



SPRING GROVE ESTATES

**LAKE VIEW DRIVE
ROSTRAVER TOWNSHIP, PA 15012**

**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
Revised: Jan. 20, 2017
Revised: February 29, 2024

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:

1. The change must be beneficial in its application.
2. The change cannot affect the appearance of the condominium such that there is the potential for a reduction in economic value.
3. There is an absence of negative impact on the right of another Unit owner and on the rights of the community.
4. There is no future economic implication for the Condominium Association that might include maintenance costs or liabilities.
5. There are no health or safety issues for residents, guests, or the public.
6. There is not a violation of local, state, or federal law.
7. 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 and submit to the board of directors, a completed Alteration Form (Section Nine: pages 15-16), including the required drawings/specifications and details of the change.
2. The application for alteration will be forwarded to the Executive Board for evaluation and recommendation.
3. 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.
4. The Executive Board 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.

Change Request Procedure (continued)

5. The Executive Board will submit its recommendation for formal action.
6. 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.
7. Each member of the board should state their reason for their vote. For approval, a proposal requires four (4) favorable votes or Majority.

(Refer to Attached : Spring Grove Estates Condominium Association : Application for Approval Form (Section Nine: pages 15-16)

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, Windsocks, Wind Chimes, Etc.

Display of the American Flag is permitted. Freestanding flagpoles are permitted on patios and in rock bed 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 or 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 roof line of the first floor. The mounting of the flag will not interfere with sidewalks or other public access.

Other flags, banners, or windsocks may 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

1. All trees and shrubs are the property of the association.
2. No resident, shall plant, trim, prune or replace any shrub or tree without the written consent of the Executive Board at the expense of resident.
3. Once plants have been installed, resident must submit a request to maintain/trim the plants in question on their own. If a request is **NOT** submitted Landscaping Contractor will trim plants at their discretion. A list of residents that will be doing their own trimming will be forwarded to Landscaping Contractor.
4. See the list of approved bushes and trees in (Section Nine: page 17).

Planted Areas

1. 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 in common ground areas.
2. Residents are not permitted to alter the landscaping of common areas including expanding and mounding, planting in grass areas, or modifying the rock bed.
3. Nothing else is to be planted in the rock area outside the fence without submitting for approval.

Flowers, Pots, and Planters

1. Flowerpots and planters for flowers cannot be affixed or attached to the structure of the unit.
2. Flowerpots and planters may only be free standing and may not be attached to the brick.
3. Flowerpots, planters and decorative accessories are permitted within the patio area of the Condo.
4. Potted live plants of a reasonable size may be placed in the rock area. These potted plants must not interfere with the existing shrubbery and must be portable for routine purposes.
5. All planters must be removed from the area and stored appropriately in the unit over the winter.

RULES GOVERNING COMMON AREAS (continued)

Lighting (Holiday- November 15th through January 15th)

1. Only low wattage (under three watts or equivalent), non-flashing, white mini lights designed for outdoor application may be used on the shrubs and fence. The lights will not be attached to the unit or gutters.
2. A maximum of three white spotlights may be used.
(Light from the spotlights must be confined to unit.)

Lighting for Walkway (Solar)

1. The lights may only be installed in the unlit areas between the garage and patio in the rock bed, never in the grassy area, and no area that is subject to mowing or snow removal.
2. Lights may only be installed after an alteration form is submitted and approved by the Board.
3. Individual lights may be no more than 24 inches high and 6 inches in diameter, and spacing should be no closer than three feet.

Lighting for Walkway (Electric)

Currently not allowable.

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. A security protection sign, smaller than one square foot is permitted.

RULES GOVERNING COMMON AREAS (continued)

Tools, Toys, Furniture, and Large Personal items

1. 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.
2. To prevent animal foraging from roaming animals, refuse and garbage cans will be stored within the Unit. When placed at the curb the night before for garbage pick up the container should be returned inside as soon as possible.
3. Common areas are to be kept free and clear of rubbish, debris, and other unsightly material.
4. Outdoor furniture is permitted only on the patio surface.
5. Pole mounted lanterns and torches for lighting and electronic devices to eliminate insects are not permitted.
6. Portable grills using charcoal or bottled gas must be stored on the patio or in the Unit. Residents are responsible for the repair of siding, brick, and painted surfaces damaged by heat from the grills.

Doors, Windows, and Exteriors

1. The appearance of the front door must be maintained in accordance with the Board approved style of color.
2. Peephole sights for security are permitted.
3. Window treatments, curtains and blinds are preferred and must be solid white or beige (almond) when viewed from the outside.
4. Seasonal and holiday wreaths on the door and windows are permitted.
5. Other Holiday Decorations (Easter, Fourth of July, Halloween etc.) are permitted but must be tasteful decorations around resident's condominium area.
6. See section Lighting – Holiday for holiday lighting rules.
(November 15th - January 15th)

Screen Doors

The appearance of the screen door will be as approved by the Executive Board. A change request form must be presented to the Executive Board before door is installed.

