

TIMBERIDGE CONDOMINIUM
ASSOCIATION

RULES
&
REGULATIONS

TIMBERIDGE CONDOMINIUM ASSOCIATION
LISTS OF DO'S AND DON'T'S

DO'S

- * Only units with front porches may display exterior porch furniture and planters. Furniture must be white and limited to one (1) table and two (2) chairs.
- * Planter/flower pot displays are limited to a maximum of two (2) per front of any unit and must be 12" in diameter and 16" in height, terra cotta in color, and either clay or plastic. A total of one (1) hanging basket per unit is permitted to be hung in the front of the unit, either in the tree or on an iron staff secured in the shrub bed. For units with front porches, this hanging basket may be installed to the porch away from the walkway or entrance.
- * A banner or an American flag may be attached to the front surface of the unit.
- * For units with outdoor faucets, garden hoses must be hung on a wall mount placed no higher than four (4) feet from the ground. The hoses should be inconspicuous.
- * A walkway, minimum 24 inches wide, must be kept clear and maintained at all times at the rear of the patio or deck area.
- * Replacement of light fixtures and address numbers must be similar in design and color to the existing ones. The light fixture in the rear patio/deck area may be replaced, at the individual owner's expense and responsibility, with approval from the Community Manager.
- * The only signs permitted within Timberidge are (1) ones pre-approved by the Board of Directors, (2) a standard FOR SALE sign posted by a realtor in the front of the unit, (3) an appropriate and well maintained FOR SALE BY OWNER sign placed in the front of the unit and (4) above may not be larger than 18" X 24" and be no more than 3' above ground level.
- * Maintenance and repair of all alterations initiated by a unit owner shall be the sole responsibility of the existing and future owners of that unit.

DON'TS:

- * Items not permitted to be displayed at the front of units include garbage containers/bags, recycling bins, loose rubbish, brooms, shovels, toys, grills, automotive equipment, bicycles, sleds, sports equipment, ornaments, statues and other similar items deemed to be unsightly by the Board of Directors.
- * Furniture is not permitted to be placed in shrub bed or turf areas.
- * Window boxes are not permitted to be hung from any window, railing, etc. on any unit.
- * Lawn/shrub bed ornaments of any kind are not permitted to be displayed in front of any unit.
- * Bird feeders, bird houses and bird baths are not permitted to be displayed, hung, etc. anywhere in the front of the unit, including trees. They are ONLY permitted in the rear of the units.
- * No plaques, decorations, ornaments, etc. may be attached to the front of the unit.
- * Items not permitted to be stored on a patio/deck include discarded household items, trash, tires and anything that could openly attract animals or rodents, and other similar items deemed unsightly by the Board of Directors. No storage is permitted beneath rear decks.
- * Hoses and hose reels are not permitted to be kept at the front or front porch of any unit.
- * No items are permitted to be stored within the 24 inch walkway at the rear of the patio or deck area.
- * NO alteration can be made without prior written approval from the Community Manager.
- * No alterations are permitted to the walkways in the fronts of the units.

TIMBERIDGE CONDOMINIUM

Resolution Regarding Reimbursement
of Services and Materials

WHEREAS, Article IV, Section 2, paragraph (f) authorizes the Executive Board to regulate the use, maintenance, repair, replacement and modification of the Common Elements, and

WHEREAS, The Executive Board desires to adopt and enforce a rule regarding reimbursement for services, equipment and materials provided by parties other than the association itself for the maintenance replacement and modification of the Common Elements

NOW THEREFORE BE IT RESOLVED, the following rule is adopted:

ACTION ITEM

The following policy is hereby adopted effective June 9, 1994:

There shall be no reimbursement for (assistance) labor, equipment materials or other services provided by an association member, other individuals, or the business interests of the members and other individuals unless such assistance and payment there of are unanimously approved by the Executive Board.

Requests for reimbursement shall be accompanied by a detailed bill and, if applicable, invoices for equipment and materials, etc.

The Executive Board shall have the right to levy fines for unauthorized work on the Common Elements.

David Hoffman, President

Date

Eric Boyles, Secretary

Date

TIMBERIDGE CONDOMINIUM NO. 2
RESOLUTION REGARDING
LATE PAYMENT OF ASSESSMENT CHARGE

WHEREAS, Article IV Section 2, paragraph k. empowers the Board of Directors to impose charges for late payment of assessments.

