attached to structures, fences, traffic posts, Association-owned sign posts, trees, or mailboxes. This includes, Yard Sale, For Sale, or Open House Signs
- Signs shall not obstruct any traffic sight lines.

12. Antenna and Other Rooftop Accessories: No radio, televisions or other electronic antenna, aerial or other reception or transmission device may be erected or maintained anywhere on the common property or on the exterior of any Single Family Residence (unless installed by Developer or the Association), without the prior written approval of the ARB. (For more details, see Section 10.2.5 of the Declaration of Covenants, Conditions and Restrictions for Steeplechase Subdivision)

13. Parking of Vehicles: No commercial vehicles, boats, boat trailers, buses, house trailers, motor homes, trucks, camping trailers, vans, motorcycles, motor scooters, go-carts, motorbikes or other similar vehicles, whether of a recreational nature or otherwise, with the exception only of four (4) wheel passenger automobiles and truck and vans not to exceed 3/4 ton, shall be placed, parked or stored outside of an approved garage, except that boats may be stored in driveways for seventy-two (72) hours per week between April 1 and November 1.

14. Parking of Services: Vehicles of repairmen, deliverymen, and moving vans may be parked at curbside or on the driveways and private parking areas of a Lot for no longer than four (4) hours in a twenty-four (24) hour period. The Association shall have the right to authorize the towing of any vehicles that are in violation of these provisions, and to collect the cost thereof from Owners, as an individual assessment.

15. Firearms: There shall be no hunting, discharging of firearms, BB guns, bows, crossbows or other projectile weapons within or upon any Lot except by security personnel in the performance of their duties.

16. Animals: No animals shall be allowed to run loose at any time.

17. Fishing / Swimming: Fishing with rod and reel from the banks of the lakes is permitted by Owners and residents only. No other type of fishing is permitted. Any person who is not a resident or Owner shall be considered a trespasser. Swimming in the lakes is strictly forbidden. The Association shall render a fine upon any person who violates this section.

18. Burning: No burning of trash and no accumulation or storage of litter, new or used building materials, or trash of any kind shall be permitted on any lot. Trash and garbage shall be placed in sanitary containers and shall not be permitted to remain in the public view except on days of trash collection. This does not apply to any Lots owned by the Builder.

19. Inoperable Vehicles: No vehicle in inoperable condition shall be stored on any Lot for a period in excess of five (5) days unless the same is in the garage and completely out of view.

20. Garage or Yard Sales: There shall be no more than two (2) garage or yard sales held by the Owner or residents of any Lot during any twelve (12) month period.

21. Christmas Decorations: Christmas type lights may be erected no sooner than four (4) weeks prior to and removed not later than four (4) weeks after Christmas.

22. Structures: No permanent or temporary building, tent, storage shed, freestanding greenhouse, or above ground pool or pool designed for above ground use shall be erected or permitted to remain upon a Lot. In ground pools and decks are permitted provided they are located within the building set back area of the Lot and approved pursuant by the ARB.

23. Garages: Garages shall be used only for the parking of vehicles and other customary uses and shall not be used for or converted into living area.

24. Additions and Improvements: The individual Homeowner will be responsible for the maintenance of all approved additions or improvements. The Board of Directors wishes to remind all Homeowners of their obligation toward the appearance of the Community. With this in mind, the Board of Directors desires to inform all Homeowners that all modifications or improvements should be in keeping with the character of the Community, and written approval by the ARB.

25. Exterior Carpeting: No exterior carpeting shall be allowed if it is visible from the street.

#### Trash bin enclosures:

- Shall not exceed four feet in height and four feet in depth. (External dimensions)
- Shall have a cement base on level ground
- May run parallel with the home but cannot be forward of the home. They may be placed further back.
- Are allowed to be on the side of the home as long as they match the home in look, color and construction.
- One enclosure per home, you may not have one on each side of the house.
- Enclosures are only for trash bins. May not contain lawn equipment, hoses or be used for any storage.
- Enclosure shall not hold more than three trash bins.
- Trash cans must be completely out of view within the enclosure
- **Must be approved by the ARB.**



## DECLARATION OF COVENANT, CONDITIONS RESTRICTIONS, EASEMENTS AND LIENS

When the Developer plans his projects, 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, 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 sharing the property convenient and easy for you and all others involved, not making things difficult.

