Walden Neighborhood Association
Owner's Gude
2026-2027

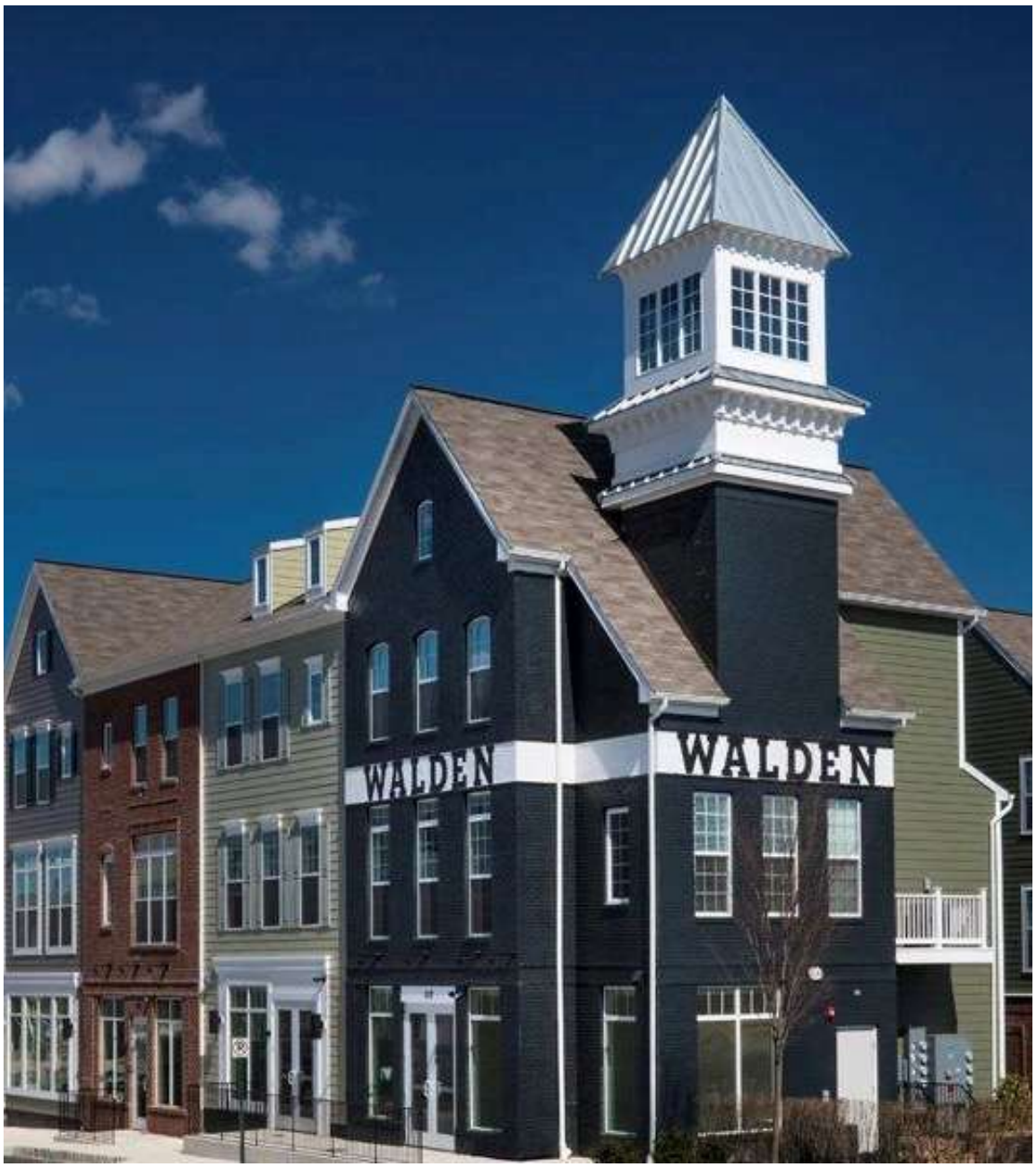


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Welcome to Walden!

Walden is a master-planned community designed to provide attractive neighborhoods, quality homes, parks, trails, and community amenities. Every homeowner automatically becomes a member of the Walden Neighborhood Association (WNA) upon purchasing a home.

The WNA exists to:

- Preserve property values
- Maintain common areas
- Enforce community standards
- Maintain landscaping and open space
- Manage community finances
- Protect the overall appearance of the neighborhood
- Welcome to Walden Neighborhood!

This document provides a brief overview of helpful information for your Association. Owners should familiarize themselves with the Association's Governing Documents, including the Declaration, By-laws Rules & Regulations, Policies and Procedures located on the Owner's Portal. https://portal.camcomgmt.com/dashboard

In the portal, you can stay up to date with your Association's news, manage your payments and account, submit work orders, communicate with management and much more. Should you ever have any questions regarding the Association, feel free to contact your Association Manager.

IMPORTANT CONTACT INFORMATION

Ambulance / Fire / Police:	Call 911
Management Company:	CAMCO Office Phone: 717-824-3071
Office Hours:	Monday – Friday, 8:30AM-5:00PM
Website:	www.camcomgmt.com
Walden Manager:	Keith Bentzel
Phone:	717-824-3071 x 175
Fax:	717-824-4168
Email:	kbentzel@camcomgmt.com
After-Hours Emergency Phone:	215-942-6621 option 2
Community Website:	waldenneighborhood.com
Township Info:	Silver Spring Township
717-766-0178	www.sstwp.org

- Common Elements: Your monthly assessment fee includes landscaping of the common grounds, snow removal in all common areas and overall common area property maintenance.

- Pool/Clubhouse/Amenities: Walden Hall is located at 400 Well Street. The pool is also at this location. The Walden Athletic Club is located at 128 Walden Way. All residents in good standing are welcome to use the amenities, however a waiver must be signed and returned to CAMCO first. Waivers are available on the Resident Portal.

- Landscaping: Common area and townhome landscaping services include Spring and Fall cleanups, mowing, pruning (of original developer plantings), turf applications, tree maintenance. For landscaping responsibilities for a particular unit type, please review the Chart of Maintenance Responsibilities available on the Resident Portal.

- Snow Removal: The Association will perform full snow removal service upon three inches of accumulation. Outside of this threshold, service is provided at the discretion of the Board. Owners of single family homes do not receive snow removal services.

- Exterior Alterations: Homeowners must get approval for all exterior changes and projects as listed in the Declaration for Walden. Requests for changes must be submitted to the Walden Architectural Review committees (NACC/NACB) for consideration. The ARC policy and application can be found on the Resident Portal. Please see pages 6-14 of this guide for more information.

- Parking: Please review the full Parking Resolution available on the Resident Portal and page 16 of this guide.

- Trash and Recycling: Trash and recycling services are separate from the Association. Please contact the Township with questions. Trash day is on Thursdays and homeowners are permitted to place their receptacles out on Wednesday for Thursday pickup. Receptacles are expected to be put away by the end of the day Thursday. Receptacles out Friday, the Weekend, and Monday/Tuesday are subject to enforcement.

- Pets: Please review the Pet Policy Resolution available on the Resident Portal and on page 17 of this guide.

- Should you ever have any questions regarding the Association, feel free to contact our management office. We hope that you enjoy living in Walden Neighborhood!

By purchasing a home in Walden, homeowners agree to follow the community's Declaration, Bylaws, Rules, and Architectural Standards. You can find the Declaration document, WNA Bylaws, and WNA Board Resolutions on the Walden Neighborhood Association Portal.

Homeowner Responsibilities

Owning a home in Walden comes with responsibilities. Every homeowner is responsible for:

Property Maintenance

Maintain your home in good condition including:

- Exterior siding
- Roof
- Windows
- Doors
- Driveways
- Walkways
- Decks
- Patios
- Landscaping not maintained by the WNA

Townhome and Voisinage owners have some landscaping and snow removal services provided by the Association, while detached homeowners are generally responsible for all landscaping on their lot.

Insurance

Every homeowner should maintain insurance sufficient to replace and rebuild their home.

