

## **Creekside Homeowners Association Overview of Rules and Regulations**

The Villages of Creekside is a Planned Residential Development established in 1991. The community was designed with three sections of home sites known as the Executive section, the Patio section, and the Estates section. There are a total of 251 single-family homes.

Rules and regulations governing the community are spelled out in two documents: the **Declaration of Covenants and Restrictions** and the **By-Laws of The Villages of Creekside Homeowners Association**. The Homeowners Association oversees the maintenance of common property and the adherence to rules and regulations. Using common sense and being a good neighbor are the key ingredients of maintaining our friendly community.

The following review addresses the most common issues of concern to homeowners. However, they do not supersede or replace the full By-Laws and Declarations documents. The Board of Directors adopted the following Rules and Regulations on 4/9/24. Any previous versions are hereby superseded.

### **Parking**

Homeowners and guests are permitted to use public street parking the direction of traffic. If you are hosting a large function, please invite guests to use the parking lot at the Village Center for overflow. Mailbox areas must be kept clear during mail delivery times (15 feet on each side of mailbox). At all times, homeowners are encouraged to park lawfully, mindful of the 15-foot set-back for fire hydrants and 30-foot set-back for stop signs. During inclement weather, residents should park in their driveways to allow snowplow access. Fire hydrants should not be blocked or covered with snow. Homeowners should not shovel or plow snow from their property onto the main road.

Commercially licensed vehicles, overnight trucks, trailers of any kind, mobile homes, boats, recreational vehicles, or vehicles that are unlicensed or inoperable may only be parked in closed garages. Recreational vehicles of any kind, including travel trailers, or any vehicle which may be attached to and/or towed by another vehicle may be parked in the development for a period *not* to exceed four (4) days for the purpose of loading and unloading. Board approval would be required for extenuating circumstances requiring more than four (4) days.

### **Pets**

Household pets (dogs, cats, etc.) are permitted within the development, to be kept for the enjoyment of their owners. Keeping pets for commercial purposes is prohibited. At all times, it is the responsibility of pet owners to keep their pets secured and to conform to state, county, and township ordinances regarding animals. Pets are personal property and owners are responsible for damages caused by their pets.

All pets must be kept under control. Pets are not allowed to run at large. When outdoors, pets must be on a leash or have some other appropriate means of direct control. Pets may not run off leash in the large common areas, this includes the creek/buffer area. When leaving their property pets must be on a leash and accompanied by a human. Pet droppings must be contained, removed, and disposed of properly from common areas or neighbors' yards if the pet relieves itself away from home. Pets are not allowed in the Village Center, pool area or on the Basketball/Tennis courts.

Pet owners are also subject to North Cornwall Ordinance No. 315 relating to general nuisances occurring on private or public property within the Township.

## **Pool**

The pool at the Village Center (VC) is open from Memorial Day through Labor Day to homeowners and their guests. Pool Rules are posted in the VC and on the Website. Pool privileges will be suspended for behavior issues, outstanding fees, or for unpaid fines. The VC and pool area are under video surveillance. Trespassing should be reported immediately to the NC Township Police Department.

## **Common Areas**

The common areas of the development are meant for the enjoyment of all homeowners. Homeowners are not permitted to place personal items in common areas. Vehicles may be parked in designated parking spaces at the Village Center. The appropriation of common areas for private use is prohibited without board consent. The use of fireworks, horseback riding, overnight camping, campfires, and the use of motorized vehicles is expressly prohibited.

## **General**

All homes within the development are to be utilized as private residences. Business and home occupations are expressly forbidden if they involve any public traffic, customer activity, employees, or signage.

Homeowners shall maintain and repair or otherwise take steps to maintain the standard of appearance of the exterior of their property at their own expense. Maintenance of the exterior appearance of each homeowner's property shall include but is not limited to: repairing and maintaining roofing material, siding, shutters, outdoor lighting; lawn cutting, weeding and trimming, and replacing plants in flower beds located on a homeowner's property. Every effort should be made to complete exterior projects in a timely fashion. Bagged/loose mulch and other landscaping materials should not be stored in one's yard or driveway for an extended period of time (not to exceed thirty calendar days).

