

Management Company  
Rj Community Management  
4900 Perry Hwy  
Bldg. 1, Suite 300  
Pittsburgh, PA 15229

Existing RJ website... <https://www.rjcmgt.com/15.html>.

Vantaca Portal: <https://portal.rjcmgt.com>  
412-550-0003

Robert Gillenberger JR., President  
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2024 BOARD OF DIRECTORS

Laurie Berkow (President) - Term expires 2026

Lawrence Korchnak (Vice-President) - 2025

Patricia Schriver (Secretary) - 2026

Larry Powers (Treasurer) - 2024

Glenn Carr - 2025

James Lorish - 2026

Frank Ralph - 2024

## 2024 COMMITTEES

### ARCHITECTURAL REVIEW COMMITTEE, WELCOMING

Chair: Frank Ralph  
Emily Stooksberry  
Mark Wolter  
Ray Zanetti

### GROUNDS AND COMMON AREAS COMMITTEE

Chair: Lawrence Korchnak  
Diana Grover  
Janice Kozey

Patricia Kammerer—La Tache, Margaux, Pape Clement, Rothschild  
James Lorish—Cheval Blanc, La Tour, Dom Perignon, Corton  
George Shuff—Haut Brion, Chambertin, Hermitage, Montrachet

### INFRASTRUCTURE AND FACILITIES MANAGEMENT

Chair: Glenn Carr  
Challinor Pond: Robert Kildea, James Lorish, William Warnick  
Flags: Glenn Carr, Robert Kildea  
Holiday Decorations: Patricia Kammerer, Dennis Shea, Jennifer Shea  
Irrigation: Glenn Carr, Jan Berkow, James Lorish, George Shuff  
Paving: Glenn Carr, Lawrence Korchnak, James Lorish

### COMMUNICATION COMMITTEE

Chair: Patricia Schriver  
Gay Brown  
Patricia Kammerer  
Karen Korchnak

### FINANCE COMMITTEE

Chair: Lawrence Powers

### NOMINATING COMMITTEE

Chair: James Lorish  
Glenn Carr  
Lawrence Korchnak

## Vendors Who Have Worked for Arbors Residents

Specific Trades, General Contracting		
Computer Maintenance	Jerry Sadlek	(724) 344-1232
Electrical	Grejda Electric LLC, Mike	(412) 486-7112
Electrical	Joseph Scherer Electric	(724) 481-1185
General Construction	Ray Lander	(412) 330-9567
Glass, Windows	Don's Mirror and Glass	(724) 935-0099
Glass, Windows	Expert Glass (Repairs)	(412) 795-7233
Locksmith	North Hills Lock & Safe	(412) 369-7776
Painting	John Bianchi, interior only	(412) 628-3220
Painting	Luke Hobbs	(412) 537-6506
Painting	Bob Kenst	(412) 487-4613
Pest Control/ Critter Management	Barry Friday	(412) 956-9226
Pest Control	JRC Exterminating	(412) 492-8545
Pest Control	Bob, the Bug Guy	(412) 487-2400
Plumbing	Crossway Plumbing, Brian Keach	(412) 719-3000
Plumbing	Starr Plumbing	(412) 292-2325
General Handy-work	Ken Gray	(724) 272-5143

Exterior Contracting		
Animal Services-Wildlife Pest Control	Ken Knight	(412) 996-9653 <a href="http://www.pittsburghwildliferemoval.com">www.pittsburghwildliferemoval.com</a>
Excavation, Landscaping	Brett Bittner	(412) 996-6169
Gutter Cleaning, Pressure Washing, Painting, Staining, and Landscaping	Bob Totef	(412) 339-8085
Landscaping	JML Landscaping, (Harrison)	(412) 689-7972; hwood@jmllandscape.com
Landscaping	The Lawn Tailor (Tony)	(412) 974-7735
Masonry, Brickwork, Restoration	Culligan Masonry	(412) 353-5760, (412) 339-9554
Masonry, Pointing	James McAfee	(724) 553-1128
Tree Maintenance, Removal, Trimming	Davey Tree	(724) 444-8733
Tree Maintenance, Removal, Trimming	Garrett Boarts, Owner, G.B. TREE	(1+724) 822-3538, garrettboarts@gmail.com

**Fire/Police/Emergency Medical Service 911**  
**Poison Control Center (412) 681-6669**  
**Police (Non-Emergency) (412) 486-0400**  
**Hampton Municipal Building (412) 486-0400**  
**PA One Call 8-1-1 or 1-800-242-1776**

## **STANDING COMMITTEES**

The Board shall annually appoint and approve members to the following six committees of the Arbors Homeowners Association: Architectural Review and Welcoming, Communication, Finance, Grounds and Common Areas, Infrastructure and Facilities, and Nominating. An appointment to a committee shall be for a term of one (1) year. The committees serve at the will of the Board in an advisory capacity. No committee or committee member may independently or unilaterally spend any of the money of the Association, contract for any services or commit/obligate the Board/Association in any manner without first obtaining the approval of the Board of Directors. A committee member may be removed from his/her appointed position at any time by a majority vote of the members of that committee or by notification from the Board. Each committee is expected to serve as a sounding board for the officers of the Association. Their role is to research and recommend plans of action that are in the best interest of a majority of the Association's members. Responsibilities of each committee follow. Anything not specifically set forth shall be the responsibility of the Board.

### **ARCHITECTURAL REVIEW**

The central function of the Architectural Review Committee (ARC) is to preserve and enhance the unique character of the Arbors community by ensuring that homeowners abide by The Arbors Architectural Rules and Guidelines, as set forth in the Covenants, Rules, and Regulations.