The WNA carries insurance for common property and the exterior of commercial units along with the Voisinage II Units above the commercial units but **does not insure your personal residence or belongings.**

Assessments

Monthly WNA assessments fund is used for the following:

- Landscape maintenance
- Snow removal
- Common area maintenance
- Insurance
- Reserve funds
- Administrative expenses
- Note: Extra fees are charged to Townhome and Voisinage Unit Owners for additional landscape and maintenance.

Failure to pay assessments may result in:

- Late fees
- Collection costs
- Liens
- Legal action

The Association has the authority to collect assessments and enforce payment obligations.

Before You Make Changes to Your Home

One of the most common mistakes homeowners make is beginning an exterior project without WNA approval.

If you're changing anything visible from outside your home, ask first.

Approval is generally required for projects such as:

- New decks
- Patios
- Fences
- Pools
- Sheds
- Pergolas
- Exterior painting
- Roof color changes
- Lighting
- Landscaping walls
- Large gardens
- Play equipment
- Basketball hoops
- Satellite dishes (subject to applicable law)
- Exterior structures

The Neighborhood Appearance Control Board (NACB) reviews these projects and typically provides a written decision within 30 days after receiving a complete application.

Architectural Approval Process

Walden Guidelines for Architecturally Controlled Improvements
(Revised April 20, 2021 – Version 4)

Introduction
Homeowners must get approval for all architecturally controlled improvements as listed in the Declaration for Walden (hereafter the "declaration") before making any improvements. These guidelines are here for homeowners to see what sort of improvements fall into that category and need approval, how to go about such approval and to see how long to expect the process to take. Installing improvements that are covered in the declaration without approval shall subject the homeowner to the fines and such as listed in the Walden Schedule of Fines & Policy Resolutions. Nothing in this document gives permission to avoid, disregard or not follow the Declaration for Walden and the Restrictive Covenants within it. This is merely a map of how to possibly navigate the different paths to getting improvement requests seen properly and approved/denied or modified.

Requests for approval go to the property management company, CAMCO Management, who then checks the submission for completeness, if found complete the submission is distributed to the Neighborhood Appearance Control Committee (NACC) who checks to see if the submission is consistent with the standards and appearance of Walden. The NACC then forwards the request on to the Neighborhood Appearance Control Board (NACB) who then has the final decision in the matter. If at any time the request is deemed incomplete, it shall be returned to the homeowner and may be resubmitted. If the request is denied by the NACB the matter is considered final unless otherwise noted in the denial.

Restrictions:
Residents of the Association are hereby prohibited from storing and/or placing any materials on the roadways, parking areas and/or alleyways, including but not limited to construction related materials such as wood, stone, pallets and brick, landscape related materials such as soil, mulch, pavers, and sod, or any other similar material or equipment including but not limited to skid loaders, dump trucks, backhoes, and tractors.

The Architectural Review Form includes the above prohibitions as a condition for approval of any project.

Violations of these provisions will result in one or more of the following actions:

$200 fine to the homeowner;

- Removal of the prohibited items or materials from the roadways;
- Architectural requests which purport to utilize the services of a contractor found to have previously violated the prohibitions contained herein may be denied until a new contractor or service provider is utilized.

List of Improvements covered:
These improvements include but are not limited to: (please refer to the Declaration if you are unsure)

- Construction of any improvement on any Unit within the Subject Property which such construction shall require a permit therefor from any governmental entity having jurisdiction thereof; and Any addition to any structure; and

- Construction or placement of any structure, improvement, fixture, device or item on a Unit attached to or appurtenant to the principal structure on the Unit including, but not limited to, any garage, carport, patio covering, greenhouse, pool house, shed, storage building, playhouse or play structure, solar panel, fireplace, grill, or other cooking or food preparation facility (excepting such of which are portable and, when not in use, are stored within a structure), poles, wires, ropes, or other fixtures or appliances or portion thereof upon which laundry is hung or exposed, dog house, kennel or dog run, or any roofed, covered, or enclosed shelter of any manner or kind; and

- Any alteration, modification or change in or to any of the exterior components, fixtures, materials, color, and/or appearance of any building, fence, wall or other structure of any portion thereof (including without limitation, any painting or staining thereof) on a Unit; and

- Construction or placement on any Unit of any swimming pool, fountain, tub, pond, or other water or other liquid containment or display structure, fixture or device; and

- Installation of lighting fixtures, illuminating devices or illumination sources, including but not limited to lamppost lights, anywhere on a Unit excepting only such lighting fixtures, illuminating devices or illumination sources installed wholly within a building on a Unit; and

- Fencing, privacy wall or gate, together with landscaping adjacent or in proximity thereto on a Unit; and

- Any flower or vegetable garden maintained on any Unit in excess of three hundred (300) square feet in area; and

- Play equipment, whether or not affixed or secured to the ground, including but not limited to basketball hoops, swing sets, hockey nets, skateboard ramps, pools and fountains; and

- Erection and/or maintenance of any antenna or exposed electrical or electronic wires or lines on the outside of any structure, including without limiting the generality thereof, any television receiving antenna, satellite receiving antenna, radio receiving antenna or radio or television transmitting antenna; and

- Anything hung, painted, displayed, relocated or extended on or affixed or placed upon the outside surfaces of doors, the outside of the windows (or inside, if visible from the outside), the exterior walls, or roofs of any structure on a Unit or any part thereof.

- In summation, if you are adding a fence, a patio, a deck, or any of the above changes, you need to get approval.

Exemptions and Examples

Storm Doors:

- Storm doors shall be exterior full view in clear, beveled or etched glass in white vinyl or white aluminum trim or black vinyl or black aluminum trim.
- Pre-approval is WAIVED for exterior full view storm doors that match existing home colors.

Storage facilities:

- Storage facilities are not permitted

Decks:

- New deck construction must be constructed with low maintenance composite materials such as Royal Woods or Treks type material and maintain the architectural integrity of the dwelling.
- If the deck is in excess of 3' high, the exposed underside may be covered using low maintenance materials such as PVC, Royal Wood or Treks type materials. Pressure treated materials are prohibited. Areas under the deck must be covered with weed matting and stones or mulch.

Free Standing Structures:

Pergolas, Trellises and Arbors (Gazebos are prohibited)

Pergolas

a. Free standing Pergolas (not in connection with a deck or patio) may be constructed in the rear yards of Single Family properties only.
b. Pergolas may be added to existing or planned decks or patios for both Single Family homes and Town homes
c. Pergolas must be either fiberglass painted white or low maintenance material such as PVC or Royal Wood.
d. The structure cannot exceed 10'Length x 10'Width x 9'Height.
e. In cases of a pre-existing deck/patio, restrictions will be based on the existing dimensions.

Trellises/Arbors

a. Free standing Trellises/Arbors may be constructed in back yards.
b. Trellises/Arbors may be constructed of wood, metal, PVC and may be pre-manufactured.
c. Trellises for vegetation growth may be attached to dwelling structures only on Single Family homes.
    i. Trellises for vegetation must either be of the same color as exterior shutters or black or white.

Fences and Gates:

Single Family homes (Detached Dwellings):

1. All fences shall be white in color and made of PVC.
2. The following styles are approved:
    a. Privacy Chesterfield w/ Victorian Accent 6'h x 8'L sections (rear yard only).
    b. Privacy Chesterfield 6'h x 8'L sections (rear yard only).
    c. Manchester Scalloped 4'h x 8L sections.
    d. Classic Manchester 3'h x 8'L sections.
    e. Princeton with mid-rail 3'h x 8'L sections.
3. Front and side yard fences shall not exceed 36" (3ft) in height.
4. Fences in rear yards shall not exceed 72" (6ft) in height.
    a. Rear yard is defined as "past the main living space of the home". This does not include the laundry room and garage in the case of Single-Family homes with attached garages.
5. Maintenance and appearance will be the responsibility of the owner.
6. Fences shall be constructed at least 6" within property lines except as follows:
    a. Two neighbors agree to the construction of a fence on the joint property line.
    b. A signed document by both parties shall be required as proof of the agreement.
    c. Both neighbors shall be responsible for all maintenance and repairs as per the agreement.
7. Fences shall be no closer than 3' to an alley property line. ii.

