

Puckety Church Condominium
Association

Rules & Regulations

Maintaining and developing a neighborhood in which the value and desirability of our community grows.

Executive Board
6/1/2010 – Revised 3/01/2016 – Revised 11/6/2018 – Revised 1/14/2020 –
Revised 3/1/2022 – Revised 8/1/2023

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Management Company

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Please contact Rj Community Mgt. before calling the PCCA cell phone.

Executive Board

President	George Trew
Vice-President	Fred Frederick
Secretary/Treasurer	Donna Lindh

PCCA Cell Number: 724-882-0236
E-Mail: pucketycondos@gmail.com

Committee Chairpersons

Architectural Control	Marshall Devenpeck
Landscaping	Fred Frederick
Maintenance	Joe Czemerda
Rules & Regulations	Jody Marsico

Scope of Committees' Responsibilities

Committees are comprised of volunteers from Puckety Church Condominium Association's deeded Unit Owners. The Chairman of each committee is appointed by the Executive Board.

Architectural Control (ACC)

- Enacted to maintain the uniformity of appearance and structural integrity of the complex and execute uniform, objective plans for reviewing Unit Owner improvement and development requests within the Condominium complex.
- Work with the Unit Owners to ensure compliance with all the necessary requirements and preserve and enhance the value and amenities of the neighborhood.
- Review and make recommendations on requests for all replacements, modifications, and/or additions to the exterior and required interior (furnace, air-conditioner, and hot water heater). The ACC reviews all requests and then submits recommendations to the Executive Board for final approval.
- Develop specifications for common requests, i.e., patio, sidewalks, storm/front/patio/garage doors, windows, lights, and awnings.
- Inspect changes made and report any violations to the Executive Board.

Landscaping

- Enacted to execute uniform, objective plans for the aesthetic improvement and development of all landscape areas designated in this complex and ensure that changes are consistent with the overall design and compliment the community.
- Support Unit Owners interested in making improvements to their individual unit.
- Review and make recommendations on requests for all replacements, modifications, and/or additions to the landscaping. The Landscaping Committee reviews all requests and then submits recommendations to the Executive Board for final approval.
- Provide the overall landscape design for the common areas.
- Inspect changes made and report any violations to the Executive Board.

Scope of Committees' Responsibilities (continued)

Rules & Regulations

- Enacted to maintain the appearance of the complex and execute and enforce the objective rules and regulations that govern the complex. The Rules and Regulations Committee strives to improve the Community.
- Inform the Executive Board of all non-compliance with existing Rules and Regulations, including any failure of a Unit Owner's change to meet any specification.
- Recommend additional regulations to the Executive Board, when appropriate.
- Responsible for the initial notification of any violation to the Unit Owner.

Architectural Control – Exterior, Interior, Additions

Unit Owners are required to obtain Executive Board approval for any replacement, modification, or addition to the exterior of the unit that is visible from the outside. This includes, but is not limited to:

- All Common Elements (including land), all Limited Common Elements (including patios, balconies, porches, garages, sidewalks, and driveways).
- Interior replacement of hot water heater, furnace, and air-conditioning unit.
- Exceptions to this process are permitted for emergencies but are subject to subsequent inspection and approval with the understanding that any violations are to be corrected.
- For Rules and Regulations purposes, the common area for Units 17, 18, 28, 29, 33, 34, 38, and 39 Elena is considered to be the back of the property.

Specifications

Specifications for common requests have been developed by the ACC and approved by the Executive Board. Specifications have been developed for the following and the details are included in the Specification section of this booklet:

- Air Conditioner
- Awnings
- Awnings – Upper Level Units
- Concrete Sidewalks
- Front Door
- Furnace
- Garage Door
- Gutters
- Hot Water Heater
- Patio Door
- Patio and Porch Lights
- Patio Railings
- Patio Slab
- Patio and Porch Surfacing
- Privacy Screens
- Satellite Dish
- Sky Lights
- Storm Door
- Video Doorbell
- Water Spigot
- Windows

New specifications will be developed as necessary. Current specifications must be met when replacing windows and all exterior doors. The ACC evaluates all requests and submits their recommendation to the Executive Board for final approval. Unit Owners can only then proceed based on that final ruling.

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Additions to the Buildings

Any proposed additions must not alter the original architecture of the building and must be removable without any alteration of the architecture of the buildings, including awnings.

Definitions

- The exterior of the building includes the exterior walls, privacy walls, roofs, patios, balconies, porches, windows, and exterior doors.

Requirements

- All units are to have a storm door.
- Any roof work must be done by a preferred PCCA contractor to maintain the guarantee on the roof and the insurability of the master insurance policy.
- The exterior walls and roofs of the buildings, including door and window openings, are to remain intact, as constructed.
- Any repair of damage to the exterior walls or roofs of the building must be restored to the original architecture.
- Drain pans must be installed when a furnace (see specifications), air conditioner unit, or hot water heater is replaced.
 - Down-flow furnaces are exempt from this requirement.
- Plumbing of all drains must be the same or better than the original.
- Non-penetrating holes, limited to the mortar joints and to a depth of 2.5 inches deep, for hanging plaques on the porches, patios, and the sides of privacy walls are permitted.
 - Any damage caused by these holes will be repaired at the owner's expense.
 - Decorations should be hung with removable strips such as 3M Command Strips, whenever possible.