The primary means employed by ARC to ensure adherence to these Rules and Guidelines is through careful consideration of each "Request for Changes to the Exterior of an Individual Unit," commonly known as the ARC Request Form, filed by homeowners. [This form can be found at the end of this handbook and on the Vantaca portal under the ARC tab.] Prior to making any changes to the exterior of their homes, homeowners are required to submit a completed ARC Request Form to the ARC chair, with detailed descriptions of the work to be done, supporting documents, and appropriate samples. Matters dealt with in an ARC request include: the color of brick, exterior paint, roofing shingles, gutters, decks, and awnings; invisible pet fences; lawn ornaments; foundation landscaping border materials; **bird feeders**; exterior attachments, such as satellite dishes; and temporary installations, such as wildlife screens. ARC maintains a collection of samples of all approved fabrics for awnings and umbrellas, and homeowners may borrow such samples to assist them in choosing their fabrics.

Homeowners whose projects are approved by the Board shall receive timely notice of such approval, as well as written notification by mail. All approved projects will also be noted in the Board minutes. Homeowners whose requests are denied will also be provided such notice, with the specific reasons for denial. ARC will be available to advise homeowners concerning possible changes in their requests which might earn Board approval.

The Committee likewise works with current and new homeowners, building contractors, and local authorities, as needed, on new construction or significant home improvement projects, and responds to any questions about modifications or additions residents are considering.

The Committee shall also monitor compliance with the Arbors Architectural Rules and Guidelines by conducting an annual walk-around through the entire Arbors community in early Spring. During the walk-around, the committee, along with the Board President and other interested Board members, shall assess the exterior of all homes, making note of any homes which are not in compliance with the Rules and Guidelines. The Board shall notify the homeowners concerning such variances. The Board shall maintain a list of all such variances, which shall be updated after the walk-around each year, adding new variances and deleting those which have been remediated.

In addition to its architectural review role, this Committee shall welcome new residents, meeting with them to acquaint them with the concept of The Arbors and its Covenants, Rules and Regulations, and to answer questions they may have as they settle into our community. The Committee, for instance, shall ensure that new homeowners have the current Arbors

Directory and a complete copy of the Arbors' Covenants, Rules, and Regulations and shall gather biographical information about such homeowners for inclusion in the monthly minutes of the Board and in the Arbors Directory.

Finally, the Committee is responsible for conducting an annual review of the Arbors Rules and Regulations and making recommendations to the Board of Directors as to any needed changes. When requested by the Board President, the Committee may also oversee special projects relating to the community's architectural or environmental design.

The Committee shall consist of at least three (3) members appointed by the Board President and approved by the Board of Directors for a term of one year. The Committee Chair shall be a member of the Board of Directors.

## **COMMUNICATION COMMITTEE**

The Communication Committee will maintain the Arbors website and will be responsible for improvements as necessary. It will also identify record keeping requirements and manage document storage and file sharing. In addition, the Chairman of the Committee will send out email notices as needed to the residents on behalf of Board members for any Arbors' updates.

The Committee will annually edit and update the resident handbook, maintain the resident list and establish a process for using group email communication. A newsletter may also be part of this Committee's scope. The Committee will also coordinate social events such as the annual social, women's luncheon, court gatherings, and any other ideas for social interaction.

The Committee shall consist of no fewer than three (3) homeowners/members of the Association, all nominated by the Board President and approved by the Board of Directors for a term of one (1) year. The Chair of the Committee shall be a member of the Board of Directors.

## **FINANCE COMMITTEE**

**\*\* (Revised, February, 2023)**

The Finance Committee is expected to review budget comparison reports of the Operating Budget and the Reserve Fund on a quarterly basis and to call to the attention of the Board of Directors any areas of concern, such as significant variances to the budget, cash flow issues and matters concerning existing or potential investments.

In early October of each year, the Committee will prepare a draft of the Operating and the Reserve Fund budgets for the following year, to be distributed to the Association membership 30 days prior to the Annual Meeting.

The Committee will recommend to the Board the following year's Operating and Reserve Fund budgets. The recommendation will represent the majority decision of the Committee. Any member of the Committee who is not in agreement with the budget that is presented to the Board may file a minority opinion budget, with the necessary documentation to support the minority opinion, to the Board for its review and consideration.

The committee shall recommend to the Board investment opportunities and opinions, taking into consideration the liquidity needed to maintain and improve infrastructure.

The authority to expend any funds or issue any contracts for services resides solely with the board.

\*\*The committee shall consist of no fewer than three (3) homeowners/members of the Association, all nominated by the Treasurer and Board President and approved by the Board of Directors for the 90 days prior to budget approval by the Board.

The Chair of the Committee shall be a member of the Board, usually and preferably the Treasurer. Any member of the Finance Committee who has a conflict of interest shall disclose the conflict and recuse himself/herself unless the conflict is waived by the Board of Directors.

## **GROUNDS and COMMON AREAS COMMITTEE (Organic)**

The Grounds Committee ensures that the lawns, center courts, planting areas, fencing, trees and all aspects of landscaping of all common areas are kept in an aesthetically pleasing manner to current and future residents. The Committee will make recommendations for landscaping improvements by assisting with the design of the courts to include layout, plantings, and cost estimates for budgeting and planning. The Committee will also monitor all of the property in the Arbors and look for issues as they conduct walk-around observations at least once a year. It will also work with the management company to make recommendations to the Board relative to complaints or concerns raised by residents or homeowners.

The Committee is responsible for managing and overseeing the grounds work by vendors to include mowing, tree and shrub trimming, lawn fertilization and weed/insect treatment, aeration, tree fertilization and insecticide treatment, mulching, weeding, edging, planting, and spring and fall cleanups including leaf pickup. The operation of the irrigation system along Bordeaux Lane is also under their purview. The Committee will also assist management by prioritizing issues, addressing downed trees and branches and be available to assist and address resident tree and shrub requests and questions.

