

APPENDIX C

RULES AND REGULATIONS

**POLICY RESOLUTION NO. 1
OF
YORKTOWN COMMUNITY SERVICES ASSOCIATION, INC.**

Revision Three*

A resolution pertaining to the Environmental Protection Provisions;

WHEREAS; Article V of the Yorktown Community Services Association (hereinafter referred to as YCSA). Declaration of Covenants, Conditions and Restrictions establishes an Environmental Protection Board (hereinafter referred to as the EPB) and certain rules and regulations for protecting the aesthetic beauty, safety, and well-being of the community; adopts and publishes Rules and Regulations governing the use of the common area and facilities; and

WHEREAS, there is a need for the Association's Board of Directors to establish guidelines and procedures for the EPB, or the Association's appointed management representative(s), in carrying out its responsibility. To establish and operate a uniform procedure; and,

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

NOW THEREFORE BE IT RESOLVED THAT the following guidelines and procedures pertaining to environmental controls be adopted as follows:

ADOPTED: 12-18-1984

REVISED: 06-22-2004

REVISED: 10-01-2011

ENVIRONMENTAL POLICY BOARD
Policy Resolution No. 1
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The function of this Resolution 1 is to provide standards and guidelines for each Unit Owner, their invitees and the EPB to follow in:

- Protecting the architectural and aesthetic integrity of the community, which includes each Lot, Common Area, Multifamily Structure, and Single Family Structure;
- Protecting the safety of YCSA, and
- Maintaining the integrity and well-being; thereby assisting in preserving home and property values.

The following sections explain the criteria to be used by the EPB in determining environmental violations and in considering an “Exterior Alteration Application” form. Also included are the administrative, enforcement and appeals procedures.

Failure to abide by any of the standards or guidelines may result in a violation of this policy resolution, and subject the violating party to fines, legal fees and the expense of restoring the violation to its proper condition.

Unit Owners and Occupants shall refer to the Association’s Declaration of Covenants, Conditions and Restrictions (hereinafter referred to as the “Declaration”) for the definition of terms, additional terms, and guidelines binding on all owners.

Unit Owners are responsible for the activities of their tenants, guests, contractors and other invitees.

Unit Owners are hereby informed that any items not specifically addressed by these regulations shall be nonetheless covered by these regulations and the community standards. Unit Owners are responsible for submitting EPB requests for exterior alterations.

II. PRIVATE PROPERTY GUIDELINES

A. GENERAL REQUIREMENTS FOR ALL LOTS, UNITS, SINGLE FAMILY ATTACHED HOMES AND SINGLE FAMILY DETACHED HOMES

1. OVERALL APPEARANCE

- a. The overall appearance of each residence (Lot and Unit) 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 other residents, the EPB may direct the Unit Owner to correct the condition, at the Unit Owner's expense, to the EPB's satisfaction, in accordance with Section IV, Administrative Procedures, of this Policy.
- b. See the Declaration of Covenants, Conditions and Restrictions, Article VIII (b), 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 herein.

2. ADDITIONS, CHANGES, ALTERATIONS OR IMPROVEMENTS TO PRIVATE PROPERTY

- a. Additions, changes, improvements and alternations
 - i. **Any (structural) additions, changes, improvements and alterations to the exterior of any Unit or to any Lot shall be submitted for prior written approval of the EPB.**
 - ii. Failure to submit an "Exterior Alteration Application" form for any project requiring prior written approval is in itself a violation of Policy Resolution No. 1 even if the intended improvement conforms to this Policy and the Declaration of Covenants, Conditions, and Restrictions and Policy Resolution No. 1.
 - iii. Without written approval for an alteration, the Unit Owner may be subjected to fines, legal fees and the expense of restoring the violation to its proper condition and/or removal of the unapproved alteration.
- b. Materials and colors
 - i. **Any change in material or color on any Unit must be submitted in writing to the EPB for its review and decision.**
 - ii. Colors must be compatible with the existing color, surrounding colors and generally compatible with the architectural design character of the community and adjoining Units.

- iii. Only the exterior materials existing on the Unit, or those compatible with the architectural design character of the community will be reviewed for approval.
 - iv. Unpainted and unstained surfaces, such as brick and wood, shall remain unpainted and unstained, unless approved by the EPB in writing.
 - v. Natural wood tone waterproofing may be applied to wood surfaces such as decks.
 - vi. Front porches on the townhomes shall be painted and/or stained in a color consistent with the entire unit.
 - vii. All additions to Units shall be submitted for review. Additions shall be completed to grade to match the existing exterior. No cinder block may be left exposed.
- c. Size and shape
- i. Alterations to Units and other additions, 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. No fence, screen or other object, owned by a Unit Owner or the Association, shall obstruct the sight lines of any vehicle driver.
 - iii. The location of any proposed improvement shall be limited to the property of the Unit Owner requesting approval, and shall not violate any easement restrictions, public or private. The EPB may request copies of certified Lot surveys to verify the proposed improvement meets this criterion.
- e. Safety
- i. The Association assumes no responsibility for materials used in the construction of an approved project. The EPB review process is to ensure all changes and modifications are compatible with the

community standards.

