

Welcome to the Glencoe Neighborhood of Glencairn Forest!

(January 2024)

We are excited to have you join our community. This letter serves to highlight some of the important information about living in Glencoe. Questions regarding the information contained here can be emailed to the Trustees listed below.

GLENCOE AND GLENCAIRN HOMEOWNERS' ASSOCIATIONS (HOA)

Glencoe Services

Glencoe is a cluster home community located within the Glencairn Forest neighborhood. For this reason, there are applicable guidelines/bylaws and dues payable for both organizations. The Glencoe Neighborhood Homeowners' Association is referred to as (GNHA). The dues paid to GNHA cover:

- Landscape maintenance (Spring-Fall)
- Periodic inspection of trees and necessary pruning to keep trees from interfering with your house and gutters and remove unsafe growth.
- Snow removal and plowing of the Glencoe roads (Winter)
- Pest control around the exterior of your home's foundation twice per year
- Periodic resealing of driveways as well as maintenance of the Glencoe roads/curbs
- Re-staining of homes every seven years
- Gutter cleaning in the spring and twice in the fall
- Maintenance of common areas in the Glencoe neighborhood

Please note that the HOA contractors are only allowed to complete work as directed by the HOA Trustees. Individual homeowner requests/services made to these contractors must be separately arranged and paid for by the homeowner.

Glencoe Residents Responsibilities

Residents shall abide by the GNHA and Glencairn Forest bylaws and standards – available on our neighborhood website (address and login information is provided below). These include, but are not limited to:

- Replacement of the driveway, roof, and mailbox if/when necessary (requirements for materials and colors are found on the GNHA website)

- Maintenance and re-staining of decks (requirements for materials and colors are found on the GNHA website)
- Obtaining approval, in advance, for major changes to landscaping from the GNHA Architectural Review Board (ARB)
- Obtaining approval, in advance, for major changes to the exterior of your home from the GNHA ARB. This includes any alterations to decks, windows, lighting, roofs and exterior fixtures or the addition of fixtures. There are standards for lighting, front doors, windows, garage doors, railings, etc.
- *Obtaining approval, in advance, from the GNHA ARB for the removal of trees. Unless the tree is located within eight (8) feet of a home and has a trunk diameter of four (4) inches or more at a point of three (3) feet above the ground may not be removed without prior approval. Trees which have a trunk diameter of four (4) inches or more at a point of three (3) feet above the ground level are protected and must not be removed except by specific permission of the GNHA trustees. Safety and preventing interference with homes are considered with tree removal requests.*

AT THE END OF THIS WELCOME LETTER IS MORE DETAILED INFORMATION ON WHAT ITEMS MUST BE APPROVED IN ADVANCE BY THE HOA AND A FORM THAT MUST BE CREATED FOR CONSIDERATION BY THE HOA.

- Keeping pets leashed in the neighborhood or kept behind electronic fences (this is also a Summit County regulation)
- Following parking rules:
 - Commercial vehicles, trailers, boats, etc. may not be parked in the neighborhood except when work is being done or if they are in a closed garage.
 - Contractors shall be directed not to block the driveways or park around the islands.
 - Vehicles shall not be parked around the islands unless necessary for very short periods of time.
 - Vehicles shall not be parked in front of the Emergency Egress Gate

In addition to the listed Responsibilities, there are also “nice things” that have become part of the neighborhood culture. Those homes near the street typically leave their outer garage lights on through the evening, as we have no streetlights. Garage doors are ordinarily kept closed. Trash containers are not left outside past the day on which trash is collected, and neighbors commonly do favors for each other by moving someone’s containers back to their garage in the event they are traveling.

Trash Pickup

Richfield Township has arranged for trash pickup and recycling on Wednesdays (unless there is a Monday holiday, in which case it is pushed back a day). Put your trash and recyclables out late Tuesday or very early Wednesday as the trucks are sometimes here by 7 a.m. If you do not have a green recycling container from Rumpke, you should contact Richfield Township at 330-659-4700 or by using the link to their website which you will find on our website. Please avoid parking on the street on Wednesdays until both trash and recycle trucks have been through.