The Committee is responsible for oversight of seasonal maintenance of lawns, trees and landscaped areas in line with the funding levels in the approved annual Operating Budget. Additional responsibilities include long term landscape improvements that are approved by the Board of Directors and are in line with the Long-Range Plan and the approved Reserve Fund plan. The Committee will be assisted by our management company in soliciting bids, by defining the scope of the lawn, shrub, tree and other landscape maintenance issues each year. The Committee shall review bids including interviewing prospective vendors and submit to the Finance Committee its recommendation for the acceptable bid and budgeted amount to be included in the annual budget. All Grounds expenditures are subject to final approval by the Board of Directors.

The Committee shall consist of at least five (5) members, nominated by the Board President and approved by the Board of Directors for a term of one (1) year. The Committee Chair shall be a member of the Board of Directors. However, the Committee Chair shall not serve on the Finance Committee, but shall be available at the request of the Finance Committee throughout the year for explanations and clarifications of the landscaping/maintenance contracts.

## **INFRASTRUCTURE and FACILITIES MANAGEMENT**

This Committee is responsible for maintenance of the structures and the operation of facilities throughout the Community. The Committee shall plan and budget for any major repairs that have been identified and determine the source of funding of such repairs.

The Committee shall oversee the repair, maintenance and operation of all common infrastructure components, such as walls, drainage pipes, retention/detention ponds, signage, gate house, security cameras, flag poles, all exterior electrical fixtures on common ground, court surfaces, and other areas that are defined by the board. The Committee shall oversee repairs performed by third-party vendors.

The Committee shall ensure adequate street accessibility by:

- Maintaining the long and short term paving plan.
- Overseeing the condition of the courts.
- Assuming responsibility for paving.

- Making recommendations to the Board for vendor selection.

The Committee shall manage snow removal from driveways and sidewalks of all properties, except in the case of homeowners who opt out of the service. The Committee will secure bids for snow removal, manage the vendors, and advise on other issues.

The Committee shall: (1) review water retention requirements and changes directed by state and municipal authorities; (2) maintain the Bryant Road pond water retention and the La Fite water detention facilities.

The Committee shall ensure that the flags are properly displayed on holidays/special remembrance days and coordinate the display of any holiday decorations.

The Committee shall supervise the repair, maintenance, and winterization of the sprinklers.

The Committee shall consist of no fewer than three (3) homeowners/members of the Association, all nominated by the Board President and approved by the Board of Directors for a term of one (1) year. The Chair of the Committee shall be a member of the Board of Directors.

### **NOMINATING COMMITTEE**

This Committee is responsible for recruiting candidates for positions on the Board of Directors. In the fall, the Committee shall announce, via the Association's minutes or other acceptable notice, the number of Board vacancies for the upcoming year.

The Committee may:

- Solicit names of those interested in filling a vacancy.
- Actively recruit potential candidates, based on particular areas of expertise and interest needed for the leadership of Board committees.
- Identify and recommend new board members to replace those retiring.
- Plan for succession of executive roles by recommending appropriate committee assignments for development of new Board members.
- Identify potential new committee members for the following year.

The Committee shall determine by majority vote the slate of candidates to be presented to the Board of Directors for its approval and subsequent approval by all members of the Association at the annual meeting.

The Committee shall be responsible for gathering biographical information on the candidates for distribution to the members of the Association prior to the annual meeting.

The Committee shall consist of at least three (3) members, appointed by the Board of Directors for a term of one (1) year. The Committee chair shall be a member of the Board, usually the Vice President.

### *By-Laws, ARTICLE VI* **NOMINATION AND ELECTION OF DIRECTORS**

*Section 1. Nominations. Nominations for election to the Board of Directors shall be made by a Nominating Committee. Nominations may also be made from the floor at the annual meeting.*

*Section 2. Nominating Committee. The Nominating Committee shall be appointed by the Board of Directors prior to each annual meeting of the membership to serve from the close of such annual meeting until the close of the next annual meeting and such appointment shall be announced at each annual meeting. The Nominating Committee shall make as many nominations for election to the Board of Directors as it shall in its discretion determine, but not less than the number of vacancies that are to be filled.*

## General Rules & Regulations

**\*\* (See revisions, February, 2023.)**

**Introduction:** In the interest of preserving the positive image and nature of The Arbors, rules and regulations have been established. Some of the regulations have changed over the years as The Arbors has developed to reflect changes and trends in home design and decorating, while maintaining the classic features of the neighborhood's architecture. In the case of any discrepancy between this summary and any enabling legislation, the enabling legislation shall prevail.

The Rules and Regulations are not intended to stifle homeowners' creativity and personal style, but rather to preserve and enhance the integrity of the community's unique concept.

**Common Areas:** As a safety precaution, young children residing in or visiting The Arbors should be supervised at all times while in the Common Areas, especially areas with vehicular traffic, water or steep drop-offs.

**Drainage:** No structure, planting or other material may be stored or erected on the property which interferes with any easement for the installation or maintenance of utilities, or interferes with, retards the flow of, or changes the direction of any drainage channel or drainage easement (1983 Covenants, Article X, Section 1(q))

**Explosives:** Homeowners should not store explosive or flammable materials or substances in their houses, except ordinary household products. (1983 Rules and Regulations, Section A.10)

**\*\* (Revised, February, 2023) Garbage and Refuse Disposal:** Trash, garbage and other residential waste including recyclable materials should be kept only in sanitary containers. All containers must be kept INSIDE the garage, except on collection days and after 5 PM on the day before the collection day. (1983 Covenants, Article X, Section 1(h) and Hampton Township regulations)

**Laundry Lines:** Laundry poles and lines outside of houses are not permitted. One laundry rack, not more than 7 feet high, may be used in the rear of a home on days other than Sundays and legal holidays. Laundry racks must be removed from the home's exterior when not in actual use. (1983 Covenants, Article X, Section 1(k))