WHEREAS, reflecting upon the payment habits of the monthly condominium association fee, it is clear that no incentive exists for unit owners to pay this fee on a timely, prompt basis.

WHEREAS, prompt payment of assessment fees is vital to the efficient operation of Timberidge Condominium No. 2.

THEREFORE, be it resolved that:

- 1) A late penalty of \$20.00 a month will be imposed upon the unit owners of Timberidge Condominium No. 2 when payment is not received at the Association's management office by the 15th of the month.
- 2) Failure to pay the fee by the last day of the month will result, in addition to late penalty, in the collection of interest of 20% per annum to be added to the unpaid balance due.
- 3) Strict enforcement of this resolution, as provided for in the governing documents of the Association, will be carried out by the Board of Directors and/or the managing agent.

This policy shall be effective September 1, 2020

Kathy LaMarca, President - Board of Directors

Susan Miller, Secretary - Board of Directors

TIMBERIDGE CONDOMINIUM #1

Resolution Describing Complaint Procedures and the Levying of Fines for Violation of Governing Documents

To initiate action, any complaint or report of a violation of the Rules, By-Laws, or Declaration should be in writing. This complaint could be a letter or note from any unit owner or a Rules Violation Report form supplied by the management office. This complaint must state the following:

- 1) The nature of the violation.
- 2) The date and approximate time of the violation.
- 3) The approximate location of the violation.
- 4) The name and unit address of the offending party.
- 5) The name and address (or staff position) of the person reporting the violation.
- 6) A statement that the reporting person actually observed the violation.
- 7) Any other information that may aid the Board of Directors in resolving the violation.

The sequence of events in enforcing the rules will be as follows:

If, in the opinion of the Board of Directors or its Authorized Representatives, the reported violation does not immediately endanger other residents of common property and can best be cured by a warning, the Board of Directors or its Authorized Representatives shall send a letter to the offending party describing the violation and demanding (1) that any such violation cease immediately and (2) (if applicable) any common areas damaged by the violation be restored.

If the violating party does not comply with the above warning letter within ten (10) days from the date of the letter, the Board of Directors may impose a fine of up to \$10.00 a day from the date of the initial notice letter until the issue is resolved, or the fine paid.

The violating party may request a hearing with the Board of Directors to resolve the matter. This request must be made within ten (10) days of the date of the initial notice letter. A notice will be sent to the violating party stating the date, time and place of the hearing.

If the violation has ceased, but the fine has not been paid, (regardless of the amount) the case will be turned over to the Association's Attorney for collection.

If the violation continues, the matter will be turned over to the Association's Attorney for enforcement.

If the Association Attorney must be secured to enforce the rule to collect the fine, all court costs and attorneys fees and miscellaneous costs of enforcement or collection will be charged to the offending unit owner as an additional assessment to that unit.

This policy is effective on June 1, 1994.

David Hoffman

David Hoffman, President

Date

Eric Boyles

Eric Boyles, Secretary

Date

TIMBERIDGE CONDOMINIUM ASSOCIATION
LANDSCAPING GUIDELINES

- 1) PLANT SHARING - Please do not remove any healthy trees, shrubs, or ground covers without any prior approval from the Landscaping Committee. If you absolutely dislike your ground covers or shrubs, please ask your neighbors (within Timberidge) if they would like to adopt them.
- 2) LOW-GROWING ANNUALS, PERENNIALS, SPRING OR SUMMMER BULBS may be planted without prior approval from the Committee.
- 3) SHRUBS - Should you want to add or replace any of the “growth-challenged” shrubs, please consider the potential mature size of the replacements and the planting locations. Choose dwarf and/or compact species that are suitable and complimentary to the growth sites so that they may enhance the continuity of landscaping as well as the aesthetic appearance of Timberidge. You may select from the existing species that have successfully challenged the Timberidge environment, or you may select from species such as the following:

Dwarf Alberta Spruce (existing)

Dwarf Arborvitae

Hardy Azalea, Rhododendron (existing) - acid soil, tender loving care needed

Dwarf Burning Bush (existing) - periodic pruning needed

Euonymous (various dwarf species)

Dwarf Holly (existing) - a male and a female must be planted within close proximity for berries

Spreading Juniper (existing)

Dwarf Sandcherry (existing) - periodic pruning needed, disease-prone, short life span

Dwarf Spirea (various species)

Dwarf Pines such as Mugo Pine

Densely spreading Yews (existing)

Bear in mind that all shrubs are subjected to pruning (to about 2 to 3 feet tall) by the landscaping contractor. Please feel free to contact the Landscaping Committee should you have any questions.

