

Respecting the following rules and regulations will help ensure your comfort and the comfort of others as well as aid in maintaining the high standards established at Highland Woods.

**Condominium Fees:** Condominium fees are due no later than the fifth of each month.

**External Alterations:** No external (outside) alterations of any nature may be made to the exterior of any unit of any building without the written permission of the Highland Woods Condominium Association Council. Exterior changes to the rear of each unit, such as awnings, small bins, utility sheds, etc., will require written approval from Highland Woods Condominium Association Council.

**Internal Alterations:** Internal changes to any unit, such as paneling, wallpaper, etc., are permitted.

**Noise:** The condominium units were built with maximum attention to privacy, but no building can be peaceful without the cooperation of each owner (renter-resident). Use of any audio equipment (i.e., television, radios, tapes, stereos, etc.) should be played at a tolerable listening volume and within normal hours. The close proximity of our units mandates a respect for each other's right to quiet.

**Garbage:** All garbage must be contained in suitable heavyweight plastic bags, securely tied, and placed inside the metal containers provided in the garbage bin areas for each building. Boxes must be broken down flat and tied in bundles. Do not throw empty boxes inside the bins, and do not put large objects (i.e., chairs, tables, etc.) inside the bins. The Allegheny County Health Department has very strict regulations – do not put garbage bags on the ground or on top of the closed bin. Bags outside of the bins may attract animals or rodents, which may carry diseases. Do not use any garbage bin other than the bin designated for your building. Each bin is designed to only hold the garbage for eight units. Garbage bins nearest to unit or to designated building should be used to avoid excessive accumulation in metal containers. Using the designated bin for your building will ensure that each building's bin is not overly crowded with another building's garbage.

**Pets:** The size of each unit and close proximity to all of our neighbors dictates that all owners (renters-residents) keep and maintain only small household pets. No pets are permitted to roam or run free, pets (cats as well as dogs) must be leashed and under control at all times. No pet owner shall permit his or her animal to disturb any other individual. Each pet owner is required to have an up-to-date license and rabies shots for their pets. In the event the Highland Woods Condominium Association Council receives a valid complaint concerning a particular animal, and the situation is deemed to be serious, the Highland Woods Condominium Association Council may request that the pet be removed within seven (7) days after the pet owner receives written notification of the Highland Woods Condominium Association Council's decision. Each unit owner (renter-resident) must agree to abide by majority decision of the Highland Woods Condominium Association Council if, in their judgment, a pet has become a nuisance and detrimental to the common good of all. Pet owners will be responsible to clean up after their pets within common areas. The Highland Wood Condominium Association Council should be provided written notice of owners who violate this policy.

**Motor Vehicles:** The use of parking areas shall be limited to parking of currently licensed and inspected vehicles in operating condition. No large trucks, recreational vehicles, or buses may be parked anywhere except in the designated areas approved by the Highland Woods Condominium Association and Council. No repairs, except minor repairs taking less than twenty-four hours, may be made to motor vehicles in the owner (renter-resident) parking areas. Each unit has a specifically designated parking area(s) for their vehicle(s).

**Antennas:** No radio, television antennas, or satellite dishes may be attached to any building or surrounding environs unless written approval is provided from the Highland Wood Condominium Association Council.

**Gardens:** Flower gardens are permitted in the front and rear of each unit. Vegetable gardens should be confined to the rear of each unit. The owner (renter-resident) responsible for planting must also be responsible for maintaining the neat condition of their garden.

**Snow Removal:** The Highland Woods Condominium Association Council will employ a snow removal contractor to remove snow as quickly as possible after a snowfall or ice storm. Each owner (renter-resident) must cooperate by keeping all vehicles off the driving areas and out of the direct route of the snow removal vehicle.

**Signs:** In the event you are planning to sell (or rent) your unit, the sales (rental) informational sign must be placed within the unit in the window. The sign may not be attached to the outside of the building nor displayed in the front yard or on any part of the common grounds. Inform your real estate agent of this Highland Woods Condominium Association rule.

