

**HILLVUE FOREST HOMEOWNER'S ASSOCIATION, INC.
(H.F.H.A.)
RULES & REGULATIONS
REVISED & ADOPTED MAY, 2013**

STATEMENT OF PURPOSE

These rules and regulations are to be used by the members and the Board of Directors to clarify and be sure that members and the H.F.H.A. understand their respective responsibilities as well as understand what is permissible by members.

DEFINITIONS

1. BOARD OF DIRECTORS shall mean the duly elected Board of H.F.H.A.
2. Member shall mean persons who own a townhouse unit
3. LANDLORD shall mean a person who leases his/her unit
4. MANAGEMENT COMPANY shall mean the company contracted by the Board to conduct day to day business

**H.F.H.A. RESPONSIBILITIES
(Administered by the Board)**

1. Maintenance and upkeep of the roofs of all townhouses belonging to H.F.H.A.
 - a) Includes replacement when necessary
 - b) Leaks
 - c) Maintenance of flashing around roof opening
 - d) Semiannual gutter cleaning
 - e) Maintenance of gutters and downspouts
2. Maintenance of Aluminum Siding
 - a) Replacement and maintenance of siding where necessary
3. Replacement of exterior wood
 - a) Wood surrounding exterior windows
 - b) Valances on units with porches
 - c) Decorative small decks on the front of garage units
 - d) Wooden trim around front and around doors

4. Exterior Painting

- a) All wood trim surrounding windows doors and garage doors
- b) Front and garage doors
- c) Front decks on garage units
- d) Approve colors for front doors

5. Lighting

- a) Maintenance of security lighting on building and common area lighting
- b) Maintenance of any lighting installed by H.F.H.A.

6. Maintain any parking areas owned by H.F.H.A.

7. Approve all exterior alterations to original specifications at the cost of the owner.

8. Approve all structural and or exterior land development prior to any work.

9. Upkeep of all common areas.

10. Upkeep of lawn areas

- a) Mowing, trimming and fertilizing.
- b) Annual removal of leaves when directed by the Management Company.
- c) Trimming of shrubs and trees in order to prevent damage to roofs and siding. The management company will determine this need.

MEMBER'S RESPONSIBILITIES

1. Homeowner's insurance including structure, betterments and Improvements.

2. Yard area must be kept clean and unencumbered of any debris so mowing can be accomplished without difficulty to the landscape company.

3. Upkeep and maintenance of decks and privacy walls, including cleaning and staining, approved stain types can be obtained from H.F.H.A. management company, however, if this is not done the association will maintain at the MEMBER'S EXPENSE, LEGAL FEES will be assessed if the owner does not comply and these fees will be reimbursed to H.F.H.A. (see guidelines).

4. Upkeep and maintenance of driveways, trees and shrubs, parking areas, porches and sidewalks and applicable planting areas between driveways.

5. Keeping the sidewalk and driveway clear (i.e. snow, bikes garbage cans, toys, etc.)

6. Provide landscaping, shrubs, flowers, bushes, etc. in the front of their units. Approval of the Board is needed for any new planting or alternation.

GUIDELINES for MEMBERS and H.F.H.A. MAINTENANCE & HOME IMPROVEMENTS

Owning a Unit/Units within Seven Fields is a personal decision. Making the decision to reside in Seven Fields entails involvement with all of those who share that personal decision with us. Our involvement includes providing for the maintenance of a sound investment in our community, maintaining its physical health and appearance, respecting the equal entitlements of each other while maintaining a community wide standard and uniform appearance. The following are guidelines to help all of us achieve these goals.

H.F.H.A. Inc. assumes all UNIT OWNERS have the best intentions and where failure to observe a rule does occur; H.F.H.A., Inc. assumes that it may be due to a misunderstanding or an oversight, without intention to willfully violate any rules. H.F.H.A. Inc. aims to provide guidance and where appropriate, provide sanctions and enforcement. These enforcements are in place for those cases which require measures that protect the interests of those who do honorably perform as they should without problems. Failure to obey any of the H.F.H.A. Inc. Rules & Regulations will result in penalties.

