

COMMUNITY ASSOCIATION

THE VILLAS AT LINFIELD RULES AND REGULATIONS 2020 REVISIONS

- . ARCHITECTURAL GUIDELINES
- FINES AND ENFORCEMENT
- . APPLICATION AND CONTRACT



COMMUNITY ASSOCIATION

ANY CHANGES, ALTERATIONS OR ADDITIONS
TO THE OUTSIDE OF YOUR HOME OR ANY NEW
OR REVISED LANDSCAPING MUST BE APPROVED
BY THE ARC COMMITTEE AND THE BOARD BEFORE
ANY PURCHASES ARE MADE OR WORK IS DONE.
THERE ARE NO EXCEPTIONS.

All contractors and professionals working on your home must be licensed, bonded and insured.



TABLE OF CONTENTS

1.	INTRODUCTION	3-4
2.	ARCHITECTURAL GUIDELINES	
	Attic Fans and Supplemental Loft Cooling	5
	Awnings, Pergolas, Outdoor Shades and Ceiling Fans	6
	Decks, Patios and Stonework	7-9
	Decks	7
	Patios	8
	Patio Pavers	8
	Stonework/Painting (Foundation)	9
	Stone Walls	9
	Decorations	10
	Doors	11-12
	French or Patio Doors	11
	Storm Doors	12
	Emergency Generators	13
	Flags and (American) attached to house	13
	Garage Door Replacement	14
	Gutter Heaters	14
	Handrails	15
	Landscaping	16-17
	Mulch Beds and Patio Plant Options	16
	Ponds	16
	Sprinklers	17
	Statues and Lawn Ornaments	17
	Stepping Stones	17
	Lighting	18
	Exterior Lighting	18
	Front-Door Motion Sensor Lighting	18
	Garage and Patio Area Lighting – Motion Sensor Only	18
	Pathway Lights	18
	Mailbox Replacement	19
	Post-Construction Fireplaces	19
	Roofing and Siding	19



TABLE OF CONTENTS

	Satellite Dishes	20
	Security	20
	Windows	
3.	ASSOCIATION RULES AND REGULATIONS	
	Automotive Repairs	21
	Driveway Turnarounds	21
	Dryer Vent	21
	Garages	21
	Garage Doors	21
	Garden Devices	22
	Hazardous Materials	22
	Mailboxes	22
	Patio Furniture, Grills, Miscellaneous Items	22-23
	Signs	23
	Tenants/Guests	23
	Trash Containers	23
4.	FINES AND ENFORCEMENT PROCEDURES	
	Violations	24
	Enforcement Policy	24
	Violation Appeal Process	25
5.	APPLICATIONS	
	Architectural Change Request Application	25
	Architectural Request Application Contract	



1. INTRODUCTION

The ARC Committee and the Board cannot cover all possible home improvement situations..

If there is something we have not mentioned, please do not hesitate to contact us for clarification.

The architects and planners who originally designed our community established the architectural character of our community. The Architectural Rules and Regulations Committee (ARC) are responsible to the Board of Directors for assisting in the preservation of the architectural integrity of that design and maintaining the appearance and value of our community.

ARC is the community vehicle through which all requests for change to the exterior of your home must be directed. After review by ARC, requests are submitted to the Board of Directors for approval and/or action.

ARC Request Forms may be obtained online or at the Clubhouse in clear hanging holders at the information center, which is just across from the restrooms. Simply fill out the form and attach a hand or computer generated sketch or photo and a written explanation of the item you wish to have done and submit the forms to any ARC member. The ARC committee will review your request. If approved, they will forward it to the Board, and if they approve, they will forward it to the management company, who will then send you a letter of approval. After receiving this letter, you may then have the work completed by either yourself or by a reliable contractor.

Please keep in mind that the review process is not always an overnight endeavor. Please allow enough time for the approval process so that your project gets completed within the time frame you need.

This document is to provide each homeowner with the information necessary to abide with the Architectural Guidelines of this community. From time to time, revisions may be made to this document as necessary and as approved by the Board of Directors. It is the homeowner's responsibility to be aware of each regulation as it relates to the integrity of the architectural design of our community. Please see the revised copy of the Architectural Rules and Regulations that ARC and the Board of Directors have approved for **2020**.