- ii. It is the responsibility of the Unit Owner to contact PA 1 Call or services to ensure that utility service will not be disrupted.
- f. Building and work permits
- i. Approval of any project by the EPB does not waive the homeowners' necessity of obtaining the required governmental permit(s).
 - ii. Obtaining the proper governmental permit(s) does not waive the need for EPB approval.
 - iii. It is the Unit owner's responsibility to ensure the request/project is NOT in violation of applicable building codes, zoning ordinances or other Governmental regulations. The EPB and Association assume no responsibility for approved projects that are in violation of Governmental codes, ordinances, or regulations, current and future.
- h. Decks, balconies and roof coverings for decks and balconies (See also provisions applicable only to Townhouse / Patio Units in Section "B" and provisions applicable only to Single Family House in Section "C".)
- i. **All decks, balconies, and roof coverings for decks and balconies require prior written approval from the EPB.**
 - ii. Any flooring structure, including those surrounding pools or not attached to the Unit, which is supported off the original finished grade by means of any vertical supports, shall be defined as a DECK.
 - iii. 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.
 - 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 from the flooring structure to the grade.
 - v. Only natural tone lumber material is permitted in exterior building projects, unless the lumber is used to replace a piece of lumber currently painted/stained (e.g. front deck/balcony).

- vi. All decks, balconies, 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 original Developer.
- vii. 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 circumstance shall the EPB or the Association be responsible for any construction failure.

3. NON-STRUCTURAL MODIFICATIONS

a. Driveways

- i. Driveway paving does not require prior written approval of the EPB if the paving materials to be used are black asphalt or a natural color concrete, and the size and shape of the existing driveway is not modified.
- ii. **Changes in grade, location, or the size of the existing driveway require the submission of an Exterior Alteration Application.**
- iii. Both asphalt and concrete driveways must be re-sealed in accordance with the maintenance schedule. The Unit owner must maintain, or provide proof of re-sealing if requested.
- iv. The installation of sidewalks, bricks, pavers and other such materials parallel to the driveway shall not be permitted.

b. Central air-conditioning compressors, window air conditioning units, utility meters and radon units.

- i. Compressors and/or utility meters shall not be painted without written approval from the EPB, who may require written approval from the appropriate utility entity.
- ii. Exterior location of compressor for installed central air conditioning shall be within four (4) feet from the rear of the unit, and at least 18 inches from either end of the Unit. If this is not possible, prior written approval of the EPB is required.
- iii. **Radon units must be installed at the rear of the unit. An Exterior Alteration Application must be submitted.**

c. Dish Antennae:

- i. As defined by the Telecommunications Act of 1996, the Federal Communications Commission, a "dish" antenna that is one meter

(39.37") or less in diameter and is designed to receive direct broadcast satellite service, including direct-to-home satellite service, or to receive or transmit fixed wireless signals via satellite.

- ii. If installation in the rear of the unit does not impose unreasonable expense or delay or preclude reception of an acceptable quality signal, the dish must be installed in the rear of the unit.
 - iii. If placement of the dish antennae in the rear of the unit does not provide an adequate signal, the dish antennae should be located in a place shielded from view from the street and/or other Units to the maximum extent possible. The dish antennae should be installed based on the following location preferences: 1) Rear of the unit; 2) On the roof in the rear of the unit; 3) Side of the Unit, not affixed to the vinyl siding; 4) Front of the Unit on the roof, the roof line or under the porch; 5) Any other location on the Unit which provides an adequate signal without extending on to common ground or beyond the unit.
 - iv. Placement of dish antennae in the front of the unit should be used only if no other location will provide an acceptable signal. The antennae user must submit a written explanation detailing the necessity for the selected location.
 - v. Dish antennae larger than one meter are not permitted.
 - vi. Dish antennae are not permitted to be placed on common ground or to extend beyond the Unit owners property.
 - vii. Satellite dish antennae must be removed upon discontinuing satellite service, or sale of the Unit if service is not maintained by new owner.
- d. House numbers:
- i. Numbers similar in size and style and color to those provided by the Developer are permitted. **All other types of house numbers require written approval of the EPB.**
 - ii. House numbers must be located in an area similar to all adjoining Units, and Units located in the same Cul-de-sac.
 - iii. The EPB reserves the right to implement changes in the size, shape, and location of house numbers provided the change does not violate any other provision of this Policy Resolution No. 1.
- e. Clotheslines:
- i. Clotheslines are not permitted in the townhomes or patio homes.

- ii. Clotheslines are permitted in the rear of the single family detached homes between 7:00 a.m. and 7:00 p.m.

4. LANDSCAPING AND GENERAL YARD MAINTENANCE

Landscaping (See also provisions applicable only to townhouse units in Section IIB4 and provisions applicable only to single-family houses in Section IIC3).

- a. Landscaping work and planting including vegetable gardens and flower gardens, do not require EPB approval provided that:
 - i. Planting materials are accepted types and in character with the community (no palm trees or wheat, for example);
 - ii. They do not obstruct sight lines of vehicle drivers;
 - iii. No trees shall be removed from the common ground area except in an emergency, without the express written authorization of the EPB or unless properly authorized by an appropriate governmental authority.
 - iv. YCSA or their contractor shall perform all grass cutting, including front, back, and side of the townhouse units and all common areas.
 - v. The maintenance of trees planted by the original Developer or the Association in the common area ground will be provided by the Association.
 - vi. Unit Owners shall not plant any trees, shrubs or other plantings on common ground without prior approval of the EBP.
 - vii. All residents of single-family houses and townhouses are responsible for weeding and maintenance of shrubs and planted areas, including mulched or gravel beds, on their private property.
 - viii. Debris and or any unused material from any construction or landscaping project shall be removed immediately or the earlier of 7 days from the project completion, or the next refuse collection day.
 - ix. The Board of Directors or their contractor shall have the right to enter upon any lot and trim or prune, 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 height to which it is permitted to grow, is unreasonably dangerous or detrimental to the adjoining property, obscures the view of vehicular or pedestrian traffic or is in violation of community standards; provided however, the owner shall be given fifteen (15)

days prior written notice to correct the problem.