Town Homes

1. All fences shall be white and made of PVC. Gates of at least 4' width must be provided for to allow for access of landscaping equipment.
2. Fences in the front and side shall not exceed 36" (3ft) in height.
3. A courtyard privacy panel up 72" (6ft) in height may be placed on the property line only between the back of two existing, adjoining town homes.

Ponds:

Permissible pond size shall be determined based on the lot size and dimensions. Ponds in excess of 36" depth require fencing that is at least 48" in height.

Hardscaping

Existing patios:

1. Homeowners may cover existing concrete patios with hardscape products.
2. Products must be similar to existing materials of the home.

New patios:

1. Patio construction shall be in concrete, stamped concrete, composite landscape pavers, manufactures hardscape products (e.g. E.P. Henry) and or natural hardscape products (e.g. flagstone).
2. Loose gravel patios are prohibited.

Swings and Gliders

1. Swing sets must be on level ground and constructed of Cedar or similar wood products and shall be either stained or natural, or pressure treated wood painted in glossy paint to match the color of the dwelling's shutters and/or front door.
2. All other materials must compliment the dwelling. NACC review and board approval is required for all swings and gliders.

Flower and Vegetable Gardens:

Any flower or vegetable garden maintained on any Unit in excess of three hundred (300) square feet in area; and

1. Play equipment, whether or not, affixed or secured to the ground, including but not limited to basketball hoops, swing sets, hockey nets, skateboard ramps, pools and fountains; and
2. Erection and/or maintenance of any antenna or exposed electrical or electronic wires or lines on the outside of any structure, including without limiting the generality thereof, any television receiving antenna, satellite receiving antenna, radio receiving antenna or radio or television transmitting antenna; and
3. Anything hung, painted, displayed, relocated or extended on or affixed or placed upon the outside surfaces of doors, the outside of the windows (or inside, if visible from the outside), the exterior walls, or roofs of any structure on a Unit or any part thereof.

In summation, if you are adding a fence, a patio, a deck, or any of the above changes, you need to get approval.

Mulch

- Black mulch is the approved color for use in the Neighborhood

Hedges

- Hedges in the front of properties shall be maintained at a height of **36 to 60 inches**, and be maintained per declaration (6.3.5.3) "*All plantings, trees and other landscaping on a Unit which are not Controlled Facilities shall be maintained by the Owner of the Unit in conformance with good nursery and landscape practice and any of such tree or shrub, which dies or is removed for any reason including disease, clearing or felling, shall be replaced by the Unit Owner";* and in a manner that they do not present a nuisance to the community, or an obstruction to walkways or rights of way. In the instance of privet hedge that wraps around the property in continuity with the front of the property, the 60-inch maximum height pertains to the entire line of hedge.

- Other hedges on properties that have been approved per declaration (6.3.10) "*No fence or hedges or mass groupings of shrubs, trees or other plantings which could be a visual barrier comparable to a fence shall be erected, installed, or maintained on any Unit unless and until such fence, hedge, or other plantings, together with the landscaping to be installed adjacent or in proximity thereto, shall have been approved as an Architecturally Controlled Improvement pursuant to the provisions of Section 6.2 of this Declaration";* and shall be maintained in such a way that they present no nuisance to passersby, and in a manner as outlined above in declaration 6.3.5.3. Plantings placed in the alleyways within the 3-foot setback required for fences are at the risk of damage by plows and utility equipment and property owner assumes the risk of damage to these by such operations.

How to Proceed:

a. Complete the Architectural/Landscape Submission Form located on the portal under Documents/Forms/Changes: https://portal.camcomgmt.com/community/documents/a/498/f/40713
b. Submit the form to CAMCO Management at nalvaradovazquez@camcomgmt.com
c. Respond to any requests for more information/clarification etc. Timely responses are necessary to ensure your request is not delayed until the following month.
d. If approved, proceed with project after getting all other applicable permits, and ensure the project is complete within six months of beginning construction. Approvals are valid for up to one year from the date of issuance.

V. Timeline:

e. Submissions due to management no later than 5PM on the 1st of every month. If the 1st falls on a weekend or holiday, submissions are due no later than the next business day.

f. Submissions are reviewed first by the NACC, and the NACC's recommendation is reviewed by the NACB on or about the date of the monthly meeting of the Executive Board.

g. Notice regarding the decision of the NACB is sent via electronic mail to the requesting Resident no later than the 1st of the following month, meaning responses to submissions due by January 1st will be communicated no later than February 1st.

Quick Reference

Project	**Approval Required?**
Fence	✓ Yes
Patio	✓ Yes
Deck	✓ Yes
Shed	✓ Yes
Pool	✓ Yes
Exterior Paint	✓ Yes
Roof Color Change	✓ Yes
Landscaping Walls	✓ Yes
Large Garden	✓ Yes
Basketball Hoop	✓ Yes
Playground Equipment	✓ Yes
Portable Grill	**X** No

Violations and Fines

The Walden Homeowners Association Schedule of Fines & Policy Resolution

FINES FOR SPECIFIC VIOLATIONS:

- Architectural changes started or completed without prior approval from the Neighborhood Association Control Board (NACB), (Neighborhood Association Control Committee (NACC) Approval is required for all Architectural changes per Declaration) **$200 Fine per occurrence, fine assess with second notice of violation at 60 days. Unapproved changes not corrected and/or failure to submit an "Architectural Improvement Form" to the NACC within 60 days will result in fines there after every 30 days up to 180 days before action by the "Board" to "remove or replace" the existing violation at the homeowner's expense.**

PET VIOLATIONS:

$50.00 Fine – first occurrence. $100.00 Fine each occurrence, thereafter, fine assessed with second notice of Violation if not corrected within 30 days of 1st notice. Additional fines may be assessed every 30 days until the violation is corrected.

NUISANCES:

Minor infractions of the Rules and Regulation's including, but not limited to:

- Holiday decoration violations;
- Noncompliant signage;
- Trash & or Recycling Tote Violation;
- Landscaping Maintenance, i.e. grass, weeds and bushes not maintained on a regular basis;

$75.00 Fine per occurrence. If previously warned – no additional warning, fine will be issued. Multiple violations (3 or more) recurring during a 12-month period will result in a $150.00 fine.

ADMINISTRATIVE FINES

- Returned check fees - $35.00 for any payment returned for non-sufficient funds.
- Failure to meet deadlines for payments due to returned checks will result in continue of fines.

BILLING AND PAYMENT OF FINES:

All fines will be billed monthly and are due and payable within 30 days of invoice date.

APPEAL PROCESS: Any homeowner receiving a "Notice of Violation" who believes no violation occurred may submit a written "Appeal Explanation" to the NACB within 10 business days of "Notice of Violation".

The Board will review the Appeal and will make a determination regarding the violation in question. Written notification will be provided to the Homeowner by The Board on their decision within 31 days of receipt of the Appeal. During which time, no "Fines" for violation in question will be assessed. Should the Board rule against the homeowner, the assessment of Fines will resume from the "Boars Date of Notification of Appeal Results". The Fines will continue to be assessed until the violation is remedied.

Storing and Placement of Items

1. Residents of the Association are prohibited from storing and/or placing any materials on the roadways, parking areas and/or alleyways, including but not limited to construction related materials such as wood, stone, pallets and brick, landscape related materials such as soil, mulch, pavers, and sod, or any other similar material or equipment including but not limited to skid loaders, dump trucks, backhoes, and tractors.

2. The Architectural Review Form will be amended to include the above prohibitions as a condition for approval of any project.

3. Violations of these provisions will result in one or more of the following actions:
    a. $200 fine to the homeowner;
    b. Removal of the prohibited items or materials from the roadways;
    c. Architectural requests which purport to utilize the services of a contractor found to have previously violated the prohibitions contained herein may be denied until a new contractor or service provider is utilized.

