

**Deer Run Phase II
Community Services Association**

ENVIRONMENTAL PROTECTION BOARD (EPB)

**Rules and Regulations of the
Townhomes and Common Areas
of the
Deer Run Phase II Community Services Association (CSA)
As Revised July 1, 2021**

Direct all inquiries about this document to Rj Community Mgt. at 412-550-0003.

EPB Policy Resolution Index

I.	Function of Policy Resolution	4
II.	Property Guidelines for All Units (Townhome Dwellings)	4
	A. <i>General requirements for all living units</i>	4
III.	Common Area Guidelines.....	11
	A. <i>Storage of private property</i>	11
	B. <i>Vehicles & vehicular storage</i>	11
	C. <i>Alteration, removal or addition of plants, trees or shrubbery, and use</i>	11
IV.	Administrative Procedures	12
	A. <i>Environmental Protection Board</i>	12
	B. <i>“Request for Review” guidelines</i>	12
	C. <i>Enforcement procedures</i>	13
V.	Implementation	15

ENVIRONMENTAL PROTECTION BOARD (EPB)

POLICY RESOLUTION

of Deer Run Community Services Association, Inc. located
in Butler County, Pennsylvania

A resolution pertaining to the Environmental Protection Board provisions (EPB).

WHEREAS, Article V of the Deer Run Phase II Community Services Association, Inc. ("DEER RUN CSA") Declaration of Covenants, Conditions and Restrictions establishes an Environmental Protection Board ("EPB") and certain rules and regulations for protecting the aesthetic beauty, safety, and well-being of the community; and,

WHEREAS, there is a need for the Board of Directors to establish guidelines and procedures for the EPB in carrying out its responsibility with regard to the Common Area and the residential rules and regulations; and,

WHEREAS, there is a need for the Board of Directors to establish guidelines and procedures for homeowners to submit proposals for exterior additions, changes, alterations or improvements to their privately-owned properties; and,

WHEREAS, it is the intent of the Board of Directors to establish proper and equitable guidelines and procedures for the residents from this time forth;

NOW, THEREFORE, BE IT RESOLVED THAT guidelines and procedures pertaining to environmental controls be and hereby are adopted as follows:

*As revised by the Board of Directors on July 1, 2021.

I. Function of Policy Resolution

The function of this Policy is to provide standards and guidelines for the residents and the EPB to follow in:

- Protecting the architectural and aesthetic integrity of the community,
- Protecting the safety and well-being of the community, and
- Maintaining this integrity, safety, and wellbeing throughout the life of the community, thereby preserving home and properly values and the homeowners' investments.

The following sections explain the criteria used by the EPB in determining environmental violations and in considering "Request for Review" proposals. Also included are the enforcement and appeals procedures. Failure to abide by any of the below sections may result in a violation of this policy resolution.

Residents should refer to the Declaration of Covenants, Conditions and Restrictions ("Declaration") for additional terms and guidelines binding on all parties having any right, title or interest in the planned residential development of Deer Run Phase II. In the case of any conflict between the Declaration and this policy resolution, the Declaration controls.

II. Property Guidelines for All Units (Townhome Dwellings)

A. General Requirements for All Living Units

1. Overall appearance

- a. The overall appearance of each residence must be kept in a neat and orderly manner. If the appearance of any residence becomes such that it is not in harmony with the rest of the community or does not meet the architectural integrity of the community and its residents, the EPB may direct the owner to correct the condition, at the owner's expense, to the EPB's satisfaction, in accordance with Section VII, Administrative Procedures, of this policy resolution.
- b. The Declaration of Covenants, Conditions and Restrictions, which states no noxious or offensive activity shall be carried on upon any lot, nor shall anything be done thereof which may become a nuisance to the neighbors, is hereby incorporated as if written in full herein.

