

**RESOLUTION OF THE BOARD OF DIRECTORS FOR THE  
VALLEYBROOK HOMEOWNERS' ASSOCIATION, INC.  
ADOPTING A VEHICLE & PARKING POLICY**

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The Board of Directors (the "Board") of the Valleybrook Homeowners' Association, Inc. (the "Association") hereby certifies that the following resolution was adopted at a duly called meeting of the Board held on February 11, 2025.

**WHEREAS**, the Association is governed by the Declaration of Easements, Covenants and Restrictions for the Village of Valleybrook, dated October 8, 1974 and recorded in the Delaware County Recorder of Deeds Office on November 4, 1974, in Deed Book 2519, Page 933, *et seq.*, as amended (the "Declaration"), the Bylaws of Valleybrook Homeowners' Association, Inc., as amended (the "Bylaws"), the Rules & Regulations ("Rules & Regulations") (collectively, the "Governing Documents") as well as the Pennsylvania Uniform Planned Community Act, 68 Pa. C.S.A. §§ 5101, *et seq.* (the "Act");

**WHEREAS**, pursuant to Section 5302(a)(1) of the Act, the Board, acting on the Association's behalf, has the power and authority to adopt, amend, repeal and enforce reasonable rules and regulations as the Board may deem necessary or desirable from time to time;

**WHEREAS**, pursuant to Section 4.01 of the Bylaws, the Board is authorized to adopt and promulgate reasonable rules and regulations governing the use of the Common Areas and the Facilities;

**WHEREAS**, pursuant to Article V of the Declaration, the Board has the power to levy, assess, enforce and collect all assessments, costs, fees, fines, expenses, interest or charges; and

**WHEREAS**, the Board believes it is in the best interest of the Association to adopt a Vehicle & Parking Rules and Enforcement Policy to ensure that the Association's Unit Owners, tenants, residents and their guests comply with the vehicle and parking restrictions set forth in the Governing Documents and to further ensure the Association has the means to effectively enforce those restrictions in the Community.

**NOW, THEREFORE, BE IT RESOLVED**, that the Association, through its Board of Directors and by their signatures below, hereby adopts the Vehicle & Parking Rules and Enforcement Policy attached hereto as Exhibit "A" as and for an addition to the Association's existing Rules and Regulations which shall be binding upon all Unit Owners and their grantees, lessees, tenants, occupants, successors, heirs and assigns who currently or in the future may possess an interest in the Association, and which shall supersede any previously adopted rules on the same subject matter.

*[Signature page to follow]*

WITNESS, this day, our hands and seals:

ATTEST:

Janet A Maffei  
Name: Janet A MAFFEI

Title: Secretary

**BOARD OF DIRECTORS,  
Valleybrook Homeowners'  
Association, Inc.**

Justin Buccilli  
Name: Justin Buccilli

Title: President

**EXHIBIT "A"**

**VEHICLE & PARKING RULES AND ENFORCEMENT POLICY  
VALLEYBROOK HOMEOWNERS' ASSOCIATION, INC.**

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**Introduction:** This Vehicle & Parking Rules and Enforcement Policy (the "Parking Policy") is intended to notify all Unit Owners, residents and guests of the different Rules & Regulations governing the operation and/or parking of vehicles in the Community (the "Parking Restrictions"), as well as the manner by which the Association will address violations of any such Parking Restrictions. As used herein, the term "Owner" shall mean and refer to all Unit Owners, occupants, tenants, guests and invitees within the Community.

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**A. GENERAL PARKING RESTRICTIONS**

1. **Commercial Vehicles.** For the purposes of these Rules, a "Commercial Vehicle" shall mean and include any of the following motor vehicles:
  - a. Any motor vehicle with advertising on one or more portions of its exterior siding (business name, phone numbers, etc.);
  - b. Any motor vehicle used principally to transport paying passengers, cargo or goods;
  - c. Any motor vehicle equipped with a commercial license plate;
  - d. Any motor vehicle that has visible commercial equipment attached to the exterior of the vehicle (i.e., ladders, pipes); and/or
  - e. Any motor vehicle that is licensed as a "for hire" vehicle.
  
2. **Vehicle Registration.** Each Owner has the obligation to register his/her/their vehicles with Management and/or the Board for the Association annually. Owners are required to provide the Association's Property Manager and/or Board with a completed Vehicle Registration Form, which will include the make, model, year, color, and license tag number of the vehicle(s), as well as a copy of the vehicle's current registration card. It is the sole obligation of the Owner to keep his/her/their vehicle information up to date with Management for the Association (the "Registration Obligation").
  - a. For the avoidance of doubt, the Registration Obligation includes all vehicles utilized by any Owner, occupant and/or tenant.
  - b. Failure to comply with this vehicle Registration Obligation may result in the imposition of penalties, including, but not limited to, the levying of fines and/or the towing/removal of the unregistered vehicle from the Property at the expense of the vehicle's owner.