OVERARCHING RULES & REGULATIONS

COMMON ELEMENTS - includes open spaces that are behind and in between the units and the island located on Forest Drive and any public parking area.

Unit owners may not make any alterations, removal, addition or improvements to the exterior of their UNIT/UNITS or to any COMMON ELEMENT without prior written consent from the Board of Directors of H.F.H.A., Inc.

Unless clearly stated in these RULES and REGULATIONS, all requests for alterations, removal, additions or improvements to any UNIT or COMMON ELEMENT or any variation from the requirements of the H.F.H.A., Inc. RULES and REGULATIONS must be submitted to H.F.H.A., Inc. Board of Directors for approval in writing prior to the date on which such work is scheduled to begin. BUILDING PERMITS and all required documents shall be obtained by the UNIT OWNER. Such requests shall state with specificity the work to be done and if necessary the reasons for a variance. Work must begin within (3) months from the date of the approval and all work must be completed within a reasonable time thereafter. The work shall be performed substantially as indicated in the request and the UNIT OWNER shall not vary from the request without prior written consent of H.F.H.A., Inc. If no work has begun within the (3) months from the date of approval, such approval shall be deemed void and no longer valid. Unless special action is required by H.F.H.A., Inc., all requests shall be returned within (30) days following the date of the request and shall be marked (approved) or (not approved) and if not approved, H.F.H.A., Inc. shall indicate the deficiencies within the request. To avoid any loss, inconvenience or disappointment, it

is strongly recommended that a UNIT OWNER make no monetary or legal commitment with and third party, contractor, supplier or other person or entity or purchase any materials or supplies PRIOR to receiving approval from H.F.H.A., Inc.

COMPLAINTS of BOARD and MANAGEMENT- any complaints regarding the maintenance and condition of the COMMON AREAS or the action of H.F.H.A., Inc., or its officers, employees or independent contractors shall be made to H.F.H.A. Management Company designate.

If resident hires a contractor, the resident is to contact the management company to work out a schedule.

ASSESSMENTS

1. Monthly assessments are necessary for the ongoing maintenance and renewal of H.F.H.A's responsibilities, along with administration, services and enforcement of these rules and regulations are funded by a BOARD APPROVED ASSESSMENT to be paid to the ASSOCIATION as stated by the ASSOCIATION BYLAWS. All assessments shall be due (30) days from the billing date. All members shall pay these assessments within (5) days of due date stipulated. Nonpayment of these dues shall be subject to procedures as stipulated in the ASSOCIATION BY LAWS.

2. Monthly assessments may be raised up to 10% by Board action. Assessments may be paid by member on a monthly or quarterly basis. Each home owner must provide the management company of his/her desire. Payments may be automatically paid by ACH payments.

3. Failure to pay assessments on time will result in a 9% annual interest added to the delinquent amount.

4. Assessments delinquent for 30 days will result in the loss of voting rights for the offending member.

5. It is recognized that for CAPITAL PROJECTS the regular assessments may not be sufficient to fund certain or necessary LARGE PROJECTS that would benefit the entire community. In such instances, SPECIAL ASSESSMENTS may be levied against all members, provided a vote of approval of (51%) of all shareholders in good standing. Approved SPECIAL ASSESSMENTS shall be lienable and collectible by H.F.H.A., Inc.

6. Capital Projects and the corresponding assessment must be approved or voted down by 51% of the voting membership. Failure to achieve consensus within (2) consecutive meetings will allow the Board to take action which will be final.

NEIGHBORHOOD ENVIRONMENT

GENERAL WORK ON HOMES- acceptable hours to work on homes are from 8:00 am to 6:00 pm. Fines can be assessed to those working outside of these hours. Please refer to Seven Fields Borough ordinances for additional restrictions.

MAIL BOX AREA- No parking around mail boxes is permitted. The only acceptable mail boxes are postal approved mail boxes and supports.

ON STREET PARKING- "No- On Street Parking" is allowed under any circumstance and this is according to local ordinances.

PARKING ON GRASSY AREAS- there will be NO PARKING of motor vehicles on any grassy areas whether common areas or areas owned by member (such as grassy areas beside the driveway).