## **ARTICLES OF INCORPORATION**

The 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.

## **WHAT IS A HOMEOWNERS ASSOCIATION?**

When developers first started building Homeowners 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; he would not 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 Homeowners 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, he/she has a voice and vote in the Association affairs. These votes are cast during Annual or Special meetings of the general membership.

The automatic membership Homeowners Association is an incorporated, nonprofit 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. Providing for the physical maintenance and operation of the shared property does this.

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 Homeowners of a well-run organization, a professional management firm may be retained as an integral part of the operation of the Association or the association may be self-managed. Either professional or self-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.

## **DUTIES OF OFFICERS**

**President** - The President shall be the chief executive officer of the Association. He/She shall preside at all meetings of the Board of Directors and shall see that orders and resolutions of the Board of Directors are carried out. Subject to directions of the Board of Directors, the President shall have general executive supervision over the business and affairs of the Association. He/She may execute all authorized deeds, contracts and other obligations of the Association and shall have other such authority and shall perform. The Board of Directors may determine other such duties as or otherwise provided for in the Declaration or in the By Laws.

**Vice President** - The Vice President shall act in the place and stead of the President in the event of his/her absence, inability or refusal to act; and shall exercise and discharge such other duties as may be required by the Board.

**Secretary** - The Secretary shall record the votes and keep the minutes of all meetings and proceedings of the Board and of the Members; serve notice of meetings of the Board and of the Members; keep appropriate current records showing the Members of the association together with their addresses, and shall perform such other duties as required by the Board of Directors.

**Treasurer** - The Treasurer shall receive and deposit in appropriate bank accounts all monies of the Association and shall disburse such funds as directed by resolution of the Board of Directors; keep proper books of accounts; cause an annual audit of the Association books to be made by a public accountant at the completion of each fiscal year; and shall prepare an annual budget and a statement of income and expenditures to be presented to the membership at its regular annual meeting, and deliver a copy of each to the Members.

The Board of Directors is authorized to delegate the authority and duties of any officer to any other officer or to a Managing Agent and generally to control the action of the officers and to require the performance of duties in addition to those mentioned herein.

## **ASSOCIATION MANAGEMENT**

The Steeplechase Subdivision has hired Stonegate Property Management, Inc. to manage the Association affairs. The management of the Association is responsible to the Board of Directors for carrying out the day to day operations of all Association business and commonly held property.

The Property Management Address is:

Stonegate Property Management  
2320 Grandview Dr., Suite 101

Fort Mitchell, KY 41017  
Contact: Kevin Malburg  
(859) 534-0900

Please call Stonegate Property Management with any issues concerning the community. Your call will be directed to the appropriate person or entity to address the issue. If you received a recorded message, make sure that you provide your name, address, telephone number (either home or work) and the nature of the question or problem.

It is also the responsibility Stonegate Property Management to bid, contract, oversee and direct all contractors, vendors, etc., servicing the Homeowners Association under the approval of the Board of Directors.

## **SALE OF YOUR HOME**

When you decide to sell your home, either by Owner or through a Realtor, you need to transfer not only your property, but also the responsibilities of membership in the Association.

Your buyer will automatically become a member of the Association and will be subject to the Covenants and By Laws of the Association. Also, please notify the Steeplechase HOA Management Company, Stonegate Property Management at (859) 534-0900 when your house is sold with the expected closing date so that we can provide the new owner with the necessary information on our community.

## **STEEPLECHASE SUBDIVISION HOA ARCHITECTURAL IMPROVEMENT GUIDELINES**

Your Association has been charged with the responsibility of maintaining the aesthetic character of Steeplechase. Therefore, homeowners intending to make any exterior change to their homes or property must obtain approval from the Association. Examples of such changes include (but are not limited to) play sets, decks, fences, exterior awnings, basketball goals, and landscaping.