As you review the document and have questions or need additional assistance, please contact any member of the ARC Committee and they will help you. Contact information for the current ARC Committee members can be found on the last page of each monthly newsletter. Please discard any old versions of the Rules and Regulations that you may have.

Thank you.

The members of the Architectural Rules Committee



2. ARCHITECTURAL GUIDELINES

Attic Fans and Supplemental Loft Cooling Attic Fans

Included in the completion of the ARC request should be type of thermostat, size, how powered, etc. Owner must recognize that installing a roof attic fan will invalidate the shingles warranty. All ventilator fans must be sized and installed by a licensed electrical contractor.

Supplemental Loft Cooling

Additional cooling if needed in loft area is permitted through **windowless** portable plug-in units. These units have the condensation vented out directly from the screen via a small opening. No other type unit is approved. No ARC approval necessary



Awnings, Pergolas, Outdoor Shades and Ceiling Fans Awnings

There are now three (3) approved awning manufacturers for the Villas: Sunesta, Perfecta Sunrise, and Sunsetter. Awnings may only be installed over a deck or patio. The awning, when opened may not project beyond the edge of the patio or deck. All awnings must be properly maintained at all times along with being clean and in good repair. Awnings must be retracted at night.

At no time should a grill be used on the deck or patio while the awning is in the down position. It must be retracted.

ALL ELECTRICAL WORK MUST MEET CODE.

All awnings must have the following mechanics/options:

Mandatory Requirements	Sunesta	Perfecta Sunrise	Sunsetter
Full Cassette or hood enclosure	Smart Case	Final Touch	
Frame Color, arms, and hood	Beige	Tan	Cream
Fabric Color	Beige - 323-022	Beige - R129	Natural Linen
Valance Style	#2 Low Wave	Final Touch	Scalloped
Valance Height	8"	9"	7"
Wall Mount Only	Х	Х	Х
Hand Held Remote Control	Х	Х	Х
Wind Sensor	Х	Х	Х
Hand Crank	Х	Х	Х
Hard Wired Motor	Х	X	Х
All electric work must meet code	Х	Х	Х

PERGOLAS ARE NOT PERMITTED ANYWHERE IN OUR COMMUNITY!

Outdoor Shades – Rosewell Model Only

We also now have an option for the Rosewell model. This is basically a vertical drop-down awning that can be mounted on either or both sides of the patio.

Ceiling Fans - Rosewell Model, Thornhill Model with NO Sunroom

Ceiling Fans are permitted on the patios of these two homes. Lighted fans are NOT permitted.



Decks, Patios and Stonework

Decks

Decks are not permitted on Street side homes.

Decks may not exceed the size permitted for the model and location listed:

Rosewell	Not permitted
Thornhill	Street side: Not permitted
	Back: Not to exceed 12' x 26'
Willow	Street side: Not permitted
	Back: Not to exceed 12' x 20'
Mulberry	Specifications applied on an individual basis

Decking Material:

Deck Flooring: <u>Trex</u>—Color: Saddle which is available in Trex Select and Trex Enhance Railing/Gate: <u>Fypon</u> Quick Rail by Dixie-Pacific in Desert Tan. Height: not less than 36 in. and not higher than 38 in.

Step up to deck must be made of patio pavers



Patios

Patios are permitted but cannot exceed the size listed for the model and location in the table below:

Rosewell (Porch already included)	Street side/Back: Since grilling is not permitted on the porch, owners have the option of requesting a grill pad/patio. Dimensions not to exceed 6' x 6' to be used only for grill.
Thornhill	Street side Patio: Not to exceed 10' x 26'
	Back Patio: Not to exceed 12' x 26'
Willow	Street side Patio: Not to exceed 10' x 20'
	Back Patio: Not to exceed 12' x 20'

Patio Pavers

Combination of 6" x 6" and 6" x 9" blocks.

Approved patio pavers:

A. Manufacturer: EP Henry—Old Towne Cobble, Color: Harvest Blend

B. Manufacturer: Belgard London Cobble, Color: Amaretto

Railings are not permitted around street side patios.