- 4) GROUND COVERS: You may choose ground covers species like the existing ones, e.g., pachysandra and creeping myrtle (vinca). Should species other than these are considered, please obtain prior approval from the Landscaping Committee.
- 5) TREES: Landscaping Committee approval required.

- 6) **LAWN ORNAMENTATIONS** - In order to maintain the overall aesthetics of Timberidge, please do not place any lawn ornamentations along the lines of decorative rocks, plastic flamingo, etc. in front of the units.
- 7) **CAUTIONS!!** Due to the poor soil conditions in Timberidge, for successful planting, you will need to dig the hole deeper and wider than that suggested in the planting instructions. Amend the ground with top soil, peat moss, and even sand to loosen the clay-like condition of the soil. If you are planting an expensive tree or shrub, before your purchase, you may want to check the soil conditions first.
- 8) **BEHIND UNITS:** Use your imagination to landscape your patios. On hillsides (odd numbered units), or driveways behind your units, you may plant flowers, vegetables, dwarf shrubs, dwarf compact trees, etc. as long as the walkways behind the units are free from any obstructions (for safety reasons). Please do not disturb any lawn areas. Obtain approval from the Landscaping Committee if planting on hillsides behind the even-numbered units as desired, because some areas are unsuitable for planting.

These guidelines are effective June 13, 1994.

TIMBERIDGE CONDOMINIUM ASSOCIATION

Mulching Guidelines

- 1) The mulch should be made from shredded hardwood or bark.
- 2) The mulch color should be red or brown (or reddish-brown) and should match the existing texture (shredded).

This policy is effective November 9, 1994.

Edging Guidelines for Areas in Front of Units

- (1) The edging material should be brick.
- (2) The color of edging should match that of the exterior brick wall color.
- (3) The edging should be inconspicuously placed.
- (4) The edging should be unobtrusive.
- (5) A paver or brick edging system such as the Diamond-Lok Paver/Brick Edging system must be installed beneath the bricks to secure the bricks in place.
- (6) An edging request with supporting documents such as descriptions and drawings is required. Each request shall be reviewed and approved individually.
- (7) It shall be the unit owner's full responsibility to maintain the edging.
- (8) The unit owner is liable for any damage and injury that are associated with his/her edging.
- (9) For units with existing edging - Any nonconformity must be brought to conformity or removed when the unit is sold.
- (10) Fences of any kind are not permitted in the front areas of buildings.

This policy is effective December 14, 1994.

TIMBERIDGE CONDOMINIUM ASSOCIATION
ARCHITECTURAL & EXTERIOR APPEARANCE
RULES & REGULATIONS

RESTATED JUNE 2003

1. GENERAL

The only items that are permitted to be displayed at the front of units are exterior porch furniture and planters. Items not permitted include garbage containers/bags, recycling bins, loose rubbish, brooms (including decorative), shovels, toys, grills, automotive equipment, bicycles, sleds, sports equipment, ornaments (see item #8 for exceptions), statues and other similar items deemed to be unsightly by the Board of Directors.

2. OUTDOOR FURNITURE

Only units with front porches may display furniture designed for exterior use. The furniture must be ¹either solid black or solid white in color and is limited to two (2) chairs and one (1) matching table. Furniture is not permitted to be placed in shrub bed or turf areas.

3. PLANTERS/FLOWER POTS

Planter/flower pot displays are limited to a maximum of two (2) per front of any unit and they must be no larger than 10" to 12" in diameter and 12" to 16" in height, terra cotta (burnt orange) in color, and either clay or plastic. Planter/flower pots shall not be placed on walkways or steps. In addition, a total of two (2) hanging baskets per unit are permitted to be hung in the front of the unit, or on an iron staff secured in the shrub bed. For units with front porches, these hanging baskets may be installed to the porch away from the walkway or entrance. There are no other options for hanging baskets.