Steeplechase Subdivision Board of Directors has established an Architectural Review Board (ARB) to assist in the process of approving architectural improvements within the community. This committee will review and either approve or deny the applications. Any homeowner that is denied can appeal to the Board of Directors. The committee will evaluate the applications based on the following primary considerations:

1. Compliance with the guidelines established in the Associations governing Documents.
2. Evaluation of any future expenditure that could be incurred by the Association as a result of the pending improvement.
3. Preservation of the harmony of the external design of the community, particularly in relation to the homes immediately surrounding the site of the improvement.

The procedure for submittal and approval of Architectural improvement Applications is as follows:

1. Complete the application found on page 13 of this manual and submit it to the current Chairman of the Architectural Review Board (ARB) or to DPS (see Contact Info on website)

2. ARB will confirm the receipt of your application, in writing, within 30 days. For your convenience, ARB will include the dates of the next scheduled ARB meetings.

3. ARB will review your application at the next scheduled meeting. You will be informed of the Board's decision, in writing, within one week of the date that the ARB made decision.

## **IMPROVEMENT APPLICATION FOR STEEPLECHASE COMMUNITY**

### ***WHEN DO YOU FILE AN IMPROVEMENT APPLICATION?***

An application form must be submitted for any construction or addition to the exterior of your building or grounds. If in doubt about your particular project, contact DPS at 859-384-8749.

### ***WHAT IS THE OBJECT OF THIS FORM?***

The object of requiring a Homeowner to file an improvement application with the Board is twofold:

1. To ensure that your planned improvement conforms to the Association's Declaration, enhances the beauty of the Community, maintains the architectural harmony of the Community and in no way inconveniences your fellow homeowners.
2. To enable the Association to determine what information and assistance it can give in order to expedite completion of your planned improvement.

## IMPROVEMENT APPLICATION

### **Steeplechase Homeowners Association**

#### WHEN DO YOU FILE AN IMPROVEMENT APPLICATION?

An application must be submitted for any construction, modification or addition to the exterior of your building (home) or grounds. If in doubt about your particular project, contact Stonegate Property Management at 859-534-0900. Return this form via fax at 859-534-0923, email: admin@spmhoa.com or mail to: Stonegate Property Management, 2320 Grandview Drive, Suite 101, Ft. Mitchell, KY 41017.

#### WHAT IS THE OBJECT OF THIS FORM?

The object of requiring an owner to file an Improvement Application with the Board of Trustees is twofold:

1. To insure that your planned improvement conforms to the Association's Declarations, enhances the beauty of the community, maintains the architectural harmony of the community and in no way inconveniences your fellow owners.
2. To enable the Association to determine what information and assistance it can give in order to expedite completion of your planned improvement.

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NAME \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_ OWNER \_\_\_\_\_ RENTER \_\_\_\_\_ LAND CONTRACT \_\_\_\_\_

LOT NUMBER \_\_\_\_\_ PROPERTY ADDRESS \_\_\_\_\_

NATURE OF IMPROVEMENT \_\_\_\_\_

COLOR \_\_\_\_\_ LOCATION \_\_\_\_\_

DIMENSIONS \_\_\_\_\_ CONSTRUCTION MATERIAL \_\_\_\_\_

CONTRACTOR \_\_\_\_\_ COST \_\_\_\_\_

DATE WORK IS TO BEGIN \_\_\_\_\_ SPECIAL NOTES \_\_\_\_\_

Please include the following with this application:

1. A picture of the proposed improvement. This can be from a catalog or the Internet.
2. A site plan showing the entire property, the location of the home and location of the improvement. This can be a drawing from your contractor. Dimensions and distances from the side and rear property lines are required. Please consult your documents for guidance. **\*\*A plat map is required for all applications\*\***

All work must be completed within 6 months of approval. Otherwise, a new application must be submitted.

I understand the rules concerning the proposed improvement. This improvement in no way encroaches on a neighbor's property or common ground (if applicable). I agree to abide by the rules established by the Association and will be solely liable for any upkeep required by the construction of this improvement.

I further agree to obtain all licenses and/or building permits and meet all legal requirements for building codes.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

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FOR ASSOCIATION USE ONLY: Date application received \_\_\_\_\_

Approval Date \_\_\_\_\_ Notations \_\_\_\_\_

Denial Date \_\_\_\_\_ Reason \_\_\_\_\_

## **ARCHITECTURAL CONTROL GUIDELINES**

ARCHITECTURAL CONTROL APPLICATION – The Association has been charged with the responsibility of maintaining the aesthetic and architectural character of the Homeowners' Association.

