

**Valley Creek Village Association
Strongsville, Ohio**

HANDBOOK



Effective March 2026

Welcome to Valley Creek Village Association

Welcome! On behalf of your neighbors and fellow homeowners, we're delighted to have you as part of **Valley Creek Village Association**. Our goal is to foster a safe, attractive, and friendly community where everyone feels at home.

Valley Creek Village Association was developed by Bob Schmidt Homes beginning in 1978 and includes 43 homes. We are part of the broader Ledgewood Association, which provides access to shared amenities such as roadways, a pool, clubhouse, playground, and beautifully maintained landscaping. Located within the City of Strongsville, our community benefits from Strongsville police and fire, schools, recreation center and senior center, along with convenient access to shopping, dining, and the Town Square park.

How to Use This Handbook

This Handbook is a reference guide meant to supplement (not replace) the Association's governing documents, including the Declaration and Bylaws. If there is ever a discrepancy between this Handbook and the governing documents, the governing documents will prevail.

The Handbook is organized into sections covering communications, Association operations, common areas, homeowner responsibilities, financial matters, and enforcement procedures. We encourage you to review it at your convenience and keep it accessible for future reference.

If a topic is not addressed here, or if you need clarification, please contact the Board at vcvboard1@gmail.com.

Warm regards,

**Your Neighbors,
Valley Creek Village Association Board of Directors**



Handbook Guide

The Handbook has been divided into the following sections for easy understanding and reference:

- I. **Definitions** – A listing of all the consistent and defined terms within this Handbook.
- II. **Communications** – As neighbors, we believe communicating amongst and with each other is essential to our community's ongoing success. This section is dedicated to methods of communication so that you know how to get in touch with necessary people and groups.
- III. **The Association and Board of Directors** – This section provides an overview of how the Association operates, including an explanation of how the Board of Directors administers the Association. It includes details on the Association's maintenance, insurance, and financial responsibilities, as well as a synopsis on management and operations.
- IV. **Common Area Information and Guidelines** – This section contains important provisions and regulations on the community's common spaces that we all share.
- V. **Unit Owner's Exterior Guidelines and Responsibilities** – This important section details what you are responsible for maintaining and repairing on the exterior of your unit.
- VI. **Unit Owner's Financial Guidelines and Responsibility** – While moving into a homeowner's association generally means "maintenance free" exterior living, unfortunately, that does not mean it is free. This section outlines your financial responsibilities for Association fees and insuring your property.
- VII. **Enforcement Procedure** – The association's rules, regulations, and guidelines are meant to preserve the quality of our community. When one of our neighbors is in violation of a restriction, the Board will follow a specific procedure to enforce and remedy the violation.
- VIII. **Ledgewood** – Information on Ledgewood is included, of which Valley Creek is a part.

APPENDICES Forms – To make living within Valley Creek Village Association easier, we have developed a number of forms for your use and convenience. A copy of these forms is within this Section.

Again, we hope that you will find the information, guides, rules, restrictions, and regulations contained within this Handbook to be helpful.

As always, if you have any questions about any of the provisions, or if you find that a particular subject is not covered by this booklet, please contact the Board at vcvaboard1@gmail.com.

I. Definitions

The definitions in this Handbook are meant to have the same meaning as those words within our governing documents. These definitions include the following:

- “Association” means the Valley Creek Village Association, the not-for-profit corporation created to administer the Valley Creek Village Association.
- “Board” and “Board of Directors” mean those persons who, as a group, serve on the Association’s Board of Directors.
- “Bylaws” mean the document filed with the Cuyahoga County Recorder’s Office that outlines the Association’s corporate procedures and serves as a code of regulations.
- “Common Elements” are the portion of the property, owned by all the Unit Owners as tenants in common, that are not considered part of a Unit. This includes grassy areas, four fences, five brick walls, some areas with river rocks, two retaining walls, twelve mailbox stands containing 43 mailboxes, and two parking areas located on the property.
- “Declaration” means the document filed with the Cuyahoga County Recorder’s Office that created the Association, defines the Common Areas and Units, places restrictions on the property, and outlines responsibilities.
- “Unit” means that portion of the property designated by the Declaration that is owned by a Unit Owner, as defined by Declaration Article II.
- “Unit Owner” is the person owning a fee simple interest in a Unit within the Association.

II. Communications

As we all share ownership of Valley Creek Village Association, we believe that communication between the Unit Owners and the Board of Directors is essential for the successful and effective operation of our community. As further explained later in this Handbook, our community is governed by five volunteer Board members who are elected by the Unit Owners from among the Unit Owners.