2. Permanent additions, changes, alterations, or improvements to private property

- a. All permanent additions, changes, alterations, or improvements require the prior approval of the EPB. Work may not begin on a project until approval is granted.
- b. Materials and colors
 - i. Only exterior materials comparable to existing materials on the unit, or those compatible with the architectural design character of the community are permitted.
 - ii. Colors must be compatible with surrounding colors and generally compatible with the architectural design character of the community.
 - iii. Any changes in material or color on any residence must be submitted to the EPB for prior approval.
 - iv. Unpainted and unstained surfaces, such as brick, shall remain unpainted and unstained.
- c. Size and shape: Additions and alterations to units and other additions, alterations, items or objects shall be of a size and shape consistent with their intended use (not outsized with relation to the unit with which they are associated), generally compatible in size and shape with similar items, and compatible with the architectural design character of the community.

- d. Location
 - i. The location of any proposed improvement shall be such that it shall be in harmonious architectural balance with the associated unit and the surrounding community.
 - ii. In no case shall any fence, screen, bright flood lighting or other object obstruct the sight lines of any vehicle driver.
 - iii. The location of any proposed improvement shall be limited to the property of the owner requesting approval, and shall not violate any easement restrictions, public or private. The EPB may request copies of surveys to verify the proposed improvement meets this criterion.
 - e. Safety
 - i. All requests for review shall be scrutinized for safety regarding intended use and location. Safety of construction materials and methods shall not be scrutinized since they are the responsibility of the resident and/or contractor(s).
 - ii. Requests that are otherwise suitable for installation, but which the EPB determines to be unsafe with respect to intended use and location, will not be approved.
 - f. Building and work permits
 - i. Approval of any project by the EPB does not waive the necessity of obtaining the required township or county building, grading, occupancy or work permits.
 - ii. Obtaining the proper permits does not waive the need for EPB approval.
 - iii. The EPB will not knowingly approve a request that is in violation of applicable building codes, zoning ordinances or other regulations.
 - g. If the alteration infringes upon the right of free enjoyment of the common elements, the Association will have the right to deny alteration. If it is determined the alteration has become an eyesore, hazard or nuisance, the Association shall have the right to cause the alteration to be removed. Removal shall be within 15 days of notice at the unit owner's expense. EPB fine rules will be imposed for non-compliance.
3. Central air-conditioning, compressors, window air-conditioning units and utility meters
- a. Compressors or utility meters may not be painted a color other than existing color associated with the unit without prior approval of the EPB and/or the appropriate utility.
 - b. Window air-conditioning units and window fans, whether such units are permanently installed or removable, are limited to the rear of the unit. All other types or locations of air-conditioning units require approval of the EPB.
4. Driveways
- a. Driveway paving does not require approval of the EPB provided that paving materials are of a natural color concrete or asphalt.
 - b. The use of paving brick or cobblestone will not be permitted.
 - c. Artificially colored paving materials will not be permitted without prior approval of the EPB.
 - d. Changes in grade, location or size of the existing driveway must be submitted for prior approval of the EPB.
 - e. Driveways must be sealed and maintained on a regular basis.
5. Landscaping
- a. Additions or alterations
 - i. Landscaping work and planting, including vegetable gardens and flower gardens, do not require EPB approval provided that:
 - a.) Planting materials are accepted types when in character with the community;
 - b.) They do not obstruct sight lines of vehicle drivers;
 - c.) Vegetable gardens are limited to the rear of the home and may be no larger than one-third the size of the rear yard.
 - d.) Edging – Deer Run CSA recommends natural plant edging by trench digging and then heavy mulching such as at our entrance. If a resident chooses to use other

edging material, coordination with the rest of the building is encouraged. Plant bed edging does not require EPB approval provided it is solid, four inches or less in height from the ground, of natural color and one of the following: 1.) Scalloped cement or stone; 2) wood - cedar or landscaping timbers; 3) subterranean black plastic with rolled edge. ***ALL OTHERS REQUIRE EPB APPROVAL***