ONLY rear facing patios may have a railing installed around the perimeter provided:

Hand rail is located in the mulch bed at the perimeter of the patio

Railing/Gate: Fypon quick rail by Dixie Pacific in desert tan . Height: not less than 36 in. and not higher than 38 in.



Stone Work/Painting (Foundation) and Stone Walls Stone Work/Painting (Foundation)

A. Stone may be installed between garages under the siding with the written agreement of the neighboring owner. It can also be installed in the following areas: on the wall under the siding adjacent to the driveway, under the bay window below the original siding, and under the Thornhill sunroom siding.

Replacement stone must match the existing stone used in the community.

B. The concrete section under the siding in the area between garages may be painted if neighbor agrees in writing. The following sections may also be painted: area on the wall under the siding adjacent to the driveway, under the bay window below the original siding, and the area under the Thornhill sunroom siding.

Sherwin Williams Sea Shore 100% Acrylic Flat House Paint

Medium Base: 061-1971

Color: Must match existing siding and should be an epoxy exterior paint.

C. Payment for additional stonework or painting is the responsibility of the homeowner.

Stone Walls

Stone Walls will be allowed around paver patios. The following criteria must be met:

- A. The inside height from the pavers will be restricted to 18" to 21" including cap according to slope with a combination of 3" and 6" blocks.
- B. Piers should be 36" in height including cap with only 3" blocks.
- C. Lighting can be in wall and/or on piers.
- D. Walls must be within the 3' footprint of the allowable landscape addition.
- E. Must be EP Henry, double-sided, Coventry blocks.

Color: Harvest.

Drain holes must be included

Blocks must be pinned and glued



Decorations

Common ground is comprised of all grounds beyond your walkway, it includes all areas with the exception of your mulch beds.

Holiday

- A. Holiday wreaths are permitted on doors, chimneys and windows from November 15 through January 15. Holiday swags are permitted on window ledges through the same time frame.
- B. Holiday lighting and decorations are permitted on your house and in your mulch beds only during the <u>holiday season</u>.

NO decorations are to be displayed on common ground.

NO inflatable musical decorations are permitted.

NO exposure of extension cords used to support FLOOD LIGHTS can be present on sidewalks. They must be run through mulch beds. This is a safety precaution, especially if there is snow present on the sidewalk.

If you choose to light a tree in the common area by your home, you must have the agreement of your neighbors.

ALL HOLDIAY DECORATIONS CAN BE DISPLAYED FROM NOVEMBER 15 THROUGH JANUARY 15.

Seasonal

- A. Seasonal wreaths (Summer, Fall, Winter, Spring) are permitted on doors. Small window electric candles are permitted year round.
- B. Small, year-round decorations can be hung on siding with special hooks that do not interfere with siding.

The ARC Committee and the Board cannot cover all outside decorations. If there is something we have not mentioned, please do not hesitate to contact us for clarification.



Doors

French or Patio Doors

Replacement of patio sliding doors will be permitted. The following criteria must be met:

- A. Double French door must be the same size as the existing patio slider.
- B. Door unit must be full-size view with double pane glass (without art glass or patterns).
- C. French Doors must each have Window Grille patterns: 15-Lites.
- D. Exterior door must have finish color: shade of tan (bisque, almond, canvas)
- E. Frame Finish Color and Exterior Finish Color are to be shade of tan (bisque, almond, canvas).
- F. Door Material may be Fiberglass or Composite (No Steel).
- G. Doors must be in-swing.
- H. Doors may be hinged or gliding French doors.
- I. Accessories: Traditional or polished Brass only (not antique) for door knobs, pullers, kick plates.
- J. Additional Options must be approved by the Board.



Storm Doors (Almond-color only)

- A. Full-view style, the outside frame cannot exceed 4"
- B. Triple tract full-view doors are also permitted (this model has glass bottom with retractable top half of either glass or screen.
- C. All doors may have no more than a 4" brass kick plate if available and traditional polished brass hardware.
- D. Sliding door screen frame must be almond color to match door color. Those that have white frames are grandfathered in until replacement is necessary. If you want to paint the frames, contact the ARC Committee.
- E. Those residents that have non-compliant storm doors are grandfathered in until replacement is necessary.