Trash, garbage, or other waste, pending removal, shall be stored in garages or a board approved outside trash enclosure. It should be placed at the curb line for removal. It is recommended that trash be placed at the curb line *no earlier than 5 p.m.* of the day preceding scheduled removal. Lids should be securely fastened at all times, with every care taken to control wind-drifted waste.

Laundry should not be hung nor displayed in public view.

Sheets, newspapers, or temporary window coverings of any kind are not permitted.

## **Signage**

No signs other than "For Sale" or "Open House" signs having an area of less than three square feet, shall be placed or maintained on any yard or lot. In no case shall these signs be placed on common areas.

"Open House" signs including reasonable decorations, and also including directional signs are permitted on the property of the home involved in the open house, and on common grounds under the following conditions: (1) may be placed no earlier than 24 hours before the event and, (2) must be removed within 4 hours after the event.

Election signs are permitted 2 weeks before election and must be removed within 24 hours following the election. In no case shall these signs be placed on common areas.

Signs do not include decorative seasonal and holiday banners.

### **Architectural Control Committee (ACC)**

Homeowners must get approval utilizing an Architectural Request Form for any alteration or addition to existing exterior design or structural modifications. Types of alterations and/or additions requiring approval include but are not limited to: house additions, exterior remodeling, and installation of canopies, awnings, covers, technological antennas, decks, patios, skirting, hot tubs, in-ground swimming pools, storage structures, gazebos, home generators, and solar panels. Homeowners can submit an Architectural Request Form at any time for review by the Architectural Control Committee (ACC) and/or the HOA Board.

A reply to each request will be issued within 60 days. A township permit may be also required for alterations involving structural changes, electrical and/or plumbing work. Final say is deemed by the township. It is the responsibility of the homeowner to obtain all necessary permits from the township. Property set-backs must be identified in each request.

Exterior remodeling that includes the replacement of doors, siding, roofing, windows, shutters, guttering, driveways, mailboxes/posts, and painting different from existing color must get approval from the ACC and/or the HOA board. The colors chosen should be consistent with the original, neutral color scheme of the neighborhood.

When replacing roof shingles, the color shall be similar to the original roofing installed by the developer to maintain harmony with the rest of the neighborhood.

Homeowners are not permitted to erect, install, paint, or maintain any fence in their front or rear yards, or along the boundary lines of their property except as originally installed by the Developer, or unless approved by the ACC and the HOA Board. A fence can be defined as a structure serving as an enclosure, a barrier, or a boundary, usually made of posts or stakes joined together by boards, wire, or rails. A fence can also be constructed from numerous trees or bushes planted closely together for the means of privacy. Types of fences which may be permitted include, (1) a fence less than 2ft. high used to enclose and protect a small garden, (2) privacy fences formed by trees and/or bushes if planted along an outside lot boundary of the Villages of Creekside, (3) Black or dark brown metal non-privacy fences for swimming pools must be used in accordance with all North Cornwall Township requirements, and (4) decorative natural color corner post fences installed along a corner of a property for landscaping purposes. Fences for pools must be 24 inches off the property line to allow for mowing and trimming.

Storage structures or additional garages must attach to the home and keep with the current architecture of the house, including identical siding and roofing material.

In-ground swimming pools are permitted as long as all setback requirements are met as outlined by both the North Cornwall Township Zoning Ordinance and the Planned Residential Development (PRD) established for our community. A black or dark brown aluminum or steel type non-privacy fence must be used meeting all North Cornwall Township requirements. Further, the fence cannot completely enclose the pool, it must attach to the house or patio. An detached pool house of 100 square feet or less will be allowed for storage of all pool mechanical equipment and pool chemicals but must meet all setback requirements. The pool house must keep with the current architecture of house, including identical siding and roofing material. Above ground swimming pools are not permitted.