GARBAGE- all garbage must be stored in appropriate cans and recycled materials must also be stored in recycle containers. Cans and containers shall be placed curbside no earlier than 5:00 pm on the day before collection and they must be removed from curbside and out of sight from the road by 9:00 pm on collection day. Garbage cans should be kept either in a garage if the unit has one, or behind the home on the back porch where it's out of sight from the road.

DECK APPEARANCE- there is to be NO HANGING of towels, linens, clothing, rugs, curtains, mops...or...laundry of any kind from the windows or decks exposed to any part of the common elements. Please refer to the BOROUGH ORDINANCES for additional restrictions. Owners shall keep patios and deck free of trash and debris.

ZONING- no unlawful use of premises is permitted. All zoning ordinances and regulations of all governmental bodies shall be observed.

NOISE/NUISANCE- no member or resident is permitted to make excessively loud noises, especially with outside radios or do anything that will interfere with the rights or comforts of another member or resident. This also includes vocal or musical instruments; audio/visual devises, pet related noise and any activity which would create any annoyance to other members / residents. Any resident who experience such an annoyance may address the matter directly to the POLICE and is requested to file a written complaint with the BOARD of H.F.H.A. with the specifics of the noise/ nuisance infraction.

SIDEWALK- it is the member's responsibility to keep sidewalks and driveways clean and maintained free of snow and debris. (As per Borough ordinance)

VANDALISM or any ENVIRONMENTAL HAZARD- will not be tolerated and violators will be prosecuted to the full extent of the law. Violators will be responsible for all cost to repair any damage.

OUT DOOR FIRES

- a) Grills for cooking are always permitted
- b) No outdoor fires are permitted.

LAWN UPKEEP and LANDSCAPING

Unit owners or residents are not permitted to make any alterations to the landscaping without prior written consent of H.F.H.A., Inc. unless being done within the guidelines below and done from approved list.

LANDSCAPING- it is the responsibility of the member for the upkeep of the landscaping areas in front of their unit and patio areas behind their unit. Planting and landscaping must be done in a tasteful way in keeping with the style of the neighborhood. Any changes in landscaping must be approved by the Board.

FLOWERS SHRUBS and SMALL TREES- can be planted in existing mulched beds. The beds must be kept clean and unencumbered of any debris so mowing can be accomplished without difficulty.

FENCES- NO FENCES, including invisible fences, other than the original privacy fences built by the developer are permitted.

EXTERNAL HOUSE

LIGHTS - members are responsible for maintaining their front and back porch lights; the only lights that can be on after midnight is those less than 100 watts or the security and safety lights. Solar lights making walks and drives will be permitted.

DECKS/HOT TUBS- the Board must approve any structural changes to a unit including additions to decks or the installation of hot tubs. Decks must be cleaned and stained/painted periodically in order to prevent an unsightly weathered look. Owner must have Board approval to stain or paint using several approved colors and must be kept in good repair in order to prevent accidental falling.

FIREWOOD- must be stored neatly; up off of the ground and where it cannot be seen from the street. Firewood can only be stored between NOVEMBER 1st thru APRIL 1st

DOORS- members and landlords are permitted to install storm doors, front and back doors, and sliding doors provided that they are an approved style; H.F.H.A. will be responsible for painting front doors.

GARGE DOORS- are not to be left open for an extended period of time and for ventilation purposes, garage doors shall not be open more than (12) inches. Replacement and upkeep of garage doors are the

responsibility of the members. Doors must be replaced with an approved list than can be obtained from the Management Company.

WINDOWS- all glass doors and windows are to have drapes, curtains and/ or blinds of a tasteful neutral décor to present a “lived in” appearance from the exterior. Window replacement is the member’s responsibility and must be replaced with similar appearing windows (color and style) that are approved by H.F.H.A.

TRIM PAINT COLOR- building, door and trim paint colors may not be altered from the standard H.F.H.A. colors originally assigned to each unit.

SATELLITE DISHES- with approval from H.F.H.A. satellite dishes are permitted provided they are NOT directly attached to the building, roof or deck. The dish must be placed within the confines of the back deck or patio area or if installed in the front of any unit, the dish or antenna must be hidden or camouflaged so it cannot be seen from the road. It must also comply with FCC regulations. Unit owners have (3) months from the date of notification to comply if their dish violates these provisions.