- ii. All other plantings or landscaping require EPB approval.
 - iii. Trees and shrubs on private property are the responsibility of the homeowner. No trees of a diameter of six (6) inches or more (measured from a point two feet above the ground level) shall be removed from any lot, except in an emergency, without the express written authorization of the EPB, or unless properly authorized by an appropriate governmental authority. The EPB, at its discretion, may adopt and promulgate rules and regulations regarding the preservation of trees and other natural resources and wildlife upon the properties. If it shall deem it appropriate, the EPB may mark certain trees, regardless of size, as not removable without written authorization.
 - iv. Alterations of grades on projects undertaken on private property require approval of the EPB and shall be constructed such that drainage patterns on the Common Area and other homeowners' properties are not altered significantly. The EPB shall have the right to require that the stamp of a registered engineer be affixed to the request and plans submitted by a resident for approval.
- b. Maintenance: All residents are responsible for weeding and maintenance of shrubs and planted areas, including mulched or gravel beds, in addition to mowing the grass on their private property. The Board of Directors or the EPB shall have the specific remedial measure available for this specific violation to enter upon land and have these areas maintained at the owner's expense; provided however, the resident is given five (5) days to cure the matter. Consideration will be given to weather conditions.
 - c. The Board of Directors and the EPB shall have the right to enter upon any lot to cut, at the expense of the owner, grass which has been left unattended and allowed to gain a height of five (5) inches or more. Provided however, the owner has been given five (5) days prior written notice to correct the problem. Consideration will be made for weather conditions.
 - d. Dangerous or unattractive conditions: The Board of Directors and the EPB shall have the specific remedial measure available for this specific violation to enter upon any lot and trim, prune or remove at the expense of the owner, any hedge or other planting which, in the opinion of the Board of Directors or the EPB, by reason of its location upon the lot or the size to which it is permitted to grow, is unreasonably detrimental to the adjoining property, obscures the view of vehicular or pedestrian traffic, or is unattractive in appearance, provided, however, the owner is given fifteen (15) days prior written notice to cure the problem.
6. Exterior lighting: Exterior lighting must be harmonious with the community and shall not create a nuisance for other neighbors.
- a. No exterior lighting shall be directed outside the boundaries of a lot.
7. Lawn & garden furniture and outdoor equipment
- a. Lawn mowers, portable barbecue grills, lawn furniture and other similar items shall be stored inconspicuously when not in use.
 - b. Standard hose racks may be permanently attached to the unit inconspicuously. Hoses, however, are to be stored inside during the off season.
8. Storage of garbage, garbage pickup & garbage containers
- a. Garbage containers must be stored indoors, or out of view from the road and neighbors.
9. Garbage containers may be placed in front of the residence no sooner than dusk on the day before collection and must be removed from the front of the residence following collection by the end of the collection day.

- a. Trash, garbage, or other waste shall not be kept except in sanitary containers. All containers or other equipment for the storage or disposal of such materials shall be kept in a clean and sanitary condition.
 - b. Large items for trash pickup such as old appliances, carpeting, furniture, etc., shall be kept out of sight until the assigned trash collection day.
10. Outdoor storage or accumulation of items: No lumber, bulk materials, refuse, trash, appliances, machinery, or other materials shall be kept, stored, or allowed to accumulate on any lot, except building materials during the course of construction of any approved structure.
11. Firewood: Firewood and kindling shall be stored inconspicuously and must be kept neat and clean such that it does not attract pests such as insects or rodents. All wood is to be stored inconspicuously whereas not to be seen from the road.
12. Seasonal decorations: Seasonal decorations such as for Christmas, Easter and other generally recognized events or holidays shall be put out and taken down within thirty (30) days prior to and after the event or holiday. Seasonal decorations are not to be stored outside in public view.
 - a. School and professional sports team decorations may only be displayed during the team season, i.e., football decorations during football season, soccer decorations during soccer season, etc.
 - b. Election signs for government office should be put up no earlier than sixty (60) days before the primary election and be taken down within thirty (30) days of the general election.
13. Signs: All signs placed within the DEER RUN PHASE II CSA boundaries shall meet with the current Cranberry Township sign ordinance requirements as well as the following requirement:
 - a. No sign of any kind shall be displayed to the public view on any lot except one (1) sign of not more than six (6) square feet advertising that the lot or unit is for sale or rent and should be in good condition.
 - b. After a lot or unit has been sold or rented, signs advertising that the lot or unit has been sold or rented are to be removed within seven (7) business days.
14. Vehicles and vehicular storage
 - a. In general, all vehicles stored or parked in view from the road or a neighbor, whether on a lot or in a public parking area, shall be whole, in sound condition and fully operable, including a current inspection sticker and state registration.
 - i. Vehicles are to be parked in a driveway or garage at all times. Vehicles are not permitted to be parked on lawns or on the street.
 - b. No motor home, travel trailer, boat, boat trailer, horse trailer, or any similar item shall be parked on any private lot if the item is in view from the road or in view from a neighbor. A limited exception will be made for these items if they are in route to or in route from storage for the season, vacation of the owner or other similar circumstance. In such case, the resident is to notify a member of the EPB the date at which the item arrived and the date the item will be taken away. The time period for this exception is limited to three (3) days at any given time. Any exceptions to this rule require approval from the EPB.
15. Pets
 - a. Pets of any nature must be leashed properly at all times when outdoors. Leashes may not exceed more than six (6) feet in length. A pet need not be leashed if the pet remains on the pet owner's private property, or on other private property which the pet owner has permission to allow his or her pet to enter. The pet must be under control at all times and in accordance with Cranberry Township and Butler County pet laws.
 - b. Dog or other pet houses of any kind are prohibited outside.
 - c. Pets may not be tied on private property so that their chains or leashes allow them to enter the Common Area.