In order to facilitate ongoing communication, we send out periodic newsletters to homeowners to the email address we have on file. Please keep us updated on your current email so you can receive this timely information.

We host a website, www.valleycreekvillage.com. You can view the Association legal documents, the Handbook, and other information.

We also have a Facebook group (Valley Creek Village Association) in which you can share messages with your neighbors in the Valley Creek community.

If you ever have a question, maintenance request, or concern, please contact the Board at vcvaboard1@gmail.com.

As Valley Creek Village Association is a non-profit Ohio corporation, there is also an annual meeting once a year, during the last quarter. Notice will be sent to you in advance of the meeting containing the date, time, and place. The legal purpose of this meeting is to elect, from among your fellow Unit Owners, the volunteer Directors to serve on the Board; however, there are often general reports and a question and answer session. We hope to see you at this meeting!



III. The Association and Board of Directors

The Association is responsible for managing and maintaining the shared aspects of our community, including common area maintenance, insurance, budgeting, and long-term planning.

- The Board of Directors consists of five homeowners serving staggered two-year terms.
 - a. President – The President serves as the chief executive officer of the HOA and is responsible for leading the board, managing meetings, and overseeing the overall operation of the association.
 - b. First Vice President – The First Vice President assists the President and assumes leadership in the President’s absence.
 - c. Second Vice President – The Second Vice President supports the President and First Vice President and may take on specialized duties or oversight of additional committees.
 - d. Treasurer – The Treasurer is responsible for overseeing the financial health of the HOA, including budgeting, accounting and reporting.
 - e. Secretary – The Secretary is responsible for maintaining accurate and organized records of the HOA, including meeting minutes and official documents, and sending out periodic newsletters. It’s important to keep your email address updated to receive these updates.

All Board members serve on a volunteer basis. Serving on the Association’s Board is a tremendous opportunity to serve our community and have an impact on the matters and decisions that affect our neighborhood. We hope that, in the future, you will consider running for the Board and serving the community.

Maintenance Responsibility

The Association is responsible for maintaining, repairing, and replacing Common Areas, prioritizing safety and long-term preservation of the community. (See Definitions section “Common Elements”). If there is a common area maintenance request, submit the “Common Area Maintenance Request Form” (Appendix C) to vcvaboard1@gmail.com.

Insurance

- The Association maintains comprehensive insurance coverage, including:
 - General Liability Insurance to protect against injuries occurring on common property
 - Directors & Officers Insurance to protect volunteer Board members
 - Fidelity Insurance to safeguard Association funds

Homeowners are required to maintain appropriate personal insurance for their individual units, including personal property and liability insurance.

Budget, Assessments and Reserves

Each year, the Board carefully prepares an annual budget to cover maintenance, real estate and income taxes, insurance, professional services, landscaping, snow removal, and reserves.

Ohio law requires the Association to maintain reserve funds for long-term repairs and replacements, helping avoid unexpected special assessments whenever possible. More information on assessments can be found in the Declarations on page 30, Article IX.

Property Operation/Management

In addition to the financial, maintenance, tax and insurance responsibilities outlined above, the Association is also responsible for the property’s general operation and management. This includes coordinating contractors, answering Unit Owner questions, sending out requests for proposals, processing Unit Owner requests and applications, posting accounting receivables and payables, and communicating with the Unit Owners, all of which is handled by the Board.

IV. Common Area Information and Community Guidelines

Community guidelines are in place to ensure safety, preserve property values, and promote enjoyable living for all residents. The Board strives to enforce these rules fairly, consistently, and respectfully.

- **Parking:**
 - Guest parking is available in designated overflow areas at the end of Sun Crest and Trails Edge. Guests may park in an overflow parking space for no more than 72 hours in any seven-day period. If you have guests wishing to park on the property for more than 72 hours in any seven-day period, please notify the Board.

- Street parking is permitted on one side of the street so that emergency vehicles can move through the community. Parking is prohibited on the side of the street where a fire hydrant is located. In addition, street parking is prohibited within 50 feet of an intersection. The purpose of this is to avoid accidents as people are making turns on Trails Edge and Sun Crest.
- Please reference the Declarations Article IV, Sections 12 and 13 for more detailed information on parking.