Not-Permitted

- Additional porches and/or patios in the front of the units
- Holes in outside walls that penetrate the thickness of the wall
 - Nails or screws in any wood area including the decorative panel above windows
- Paver stones for patios or sidewalks
- Plastic films, hard plastic sheets, permanent screening, or any other covering of patios and windows, in part or in whole
- Sunrooms or enclosed patios
- Painting or permanent carpeting of concrete porches and patios
- Vented fireplaces

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Decorations

Permitted:

- Window decorations using non-permanent hardware (i.e., 3M Command Strips)
- Window sill decorations not permanently secured
- Decorations on porch or patio area

Not Permitted:

- Decorations in front mulch or lawn areas
- Decorations on shrubs or trees
- Seasonal decorations left up more than two weeks after the holiday

Landscaping

Changes will be considered when a "Request for Approval for Exterior Changes" form is submitted to the Landscaping Committee. The Executive Board will approve changes that are consistent with the community's overall design and when the change compliments the community. Approved plantings in the front and sides of units will be maintained by the Association after inspection.

Not Permitted:

- Plantings in both the front and back of the units that impede grass cutting or service vehicles
- Boulders and rocks along the edge of streets or driveways

Trees:

Permitted:

- One ornamental tree is permitted, with approval, in the front of each unit
 - Limited to growth of 20 feet and must be planted at least 15 feet from the building and, if possible, centered in the lawn

Flowers:

Permitted:

- One container of live flowers is permitted on the driveway by garage
- Containers of live or artificial flowers on porches and balconies
- Window boxes on the window ledges as long as they are not permanently secured to the building

Not-Permitted:

- Planting in the mulched common areas including the area around trees
- Shepherd hook-type hangers in the front of the unit
- Edging or borders around trees or mulch area in the front of the unit
- Hanging baskets secured to buildings or privacy walls

Flags

Permitted:

- United States Flag with pole mounted to building (limited to 3' x 5')
- Building mounted Flag Pole Holder and mounting supports, with approval
 - Holes for supports are limited to the mortar joints and to a depth of 2.5 inches deep
- Smaller flags on porch or patio areas

Not Permitted:

- Flag plaques in flag pole holder or on exterior walls
- Seasonal or sports flag in flag pole holder
- Flags of any kind in front mulch area
- Flag Poles in the yards

Garbage

- Garbage must be in garbage cans that are marked with unit number

Parking

Not Permitted:

- Parking on lawns or blocking of driveways, streets, and roadways
- Commercial vehicle parked in driveways, streets, and roadways
 - The commercial vehicle of a hired contractor or service shall be permitted to temporarily park in the driveway

Pets

Permitted:

- One pet may be maintained in a unit, so long as it is not a nuisance. Actions that constitute a nuisance include, but are not limited to, abnormal or unreasonable crying, barking, or scratching.
 - All pets must be on a leash and pet owners must clean up after their pets.
 - Pets must be accompanied by Unit Owner or designate when outside the unit.
 - Pet owners are personally responsible for any personal injuries or property damage caused by their pets.
 - Each Unit Owner shall indemnify and hold harmless the Association from any claims made as a result of the action of their (or their tenant's, invitees', etc.) pet.

Not Permitted:

- Dog or cat houses
- Exotic pets
- Invisible fences

Hazardous Materials

Permitted:

- Flammable Liquids such as gasoline and other hazardous liquids that meet the “flammable” flashpoint definition may only be stored inside the garage.
 - A limit of five (5) gallons may be stored in a red EPA-approved portable fuel container at any one time. Container must be kept away from possible ignition sources.
- Propane (LP gas) may only be stored with a grill located outside on the patio.
 - A limit of twenty (20) pounds of propane in certified or recertified cylinders at any one time and must be stored with the grill. Containers must be stored upright at all time to allow the relief valve to operate properly.

Not Permitted:

- Propane tanks (20) pounds stored in garage or inside unit.
- The Association reserves the right to prohibit any and all materials’ which are deemed to be a hazard. Such materials are those which pose a risk of danger or damage to the Common Elements or other Units.

Signs

Permitted:

- Open house – one day only
- Special event sign – one day only (i.e. Party)
- “For Sale” sign placed in one window

Not Permitted:

- Political signs
- Contractor signs

Snow Removal

- During the snow season, parking is not permitted on the streets, cul-de-sacs, and private roadways.
- Cars should be parked in garages during the snow season to allow driveways to be plowed. Only driveways that are clear of vehicles will be plowed.