- b. Lawn and Garden Furniture
 - i. Portable barbecue grills and lawn furniture shall be stored on the deck or patio or against the rear of the unit when not in use.
 - ii. Standard hose racks of a color compatible with the exterior trim of the unit may be permanently attached to the rear of the unit. Hoses, however, are to be stored inside during the off-season.
 - iii. From November 1st to April 1st, outdoor furniture must be stored on the deck and/or patio. Storage in the yard is not permitted.

- d. Exterior flower boxes and planters:
 - i. Permanent exterior flower boxes and planters require prior written approval from the EPB.
 - ii. Temporary exterior flower boxes and planters, that are similar in material and color to the Unit's exterior, do not require prior approval from the EPB, but must be taken down and stored inside the Unit during "non-growing" periods (November 1st – April 1st).

- e. Birdhouses and Bird Feeders:
 - i. Birdhouses and birdfeeders need not be approved by the EPB provided they are of colors and materials compatible with the community, are placed in the rear of the unit, but not within five (5) feet of the property line, are not more than two (2) cubic feet in size, and do not exceed eight (8') feet in height.
 - ii. Unit Owners are responsible for clean up of the debris and waste associated with the birdhouse or bird feeder.

- f. Display and Decorative Items:
 - i. Seasonal decorations (e.g. Christmas, Easter and Halloween) may be put out four (4) weeks prior to, and must be taken down within three (3) weeks after the seasonal event.
 - ii. Removable flag poles exceeding six (6') feet in length require EPB approval.
 - iii. Displayed banners or flags (maximum size 4 x 6 feet) shall not be of an offensive nature to the community.

- g. Exterior lighting
 - i. Exterior lighting must be consistent with the community and shall not create a nuisance for other neighbors.
 - ii. Additional exterior post lamps other than those supplied by the original developer are not permitted. However, single family home owners may add a second, identical exterior post lamp with approval of the EPB.
 - iii. Replacement fixtures must be similar in size, color and type as the original fixtures.
- h. Garbage containers:
 - i. Garbage containers, and the like, must be stored indoors at all times, except for the time period explained below. Single Family homes may store two (2) garbage containers under the rear deck.
 - ii. Garbage containers, and other materials, may be placed in front of the Unit only in the evening (after 5:00 p.m.) prior to the scheduled collection day, and must be returned and stored indoors by 9:00 p.m. following collection.
 - iii. All garbage containers, and the like, for the storage or disposal of garbage or other materials to be picked up by the disposal company must be sanitary, strong and sturdy enough to repel birds, pets, rodents, etc.
 - iv. Any and all garbage dispersed from its container due to weather conditions, or animals, must be picked up by Unit owner immediately. The Association will charge the responsible Unit owner(s) for any and all costs incurred for cleaning up dispersed garbage.
- i. Outdoor storage or accumulation of items
 - i. 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 structure approved by the EPB. Upon completion of construction, the noted items in the previous sentence must be stored inside the Unit, or placed for refuse collection on the next scheduled refuse collection day as explained in section 4.
 - ii. Storage under the front porch is not permitted.
- j. Children's Play Equipment (See also provisions applicable only to townhouse units in Section IIB4b).

- i. Non-permanent play equipment is all play equipment that is capable of being taken, or is usually taken and stored indoors, when not in use.
 - ii. Play equipment such as bicycles, strollers, play pens, playhouses, etc., will be permitted only to the rear of the unit and the equipment will not be allowed to extend beyond the side walls of the unit.
 - iii. All non-permanent play equipment must be stored indoors during the off-season, from November 1st to April 1st.
- k. Firewood:
 - i. Firewood shall be covered with a neutral colored tarp.
 - ii. Firewood shall not be stored anywhere on the common area property of the Association.
- l. Signs
 - i. Unless otherwise permitted by this section, no sign of any kind shall be displayed to the public view on any lot except one (1) sign of not more than five (5) square feet advertising the lot or unit is for sale or for rent.
 - ii. Election signs, no larger than 18"x24", are permitted 30 days prior to the election and must be removed within 1 week following the election. No more than 2 political signs may be displayed on a Unit owner's property at any given time. Signs must be placed on the Unit owner's property and cannot obstruct traffic sightlines, including safe travel to and from driveways.
 - iii. After the lot or unit has been sold or rented, signs advertising that the lot or unit has been sold or rented are not permitted.

5. VEHICLES AND PARKING

- a. Vehicles and vehicular storage:
 - i. All vehicles in the open shall be whole, in sound condition and fully operable and have a current inspection sticker and license plate.
 - ii. No motor home, travel trailer, boat, boat trailer, horse trailer, commercial vehicle, or any similar item shall be parked in the open on any lot or on common parking areas.

- iii. Any vehicle parked or stored on any common area will be towed away at the owner's expense one (1) week after formal notice has been placed on the windshield of the vehicle.
- iv. Motor driven vehicles such as recreational vehicles such as trail bikes, quads, ATV's and snowmobiles, except maintenance equipment, are NOT permitted to be operated on the YCSA property.
- v. Any auto repair or maintenance to a vehicle in a parking area or a roadway is strictly forbidden. All repairs or maintenance is to be done in a driveway or garage of a Unit owner and must be completed within three days.
- vi. The Unit Owner will be liable for damage caused to parking area or common areas, whether by vehicles owned by the Unit owner or their guests.

6. PETS

- a. Pets of any kind shall be leashed properly at all times when outdoors, in compliance with Allegheny County Ordinances.
- b. Outside pet houses of any kind are prohibited.
- c. Pets may not be tied in the common area, nor may they be tethered so that their chains or leashes allow them access to the Common Areas.
- d. Pets may not be left unattended outside for an extended period of time, nor may they be permitted to create a nuisance of unreasonable noise.
- e. Owner must immediately clean up after pets.
- f. Pet owners are responsible for the cost of repairing any damage to common area(s) caused by their pets.
- g. Horses and horseback riding are prohibited within the limits of Yorktown private properties and the common areas.

