

SPRING GROVE ESTATES CONDOMINIUM ASSOCIATION
RULES AND REGULATIONS

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SPRING GROVE ESTATES CONDOMINIUM ASSOCIATION RULES AND REGULATIONS

Statement of Purpose

The Rules and Regulations as stated herein are intended to ensure that all residents enjoy the benefits and highest standards of safety, comfort, and privacy. Because the lifestyles of the residents of our community vary widely, it is important for everyone to adhere to these rules and regulations. This will assure that the rights of all are maintained.

Since the residents commonly own all of the property beyond our units, these rules also provide for a standard of excellence in the presentation of this common property. The presentation of the community is crucial to the economic value of each and every unit. *Individual variability will diminish the presentation and the market value.*

The content herein shall be seen as a modification to the provision of the Declaration and Establishment of Easements, Conditions, Reservations and Use Restrictions defined for the Spring Grove Estates Condominium Association under the Pennsylvania Uniform Condominium Act (Condominium Declaration).

All owners of Spring Grove Estates signed this document at the time the original Sales Agreement was signed. *All present and future owners, mortgages, lessees, and occupants of the Units and their agents, employees, and guests are bound by these rules and all amendments thereof.* The Condominium Declaration contains conditions and restrictions and rather than repeating them, these supplementary rules and regulations refer the reader to the appropriate section of the Condominium Declaration. This document contains only amplification, changes, additions, and extensions.

Original: September 1, 1997

Revised: March 4, 1998

Revised: May 21, 2003

Section One: Change Criterion

The Condominium Declaration documents the responsibilities of the Executive Board. Residents may request the Executive Board to consider variations and exceptions to the rules contained in the Condominium Declaration as well as rules contained herein through the process described below.

Changes to the physical design that was established by the developer and maintained by the Spring Grove Estates Condominium Association are called variations. Residents should understand that variations and exceptions will not be common but will be granted for good reason. All other changes are considered exceptions to the rules and regulations. Any variation or exception must meet the following criteria:

- The change must be beneficial in its application
- The change cannot effect the appearance of the condominium such that there is the potential for a reduction in economic value
- There is an absence of negative impact on the right of another Unit owner and on the rights of the community
- There is no future economic implication for the Condominium Association that might include maintenance costs or liabilities
- There are no health or safety issues for residents, guests, or the public
- There is not a violation of local, state, or federal law
- The change preserves the spirit, intent, and purpose of the Spring Grove Estates Condominium Association

CHANGE REQUEST PROCEDURE

For consistent operation of the Association, the Executive board requires compliance with the following procedure for all alterations.

1. Obtain from and submit to the board of directors, a completed "REQUEST CHANGE Form", including the required drawings/specifications, and details of the change.
2. The application for alteration will be forwarded to the Review Committee for evaluation and recommendation.
3. The Review Committee will post the requested change on the community bulletin board. On request, the Review Committee will provide copies for review of the Request Package to Unit owners who might be reasonably affected by the requested alteration.
4. If a decision on the request is expected to take more than one (1) week, a "Pending" letter will be sent to the unit owner advising them of the status of the process.
5. The review committee may ask the applicant to revise the request based on policies or procedures of the Association. In reviewing requests the Review Committee has the right to continue any review in subsequent meetings until all facts have been gathered. However the review process will be deliberate so as to give the applicant a timely decision.
6. The Review Committee will submit its recommendation to the Executive Board for formal action.
7. The Executive Board will communicate (in writing) the decision (approval/rejection/modification) of the application to the unit owner. If the decision is not favorable the applicant can request a hearing before the Executive Board at its next meeting. This hearing will be open to the applicant and any other interested resident. NOTE; once formal approval has been obtained/ received, only then may the unit owner commence the alteration.
8. Each member of the board should state their reason for their vote. For approval, a proposal requires four (4) favorable votes.

Request Change Form
Spring Grove Estates Condominium Association, Inc.

Month	Day	Year	Unit #

Name:	Phone Number:
Street Address:	City:
Unit #:	State: Zip:

Check type of Change Proposed:

Check one	Type of Change
<input type="checkbox"/>	Landscaping
<input type="checkbox"/>	Storm Door
<input type="checkbox"/>	Awning
<input type="checkbox"/>	Fence
<input type="checkbox"/>	Other

Documentation in Support of Change

1. On an attached sheet of paper, please explain in general the change that is being requested. A sketch would help to locate and show approximate dimensions. If a color of paint is being requested a sample would help and the request should include first and second choices. If landscaping is involved, a description of the plantings will be needed. A description of materials to be used should be included.

2. Explain in detail on the attached sheet, the existing structure, landscaping appearance or rule that will be affected by the requested change. For example, will existing shrubs be removed; will the unit appearance from Spring Grove Boulevard, Lake View Drive, or Vernon Drive be changed; will there be an architectural difference.