Glencoe and Glencairn Forest Dues

- The Glencairn Forest annual dues are payable in January. The 2024 dues are \$700. They cover the oversight of the whole development by an outside firm; and maintenance of Glencairn Forest common areas including picnic pavilion, tennis/pickleball courts, playground, ponds, waterfalls and landscape lighting. The Coral Company that manages Glencairn Forest will email and mail information about Glencairn Forest meetings and dues. *Please provide your contact details to the Coral Company.*

www.thecoralcompany.com (216) 932-8822

- The GNHA annual dues are payable in two equal installments due February 15th and July 1st. They cover the services listed above. Dues can be paid by check (made out to GNHA) and should arrive in the GNHA mailbox by those dates (P.O. Box 51, Richfield, OH 44286). Another option is to select the ACH withdrawal option in the Dues reminder that will go out in the month prior to the due dates.

The GNHA 2024 dues are \$4500 or two installments of \$2250. The amount for the following year will be announced by email in December of each year.

GNHA Resident Directory and Information

New residents or existing residents with a change in contact information should share this information with any trustee (listed below). The trustees are volunteers and residents of the GNHA. They will reach you by e-mail for important neighborhood announcements and for reminders about dues payments.

If in doubt about anything, contact a trustee for information.

GNHA trustees 2023-2024

Dean DiCarlo (arboriculture, architectural review)

3425 E. Glencoe, home phone 330-659-3633, cell 330-338-9507, dean824@aol.com

Karen Feth (driveway re-sealing and parking pad & road repair)

3604 W. Glencoe, home phone 330-659-0321, cell 330-819-0734, kfeth@fethfamily.org

Dave Fisher (re-staining of homes; pest control)

3480 E. Glencoe, home phone 330-659-5000, cell 330-958-4260, fisher6595@yahoo.com

Harold Gaar (president, landscape)

3439 E. Glencoe, cell 214-533-1756, hgaar@me.com

George Gates (snow removal - plowing; gutter cleaning; website)

3461 E. Glencoe, cell 216-990-0417, george@commercials.com

Barb Kimbrew (Treasurer)

3582 W. Glencoe, cell 440-413-0707, blkimbrew42@gmail.com

Cortney Skory (secretary, directory & email list, architectural review)

3532 Thistle Ct., cell 440-773-4166, cortneybaird@live.com

GNHA WEBSITE

The GNHA website includes important information like the neighborhood directory, bylaws, budget paint/stain colors, Welcome Letter, dues information as well as a list of neighborhood resources/vendors (mailbox repair, handyman, arborist).

www.glencoehomeowners.com

User Name: glencoe (lower case)

Password: richfield44286 (lower case)

GLENCOE HOMEOWNERS ARCHITECTURAL AND LANDSCAPE STANDARDS

Most exterior changes to your home and yard must be approved prior to the changes being made. Due to the proximity of our homes to property owned by the Glencoe HOA and the Glencairn HOA, property lines may not be clear. A simple request for approval by the Glencoe HOA will prevent mistakes. Should a homeowner be found responsible for making changes without approval, they may be responsible to mitigate the issue.

Requests for approval are reviewed by the Architectural Review Board (ARB), which is comprised of three trustees. Should a homeowner disagree with the decision of the ARB, an appeal may be made to the entire HOA board. The HOA board vote will be the final decision for a request for approval.

Requests for approval must be obtained for:

PAINT/STAIN

Painting/Staining of your home or deck. There are specific paints and stains that are required for the Glencoe homes. Additionally, the HOA stains Glencoe homes on an estimated cycle of every seven years. You may choose to wait until your home is scheduled to be stained. The schedule for the staining of homes can be found on the Glencoe HOA website. (Homeowners may choose to stain their own homes or utilize a contractor other than the contracted HOA painter. The HOA does not reimburse homeowners who choose to stain their own homes or choose a painter other than the contracted painter.)

Exterior Siding - Sherwin Williams Woodscapes Exterior Grade Oil Based Stain - 3002 Belvedere Tan

Exterior Trim - Sherwin Williams Woodscapes Exterior Grade Oil Based Stain – 3040 Cottonwood

Mailboxes - Sherwin Williams Woodscapes Exterior Grade Oil Based Stain – 3040 Cottonwood (Homeowners are responsible for the maintenance and staining of their own mailboxes.

Front Doors – All homes must have a six panel door and color choice is determined on a case-by-case basis.

Garage Doors and other Exterior Doors - ???? Sherwin Williams Woodscapes Exterior Grade Oil Based Stain – 3040 Cottonwood

DECKS

Many homeowners are choosing to utilize composite decking material or alternative railing material. Any changes can be submitted for approval and the color will be approved on a case-by-case basis. If you are restaining your deck, the required stain is shown below. It is a custom stain formula available at Sherwin Williams.