Township Building Permits

Please remember that approval from the Walden Neighborhood Association does not replace any permits required by Silver Spring Township. Many exterior projects such as decks, sheds, fences, pools, and structural modifications require both WNA architectural approval and a building permit from the Township. We recommend checking with Silver Spring Township (717-766-0178 or www.sstwp.org) early in your planning process to determine if a permit is needed for your project. It's best to coordinate both approvals before beginning any work to ensure your project complies with all applicable regulations and to avoid potential delays or violations.

Uniform Exterior Maintenance and Appearance

All owners shall maintain the exterior appearance and condition of their lot, residence, and visible improvements in a clean, uniform, orderly, and well-maintained condition.

Exterior conditions determined to reflect neglect, deterioration, or deferred maintenance shall constitute actionable maintenance violations when visible from streets, sidewalks, common areas, or neighboring properties. Please refer to the specifics of this policy on the portal or contact the management office.

Vehicle and Driving Restrictions

1. Residents of the Association and any individual driving a motorized vehicle are hereby prohibited from:
    a. parking any Commercial Vehicle or trailer upon any Common Element including but not limited to, Roadways, Alleys, and Common Driveways and Parking Areas. This prohibition shall not apply, however, so as to prohibit the short-term parking of such vehicles on the Roadways of the Association during the day (defined as dawn to dusk) that are associated with deliveries or current projects occurring at a particular residence. Any such Commercial Vehicle or trailer must be removed from the Association each night or must be stored inside a garage. Furthermore, the parking of recreational vehicles (such as campers, travel trailers, etc.) for periods not to exceed twenty-four hours for purposes of loading and/or unloading is permitted;
    b. overtaking or failing to stop for a school bus with flashing red signal lights in accordance with Section 3345 of the Pennsylvania Vehicle Code;
    c. exceeding **20** miles per hour on any street and **15** miles per hour in any alley within the Neighborhood;
    d. failing to yield to a pedestrian crossing a roadway within any marked crosswalk or within any unmarked crosswalk at an intersection in accordance with Section 3542 of the Pennsylvania Vehicle Code;
    e. abandoning a vehicle on any street or alley within the Neighborhood in accordance with Section 3712 of the Pennsylvania Vehicle Code;
    f. parking on a sidewalk in accordance with Section 3533 of the Pennsylvania Vehicle Code;
    g. parking within an intersection in accordance with Section 3533 of the Pennsylvania Vehicle Code;
    h. parking within 15 feet of a fire hydrant in accordance with Section 3533 of the Pennsylvania Vehicle Code;
    i. parking within fifteen feet of any intersection, which distance shall be measured from the beginning of the curvature of the intersection;
    j. parking in a manner in which any portion of a vehicle is within an alleyway
    k. parking at any place where official signs prohibit parking in accordance with Section 3533 of the Pennsylvania Vehicle Code;
    l. parking on sidewalks, curbs or in front of mailboxes.
    m. Vehicles parked in violation of these provisions are subject to towing at the owner's expense.
2. Residents are encouraged to use their garage for their personal parking, thereby minimizing the parking of their vehicles on the roadways of the Association.

Control of Pets

1. At any time a pet is outside of a Unit, the pet must be on a leash that is no longer than twelve (12) feet in length and such leash must be secured by a person at all times;

2. A pet that is outside but fully constrained within the confines of a physical or electronic fence shall be deemed "controlled."

3. Violations of this Rule shall subject the Unit Owner to fines in accordance with the "Pet Violations" described in the Fines & Policy Resolution previously adopted by the Association.

Fireworks and Noise Disturbance

- **Association Property:** Setting off fireworks on Walden common areas, streets, sidewalks, or inside community parks is strictly prohibited.

- **150-Foot Distance Rule:** Under Pennsylvania and Silver Spring Township laws, consumer-grade fireworks **cannot** be discharged within 150 feet of an occupied structure (which applies to nearly all properties within Walden's high-density neighborhood layout).

- **Noise Disturbance:** The township enforces a strict noise ordinance between **10:00 p.m. and 6:00 a.m.** Please ensure all celebrations wrap up accordingly to respect your neighbors and local pets.

Walden Neighborhood Association
Exterior Holiday Lighting and Decorations Policy
Effective Date: 10/1/2026

Purpose: The purpose of this policy is to establish guidelines for the display of holiday lighting (via temporary or permanent lights) and decorations to ensure they are respectful of our neighbor and safe for the Community.

Please Note: The installation of any permanent lighting is considered an Architecturally Controlled Improvement and subject to the review and approval of the Association.

Permanent holiday lighting consists of professionally installed, low-profile LED lighting systems mounted to the exterior of a residence and designed to support temporary holiday, seasonal, cultural, religious, patriotic, and special event displays. After approval through the Architecturally Controlled Improvement process, the lighting system may remain installed year-round provided it is substantially concealed when not illuminated and operated only in accordance with community-approved dates, times, brightness levels, and color restrictions.

I. **Exterior Lighting Guidelines**

A. Exterior holiday lighting, via temporary or permanent lighting, and decorations may be displayed from **October 1st through January 15th**. Residents are encouraged to utilize lighting and decorations that are in line with the holiday calendar (i.e. Halloween lights should not be displayed in December).

Additionally, holidays that fall outside of this timeframe may have lighting displayed two weeks before the holiday until one week following the holiday. Please submit a request to the NACB for additional holidays outside October 1st and January 15th.

B. Exterior holiday lights shall be turned off between **Midnight and 6:00am** the following day**.**

C. Flashing, strobing, chasing, or rapidly changing/blinking lights are prohibited (this does not apply to 'twinkling' lights).

II. Lighting Safety

A. Decorations and lighting must be placed only on the homeowner's private property (front yard, porch, home exterior).

B. Decorations must not obstruct sidewalks, driveways, or roadways.

III. Other Holiday Decorations

A. Musical/Noise generating or motion-activated decorations must not cause noise disturbances in compliance with Silver Spring Township noise ordinance, which **prevents disruptive noise from 10pm - 6am**.

IV. Enforcement

A. Homeowners found in violation of this policy will receive a written notice and must resolve the violation within **7 days**. During this 7 day window, illumination must stop

immediately until a fix is implemented. For instances where 7 days is not sufficient, please notify CAMCO/WNA with an estimated timeline and plan for resolution. Continued or repeated violations may result in fines or other actions as permitted by the WNA's governing

WALDEN NEIGHBORHOOD ASSOCIATION
RESOLUTION NO. 2026-04: COMPREHENSIVE ELECTION & VOTING PROTOCOL

WHEREAS, the Association is governed by the Pennsylvania Uniform Planned Community Act (68 Pa.C.S. §5101 et seq.) and the Association Bylaws; and

WHEREAS, the Executive Board seeks to establish a consistent, transparent, and impartial process for Executive Board elections and related meetings;

NOW, THEREFORE, BE IT RESOLVED that the following protocol is adopted in its entirety:

I. DEFINITIONS

Member: For purposes of this Resolution, "Member" shall have the meaning set forth in Section 4.1 of the Association's Bylaws, subject to Section 4.5 of the Declaration.

II. THE ELECTION CALENDAR

The following calendar governs election preparation and related meetings. Formal meeting notice shall be provided no fewer than ten (10) nor more than sixty (60) days before each meeting. The ninety-day call for candidates is an invitation to submit nominations and does not constitute formal meeting notice.

1. **90 Days Prior - Call for Candidates:** Notice inviting candidates shall be sent by first-class mail to all Members.
2. **60 Days Prior - Nomination Deadline:** A written Notice of Intent to Run must be physically received by Management no later than 5:00 p.m. sixty (60) days before the election. This requirement applies to current Board members seeking another term. Floor nominations shall be permitted only when the number of eligible candidates in a Voting Class is fewer than the number of seats to be filled, including a shortage resulting from a candidate's withdrawal. Any floor nominee must consent to serve and satisfy the **applicable eligibility requirements, subject to the payment exception in Section II.3**, as verified by the Judges of Election before voting begins. All floor nominations shall close before candidate statements and the opening of the polls. If any seat remains unfilled following the election, it shall be addressed in accordance with the Declaration and Bylaws.