3. Request Starting Dates:

Work to begin on or about _____

Work to be completed on or about _____

4. On an attached sheet, please describe the effects of the change on your immediate neighbors and other residents of Spring Grove. Refer to the bulleted items in Section One, and address all applying to this situation. Letters of support or other evidence support by affected residents will strengthen the request.

5. A detailed drawing is required. If it clearly shows the existing and the changed situation with dimensions, this drawing may be the same as that discussed in item 1 above. Photographs may also be included.

Signature of Owner

Date

Executive Board will forward this request to the Review Committee.
A meeting will be held and a site visit should be expected.

Signatures of Executive Board Approving Change

Signature	Date
1.	
2.	
3.	
4.	
5.	
6.	
7.	

Four signatures are required for approval.

Section Two: Common Ground and Property

Statement of Purpose

The term **condominium** refers to a form of property ownership in which there are two forms of ownership, individual and common.

Individual ownership refers to the living quarters of the owner.

Common ownership refers to the mutual ownership of common elements.

Common Elements are all that an owner may use and enjoy along with the other Owners. Common elements are all portions of the condominium which are not included within the individual units.

Limited Common Elements refer to that which serves the individual unit, but is located outside the unit. This includes but is not limited to the patio, sidewalks, exterior door, and windows.

In this section, the Rules and Regulations clarify residents' rights with regard to ownership categories.

Within the condominium community, the Unit owner and the community, as a whole, share in rights and responsibilities.

The Spring Grove Estates Condominium Association Executive Board adopted the following Rules and Regulations on May 21, 2003. Implementation of the Common Ground and Property provisions that will require a physical change to the Unit, Limited Common Property provisions that will require a physical change to the Unit, Limited Common Property or Common Property will be a requirement as of May 21, 2003. *As of this date, all variations are to comply with the alteration request procedure.* Those residents, who choose not to comply, may call on a member of the Executive Board. This member will assist the resident in preparing a change request for any area of noncompliance. Implementation of the Common Ground and Property provisions not involving a physical change are effective at publication.

RULES GOVERNING COMMON AREAS

Flags, Banners, Wind Socks, Wind Chimes, Etc.

- Display of the American Flag is permitted. Freestanding flagpoles are permitted on patios and in mulch areas adjacent to Unit front door. The American flag may be attached to a patio fence as long as the Unit Owner agrees to be responsible for the repair of damage to any fence mounting. *The American flag will not be larger than 3 feet by 5 feet.* The top of the flagpole shall not extend above the roofline of the first floor. The mounting of the flag will not interfere with sidewalks or other public access.
- Other flags, banners, or windsocks may not be displayed or exhibited.
- No linens, cloths, rugs, mops, or laundry shall be hung from any window, patio, or fence that is visible from any road.

Shrubs and Trees

- All trees and shrubs are the property of the condominium.
- No resident shall plant, trim, or replace any shrub or tree without the written consent of the Executive Board.
- During the Christmas/Hanukkah Season low wattage (under three watts), non-flashing, white midget lights designed for outdoor application may be used on the shrubs and fence from Thanksgiving through January 15th only.

Planted Areas

- It is the Spring Grove Association's responsibility to provide for the design, maintenance, repair, and replacement of the lawn as well as the trees and shrubs.
- Residents are not permitted to alter the landscaping of common areas including expanding and bounding, planting in grass areas, or modifying the color and texture of the mulch bed.
- Potted live plants of a reasonable size may be placed in the mulch area. These potted plants must not interfere with the existing shrubbery and must be portable for routine maintenance purposes.
- Nothing else is to be planted or placed in the mulch area outside the fence.
- Potted live plants may be placed on the unit side of the garage door and along the units brick wall.
- Planters may be placed on the sidewalk.
- All planters must be stored in the unit over winter.

Flowers, Pots, and Planters

- Flowerpots and planters for flowers cannot be affixed to the structure of the unit.
- Flowerpots, planters and decorative accessories are permitted within the patio fence area of the Carriage Houses.

Signs, Advertisements, and Decals

- No signs, notices, or advertisements will be placed on a unit, fence, exposed at a window, or placed on the common ground without the express written agreement of the Executive Board. All requests for permission must be submitted to the Executive Board identifying the material to be posted, stating its purpose, location, and the anticipated duration of the posting. The exceptions to this rule are:
 1. A single “For Sale” sign, no larger than 18 in. by 24 in. and no higher than 3 feet is permitted. The sign is to be placed on property connected to the Unit and visible from one of the three roads. An additional placement could be in the window of the Unit.
 2. “Tot Finder” or “Pet Finder” decals from the Rostraver Township Fire Department.
 3. A security protection sign, smaller than one square foot.

