

Springcreek Manor Condominium Association

Rules and Regulations

As of November 28, 2018

April 18, 1983	ISSUE 1
June 17, 1986	ISSUE 2
April 15, 1993	ISSUE 3
November 1, 2004	ISSUE 4
October 3, 2005	ISSUE 5
April 23, 2009	ISSUE 6
November 12, 2013	ISSUE 7
November 28, 2018	ISSUE 8

These Rules and Regulations were adopted by the Executive Board as authorized by Section 6.04 of the Springcreek Manor Condominium Association Bylaws in accordance with the Declaration Creating and Establishing Springcreek Manor, a Condominium, dated and recorded October 30, 1980 in Dauphin County, Pennsylvania. The administration of the Springcreek Manor Condominium Association includes, in addition to the Executive Board, two active permanent committees: the Nominating Committee, which has the responsibility of presenting, when needed, a slate of candidates for the Executive Board; and, the Finance Committee, which has the responsibility of drafting the proposed budget each calendar year.

It is recognized that there are existing non-conforming situations related to non-living items and conditions which are in violation of these Rules and Regulations. All such situations were 'grandfathered' as of August 2004, with the exception of the revision regarding trucks which was 'grandfathered' as of May 2013. However, any future changes must adhere to these Rules and Regulations. If a non-conforming situation is removed, then it will revert back to the original and be maintained in that manner. Please note that landscape or any other item not addressed as a Rule and Regulation is not covered by the 'grandfathered' exemption.

Springcreek Manor Condominium Association Rules and Regulations

R-1: Changes to Property

Adopted: Prior to May 18, 1981

Last Revised: November 28, 2018

Permitted without approval are certain ornamental objects: one ornamental planter between garage doors and one ornamental object at the front door entrance.

All other proposed changes by owners to either the common or limited common elements (all outside areas as well as a unit's exterior and interior), as defined in the Declaration Sections 4, 5, and 6, shall be submitted to the President of the Executive Board using the 'Request for Property Change' form for review, approval or rejection. See Appendix A for the form and its instructions.

This regulation covers all landscaping, ornamental objects, bird baths, flag poles and any similar objects. It includes propane tanks, heat pumps and other related external equipment. It includes building changes. All changes must be submitted in writing along with an appropriate sketch. See Appendix A regarding lights, holiday decorations and trash bins.

Any permanent building structural changes require approval by a majority of unit owners.

All costs associated with approved changes shall be the responsibility of the unit owner.

R-2: Awnings and Brick Sidewalks

Adopted: May 18, 1981

Last Revised: July 23, 2018

No awnings are permitted on common elements. Only awnings on sunrooms may be installed with board approval, at owner's expense, as long as they conform to the uniform color and style. Maintenance shall be the responsibility of the owner.

Brick sidewalks may be installed with board approval at owner's expense. Maintenance shall be the responsibility of the owner.

R-3: Temporary "FOR SALE" Signs

Adopted: June 21, 1982

Last Revised: April 29, 1985

Temporary "For Sale" signs may be placed at the beginning of our property at the entrance with board approval. No unit signs are permitted.

R-4: Shrubbery

Adopted: April 18, 1983

Last Revised: November 28, 2018

All new or replacement shrubbery must be approved by the association board and planted at unit owner's expense. Anything planted on limited common areas without board approval will be removed by the Association at the owner's expense.

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R-5: Guidelines for Unit Change Requests

Adopted: October 22, 1984

Last Revised: November 28, 2018

The following guidelines shall be used by the Executive Board when considering any requests for changes, additions or improvements to any unit, not precluding any and all conditions specified in the Declaration:

1. No change can be made that will result in a change in the common interest percentage as shown in 'Exhibit B, Schedule of Common Interests, Common Expenses and Votes of the Declaration without the unanimous consent of Unit Owners. This requirement is also covered in the second Paragraph 17.E of the Declaration.
2. Any building, construction, or addition of any type must be maintained within the limited common elements per Paragraphs 6.A, 6.B and 6.C of the Declaration.
3. Unit Owner is to pay for all repairs of grounds, transplants, and plant replacements damaged by construction per Paragraph 12.A of the Declaration.
4. Unit Owner making the request must pay for all legal fees resulting from a request for change of any common interest.
5. Unit Owner is the one seeking any change from that described in the Declaration.
6. Unit Owner change requests must be accompanied by necessary township approvals and utility service if separate (such as propane tank).
7. Porches, either existing or new, may be enclosed either with windows or sliding doors. They, along with sunrooms and any other existing similar structure built in the rear limited common element areas, will continue to be classified as porches. New enclosures are subject to structural review evaluation. Some enclosure modifications also may be subject to structural review evaluation. All such structures are the responsibility of the Unit Owner to maintain, as covered in the Declaration, Section 12, paragraph C.
8. Some projects, such as patios, are also subject to township stormwater management review and approval.
9. Unit change requests shall include description of any construction trash receptacles planned to be used in connection with the change. The Association must approve use of any trash receptacle so far as to size, location and duration of use.
10. If it is determined that the proposed project has a major impact on grounds, the owner is required to place monies in escrow with the Association. The escrow value will be based on the size of the project.
11. A project may be subject to review by an association-approved structural engineer. If so, the unit owner is responsible for the engineer's fee.