Patio Roofs

1. Patio Roofs must be approved by the Executive Board. A change form must be submitted and approved prior to installation.
2. Patio blinds may be installed 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.
3. Patio blinds are permitted to be installed under the patio roof.

NOTE: NO “NEW” AWNINGS ARE PERMITTED. ONLY PERMANENT PATIO ROOFS THAT MATCH EXISTING ROOFS ARE ALLOWED.

RULES GOVERNING COMMON AREAS (continued)

Parking

PARKING ON LAKE VIEW DRIVE IS PROHIBITED.

1. Guests must park in the driveway and any additional cars may park in the public parking spaces.
2. Resident use of public spaces is acceptable on an occasional basis, but the Executive Board must approve extended use.
3. Curb and driveway selling of vehicles is prohibited.
4. Be considerate of neighbors by not parking in their driveway without permission.
5. Any parking of an RV, conversion van or commercial vehicle must have prior approval from the Executive Board.
6. Generators cannot be used while parked in neighborhood driveways or overflow parking during the hours of 9 PM to 8 AM.
7. Moving storage pods should have prior approval and be removed within two weeks from residents driveway or overflow parking area.

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 such as Community Yard Sales.

Speed Limits

1. **THE NEIGHBORHOOD SPEED LIMIT IS 15 mph.**
2. This regulation is for the safety of all residents.
3. Failure to abide will result in a verbal warning for the first offense and a note will be put in your file.
4. A second offense will result in a written warning and a \$50.00 fine
5. If there is a next offense within 30 days a written warning and a \$100.00 fine will be issued.
6. Repeat offenses refer to Section Five.
7. **PLEASE BE RESPECTFUL OF YOUR NEIGHBORS - DRIVE SLOW!**

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.

SECTION THREE: PETS (Continued)

1. Residents are permitted to have no more than one (1) domesticated dog or cat. 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. The pet must be under the owner's control and supervision at all times.
3. **Pet owners are responsible for immediately cleaning up any pet waste in the areas surrounding their Unit or other Condo ground. All waste must be disposed of in the resident's 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 has the right to require the permanent removal of pet that is a nuisance. The following process will apply for other removal complaints:
5. Any resident may report a violation to a member of the Executive Board identifying the animal, the violation, and the Unit owner.
6. First offense is a verbal warning put in residents condo file. If a second offense occurs within 7 days of the first offense, a written warning is issued to the pet owner, and a (FINE) of \$50.00.
7. If the next offense occurs within 30 days of the written warning, a \$100.00 fine is imposed. Repeat offenses within 30 days of the last fine are \$50.00 per occurrence. Refer to Section (Five).

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 plan or wish 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 cannot be rented for any business purpose that is intended for profit without prior approval of the HOA Executive Board.

CLUBHOUSE (continued)

2. The Clubhouse is a **NO SMOKING** facility.
3. A bulletin board will be placed **OUTSIDE** of the Clubhouse and is to be used as a means to notify all community residents of upcoming events, meetings, etc. A calendar inside the Clubhouse will also list all community meetings and events.
4. **NO PETS** of any kind are permitted in the Clubhouse or on, the grounds contained therein at any time.
5. Supplies provided for the Clubhouse are to be used only in the Clubhouse area and are not to be removed for personal use.
6. Private social events at the Clubhouse require reservations. Process as follows:
 - Complete a reservation form (Section Nine: page 18) or obtain it from the Clubhouse committee chairperson. Return the completed reservation form to the designated Clubhouse committee chairperson. Confirmation of the date will be by means of a phone call from the designated Clubhouse chairperson.
 - Reservations for the Clubhouse will be taken up to a year in advance for a special occasion such as an anniversary, shower, or retirement.
 - A fee of \$35 will be charged for personal occasions and events.
 - There is a \$100.00 refundable security deposit in the form of a check that must be given 30 days in advance. Exception: funeral and other short notice events
 - No fee will be charged for the wake of a resident.
 - This security deposit and fee may change..
 - Monthly condominium fees and assessments must be current prior to the resident's reservation request before being approved by the Clubhouse Social Committee.
 - Residents using the Clubhouse are responsible for supplying their own paper and cleaning products for the event.
 - After use of the Clubhouse, a designated Clubhouse committee member will inspect the Clubhouse to ensure that:
 - If Smoking has occurred inside the clubhouse, it will be the responsibility of the member that reserved the Clubhouse to rectify any damages caused by smoking.

CLUBHOUSE (continued)

- If smoking occurs outside the Clubhouse:
 - a) It should not be within 20 feet of the Clubhouse.
 - b) Any cigarette butts should be cleaned from outside area.
- All trash removed and taken back to the resident's unit for disposal.
- All tables and counter tops have been cleaned.
- 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.