Any owner desiring to make any exterior change, improvement or addition (including change of color) must obtain approval for the change or improvement from the Association through its Board of Trustees and/or Modification Architectural Committee. 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 consideration:

1. The harmony of external design and location in relating to surrounding buildings in the community.
2. The recognition of future maintenance problems or expenditures the installation might cause the Association.
3. Adherence to Guidelines and Use Restrictions established in the Declarations of Covenants, By-Laws etc.

The procedures for this are as follows:

1. Submit to Stonegate Property Management a complete description of the improvement with a drawing, photograph or catalog picture and specifications as necessary. Attach plot plan of the lot where the improvement or modification will be located on the lot. Attach to a completed Improvement Application.
2. The Board of Trustees and/or designated Committee will review and the Application will be approved, disapproved or additional or alternative recommendations for the improvement/modification will be suggested. The owner will receive a notice of the decision within several days. If you have a specific date for work to begin, please be sure to note the date on the application.
3. Any change, modifications or improvements made by an owner is the responsibility of the owner for maintenance, repair and/or replacement.
4. Unauthorized changes, modifications or improvements must be removed or restored to original condition at the discretion of the Association, through its Board of Trustees and will be at the expense of the owners.

The purpose of the Architectural Control approval 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 community. This control shall be looked upon as a protection of your investment. The Board of Trustees and the Association members are in favor of improvements and encourage owners who desire to personalize their homes to do so within the limitations of the Declaration of Covenants, Conditions and Deed Restrictions and By-Laws.

## **PET POLICY**

Please be courteous to your neighbors when considering pets. Dogs, cats, and caged birds are permitted at Steeplechase 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 neighbors' rest or peaceful enjoyment of their home.

Dogs and cats must be kept within the confines of the Owner's Living Unit or Lot, except when being held on hand leash by the person attending the animal.

## **STEEPLECHASE SUBDIVISION HOA MAINTENANCE PROCEDURES**

**COMMON AREAS** - includes all portions of the Association property that is owned by all members of the Homeowners Association collectively. The responsibility for maintaining, repairing or replacing is to be borne by the Association. The maintenance fee paid by each owner provides the funds.

When a particular job requires the use of outside contractors or companies, a bidding process is generally used whereby job specifications are written and a minimum of two contractors is solicited to submit bids by a specified deadline. The bids are reviewed by either the Managing Agent or the President of the Association and presented to the members of the Board of Directors for review, discussion, and a vote to determine the bid deemed to be the most desirable from the standpoint of cost, qualifications, reputation, timely completion dates, adequate insurance coverage, and other pertinent factors.

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

**EMERGENCY SERVICE** – In the instance that there is an emergency, please call Stonegate Property Management at (859) 534-0900 or if the situation is critical, call one of the Association Board Member listed on the who to contact page.

**EXTERIOR STRUCTURES** - (Common Area) - These areas are routinely inspected 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.

A contractor approved by the Board of Directors will maintain GROUNDS CARE. (The lawn and shrubs in the Common Areas) Lawn and shrub fertilization, weed control, and insect and disease applications are performed by an independent contractor or

coordinated through the property management company authorized by the Board of Directors.

**SNOW PLOWING** - A snow-plowing contractor is hired to provide for snow plowing of the Clubhouse parking lot.

**SPRINKLER SYSTEM** - The Board will approve the startup, 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 Homeowners Association that each area of operation for the maintenance of the Common Areas has been well planned and scheduled. However, if you should become aware of a condition that needs attention, please call Stonegate Property Management at (859) 534-0900 and advise them of the issue.

## **STEEPLECHASE SUBDIVISION HOA ASSESSMENT AND COLLECTION POLICY**

As provided in the Declaration, Article VI, Section 6.1, Quarterly Assessments of \$150.00 shall commence and become due and payable on the first day of the quarter. Any Assessment not paid by the 15th after the due date will be considered delinquent and will be assessed a \$20 late fee. Each month following will also be charged a \$20 late fee if the assessment is not received.