Approved models:

HOME DEPOT
Andersen 3000 Series
Self-Storing TruEase®
Energy efficiency;
Enhanced Security; Durability

Easy one hand glass operation.
Ultra-fine insect screen for
50% more clarity.
Tilt in glass for easy cleaning.
Full-view door with clear glass
only.
Brass kick-plate.

LOWES

Larson 36-in x 81-in Almond Trade Winds Full-View Tempered Glass Item #: 585253 Model #: 14604032

Innovative Screen Away retractable screen. The screen discreetly hides into a cassette at the top of the door and provides a clear view of the outdoors.

May be special ordered. Brass kick-plate.

HOME DEPOT Andersen 4000 Series Full-View with Dual Pane Insulating Glass

Spinlock insect screen included.
Patented quick-change panels allow you to change between glass and insect screen in seconds.
New low E Glass option for energy efficiency.
Brass kick-plate.



Emergency Generators (Natural Gas Automatic Standby Generators)

An automatic standby backup generator is a backup to your electric that operates whether you are home or away. Within seconds of an outage, it automatically supplies power directly to your home's electrical circuit breaker box. After utility power returns, the generator shuts itself off and waits for the next outage. It operates on natural gas and sits outside just like a central air conditioning unit.

- A. Emergency (back-up) generators must be permanently installed outside your home in close proximity to the A/C unit on a weather protective composite polymer enclosure and mounting pad which is included with the unit at no additional cost.
- B. The Generac Automatic Standby Generators have been approved for use in our community. It is the most popular brand for home use supported by a proven technical support system as well as at least a dozen local distributors and contractors. Their website is: www.generac.com/all-products/generators.
- C. Residential machines range in size from 7kW to 16kW. Size is determined by the number of circuits in the main electrical panel you want to power during an emergency.
- D. Requirements by the **manufacturer and the township** may dictate placement and spacing that the contractor must follow.

Flags (American) attached to house

- A. Only one (1) American flag hung on a flagpole is permitted and must be attached over the garage.
- B. The American flag can be no larger than 3ft x 5ft.
- C. NO OTHER BANNER OR FLAG WILL BE PERMITTED.
- D. FREE STANDING FLAG POLES ARE PROHIBITED.



Garage Door Replacement

Present Model: SRP Steel Raised Panel NON-INSULATED

Optional Replacement Insulated Doors:

Better: Advantage Insulated – 1 3/8" polystyrene Bonded between 2 skins of (.017) G60 steel

Insulation rating value of R6.7

Best: Hampshire Model $175 - 1\sqrt[3]{4}$ " polyurethane insulating core (sandwich construction)

with insulation rating value of R16.0

Gutters

Gutter Heaters (No Roof Heaters)

There are two different types of gutter heaters that are permitted.

- A. Gutter heating tape—a roll of "tape" that you run along the inside of your gutters. The tape affixes with clips and is designed to plug into a control box which is attached to the side of your home. The tape will only activate when the temperature falls below 40 degrees.
- B. Gutter cable systems—similar to heating tape in its installation, except that you are working with cables. These cables can actually lie inside your gutters. Once you've run all of the cables, you can plug the end into a power source. Cables can be set on a timer so that they come on only during certain times of the day.

Whichever approach you choose, it is vital that you hire an electrician who will install a ground fault circuit interrupter on the outlet or power source for the gutter heating systems in order to reduce the chance of fire in the event of an electrical outage. The gutter heating system must be UL approved. Electric lines must be totally concealed under the siding. If a plug in system is used, a weather-proof outlet cover must be installed on each receptacle outlet for continual use.

Gutter heating caps—Nothing should be attached to the shingles.

Gutter (Leaf) Guards

Professionally installed gutter guards are permitted



Hand Rails (Safety Rails)

Black, powder-coated aluminum railing and hand rail system is permitted for those residents requiring them to maneuver their service walks. They must be installed on the grass side of the sidewalk.

The approved system is as follows:

- A. Manufacturer: Arabian Railing Systems by Key-Link Fencing and Railing, Inc. (www.keylinkfencing.com)
- B. Style: Somerset (attached hand rail optional)
- C. Color: Black
- D. Height: 36 inches
- E. Post: 2.5" x 2.5" set in concrete
- F. Handrail: 1.5" round
- G. Optional decorative center pieces are not permitted.
- H. Railings cannot be used to hang or suspend baskets or objects of any type.
- I. Railings can't be decorated with lights (electrical shock hazard).