Use and Occupancy of Units and Common Elements

- Restricted to residential use: the operation of any commercial or professional activity or business in or from the Unit that involves clients, customers, and/or other business invitees coming or going, or the delivery of inventory in and out of the property is prohibited.
- All units must be occupied by a single household or family. Limited to two persons per bedroom.

Lease of Units

Lease Limitation: No more than 5% (i.e., 4 Units) may be leased at any one time. Leases must be in writing for a term of no less than one year. The Declaration was amended on 3/30/2015; refer to full Amendment for complete details.

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Not Permitted in the Community

- Boats, RVs, trailers, or motorbikes
 - Unit Owners have 24 hours to park, prepare, and load recreational vehicles
- Feeding of wild and/or stray animals
- Fences including invisible pet fences
- Fire pits
- Flags and flag poles other than those permitted under "Flags", page 9
- Garage/estate/yard sales
- Moving Pods remaining longer than five (5) days
 - Plywood should be place under the pod, if possible
 - Any damage to the driveway or surrounding area will be repaired by the association. The unit owner will then be invoiced for the cost of the repairs.
- Dumpsters remaining longer than three (3) days
 - Example: delivered early Friday, must be removed early Monday
 - May only be requested and used when the owner is moving
 - Approval for Exterior Change form & Legal Acceptance Exterior Change form must be submitted to the ACC.
 - Owner must receive approval from ACC and Board before dumpster is delivered
 - Dumpster size allowed:
 - 10 yard dumpster – 12 feet long by 8 feet wide by 3.5 feet high
 - 20 yard dumpster – 22 feet long by 8 feet wide by 4 feet high
 - Plywood should be place under dumpster, if possible
 - Any damage to the driveway or surrounding area will be repaired by the association. The unit owner will then be invoiced for the cost of the repairs.
- Outside buildings or sheds
- Swing sets
- Vegetable gardens
- Window air conditioner units

Permitted only in the Back of the Condominium

- Bird feeders (not permitted on porch, balconies, or patios)
- Fans
- Patio furniture
- Ornamental decorations, fountains, statues, or solar lights
 - Cannot impede grass cutting
- Installation of water spigots, with approval (see specification page)

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Association Right of Access

- Each Unit Owner shall indemnify and hold the Association harmless for any damage as a result of the need to gain access to the Unit to respond to an emergency to prevent damage to Common Elements, Limited Common Elements or another unit. Therefore, if damage occurs as a result of the need to gain access because the Unit Owner did not provide the Association access and such damage occurs, the costs related to the same will be the responsibility of the Unit Owner where access was necessary. (Amended 8/13/2014)

Responsibilities:

- Damage to any portion of the Property caused by employees, invitees, visitors, or licensees of the Unit Owners shall be repaired at the expense of the responsible Unit Owner.
- All Personal Property shall be stored within the Units.
- Unit Owners shall not make, nor permit their employees, visitors or licensees to make any noise or activity that will interfere with the rights, comfort, or convenience of other occupants.
- Limited Common Elements are the responsibilities of the Unit Owners and must be maintained, replaced, and repaired at their expense. Failure to properly care for the Limited Common Elements will result in the Association handling the problem and the expense being assessed to the Unit Owner.
 - The Executive Board has voted to apply the following exceptions to this responsibility:
 - Painting of front door and garage door will be provided and paid for by the Association (Please Note: Unit Owners will remain responsible for the cost of replacing or repairing front doors or garage doors).
 - Maintenance, repair, or replacement of driveways will be provided and paid for by the Association.

Legal Definitions

- The terms herein shall have the same meanings as defined in the Declaration of Condominium of the property known as the Puckety Church Condominium Association, a condominium created under and subject to the Pennsylvania Uniform Condominium Act.
- All present and future owners, mortgagees, lessees, and occupants of the Units and of the Common Elements and their agents, employees, and invitees and other person or entity who or which may use the facilities of the Property are subject and bound by these rules, and all amendments thereof.
- The Rules and Regulations are adopted pursuant to the Declaration of Condominium and By-Laws and may be enforced in accordance with those documents and the Rules Enforcement Policy that was enacted June, 2009.
- The Executive Board reserves the right to amend these Rules and Regulations as may be required from time to time.
 - Amended 8/10/2009, 11/30/2009, 1/5/2010, 4/12/2010, 6/1/2010, 8/13/2014, 3/1/2016, 11/6/2018, 1/13/2020, 1/14/2020, 3/1/2022, 8/1/2023

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Rules Enforcement Policy

Whereas Article VI, Sections 6.1, a, b, c, and d of the Puckety Church Condominium By-Laws grant the Executive Board with the power to enforce rules found in the governing documents or duly enacted by the Executive Board,

LET IT BE RESOLVED THAT the following rules enforcement procedures will be followed:

1. The Executive Board and/or its agents are authorized to enforce all provisions of the governing documents and the rules as outlined in the Rules and Regulations.
2. Documents may be amended from time to time. Rule violations are to be reported to the Executive Board or its agents, in writing, and signed by the complainant. The complaint will be investigated as soon as is reasonably possible.
3. If a violation is determined by the Executive Board or its agents after investigation, written notice will be sent to the violating Unit Owner. The first notice of violation will be regarded as a warning, unless otherwise stipulated in the Puckety Church Condominium Rules.
4. If the violation continues for more than 5 days, or it is cured but repeated within 30 days, a Notice of Violation will be issued to the violating Unit Owner and a \$10.00 per day fine will levied against the Unit Owner, after notice and an opportunity to a hearing, until said violation ceases and /or is cured.
5. The Association reserves the right to tow any vehicle that impedes snow removal at the Unit Owner's expense.

All fines represent a lien against the Unit and shall be subject to the Puckety Church Condominium Collection policy of unpaid assessments.

Hearing Process: Any Unit Owner receiving a Rules Violation Notice and/or notice of fines may submit a written request for a Hearing before the Executive Board within ten (10) days of said Notice. Failure to request a hearing represents a waiver of the right to a hearing and fines may be levied against the violating Unit Owners as set forth in the Notice(s). The Unit Owner will be given an opportunity for a hearing within 30 days of the request and no enforcement fine will be imposed until the outcome of that hearing is known. The Unit Owner will be provided with written notice of the outcome of the hearing.

Violation Correction Policy

Infractions of the Rules and Regulations are first given a notice with the following guidelines. If the infraction is not corrected with the defined timeframe, the Rules Enforcement Policy will be applied.

One Week:

- Any item in front mulch area, lawn areas, or impeding grass cutting or service vehicles
- Flower infractions
- Unleashed pets
- Holiday decorations not removed within two weeks of the holiday
- Moving pods remaining longer than five days
- Air conditioner units or fans in windows
- Feeding wild animals
- Wood burning fire pits or stoves
- Political signs

Two Weeks:

- Cleaning patio or garage doors
- Violation of the pet amendment
- Removal of fence, shed, doghouse, swing set, or vegetable garden
- Nails or screws installed without approval

One Month:

- Any architectural infraction
- Operation of a business infraction
- Carpeting installed incorrectly on porch or patio

The Executive Board will consider extensions for special circumstances.

Approval Process for Exterior, Required Interior and Landscaping Changes

- Complete and sign **both** the Request for Approval for Changes form and the Liability Acceptance form.
- Make sure all required paperwork is attached, such as plan, contractor's proposal, etc.
- Place both completed forms in the PCCA mailbox.
- The Committee will review the request, call with any questions, and then make their recommendations to the Executive Board.
- The Executive Board will review the request, considering the Committee's recommendations, and vote on the issue at the following monthly Executive Board meeting.
- The form will then be returned to the Unit Owner with approval or rejection.
- **Once approval is obtained and the Unit Owner has the signed copy of the Change Form, the Unit Owner can proceed to make the approved changes.**
 - Please allow up to 30 days for this process; except for emergencies with hot water heater, furnace and/or leaking skylights.
- The Committee Chairman will follow up with an inspection of the approved installation/change to ensure that all requirements have been met.

Questions on this process or requests for forms can be directed to the Committee Chairman or Rj Community Management.

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Specifications for Common Requests

The following pages contain the specifications and restrictions for replacement and/or installation for common requests for changes. Included are:

- Air Conditioner Unit
- Awnings
- Awnings – Upper Level Units
- Concrete Sidewalks
- Front Door
- Furnace
- Garage Door
- Gutters
- Hot Water Heater
- Patio Door
- Patio and Porch Lights
- Patio Railings
- Patio Slab
- Patio and Porch Surfacing
- Privacy Screens
- Satellite Dish
- Skylights
- Storm Door
- Video Doorbell
- Water Spigot
- Windows

Any changes or replacements must be first submitted on the "Request for Approval for Exterior Changes" or "Request for Approval for Interior Changes" form.