- d. Pets may not be left unattended for an extended period of time, nor may they be permitted to create a nuisance or unreasonable disturbance of noise.
 - e. Owners must clean up the excrement of their pet(s) and dispose of properly. Owners are to immediately remove the excrement while walking their pet(s).
 - f. Pet waste must also be disposed of on the owner's private property. It shall not be allowed to accumulate.
 - g. Pets are not permitted to enter the private lot of another resident without that resident's permission.
16. Antennae and satellite dishes
- a. Antennae and satellite dishes are not to exceed eighteen (18) inches in diameter.
 - b. Antennae and satellite dishes must be inconspicuous from the public eye.
 - i. Preferred placement is low on the rear roof.
 - ii. If the rear roof is not a possibility, antennae and satellite dishes should be located on the ground in the back or side of building. They must be placed within a mulched bed area contiguous to the building and concealed with plant material or camouflaged rock.
 - c. All wiring must be done internally, or it must be concealed for both antennae and satellite dishes.
17. Radon Mitigation Systems
- a. A Request for Review form must be submitted prior to installation of a Radon Mitigation System.
 - b. The vent pipe extending towards the roof must be made of DOWNSPOUT material and of a color to match siding or downspouts.
 - c. The exterior apparatus must be placed at the rear of the home.
 - d. The exterior fan is to be placed as close to the ground as possible and the fan shall be the same color as the vent pipe.
18. Entry, Screen and Storm Doors require approval before installation.
19. Patios may not extend more than sixteen (16) feet from the rear of the unit.
20. House numbers: Numbers similar in style and color to those provided by the builder or those recommended or required by township ordinance are required on all homes.
21. Permanent flower boxes and planters: Permanent flower boxes and planters require prior approval from the EPB.
22. Fencing: Only eighteen (18) feet of privacy fencing can be extended from the rear of the home.
23. Play Equipment
- a. Permanent play equipment is defined as any play equipment that customarily remains outdoors at all times, whether in use or not.
 - b. Non-permanent play equipment is all play equipment that is capable of being taken in and stored indoors when not in use.
 - c. Permanent play equipment on townhouse private property is limited to the rear of the home.
 - d. Non-permanent play equipment is permitted but must be taken in when not in use.
 - e. Basketball hoops
 - i. Permanent basketball hoops are prohibited from the front and sides of the unit.
 - ii. Portable basketball hoops must remain at least fifteen (15) feet from the street.
 - f. Wading pools for small children are permitted without EPB approval provided they are no larger than one (1) foot in height and six (6) feet in diameter, they are placed at the rear of the unit, and they are taken indoors when not in use.
 - g. Pools: Pools are strictly prohibited on townhouse private property. (See 24.f above with regard to wading pools for small children.)
24. Outbuildings and storage sheds: Outbuildings and storage sheds may not be built on townhouse private property.