- **Trash**

- Collection of trash and recyclables is done by Republic Waste. This is a city service, so you don't need to contact or pay anyone for trash removal.
- Trash pickup is normally on Tuesday (or Wednesday during holiday weeks). If the following holidays are on a Monday or Tuesday trash pickup will be on Wednesday: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving, Christmas.
- Two trucks will collect: one for trash, and the other for recyclables (paper, cardboard, bottles, cans, plastic, etc.). Place your trash on one side of your driveway and recyclables on the other side.
- Place recyclable items in a blue or clear bag at the curb. Glass, certain plastics, certain cartons and metal cans can be co-mingled in the same bag. Please place paper in blue plastic bags to keep them dry.
- Containers may be placed out after 6:00 PM the evening before pickup and should be stored by 9:00 PM on collection day.

- Republic also offers a transfer station behind the Service Building on Foltz Parkway, where you can take just about any refuse. Usually twice a year the City also offers hazardous waste drop-off at the Service Building.
 - Any questions should be directed to Republic Waste at 440-572-7590. See the Refuse Collection page and Recycling page on the City of Strongsville website (www.strongsville.org), Departments > Service Department). There are also drop-off areas for recyclables located in the City.
- **Landscaping**
 - To assure the continued beauty of our community, the Association provides extensive landscape services and maintenance to the common areas.
 - In addition to the common areas, our landscaper maintains the front of your home from the front of your garage to the street. This includes a spring and fall clean-up as well as periodic trimming. From your garage door to your front door is your responsibility to maintain.
 - The Association's landscaper takes care of cutting and fertilizing the grass, weeding, trimming bushes, trees and decorative grasses as well as spring and fall clean-ups.
 - Scheduling of spring and fall clean-ups will be dependent on weather conditions and such things as timing of leaves falling. As a general rule, fall clean-up normally occurs around Thanksgiving or the week after. This is generally scheduled around the late leaf drop of many oak trees in our community.
 - Our landscaping is improved/upgraded each year based on the annual budget. Available dollars and priority of improvements will change depending on several factors:
 - Safety factors will always be given first priority (i.e., a falling tree, etc.).
 - Other cosmetic work may change due to unforeseen circumstances such as storm damage or damage to landscape during severe winter weather.
 - **Snow removal**
 - The Association provides snow removal services on all driveways and walkways from driveway to front door.
 - Snow removal in your driveway and shoveling the walkway to your front door is done by our contractor. They will begin to clear the driveways when snowfall exceeds 2"-3" and will do the driveway a maximum of twice a day and shovel the walkway once a day.
 - As a general rule, attempts will be made to have overnight snow removed by 7:00 a.m. and snow falling after 7:00 a.m. by 5:00 p.m. to accommodate those leaving and arriving home from work.
 - If you park a vehicle in your driveway, they will be unable to clear the driveway completely.
 - If snow continues to come down at a rapid pace, snow removal may be delayed

- for a period of time to be able clean most of the falling snow at one time.
- The Association contractor will not apply salt to driveways or sidewalks.
 - Unit Owners are responsible for the snow removal on rear decks and patios.
 - Residents are prohibited from talking with or stopping the contractor from performing their work. Any comments should be referred to the Board.
 - After two (2) inches of snowfall, all vehicles must be moved from the streets to facilitate the City snowplows (City ordinance 452.13 SNOW).
- **Pets**
 - Pets must be leashed and attended at all times. Owners are responsible for prompt cleanup and preventing disturbances.
 - Reference Declarations, Article IV, page 10
 - **Roads**
 - The speed limit within Ledgewood is 25 miles per hour. Please be mindful of noise and respectful of neighbors.



V. Unit Owner's Exterior Guidelines and Responsibilities

As Unit Owners, we care not only about the interior of our Units, but also the exterior appearance. Homeowners are responsible for maintaining their unit interiors and exterior elements, including roofs, siding, doors, windows, lighting, courtyards, decks/patios, water/gas/electric lines and approved landscaping. Any exterior changes or additions require prior written Board approval to ensure architectural consistency. (Reference Declarations, Article IV, Section B, and Article V.)

- **Signs** are not to be displayed in any area that can be viewed from the street. The exception will be one "For Sale" sign advertising the property for sale or rent. Political signs are prohibited.
- **Decorations** : These guidelines are intended to balance individual expression with community-wide standards. Our goal is not to limit enjoyment, but to ensure that decorations remain safe, respectful, and enjoyable for all residents.
 - Any decorations should be tasteful, seasonally appropriate, and in line with the overall character of our community.