Vendors:

- Montco Fence, Limerick PA (610-287-7190)
- Main Street Fence, North Wales PA (215-643-7490)
- O'Neill Fence, Schwenksville PA (610-489-4102)



Landscaping Mulch Bed and Patio Plant Options

ARC approval is required prior to purchase and installation of all perennial plants, shrubs, grasses, and trees.

Gardening is an activity enjoyable to many residents and the Association encourages this. Please follow the following guidelines as a reference when planting.

Flowers: Residents do not need approval to plant bulbs and annuals in the original mulched areas.

New Mulch Beds: Prior ARC approval is required for the development and planting of new mulch beds. They cannot exceed 3 feet from the perimeter of your home or deck or patio.

Shrubs and Trees: Shrubs and approved trees planted by homeowners in their mulch beds are their responsibility to replace should they die. Trees may only be planted in mulch beds located on the far side of a patio or deck. The maximum height for trees at maturity in mulch beds is 15 feet. Community planted trees on common ground are the responsibility of the Association.

Mulch: New mulch is provided every spring to mulch bed areas. Any additional mulch added must match color.

It is important to understand that ARC will consider all planting requests on an individual basis and homeowners must recognize that root systems are a major factor. This is why we request specific names of plantings.

The establishment of any new flower bed will be the total responsibility of the homeowner to maintain. If not maintained, the Association will direct the landscaper to provide the required maintenance at the homeowner's expense.

Vegetable Gardens: Vegetable Gardens are not permitted in the mulch bed, but may be raised in planters on your patio or deck.

A large flowerpot or shrub may be placed against the wall between the garage doors providing both unit owners agree. It must be removed before winter so it does not interfere with snow removal. No other items are permitted in the driveway area or in the stones next to the house.

Flowerpots or baskets are not permitted anywhere on common ground.



Ponds are not permitted.

Sprinklers

Underground sprinkler systems are allowed in the mulch beds only.

Statues and Lawn Ornaments

- A. Height of items is restricted to thirty (30) inches with the exception of planters and shepherd's hooks.
- B. Birdbaths are allowed; the water must be cleaned.
- C. Water fountains up to 30 inches in height are permitted on the patio/deck only and must be plugged into the outside receptacle (no extension cords).
- D. Items are permitted in the mulch areas including garden flags.
- E. A display of small American flags is permitted.
- F. In the event that any ornament(s) are found to be objectionable, the Board of Directors shall have the right to require removal.

Stepping Stones

Stepping stones are only permitted in the mulch areas of a home and not in any grass areas.



Lighting Exterior Lighting

- A. Exterior lighting fixtures, if replacement is needed, must be replaced with the same size and style as the original fixtures and must be a polished brass fixture.
- B. Screw-in motion sensors are permitted for use in existing outside lights.
- C. An illuminated house number is permitted in the mulch area, no larger than 6" x 12".

Front-Door Motion Sensor Lighting

A small wireless LED spotlight with motion sensor that is battery operated has been approved for use above the front door. It is approximately 3.5" x 4" and must be installed on the door frame capping (not the siding).

Garage and Patio Area Lighting – Motion Sensor Only

One fixture with two bulbs may be mounted on the fascia board above the garage door to illuminate the driveway or patio area. The area of illumination must not impinge on the windows or doorways of any adjacent units. All lighting must be fully encased in a cover that is either almond or white. Any damage to association common property as a result of this installation is the responsibility of the unit owner.

Pathway Lights

Pathway lights must be placed in the mulch bed adjacent to the walkway next to the house, with a limit of eight (8) lights. Any other mulch bed area, the limit is six (6), with ARC approval. Pathway lights can be wired or solar.

Approved finishes are Black, Copper and Brass.

Note: If older, obsolete pathway lights are currently in use, they will be grandfathered until the time they need replacing. At that time, they must be replaced with one of the approved finishes and approved by ARC.



Mailbox Replacement

The approved replacement mailbox is Postmaster 6-7/8" x 8-3/4" in Metal Black Post Mount Mailbox (Item #37715, Model C1100B00) for those homes built prior to 2015. ARC approval is required before installation.