4. WINDOW BOXES

Window boxes are not permitted to be hung from any window, railing, etc on any unit.

5. LAWN/SHRUB BED ORNAMENTS

Lawn/shrub bed ornaments of any kind (terra cotta or plastic figures; statues - religious or non-religious, signs, decorative or natural rocks, etc) are not permitted to be displayed in front of any unit, with the exception of Sections 8, 9 and 23.

¹ As approved by the Board August 9, 2016.

6. BIRD FEEDERS

Bird feeders, bird houses and bird baths are not permitted to be displayed, hung, etc anywhere in the front of the unit, including trees. They are only permitted in the rear of the units.

7. LANDSCAPING EDGING

Landscaping edging is permitted to be installed only with prior written approval from the Architectural & Maintenance Committee and the Board of Directors. Edging material must be red in color and masonry in composition. Unit owners shall be responsible for maintaining the integrity of the edging.

8. HOLIDAY DECORATIONS

Holiday decorations may be displayed in the unit's shrub bed to commemorate the following officially recognized holidays during the time period listed below:

Easter:	From 10 days before through 3 days after.
Halloween:	From 10 days before through 3 days after.
Thanksgiving:	From 10 days before through 3 days after Thanksgiving or November 30, whichever is earlier.
Christmas:	From the day following Thanksgiving through January 8 (Orthodox Christmas).
Other Officially Recognized Holidays:	From 2 days before through 2 days after.

9. AMERICAN FLAG

An American flag may be attached to the front surface of the unit, or one (1) American flag may be displayed in the unit's shrub bed. This flag may be no larger than the standard size commonly placed at a graveyard.

10. PATIO AND DECK ITEMS

Items that are not permitted to be stored on a patio or deck include discarded household items, trash, tires and anything (such as food or animal waste) that could openly attract animals or rodents, and other similar items deemed unsightly by the Board of Directors. No storage is permitted beneath rear decks.

11. OUTDOOR FAUCETS

For units with outdoor faucets, garden hoses must be hung on a wall mount placed no higher than four (4) feet from the ground. The hoses should be inconspicuous. Hoses and hose reels are not permitted to be kept at the front or front porch of any unit.

12. REAR WALKWAY

A walkway, minimum 24 inches wide, must be kept clear and maintained at all times at the rear of the patio or deck area. For safety reasons, no items are permitted to be stored within this 24 inch walkway.

13. PATIOS AND DECKS

Reconstruction or alteration of existing patios/decks and installation of new patios/decks must be approved in writing prior to the initiation of construction. An application has to be sent to the Community Manager who will refer the request to the A & M Committee for review. Within ten (10) days after the receipt of the request, the A & M Committee will recommend to the Board of Directors for approval, rejection or modification of the application. Under no circumstances may any patio/deck of a permanent nature be allowed to extend beyond the side wall of a unit. Final approval will not be considered without the receipt of a Bethel Park building permit.

14. PRIVACY FENCES

The back portion of patio/deck privacy fences of any units, as well as the side portions of the fences of end units may be removed at the owners' option and expense, provided the patio/deck is maintained and uncluttered by first making an application to the Community Manager who will refer the request to the A & M Committee for review. After review, the A & M Committee will recommend to the Board of Directors for approval, rejection or modification of the application. Patio fences between units may not be removed.

15. PAINTING OF PATIO/DECK FENCES

Existing patio/deck fences may be painted by individual owners at their own expense. The color should match Sears Weatherbeater, flat, Himalayan Silver #315.

16. ENCLOSURE OF REAR PATIOS/DECKS

At the individual owner's option and expense, the rear patio/deck may be enclosed with privacy fencing by making application to the Community Manager who will refer the request to the A & M Committee for review. After review, the A & M Committee will recommend to the Board of Directors for approval, rejection or modification of the application. For safety sake, the enclosed patio/deck must be made accessible from the outside.