The person reserving Clubhouse may be present for the inspection.
If the above stated rules have not been adhered to:

1. A Clubhouse committee member will notify the Association member who reserved the Clubhouse and ask them to correct the problem.
2. If noncompliance occurs, the Association member will forfeit \$100.00 security deposit and will also be responsible for any cost to restore the Clubhouse to its original condition.

CLUBHOUSE KEYS

1. Each member is responsible for following the above stated rules for the Clubhouse.
2. There will be a sign-in and sign-out sheet on the bulletin board. The member unlocking the Clubhouse must sign in and out.
3. Any member not following Clubhouse rules may have their key privileges removed by Executive Board action.

SECTION FIVE: VIOLATIONS AND PENALTIES

(Pertaining to Rules and Regulations.)

The following procedures will be followed as a result of any violation:

- Executive Board Member(s) will give a verbal warning to unit owner. They will have 7 days to remedy the violation.
- If issue is not resolved in 7 days, a written notice will be sent by the Management Firm and a \$50.00 fine will be issued. You will now have 30 days to remedy the violation.
- A third notice will result in a \$100.00 fine, plus \$50.00 fine for each 30 days thereafter. If not paid in full this will result in a lien against the violator's condo.

SECTION SIX: HOA/CONDO FEES

(Per Management Contract)

- Management Firm handles all late fees as per contract.

SECTION SEVEN: SNOW REMOVAL

- Vehicles are to be moved out of the way for snow removal. If they are not moved, they will not be shoveled around.
- Orange flags are to be placed on sidewalks that are **NOT** to be salted. If this is done, the resident is responsible for any resulting injury or damage.
(Orange Flags are available at the clubhouse)

SECTION EIGHT: MAINTENANCE REQUESTS

To report a maintenance issue please complete a Maintenance Work Order Form (Section Nine: Page 19) and drop it off at the Clubhouse mail slot.

The **VOLUNTEER** maintenance committee will review the request and contact you.

If it is determined that it is a HOA maintenance responsibility the appropriate vendor will be contacted. If it is determined to be the residents responsibility you will be contacted to make the appropriate corrections at the residents expense.

SECTION NINE : ELECTRIC VEHICLES AND CHARGING SYETEMS

The Installation and Maintenance of EV Vehicles and Charging Systems

1. Documents for installation along with a licensed electrician contact and insurance information must be submitted to the HOA Executive Board prior to installation.
2. Owners of EV vehicles and charging systems are responsible for any type of damage to condo properties that occurs due to the a EV vehicle or charging system.
3. Charging systems need to be UL and/or FM approved and installed by qualified electricians. Setup should be designed by an electrical engineer who has made all the load test calculations.
4. Adequate ventilation: The Lithium Ion batteries release toxic gases and Hydrogen when being charged and adequate ventilation and intakes near the ceiling.
5. Combustible gas detection interlocked to the charger that will shut down the system and activate forced ventilation if to much Hydrogen is detected.
6. Chargers maintained and inspected in accordance with manufacturers recommendations.
7. Charger locked out and/or de-energized if damaged.
8. Surge protection provided.
9. Over current protection against overload and short circuit faults.
10. Charging stations away from access or egress routes.
11. Emergency shutoff available and well-marked (may not be available on all chargers)

SECTION NINE : ELECTRIC VEHICLES AND CHARGING SYETEMS (Continued)

12. High cell temperature trip- charging system should be designed to automatically shutdown if high cell temps are detected that exceed limits. Check with manufacturer, engineer or electrician for availability.
13. Thermal runaway trip- this function will trip the system if a cell is detected to have entered a thermal runaway condition. Check with manufacturer, engineer or electrician for availability.
14. Remote monitoring that can detect alarm or fault issues, overcharges, high temps, ventilation problems.

SECTION TEN : FORMS & APPROVED SHRUB AND TREE LIST

1. APPLICATION FOR ALTERATION APPROVAL- Pages 15-16
2. APPROVED SHRUB & TREE LIST - Page 17
3. CLUBHOUSE RESERVATION FORM - Page 18
4. MAINTENANCE WORK ORDER REQUEST FORM - Page 19

Spring Grove Estates Application for Alteration Approval Form

NO ALTERATION MAY BEGIN UNTIL APPROVAL IS GRANTED

DATE: _____

OWNER'S NAME: _____

ADDRESS: _____

PHONE NUMBER _____

TYPE OF ALTERATION:
LANDSCAPE ___ BUILDING EXTERIOR ___ OTHER ___ (SPECIFY)

LOCATION OF ALTERATION:
FRONT ___ SIDE ___ REAR ___ OTHER ___ (SPECIFY)

Scope of Alteration: Please explain in detail what you are requesting permission to do. Include approximate dimensions if appropriate.