For anyone wishing to replace the older style, there is a *new mailbox* approved that was installed by the Builder during the last year of construction.

Hanover Lantern-Oakmont Style M202 VGN #M200NNNVGNN

This *new mailbox* can be attached to the existing cross arm and post using the existing bracket as well. Existing house number signage is to remain with no newspaper tube option.

New Style Mailbox: Online information: www.hanoverlantern.com

Dimensions: 9-5/8W x 11-1/4H x 20-1/2L

Color: Verde Green

Listed below are (6) local suppliers where this can be purchased:

- Suburban Wholesale Lighting, Paoli PA
- Colonial Electric, Collegeville PA
- Main Line Lighting, Paoli PA
- Key Electric Supply, Conshohocken PA
- Bright Light Design, King of Prussia PA
- Denney Electric Supply, Boyertown PA

Post-Construction Fireplaces

Adding a Built-in Fireplace is not permitted because the outside aesthetics would not be consistent with the other homes. Interior Vent-less Natural Gas-Fed Heaters/Fireplaces will be considered. Gas line needs to be installed by a licensed contractor.

Roofing and Siding

Roofing Material:

Shingles: Owens-Corning

Oakridge ProSeries w/Surenail Dimensional, 30 Yr. Shingle with Algae Resistance,

Color: Driftwood

1-800-GET-PINK; www.owenscorning.com

Siding Material:

Siding: Royal Building Products Royal Soffit, Vinyl Soffit, Color: Beige

1-905-850-9700; www.royalbuildingproducts.com



Satellite Dishes (Declaration Article XVII Section 17.013)

- A. Satellite dish may not be greater than one meter in diameter. This is 39.75 inches. Total height needs to be supplied for approval.
- B. A plan for the installation and location must be submitted to the ARC committee for approval prior to installation.
- C. All wires are concealed and secured in accordance with the ARC request the homeowner submitted.
- D. Satellite dish must be installed in the mulch bed.

Security

Any exterior security enhancements (video doorbells, keyless entry door locks, etc.) must be submitted to the ARC committee and approved by the Board **before** purchase and installation.

Windows

Window Replacement Specifications

Original Owner Warranty

- A. 20-year warranty
- B. Replacement cost: No charge for window; shipping charges paid by owner
- C. Supplier: MI Windows and Doors (717-365-3300)
- D. Type: Series 4300
- E. Installation by a glass dealer, handyman or contractor arranged and paid for by owner

In general, warranty covers construction of the window (framing) and the Thermal seal. Cracks due to temperature variations and/or accidental damage are not covered. **The warranty does not cover tinted windows.** Warranty coverage questions should be addressed to the supplier at the above-listed phone number.

2nd **Buyers:** Please contact MI for information regarding warranty.

Owner window replacement is permitted maintaining original window design, size specifications to include molding and frames. All grids must be identical to those being replaced. ARC approval is required prior to purchase.



3. ASSOCIATION RULES AND REGULATIONS

Automotive Repairs

It is prohibited to conduct auto repairs or maintenance anywhere except within the homeowner's garage. It is also prohibited to maintain any vehicle on your property or street that is not operable, roadworthy or lawfully registered and inspected.

Driveway Turnarounds

Turnarounds are for temporary parking only. Overnight or long-term parking in these areas is not permitted. Unit owners with multiple vehicles should park in the garage or in front of their garages. Turnarounds are intended and used to assist homeowners when backing out of their garages. *There is no overnight parking in the clubhouse parking lot*.

Dryer Vent

In an effort to ensure the safety of all residents and our connecting neighbors, the Board, in conjunction with the Management Company has implemented a Dryer Vent Certification. *This will require homeowners to provide verification that their unit's dryer vent was inspected by a professional cleaning service and any lint buildup was removed.* This is required to be submitted every 3 years. Upon completion of the *professional inspection*, send a copy of the invoice received from the professional cleaning service with your name, address, and date performed to the management company.

Garages

- A. Garages in all homes shall be available for parking of at least one (1) vehicle.
- B. Garages may not be used exclusively for storage.
- C. Garages may not be converted into a living space, office and/or place of business.