B. SPECIFIC REQUIREMENTS APPLICABLE TO SINGLE FAMILY ATTACHED HOMES (TOWNHOUSES AND PATIOHOMES)

- These specifications do not apply to single-family detached homes.
- See also Section “A” for requirements applicable to all units

1. BUILDING AND EXTERIOR MAINTENANCE RESPONSIBILITIES

a. Building and Exterior Maintenance Responsibilities of YCSA

i. Replacement of roofs & roof drainage systems

- a. YCSA will replace the roofing on the Townhomes and Patiohomes due to age.
- b. Repairs due to storm and other such events are the responsibility of the homeowner.

ii. Lawn care

- a. The services for lawn and grounds maintenance on Townhouse and Patiohome private property will be coordinated and procured by the Association. The frequency of such services shall be determined by the terms of the contract(s) signed by YCSA for such purposes and may change from time to time.
- b. Homeowners are NOT permitted to cut the grass in their private property lawn areas, or the common ground areas.
- c. Homeowners are responsible, however, for the maintenance of planted areas on their private property.

iii. Snow Removal

- a. Snow removal by the Association is limited to the cul-de-sac roadways, parking lots and other roadways that are owned by the Association.

b. Building and Exterior Maintenance Responsibilities of the Unit Owner

The Board of Directors has approved a building maintenance schedule, based in part on the guidelines set forth in the US Department of Housing and Urban Development’s Residential Rehabilitation Inspection Guide (2000). The Unit Owner is responsible for maintaining the unit in

accordance with the Maintenance Schedule (See Appendix).

If a unit is not maintained in accordance with the Maintenance Schedule, the Board may hire contractors to perform the requisite maintenance at Unit Owners expense.

In addition to the Maintenance Schedule, the Unit Owner is responsible for the care and maintenance of the unit, including but not limited to the siding, fixtures, doors, windows and grounds.

The Unit Owner is responsible to either self-insure the work or ensure that any Service Provider's insurance coverage is adequate to protect the Association and Unit Owner in the event of an accident.

2. ADDITIONS, CHANGES, ALTERATIONS OR IMPROVEMENTS TO PRIVATE PROPERTY

a. Painting

- i. Each Unit must be painted in accordance with the maintenance schedule. Colors must be compatible with surrounding colors and generally compatible with the architectural design character of the community. (See Appendix for a list of the unit colors as approved by the EPB.)
- ii. All trim must be painted, including shutters.
- iii. If all Unit Owners in a building desire to install vinyl over the soffit and fascia, an Exterior Alteration Application must be submitted.

b. Siding

- i. All Units with T1-11 siding must paint the siding in accordance with the maintenance schedule. Any delamination of the siding must be promptly repaired. To help prevent delamination of the siding at the seam, a 1"x 4" trim board may be installed over the original horizontal seams. A trim board is permitted on each original horizontal seam. Trim boards are not permitted in the front of the unit.
- ii. If all Owners in a building with T1-11 siding so desire, the T1-11 may be replaced with vinyl siding. The color must be consistent with the community. An Exterior Alteration Application must be submitted in order to change the siding from T1-11 to vinyl.
- iii. Vinyl siding must be power washed in accordance with the maintenance schedule.

- iv. Damage to the siding must be promptly repaired.
- c. Decks and Balconies
 - i. **All new and replacement decks and balconies require approval from the EPB** *(with detailed drawings of the plan)*. See Exterior Alteration Application for details.
 - ii. The unit owner is responsible for obtaining all necessary building permits.
 - iii. All decks and balconies constructed more than 1'-6" (one foot, six inches) above finished grade (ground to deck surface) are required to have a handrail around the entire structure and on both sides of any stairway leading to a grade.
 - iv. Only natural tone wolmanized wood and composite type material may be used.
 - v. All new decks, balconies and stairways must be constructed to the rear of the unit and are subject to the following dimensions and restrictions:
 - a. Decks, balconies and stairwells shall not be constructed within eighteen (18") inches of any common wall.
 - b. On end units, decks, balconies and stairwells may extend to the end of unit.
 - c. Decks, balconies and stairwells will not be permitted to extend more than fourteen (14') from the rear of the unit.
 - d. Stairways must be within the area designated.
 - vi. Decks, balconies and stairwells are not permitted to be covered in any manner. Specifically, roofing, pergolas, lattice, and awnings are not permitted. Non-permanent tents may be used from April 1 to November 1.
- d. Patios
 - i. **An Exterior Alteration Application must be submitted for the installation of a patio.**
 - ii. Patios may be built within 1 foot of the ground at their highest point and the unit owner must determine:
 - a. existing drainage patterns shall not be disturbed;
 - b. utility lines or pipes shall not be disturbed;
 - c. materials must be consistent with the design and color of the unit;

- d. they patios are constructed to the rear of the unit, and do not extend beyond the side walls of the unit.
 - e. patios cannot extend more than fourteen (14') from the rear of the unit.
- iii. All patios constructed more than 1'-6" (one foot, six inches) above finished grade (ground to deck surface) are required to have a handrail around the entire structure and on both sides of any stairway leading to a grade.
 - i. Patios requiring changes in existing grade, drainage patterns and/or retaining walls must be submitted for approval to the EPB (with detailed drawings of the plan.)
 - ii. Patios are NOT permitted to be covered in any manner, except for when ground floor patios are underneath second floor decks. Specifically, roofing, lattice, tents, awnings and pergolas are not permitted.
- e. Roof, gutter and downspout repairs or modifications
 - i. The repairs to roofing materials, gutters and downspouts are the responsibility of the townhouse owner. Roof shingles shall match existing roof shingle color and pattern.
 - ii. Gutters and downspouts shall match the existing ones on the unit in color and quality of workmanship.
 - iii. A "Request for Alteration" form shall only be required if materials similar to existing shingles, gutters and/or downspouts are not available or if the point of discharge of the downspouts is being altered.
- f. Screen, Storm and Sliding Doors.
 - i. **An Exterior Alteration Application must be submitted for the installation or replacement of screen, storm or sliding glass doors.**
 - ii. White full-view and mid-view screen doors are permitted on the front doors. The bottom panel on a mid view door cannot exceed 20 inches in height.
 - iii. The glass shall be clear, untinted and unetched.
 - iv. Brass kick plates are permitted. Sliding doors to the patio, decks and backyards must be replaced with sliding glass doors similar in style and color to the original doors or white.