25. Decks and balconies

- a. Decks and balconies may extend no closer than three (3) feet from the unit's firewall.
- b. Decks and balconies cannot extend more than fourteen (14) feet out from the unit.
- d. Decks and balconies will not be permitted to infringe upon or restrict an adjacent unit's access to and from their property.
- e. Decks, balconies, and roof coverings for decks and balconies
 - i. Any flooring structure which is supported off the original finished grade by means of any vertical supports shall be defined as a deck.
 - ii. Any flooring structure which is supported solely off the unit itself or supported other than by vertical supports from the original finished grade shall be defined as a balcony.
 - iii. All decks, balconies, and roof coverings for decks and balconies require prior approval from the EPB.
 - iv. All decks and balconies constructed with a finished floor elevation more than eighteen (18) inches above finished grade will be required to have a handrail around the entire structure and on both sides of any stairway leading to grade.
 - v. If the materials from which any deck, balcony, or roof-covering framing are to be made of something other than natural tone lumber, such as wolmanized wood, cedar, or redwood, approval for using these other materials must be obtained from the EPB.
 - vi. All decks, balconies, roof coverings and stairways must be constructed to the rear of the unit. Front decks and balconies are permitted only if a front deck or balcony was part of the original structure as built by the builder of the structure.
 - vii. The EPB shall have the right to require that the stamp of a registered architect or engineer be affixed to the request and plans submitted by a resident for the construction of a deck, balcony, or roof covering. Approval by EPB constitutes only an approval of the general arrangement, size, shape, and aesthetic qualities of the improvement, and does not constitute approval of construction methods, materials, or details. Under no circumstances shall the EPB or DEER RUN PHASE II PHASE II be responsible for any construction failure, such as collapsing due to the design of, or the workmanship of the project.

26. Awning specifications for Balconies, Decks, and Patios: The unit owner is responsible for all costs and labor related to the purchase, installation, maintenance, and replacement of the awning. Maintenance and upkeep must be consistent with the general prevailing standard of the DEER RUN PHASE II CSA.

- a. Awnings shall be installed no earlier than April 15 and removed for storage no later than October 31 of each year. The unit owner is responsible for all removal, cleaning, storage, and reinstallation costs.
- b. The unit owner shall make application for approval of the awning in writing. The unit owner's request shall demonstrate that the proposed alteration conforms to the regulations. In a townhome building, the Association will request advisory opinion of each unit owner in the building.
 - i. All awnings installed on patios, decks or over balconies are to be stationary.
 - ii. The front bar of the awning shall be a minimum of six (6) feet, eight (8) inches from the patio, deck, or balcony surface.
 - iii. All awnings shall have a twelve (12) inch valance and shall have full end wings.
 - iv. Side drops of a maximum six (6) feet down and six (6) feet out from the unit are optional and permitted.
 - v. All awnings shall be constructed of Sunbrella fabric and have a traditional scallop.
 - vi. The awning color shall coordinate with the siding color or trim of the building. No obvious patterns are acceptable (i.e., plaids). Plain colors or stripes are acceptable pending EPB approval.