Garage Doors

No garage door shall be permitted to remain open except for a temporary purpose.



Garden Devices

- A. All garden tools shall be properly stored in the garage.
- B. Garden hoses are not permitted to be left on the ground and shall be properly stored in the garage or hose box when not in use, but not in driveway or grass areas, due to people walking in driveways, and landscaping employees working in grass areas.
- C. Hoses and cushion boxes are approved for summer season but must be stored in the home or in the garage during off-season.
- D. If away from the property during the day or on vacation, the hose should be stored in the mulch bed or in a hose box. This prevents the lawn company from having problems in cutting or maintaining your lawn.

Hazardous Materials

The storing of potentially hazardous materials (i.e. gasoline, kerosene, and fireworks) is prohibited.

Mailboxes

Mailboxes or support posts are not to be used as bulletin boards for lost pets, lost or stolen items, garage sales, security signs or other announcements. You may use the hooks under the mailboxes to hang flower baskets.

Patio Furniture, Grills and Miscellaneous Items

- A. Outdoor furniture, equipment or objects of any kind cannot be left on a lawn or in the common areas overnight.
- B. Children's toys must be stored inside the home or garage when not in use.
- C. Umbrellas are to be collapsed when not in use.
- D. Outdoor grills are never to be used under an opened awning.
- E. Outdoor furniture and barbeque grills shall be kept on your patio or deck only.
- F. Furniture and grills are not to be left in mulch beds, driveways or common areas. Outdoor grills may be left uncovered from April through November 1, then must be covered when not in use during the off season.
- G. Chimineas, outdoor fireplaces and fire pits are not permitted for safety reasons.
- H. Siding is to be kept clean at all times. Mold growth must be removed by hand or when necessary, power washed.
- I. Brick patios and walls must be cleaned and maintained on a regular basis. Removal of weeds is the responsibility of the homeowner.



When in use, grills should be at least three (3) feet from siding or railings of decks to prevent melting of these materials. This is a major safety issue.

Outside Gas Grill connection to Villas natural gas line is permitted with ARC approval. Work must be completed by a professional contractor and have township approval.

Rosewell model: Grilling is not permitted on the porch under the porch roof.

Signs

Contractor's advertising signs are not permitted anywhere.

"For Sale" signs may only be displayed inside homeowner's windows with Board approval. No signs are permitted in mulch beds.

Home security service signs are permitted and may be free standing in the mulch beds.

Tenants and Guests

Each homeowner is charged with the responsibility of directing tenant(s), guests and invitees to comply with the association's declaration, by-laws, rules and regulations and is responsible for their compliance.

All tenants, guests and invitees must adhere to the rules of the clubhouse, pool, grounds, tennis courts and driveway turnarounds. Any guest or invitee visiting the pool or any of our other amenities must be accompanied by the owner. There is NO overnight parking in designated turnarounds and the clubhouse parking lot for anyone.

If a tenant or guest has a problem, dispute, etc. it is the homeowner's responsibility to address this with the Board.

Residents should direct their guests not to block mail boxes with their vehicles during daytime mail delivery hours. The Post Office will not deliver mail to homeowners if the mail boxes are blocked. Residents and guests must park on the sidewalk side of the street and face the flow of traffic.

Trash Containers

Trash containers are not permitted to be stored outside the unit. They must be kept in the garage. Containers should not be put out on the curb until 4:00 pm of the day before scheduled pick up. Contact the Disposal Company for date and time of bulk pickup.

Contact the Management Company for assistance.

All trash must be put in containers in trash bags.

Recyclables should be secured in container.



4. FINES AND ENFORCEMENT PROCEDURES

Violation Remediation Process

Notice to Resident

At the discretion of the management company, scheduled periodic inspections will be made of the community at The Villas of Linfield for General Rules and Regulations compliance.

A. In the event that a violation of the General Rules and Regulations has occurred, the Board will give the name and address of the resident, date of occurrence, rule and/or violation that has occurred and recommendation for resolution to the property management company.

Property Management Company Violation Process

- A. The property management company will request the resident to remedy the violation as recommended by the Board within the specified time.
- B. The property management company will impose a fine on the resident based on The Villas at Linfield Fine Schedule.
- C. The property management company will proceed with legal action toward the resident as stipulated by the Villas at Linfield Legal Process Procedure.