DRIVEWAYS- are to be used for the parking of licensed and inspected automobiles in operating condition. Commercial vehicles, campers, boats, trailers, etc. must adhere to Borough ordinances.

FLAGS- with the exception of the official flag of the United States and the official flag of the Commonwealth of Pennsylvania and also seasonal flags, NO FLAGS are permitted.

AWNINGS- no metal or fabric rigid awning, canopy, shutter, or other object projecting from an outside wall or roof can be installed ; a neutral color retractable awning may be installed with the approval of the H.F.H.A. Board.

UTILITY/GROUND MATTER- any utility problems are at the sole responsibility of the owner after the unit has been accepted into H.F.H.A. Some utilities are shared by units in this case all three units must share in the cost of repair.

ENVIRONMENTAL MATTERS- NO flammable or any explosive or otherwise hazardous material except for the use in common household purposes in compliance with any law, regulation or ordinance can be brought into the unit, balcony, deck or patio areas of the unit.

SIGNS & ADVERTISING- NO signs, advertisement, notice or other lettering is permitted to be inscribed, painted, displayed exhibited or fixed on any part of the property or unit; the one exception is advertising the sale of a unit, provided that the sign be placed in front of the property and must be removed within (48) hours of the execution of contract of SALE for the unit; no signs are to be placed in common areas and any exceptions must be approved by H.F.H.A. Inc.

POLITICAL SIGNAGE- political signage may be displayed no earlier than 60 days prior to the election; such signage shall be removed (24) hours after Election Day.

HANGING PLANTS- hanging plants will be permitted on all units; plants must be tasteful and pleasing to the eye.

UNITS WITH FRONT PORCHES- the following will be permitted on the porches; bistro table no more than 30 inches in diameter with 2 chairs or an outdoor bench with neutral pillows.

TOYS, TOOLS, ETC. - ALL toys, tools, and other items shall be kept off front porches.

GARDEN HOSES- all units must CONCEAL their hoses or place them in decorative containers or on a decorative hose rack. Hoses must be taken in for the winter months starting November 1st until March 1st.

POTTED PLANTS- Decorative seasonal décor such as potted plants, and or any type of “shelving unit” or podium used to display flowers are permitted on a seasonal basis. These racks and podiums MUST be removed in the fall/winter months, but are allowed in the spring and summer. Any type of “shelving unit” used for storing items is NOT permitted, but a shelving unit used solely for seasonal plants should not be an issue. The shelving unit must be decorative and approved by the Board. The shelving unit must not be higher than 4 feet.

ENFORCEMENT OF RULES AND REGULATION

H.F.H.A. will notify members of any violation of these rules and regulations as follows:

1. It will be common practice to notify a member of a violation by regular mail. The member shall be given 20 days to remedy the situation. Failure to do so will result in another registered letter stating the member will comply within 5 days or face a separate fine for every interval of 5 days until the infraction is corrected.
2. Fine will be assessed at \$25.00 for a violation. Fine will continue at the rate of \$25.00 as stated above.
3. Interest on unpaid fines will be at the annual rate of 18%
4. After the first violation has been settled an owner continues the same infraction again the owner will be assessed a fine of \$50.00 for the same second infraction and \$100.00 for the same third infraction. After the third infraction H.F.H.A. may assess a fine in an amount calculated to cause the owner to cease that particular violation.

5. H.F.H.A. in its sole discretion may restrict or suspend any rights or privileges of the UNIT OWNER or TENANT from COMMON AREAS. If the TENANT/UNIT OWNER is unwilling to pay the fine and address the violation, a lien shall be placed against the UNIT along with an assessment against the UNIT OWNER.

6. If an infraction requires the work of a contractor, the owner, contractor and the management company will develop a schedule for the remediation. No "fines" shall be assessed unless the schedule is not adhered to.