- vii. Braiding shall be "Natural". No decorative additions (including, without limitation, fringe or monograms) are permitted.
 - viii. All fittings shall be constructed of galvanized steel or aluminum. Frames shall be constructed of one-inch galvanized steel piping and must be attached to the balcony, deck, or patio flooring. They may not be attached to any railing.
 - ix. Installation of the alteration shall be done in a workmanlike manner and shall be accomplished by laborers who are skilled in the installation of awnings.
 - x. The awning may not block the neighbors' sight line view.
27. Window awnings are not permitted.
28. Clotheslines of any kind are strictly prohibited.
29. Display and decorative items
- a. Containers and decorative pots under eighteen inches (18) inches may be used in mulch beds.
 - b. Empty containers and decorative pots should be stored out of view when not in use.
30. Lawn furniture used in the front of the unit should be stored indoors or in the back when not in use.
31. Garage Door Replacement Specifications
- a. The unit owner shall make application for approval of the garage door in writing. The unit owner's request shall demonstrate that the proposed alteration conforms to the regulations. In a townhome building, the Association will request advisory opinions of each unit owner in the building. All of the owners in the building must agree upon the door selection.
 - b. The garage door specifications are as follows:
 - i. The door can be with or without glass as mutually determined by all the unit owners.
 - ii. The replacement door may stay the same color or be changed to a mutually agreed upon color by all unit owners in the building.
 - iii. Installation of the alteration shall be done in a workmanlike manner and shall be accomplished by laborers who are skilled in the installation of garage doors.
 - iv. All units in a building shall be uniform as to garage doors: color, windows, and materials. The only time doors may differ in a building is during the interim period as all doors in all units are in the process of being changed (e.g., changing from wood to aluminum, or from windows to no windows or from one color to another).
32. Painting/Staining: All owners are responsible for maintaining the painted/stained portions of the home exterior including, but not limited to, any wood trim, porches, balconies and decks.
33. Porches and stairs must be maintained in a neat and orderly manner. All maintenance, including painting or staining, of porches and stairs is to be performed as needed.
34. Roofs: The maintenance and replacement of the roof is the responsibility of the unit owner. Replacement shingles must match the original style and color as closely as possible.
35. **Fire Pits and Chimineas**
- a. Fire pits and chimineas may be propane or wood burning and may not exceed three (3) feet in diameter.
 - i. Permanent fire pits/chimineas require approval before installation. An alteration request form must be submitted to the management company. Installation may not begin until approval is granted.
 - b. All fire pits/chimineas must be kept at least fifteen (15) feet from the building and at least five (5) feet from decks and porches when in use. They may not be used under any porches.
 - c. Portable fire pits/chimineas must be placed on a fire-resistant surface if being used on the lawn.
 - d. Please be mindful of smoke and embers when using wood burning fire pits/chimineas.

- i. Do not burn wood during periods of high wind.
- ii. Smoke from the fire should not create a nuisance to neighbors. If your fire does create a nuisance, you will be required to extinguish the fire. Repeat violations are subject to immediate fines.
- iii. Flames are not to exceed a height of three (3) feet.
- e. Do not burn fires during periods of drought or extended dry weather.
- f. Fires are to be properly extinguished after use. Once cooled, ashes and wood must be disposed of in a proper container.
- g. Portable fire pits/chimineas are to be stored out of view from the front of the house when cool and not in use.
- h. All fire pits and chimineas are subject to Cranberry Township ordinance.

III. Common Area Guidelines

A. Storage of Private Property

- 1. Private property installed or stored on the Common Area by any individual without express written consent of the EPB or Board of Directors is strictly prohibited.

B. Vehicles & Vehicular Storage

- 1. No motor driven vehicle, except maintenance equipment, is permitted to be operated on DEER RUN PHASE II CSA property, without prior written consent and, only then if the driver is properly licensed and the vehicle is operated in compliance with the Pennsylvania State Motor Vehicle Codes.
- 2. In general, all vehicles stored or parked in public parking areas shall be whole, in sound condition and fully operable, including a current inspection sticker and state registration.
- 3. Vehicles are not permitted to be parked on lawns or on the street.
- 4. No motor home, travel trailer, boat, boat trailer, horse trailer, or any similar item shall be parked in any public parking areas.

C. Alteration, Removal or Additions of Plants, Trees or Shrubbery, and Use

- 1. Alteration, removal or additions of plants trees or shrubbery by any individual without express written consent of the EPB or Board of Directors is strictly prohibited.
- 2. Residential units adjacent to or bordering common areas are not permitted to expand their yard by cutting grass, removing, or planting trees, bushes, etc. on common ground.
- 3. No resident shall dispose of any yard material or other waste on common ground. This includes but is not limited to grass clippings, tree limbs, discarded building materials, etc.
- 4. Alteration of the Common Area by any individual without express written consent of the EPB or Board of Directors is strictly prohibited.
- 5. Camping: Camping on the Common Area is prohibited without prior consent of the Board of Directors or EPB.

6. Damage to the Common Area

- a. Residents are responsible for repairing any damage to the Common Area caused by their use, the use of their guests, the use of their pet(s), or caused by movement of materials and equipment through the Common Area by residents or resident's guests.
- b. Residents or residents who have guests that destroy or alter the Common Area as defined in Section III.C or III.D are responsible to DEER RUN PHASE II CSA for the costs of restoring that Common Area to its original condition.
- c. Parties on common grounds after dark are not permitted without EPB or Board approval.