3. **45 Days Prior - Candidate Notification of Eligibility:** No later than forty-five (45) days before the election meeting, Management shall verify each candidate's deeded ownership and good standing and notify each candidate in writing of their eligibility and any outstanding balance. "Good standing" means a zero balance on all assessments and fines. Any outstanding balance shall be paid in full at least thirty-seven (37) days before the election. Upon timely payment and satisfaction of all other eligibility

requirements, the candidate shall be included on the election ballot. Floor nominees are exempt from the thirty-seven-day payment deadline but, if elected, must pay all outstanding assessments and fines before being seated and within five (5) business days after certification. Management shall verify payment. Failure to qualify shall be addressed under the Declaration and Bylaws.

Candidates may submit an optional biography, limited to one page, no later than thirty-seven (37) days before the election. Management shall distribute submitted biographies to the membership by email at least thirty (30) days before the election.

4. **30 Days Prior - Formal Notice and Proxy Mailing:** Formal notice shall be sent by first-class U.S. mail, postage prepaid, and email and shall include:
    a. The meeting place, date, and time.
    b. The meeting agenda, including any proposed Declaration or Bylaw amendments, budget or assessment changes, if applicable.
    c. The official proxy form.
    d. The date, time, location, and purpose of the conditional pre-election session and each conditional adjourned election meeting. The notice shall explain when each meeting will be held and state the applicable quorum requirements.

5. **At Least 7 Days Prior - Statutory Pre-Election Session:** When there are more candidates than open Executive Board positions, the Association shall, upon request of one or more candidates, hold a special session at least seven (7) days before the election in accordance with 68 Pa.C.S. §5308(d). Requests should be submitted in writing to Management no later than fourteen (14) days before the election. The date, time, and location of the conditional pre-election session shall be included in the thirty-day notice packet. Each candidate shall receive equal speaking time. Candidate statements at the election meeting shall not substitute for this session.

6. **3 Days Prior - Proxy Advance Review:** Members may submit proxies to the Association Secretary, in care of Management, for advance review by the Judges of Election. Proxies must be received by 4:00 p.m. three (3) days before the election meeting to receive advance review. Proxies remain subject to the submission and validation procedures in Section III.6.

III. CONDUCT OF THE ELECTION MEETING

1. **Commencement and Quorum:** The meeting shall be called to order at the time stated in the notice. The Judges shall complete processing of check-ins and proxies presented by that time before determining whether a quorum is present. Quorum and adjournment shall be governed by Section VII.

2. **Location:** Meetings shall be held at Walden Hall, 400 Well Street, Mechanicsburg, PA 17050 in the Walden community, at the Association's management office, or as specified in the notice.

3. **Election Administration:** The Judges of Election shall administer the election under the authority stated in the Judges of Election and Tabulation section. The Chairperson shall

conduct the meeting and announce the opening and closing of the polls. Management shall provide administrative support at the Judges' direction.

4. **Check-In Procedure:** Management shall provide the Judges with a Master Membership Roster current as of seventy-two (72) hours before the annual meeting or applicable adjourned meeting. Check-in shall open at least thirty (30) minutes before the scheduled meeting time. The roster shall identify each Member's applicable Voting Class to ensure issuance of the appropriate colored ballot. Any subsequent ownership changes or corrections shall be referred to the Judges for determination.

5. **Voting Allocation and Cumulative Voting**: Each Member shall be entitled to cast the number of votes allocated to that Member's eligible Units within the applicable Voting Class, multiplied by the number of Executive Board seats being elected by that Class. A Member may cast all votes for one candidate or distribute them among two or more candidates. Any ballot exceeding the Member's authorized number of votes shall be void in its entirety and shall not be counted for any candidate.

6. **Proxy Votes**: A Member may appoint another Member to serve as proxy and cast the Unit's vote at the annual meeting or any properly noticed adjourned meeting. Each proxy shall be dated, executed in writing by the Member, on the form provided by the Association or Management, and filed with the Association Secretary, in care of Management. Management shall provide all submitted proxies to the Judges of Election for determination of their authenticity, validity and effect. Proxies may be submitted for advance review under Section II.6. Upon validation, the authorized proxy holder shall be identified at check-in and issued the appropriate ballot. Votes allocated to the same Unit shall not be counted more than once, whether submitted in person or by proxy. Revocation and expiration of proxies shall be governed by applicable law and the Bylaws.

7. **Candidate Statements:** At the annual meeting or any adjourned meeting at which the election is conducted, following confirmation of quorum and before the polls open, each candidate shall be afforded an equal opportunity to address the Members. The Chairperson may establish a uniform speaking time limit applicable to all candidates. Participation is voluntary. This opportunity is in addition to any pre-election session required under Section II.5.

8. **Opening and Closing of Polls:** Following the Judges' confirmation of quorum, completion of preliminary election procedures, and the opportunity for candidate statements, the Chairperson shall announce the opening of the polls. The polls shall remain open for at least thirty (30) minutes. Before announcing their closing, the Chairperson shall confirm with the Judges that timely presented check-ins and proxies have been processed and the affected voters have had an opportunity to cast their ballots. Once the polls close, no further election check-ins shall be permitted and no additional ballots or proxies shall be accepted.

IV. JUDGES OF ELECTION AND TABULATION

1. **Appointment:** At the regular monthly Executive Board meeting immediately preceding the Annual Meeting, the Executive Board shall appoint three (3) Judges of Election in accordance with Bylaws §5.11. No candidate, current Executive Board member, or member of the household or immediate family of a candidate or current Executive Board

member may serve as a Judge. The Judges shall serve at the Annual Meeting and any properly adjourned election meeting. Any vacancy shall be filled in accordance with Bylaws §5.11.2.

2. **Authority:** Subject to the Declaration, Bylaws, and applicable law, the Judges of Election shall:
    a. Determine the Members entitled to vote and their voting power.
    b. Determine whether the applicable quorum has been established, including any reduced quorum applicable to an adjourned meeting.
    c. Determine the authenticity, validity and effect of proxies and the validity of ballots.
    d. Hear and determine challenges and questions concerning voting eligibility and election procedures.
    e. Receive, count and tabulate ballots in accordance with Section III.5.
    f. Certify the election results and report them to the Chairperson for announcement.

    The decision of a majority of the three Judges shall constitute the decision of the Judges of Election.

3. **Tabulation and Candidate Observers:** Ballots shall be counted in an area separate from the general meeting floor. Each candidate may designate one (1) observer by providing the observer's name to the Association Secretary, in care of Management, before the polls open. Observers may observe ballot handling and tabulation but shall not handle ballots or proxies, interfere with the Judges, attempt to identify how an individual Member voted, or communicate ballot information to others during the count. The Judges shall certify the results as promptly as practicable, making every reasonable effort to permit announcement at the meeting or within twenty-four (24) hours thereafter. If the certified results are not announced at the election meeting, Management shall distribute them to all Members by email. The five (5) business-day protest period shall begin on the first business day following announcement at the meeting or, if not announced there, email distribution.

V. INSPECTION OF DOCUMENTS AND CUSTODY

1. **Custody:** Upon completion of tabulation and certification of the results, the Judges of Election shall seal all original ballots, proxies and tally sheets in a tamper-evident container and deliver it to Management for secure retention at the Management Company's main office. If tabulation continues after adjournment, the Judges shall maintain secure custody of the records until that process is complete.

2. **Inspection Location:** Subject to applicable law and the Governing Documents, inspection of election records shall take place at the Management Company's main office during normal business hours.

3. **Inspection & Confidentiality:** A Member requesting inspection shall submit a written request to Management at least five (5) business days before the requested inspection date. A Management representative shall remain present throughout the inspection. Inspection and any copying or reproduction shall comply with applicable law and the Governing Documents and shall be subject to reasonable safeguards protecting the confidentiality of individual Members' votes and the integrity of election records. Any opening and resealing of the records container shall be documented by Management.