**Leasing:** Houses may be rented or leased only by written leases giving the Association third party beneficiary rights. All tenants are subject to the Rules and Regulations as though they are owners. The homeowner is responsible and liable for all violations and damages that might be caused by their tenants. (1983 Covenants, Article XIV)

**Maintenance:** Except as set forth elsewhere herein, each homeowner shall be responsible for all interior and exterior maintenance, repairs and replacements. If any required maintenance is not performed within twenty (20) days after the Association has given the homeowner notice to do so, the Association may, at its discretion, perform such maintenance and assess the charges to the homeowner. (1983 Covenants, Article X, Section 1(c))



**Motorcycles:** No motorcycles, motorbikes, go-carts, snowmobiles or similar motor-powered vehicles shall be operated on any unpaved portion of the Common Areas. (1983 Covenants, Article X, Section 1(o))

**Noise and Nuisances:** Homeowners may not permit family members, visitors, licensees or lessees to make any noise that will interfere with the rights, comfort or convenience of other homeowners including, but not limited to, loud music, television or radio. (1983 Rules and Regulations, Section A.13) Residents may not carry out bothersome or offensive activity on their property and may not engage in activities that may become an annoyance or nuisance to the neighborhood or to a reasonable person. (1983 Covenants, Article X, Section 1(f))

**Notice of Sale, Lease or Mortgage:** If a homeowner sells, leases or mortgages an Arbors property, the homeowner is required to give the Arbors Homeowners Association the name and address of the purchaser, lessee or mortgagee of the property in writing. (1983 Covenants, Article XV, Section 9)

**Parking and Storage of Vehicles:** No owner, tenant or guest of any Unit shall park or store any commercial vehicle including any van used for commercial purposes, any vehicle displaying commercial signage, truck (as defined by the PA Department of Highway Safety and Motor Vehicles and/or by common usage and practice, not including light pick-up trucks up to three-quarter (3/4) ton capacity and less than twenty (20) feet in length and used for non-commercial purposes, provided such pickup truck does not have any appurtenance of a possible commercial nature including, but not limited to, snow plow, salt spreader and "ladder rack"), trailer, boat or other watercraft, recreational vehicle (RV), motor/mobile home, house trailer, camper or similar vehicle nor any unlicensed or inoperable motor vehicle (which shall include, without limitation, any vehicle which would not pass applicable state inspection criteria) and any vehicle without current tags or registration, on any lot, driveway, parking area, street or common area within the Arbors where it will be visible between 7 PM and 7 AM Monday thru Friday and all day Saturday, Sunday and holidays, except for emergency repairs as determined at the sole discretion of the Board. No owners or tenants shall repair or restore any vehicle of any kind outside of the garage except for normal maintenance, i.e., washing/waxing private passenger cars and allowable pickup trucks. All other activities other than emergency repairs must be done in the garage including all cleaning and maintenance of tools and equipment. No vehicles of any type may be parked on the streets of the Arbors other than short-term (generally not overnight) parking for guests of residents. Such parking shall not impede the passage of other vehicles. Residents must park only in their garages or driveways. Designated areas for visitor parking are to be used by guests only for short-term parking (generally not more than 7 days). Guest parking may not be used by residents of units except when access to their home is limited by construction. (1983 Covenants, Article X, Section 1(n) and 1983 Rules and Regulations, Sections B.1 and B.2 as amended by Resolution Nos. 2009-06, 2012-02 and 2016-01 & 02. Also, see minutes of 8/15/18 Board meeting.)

**Pets:** No animals, livestock, fowl or poultry of any kind may be raised, bred or kept in any house, on any lot or in the Common Areas. Dogs, cats or other household pets are allowed but must be kept leashed when outside the house. (1983 Covenants, Article X, Section 1(m)) No dog should be curbed close to any building or patio. Waste must be removed immediately by the pet owner. (Hampton Township & Commonwealth of Pennsylvania regulations) Pet owners

must compensate any person hurt or bitten by their pet. (1983 Rules and Regulations, Section C)

**Property Damage:** Homeowners are responsible for damage to any portion of The Arbors caused by their children or guests, invitees, visitors, licensees or lessees. (1983 Rules and Regulations, Section A.12)

**Signs:** No signs of any kind may be displayed to public view on any Common Area, lot or in any unit except that one sign advertising the property for sale or rent is allowed per lot. The area of the sign shall not be more than 300 square inches including all riders and hangers. The top of the sign and any supports shall not be higher than 24 inches above the ground. Such signs shall be placed in the front yard facing the court and shall be no closer than 20 feet to the court. The Board has the authority to erect entrance signs, directional and traffic signs and other such signs on Common Property as it deems appropriate. (1983 Covenants, Article X, Section 1(g) as amended by Resolution No. 2011-05 adopted September 19, 2011)

**Snow Removal:** Hampton Township is responsible for snow removal on Bordeaux and LaFite Lanes, both of which are Township roads. Snow removal on all other courts is the responsibility of the Arbors Homeowners Association and will be done as needed. Normally, three inches of snow during a 24-hour period is required before snow removal on driveways and sidewalks takes place. However, because weather conditions are so variable, occasions where the accumulation over a period of greater than 24 hours may cause problems for residents, the Board may authorize the contractor to do additional clean-up as appropriate based on time and expected duration of snowfall, wetness of snow, ambient temperature, etc. Snow removal generally will not be done until snow has stopped falling, except during snowstorms that are forecast to last for an extended period of one to two days. No salt will be applied to driveways or walkways due to the damage salt can cause to such surfaces. Consequently, homeowners are responsible for the safety of their driveways and sidewalks, not the Association. Homeowners who do not want the Association to shovel their driveways or sidewalks must notify the management company in writing. Township regulations prohibit residents from shoveling snow onto any public street and Arbors homeowners who shovel their own driveways and sidewalks are advised that shoveled snow shall likewise not be placed on any court.