Tools, Toys, Furniture, and Large Personal Items

- All tools, toys, bicycles, and other large personal items must be stored within the Unit when not in use. Playground equipment such as swing sets is prohibited.
- To prevent animal foraging, refuse and garbage will be stored within the Unit. If placed at the curb the night before it is to be picked up, garbage will be in a container that will protect it from roaming animals.
- Common areas are to be kept free and clear of rubbish, debris, and other unsightly material.
- Outdoor furniture is permitted only on the patio surface.
- Pole mounted lanterns and torches for lighting and electronic devices to eliminate insects are not permitted.
- Portable grills using charcoal or bottled gas must be stored on the patio or within the Unit. Residents are responsible for the repair of siding, brick, and painted surfaces damaged by heat from the grills.

Doors, Windows, and Exteriors

- The appearance of the front door must be maintained in accordance with the Board approved style of color.
- Peephole sights for security are permitted.
- Seasonal and holiday wreaths on the door and windows are permitted, and Christmas wreaths on windows are permitted.
- Seasonal lights attached to the unit are prohibited.
- Walkway lighting is prohibited.

- Spotlights are prohibited except a maximum of three white spotlights may be used from Thanksgiving to January 15th. They may be lit from dusk until 11:00 P.M. Light from the spot must be confined to unit.
- Window treatments are preferred and must be white or beige when viewed from the outside.

Screen Doors and Awnings

- The appearance of the screen door will be as approved by the Executive Board. A work order must be presented to the maintenance committee.
- The appearance of the awnings will be as approved by the Executive Board. A change request form must be presented to the maintenance committee for the initial installation. Your awning will be installed each year on or about April 1 and will be taken down on or about November 1. *Awning drops may be used for shading the unit from the sun or for privacy when using the patio. At other times they should be rolled up for security and emergency reasons.*

Parking

- Parking on the street is prohibited.
- Guests must park in the driveway and any additional cars may park in the public parking spaces.
- Resident use of public spaces is *acceptable on an occasional basis*, but the Executive Board must approve extended use.
- Curb and driveway selling of vehicles is prohibited.
- Be considerate of neighbors by not parking in their driveway without permission.

Sales

Garage sales, yard sales, or public sales are not permitted. However, the Executive Board may be petitioned for exceptions in the case of liquidation sales, Estate sales, or group activities.

Section Three: Pets

While pets are a source of pleasure for their owners, pets cannot become a nuisance to any resident. These rules address the impact of pets on the Spring Grove Estates Condominium Community. Paragraph 4.14 of the Condominium Declaration contains the basic rules with regard to pets. Those rules and the following apply to pets of owners, tenants, and guests. The resident (owner or tenant) is responsible to inform guests of the rules.

1. Residents are permitted to have no more than one (1) *domesticated dog or cat*, which shall not exceed 30 pounds. All pets are to be licensed in accordance with the ordinances of the Municipality of Rostraver Township and Westmoreland County.
2. At no time is any pet to be left unattended and be housed, tied, or chained outside of any Unit. Pets must be walked on a leash, are not to run loose, including on the walking trail. The pet must be under the owner's control and supervision at all times. Pets are not permitted in the pool area.
3. Pet owners are responsible for immediately cleaning up any pet waste in the grass surrounding their Unit or other Condo ground. All waste must be *disposed* of in the residents unit. Maintenance personnel will be instructed not to clean up waste or to perform any landscaping services where there is a concentration of waste materials. Any damage caused by a pet will be the responsibility of the pet's owner.
4. As stated in the Condominium Declaration, the Executive Board had the right to require the permanent removal of pet that is a nuisance. The following process will apply for other than removal complaints:
 - Any resident may report a violation to a member of the Executive Board, identifying the animal, the violation, and the Unit owner.
 - Within 30 days of the second offense, a written warning is issued to the pet owner.
 - If the next offense occurs within 30 days of the written warning, a \$25.00 fine is imposed.
 - Repeat offenses within 30 days of the last fine are \$50.00 per occurrence.

Section Four: Clubhouse

Statement of Purpose

The Rules and Regulations of the Clubhouse are necessary to assure that all residents will be able to enjoy and benefit from privileges associated with the use of the Community Clubhouse and/or social events the residents of the Spring Grove Estate Condominium Association plans or wishes to partake in. These rules and regulations are to provide quality maintenance of the Clubhouse for standard of excellence, which is crucial to the economic value of each and every Unit.