Homeowners need to get approval utilizing a Landscaping Request Form for alteration or addition to existing or new landscaping beds. No hedges, trees, shrubs or other landscape items shall be planted or placed on any homeowner's property without the express approval of the ACC. Any landscape area, including a garden, less than 10' x 10' or shrubs less than 3 feet tall at maturity will not need approval. All trees, hedge type shrubs or other bushes greater than 3 feet tall at maturity will need approval by the ACC committee. ACC approval is not needed for tree removable or to

replace an existing tree, bush, or shrub with something of similar size.

If the homeowner does not obtain an approved Landscape or Architectural Request Form and proceeds with alterations, or additions, the Board of Directors has the authority to require the homeowner to alter or even remove changes/additions at any time.

Recreational equipment (Play sets, trampolines, etc.) may be placed or installed within the boundaries of a homeowner's lot and do not require approval from the ACC or the HOA board. However, they are to be kept in good working order and look neat and tidy including mowing and trimming grass underneath. The Homeowners Association of the Villages of Creekside is not responsible for any type of equipment placed or installed on a homeowner's property. Specific questions regarding sporting equipment may be directed either to the permit department of the North Cornwall Township or to the insurance company of the homeowner.

### **Assessments**

Every homeowner shall pay a quarterly assessment in the amount that the Board establishes. Assessments are due on the first of the months of January, April, July, and October. Accounts will be considered late by the 30th of each of the aforementioned months.

The failure to pay assessments on a timely basis will result in a late fee established by the Board, and the inclusion on a delinquency list kept on file. The Association will suspend privileges at the Village Center for any period during which a member and/or tenant's assessment remains unpaid. The Covenants and By-laws of the Villages of Creekside allow the pursuit of other remedies, which may be available at law or in equity.

#### **Delinquency process:**

- FIRST NOTICE-** A first notice of delinquent assessments including detail of assessments, late fees, NSF charges, interest and other charges that apply will be sent by regular mail or electronic mail to an owner whose balance is thirty (30) days past due.
- SECOND NOTICE-** A second notice of delinquent assessments including detail of assessments, late fees, NSF charges, interest and other charges that apply will be sent by mail or electronic mail to an owner whose balance is sixty (60) days past due.
- 10-DAY DEMAND/FINAL NOTICE-** A 10-day demand for payment from the association's legal counsel including detail of assessments, late fees, NSF charges and interest charges that apply will be sent to an owner whose balance is ninety (90) days past due. This notice will be sent by certified mail and indicate the association's intent to turn the matter over to a collection agency for collection enforcement if the balance is not paid within 10 days.
- COLLECTION-** Once a delinquent balance is turned over for collection, whether due to the amount owed or amount of time the balance has remained unpaid, the following additional charges will apply and will be deemed assessments collectible hereunder: \$400.00 collection fee added to the unit owner's account, \$100.00 administrative fee added to the unit owner's account, reporting of the debt to any/all appropriate collection reporting bureaus, a publicly recorded lien against the unit, a personal judgement against each unit owner and/or foreclosure on the unit.
- LEGAL FEES-** In any action brought by the association as provided in this policy, the association shall be entitled to recover legal fees incurred in connection with the action against the unit owner in addition to all other amounts due hereunder.

Resale certificates are issued by the management company and are required for the sale of your home. Please contact the management company for details.

**Violations**

If there is any disagreement between a homeowner and a committee as to the interpretation of the documents, the committee's decision may be placed in front of the Board for resolution. If there is no resolution, the Board may authorize legal action to address the matter. The foregoing rules shall not limit the Board from taking such other action it deems appropriate in order to protect the integrity of the development. The Board is duty bound to enforce the rules by whatever means necessary.

Please visit the website, [www.thevillagesofcreekside.com](http://www.thevillagesofcreekside.com), or call the management company for further information.

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