17. SCREEN/STORM DOORS

Installation of screen/storm doors for the front of any unit is permitted with prior approval from the Community Manager, provided the screen/storm door is made of metal, white in color with a full view clear glass and does not have a kickplate higher than fourteen (14) inches. Three quarter and half view doors are not permitted in the front. However, screen/storm doors for the rear of any unit are permitted with approval from the A & M Committee provided the door is made of metal and is white in color. The rear screen/storm door does not have to be full view and this applies to new installation only.

18. AWNINGS

Awnings are permitted to be installed above the rear patio/deck areas only. All awnings must be taken down and/or retracted by November 15 and may be put up after March 15. All awnings must be neutral in color, or must match the existing decor. PRIOR TO the installation of any new awning, an application must be made to the Community Manger who will refer the request to the A & M Committee for review. After review, the A & M Committee will recommend to the Board of Directors for approval, rejection or modification of the application. Awnings are not permitted to be installed to the front of any unit

19. RETAINNG WALLS

Retaining walls on the upper side and lower side of units are permitted with an application to the Community Manager who will refer the request to the A & M Committee for review. After review, the A & M Committee will recommend to the Board of Directors for approval, rejection or modification of the application.

20. PAINT

Continuity of paints will remain the same throughout the entire community. No color change will be permitted unless a new color scheme is recommended by the A & M Committee and approved by the Board of Directors.

21. LIGHT FIXTURES AND ADDRESS NUMBERS

Replacement of light fixtures and address numbers must be similar in design and color to the existing ones. The light fixture in the rear patio/deck area may be replaced, at the individual owner's expense and responsibility, with approval from the A & M Committee. The new lighting should be confined to the individual unit and should not infringe on the neighboring units.

22. FRONT WALKWAY

Walkways in the fronts shall remain the same as the existing ones. No alterations are permitted.

23. SIGNS

The only signs permitted within Timberidge are (1) ones pre-approved by the Board of Directors; (2) a standard FOR SALE sign posted by a realtor in the front of the unit; (3) an appropriate and well maintained FOR SALE BY OWNER sign placed in the front of the unit; and (4) above may not be larger than 18" X 24" and be no more than 3" above ground level.

24. MAINTENANCE AND REPAIR OF ALTERATIONS

Maintenance and repair of all alterations initiated by a unit owner shall be the sole responsibility of the existing and future owners of that unit. These alterations include and are not limited to, the installation or alteration of storm doors, decks, patios, attic fans, awnings, etc.

Timberidge Condominium Association Policy Resolution 0102

Qualification for Nomination for Executive Board Elections

- (1) A Nominee must be a Direct Owner of Record of a Condominium Unit.
- (2) A Nominee must be an Association Member in good standing, which includes all monthly and special assessment fees being paid in full as of the last day of the month immediately preceeding the Annual Executive Board Election.
- (3) There may be no unresolved Rule Violation against the Nominee.

Adopted January 28, 2002 by the Board of Directors

Joann Slagle

Joann Slagle - President

Maurnell Girman

Maurnell Girman- Secretary

**Timberidge Condominium Association
Pet Rules Resolution
Amended August 3, 2015**

THE FOLLOWING WILL BE THE RULES UNDER WHICH PETS MAY BE MAINTAINED WITHIN TIMBERIDGE:

1. No animals, rabbits, livestock, fowl, or poultry of any kind shall be raised or bred, in any unit or on the property, except that dogs and cats are permitted to be kept as pets only. Other pets may be permitted upon approval of the Board of Directors.
2. All pets must be leashed and accompanied by their owner or custodian at all times when outside the unit. (Per Bethel Park Ordinance 5-8 72B, Article 1, Section 30.10). No pet may be tied out in a common area and left unaccompanied.
3. Pets must have a current registration and rabies ID tag attached to the collar worn by the pet.
4. Pets must have all standard vaccines administered to prevent disease.
5. Discharge by pets anywhere on the property must be cleaned up immediately by the owner and disposed of properly.
6. Residents shall not allow their pets to create excessive noise (barking, etc.) which can be heard by other residents.
7. Any pet causing or creating a nuisance or unreasonable disturbance shall be reported to the local municipality and the owner dealt with according to the ordinances relating to the incident. The Board of Directors will assist the municipality in the enforcement of such ordinances against the pet owner.
8. Residents must ensure that any visiting pets comply with all Timberidge pet rules.
9. ***¹No more than two (2) pets total may be kept in any unit, none of which measuring any larger than 14 inches, shoulder to paw, nor heavier than 40 pounds when fully grown.***
10. Any owner-occupied pet living in a unit as of August 3, 2015 may remain; however, any replacement or newly acquired pet must comply with rule number nine (9).
11. ***²Non-owner occupants (renters) are permitted to have a pet(s), per rule #9 above, provided the allowance of a pet(s) is in their lease.***
12. The Board of Directors shall have the right to enforce these rules and to levy fines for violation of these rules and regulations (as further described in the "Resolution Regarding Complaint Procedures and the Levying of Fines for Violation of Governing Documents").
13. ^{1,2}As amended by the Timberidge Board of Directors on August 3, 2015