**Traffic Patterns:** Residents, as well as guests, visitors and home/service contractors, must obey traffic and directional signs throughout the neighborhood, particularly at the entrance and along Bordeaux and LaFite Lanes. Please see the Traffic Pattern map at the back of the Directory (1983 Rules and Regulations, Section B.3)

**Utilities:** All utilities must be underground. (2001 Architectural Control Standards, Section 8(a)) Water and any other utilities available in Common Areas may not be used in unnecessary or unreasonable quantities. The homeowner deemed causing such use will be liable for the amount used. (1983 Rules and Regulations, Section A.9)

## Architectural Rules & Regulations

**General:** Residents planning any exterior improvements or changes must obtain approval from the Board prior to starting work (1983 Covenants, Article IX, Section 2) and should obtain a copy of the submittal requirements for all such work from the ARC. For major projects that involve construction, residents should allow 4 to 6 weeks for the approval process to be completed before work begins.

The Arbors Architectural Review Committee (ARC) is responsible for ensuring that homeowners abide by these Rules and Regulations. The Arbors prides itself on its reputation as a neighborhood with attractive and constant exteriors and neighbor relations.

Members of the Committee will notify homeowners if they are in violation of any requirements outlined here and determine a realistic timeframe to correct the problem. (1983 Covenants, Article X, Section 3)

In rare instances when a homeowner may fail to take the necessary corrective action, the Board of Directors has the authority to proceed with measures outlined in the Declarations of Covenants, Conditions and Restriction including monetary fines or injunctive relief. (1983 Covenants, Article IV, Section 1, Article X, Section 2 and Article XV, Section 1)

Homeowners sometimes launch "impermanent" exterior projects that, in the eyes of their neighbors, lack consistent aesthetic quality. Actions of this kind are discouraged and usually are handled by individual homeowners with limited, if any, involvement of the Architectural Review Committee. Such projects include, but are not limited to: lawn statuary and ornaments, **bird feeders**, wildlife control screens and fences, and long-term motor vehicle parking.

**Enforcement:** The Arbors Declaration of Covenants, Conditions and Restrictions, which each resident signs and agrees to upon closing on a property, gives the Arbors Homeowners Association Board of Directors the authority to enforce decisions of the Architectural Review Committee regarding violations of the Architectural Standards as may be defined and modified from time to time.

The Declaration also states that any infraction of the Arbors' rules and regulations can result in a suspension of the homeowner's voting rights (1983 Covenants, Article III, Section 1(c)) and an assessment against the property to recover any expense incurred to rectify the infraction and bring the property into compliance. (1983 Covenants, Article IV, Section 1 and Article XV, Section 1)

**Awnings and outdoor umbrellas:** Awnings and outdoor umbrellas shall be of a "Sunbrella," "Tempotest" or equivalent weather-resistant 100% acrylic fabric. They should have scalloped edging and a retractable or fixed-frame construction and shall be in one of the following approved fabrics. Any trim should match the fabric and be of a complementary color to the awning. The chair of the Architectural Review Committee does have actual samples of each fabric, listed below. Awnings may only be added to the rear of the home. It is recommended that final choices be based on an actual fabric sample, and not on a photograph.

**Sunbrella 4620 Solid Beige**  
**Sunbrella 4621 True Brown**  
**Sunbrella 4776 Chocolate Chip Stripe**  
**Sunbrella 4994 Eastridge Cocoa**  
**Tempotest 407/11 Red Tweed**  
**Tempotest 407/84 Brick Tweed**  
**Tempotest 415 Maroon**  
**Tempotest 873/151 Dune Tweed**

**Brick:** Brick to grade is standard, brownish red in color (Jefferson Wade Tudor or Continental #594) with grapevine joint. There are slight variations in these two brick and homeowners must choose the appropriate brick to match the brick on their house for additions or the brick on other homes on the court for new homes. Housing designs use corbels, keystones, soldier courses, and insets and outsets in a Victorian style. (Adopted by Board 7/17/01) For all new construction or additions to existing homes, a sample of the brick to be used must be submitted to the Chair of the Architectural Review Committee for written approval **prior to the beginning of construction.**

**Chimneys:** Chimneys shall have a brick exterior in the Victorian style. (Adopted by Board 7/17/01)

**Decks:** Decks must be in the back of homes and shall be built with high quality rot-resistant wood or synthetic decking. Decks are to painted or stained Sherwin-Williams Holloway Brown or similar dark brown color with dark brown or black posts and railings. Decks and patios shall be kept free of trash, trash cans, debris and other materials that can detract from the appearance of The Arbors. (1983 Rules and Regulations, Section A.11 and action of Board at March 15, 2021 Board meeting.)

**Driveways:** All homes in a court shall have the same driveway surface, either concrete or asphalt. (2001 Architectural Control Standards, Section 9(c))

**Eaves, Soffits and Gutters:** A minimum overhang of 6 inches is required and shall be painted Sherwin-Williams Holloway Brown. (See paint formula.) (2001 Architectural Control Standards, Section 6)

**Entryways:** Sheltered entryways and low-walled patios are common in front of houses. (2001 Architectural Control Standards, Introduction)

**Exterior Attachments:** Nothing may be placed on the front exterior walls or roofs of homes without advance written approval of the Architectural Review Committee. This includes, but is not limited to, sculptures, plaques, planters, trellises, weathervanes, antennae, dishes and

similar objects of any kind. Wreaths may be hung on doors, but not on exterior walls of entryways. (1983 Covenants, Article X, Section 1(e))

**Exterior Doors and Trim:** All entry doors in each court shall be of a similar style. All exterior metal doors shall be painted Sherwin-Williams Holloway Brown. Front doors may be wooden, but must be painted or stained Holloway Brown or similar dark brown color. (Resolution No. 2009-06 adopted 11/02/09)

**Exterior Lighting:** Lighting fixtures should complement those already existing on each court. They should be in the traditional style, rather than contemporary. (2001 Architectural Control Standards, Section 9(c))

**New Construction:** Before any new construction begins, the builder, owner of the home/lot and representatives of the Architectural Review Committee must meet to review construction plans and discuss the exterior design elements. (1983 Covenants, Article IX, Section 2)

This meeting will ensure that all plans are in compliance with these Rules and Regulations and in keeping with The Arbors style. Modifications to the original design will require additional reviews and approvals.