Air Conditioner Unit

- A/C Evaporator (On top of the furnace):
 - Condensate from the A/C evaporator should be plumbed into the existing drain as the original was, or better
 - A pan or alternative is required to catch any leakage of condensate (see Furnace)
- Placement of the A/C Condenser:
 - Except for the lower units of the two-story buildings (Unit # 17, 18, 28, 29, 33, 34, 38 and 39 Elena Avenue), the A/C condenser is to be placed in the location of the original, allowing for proper clearances. The physical size and shape may vary.
- Refrigerant Lines:
 - Existing or New: It is the unit owner's responsibility to select a contractor who recommends using the existing lines or installing new lines and wiring. Existing lines have been successfully used in the complex and replacement is not required. The unit owner is responsible for the entire cost incurred in installing new lines and wiring.
 - Installation: Standards require that all joints be brazed (silver solder), the old refrigerant be recovered, lines be flushed with nitrogen, lines be pressure and/or vacuum tested and the return line be insulated over its entire length. It is recommended, but not required, that a dryer/filter be installed (typical on new condensers).
 - New Line Requirement: All new lines are to be continuous without joints.
 - Installation of New Lines and Wiring: (There are various options)
 - Option 1: Where it is possible, the unit owner may elect to have the new lines and wiring installed in their own ceiling and walls but they are not permitted to require another unit owner's ceiling and walls to be effected. Access through the outside wall is to use the existing hole of the original installation.
 - Option 2: Where possible, new line and wiring are to run up the backside or end of the building (depending on the location of the A/C condenser). If, on the end of the building, a hole in the brick wall will be required to access the attic, for the backside, the lines are to go through the soffit/fascia to gain access to the attic. All external lines are to be covered with white line-sets and down spouts accommodated with offsets.
 - For the middle upper units of the two-story buildings: New lines and wiring will require running across the attic of the adjoining unit and through the utilities access hole in the fire wall between the units. This run is to be continuous without joints.
 - For the lower units of the two-story buildings: The lines and wiring must first rise on the end of the building to the height of (to be determined) and then run at that height across the back of the unit

and then through the garage to gain access to the A/C evaporator.

- Option 3: (Available only to lower units of the two-story building)
The condenser may be located at the back of their unit between the driveway and porch with a minimum clearance of 4 inches on both sides while minimizing the exposed lines and wiring. The new lines and wiring are then to run through the wall of the garage, near the first level, and then up inside the garage to the A/C evaporator.
 - Running the lines and wiring through the ceiling of the garage is not a requirement.

Awnings

- Awnings cannot exceed the size of the patio.
- Awnings must be solid Forest Green, including any trim.
- Awning supports must be anchored in the patio slab.
- Mounting to wall:
 - Holes are preferably limited to the mortar joints and to a depth of no greater than 2.5 inches.
 - Specific approval is required if greater anchoring strength is needed.

Awnings – upper level units

- Awnings **cannot** exceed the framing of the porch roof.
- Awnings must be solid Forest Green, including any trim.
- Awnings can be fixed, manual roll up/down or combination.
- Awnings **cannot** go below the porch railing.
- Awnings fixed supports are limited to :
 - Inverted mounting clamps on the rim of the porch ceiling,
 - Braces mounted to the porch exterior brick wall,
 - A single brace mounted to the panel above the window (such as in unit 30) and fixed “Tie Down hardware” using the porch exterior brick wall.
- The porch railing can be used to secure tie down ropes.

NOT PERMITTED:

- Any structural (fixed) attachment to the porch floor.
- Any structural (fixed) attachment to the porch railing.
- Any attachments to the window framing.

NOTES:

- Holes required for mounting to the wall are limited to the mortar joints and to a depth of no greater than 2.5 inches. Specific approval to do otherwise is required for any necessary reason.
- In addition to the conditions of the “Legal Acceptance for Exterior Change” form, the unit owner is responsible to remove all hardware and repair any and all holes, etc., when selling the unit if the new prospective owner requests the removal of the awning or any part thereof.

Concrete Sidewalks

- For end units that have a sidewalk passing across the front of the unit:
 - The maximum size of the sidewalk is limited to the existing length and to a maximum of 4 feet in width.
 - Sidewalk may be positioned to replace the existing asphalt sidewalk or be placed against the existing porch slab. In the first case, existing shrubs and mulch may remain. In the second case, shrubs have to be moved to the front of the sidewalk. In either case, if the shrubs are replaced with new ones, approval has to be obtained for those shrubs and mulch.
 - The position of the sidewalk and shrubs cannot interfere with lawn cutting.
 - The position of the sidewalk and shrubs cannot interfere with any access needed to complete required repairs, etc.
 - Specifications for the construction and material:
 - 4-inch minimum base of stone (not pea stone)
 - 4-inch minimum thickness of concrete
 - Standard or better concrete mix for sidewalks
 - Wire reinforced, fiber concrete mix, or both
 - Uncolored, broom finish, with no special designs

Front Door

- Front doors must meet local, state, and federal energy and safety requirements plus the following specifications and limitations (if not superseded by law).
- Color: White
- Hardware: Brass
- Material: Steel
- Size: To fit present opening
- Glass: Clear with no tinting
- Style: Similar to any of these three originals:
 - Solid 6-panel door without glass
 - Solid 4-panel door with starburst (glass) at top
 - Small square windows (pictures available).
 - Full glass panel doors are not permitted.
- Handles: Standard round knob or lever (pictures available)
- Make: Any quality brand

Furnace

Except for down-flow furnaces, a catch pan (or alternative, see below) is required when a new furnace is installed, regardless of whether or not the A/C evaporator is being replaced as well. This is to catch any leakage of the A/C evaporator's condensate. **Units with down-flow furnaces are advised to watch for leakage and to use multiple moisture sensors.**

- This drain pan must accommodate the entire footprint of the furnace with at least one-half inch extra all around.
- Two options:
 - This catch pan can have a drain hole to which a flexible hose can be attached to run any leakage into the floor drain, or
 - A sensor can be placed in the catch pan that will turn the A/C off when a certain level of water is reached.