3. Updating Vehicle Registration Information. Owners are required to provide the Association with an updated Vehicle Registration Form within thirty (30) days of replacing a previously registered vehicle or obtaining a new vehicle to be parked on the Property; any such Owner must also provide a copy of the new vehicle's registration card within the same timeframe.
4. Existing Owners Vehicle Registration. Existing Owners must provide the Association with a completed Vehicle Registration Form within thirty (30) days from the effective date written below. Thereafter, Owners shall be required to provide the Association with updated vehicle information as outlined above.
5. New Owner Vehicle Registration. New Owners must submit a completed Vehicle Registration form to the Association's Property Manager no later than thirty (30) days from taking occupancy of a Unit.
6. Vehicular Use of Common Areas. Driveways, streets and other exterior parking areas on the Property shall only be utilized by fully operational, inspected and registered four-wheel passenger vehicles, two-wheel motorized bicycles and standard bicycles only. No recreational vehicles, vans (other than non-commercial passenger vans), mobile homes, trailers, boats, trucks (unless licensed as a passenger vehicle) or Commercial Vehicles shall be permitted to be parked on the Property, except on a day-to-day temporary basis in connection with maintenance, repair, replacement and/or other construction work on the Unit and/or except as otherwise provided herein.
7. Vehicle Parking. All vehicles must be parked within designated areas or other marked boundaries for such vehicles. All vehicles are restricted to paved surfaces, including the street, driveways and parking areas on the Property. There shall be no parking or routes of passage across any other portions of the Property, including all lawn areas and sidewalks. Parking must comply with all applicable governmental laws, ordinances and regulations.
8. Vehicle Repairs. No repairs or service to any vehicle will be permitted on the Common Areas, including the designated parking areas; provided, however, that minor routine maintenance work on an Owner's own vehicle or emergency service, such as tire and battery repairs, is permitted. Toxic fluids from vehicles, such as anti-freeze or oil, may not be discharged to the ground, into the sewer or drainage systems.
9. Inoperable/Unlicensed Vehicles. No inoperable, unlicensed and/or unregistered vehicle(s) may be parked anywhere on the Property.
10. Obstructions. No vehicle may be parked anywhere on the Property in such a manner as to obstruct and/or otherwise impede the regular flow of traffic in the Community and/or in a manner that will block any other vehicle from freely moving on the Property.

**B. PARKING VIOLATIONS**

1. **Parking Violation Defined.** Failure by any Owner to strictly comply with the terms and conditions contained herein and elsewhere in the Association's Governing Documents, the Association's Parking Restrictions and any parking signage throughout the Community shall constitute a Parking Violation.
  
2. **Notice of Violation.** The Owner of any vehicle and/or the Owner whose Unit said vehicle is visiting, found in violation of the Parking Restrictions, shall be deemed to have received notice of said violation after twenty-four (24) hours from the posting of a notice of a parking violation on the vehicle in question. Additionally, said notice may be served through the posting of a notice on the door of said Unit. When a violation is noted, the process shall be as follows:

Occurrence	Association Action
First Occurrence	Courtesy Letter
Second Occurrence	Violation Notice and Fine of \$100.00
Third Occurrence	Violation Notice and Fine of \$250.00 and Towing of Vehicle at the expense of said Vehicle's owner

3. **Towing of Vehicles.** In the event of a Third Occurrence of a Parking Violation, if the Violation is not corrected within twenty-four (24) hours after the issuance of the Violation Notice and Fine of \$250.00, the Association shall be entitled to tow, or otherwise remove, the violating vehicle from the Property, at the vehicle owner's sole cost and expense.
  
4. **Enforcement Procedures.** Following the issuance of a notice of violation and intent to levy a fine, the Owner may request to be heard by the Board. In order to do so, the Owner shall make a written request to the Association's Property Manager and/or the Board ***within ten (10) days*** of the date of the Violation Notice notifying the Owner of the rule violation and impending fine. If the Owner does not respond and request to be heard within the ten (10) day period, the fine shall be placed on the Owner's account. If the Owner requests an opportunity to be heard by the Board, the fine shall be stayed pending the Board's decision.

5. Tenant Violations. Any Owners who lease their Units are responsible for their Tenants' actions and any fines levied as a result of the Tenant's conduct. In the event that a violation letter is issued as a result of a Tenant's conduct, a copy of the violation letter will be sent to the Tenant as well as the Owner.
  
6. Disabled Parking Space. In order to obtain a designated accessible (disabled) parking space, an Owner or resident must make a request to the Board of Directors for such a space. Such request should follow the Reasonable Accommodation Policy, including, if a disability-related need for a designated accessible parking space is not obvious, providing documentation verifying the Owner or resident has a disability related need for such a space. Given the nature of this type of request, the documentation must also include a copy of the Owner's or resident's Pennsylvania Disability Permit. If the request is approved, the Board of Directors will issue a permit to the vehicle(s) to be parked in that designated accessible (disabled) parking space ("Accessible Parking Permit"). Once the Accessible Parking Permit is issued, it is the Owner or resident's responsibility to ensure that the Board of Directors has accurate, up-to-date information regarding the Owner or resident's Pennsylvania Disability Permit. No vehicle may park in a designated accessible disabled parking space without an Accessible Parking Permit. Any vehicle parking in a designated accessible parking space without an Accessible Parking Permit (hereinafter, "Unauthorized Vehicle") may be towed by a towing company authorized by the Board of Directors without liability for damages, and the owner of the Unauthorized Vehicle, and not the Board of Directors or the Association, shall be responsible for any and all costs and expenses (including attorneys' fees) incurred in connection with the removal and storage of an Unauthorized Vehicle.

**This Vehicle & Parking Rules and Enforcement Policy was approved by the Board of Directors of the Valleybrook Homeowners' Association on February 11, 2025:**

By: Justin Buccilli Date: Feb. 11, 2025

By: Janet A. Maffei Date: Feb. 11, 2025