4. **Retention:** Original paper election records shall be retained for at least one (1) year following the election. Records relating to a pending election challenge, claim or legal proceeding shall be retained until its final resolution and expiration of any otherwise applicable retention requirement.

VI. ELECTION CHALLENGES AND RECOUNTS

1. **Notice of Protest:** Any Member may contest the election results by submitting a written Notice of Protest to the Association Secretary, in care of Management, within the five (5) business-day protest period established in Section IV.3. A Member who submits both a written inspection request and a preliminary Notice of Protest within that five-business-day period may supplement the protest within five (5) business days after the requested records are made reasonably available for inspection. Management shall promptly forward the protest and any supplement to the Judges of Election. The Judges shall not issue a final determination on the protest before the supplementation period expires.

2. **Grounds and Review:** The Notice of Protest shall describe the alleged irregularity and supporting facts and identify any provision believed to have been violated. A timely preliminary protest may be supplemented as provided in Section VI.1. The Judges shall determine whether a material irregularity occurred and whether it may have affected the election outcome. They may review election records, conduct a recount and correct the certified results as warranted. The Judges shall provide their written determination to the protesting Member and the Executive Board within ten (10) days after the deadline for supplementing the protest under Section VI.1. Any corrected results shall be announced promptly to the membership.

3. **Recounts and Ties:**

    a. **Automatic Recount:** An automatic manual recount shall be conducted when the vote difference between the lowest-ranked elected candidate and the highest-ranked unelected candidate within a Voting Class is one percent (1%) or less of the total valid votes cast in that Class's election, including a tie. "Total valid votes" means the sum of votes actually counted for all candidates in that Class, including cumulative votes allocated to a candidate, and excludes unused voting power, abstentions, and invalid ballots.

    b. **Requested Recount:** A candidate may request a manual recount of a larger margin within the applicable protest period, subject to an advance deposit of Management's reasonable estimated actual cost. Any unused deposit shall be refunded. If the recount changes which candidate is elected, the entire deposit shall be refunded and the Association shall bear the recount cost. No deposit shall be required for an automatic recount or a recount initiated by the Judges to investigate a potential counting error or material irregularity.

    c. **Supervision and Results:** All recounts shall be conducted by or under the supervision of the Judges of Election. If a recount changes the outcome, the Judges shall issue a corrected certification identifying the elected candidate, and Management shall promptly notify all affected candidates and announce the corrected results to the membership.

d. **Ties:** Any tie remaining after a recount that affects which candidate is elected shall be resolved as required by applicable law and the Governing Documents. If neither prescribes a method, a runoff election shall be held among the tied candidates for the remaining seat or seats at a properly noticed meeting of the applicable Voting Class, subject to applicable quorum and voting requirements.

4. **Finality:** If no timely protest or recount request is submitted, and no review or recount remains pending, the certified results shall be deemed final for internal Association purposes. This provision shall not limit the Judges' authority under the Bylaws, a Member's right to request a written report under the Bylaws or any right or remedy available under applicable law.

VII. QUORUM & ADJOURNMENT

1. **Advance Notice:** The thirty-day election packet shall provide advance conditional notice of the first and second adjourned election meetings. Each meeting shall have a separately stated date, time, and location. Each adjourned meeting shall comply with applicable notice requirements and occur no later than thirty (30) days after the preceding meeting.

2. **Initial Quorum:** Following completion of check-in processing under Section III.1, the Judges of Election shall determine whether Members present in person or represented by valid proxy are entitled to cast at least twenty percent (20%) of the Association's votes. If quorum is lacking, the Chairperson shall announce that determination and adjourn to the first adjourned meeting identified in the notice.

3. **First Adjourned Meeting:** At the separately noticed time, the Chairperson shall call the first adjourned meeting to order. The Judges shall determine whether Members present in person or represented by valid proxy are entitled to cast at least ten percent (10%) of the Association's votes. If quorum is lacking, the Chairperson shall announce that determination and adjourn to the second adjourned meeting identified in the notice.

4. **Second Adjourned Meeting:** At the separately noticed time, the Chairperson shall call the second adjourned meeting to order. Members present in person or represented by valid proxy shall constitute a quorum solely for the election of Executive Board members under Bylaws §5.5. No other business shall be conducted under this reduced quorum provision.

5. **Required Sequence:** Each conditional adjourned meeting shall occur only if the preceding meeting was convened and adjourned for lack of quorum. Anticipated attendance shall not substitute for an actual quorum determination. The minutes shall record each determination and adjournment.

6. **Election Procedures:** The Judges of Election shall determine the applicable quorum at each meeting. Check-in, proxy review, voting and polling procedures shall remain subject to this Resolution and the Bylaws.

CERTIFICATION

This Protocol Resolution was approved by a majority vote of the Executive Board on this 5th day of November 2026. This Resolution governs Executive Board elections and related meetings, subject to applicable law, the Declaration, and the Bylaws.

WNA Responsibilities

The Walden Neighborhood Association is responsible for managing and maintaining many of the community assets that make Walden an attractive place to live. The responsibilities include:

- Parks and Common Areas
- Stormwater Facilities
- Community landscaping
- Retention Basins
- Common Streets and alleys
- Street snow removal
- Sidewalk snow removal in designated areas
- Exterior maintenance of Voisinage II buildings
- Fire hydrant maintenance

The WNA is governed by an Executive Board elected by homeowners. The board establishes budgets, approves expenditures, enforces governing documents, and oversees the community's long-term planning.

The WNA Fiscal Year runs from April 1 to March 31. WNA Board Meetings are held on the fourth Thursday of March, April, May, June, August, September, October, January, and February. Additionally, a meeting is typically held the second Thursday of December. There are no meetings during the months of July and November. Meetings begin at 6:00 PM and are open to unit owners to attend in person or virtually unless otherwise noted.

Requesting to Speak at Board Meetings

Homeowners wishing to address the Board must email the Association Manager no later than the Monday prior to the scheduled Thursday meeting date to request time on the agenda. Board meetings are open to all unit owners and are held at Walden Hall at 6:00 PM on scheduled meeting dates.

Please note that only matters pertaining to the neighborhood as a whole will be discussed during the meeting; issues related to individual units should be directed to the management company outside of the meeting. The meeting chairperson has discretion to regulate the manner and conduct of discussion to ensure orderly proceedings.

You will receive a monthly report by email from CAMCO. That email that has the report attached will also include the directions to login if you prefer the virtual meeting option.

Budget and Finances

The WNA Board adopts an annual budget usually at the February meeting. The Budget is available for owners to view on the Documents link of the portal under the ***Budgets*** link.

The WNA Board has completed a Capital Reserve Study in 2024 to determine estimated long-term maintenance expenses for the Walden Community. This study will be updated in 2027. The report is available for owners to view on the Documents link of the portal under the ***Capital Reserve Studies.***

The WNA Board receives a monthly financial report from CAMCO. The report is available for owners to view on the Documents link of the portal under ***Homeowner Financial Reports***.

Periodically, the WNA Board may post proposed resolutions and policies for public comment prior to the Board's official adoption. These postings can be found on the Documents link of the portal under ***Proposed Resolutions***.

NEW OWNER CHECKLIST

Welcome home! Here is everything you need to do when you move in:

Immediate Actions (First Week)

- **Pay Capital Contribution Fee ($600):** A one-time fee paid at closing that covers startup expenses, insurance prepayment, and initial reserves. *(Note: This is a separate one-time fee and is NOT an advance payment of your monthly assessments).*
- **Register for the Resident Portal:** Access your account at portal.camcomgmt.com.
- **Whitelist Management Email:** Add communicate@camcomgmt.com to your email contacts so important community updates do not end up in spam!

Within the First Month

- **Sign Facility Waivers:** Required before accessing amenities. This includes the Walden Athletic Club Waiver (for gym access) and the Pool Waiver (for pool use).
- **Request Keycards:** Two cards are issued per unit for facility access. (Lost or replacement keycards carry a $25 fee).
- **Review Governing Documents:** Available on the resident portal or at waldenneighborhood.com.
- **Attend a Board Meeting:** Held monthly at Walden Hall. (Email the manager 1 week ahead if you wish to request time on the agenda to speak).