As of 2021, when the replacement furnace requires access to outside air the PCCA maintenance committee must be contacted for approval to cut the required hole and mount the appropriate hardware in the roof by an approved PCCA contractor.

Any roof work must be done by a PCCA preferred contractor to maintain the guarantee on the roof and the insurability of the master insurance policy.

An approved alternate option for containing water leakage with a pan is to install condensate overflow switches plus a moisture sensor on the floor. This can be applied to both new and existing installations.

Possible configurations:

1. For non-condensing furnaces (normal efficiency)
 - a. For A/C evaporators (they sit on top of the furnace) that have an auxiliary outlet for the condensate pan, a condensate overflow switch that will turn the A/C unit off **is required**. This switch is installed in the auxiliary outlet. (Plugged evaporators are the major source of water "leakage".)
 - b. For A/C evaporators (they sit on top of furnace) that do not have an auxiliary outlet for the condensate pan, an in-line condensate overflow switch that will turn off the A/C unit **is required**. It is recommended that this switch also turns off the furnace (and humidifier if installed) in case of any back-flow from them as well.
2. For condensing furnaces (high efficiency)
 - a. Same as 1.a **(required)**
 - b. An in-line condensate overflow switch that will turn off **both the A/C unit and furnace** (and humidifier if installed) **is required**.
3. For both condensing and non-condensing furnaces, an **audible moisture sensor** on the floor near the furnace is required. (Capability to turn off the A/C and /or furnace is optional).
4. **Note:** Condensate overflow sensors do not have to be audible.

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Garage Door

- Garage Doors must have the same appearance as the original and must meet local, state, and federal energy and safety requirements plus the following specifications and limitations (if not superseded by law).
 - Unit Owners may want to consider requirements for any tax/financial benefits/incentives available.
- Color: White
- Material and Structure: Steel, aluminum, and/or vinyl
 - Insulated doors with sealing strips recommended, but not required
 - Door opening action to be similar to original: 4-panel folding overhead
- Size: Must fit present opening without modification of brickwork and structural features.
- Style: Same as original 4-panel folding overhead with same panel design and size with similar (same if possible) embossing. No windows.
- Make: Any quality brand

Gutters

- Any gutters on the porches of units 17, 18, 28, 29, 33, 34, 38 and 39 are the responsibility of the corresponding unit owner. Any other gutters are the responsibility of the Association.
- The gutter must drain into an existing main roof drain down spout that is no more than two feet from the proposed gutter.
- The gutter must be constructed of a single continuous structural length with no seaming of multiple lengths.
- Tapping into the main roof drain down spout of the gutter can be done in one of two ways:
 - A funnel type catch, like Unit #18, or
 - A direct tap in with a non-protruding attachment, like Unit #22
- The proposed gutter must have sufficient slope so as to not retain water.
- Installation must be appealing in appearance with minimal hardware (elbows, etc.).
- Detailed drawings are required.
- Non-protruding attachment and gutter sealant are to be white and all other materials (gutter, hangers, elbows, gutter guard, screws, etc.) must be white-coated aluminum.
- The unit owner is responsible for all costs of materials, installation, maintenance, and restoration from any damage of the main roof drain down spout and porch structure resulting from the installation.

Hot Water Heater

- All installation of replacement hot water heaters requires a drain pan to catch any possible leakage.
 - This drain pan must accommodate the entire footprint of the hot water heater with at least one-half inch extra all around.
 - This drain pan can have a drain hole to which a flexible hose can be attached to run any leakage into the floor drain.
- The over temp/pressure relief valve must be plumbed into the drain provided, as the original should have been, with an air gap.
- Hot water tanks are not permitted in the garage.

Patio Door

- Patio doors must have the same appearance as the original and must meet local, state, and federal energy and safety requirements plus the following specifications and limitations (if not superseded by law).
- Color: White
- Glass: Clear
 - Double or triple pane
 - Tempered and VT greater than 63%*
 - No etching or tinting
- Screen: Same as original with the exception that a single horizontal supporting bar is permitted.
- Hardware: Brass, White, or Standard, as supplied
- Framing material: Same as original (vinyl, or superior to vinyl, subject to ACC and Executive Board approval; aluminum; or steel)
- Size: Must fit present opening without modification of brickwork and structural features.
- Style: Same as original (replace sliding door with sliding door; replace French door with French door)
 - Grids are optional for all doors – proposed grids must be approved
 - Grids in glass and horizontal screen supports are optional for all doors (see above)
 - Horizontal built-in shades “between the glass” are optional for all patio doors
- Handles: Standard
- Make: Any quality brand

*Glass for blocking ultraviolet light and for energy efficiency must have a “Visible Light Transmittance” (VT) greater than 63%. The appearance is limited to a light green effective coating. Vender must supply a sample for ACC and Board approval.