GLENCAIRN (GLENCOE - HOA)

Custom Color	Sher-Color(tm)	Version: 1883
Customer: 000000001	Name: D.I.Y.	Control: 201876
Color #: GLENKAREN	Name: DECK	Line: 1
Notes:		Ord/Sold: 0/0
Base: EXTRA WHITE	Permanently Saved: NO	Dispensed: 0
	Color Match Avail: YES	Remaining: 0

SW - Product
Sales Num: 6509-30746 Size: 16 UPC: 035777355084 Product: SD7W00151

Color Cast Formula				
Colorant-----OZ	32	64	128	
EXTERIOR G2 New Green	2	45	-	-
SUPERDECK SOLID COLO R2 Maroon	2	9	1	-

STAIN
FLAT
ONE GALLON
ARCHITECTURAL
EXTRA WHITE

Sher-Color Formula - DAYLIGHT

Enter NOTES

PATIOS/HARDSCAPE

Changes to or addition of a patio or hardscape must be approved by the HOA prior to changes being made.

MAILBOXES

Homeowners are responsible for the maintenance of their mailboxes. The replacement of a mailbox shall be submitted for prior approval by the ARB. All mailboxes shall be consistent with the mailboxes in the neighborhood. The HOA website lists the name of a handyman who has installed and repaired many of the mailboxes in the Glencoe neighborhood.

ROOF SHINGLES

Roof Shingles – There are many roofers that serve our neighborhood that are familiar with the approved shingles. Due to the number of shingle manufacturers and color options, a sample of the shingle must be approved by the HOA prior to roof replacement.

WINDOWS/DOORS/

Changes to your windows, doors, roofs, lighting and exterior fixtures must be approved in advance of any changes. All front doors and garage doors must be solid six panel doors. Side lights changes or additions must be approved by the HOA.

LIGHTING/EXTERIOR FIXTURES

Specific lighting requirements are in effect in the Glencoe neighborhood. Over the garage doors, only recessed soffit lights may be used. Lighting may not be modified without HOA approval.

Front door/porch lights must be recessed soffit lights.

Side door/access door and patio/deck lights must be the following dark brown (not black) vertical fixture available for Kichler Lighting:



Kichler Cylinder 2 Light – 12”

Model # 9244BK (this must be the outdoor light for damp settings)

Landscape lighting designs must be approved by the HOA. Lights should not be too bright or directed at another residence. All residents are expected to keep lighting in good working order.

LANDSCAPE

Major changes to the landscape include the removal or addition of multiple plants or trees. All landscape shall maintain the natural contour of the land. Sidewalks to the street are not allowed. Major changes to the landscape will require a written/drawn plan designating where and what plants will be added/replaced. Measurements of the area from the outside of the home should be included. Should any landscaping die, residents are responsible for replacement.

This does not apply to small changes such as the planting or removal of flowers. When in doubt, it is always best to ask for approval.

TREES

Prior approval is required BEFORE the removal and, or replacement of most trees. Unless located within eight (8) feet of a home, trees with a trunk diameter of four (4) inches or more at a point of three (3) feet above the ground may not be removed without prior approval. Please note that the HOA is responsible for trees located on HOA property.

Removal requests for these trees will be considered if a tree is diseased, presents a safety issue or is interfering with the home. The HOA will bring an arborist in to

consider the issue and may bear the cost of tree removal. The HOA will bear the cost of tree removal on HOA property.

GLENCOE HOMEOWNERS ASSOCIATION REQUEST FOR APPROVAL

Please return this form to: The request will be considered by the Glencoe ARB as soon as possible.

Name/Address:	Date of Request:	
Requesting Prior Approval for (please circle):		
Exterior Painting	Exterior Lighting	Roof Replacement
Decking	Patio	Hardscape
Landscape	Landscape Lighting	Tree Removal/Replacement
Windows	Doors	Home Remodeling
Please describe the project and attach any drawings or details regarding the request:		
Date the Project Will Begin:		
Projected Date of Completion:		
Will the Contractor Be Leaving any Equipment, Supplies or a Portable Bathroom on Site? Please list:		
Additional Comments:		
Homeowner Signature	HOA Approval and Date of Approval:	