LANDLORDS/TENANTS- for rental properties, H.F.H.A. will deal solely with the LANDLORDS. It is the sole responsibility of each UNIT OWNER to comply with all H.F.H.A. rules and regulations. It is the LANDLORD'S responsibility to pay the fine if their tenant is not in compliance. It is also the LANDLORD'S responsibility to inform each tenant of the RULES and REGULATIONS as well as make sure their tenants abide by them.

PETS- see enclosed borough ordinance and H.F.H.A. resolution.

BOROUGH of SEVEN FIELDS ORDINANCES

All present and future BOROUGH ORDINANCES as well as PRESENT & FUTURE RESOLUTIONS shall become part of these RULES & REGULATIONS...

Ordinance #40

Pet Restrictions

H.F.H.A. - PET RESTRICTIONS

Owners may not tether their pets (dogs and cats) outside unattended of any period of time, and may not leave their pets unattended on decks and/or porches or where applicable.

Section 1. It shall be unlawful for any owner or owners of dogs to permit the same to run at large within the Borough of Seven Fields.

Section 2. It shall be unlawful for any owner or owners of dogs or other animals to permit the same to make excessive, loud or harsh noise or disturbance which constantly or continuously, without cause, interferes with or deprives the peace, quiet, rest or sleep of any person within the Borough.

Section 3. It shall be unlawful for any owner or owners of dogs or other animals to keep the same when the animal exhibits a habit of making excessive noise or other actions to the disturbance, annoyance or fright of persons in the vicinity or passersby.

Section 4. It shall be the responsibility of the dog owner to collect and properly dispose of dog feces deposited by their dog on any public or private property within the Borough. Feces must be picked-up immediately by the dog owner and disposed of in the owners refuse receptacle.

Section 5. Any dog found running at large within the Borough of Seven Fields shall be taken and impounded in a place provided for that purpose. If the owner is known or the marks or identification can be found on the animal so that the owner can be ascertained, said owner shall be immediately be given notice either personally or by registered mail to claim the dog within ten (10) days.

Section 6. All animals so taken and seized shall be detained and properly kept and fed, and if claimed by the owner, shall be removed immediately by said person.

Section 7. All animals so taken and seized shall be detained and subsequently claimed shall pay a penalty of five dollars (\$5.00) and all reasonable expenses.

Section 8. If after ten (10) days from the giving of such notice the animal is not claimed, said animal shall be disposed of in a humane manner or given to such person or persons who desire to care for the same. Such animal may also be sold for expenses.

Section 9. All commercial establishments licensed to keep animals shall maintain and provide enclosures which are of sound-reducing construction for the keeping of animals where practical, and no such establishment shall maintain any facility which would permit animals to become an unreasonable disturbance annoyance or fright to persons in the vicinity.

IN WITNESS WHEREOF, we being all of the Directors of the Hillvue Forest Homeowners Association, Inc., have hereunto set our hands this 23 day of May 2013

Joshua Bey (Seal)

_____ (Seal)

Chris C. Nimm (Seal)

_____ (Seal)

Michael J. Marchese (Seal)

Borough of Seven Fields
Ordinance # 66

MAINTAIN SIDEWALKS, INCLUDING THE REMOVAL OF SNOW

Section 1. Responsibility for Construction and Maintenance of Sidewalks and Curbs

Sidewalks for the use of pedestrians shall be built and maintained by the owners of all property abutting a Borough road, in accordance with the widths, lines, grades, slopes pursuant to Borough specifications obtainable through the Borough Office. All information necessary to construct, relay or repair may be obtained at the Borough Office. Sidewalks, including all space between the property line and the curb line or vehicular driveway, even though the entire space may not be paved as a walkway for pedestrians shall always be maintained by the owner in a safe, unobstructed, level condition without abrupt variations in the surface. This safety requirement shall apply to all trees, shrubbery, structures and portable materials placed or permitted to exist under, on or in spaces between the property line and the vehicular driveway, including the adequate safeguarding of any work done within the side space. Sidewalks shall be kept clean and free of snow, ice, leaves and any other structure or substance which may obstruct the view of motorists or others or cause inconvenience or injury to pedestrians.