**Sale or Rental of Unit by Homeowners:** If your unit is being rented, the Highland Woods Condominium Association Council must be informed in writing when the unit has been rented, the identity (name) of the renter-resident, and phone number of the renter-resident. It is the responsibility of the owner to inform the renter-resident as to the rights, rules, and regulations of all occupants at Highland Woods and to instruct them to cooperate with the spirit of the community. The Highland Wood Condominium Association Council shall be notified in writing of units being sold to prepare resale certificate required by Pennsylvania law.

**Complaints:** Complaints regarding the service on exterior maintenance of the units or suggestions for the improvement of the community at large should be presented in writing to the Highland Woods Condominium Association Council for their immediate attention

**Rule Changes:** The Highland Woods Condominium Association and Council may add or amend these rules upon majority Highland Woods Condominium Association Council vote.

**Swimming Pool (Lock Combination [REDACTED]):** The following rules and regulations are for the benefit and protection of owners (renters-residents) and their guests to ensure the safe and sanitary operation of the pool facilities. Your cooperation and observance will ensure pleasant, enjoyable recreation. Parents are requested to caution their children to observe all rules and obey instructions of the pool manager/pool attendant.

NOTE: Wherever appearing hereafter, the words "pool area" shall denote and include the entire area contained or enclosed by the cyclone fence.

1. We provide a pool manager/pool attendant -- not a lifeguard. All persons using the pool area do so at their own risk. The Highland Woods Condominium Association assumes no responsibility for any accident or injury in connection with such use or for any loss or damage to personal property.
2. Persons using the pool area agree not to hold the owner or Highland Woods Condominium Association liable for any actions of whatever nature that may occur within the pool area. Also, owners (renters-residents) will be responsible for the actions of their children and guests. The costs of any property damage will be charged to the owner (renter-resident) and shall be paid in full within three days.
3. Persons using the pool area must comply with all rules and regulations promulgated by the local, county, and state health officers. Admission will be denied persons with skin abrasions, colds, inflamed eyes, any infection, and to any person wearing bandages.
4. For insurance purposes it is most important that owners (renters-residents) identify themselves and their guests properly when entering the pool area and sign the registration book. All guests must be accompanied at all times by the owner (renter-resident).
5. Proper swimming attire (no cut offs) is required in order to be admitted to the pool.
6. Equipment taken into the pool area is subject to the approval of the pool manager/pool attendant.
7. Children (thirteen years of age and under) must be accompanied by an adult for admission to the pool area. Parents must assume responsibility for the safe supervision of their children.
8. Any of the following regulations may be put into effect at the discretion of the pool manager/pool attendant.
  - a. Pool may be closed at any time due to weather, breakdown of equipment, other operational defects, or for any other reason deemed appropriate by the pool manager/pool attendant.
  - b. A ten-minute break may be called periodically by the pool manager/pool attendant on duty at which time everyone will be required to vacate the pool.
9. The following will not be permitted at any time:
  - a. Wheeled vehicles or pets of any type are not permitted in the pool area.
  - b. No glass containers of any kind are allowed in the pool area.
  - c. No alcoholic beverages may be brought into the pool area.
  - d. No food or refreshments may be brought into the pool area.
  - e. No chewing gum or chewing tobacco is permitted within the pool area.
  - f. No running, pushing, wrestling, ball playing, horseplay, or causing undue disturbance within the pool area.
  - g. Papers, cigarettes, cigars, and refuse must be deposited in receptacles.
10. Anyone found inside pool or pool area after regular hours will lose his or her pool privileges.
11. The Highland Woods Condominium Association and Council reserve the right to refuse entry or deny pool privilege to anyone at its sole discretion. The use of profane or abusive language or other breaches of the peace will not be tolerated and will be considered grounds for revocation of pool privilege.
12. These rules may be revised or amended at any time at the discretion of the Highland Woods Condominium Association and Council. Failure to comply with any of the foregoing rules and regulation will result in the violator being barred from future use of the pool and pool area.

Tennis Court:

V.A.

1. Players are expected to honor one-hour time limit per session.
2. Non-residents must be accompanied by an owner (renter-resident).
3. All players are reminded to wear tennis shoes. This is a requirement.
4. Children under ten are not permitted on the tennis court unless they are accompanied by an adult.
5. Pets are forbidden on the court.