- Decorations may not include content that is offensive, obscene, discriminatory, profane or political.
 - Decorations may not create a safety hazard, obstruction or nuisance, and must be neatly maintained, clean and in good repair.
 - Prohibited decorations: inflatables, decorations that include movement, sound or animation.
 - Holiday decorations may be displayed up to three weeks before a holiday until one week after the holiday, except for winter holidays where decorations may be displayed from November 15 through January 15.
 - The Board reserves the right to require removal if not appropriate.
- **Bird Feeders** are prohibited in any area of our community, in accordance with Strongsville City Code. “No person shall provide food for or feed any stray dog, cat or other wildlife, including but not limited to, birds, water fowl, raccoons, opossums, skunks, rabbits, deer and coyotes so as to create an unsanitary condition; cause inconvenience, discomfort or damage to another, or endanger the comfort, repose, health or safety of others”.

- **Landscaping**



Our Association takes great pride in the landscaping appearance of our community. Our neighborhood contains naturally occurring landscaping elements, as well as landscape improvements made by both the Association and individual Unit Owners surrounding the Common Areas.

The Association is responsible for the landscaping from the garage forward. Unit owners are encouraged to make improvements to the exterior, provided they are consistent

with the harmony of the community and the Board has approved any changes. The following guidelines support this process and help to preserve our beautifully landscaped neighborhood:

- Plants, shrubs, flowers, and/or landscape elements may be planted, with prior written approval, in existing beds only. The Unit Owner is responsible for the maintenance and upkeep of these additional plantings in the beds adjacent to the Unit.
- Watering of shrubbery and private flowerbeds adjacent to each Unit is the responsibility of the Unit Owners.
- River rock, mulch, dirt, shrubs, trees, flowers, patio furniture, etc. must be kept away from walls to prevent the wood from rotting, including the wood underneath vinyl siding.

Vinyl Siding or Staining

- There are nine approved siding or stain colors that may be used. Please review the requirements which are available on the VCVA website. Any other colors or any combination of colors not on the list must have written approval of the Board prior to commencing work.
- The Association will re-stain each home that does not have vinyl siding every five to eight years. Cost of this will come from the painting fund that is part of your monthly maintenance fee.

• Exterior Doors and Windows

- Exterior doors, including garage doors and front doors, may be replaced by the homeowner with prior approval by the Board.
- Unit Owners are responsible to maintain, repair, and replace all Unit windows, including the glass, screens, sashes, jambs, frames, locks, hinges, and weather seals.

• Light Fixtures

- Exterior light bulbs in courtyards and back decks/patios are the responsibility of the Unit Owner to maintain, repair, and replace.
- For security reasons and to enhance the beauty of the community, the Board will replace the outside front light by the street number. It is the responsibility of the homeowner to notify the Board if the bulb needs to be replaced.

• Patios/Decks

- Unit Owners are responsible for the cleaning, and maintenance of their patios and decks, including snow removal.

• Flags

- Unit Owners may install a flagpole on the exterior of their Unit with Board approval. Free standing flag poles are allowed, no higher than 15 feet tall.
- Political flags are prohibited.
- The installation of all flag poles must be approved by the Board prior to installation.

• Grills/Fires

- In accordance with Strongsville city code, open burning of waste or leaves is prohibited, but recreational fires and cooking fires are allowed with strict regulations.
- Solid-fuel fire pits must be at least 25 feet from structures, while portable fireplaces/grills require a 15-foot clearance, with a maximum size of 3 feet in diameter and 2 feet in height.
- The Association is not responsible for and does not enforce the Ohio Fire Code.

To report violations of this law, or to clarify any areas of this Code, please contact the City of Strongsville Fire Marshal.

- **Additional Improvements and Modifications**

- The Board encourages Unit Owners to maintain, repair, and modify their Units, as well as to make improvements to their Units that conform to the general architectural harmony of the neighborhood. The above provisions outline what is generally acceptable; however, all modification requests must be submitted to the Board in writing (Appendix A) and receive the Board's written approval prior to installation.

