



RULES AND REGULATIONS
of
VILLAS AT PARKWOOD ESTATES

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Except as may be specifically defined herein, the terms herein shall have the same meanings as defined in the Declaration of Condominium of the property known as VILLAS AT PARKWOOD ESTATES, a condominium created under and subject to the Pennsylvania Uniform Condominium Act. All present and future owners, mortgagees, lessees and occupants of the Units and of the Common Elements and their agents, employees, guests, and any other person or entity who or which may use the facilities of the Property are subject to and bound by these rules and all amendments thereof.

A. DEFINITIONS

1. "Association is the Unit Owners association of the Condominium which shall be known as the "VILLAS AT PARKWOOD ESTATES CONDOMINIUM ASSOCIATION".
2. "Building" or "Buildings" refers to any building located on the Property.
3. "By-Laws" means By-Laws of the Condominium Association.
4. "Common Element" are all portions of Property except the Units.
5. "Declaration" is the Declaration of Condominium, as the same may be amended from time to time.
6. "Executive Board" is the Executive Board of the Association
7. "Limited Common Elements" are any portions of the Common Elements which are (a) described as such in the Act, and/or (b) identified as such in the Declaration, and or (c) identified as such in the Plats and Plans.
8. "Unit" is a unit as described in the Declaration and shown in the Plats and Plans.

B. GENERAL

1. These Rules and Regulations are adopted pursuant to the Declaration of Condominium and the By-Laws and may be enforced in accordance with those documents.
2. The Executive Board reserves the right to amend these Rules and Regulations as may be required from time to time.

B. GENERAL

3. The Units and Common Elements (including Limited Common Elements) shall be used only for the purposes set forth in the Declaration and By-Laws.
4. No resident shall make or permit any noise to be made that will disturb or annoy the occupants of any of the Units in the development or do or permit anything to be done that will interfere with the rights, comfort, or convenience of other residents. This includes motorized vehicles, radios, fireworks, discharge of firearms, etc.
5. Unit Owners or occupants are responsible for any property damage caused by their families, pets, or guests.
6. Unit Owners will be responsible for all damage to any other Units or to the Common Elements resulting from such Unit Owner's failure or negligence to make any necessary repairs to his Unit.
7. Each Unit Owner is solely responsible for the proper care and maintenance of his Unit including Limited Common Elements. Maintenance of the Common Elements and structural repair of the Limited Common Elements is the responsibility of the Association, but is charged as a General Common Expense or a Limited Common Expense, as the Declaration provides.
8. The Association shall in no event be liable for the loss, destruction, theft or damage of personal property placed on any Common or Limited Common Elements.
9. Bicycle riding is permitted on paved areas only.
10. **Playing games on VILLAS AT PARKWOOD ESTATES' driveway areas is prohibited.**
11. **Outdoor cooking is permitted in the driveway area of the Units.**

C. ESTHETICS

1. All personal property shall be stored within the Units.

C. ESTHETICS

2. Only neutral (white, ivory, or crème or neutral wood stain), blinds, drapes or linings thereof will be permitted, which may be visible from the exterior.
3. Reasonable front door decorations are permitted providing they do not detract from the general appearance of the Building. Holiday decorations must be removed within a reasonable time after the holiday.
4. **Residents shall not hang laundry, towels, rugs, etc. outdoors on lines.**
5. **A “For Sale” sign or Security System sign may be placed in the window of the Unit. No other signs are permitted with the exception of small security signs, unless authorized by the Executive Board. An “Open House” sign of a standard real estate tent type is permitted in the Unit Owner’s driveway and displayed for a maximum of four hours on the day of the open house.**
6. Flowers, as well as small flowering and non-flowering plants, may be planted in sidewalk and veranda areas without prior approval to supplement existing shrubs and small trees. However, large decorative shrubs must be compatible with the landscaping plan and may be planted only after prior written approval has been obtained.
7. Driveways, sidewalks, and stoops shall be kept free of trash, trash cans and debris.
8. **No radio or television antenna and/or satellite dish shall be erected or installed on the exterior walls or roof of a Unit. Exact placement of satellite/antenna must be pre-approved by the Executive Board.**
9. No Owner or Tenant shall repair or restore any vehicle while on Common or Limited Common Elements.
10. Awnings are not permitted.
11. **Artificial plants, trees, and other large decorative accessories not meeting current community standards, as determined by the Executive Board, are prohibited.**

D. GARBAGE REGULATIONS

1. Garbage may not be placed at the curb until after 7:30 p.m. on the day prior to pick-up.
2. Receptacles must be removed from the curb side the day of the pick-up.
3. Trash pick-up will be on the day specified by the township.