Section 2. Snow and Ice to Be Removed from Sidewalks; Time Limit

The owner, occupant or tenant of every property fronting upon or located alongside any street in the Borough of Seven Fields is hereby required to remove or cause to be removed from all the sidewalks abutting upon such property, all snow or ice thereon fallen or formed. Within twenty-four (24) hours after the same shall have ceased to fallen to have formed. Provided: the snow and ice removed from the sidewalk shall not be dumped or piled onto any public street or alley to the extent that it interferes with vehicular traffic. Provided further, the owner of a property shall be responsible for conforming to the requirements of this Section where such property is occupied by such owner, is vacant or unoccupied or consists of more than one (1) tenanted or tenantable unit, the occupier or tenant shall be responsible therefore where such property consists of a single unit, occupied by such tenant or occupier only.

Section 3. Notice to Construct, Relay or Repair Sidewalk or Curb

Notice to lay, relay or repair sidewalks or curbs shall be given to the owner, according to legal requirements, by the Borough Manager or Building Inspector. The notice to construct or relay sidewalks or curbs shall be thirty (30) days and the notice to repair sidewalks shall be ten (10) days, except in the case of emergency repairs when it shall be forty-eight (48) hours.

Section 4. Notice to Defaulting Property Owners; Authority for Borough to Have Work Done and Collect Costs and Charges

Upon failure or neglect of any property owner to comply with the provisions of this ordinance as it pertains to the repair or relaying of sidewalk, the Borough shall give notice as provided for in Section 2, hereof, to such property owner of his failure to do so and if such property owner fails to comply with such notice within the designated time limit, the Borough may cause the necessary work to be done at the expense of said owner, and may file a lien thereon, together with all additional charges, expenses and penalties, as authorized by law, or take such other steps permitted by law to collect said costs and charges.

Section 5. Responsibility for Keeping Sidewalk Clear and In Safe and Sanitary Condition

From and after the passage of this ordinance it shall be the duty of the occupants of property abutting on any sidewalk in the Borough and, if there are not occupants, then the owners of said property, to keep the sidewalk abutting their property free and clear from weeds, dirt, rubbish, waste paper or refuse of any kind and, in general to maintain the same in a safe and sanitary condition. Vehicles and movable sports equipment, such as basketball hoops, shall not be permitted to obstruct sidewalks. The term "sidewalk" is intended to include both the footwalk and the grassplot, if any, between said footwalk and the curb.

Section 6. Trimming of Trees and Other Plants Along and Above Sidewalks

It shall further be the duty of such occupants and owners as aforesaid at all times to keep Hedges, bushes, shrubbery and trees so trimmed as not to obstruct the sidewalk or interfere with the free and full use thereof, or with the view of motorists at and along intersecting streets; limbs of trees shall be deemed an obstruction if they are permitted to overhang the sidewalk at a height of less than seven (7) feet there from.

Section 7. Penalty for Violation

An owner, occupant or tenant who violates any section of this ordinance shall be guilty of an offense and, upon conviction thereof, shall be sentenced to pay a fine of not more than three hundred dollars (\$300.00) plus costs and, in default of said fine and costs, to a term of imprisonment not to exceed thirty (30) days. Such fine and costs of prosecution may be in addition to any expenses and additional amounts authorized by law.

**BOROUGH OF SEVEN FIELDS
ORDINANCE # 5**

PERMIT FOR SOLICITING

Section 1. All individuals, groups or businesses soliciting for the sales of goods or services or soliciting for any affiliations within the bounds of the borough, must obtain a permit for soliciting from the borough secretary prior to any soliciting.

Section 2. Proof of this permit will include the seal/signature of the borough secretary with the date and amount of payment and the permit's expiration date prior to any soliciting.

Section 3. The fee and requirements for waiver of the fee for this permit will be established by further council action.

Section 4. The guidelines for the duration of these permits will be established by further council action.

Section 5. Any person, persons, firm, or corporation violating any of the provisions of this ordinance shall, upon conviction, be fined FIVE HUNDRED DOLLARS (\$500.00) for each and every offense.

BROUGH ORDINANCE

- 1. Regulating Fires**
- 2. Regulating Fire Arms & Hunting**
- 3. Regulating Hours of Construction**
- 4. Regulating Garbage**
- 5. Regulating Parking**

(Revised 05-2013)