Patio and Porch Lights

- Color: Black, Brown, or Dark Bronze.
 - No yellow brass, silver, or white
- Size: No larger than 20" high, 9.5" wide and 10" deep (from wall). No smaller than the original size of 17.5 x 8 x 8.5 inches.
- Material: Non-corrosive (won't rust)
- Bulb:
 - Wattage - Maximum of 75 watts (950 lumens) and minimum of 40 watts (450 lumens)
 - Color – White frosted or clear
 - Style – Regular or candle; no spot lights
- Style: Similar to original, with the exception of being able to replace bulb from the bottom
 - No globes
 - A picture of the proposed light should be included with the Request for Approval for Change.
- Lenses: Clear or frosted; no colors
- Motion Detector: Optional

Patio Railings

Restrictions of use:

- Railings are only permitted to protect from falling.
 - Railings are not permitted when a fall hazard does not exist.
- Railings in the front of units are prohibited.

Installation:

- Railings can only be installed where any drop-off at the edge of a patio cannot be resolved with landscaping modifications.
- Railings must meet any and all federal, state, and local ordinances.
- Railings must be structurally sound.
- Railings must be securely anchored to the concrete patio.
- Railings may be anchored to the privacy walls.
 - Anchoring braces, screws, etc. must be non-corroding and white except screws and bolts which may be stainless steel or aluminum.
- Color: White
- Materials:
 - Iron (with baked enamel or other non-corroding protective white coating)
 - Aluminum (with baked enamel or other non-corroding protective white coating)
 - Plastic (white throughout thickness and must not become discolored with age)
 - Plastic is preferred because it is non-corroding but it must be sturdy.
 - No wood products.
- Height: Between thirty (30) and forty-two (42) inches.
- Pattern: May be decorative but must be safe for children and must not have any spears (points).
- Porch railings not permitted.

Note: Unit Owner is responsible for any damage to the patio and privacy wall resulting from the installation, use, and aging of patio railing.

Patio Slab

- The maximum size of the patio is limited to the area defined as from privacy wall to privacy wall (or end of unit if there is no wall) and 10 ft. from the unit's rear wall.
 - A variance will be granted allowing for the patio to be 12 ft. from the unit's rear wall if the adjoining unit has a 12 ft. patio already installed.
 - The small area off of the privacy wall may be filled in if the adjoining unit's patio slab comes to the privacy wall and the adjoining Unit Owner approves.
- Patio slab cannot interfere with lawn cutting and any potential necessary access of equipment required for repairs, etc. by the Association.
- Specifications for the construction and material:
 - 4-inch minimum base of stone (not pea stone)
 - 4-inch minimum thickness of concrete
 - Sloped from unit's wall at least 1/4-inch over 8-ft.
 - Standard or better concrete mix for patios
 - Wire reinforced, fiber concrete mix, or both
 - Uncolored
 - Smooth finish; no designs
 - Paver stones are not permitted

Patio and Porch Surfacing

- All surface coatings must be permanent.
- The color must compliment that of the existing brick walls.
- The surface finish is to be relatively smooth with no designs or patterns. (Slight roughness or texture for traction is permitted)
- Unit Owner is responsible for determining the suitability, longevity, maintenance requirements, etc. of the surface coating.
- Unit Owner is responsible for the maintenance, repair, and removal of the surface coating if it falls into disrepair.
- Permanent coatings such as, but not limited to, thermoplastic and stone/epoxy aggregates are possible surface coatings.

Privacy Screens

- Permitted, with approval, for units that have a street running the depth of the unit (Units 8, 9, 52 and 59).
- Units on Elena Extension (Units 17, 18, 28, 29, 33, 34, 38 and 39) may erect a patio screen with approval. Patio screens are not permitted between garages.
- Color: White
- Size: 6 ft. high and no longer than the width of the patio.
- Style: Must match those already installed in the community.

Satellite Dish

Satellite dishes are not permitted on common elements (roofs, walls, grounds).

- Dishes are permitted, with approval, on the Unit Owner's Limited Common Element which is their back patio or balcony.
 - The satellite dish can be installed on a pole with the mounted dish not protruding over the edge of the patio slab or balcony.
 - The Association restricts the drilling of holes in the exterior of the building. The running of the TV cable from the dish to the interior of the unit must be through a window or door, utilizing a flat cable. The use of the Comcast lines is not permitted.
 - A layout of the location of the TV cable and the height of the assembly of the pole and dish must be included with the request for approval, providing as much detail as possible. Revisions may be required.
 - Direct TV requires a signed approval from the Association before installation.
- **Installation should not be scheduled before final approval is obtained from the Executive Board.** The ACC reviews the installation and makes any recommendations to the Board. The ACC also is responsible for inspecting the approved installation to insure that all requirements are met.
 - Please allow 30 days for allocation of all paperwork needed for approval.
- All of the above requirements are legally permitted under FCC Rules. A copy of these rules can be obtained from the ACC Chairman.

