

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 250 homes.

Creekside is a community of single-family homes, designed with a certain feel and appearance.

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 June 19, 2017. Any previous versions are hereby superseded.

Parking

Homeowners and guests are permitted to use public parking on the street, parking with the direction of traffic. If you're 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.

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 48 hours* for the purpose of loading and unloading. Board approval would be required for extenuation circumstances requiring more than 48 hours.

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 and be accompanied by a human when leaving their property. 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.

Pool

The pool at the Village Center (VC) is open from Memorial Day through Labor Day to homeowners and their guests. The Village Center Committee and the Board annually review the pool rules which will be shared with residents at the Annual Meeting and approved by homeowners at that time. Pool Rules are posted in the VC and on the Web site.

All homeowners use their access card to enter the VC and then must sign themselves, and any guests, in before using the pool. Guest fees are due immediately. Pool privileges can be suspended for behavior issues, outstanding fees, or for unpaid fines. The VC and pool area are under video surveillance.

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.

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; painting and cleaning the same; lawn cutting, weeding and trimming, and replacing plants in flower beds located on a homeowner's separate 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 ones yard or driveway for an extended period of time.

Trash, garbage, or other waste, pending removal, shall be stored in garages. 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 "For Lease" shall be placed or maintained on any yard or lot. Election signs are permitted 2 weeks before election and must be removed within 24 hours following the election.

"For Sale" signs of reasonable appearance and size may be placed on the property to be sold ONLY. This applies to all persons or entities that may represent such property including the homeowner themselves. 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.

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 30 days. A township permit may be also required for alterations involving structural changes, electrical and/or plumbing work.

Exterior remodeling that includes the replacement of doors, siding, roofing, windows, shutters, guttering, 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 existing 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 aluminum or steel fences for swimming pools that are required by North Cornwall Township, and (4) decorative natural color corner post fences installed along a corner of a property for landscaping purposes.

Storage structures or additional garages must attach 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 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. A pool house will be allowed for storage of all pool equipment and accessories. 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 replacing an existing tree, bush, or shrub with something of similar size.

Sporting or 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. 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 levied on a tiered basis, i.e. Patio, Executive, and Estate section. The assessments are based on sections, not actual lot size. Assessments are due on the first of the months of January, April, July, and October. Accounts will be considered late by the 7th 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 may 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:

- Letter of 2nd notice after 30 days
- Final warning by certified mail after 60 days
- Civil complaint filed after 90 days

Any member who is in default in the payment of any assessment shall be liable for the amount due plus costs of suit together with legal interest and reasonable attorney's fees.

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 it involves your neighbor, please talk to them first before involving the Board.

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 Web site, www.thevillagesofcreekside.com, or call the management company for further information.

Updated June 19, 2017

Architectural Change or Grounds Improvement Request Form

Basic Information and Instructions

Background: The developer created The Villages of Creekside Homeowners Association in March 1991. Management of the association was turned over to the homeowners in April 2004. The Board of Directors of the association was given the responsibility of maintaining and administering the community properties and facilities and enforcing the covenants and restrictions to preserve the values and amenities in Creekside. The Declaration of Covenants and Restrictions provides rules by which the association is governed for the benefit of the development and each owner.

Restrictions for Use and Development: The Declaration provides a list of restrictions designed to maintain the integrity of our community. The Board of Directors is charged with the administration of these rules and homeowners are encouraged to be aware of and adhere to the provisions at all times.

Approval of the Board of Directors or The Architectural Control Committee: Certain actions requiring written approval of the Board of Directors are listed in Sections 2.02 (e), (h) and (0) of the Declaration. Requests for changes are reviewed by the Board or the Architectural Control Committee per Section 7.01 that provides:

"No building, fence, wall or other structure shall be commenced, erected or maintained upon The Properties, nor shall any exterior addition to or change or alteration therein be made until the plans and specifications showing the nature, kind, shape, height, materials, and location of the same shall have been submitted to and approved in writing as to harmony of external design and location in relation to surrounding structures and topography by the Board of Directors of the Association, or by an architectural committee composed of three (3) or more representatives appointed by the Board."

The Board has asked the Architectural Control Committee to review issues such as paint, exterior modifications, landscaping and shrubs as specifically listed in paragraphs (e), (h) and (0) of Section 2:02 of the Declaration. The Board has suggested guidelines for certain decisions, such as:

- Any landscape area less than 10' x 10' or shrubs less than 3 feet tall at maturity will not need approval. This area may not extend to within 3 feet of the lot boundary on the front, side or rear of the unit. All trees, hedge type shrubs or other shrubs greater than 3 feet tall at maturity will need approval.
- Swing sets, trampoline and sandboxes and the like (child play equipment) are to be kept to a minimum and look tidy including mowing and trimming grass underneath.
- Gazebos and similar items will be considered a structure and need approval.

Procedures for approval of changes: Effective June, 2017, requests for landscaping or architectural changes are to be submitted to Horst Property Management who will forward the request to the Board of Directors or the Architectural Control Committee for further action. The attached form must be submitted for approval prior to making any landscape or architectural change or addition requiring written approval:

- LANDSCAPE REQUEST or
- ARCHITECTURAL REQUEST

Completed forms should be mailed to:

The Villages of Creekside Homeowners Association
c/o Horst Property Management
P.O. Box 3330
Lancaster, PA 17604-3330