A final notice shall be mailed by certified mail to a homeowner who is delinquent by more than sixty (60) days. Such notices shall specify that the delinquent Homeowner is “not in good standing”. Homeowners “not in good standing” will lose their voting rights, pool and fitness room rights, use of the clubhouse along with late fees and possibility of a lien being placed on their property.

When a Homeowner is in default of payment of an assessment or any other accrued fees for more than ninety (90) days, a notice of lien will be prepared and recorded against the respective lot at the Boone County Recorder's Office by the attorney for the Association. The notice of lien shall include the past due amount, the balance of the current year's assessments, late charges on the quarterly assessment together with attorney's fees and any other costs, which are the responsibility of the Homeowner.

In the event an assessment remains unpaid for a period of thirty (30) days after the recording of Notice of Lien, the Board, by resolution, may direct the attorney for the Association to commence a foreclosure action as provided in the Declaration.

All association dues should be mailed to:



Steeplechase HOA  
c/o Stonegate Property Management  
2320 Grandview Dr., Suite 101  
Fort Mitchell, KY 41017

## **SWIMMING POOL RULES**

1. There is no lifeguard on duty. Swim at your own risk.
2. Pool Hours: Sunday through Thursday 10 am – 9 pm. Friday through Saturday 9 am – 10 pm.
3. Children under 14 years old must be accompanied by an adult
4. No glass of any kind is allowed in the pool area
5. Radios must be battery operated and must be kept to a moderate level.
6. Please be courteous to other residents & homes in the area
7. Pool area is for Steeplechase residents and guest. All guests must be accompanied by a Steeplechase resident. Limit of 4 guest per household.
8. Please do not leave any pool toys or floats at the pool
9. Proper swimming attire must be worn in the pool area
10. Please clean and straighten any area which has been used before leaving including closing umbrella and return chairs.
11. Pool is not available for exclusive use.
12. No pets (except service animals) allowed in the clubhouse or pool area.
13. No running at the pool
14. No diving at the pool
15. Steeplechase pool rules may be amended at any time.
16. Your key fob will work on the front and back gates into the swimming pool area. If you lose a key fob you can have it replaced for \$25. Each household is allowed up to (2) key fobs per family. An additional key fob costs \$25. As you know,

- there are a number of rules posted in the swimming pool area. It is important that you have read them thoroughly.
17. No one is permitted to swim alone.

## **FITNESS ROOM RULES**

1. Your key will also fit the door to the Fitness area. Here are some items to remember on the use of the Fitness Room and the equipment.
2. Only Steeplechase residents with keys and their guests, when accompanied by a Steeplechase resident are allowed in the Fitness Room.
3. An adult must accompany kids under 17.
4. Trash should be picked up from the Fitness Room before you leave.
5. All the lights should be turned off when you leave.
7. Make sure that the deadbolt is locked. The door handle lock is not strong enough to prevent a break in. Remember that the equipment in the Fitness Room is very expensive.
8. It is important that we all protect the assets of our community. Thank you for your help.

## **CLUBHOUSE USE**

The Clubhouse is available for the enjoyment by any member in “good standing”. You can make reservations online at [www.steeplechase-richwood.com](http://www.steeplechase-richwood.com).

A \$250 refundable deposit will be required at the time the Clubhouse is scheduled. A rental fee of \$70 is also collected, which is refundable if a cancellation is made with more than 72 hours of the reserved time. The rental fee is non-refundable if the cancellation is made with less than 72 hours of the reserved time. The Clubhouse Coordinator will walk you through prior to the use of the Clubhouse. There will be an agreement that you will sign stating that you will clean the Clubhouse after use including wiping down all counters, sweeping and cleaning the bathrooms. All paper and trash should be placed in the proper container outside and furniture should be placed back to their original position. After signing the agreement, you will be provided a clubhouse key.

The Clubhouse Coordinator will inspect the Clubhouse when you return the key. If everything is properly cleaned, your \$250 deposit will be returned. If the Clubhouse requires additional cleaning or there is damage, then the cleaning or damage amount will be deducted from your deposit.