Get Involved

- **Join a Committee:** Help shape our community by joining the Landscape, Pool, Safety, or Newsletter committees! Contact kbentzel@camcomgmt.com to volunteer.
- **Meet Your Neighbors:** Attend community events posted in the neighborhood newsletters.

Fun Fact: Walden has an active volunteer community! Many residents contribute directly to landscaping, safety initiatives, and social events.

ASSESSMENTS & FEES

Monthly Assessments

- **Frequency:** Billed monthly.
- **Payment Options:** Online via the resident portal (portal.camcomgmt.com), via auto-pay set up through the portal, or by mailing a check directly to CAMCO (address provided on your statement).
- **Statements:** Available electronically through the portal. Physical coupon books are not mailed out.

What Your Assessments Cover

Your monthly assessments pay for common area maintenance, Ruppert landscaping services, snow removal, common area insurance, CAMCO management services, reserve fund contributions, common utility bills, and maintenance for community amenities (the pool, gym, and Walden Hall).

Delinquency & Collection Policy

We know that life can bring unexpected financial hurdles, and we are always here to support you. Our primary goal is to help you stay current and avoid the stress of the collection process.

- **If You're Facing Difficulties:** Please contact the management office immediately. We are happy to discuss your confidential situation.
- **Delinquency Notice:** To ensure fairness to all homeowners, unpaid assessments can result in late fees, interest, and collection costs. As a last resort, the Association may place a lien on the property or pursue legal action.
- The complete, detailed **Collection Policy** is accessible anytime on the resident portal, or you can request a copy directly from the management office.

YOUR RIGHTS AS A HOMEOWNER

As a valued member of the WNA, you have the right to examine official community records—including financial statements, meeting minutes, and contracts—in accordance with the PA Uniform Planned Community Act.

- **How to Review Documents:** Because official community documents are not stored onsite, reviews are typically held at the CAMCO office. Please contact the management office to schedule an appointment.
- **Important Note:** Certain confidential or sensitive documents (such as legal advice or personnel records) may be withheld at the Board's discretion.
- **Selling Your Home:** When it's time to move, the Association will provide your buyer with a resale certificate detailing the community's financial health, rules, and any outstanding assessments to ensure a smooth transition.

REASONABLE ACCOMMODATIONS FOR DISABILITIES

The Walden Neighborhood Association is committed to providing equal housing opportunities for all residents. If you or a member of your household has a disability and requires a reasonable accommodation or modification to fully enjoy your home or the community's facilities, we're here to help.

Reasonable accommodations may include requests for accessible parking, service or assistance animals (even if pets are otherwise restricted), modifications to common areas, or exceptions to certain rules due to disability-related needs.

To request an accommodation, please contact the management office in writing, describing your specific need and how it relates to your disability. We will work with you confidentially and in good faith to evaluate your request in accordance with the Fair Housing Act and other applicable laws. Our goal is to ensure that all residents can fully participate in and enjoy our community.

RENTING YOUR HOME IN WALDEN

Renting your home is permitted in Walden. Before your tenant moves in, there are a few important steps that must be completed to ensure your rental complies with the Association's governing documents.

✓ Rental Checklist

Before your tenant occupies your home, please make sure you have completed the following:

- [ ] A written lease has been signed.
- [ ] The Walden Lease Addendum has been attached to the lease.
- [ ] A copy of the signed lease has been submitted to CAMCO Management.
- [ ] A completed Tenant Registration Form has been submitted.
- [ ] The required Rental Registration Fee has been paid.

What Your Tenant Needs to Know

Tenants are required to follow all Walden Neighborhood Association governing documents, including:

- Community Rules and Regulations
- Architectural Standards
- Board Resolutions
- Parking Rules
- Pool and Amenity Rules
- Any future rules adopted by the Board

Owners are responsible for ensuring their tenants receive these documents and understand that they are expected to follow the same community standards as homeowners.

Annual Registration

A Tenant Registration Form is required for every rental property. Please submit:

- Owner contact information
- Tenant contact information
- Lease dates
- Occupant names
- Emergency contact information

If a lease is renewed, updated registration information must also be provided to management before the renewal takes effect.

Rental Registration Fees

- **$100** for each new lease.
- **$50** when the same tenant remains in the home and there is no new lease or lease renewal.

Important Compliance Information

To keep Association records current and ensure emergency contact information is available when needed, rental documents must be submitted on time. If the required documents are not received:

- An initial **$100 compliance penalty** may be assessed.
- If the required information is still not provided within **10 business days** after written notice, an additional **$350 monthly compliance fine** may be assessed until all required documents are received.
- Failure to pay the required Rental Registration Fee may also result in a **$50 monthly late fee** until paid.

These charges become assessments against the property. Email all completed rental paperwork to your Community Manager.

WALDEN POOL & WALDEN HALL

Walden Pool and Walden Hall are provided for the enjoyment of Walden homeowners and their guests. Please help keep them safe, clean, and enjoyable for everyone.

✓ Before You Visit

- [ ] Your HOA account must be in good standing.
- [ ] Bring your household keycard.
- [ ] Make sure everyone in your household understands the community rules.
- [ ] Supervise your guests and children.

Hours of Operation

- **Walden Pool:** Open from Memorial Day Weekend through Labor Day. Hours are **6:00 AM – 9:00 PM**. The Association may adjust the opening or closing dates by up to seven (7) days based on weather or demand.
- **Walden Hall:** Open **7:00 AM – 11:00 PM**. During pool season, Walden Hall follows the exact same operating hours as the pool.

Guest Policy

Each household may bring up to **two (2) guests** to the pool and up to **two (2) guests** to Walden Hall (as space allows).

- Guests must be accompanied by a Walden resident.
- Guests must be supervised by a household member who is at least 18 years old.

- Homeowners are responsible for the conduct of their guests. Any rule violation by a guest is considered a violation by the homeowner.

Children & Supervision

- Members **18 years and older** may supervise guests.
- Members **16–17 years old** may use the pool without supervision (with parent or guardian approval) but may not supervise others.
- Children **15 years old and younger** must be accompanied by an adult member who is at least 18 years old.

Keycard Information

Your household will receive a keycard for access.

- Keycards may not be shared with other households, and guests may not borrow your keycard.
- Lost keycards cost **$25** to replace.
- Pool and Walden Hall entries are electronically recorded for security purposes.

Food & Drinks

Food and beverages are welcome, but remember:

- **No glass containers** anywhere in the facility.
- No food or drinks in the pool water; keep food at least **five feet** from the water edge.
- Clean up after yourself before leaving.

Safety Rules & Weather Closures

- Walk—do not run. No pushing, dunking, horseplay, or holding others underwater.
- Shower before entering the pool.
- Children who are not toilet trained must wear waterproof swim diapers.
- Wear appropriate swim attire and respect all instructions from the Pool Monitor.
- **Weather Closures:** The pool will close immediately for lightning, thunder, hail, tornadoes, or winds over 25 mph. It will reopen only after conditions have remained completely clear for at least **30 minutes**.

Prohibited Items & Activities

To help everyone enjoy the facilities, the following are strictly prohibited:

- Smoking or vaping
- Pets (except service animals)

- Weapons or glass containers
- Squirt guns
- Removing Association furniture or equipment
- Excessive or disruptive noise
- Entering Walden Hall while dripping wet (except when using the designated restrooms or shower area)

Medical & Safety Emergencies

- If someone is injured or there is a medical emergency, **call 911 immediately**.
- Report any safety concerns or pool contamination (such as blood, vomit, urine, or fecal matter) to management or the Pool Monitor as soon as possible.
- If contamination occurs, everyone must exit the pool until it has been professionally sanitized.

Important Reminders & Enforcement

- Walden Hall and the pool are private amenities for Walden homeowners and authorized guests only. Use of these facilities is at your own risk.
- Security cameras monitor Walden Hall and the pool area 24/7. Please respect your neighbors by keeping noise at a reasonable level.
- Failure to follow these rules may result in a request to leave the facility, suspension of amenity privileges, charges for damage to Association property, or additional enforcement action as permitted by the governing documents.