VI. Unit Owner's Financial Guidelines and Responsibilities

- **Monthly Maintenance Assessment**

- The monthly assessment for the Valley Creek Village Association varies based on whether the house has vinyl siding or will be stained. If stained, the size of the house also determines the monthly assessment.
- Timely payment of assessments ensures the Association can meet its obligations without placing an undue burden on other homeowners.
- All dues are payable on the first of each month. Payments received after the 10th of the month may result in fees and collection action as outlined in the governing documents.
- Payments can be made monthly, quarterly, semi-annually or annually if you prefer.
- Checks must be made payable to Valley Creek Village Association, and mailed to PO Box 361068, Strongsville, Ohio 44136. There is a special mailbox where you can deposit checks on the front of the garage at 13484 Trails Edge.
- If you pay your bills through your bank's online system, use the property address and street as the account number. The bank will send a check to our PO Box as we are not set up to directly accept electronic payments.
- The monthly assessment is divided among the association's general fund, reserve fund and painting fund (for those who have not sided their homes).
 - The general fund is used to pay for ongoing costs such as landscaping, snow removal, real estate taxes and common area insurance.
 - The reserve fund is used to pay for major projects that are the responsibility of the Association.
- See Declarations, Article IX, Page 30.

- **Leasing, Sales and Vacancies**

- Homeowners selling or leasing their units must notify the Board and ensure all required information is provided. Owners remain responsible for compliance with Association rules.
- If you are absent from your Unit for more than two weeks at a time, an alternate

address and phone number should be provided to the Board for emergency purposes.

➤ Please refer to the Declarations, Article IV, section 18, pages 15-17.

- **Emergency Contact**

➤ In the event of an emergency the Board would like to know who you would like us to contact. We encourage homeowners to complete an Emergency Contact Form (Appendix B) and return it to the Board Secretary. This confidential form is retained in the Association files, and only the President and Secretary will have access to this information.

VII. Enforcement and Dispute Resolution

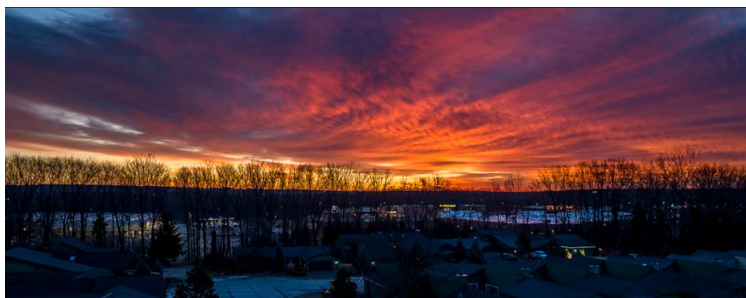
- The Board prefers cooperation and communication whenever possible. When issues arise, homeowners are encouraged to resolve concerns neighbor-to-neighbor first.
- If necessary, written complaints may be submitted to the Board for review and action in accordance with the enforcement procedure. Complete the Complaint Form (Appendix D) and submit to Board for review.

VIII. Ledgewood

Valley Creek Village Association is part of the Ledgewood division of homes. Situated in a peaceful 360-acre residential community of homes and condos located in Strongsville, a city known for its premier schools, recreational facilities, health services and shopping. Nestled in the rolling hills and woods twenty minutes from Cleveland, residents enjoy the Olympic-sized swimming pool, clubhouse, tennis courts, a community garden, a playground, miles and miles of trees and walking paths. The developer was inspired by Frank Lloyd Wright and the main road, Falling Water, was named in homage to him.

You will receive a separate annual bill from Ledgewood Association which is due January 1 of each year. This invoice covers all common grounds maintenance in Ledgewood, as well as use of the pool, clubhouse and all amenities.

The bylaws and regulations for Ledgewood, as well as more information on the subdivision and the amenities Valley Creek homeowners can enjoy, can be found on the Ledgewood website at www.theledgewoodassociation.com



City of Strongsville

FIRE DEPARTMENT

Non-emergency number 440-580-3210
Fire prevention 440-580-3225

POLICE DEPARTMENT

Non-emergency number 440-580-3230

City Hall Main Line 440-580-3100
Mayor's Office 440-580-3150
Recreation Department 440-580-3260
Senior Center 440-580-3275
Service Department 440-580-3170
Building Department 440-580-3105
Trash Collection 440-572-7590
Animal Control 440-580-3180
Cleveland Division of Water 216-664-2444

Councilman Jim Kaminski, Ward 1

Phone 216-233-0721
Email jim.kaminski@strongsville.org

Ledgewood

Website www.theledgewoodassociation.com
Clubhouse <https://theledgewoodassociation.com/clubhouse>

VALLEY CREEK VILLAGE ASSOCIATION

P.O. Box 361068
Strongsville, OH 44136

Email: vcvaboard1@gmail.com

Website: www.valleycreekvillage.com

Facebook: valleycreekvillageassociation

Thank you to Doug Bardwell for the photos contained in this Handbook.