- v. French Doors and other styles are not permitted.
- vi. Any modification must be submitted for approval.
- g. Garage Doors
 - i. **An Exterior Alteration Application must be submitted for the installation or replacement of garage doors.**
 - ii. Non-vinyl garage doors must be painted when the unit is painted. The painting of garage doors with a factory finish is not permitted.
 - iii. Replacement shall be four panel doors with a design identical to the existing door. Windows, if any, shall be located three (3) panels from the ground. An Exterior Alteration Application is not required unless the style of the existing door is not available.
 - iv. In order to change the style of a door (ie. remove windows) or change colors, all unit owners in that building must submit an Exterior Alteration Application.
- h. Driveways
 - i. **An Exterior Alteration Application must be submitted for the installation or replacement of driveways.**
 - ii. Driveways must consist of either black asphalt or a natural color concrete.
 - iii. Driveways may not exceed 11 feet in total width.
- i. Windows
 - i. **An Exterior Alteration Application must be submitted for the installation or replacement of windows.**
 - ii. The replacement window must be identical in style, color, appearance and method of opening to the original windows or white. If a window has muttuns, it must be replaced with a window with muttuns.
 - iii. Under no circumstances shall window awnings be permitted.
 - iv. The installation of additional windows is not permitted.

3. NON-STRUCTURAL MODIFICATIONS

- a. Display and Decorative Items:

- i. Containers and pots over eighteen (18") inches in any dimension and sculptures of all sizes including birdbaths, fountains and the like require prior written approval of the EPB.
 - ii. The preferred location to mount a flagpole is on the railing of the front porch. All other locations require prior written approval of the EPB.
- b. Exterior Lighting Fixtures
- i. An Exterior Alteration Application is only required when an existing fixture cannot be replaced with an identical fixture.
 - ii. Exterior lighting fixtures, including front, rear and lampposts, must be properly maintained.
 - iii. Replacement fixtures shall be black, four panel fixtures with clear glass.
 - iv. The installation of additional exterior lighting, such as spotlights, requires prior written approval of the EPB.

4. LANDSCAPING

- a. Plantings
- i. No trees with a trunk diameter of six (6) inches or more (measured from a point two (2) feet above 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.
 - ii. Vegetable gardens are limited to the sidewall (end units) and to the rear of the units, extending no further than three (3) feet.
 - iii. Residents are responsible for weeding and the maintenance of shrubs and planted areas in front, rear and sides of their units.
 - iv. Maintenance of unit, cutting and maintenance of shrubs and removal of driveway snow is the unit owners' responsibility.
 - v. No plantings are to exceed three (3') feet beyond the rear of the units, patios or deck supports.
 - vi. Debris and or any unused material from any construction or landscaping project shall be removed immediately or no later than one week from the project completion.
- b. Play Equipment

- i. Play equipment such as swing sets, sliding boards, trampolines or any permanent equipment is not permitted.
 - ii. Temporary sandboxes are permitted without approval provided they are not larger than six (6') feet in diameter, or six (6') feet square, and one (1') foot in height and are to the rear of the unit. Their placement shall not interfere with normal grass cutting activity and not within five (5) feet of the property line.
 - iii. The EPB has the right to prohibit play equipment, which the EPB deems to be a safety hazard.
- c. Gas Grills
 - i. Permanent gas grills are not permitted.
- d. Central air-conditioning compressors.
 - i. Window and through-the-wall air conditioning units are not permitted.
- e. Outbuildings and Storage Sheds
 - i. Outbuildings and storage sheds are not permitted.
- f. Firewood
 - i. Firewood and kindling shall be stored either inside, or neatly against the rear of the unit, not to exceed three feet from the rear of the unit.
- g. Pools and Hot Tubs
 - i. Pools and hot tubs are prohibited.
 - ii. Temporary wading pools are permitted without approval provided they are not larger than six (6') feet in diameter, or six (6') feet square, and one (1') foot in height and are to the rear of the unit. Their placement shall not interfere with normal grass cutting activity.

5. VEHICLES AND PARKING

- i. All vehicles owned by the Unit Owners and other residents of the unit shall be parked in the garage and/or in the Unit driveway.
- ii. The parking spaces in the cul-de-sacs are for visitors.
- iii. If a Unit Owner and other residents own more than two vehicles,

the additional vehicle(s) shall be parked on the main roadway (Carters Grove, Bruton Drive or Yorktown Drive) and not on the common area parking area.

- iv. No parking for more than 30 minutes, except for moving or delivery vans loading or unloading, is allowed on the roadway directly in front of units as this restricts traffic flow and emergency vehicle passage.

C. SPECIFIC REQUIREMENTS APPLICABLE TO SINGLE FAMILY DETACHED UNITS AND PROPERTIES

- These specifications ONLY apply to Single Family Detached Units and Properties
- See also Section “A” for requirements applicable to ALL Units and Properties

1. BUILDING AND EXTERIOR MAINTENANCE RESPONSIBILITIES

- a. The Unit Owner is responsible for all building and maintenance.
- b. The Unit Owner is responsible for all landscaping.
- c. The Unit Owner is responsible for snow removal from their driveway.