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R-6: Clearing Snow from Heat Pumps

Adopted: April 28, 1985

Last Revised: October 3, 2005

The Association assumes responsibility for clearing snow of 10 inches or more from unit heat pumps. (See Appendix A for more snow removal information.)

R-7: Vehicles that Can Be Parked on the Premises

Adopted: May 20, 1986

Last Revised: November 12, 2013 (instated January 1, 2014)

Resident Vehicles

Only land vehicles of a size that can be garaged on the premises may be parked on the premises. Any vehicle too large to be garaged may not be parked on the premises. Vehicles are to be garaged when on the premises except for short periods of time needed for daily life. Violations will result in a fine being levied. The Board shall notify the resident in writing of the fine. All fines are due and payable on the first day of the month following the notification.

First Offense: Reminder of parking regulation

Second Offense: \$50

Third Offense: \$75

Recurring Offense: \$75

Visitor and Commercial/Service Vehicles

Visitor and commercial/service vehicles are to park in the building's visitor parking area. Overnight parking is permitted for visitors parking vehicles of a size that can be garaged on the premises. Over-sized vehicles of visitors may not be parked on the premises without prior written approval of the Board. Commercial/Service vehicles may not park overnight on the premises without prior written approval of the Board.

R-8: External Antennae

Adopted: May 20, 1986

No external antennae are permitted.

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R-9: Pet Rules

Adopted: July 31, 1990

Last Revised: November 28, 2018

1. One dog and/or one cat per household.
2. All other pets must be approved by the Executive Board.
3. Must be kept indoors unless being walked on a leash. No pens, cages or runs for animals shall be permitted anywhere on the open areas.
4. Unit owner is responsible for ensuring that animal is walked in designated areas only. Be respectful of your neighbor's limited common area.
5. Dogs are not permitted in landscaped areas.
6. Owners must clean up after their animal immediately.
7. The Board may establish any penalty it deems appropriate for a violation of the pet rules. Penalties will be levied only after a hearing by the Board of the offending unit owner.

R-10: Late Condominium Fees

Adopted: October 21, 1991

Last Revised: January 28, 2013

The Association monthly fee is due on the first of each month. If the Treasurer does not receive payment for deposit by the tenth of the month, the Board shall notify the unit owner (and any lessee), in writing, that the fee is late and levy a \$25.00 late fee.

If there is a special assessment and it is not paid within 10 days from the specified date, the Board shall notify the owner in writing that the fee is late and levy a \$25.00 late fee.

All late fees are due and payable on the first day of the month following the date when written notification was provided. (References: Declaration section 10; Bylaw 6.03, paragraph 3.)

R-11: Specific Maintenance Requirements of Unit Owners

Adopted: November 1, 2004

Unit owners are responsible for the maintenance of the special features identified on the list entitled "Unit Specific Features List" (see attached Appendix B) maintained by the Secretary. This list will be updated and distributed periodically to all unit owners.

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R-12: Chimney and Dryer Vent Cleaning

Adopted: November 1, 2004

Last Revised: November 28, 2018

Unit owners are responsible for cleaning:

1. Chimneys in which wood is burned cleaned at least every two years
2. Dryer vents cleaned every 5 years.

A copy of unit owner's dated invoice to be provided to the board when work completed.

R-13: Propane Gas Tanks, Heating/Cooling Equipment

Adopted: October 3, 2005

Last Revised: November 28, 2018

All proposed propane tanks must be approved by the Association in regard to location and appearance. They must meet all Derry Township Requirements.

All proposed heat pumps require a property change request. Replacement heat pumps are to remain at the position of the original. Any new replacement equipment that is not located at the original position without association approval may have to be moved. Some replacements have been relocated and those also must return to the original location when their replacement is required.

Additional heating and cooling equipment, such as for enclosures, and their placement require association approval. Where possible, equipment that serves the enclosure will be mounted on the enclosure.

The cost to move equipment placed without approval and any repair to common elements will be borne by the unit owner.

R-14: Resale documents

Adopted: January 28, 2013

Last Revised: July 23, 2018

Any unit owner who intends to offer their home for sale shall contact the Board of Directors. A guide will be provided that instructs the owner on their responsibilities and those of the Association according to our documents.

A fee of \$ 100.00 will be charged for documents required of the Association for the sale process, payable by the unit owner when the documents are requested. It will be deposited when the document is set to go to the unit owner. Any payment not received for deposit by the Association will be listed as an outstanding fee on the resale document.

Please note that the documents fee is not contingent on actual sale of the unit. Therefore, any unpaid fee becomes a lien against the unit independent of sale and also is subject to late fees.