PLANNING AN EVENT AT WALDEN HALL

Walden Hall is available for the exclusive use of Walden residents during the months it is not being used as the community pool house (outside of pool season). Reservations are not accepted during the community pool season (Memorial Day through Labor Day).

✓ Reservation Checklist

Before submitting your reservation:

- [ ] Confirm your preferred event date is available by contacting management.
- [ ] Complete the Walden Hall Rental Agreement.
- [ ] Submit the signed agreement to CAMCO Management.
- [ ] Submit the required **$400 payment** to reserve your date.
- *Your reservation is not confirmed until payment has been received and approved by Management.*

Rental Fees & Security Deposit

The total reservation fee is **$400**, which breaks down as:

- **$200 Non-Refundable Rental Fee**
- **$200 Refundable Security Deposit**

The security deposit will generally be returned within 30 days after your event, provided the facility is left clean, no damage has occurred, and the rental agreement has been followed.

Event Guidelines

- **Maximum occupancy is 45 people.**
- An adult homeowner or authorized tenant must remain at the event for its entire duration.
- All events must end by **11:00 PM**. Guests, caterers, entertainers, and vendors must leave the property by this time.
- Guests should leave quietly out of consideration for nearby neighbors.
- Site visits before your event are limited and must be coordinated through Management. The Association is not responsible for lost or damaged personal property.
- If utilities become unavailable during an event, the Executive Board will determine whether any rental fee adjustment is appropriate after reviewing the circumstances.

Decorating Rules

- Decorations may only be set up on the day of your reservation.
- Nothing may be attached to the walls, woodwork, windows, or other surfaces using nails, staples, push pins, tape, or similar materials.
- **Helium balloons are not permitted.**
- Do not enter or use any locked storage areas.

Food, Beverages, & Cleaning Up

- Food and beverages are welcome. Alcohol may be served at private events; however, if alcohol will be sold or raffled, the renter is responsible for obtaining all required licenses and complying with applicable laws.
- **Cooking grills are strictly prohibited inside or outside Walden Hall.**
- If using large beverage containers with ice, protect the flooring from moisture.
- **Before leaving, you must:** Return tables and chairs to their original locations, remove all decorations, remove all food/personal belongings, empty the refrigerator, and take all trash with you. Leave the facility neat and ready for the next resident.

Deposit Forfeiture Warning

Your security deposit may be partially or fully forfeited for: damage to the building/furnishings, leaving the facility excessively dirty, leaving trash behind, attaching decorations to surfaces,

bringing prohibited items/pets inside, using cooking grills, or generating excessive noise that results in a police response.

WALDEN ATHLETIC CLUB

The Walden Athletic Club is a private fitness facility provided exclusively for Walden Neighborhood Association residents.

✓ Before You Work Out

- [ ] Your HOA account must be in good standing.
- [ ] Complete and sign the Athletic Club Waiver before receiving a keycard.
- [ ] Bring your assigned keycard.
- [ ] Wear appropriate workout clothing and athletic shoes (sneakers are required).
- [ ] Wipe down equipment after each use.

Access & Age Requirements

- **Residents Only:** Each resident must use their own assigned keycard. Do not allow anyone else to enter using your card. Guests and non-residents are not permitted unless specifically authorized by the Association.
- Residents **16 years of age and older** may use the facility independently.
- Residents **under the age of 16** must be accompanied by an adult resident at all times.
- Do not share your keycard or hold the door open for others. Lost cards can be replaced for a **$25 fee**. Access is electronically recorded for security purposes. Please return all keycards to management when moving out of the community.

Gym House Rules

- **Cleanliness:** Wipe down equipment after every workout, throw away trash, and return weights/equipment to their proper locations. Turn off the television and lights if you are the last person leaving.
- **Food & Drink:** No food is permitted inside the Athletic Club. Plastic water bottles and other non-glass drinking containers are welcome.
- **Courtesies:** Use headphones if listening to music, keep noise at a respectful level, and respect fellow residents' workout space.
- **Safety:** Operate equipment only as intended. Report damaged or malfunctioning equipment to Management. Residents may be held responsible for repair/replacement costs if equipment is damaged through misuse or abuse.

⚠ **Use at Your Own Risk:** Using exercise equipment involves inherent risks, including the possibility of injury. By using the Athletic Club, residents acknowledge these risks and agree to the terms of the signed Liability Waiver. The Association, its officers, and employees are

released from liability to the extent described in the waiver. Failure to follow rules may result in immediate suspension or revocation of keycard access.

RESIDENT PORTAL GUIDE

How to Register

- **Step 1:** Visit the portal login page at portal.camcomgmt.com/login.
- **Step 2:** If you do not have login credentials yet, email kbentzel@camcomgmt.com or call 717-824-3071, ext. 175. Provide your name, property address, and account number.
- **Step 3:** Once you receive your credentials, log in, update your contact information, and set up your payment preferences.
- **Step 4:** Explore the features!

Portal Features at a Glance

Feature	What You Can Do
Payments	Pay assessments, view balances, and set up auto-pay.
Documents	Access governing documents, newsletters, architectural forms, budgets, capital reserve studies, and proposed resolutions.
Requests	Submit maintenance requests and architectural modification applications.
Account Info	View complete payment history, statements, and charges.
Contact Updates	Keep your email, phone number, and mailing address current.

HELPFUL RESOURCES

Document Quick-Finder

Document / Information	Where to Find It
Governing Documents & Rules	Resident Portal or waldenneighborhood.com
Architectural & Facility Rental Forms	Resident Portal or the CAMCO office

Document / Information	Where to Find It
Meeting Minutes	Resident Portal (posted after official board approval)
Newsletters	Delivered via email, or available on the portal/website
Community Map	Available at waldenneighborhood.com or from CAMCO

EMERGENCY & MANAGEMENT CONTACTS

After-Hours Property Emergencies

- **Call:** 717-824-3071, Option 2 *(Available 24/7 for community property emergencies)*

Township & Utility Services

Service Provider	Phone Number
Silver Spring Township	717-766-0178
Gas - UGI	1-800-276-2722
Electric - PPL	1-800-343-3522

Note: For questions about the information in this guide or further assistance, please contact your Community Manager. Contact information is located on page 2 of this document.

FREQUENTLY ASKED QUESTIONS

- **Q: When is trash day?**
  - **A:** Thursday is the designated day for both trash and recycling.
- **Q: Can I rent out my home?**
  - **A:** Yes, but tenants must complete registration forms, sign the Walden Lease Addendum, and complete facility waivers. Landlords must pay the registration fee and submit paperwork to CAMCO before move-in.
- **Q: How many keycards do I get?**
  - **A:** Two per unit are provided for amenity access. Replacements for lost cards cost $25 each.
- **Q: Can I paint my front door a different color?**
  - **A:** You will need architectural approval first. Submit an architectural application detailing your proposed color before painting.
- **Q: Who mows my lawn?**
  - **A:** For Townhomes, the Association mows accessible common lawn areas. For Single-Family homes, you are entirely responsible for your own lawn care.
- **Q: How do I reserve Walden Hall?**
  - **A:** Contact CAMCO to check availability, then submit a rental agreement along with the $400 payment ($200 fee + $200 deposit).
- **Q: When are assessments due?**
  - **A:** They are due monthly. You can set up recurring autopay through the resident portal for convenience.
- **Q: Can I join a committee?**
  - **A:** Absolutely! We love volunteers. Email kbentzel@camcomgmt.com to get involved with landscaping, safety, the pool, or the newsletter.
- **Q: Where can I find the community map?**
  - **A:** Visit waldenneighborhood.com or request it from CAMCO.

Thank you for reading and using this guide. We encourage all Walden owners and residents to help keep Walden a great place to live and maintain its status as…

"The Great American Neighborhood".



Please contact Management if you have any questions about the information in this guide or need further assistance. Contact information is located on page 2 of this document.