E. SAFETY

1. The sidewalks and entrances to the Units shall not be obstructed.
2. No Unit Owner or occupier shall store any explosives, or large quantities of flammable material or hazardous products within his Unit.

F. STRUCTURAL

1. No Common Elements shall be altered without the prior written consent of the Executive Board.
2. No exterior changes or alterations, including painting, can be made to the Building unless approved by the Executive Board.
3. No Unit Owner shall make or permit any interior addition or alteration to his Unit which could or might affect the structural integrity of the building. In addition, any structural alteration or addition within a Unit, or repair or replacement of the Limited Common Elements appurtenant to such Unit, requires prior written approval of the Executive Board. Such Limited Common Elements include, but are not limited to, driveways, sidewalks, and stoops. See Section 2.7 and 5.2 of the Declaration.

G. USE RESTRICTIONS

1. The Units are to be used as single family units ONLY. See Sections 5.1 (d) of the Declaration.
2. No business, industry, trade or occupation, excepting only limited professional activities as permitted by the Township of Crescent and approved by the Executive Board, shall be conducted, maintained or permitted on any of the property.

G. USE RESTRICTIONS

3. No animals of any kind may be raised, bred, or kept in the Condominium except as stated under Section J, "Pets."
4. No Unit Owner or occupier shall permit anything to be done or kept in his Unit or in the Common Elements which will violate any law, statute, ordinance or regulation of any governmental body.

H. LEASING

1. A Unit Owner may lease or sublease his Unit (but not less than the entire Unit) at any time provided that:
 - a. No Unit may be leased or subleased for transient or hotel purposes.
 - b. The Executive Board must approve the form of lease or sublease.
 - c. A copy of such lease or sublease shall be furnished to the Executive Board within ten (10) days after execution of the lease.
 - d. A breach of the Declaration, By-Laws, or Rules and Regulations or violation of the Act shall constitute a default under the lease or sublease.
 - e. Lessors are fully responsible for their tenant's adherence to the Declaration, By-Laws, these Rules and Regulations and the Act.

I. REGULATION OF TRAFFIC AND PARKING

1. **Only licensed motorized vehicles are allowed in VILLAS AT PARKWOOD ESTATES driveways.**
2. No motor-homes, boats, or the like shall be parked in the driveways or streets in excess of a twenty-four hour period during any six month period.
3. No vehicles of any kind not utilized on a daily basis shall be "stored" in the driveways or streets; no auto shall be stored under protective covering during the winter months in the driveways or streets.
4. No vehicle which is undrivable, due to damage or mechanical failure, or which is not bearing a valid registration plate or current inspection sticker, will be parked for more than seventy-two (72) hours in the driveways or

I. REGULATION OF TRAFFIC AND PARKING

parking areas. Such vehicles will be towed in accordance with VILLAS AT PARKWOOD ESTATES' schedule of violations.

- 5. No vehicle, motor home, boat, or the like shall be parked in any "turnaround" area within the community at any time, subject to the following exemption. Vehicle parking in a "turnaround" area will be permitted only if all unit owners (two(2) or four (4) that share a driveway which borders the "turnaround" approve in writing and such approval has been recorded with the management company. This permission can be revoked at any time if any of the parties notify the management company in writing of their desire to withdraw their approval. The written approval does not carry forward or encumber future owners and must be resubmitted by new owners to continue the exemption.**
- 6. Tractor trailer rigs or trucks with greater than three axles are not permitted on any driveway, Common Area, or Limited Common Area throughout the community.**

J. PETS

- 1. Pets may be maintained in a Unit so long as it or they are not a nuisance. Actions that will constitute a nuisance include, but are not limited to, abnormal or unreasonable crying, barking, scratching, offensive hygiene or odor, or an unreasonable number of pets. No pets may be maintained outside the Unit.**
- 2. All pets must be registered and inoculated as required by law.**
- 3. Each Unit Owner shall indemnify and hold harmless the Association from any claims made as a result of the action of their (or their tenant's, guest's, etc.) pets.**
- 4. Pets must be leashed and accompanied by a responsible adult at all times. Leashes may not exceed six (6) feet in length. Pets may be staked outside the Unit for a period of time no longer than 20 minutes at a time as long as the Owner is at home and able to observe the pet from the window or door.**

J. PETS

5. Unit Owners must comply with all ordinances of the Township of Crescent governing pets.
6. Unit Owners must protect the property of others from damage by their pets and will be liable for any damages that occur.
7. Unit Owners must promptly clean up their pets' droppings.
8. The Association may require the permanent removal of any pet violating these rules upon written notice to the Unit Owner.