Enforcement Policy for the Villas at Linfield Community Association's Declarations, By-Laws, Architectural and Other Rules of the Community

The Board of Directors has adopted the following enforcement policy (9/1/2019) for repeated violations of the Rules and Regulations of the Villas at Linfield Community Association.

Complaints concerning a violation of any rules of the Villas at Linfield Community Association must be submitted in writing to the Property Management Company, dated and signed by the complainant. The complaint must be of sufficient detail to clearly define what violation and when that specific violation occurred. All complaints will be kept confidential. A complaint can also be filed by the Board of Directors based upon its own observations, or by information provided to them by the Property Management Company.

The Board of Directors will discuss the alleged violation based upon the complaint received and determine if the complaint is valid. If it is determined a violation has occurred, the following procedure will be followed:

- A. A warning letter will be issued via United States Postal Service certified mail to the offending resident.
- B. If the violation has not been corrected within 10 days of receiving the certified return receipt, a fine of \$25.00 will be issued.
- C. If the violation and fine has not been paid after 30 days of receiving the certified letter, an additional fine will be assessed at \$50.00 plus \$10.00 per day until rectified. If not, the Management Company will proceed with legal remedies.



VIOLATION APPEAL PROCESS

In the event a resident chooses to appeal a violation notice, they must submit a letter in writing to the Property Management Company. The letter should contain any and all information to counter the violation claim or explain any special circumstances that would constitute a reasonable explanation for a violation.

Upon receipt of a letter of appeal, the Property Management Company will stop the fine procedure until the Board is notified and able to review the appeal. If the appeal is found to be valid, all actions against the resident will cease and the resident will be notified that the appeal was accepted. If the appeal is denied, the resident will be sent a letter of denial, via certified mail and the fine procedure will resume.



5.1 ARCHITECTURAL REQUEST APPLICATION

Name:			Date:		
Address:			Phone:		
the Board of Direc Article XVII of the	tors before any wo	rk is committed to ration for detailed	nave PRIOR written approval of or started. Please refer to information. Please include the		
* Plan drawn to on the plan	scale, showing you	ır home and propose	ed addition or change		
* Plans for any and all changes and additions including but not limited to landscaping, lighting, decks, patios, and stonework					
* Style, type, co	olor, and materials	to be used			
* Sketch of proposed finished project					
Please circle mo	del:				
•		Thornhill	Willow		
Anticipated Com	npletion Date:				
Completed ap	plication, all plan	s and attachments	s must be submitted to the		
	Architectu	ıral Review Comm	ittee		
Signatures of Owner	S				
Name:			Date:		
Name:			Date:		
ARC use only:					
Date request rec	eived:	Date submit	ted to Board		
Request #					



5.2 ARCHITECTURAL REQUEST APPLICATION

By signing this contract, owner agrees to abide by the following conditions:

- 1. It is understood that I/we have knowledge of the Declaration with regard to property changes.
- 2. I/we understand and agree that no work on this request shall commence until written approval has been received from the Board of Directors.
- 3. All expenses related to the work, including damage to the common facilities or to other units are my/our responsibility and I/we agree to hold the Board of Directors and Association harmless from any and all liability which may result from any approval.
- 4. I/we agree to permit the Board of Directors and/or its appropriate agents to make reasonable inspections as work, which is relative to this application, progresses.
- 5. If any Architectural Request Application has been approved and the work is not completed as described in the application, the Board of Directors has the authority to order the unit owner in writing to correct the work or, if necessary, order the alteration removed and the area restored to its original condition.
- 6. Approval of plantings and shrubbery is based upon the following understanding and agreement:
 - A. Current/future owners are responsible for maintaining the beds.

Law to notify the PA One Call System. They can be reached at "811" or

1. If you plan to disturb the earth with powered equipment, you are required by PA

B. Once trees/shrubs are planted, they may not be moved or removed from the property without the prior written approval of the Board of Directors.

1-800-242-1776.	
2. It is the unit owner's responsibility to obtain Refer to Article XVI, Section16. 01, paragrap	, ·
Signatures of Owners	
	Date
	Date