2. ADDITIONS, CHANGES, ALTERATIONS OR IMPROVEMENTS TO PRIVATE PROPERTY

- a. Screen and storm doors
 - i. Screen and storm doors are permitted on singly family Units provided they match the predominant exterior trim color of the Unit, the windows or white.
- b. Roofing, gutters and downspouts
 - i. Unit owners are responsible for the replacement and repair of their Unit’s roof, gutter, downspout, and the like.
 - ii. Roofing shingles shall match the existing shingles on the Unit.
 - iii. Gutters, downspouts, and other water drainage material/device shall match the predominant color of the Unit, or White.
 - iv. Any change in the area of water discharge shall be submitted on a Exterior Alteration Application form to the EPB for review prior to installation.
 - v. An Exterior Alteration Application form shall be submitted to the EPB for review if the above requirements cannot be fulfilled
- c. Decks and Balconies
 - i. Decks and balconies will not be permitted to extend more than six (6’) feet beyond the sidewalls of the Unit. Further, decks cannot encroach within ten (10) feet of the property line.

- d. Patios and patio coverings
 - i. All patios require EPB approval, however, the following are the guidelines that the Unit Owner shall consider prior to submission of a Request for Alteration. Patios may be built within 1 foot of the ground at their highest point and the unit owner must determine:
 - ii. Existing drainage patterns are not disturbed;
 - iii. Utility lines or pipes are not disturbed;
 - iv. Materials are in harmony with the design and color of the unit;
 - v. They are constructed to the rear of the unit, and do not extend beyond the side walls of the unit.
 - vi. All patios constructed more than 18" (eighteen) above finished grade (ground to deck surface) are required to have a handrail around the entire structure and on both sides of any stairway leading to a grade.
 - vii. Patios requiring changes in existing grade, drainage patterns and/or retaining walls must be submitted for approval to the Environmental Protection Board (with detailed drawings of the plan.)
 - viii. All roof coverings for patios require prior EPB approval
- e. Permanent gas grills
 - i. Permanent gas grills are permitted in the rear of the unit.
- f. Fencing and privacy or decorative screens
 - i. **Fencing and privacy or decorative screening other than that provided with the Unit must be submitted for prior EPB approval.**
 - ii. Fencing is not permitted in the front of the unit.
 - iii. Wood fencing and screening must be finished materials on both sides when both sides are within public view.
 - iv. Varment fencing around vegetable and flower gardens is permitted during the growing season only (April 1st – October 31st).

3. LANDSCAPING

- a. Trees and Plantings

- i. Landscaping planting, including vegetable gardens and flower gardens, do not require EPB approval provided that:
 - a. Planting materials are accepted types and in character with the community (no palm trees or wheat, for example);
 - b. They do not obstruct sight lines of vehicle drivers;
 - c. Vegetable gardens are limited to the rear of the units.
- ii. No trees with a trunk diameter of twelve (12) inches or more (measured from a point two (2) feet above 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.

b. Firewood

- i. Firewood and kindling shall be stored either inside, or neatly stacked against the rear of the unit, not to exceed three feet from the rear of the unit.
- ii. Firewood may also be neatly stacked against the storage shed.
- iii. Firewood shall be covered with a neutral color tarp or left uncovered.

c. Maintenance

- i. The Board of Directors and the EPB shall have the right to enter upon any lot to cut grass at the expense of the owner, which has been left unattended and allowed to gain a height of six (6) inches or more; provided however, the owner shall be given five (5) days prior written notice to correct the problem. Consideration will be made for weather conditions.

d. Lawn and patio furniture

- i. Lawn and patio furniture is permitted to be stored on the deck or patio.

4. NON-STRUCTURAL MODIFICATIONS

a. Play Equipment

- i. All permanent play equipment as defined in Section 2A4j must be maintained and is subject to inspection by the EPB.

- ii. Wading pools for very small children and sandboxes are permitted without approval provided they are not larger than six (6') feet in diameter, or six (6') feet square, and one (1') foot in height and are to the rear of the unit. They shall not be placed on common ground.
 - b. Outbuildings and storage sheds
 - i. **The installation or construction of storage sheds requires EPB approval.**
 - ii. Storage sheds must be maintained in a manner consistent with the building maintenance schedule.
 - iii. Approval of any outbuildings and storage sheds by the EPB does not waive the necessity of obtaining the required township or county permits, which is the responsibility of the homeowner.
 - iv. The seasonal storage of bikes, toys and lawnmowers under the rear deck is permitted from April 1st to November 1st.
 - c. Mailboxes.
 - i. All mailboxes must be properly maintained.
 - ii. Replacement mailboxes must be of a style and color consistent with the community.
 - iii. The installation of mailboxes other than the traditional style mailbox requires EPB approval.
 - d. Pools.
 - i. **All pools and hot tubs, except for wading pools as defined in Section 2B4g require approval of the EPB.** Requests shall include detailed descriptions of the fencing and deck.
 - ii. Exterior hot tubs are permitted in the rear of the unit.

4. VEHICLES AND PARKING

- a. Residents of single family detached units are required to park any personal vehicle in their garage or driveway.
- b. The parking of boats, trailers and/or recreational vehicles shall not exceed seven (7) consecutive days.