VILLAS AT PARKWOOD ESTATES CONDOMINIUM ASSOCIATION
SCHEDULE OF VIOLATIONS AND PENALTIES

<u>CATEGORY/ VIOLATION</u>	<u>1ST NOTICE</u>	<u>2ND NOTICE</u>	<u>3RD NOTICE</u>
Structural and Architectural Grounds	Written request for compliance within 14 days and notice of consequences of inaction	After 14 days a \$25.00 fine will be imposed	After 30 days a contractor will be hired by the Association to correct at Unit Owner's expense
Garbage	Written request for compliance and notice of consequences of repeat violation	A \$25.00 fine will be imposed for a second violation	A \$35.00 fine will be imposed for each subsequent violation
Pets (general)	Written request to pet owner for compliance and notice of consequences for subsequent violations	A \$25.00 fine will be imposed for a second violation	A \$35.00 fine will be imposed for each subsequent violation
Pets (damage to lawn and shrubs)	Written request to pet owner for damage repair within 30 days and notice of consequences for inaction	A \$25.00 fine will be imposed and owner will be billed for the costs of repair	A \$35.00 fine and costs will be imposed
Lease Violation (copy not filed with Condominium Association)	Written request for signed copy within 30 days	After 30 days, fine of \$25.00/month until the lease is received	
Vehicle Parking (on lawn)	Written request for compliance and notice of consequences of inaction	\$25.00/day fine plus costs will be imposed	

CATEGORY/
VIOLATION

1ST NOTICE

2ND NOTICE

3RD NOTICE

Motor homes, boats
and trailers

Written request for compliance
within 7 days and notice of
consequences of inaction

After 7 days a \$25.00/day fine will
be imposed

Stored/unmoved
vehicle

Written request for compliance
within 7 days and notice of
consequences of inaction

After 7 days Municipality Police
will be notified to tow, vehicle
owner will be billed

Undrivable vehicle

Vehicle ticketed and/or written
request for compliance within 72
hours

After 72 hours Municipality Police
will be notified to tow, vehicle
owner will be billed

**VILLAS AT PARKWOOD ESTATES CONDOMINIUM ASSOCIATION
ASSOCIATION SERVICE RESPONSIBILITY MATRIX**

<u>ITEM DESCRIPTION</u>	<u>PAINT</u>	<u>REPAIR</u>	<u>REPLACE</u>	<u>CARE FOR(a)</u>
Roofs (b)	N/A	YES	YES	YES
Gutters	N/A	YES	YES	YES
Down spouts	N/A	YES	YES	YES
Siding	YES	YES	YES	YES
Brick/Stone/Foundation	YES	YES	YES	YES
Trees (c)	N/A	YES	YES	YES
Shrubs (c)	N/A	YES	YES	YES
Borders/Edging	NO	NO	NO	NO
Grass	N/A	YES	YES	YES
Windows	NO	NO	NO	NO
Exterior Light Fixtures	N/A	YES	YES	YES
Driveways	N/A	YES	YES	YES
Stoops	N/A	NO	NO	NO
Sidewalks	N/A	YES	YES	YES
Front Doors	YES	NO	NO	NO
Screen Doors	NO	NO	NO	NO
Garage Doors	YES	NO	NO	NO
Chimneys	N/A	YES	YES	NO
Vents	YES	YES	YES	YES
Lateral Utility Lines	N/A	YES	YES	YES
Exterminating	N/A	NO	NO	NO

(a) Cut, clean, trim.

(b) Internal damage due to a roof leak is the responsibility of the homeowner.

(c) Original landscape package only.