**Paint:** The standard paint for exterior trim on Arbors homes is "Arbors Holloway Brown," available in the Allison Park Sherwin-Williams store on Route 8. You can take the formula for one gallon to any Sherwin Williams store, and they can use it to mix your paint or stain. The formula is listed here.

**Paint:** The standard paint for exterior trim on Arbors homes is "Arbors Holloway Brown", available in the Allison Park Sherwin-Williams store on Route 8. If you attempt to purchase "Arbors Holloway Brown" at any other Sherwin Williams store they will have to call the store on Route 8 to get the formula - *make sure they use the formula that is on the Board by the mixer* - or you can take the formula below for one gallon to any Sherwin Williams store and they can use it to mix your paint or stain.

**Paint Formula:**  
 SHERWIN-WILLIAMS 701102  
 412-487-4090

EXTERIOR  
 SUPERDECK SOLID COLOR  
 FLAT

04/15/21  
 Order # 0229051  
 ARCHITECTURAL  
 STAIN  
 IFC 7012NP

**ARBORS HOLLOWAY BROWN**  
 CUSTOM MANUAL MATCH

CCE*COLORANT	OZ	32	64	128
W1-White	-	15	-	-
B1-Black	10	2	1	1
R2-Maroon	-	46	-	1

**ONE GALLON**  
 SD7T00154

ULTRADEEP  
 650930787

**Patios:** Patios must be made of concrete or other approved material and must be kept free of trash, trash cans, debris and other materials that can detract from the appearance of The Arbors. (1983 Rules and Regulations, Section A.11)

**Renovation to Existing Homes:** Any changes to the exterior of existing homes must be presented to members of the Architectural Review Committee for approval prior to the start of the project. (1983 Covenants, Article IX, Section 2) Residents should allow 4 to 6 weeks for the approval process to be completed before work begins.

**Roofs:** A gabled roof is preferred. A hip roof for the main roof is permitted if offsets are gabled. The minimum roof pitch allowed is 8/12. The color of the asphalt shingles must match others in use on the court (brown or gray, for example).  
 New homes in each court must be the same elevation as existing dwellings. Topographic variations, rather than building architecture, should account for changes in exterior silhouettes. (2001 Architectural Control Standards, Section 2)

**Sidewalks and Entrances:** Sidewalks, entrances and portions of Common Areas intended for use by homeowners should not be obstructed. During winter, residents are responsible for keeping their sidewalks and entryways de-iced and safe for visitors and delivery personnel. (Resolution No. 2009–06 adopted by Board 11/02/09)

**Television Dishes and Antennae:** No satellite dishes or television antennae shall be installed on Common Property. Satellite dishes shall be located in an inconspicuous location, usually at the back or side of a unit and shall be no higher than the foundation planting. Satellite dishes may be attached to the unit wall or installed in the ground adjacent to the unit. Consideration should be given to locating the dish where it will not disrupt the view of neighbors. Any mounting apparatus shall be painted Sherwin-Williams Holloway Brown. In cases when access to the satellite signal prevents location of the dish in a preferred side or back location near the ground, the unit owner shall work with the Architectural Review Committee to identify an alternative location that minimizes the visual impact of the dish. Exposed antennae of any kind are not permitted. (Resolution No. 2009–06 adopted by Board on 11/02/09)

**Temporary Structures:** No structure of a temporary character including, but not limited to, a dog house, trailer, tent, shack, garage, barn, storage building, bin, shed or container or other out-building may be used on any lot at any time either temporarily or permanently. Swing sets, gym sets, slides, inflatable pools, basketball hoops or other such recreational equipment are also not permitted. (1983 Covenants, Article X, Section 1(l) and Resolution 2012-01). Wildlife screens to protect shrubs and hedges are permitted, but must be as discreet as possible and placed directly around the planting. Screens or fences are not permitted around the perimeter of a property, with the exception of wooden fencing already existing near certain Common Areas.

**Windows and Window Treatments:** Casement or sliding windows are required. No double hung windows are allowed. Frames shall be brown metal or plastic covered. (2001 Architectural Control Standards, Section 5)  
Nothing shall be hung, projected or shaken, and no dirt or other substance should be thrown, swept or otherwise emitted from windows, decks or patios of any house.  
Nothing shall be placed on, in or projected from the doors (other than interior doors entirely within a unit), window or window sills including, without limitation, awnings, clotheslines, aerials, signs, air conditioners, ventilators or fans. Only white or dark brown shades, blinds, Venetian Blinds, drapes or linings are permitted if they are visible from the exterior of a house. (1983 Rules and Regulations, Section A.4 as amended by Resolution No. 2009-06 adopted by Board on 11/02/09)

## Grounds Rules & Regulations

### **Guidelines Defining Resident Tree/shrub Maintenance and Care Responsibility:**

1. Any tree/shrub on the homeowner's lot is the homeowner's responsibility.
2. Any tree/shrub planted by a current or former property owner, regardless of where they are located, are the homeowner's responsibility.
3. Any tree/shrub regardless of where they are located or who planted them, that have been maintained by a current or prior property owner are the homeowner's responsibility.
4. Residents have the responsibility to maintain all trees/shrubs in a safe and presentable condition.
5. The association reserves the right to maintain any tree/shrub that is considered unsafe or does not adhere to the aesthetic standards of the Arbors. The costs of care will be the responsibility of the resident, assuming the above conditions have been met.
6. Trees and shrubs identified on the "Landscape Maintenance Responsibilities" documents on the Arbors website shall be maintained by the designated entity.