Satellite dishes that were installed before April 2009, which is when the Unit Owners took control of the Association, are grandfathered for the current owner.

- Before a unit can be sold, the satellite dish must be removed from the common area (roof, privacy wall, grounds) and the common element must be restored as originally built. This work is done at the Unit Owner's expense.
 - The ACC is responsible for inspection of the dish removal.
- A Resale Certificate for the sale of the unit will not be issued until the work is complete.
 - PA Condominium Law requires a Resale Certificate be prepared and presented to the buyers of the unit. This document is the disclosure statement for the Association and is given to the prospective buyer when there is a signed sales agreement.

Sky Lights

While changes or replacements require a "Request for Approval for Outside Changes" form, emergency installation of sky lights that are leaking water with resulting water damage are subject to the following specification:

- Fixture
 - Sky light replacements are limited to VELUX Sky Lights.
 - For the majority, if not all sky lights, the model required is FS C06 2004; others require individual approval.
- Installation
 - Installation is to be made per VELUX instructions, including VELUX required flashing kits.
 - Fixture must fit present opening without modification to structural features.
- Style
 - Fixed deck mount
- Glass
 - Laminated glass (for severe weather conditions)
 - Energy saving coatings, tinting and shades are allowed and are not subject to approval.
- Shingles
 - Any and all shingles involved must be black Owens Corning 50 year guaranteed Oakridge or Duration (or equivalent subject to approval) to maintain roof appearance and the Association's warrantee on the roof.
 - Shingles are available for purchase, at cost, from the Association.
- Where there are two or more adjacent sky lights, only the faulty one needs to be replaced.

Any roof work must be done by a PCCA preferred contractor to maintain the guarantee on the roof and the insurability of the master insurance policy.

Storm Door

- Storm doors must meet local, state, and federal energy and safety requirements plus the following specifications and limitations (if not superceded by law).
- Color: White
- Hardware: Brass
- Material: Aluminum frame
- Size: To fit present opening (may require "fitting" strips)
- Glass: Clear; no tinting, etching or frosting
 - Beveled glass permitted
- Style: Full view or full view with retractable screen (pictures available)
 - Brass stripping permitted on bottom (4 inch max)
- Handles: Push button, knob or lever
- Make: Any quality brand

Video Doorbells

- Physical Size Limit: Height 4.75 inches, Width 1.85 inches
- Color: White (including required space/mounting plates)
- Location/Mounting: Over existing doorbell opening using a spacer/mounting plate to allow positioning the unit up against the brick wall and not extending the unit past the brick wall.
- In addition the spacer/mounting plates are not to extend more than $\frac{3}{4}$ inches top and bottom and $\frac{1}{2}$ inch width beyond the video doorbell unit. These spacer/mounting plates are to accommodate the unit's mounting screws without additional mounting screws (if needed, additional extension wire leads and wire nuts may be required).
- **Door frame is NOT to be notched or altered in any way. The unit owner will be held responsible for any and all necessary repairs and restoration of the original door frame and doorbell.**
- When the video doorbell unit and the spacer/mounting plates are removed for any reason, the screw holes in the door frame are to be filled, finished and painted. **The original doorbell should be saved (or equivalent) and reinstalled when the video doorbell unit is removed for any reason.**
- Compatibility with "neighborhood watch" Google or other apps is not required.
- Removal of the Video Doorbell before the sale of the unit is required and reinstallation required if the prospective buyer requests the removal as a term of the sale.
- Unfortunately, some unit doorways may not be able to meet these requirements.

The PCCA is free of any liability during the installation and use of the video doorbell due to any damage to the current doorbell system or the video doorbell system itself for any reason, including improper installation and improper voltage.

Before installation, you must receive ACC and Board approval.

Water Spigot – Exterior

Limitations

- Spigots permitted only in the back of unit.
- Mounting should be flush against wall.

Requirements

- Inside shutoff
- Sketch showing exterior spigot placement.
- Sketch showing inside shut off valve placement.

Windows

- Windows must have the same appearance as the original* and must meet local, state, and federal energy and safety requirements plus the following specifications and limitations (if not superceded by law).
- Color: White
- Glass: Clear, double or triple pane
 - Tempered and VT greater than 63%*
 - No etching or tinting
- Material: Vinyl or superior to vinyl, subject to ACC and Board Approval
- Hardware: Standard as supplied
- Size: Must fit present opening without modification of brickwork and structural features
- Style: Same as original
 - Replace double-hung windows with 5/8 inch grids (contour grilles) between the glass forming 4 or 6 panes horizontal and vertical, as original, and evenly spaced
- Make: Any quality brand

*Glass for blocking ultraviolet light and for energy efficiency must have a "Visible Light Transmittance" (VT) greater than 63%. The appearance is limited to a light green effective coating. Vendor must supply a sample for ACC and Board approval.