III. COMMON AREA PROPERTY GUIDELINES

1. Installation and storage of Private Property
 - a. Private property installed or stored on the Association's Common Area Property by any individual without express written consent of the EPB, or the Board of Directors, is strictly prohibited.
2. Vehicles and Vehicular Storage
 - a. No resident-owned vehicles shall be parked in lots designated for visitor parking only without the express written consent of the EPB or the Board of Directors.
 - b. No motor home, travel trailer, boat, boat trailer, horse trailer, or any similar item shall be parked on any public parking area or in the Common Area.
 - c. The EPB, or the Board of Directors, shall have the specific remedial measure available for the specific violation of parking such an item in a public parking area or the common area to tow, and subsequently impound, at the vehicle owner's expense any item described in 2A5 above, provided the Board of Directors has given the resident seven (7) days written notice that the vehicle owner must cure the violation by removing the item or it will be towed at the vehicle owner's expense.
 - d. Any vehicle or other item as described in 2A5 above parked or stored in the common area will be in violation of this policy resolution. The specific remedial measure available to the Board of Directors for this specific violation is to have the vehicle or other item towed immediately at the owner's expense. The owner is deemed to have been given notice by any type of correspondence, whether verbal or written, from the Board of Directors or the management company.
 - c. No motor driven vehicle, except maintenance equipment is permitted to be operated on YCSA property, which includes the access road, 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.
3. Alteration of land
 - a. Alterations of the common area by any individual without express written consent of the EPB are strictly prohibited.
4. Alteration, removal or additions of plants, trees or shrubbery

- a. Alteration, removal or additions of plants, trees or shrubbery by any individual without express written consent of the EPB is strictly prohibited.
5. Use of the Common Area
- a. Reservations
 - i. The recreation facilities are available for private use by the Yorktown residents. In order to secure the facilities for private use, a resident must be in good standing with YCSA (ie. Dues are paid in full, no outstanding EPB violations, etc.) and the resident must submit the request to the management company at least two (2) weeks prior to the reservation date. Reservations shall be for limited periods of time only.
 - ii. Since any damage done to the common area by a resident's party is his/her responsibility and he/she will be held liable, it is recommended that the resident inspect the property for any damage prior to the event and report any preexisting damage to the management company. Failure to report pre-existing damage to the management company may result in the resident being held responsible for the damage. The management company reserves the right to request a \$100 security deposit.
 - iii. Guests may accompany YCSA residents when using the common area; however, no guest may use the common area without a YCSA resident present. YCSA shall have the right to limit the number of guests accompanying a resident.
 - iv. Noise shall be kept at a reasonable level
 - v. Camping on common ground is strictly prohibited.
 - vi. Residents are responsible for repairing any damage to common areas caused by their movement of materials and equipment through that common area.
 - vii. Common areas must not be destroyed and residents who destroy common areas are responsible to YCSA for the costs of restoring that common area to its original condition.
 - viii. Residents are responsible for repairing any damage to common area(s) caused by their pets.

IV. ADMINISTRATIVE PROCEDURES

A. Environmental Protection Board

1. The EPB Chairman will prepare and present to the Board of Directors a summary of the EPB activities. The EPB summary shall be reflected in the minutes of the Board meeting.

B. Application Procedures:

1. Each Unit Owner will submit to the EPB a written request for ALL exterior additions, changes, alterations, or improvements to their Unit or Lot using the attached "Exterior Alteration Application" form. The proposal will contain a description of the project, including the height, width, length, size, shape, color and location of the proposed improvement. Photographs or sketches of any similar completed projects will aid in the EPB's consideration. If the alteration affects the existing water drainage pattern, the proposed water drainage pattern must be included.
2. 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 this Policy Resolution No 1.
3. Submission of "Exterior Alteration Application" forms:
 - a. "Exterior Alteration Application" forms must be mailed or delivered to the Association's current Property Manager's address or to an address as designated by the Board of Directors (hereinafter "designated address"). These addresses will be provided to all Unit Owners upon purchase of their Unit and Lot, or from time to time, as such addresses change.
 - ✓ It is the Unit Owners' responsibility to obtain and retain proof of delivery in the event of a discrepancy.
 - b. Upon receipt of an Exterior Alteration Application, the EPB Chairperson or designated representative will review the Request to ensure that all necessary information is included with the Request. If additional information is required to review the request, the homeowner shall be notified in writing that additional information is needed.
 - c. Once all information is received, the EPB Chairperson or designated representative shall date-stamp the Exterior Alteration Application and distribute a copy to each member of the EPB. The EPB will have 30 days from that date to accept or reject the Request.
 - i. *It is the Homeowners responsibility to submit the Exterior Alteration Application in a timely manner in order to initiate their project as intended.*

- ii. The EPB may, from time to time, require signatures of approval from an adjoining Unit Owner(s) for certain kinds of requests.
- d. The EPB, after reviewing the Exterior Alteration Application forms, will recommend one of the following:
 - 1) Approval, or,
 - 2) Disapproval based on:
 - a) Insufficient information
 - b) Merit

NOTE: The EPB must provide each Unit Owner with specific reasons for disapproval.

- e. The EPB Chairperson or designee will send an appropriate letter with its decision to the Unit Owner under signature of the EPB Chairman, or designated representative, within 30 calendar days from the receipt of the Request.
- f. All approved requests are valid for 180 calendar days from the date of authorized EPB approval. If the project has not been initiated within 180 days, the Request for Approval must be resubmitted for approval. The EPB, or designated representative will send a response within fifteen (15) calendar days.
- g. If a request is not approved, the Unit Owner is free to request re-consideration and is encouraged to present new or additional information, in writing, that might clarify the information submitted on the original Exterior Alteration Application form or demonstrate its acceptability. Such submission shall be made in accordance with section IV(a). Final appeal may be made to the Association's Board of Directors.
- h. The EPB or a designated representative will answer a request in writing as promptly as possible. If the EPB fails to reply to the Unit Owner within thirty (30) days of the date receipt of the Exterior Alteration Application form, then the request is considered to have been approved as long as the addition, modification, alteration or the like is in compliance with this Policy Resolution No. 1 and the Declaration.
- i. All Requests for Review shall be filed by unit address with an indication of the decision rendered by the EPB, and the decision of the Board of Director.