1. The Clubhouse is a **NO SMOKING** facility.
2. A bulletin board will be placed in the community room and is to be used as a means to relate messages and notices to community members. A calendar will list all community meetings and events. On the last day of each month a designated Clubhouse member will remove any of the previous month's notices and messages.
3. No pets of any kind are permitted in the Clubhouse or on the grounds contained therein at any time.
4. Supplies provided for the Clubhouse are to be used only in the Clubhouse area and are not to be removed for personal use.
5. Private social events at the Clubhouse *require reservations*.
 - Complete a reservation form that is available from a Clubhouse committee member.
 - Return the completed reservation form to the designated Clubhouse committee member.
 - Confirmation of the date will be by means of a phone call from the designated Clubhouse member.
 - Reservations for the Clubhouse will be taken a year in advance for a special occasion such as an anniversary, shower, or retirement. *All other reservations will be taken sixty days in advance.*
 - No more than two requests are permitted at any one time.
6. No fee will be charged for the first two reservations of the Clubhouse per calendar year. Reservations beyond that will require a \$10.00 fee.
7. There is a \$50.00 refundable security deposit in the form of a check that must be given 30 days in advance.
8. This security deposit and fee are subject to change due to spiraling costs or abuse.
9. Monthly condominium fees and assessments must be current prior to the resident's reservation request by being approved by the Clubhouse/Social Committee.

10. Residents using the Clubhouse are responsible for supplying their own paper and cleaning products for the event.
11. After use of the Clubhouse a designated Clubhouse committee member will check the Clubhouse to ensure that:
 - Smoking has not occurred. If it has occurred, it will be the responsibility of the member that reserved the Clubhouse to rectify any damages caused by smoking.
 - All tables and counter tops have been cleaned. All trash removed and taken back to the resident's unit for disposal.
 - The stove has been cleaned and turned off.
 - All lights are off.
 - The fireplace is turned off.
 - The thermostat has been turned down to 62 degrees in winter.
 - The air conditioner is set at 80 degrees in summer.
 - Bathrooms are clean.
 - Furniture has been returned to its original location.
 - Clubhouse doors are locked.
 - Person reserving Clubhouse may be present for the inspection.
12. If the above stated rules have not been adhered to, a Clubhouse committee member will notify the Association member who reserved the Clubhouse and ask them to correct the problem. If noncompliance occurs the Association member will forfeit the \$50.00 security deposit and will also be responsible for any cost to restore the Clubhouse to its original condition.

KEYS

- As members of the Association, each Unit is entitled to a key for the Clubhouse.
- Each member is responsible for following the above stated rules for the Clubhouse.
- There will be a sign-in and sign-out sheet on the bulletin board. The member unlocking the Clubhouse must sign in and out.
- Donations toward the upkeep of the Clubhouse are gratefully accepted.
- There will be a security deposit required for each key.
- Any member not following Clubhouse rules may have their key privileges removed by Executive Board action.

Spring Grove Estates Clubhouse Reservation Form

Committee Copy

Owner's Name	Today's Date
Address _____ Lake View Dr. Belle Vernon, PA 15012	Phone Number (724) _____ - _____
Date of Reservation	Time of Reservation From _____ to _____

Owner's Signature: _____

Accepted by: _____ Date: _____

Cancellation Procedure: Please notify any Clubhouse Committee Member if cancellation is necessary prior to the event. This will allow others to use the Clubhouse in event of cancellation. Failure to cancel will cause the event to count as if it had occurred.

Spring Grove Estates Clubhouse Reservation Form

Owner's Copy

Owner's Name	Today's Date
Address _____ Lake View Dr. Belle Vernon, PA 15012	Phone Number (724) _____ - _____
Date of Reservation	Time of Reservation From _____ to _____

Owner's Signature: _____

Accepted by: _____ Date: _____

Cancellation Procedure: Please notify any Clubhouse Committee Member if cancellation is necessary prior to the event. This will allow others to use the Clubhouse in event of cancellation. Failure to cancel will cause the event to count as if it had occurred.

Spring Grove Estates

Following are the approved trees and shrubs:

Fence Area: Holly Green, ~~Bird's Nest Spruce~~, Cyprus Gold Thread (Golden Mop), Swarf Burning Bush, Crimson Pygmy Barberry, Blue Star Juniper

Trees: Pink Flowering Crabapple, White Flowering Crabapple, Japanese Red Leaf Maple, Flowering Plum, Ivory Silk Lilac, Flowering Pear (Bradford)

SPRING GROVE ESTATES CONDOMONIUM ASSOCIATION

****SATELLITE DISH INSTALLATION GUIDELINES****

HOMEOWNER INSTALLED

1. Owners must submit an alteration form to the management company for the approval of the Board of Directors for the installation of a Satellite Dish.
2. Satellite Dishes **greater than 39" in diameter** shall not be permitted on any lot or unit. Television and radio antennas, shall be prohibited on the exterior of any lot or unit.
3. Satellite Dishes that are less than 39" in diameter must meet the following installation guidelines:
 1. The satellite pole must be no higher than 4 foot.
 2. The Satellite Dish is only permitted on the limited common area of the unit owners' patio in a weighted bucket.
 4. **Prohibited on** the roof, chimney or exterior of any unit.

OWNERS ARE RESPONSIBLE FOR MAINTENANCE OF SATELLITE DISHES