IV. Administrative Procedures

A. Environmental Protection Board

1. Meetings: All EPB "Request for Review Forms" will be reviewed on a monthly basis by the board of directors at their next scheduled meeting. Meeting dates and times can be obtained by calling the management company. Residents are encouraged to submit any Request for Review forms at least one week prior to the next committee or board meeting to ensure your request is reviewed. Failure to adhere to this advanced notification procedure could result in your request being held over for review until the next scheduled meeting. **UNLESS IT IS CONSIDERED TO BE AN EMERGENCY SITUATION, EPB REQUEST FOR REVIEW FORMS WILL ONLY BE REVIEWED AT REGULARLY SCHEDULED MEETINGS.**

B. "Request for Review" Guidelines

1. Application procedures

- a. Each homeowner will submit to the EPB a written proposal for exterior additions, changes, alterations, or improvements to the property using the "Request for Review" form (see Exhibit "A" attached). This form can be obtained from the management company. The proposal will contain a description of the project, including the height, width, length, size, shape, color, and location of the proposed improvements. Photographs or sketches of similar completed projects will aid in the EPB's consideration process. If the alteration affects the existing drainage pattern, the proposed drainage pattern must be included.
- b. Oral requests or approvals will not be considered or given. Each request must be specifically approved in writing by the EPB, even though the intended improvement conforms to the Declaration of Covenants, Conditions, and Restrictions and Policy Resolution #1.
- c. No work shall be started on any project until the resident has received approval for the Request for Review Form by the EPB.**
- d. Processing the "Request for Review" form
 - i. "Request for Review" forms shall be mailed, emailed, or delivered to the Management Company.
 - ii. The Management Company will stamp the date of receipt on the "Request for Review" form. This date shall be deemed the date received by the EPB and shall constitute the beginning of the thirty (30) day review period.
 - iii. After reviewing the applications, the EPB will recommend one of the following:
 - a.) Approval
 - b.) Disapproval based on:
 - i.) Insufficient information, or
 - ii.) Merit(Note: The EPB must provide the applicant with specific reasons for disapproval. A written report on any such disapproval shall be provided to the Board of Directors within thirty (30) days of the determination.)
 - iv. EPB Approval
 - a.) Approval letter sent: The EPB will either approve or disapprove the application and will send an appropriate letter to the applicant by way of the Management Company.
 - b.) Approvals are valid for one (1) year: All approved requests are valid for one (1) calendar year from the date of the authorized EPB approval.
 - v. If a proposal is rejected, the applicant may request reconsideration and is encouraged to present new or additional information which might clarify the request or demonstrate its acceptability. Final appeal may be made to the Board of Directors. (See #2 below)
 - vi. The EPB will answer a request as promptly as possible.

- g. Repeat violations of the same rule are subject to immediate fines levied at the discretion of the EPB.**
- 4. Appeals procedure for Notice of Violation and Fines
 - a. Appeals to EPB decisions must be made in writing and sent to the Management Company. If the owner is not satisfied with the EPB response to the appeal, they may appeal in writing to the Board of Directors.
- 5. AT THE DISCRETION OF THE BOARD OF DIRECTORS, A LIEN MAY BE PLACED ON A RESIDENTIAL UNIT FOR FAILURE TO PAY A FINE AND FOR THE COST INCURRED BY THE BOARD TO CORRECT A VIOLATION THE UNIT OWNER REFUSED TO CORRECT.**
- 6. A CERTIFICATE OF RESALE WILL NOT BE ISSUED IF THERE ARE ANY OUTSTANDING FINES, VIOLATIONS OR DUES.**

V. Implementation

This policy resolution becomes effective as of the date written below. The Board of Directors may from time to time amend this policy resolution, as deemed appropriate, including the amount of fines for specific violations. Any such amendment(s) will be appropriately communicated to all DEER RUN PHASE II residents.

Heath McKeen 7-1-2021
Signature Date

Jane Fiedler 7/1/2021
Signature Date

Robert Fiedler 7/1/2021
Signature Date

[Signature] 7/1/2021
Signature Date

[Signature] 7-1-21
Signature Date