**VILLAS AT PARKWOOD ESTATES CONDOMINIUM ASSOCIATION
RULE REVISION
SECTION I. – REGULATIONS OF TRAFFIC & PARKING
MAY 4, 2016**

A motion was made by Wolfgang Bitterolf and seconded by Mary Damratoski to amend the Rules and Regulations Section I – Regulations of Traffic and Parking as follows:

Add Paragraph #7:

7. Vehicles must be parked on driveways only. The parking of vehicles on grass and/or other landscaped areas is prohibited.

The vote was unanimous and the motion carried.

The above change was made and voted on via email on May 4, 2016.

**AMENDMENT TO
RULES AND REGULATIONS OF VILLAS AT PARKWOOD ESTATES**

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A. Umbrella Policy.

Table umbrellas may be used only on a resident's front Limited Common Element area, but may not block access to the front door. Umbrellas must be a neutral solid color with no pattern or design. Umbrellas must be taken down when not in use by the resident. Umbrellas may not be used on any of the Community's Common Elements.

Board approved: August 26, 2017

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D. GARBAGE REGULATIONS

- 1.) Garbage may not be placed at the curb until after 7:30 p.m. on the day prior to pick-up.
- 2.) Receptacles must be removed from curbside the day of pick-up.
- 3.) Do not place waste of any type in another owner's waste receptacle.
- 4.) Trash pick-up will be on the day specified by the Township.

J. PETS

- 1.) Pets may be maintained in a Unit so long as it or they are not a nuisance. Actions that constitute a nuisance include, but are not limited to, abnormal or unreasonable crying, barking, scratching, offensive hygiene or odor, or an unreasonable number of pets. No pets may be maintained outside the Unit.
- 2.) All pets must be registered and inoculated as required by law.
- 3.) Each Unit Owner shall indemnify and hold harmless the Association from any claims made as a result of the action of their (or their tenant's, guest's, etc.) pets.
- 4.) Pets must be leashed and accompanied by a responsible adult at all times. Leashes may not exceed six (6) feet in length. Pets may be staked outside the Unit for a period of time no longer than 20 minutes as long as the owner is at home and able to observe the pet from the window or door.
- 5.) Unit Owners must comply with all ordinances of the Township of Crescent governing pets.
- 6.) Unit Owners must protect the property of others from damage by their pets and will be liable for any damages that occur.

7.) Unit Owners must promptly clean up their pet's droppings. Droppings may not be placed in another owner's waste receptacle.

8.) The Association may require the permanent removal of any pet violating these rules upon written notice to the Unit Owner.

Board Approved: February 8, 2018

**VILLAS AT PARKWOOD ESTATES CONDOMINIUM ASSOCIATION
GARAGE/ESTATE SALE POLICY**

POLICY NUMBER: 16-1

PURPOSE: To provide a policy and guidance to the Villas at Parkwood Estates Condominium Association Executive Board and Homeowners as it relates to Garage Sales and Estate Sales. The Villas at Parkwood Estates Condominium Association provides for the Executive Board to establish and enforce Rules and Regulations and Policies that will enhance the community standards and to minimize conditions that may become a nuisance to neighbors.

1. Estate Sales are permitted when a unit is up for sale (or will be shortly) and the Owner plans to sell furniture and other contents due to the lack of options to move the items. The following rules apply to Estate Sales:
 - a.) The sale should take place from 8:00 a.m. to 12:00 noon.
 - b.) The unit Owner is responsible for lawn damaged caused by cars parking in the lawn and the cost of the repairs will be charged to the Owners account.8
2. Garage Sales can be held in conjunction with the Parkwood Villas Homeowner's Association's annual garage sale. All other garage sales are prohibited within the confines of the Villas at Parkwood Estates Condominium Association. All parking rules apply as stated in 1.a. of this policy.
3. All Garage/Estate sales conducted within the confines of the Villas at Parkwood Estates Condominium Association, not in conjunction with the Parkwood Villas Homeowner's Association are subject to receiving a minimum fine of \$300.00 per day.

CERTIFICATION

Frank Greco, the duly elected President of Villas at Parkwood Estates Condominium Association and Wolfgang Bitterolf, the duly elected Secretary of the Villas at Parkwood Estates Condominium Association, certify that the foregoing Policy has been approved by the Executive Board.



Mike Chicora, Board President

8 Nov 2018

Date



Bob Skinner, Board Secretary

8 Nov 18

Date