**Lawn Care:** Grass cutting is done seasonally on a weekly basis, except during extremely dry or wet periods when cutting could harm the lawns. Front lawns are cut with small mowers and grass clippings will be bagged and removed. Common areas, side and back lawns will be cut with larger equipment and not be bagged. Homeowners who want any of these areas cut with smaller equipment may make arrangements with the grounds contractor to do so at their own expense.

**Lawn Fertilization and Weed Control:** Fertilization, crab grass control, broadleaf weed control, plus liquid weed spraying will be done at Association expense at the appropriate times from early spring to late fall.

**Spring and Fall Cleanup:** The Association's lawn-cutting contractor will provide a one-time spring cleanup of branches, leaves and other debris that have collected over the winter months. Three separate cleanups of leaves will be performed over the course of several weeks in the fall.

**Trees and Shrubs:** Planting of trees, hedges, shrubs, etc., on Common Areas is prohibited unless prior written approval has been received from the Board of Directors. Homeowners who receive approval to plant trees, hedges, shrubs or other landscaping on Common Areas are responsible for the perpetual maintenance of those plantings. The responsibility transfers to subsequent owners. (Approved by Board 03/03/08 and 04/07/08) No trees may be removed from any lot or Common Area without written approval of the Board or the ARC. Trees in Common Areas will be trimmed by the Association's experts on a periodic schedule.

**Trimming: Foundation shrubs, bushes and non-deciduous trees less than 6' high will be trimmed once each year in late spring or early summer. All trimming will be limited to plants that can be and normally are trimmed by power trimmers as no hand pruning is included.**

Homeowners are responsible for weeding and mulching any planting areas on their properties. Those who fail to maintain their landscaping will receive written notification from the Board of Directors. If the required weeding and mulching maintenance is not performed within 20 days of that notice, the Board may perform the needed maintenance and charge the homeowner for any expense involved. That charge may be enforced as an assessment against the property. (1983 Covenants, Article X, Section 1(c))

**Residents are prohibited from placing any tree, shrub or brush cuttings, flowers, grass, dirt or any other landscaping materials or by-products on Common Areas. (Adopted by the Board 5/20/08)** Residents are advised that as of 11/02/09, the Township's waste collector, Waste Management, will take nominal amounts of lawn or yard materials provided they are properly bagged or tied.

## SPECIAL NOTE OPT-OUT FROM GROUNDS SERVICES

Residents who do NOT wish to have lawn care, snow removal or spring and fall trimming and cleanup services performed at their property must submit a notice in writing to the Arbors management company, currently...

Rj Community Management  
4900 Perry Hwy  
Bldg. 1, Suite 300  
Pittsburgh, PA 15229

**There is no reduction in quarterly assessments for homeowners who decline lawn care, snow removal or spring and all cleanup services.**

## ISSUES NOT ADDRESSED

The following is a list of questions asked by residents of The Arbors not addressed on any of previous pages. Residents are welcome to contact any Board member of the Arbors Homeowners Association or the management company, currently RJ Community Management, to receive clarification or a more comprehensive response to specific concerns



regarding rules and regulations pertaining to changes, renovations or projects to the outside of their home.

**Q. I've heard that living in the Arbors is maintenance-free. Is that true?**

A. No, the Arbors is not a maintenance-free community. Homeowners are responsible for all maintenance of their homes including roofs, windows, doors, brick, trim, decks, patios and driveways. Any tree/shrub on the homeowner's lot is the homeowner's responsibility.

**Q. May I install an invisible fence for my pet?**

A. Yes. You are required to contact the Architectural Review Committee before installation and you will be expected to provide a drawing of the location of the fence on your property. Invisible fences are NOT permitted in common area. The AHA is not responsible to any damage caused to invisible fences by contractors working for the Association.

**Q. I am concerned about some large "native trees" in the back of my home. Who shall I contact about the tree/trees?**

A. If your concern is a safety issue or the tree is diseased, you should report your concern to the Management Company who will notify the Grounds Committee. However, trees on the perimeter of the property are not routinely trimmed. There is also an annual landscape survey circulated in the late winter Arbors minutes where you may opt in/out of certain services. You may comment on trees in that survey as well.

**Q. When are Arbors Homeowner Association maintenance charges due?**

A. Assessments are invoiced quarterly. Payments are due on the first day of each calendar quarter (i.e., January 1st, April 1st, July 1st and October 1st). Payments must be received by **Rj Community Management**, the management company for the Arbors Homeowner Association, by the last day of the month in which they are due. Assessments not paid in full by the end of the month in which they are due are subject to a \$50 late fee plus 1.25% interest per month on the unpaid balance.

**Q. How are payments received by Rj Community Management applied?**

A. In accordance with applicable law, payments are first applied to any accrued interest, then to any unpaid late fees, then to any unpaid costs and legal fees for collection and enforcement by the Arbors Homeowner Association, then to any delinquent assessment and lastly to the current assessment. Accordingly, if you have not paid an unpaid late fee by the time of your next quarterly payment, you will be assessed another late fee because your quarterly payment will be applied first to the unpaid late fee, then to the quarterly assessment.