D. Appeals:

- 1. Written appeals must be mailed or delivered to the Association's designated address, at least fourteen (14) calendar days before the next Association's Board of Directors meeting. Such addresses will be provided to all Unit Owners upon purchase of their Unit and Lot, or from time to time, as such addresses change.
- 2. The Chairman of the EPB and the Unit Owner, or Legal Representative, must be present at the appeal hearing. If any of these people cannot attend the hearing, the Association's Board of Directors may elect to continue the hearing at its next regularly scheduled Board of Directors meeting or at a duly called special meeting.

3. Within ten (10) days of the conclusion of said Appeals hearing, the Secretary, or designated representative, shall notify in writing the Unit Owner and the Chairman of the EPB as to the Board of Directors' decision.

E. Violations of the Declaration of Covenants, Conditions and Restrictions and Policy Resolution No. 1 Requirements:

1. The Association's management representative and/or the Property Manager and/or Chairman of the EPB shall be responsible for seeing that Committee members inspect, on a regular basis, the front and rear of individual Units and Lots for possible violations of this Policy Resolution No. 1 and Declaration and/or failure of Unit Owners to submit a "Exterior Alteration Application" form. The Management Company and/or the Chairman shall also be responsible for conducting inspections of previously cited violations for compliance.
2. This violation policy is to be used by the Board of Directors in all cases of alleged violations of the Association Documents. The Board must have documentation of the alleged violation. This documentation can be in the form of a letter or note or a completed Rule Violation Form, from any unit owner or a report from the management representative. This documentation should state essentially the following:
 - a. The nature of the violation;
 - b. The date the violation was noted;
 - c. The approximate location of the violation;
 - d. The name and unit address of the violator;
 - e. The name and unit address of the person reporting the violation, which shall be kept confidential;
 - f. A statement verifying that the person reporting the violation actually observed the violation, if the violation is of a non-fixed nature; and
 - g. any other information that may aid the Association's Board in resolving the violation.
5. If any fines imposed by the Association's Board under this policy and procedure are not paid within thirty (30) days of the initial assessment or the violation otherwise continues, the matter may be referred by the Association's Board to legal counsel for appropriate legal action. If the matter is referred to legal counsel, any reasonable attorney's fee, interest and costs incurred shall be assessed and collected against the violating party and/or Unit Owner. If at any time a Unit Owner or violator fails to pay any fines due to the Association for any reason, then those fines due will accrue interest at the current monthly rate on the outstanding balance until said sums are paid in full.
6. The following is in compliance with Article VI, Section 2 of the Declaration of Covenants, Conditions and Restrictions dated December 18, 1984.
 - a. In the event that any owner shall fail to maintain any lot or the premises and the improvements situate thereon in a manner satisfactory to the Board, the Association, after approval by two-thirds (2/3) vote of the Board of Directors, shall have the right, through its agents and employees, to enter upon said lot and to repair, maintain and/or restore the lot, the

premises and any improvements erected thereon. Such right of entry and repair shall be exercisable only upon fifteen (15) days written notice given to the owner thereof, unless, in the discretion of the Board, a genuine emergency necessitates a shorter period time. The costs of any such repairs, maintenance and/or restoration shall be added to and become part of the assessment to which such lot and lot owner is subject. Enforcement of the right to recover these assessments may be had pursuant to the Declaration Article IV, Section 8. All correspondence is to be sent via certified mail, return receipt requested.

All fines are to be paid to:

YORKTOWN COMMUNITY SERVICES ASSOCIATION, INC.
(at the current Association's designated address)

7. Fines and Fees:

- a. Any reasonable attorneys' fees incurred by YCSA, in an enforcement action for a violation of the provisions of the Declaration of Covenants, Conditions and Restrictions or Policy Resolution No. 1, may be levied against the violator and/or unit owner, if the violator is found to have violated said Declaration or Policy Resolution No. 1.
- b. The Board shall impose the following fines and fees:
 - i. A Unit Owner that performs an alteration without submitting the Exterior Alteration Application or who performs the alteration prior to receiving EPB approval shall be given 15 days to complete and submit an EPB Request. If the EPB Alteration Application is not submitted within 15 days, a second letter shall be sent advising the homeowner that they have 10 days to submit the EPB Alteration Request and inform the Unit Owner that a fine of \$50.00 will be imposed if the completed EPB Request for Alteration is not submitted. If, ten days after the second letter is sent, the EPB Alteration Form has not been submitted, the Unit Owner shall be fined \$50.00 for failing to submit the EPB Alteration Request. The Unit Owner may also be fined for the alteration, if the alteration is in violation of these regulations.
 - ii. Homeowners shall be notified in writing of a violation. If a violation is not corrected within 30 days of the Unit Owner being notified of the violation, the Unit Owner shall be fined \$100.00.
 - iii. If, after an additional 30 days (a total of 60 days after initial notification) the violation is not corrected, the Unit Owner shall be fined an additional \$200.00.
 - iv. If, after an additional 30 days (a total of 90 days after the initial notification) the violation remains uncorrected, the Unit Owner shall be fined an additional \$200.00 each and every 30 days thereafter until the violation is corrected.

V. IMPLEMENTATION

A. This Policy Resolution becomes effective as of the date below written.

IN WITNESS WHEREOF, WE BEING DIRECTORS OF THE YORKTOWN
COMMUNITY SERVICES ASSOCIATION, HAVE HEREUNTO SET OUR
HANDS THIS _____ DAY OF _____ 2011.

Yorktown Community Services Association Secretary

Yorktown Community Services Association President