Materials to be used: Describe type of materials, shrubs, etc. to be installed and/or removed and quantities of each material.

Effects on Existing Area: Explain if any existing elements will be affected by this alteration (will existing shrubs be moved, or part of existing porches be dismantled, etc.)

Continued on next page

Effect of alteration on neighbors to either side of your home.

Signature of nearest neighbor to the right and left of your home signify that, as a courtesy, the adjoining neighbors have been made aware of this alteration request.

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NOTE: If you are unable to obtain the signatures of one or both of your neighbors, you must explain the reason below:

If applicable, please attach a drawing showing all existing elements, including shrubs and porches in solid lines and proposed alterations in dotted lines. Include the first three feet of both your neighbors homes and yards in the drawing. Show distance from nearest existing elements to proposed additions or alterations.

Signature of Owners: _____

Expected start date: _____ Completion Date: _____

Additional Notes: _____

Please attach drawing, brochures, pictures, etc. to this form.

Applicant: Please do not write below this line.

Approved By: _____

Title: _____

Date: _____

Approved By: _____

Title: _____

Date: _____

APPLICANT NOTIFIED OF DECISION ON: _____

Spring Grove Estates (Approved Shrub & Tree)

1. Dwarf Gumpo Azalea
 2. Chinzan Azalea
 3. Boxwood (multiple dwarf sizes & varieties)
 4. Gold Thread, Gold Mop & Vintage Cypress
 5. Blue Star Juniper
 6. Japanese Holly (multiple varieties)
 7. Ponentilla (multiple varieties)
 8. Itea Sweetspires
 9. Spirea (multiple varieties)
 10. Japanese Maple Tree
 11. Bloodgood Japanese Maple Tree
 12. Dwarf Crape Myrtle
 13. Barberry (multiple varieties)
 14. Dwarf Butterfly Bush
 15. Birds Nest Spruce
 16. Globosa Nana
 17. Drift Roses (multiple varieties)
 18. Dwarf Alberta Spruce
 19. Meet Petite Roses
 20. Mugo Pine
 21. Fire Chief Arborvitaes
 22. Ebony Night Grass
 23. Ornamental & Multiple Grasses (multiple varieties & colors)
 24. Red Bud Tree (weeping & upright)
 25. Dogwood Tree
 26. Hostas
 27. Astilbe
 28. Fine Line Buckthorn
 29. Ferns
 30. Hydrangeas (multiple varieties & colors)
 31. Perennials (multiple varieties & colors)
 32. Junipers
 33. Day Lily (multiple varieties & colors)
 34. Maple Tree (front/side yard area only)
 35. Thunder Cloud Plum (front/side yard area only)
 36. Cherry Tree (weeping & upright)
 37. Prairie Fire Crab Tree (white & pink)
 38. Weeping Lilac Tree
 39. Weigela (multiple varieties)
 40. Lacothis
 41. Pieris Japonica (multiple varieties)
- Any other shrubs, trees or perennials that are not on the approved list are to be reviewed to check status along with height, width and fitting into the landscape of requested area.
 - ALL planting must be approved by the HOA Executive Board.

Spring Grove Estates Clubhouse Reservation Form

Committee Copy

Owner's Name	Today's Date
Address _____ Lake View Drive Rostraver Township, PA 15012	Phone Number Primary: _____ Alternate: _____
Date o 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 the event of cancellation. Failure to cancel will result in the event counting as if it occurred and the fee will be collected.

Spring Grove Estates Clubhouse Reservation Form

Owner's Copy

Owner's Name	Today's Date
Address _____ Lake View Drive Rostraver Township, PA 15012	Phone Number Primary: _____ Alternate: _____
Date o Reservation	Time of Reservation From _____ to _____

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 the event of cancellation. Failure to cancel will result in the event counting as if it occurred and the fee will be collected.

**SPRING GROVE ESTATES
MAINTENANCE WORK ORDER REQUEST FORM**

If you need to request maintenance or report an issue, please complete the information below and drop it in the mail slot at the Clubhouse front door. The maintenance committee will review the form and contact you if necessary.

Date: _____

Residents Name: _____ Unit# _____

Phone # and Email: _____

Location of request: _____

Work requested: _____

Request reviewed and determined to be the responsibility of:
HOA / Home Owner

**SPRING GROVE ESTATES
MAINTENANCE WORK ORDER REQUEST FORM**

If you need to request maintenance or report an issue, please complete the information below and drop it in the mail slot at the Clubhouse front door. The maintenance committee will review the form and contact you if necessary.

Date: _____

Residents Name: _____ Unit# _____

Phone # and Email: _____

Location of request: _____

Work requested: _____

Request reviewed and determined to be the be responsibility of:
HOA / Home Owner