Complaints concerning the violation of municipal ordinances concerning pets will be first reported to the proper municipal authority at the option of the Board of Directors. Complaints concerning violations of the pet rules will then be presented to the Board of Directors in writing, containing all pertinent information and a statement as to the actions of the municipality, if applicable.

Timberidge Condominium Association

Parking and Traffic Rules

- 1) Parking and vehicular traffic on all roadways and access driveways shall be governed by regulations identical to the regulations of the Vehicle Code of Pennsylvania and the parking ordinances of the Borough of Bethel Park.
- 2) The speed limit in the community shall be **15 MPH** and will be strictly enforced. The Board of Directors reserves the right to levy fines against a unit owner for violations of the speed limit by the occupant of that unit.
- 3) All motor vehicles on either the limited common elements or on the common elements shall display current license tags and current inspection stickers. Such vehicle must be maintained in proper operating condition so as not to be a hazard or nuisance.
- 4) Any **Reserved Parking** space is to be used by assigned unit owner only. Parking in designated space shall be done in the manner indicated by the line striping for that parking space.
- 5) All residents of units with garages must first use their garage or driveway as their parking spaces before a common element parking space is used. Non-garage units must use their Reserved Parking space before a common element parking space is used.
 - a) **Second vehicles may use one common element parking spot but any additional vehicles must be parked either adjacent to building 100 or between buildings 1200 and 1400.**
- 6) No motor vehicle larger than one half ton (1/2 ton pick-up truck) shall be permitted to be parked in either the limited common elements or common elements. Such vehicles may include those with a commercial license plate or displaying commercial lettering; provided however, that such a vehicle may not have dual wheels or ladder racks attached. Residents, or their guests, shall not park, without board approval, the following within either the limited common elements or common elements: trailers, recreational vehicles, campers, buses, boats, or any equivalent. Board approval, if given, shall not last more than twenty-four (24) hours and the prohibited vehicle shall be parked in the visitor lot adjacent to Building 100.
- 6) Parking shall not be permitted at any time on the main street (Timberidge Drive), or on any access driveway or curb. No parking will be permitted anywhere that is designated or posted "No Parking".

- 7) Parking for Guests or Visitors shall be restricted to spaces designated for such parking only. Unit owners/residents shall be restricted from parking in spaces designated for Guests or Visitors during the times indicated on the posted signs.
- 8) No go-carts or other unlicensed motor vehicles shall be ridden within or on common areas.
- 9) No parking shall be permitted on any of the property that is not paved for such purpose.
- 10) No vehicle may be stored on the limited common elements or common elements. Any vehicle not moved for a period of eight (8) days shall be considered a stored vehicle.
- 11) No car repairs shall be permitted on either common elements or limited common elements which would last more than twenty-four (24) hours.
- 12) Any such fines or lawsuit is considered a common expense to be levied against the particular unit owner involved and collection and enforcement by the Association shall be in the same manner as the Association is entitled to enforce collections of common expenses.
- 13) Parking and Traffic Fines
 - a) 1st Offense – Written warning
 - b) 2nd Offense – Second written warning
 - c) 3rd Offense - \$10 Fine retroactive to the first day of notice of the first offense per the Resolutions Describing Complaint Procedures and the Levying of Fines for Violation of Governing Documents
 - d) Further Offenses - \$25 Fine per additional offense

Revised October 2010

Adopted October, 2010 by the Board of Directors

Jeremy Steiner/wdp
President

Patrick Grimm/wdp
Vice President