**Q. Are real estate signs regulated?**

A. Yes, Resolution No. 2011-05 stipulates that one real estate sign is permitted per lot. The area of the sign can be no larger than 300 square inches, including all hangers. The top of the sign and supports can be no higher than 24 inches above the ground. Such signs must be installed in the front yard facing the court and can be no closer than 20 feet to the court. Signs must be removed within seven (7) days of settlement.

## The Arbors: a Bit of History

More than 50 years ago, The Arbors was a family farm owned by then District Attorney Andrew Parks. A windmill powered pump and water tower rose up some 50 feet above ground near 4222 Corton Court. The Duncan Trolley Station serving downtown Pittsburgh and Butler was located just a few hundred yards east of our gate house. The trolley was involved in a fatal accident and a record \$1 million judgment, which it was unable to overcome, and closed operations in 1934.

The Arbors property was subsequently acquired from the Parks family by a well-known Oldsmobile dealer named Louis Berman who added a two-story farmhouse (later partially lost to lightning) and some horses as would befit a gentleman farmer.

During the late 1950s, Sam and Mabel Calig, principals in the Calig Steel Drum business, purchased the farm and really got serious about horses. A well-constructed barn capable of housing some 20 horses was built, a training ring was added and both race and show horses were introduced. Things had now taken on a brand new, and some might say upscale, look.

By the early 1980s, the Caligs were ready for Florida. The property was acquired in October 1982 by developer Raymond Smith, doing business as Arbor Ventures.

In all, 42 acres were involved and a plot plan showing 90 building lots (scaled back from an initial plan exceeding 100) and 32 common acres was recorded.

Architect Alfred Cincala joined developer Ray Smith at the outset and plotted out the community. Bordeaux Lane provided the stem and all the home sites circled in their clustered courts produced a likeness to a bunch of grapes. And voila! The horse farm became "The Arbors."

It was not at all difficult to name the lanes and courts after French chateaus and wines, with the whole idea providing special promotional and marketing magic. In fact, the first major promotional brochure said it all:

*"Like the enchanting bouquet of a fine vintage wine, The Arbors invites you to experience a unique pleasure — the pleasure of a lifestyle that's new and different to Pittsburgh."*

Groundbreaking took place in June 1982 and by April 1983 when The Arbors had an open house, the majority of houses on Margaux, Pape Clement and Rothschild were completed. In May 1985, Phase II was started with residences being built on La Tour, followed by Corton, Dom Perignon and Haut Brion. Construction continued on Chambertin, Cheval Blanc, Montrachet, Hermitage and La Tache.

## The Concept of the Arbors

The special architectural and landscape design that sets The Arbors apart began with the construction of the magnificent brick wall at the front entry. It is clear from this that The Arbors is more than a random collection of architectural styles that happened to please the buyer of any individual lot.

The Arbors is clearly not a neighborhood where residents do their own thing and the only thing they have in common is the road that lines the houses up in a row.

The Arbors was conceived as and remains a community where there is harmony. Each neighbor reinforces the quality of each other's house to the point where each resident enjoys the harmonious beauty of several adjoining homes.

Each Arbors resident has sacrificed a degree of individuality to enjoy the benefits of continuity of the same quality design criteria which enhances the neighborhood. Each home contributes to the total work of art and architecture. That is why residents have bought here and why the neighborhood is so attractive. That is why all changes or additions and all new construction must maintain this continuity.

This exterior "theme," repeated in each home, is what makes The Arbors good art, good architecture and good living.

**The Style of Housing:** Homes in The Arbors neighborhood can be broadly classified as Period Houses. They are of a distinctive design but exhibit roots in earlier architectural traditions. The style is characterized by careful massing and proportioning, by careful selection of construction materials and by thoughtful emphasis of a few key architectural elements.

The typical Arbors home is a carriage house. It allows occupants to park their auto (or carriage) inside the home, readily accessible from the main floor, to afford increased safety, comfort and convenience.

Period houses fit the description of Queen Anne fronts and Mary Ann behinds. This means that most attention is given to the face of the building that meets the public.

The rear, while presentable, is less grand architecturally. In this discussion of Arbors architectural style, it is the face of the building and the exposed sides that are of greater but not exclusive concern.

Most houses show strong allegiance to one another. Together, their general scale, building plans and site orientation become interdependent parts of a carefully crafted, overall neighborhood theme. The effect is similar to the much-admired concept neighborhood, Chatham Village, located on Pittsburgh's Mount Washington. Even today there are few neighborhoods like this in the Pittsburgh metropolitan area or in the nation. It is possibly rarer than the residents realize.

**Low Maintenance Exteriors:** Consistency is a major feature of the classic Arbors dwelling. The utilization of materials that reduce the rate of weathering is a relevant design factor. This construction system consists of brick facades, mostly devoid of siding, as well as brown metal clad for trim pieces, window frames and garage door faces.

It also involves the utilization of rot-resistant wood and wood-like synthetic decks, etc. Because of this thoughtful treatment, the appearance of older units in the neighborhood is indistinguishable, in most cases, from much younger homes.

This built-in resistance to aging has practical value but also reinforces the impression of uniformity and continuity.

**Building Scale:** A low silhouette typifies the humble scale of homes in The Arbors. The homes are reminiscent of English-style cottages. The reduced building scale is so successful that visitors often are surprised at the size of the interiors of Arbors homes.

**Quality Brickwork:** The brickwork helps carry the theme of The Arbors. It is evident in corbels, keystones and imposts at the base of an arch, in soldier courses over windows, in mitered intersections over entrances, and in ladder corners, etc. Brick to grade is standard and is required.

**Color Scheme Consistency:** A consistent color scheme is designated as reddish brown for brick and dark brown for trim, front doors, garage doors and decks. Roof shingles must match the color in use on individual courts. Color is a powerful tool for unifying homes from court to court.

**Dwelling/Landscape Relationship:** An intricate relationship exists between an Arbors house and lot. This is a subtle but important design consideration.

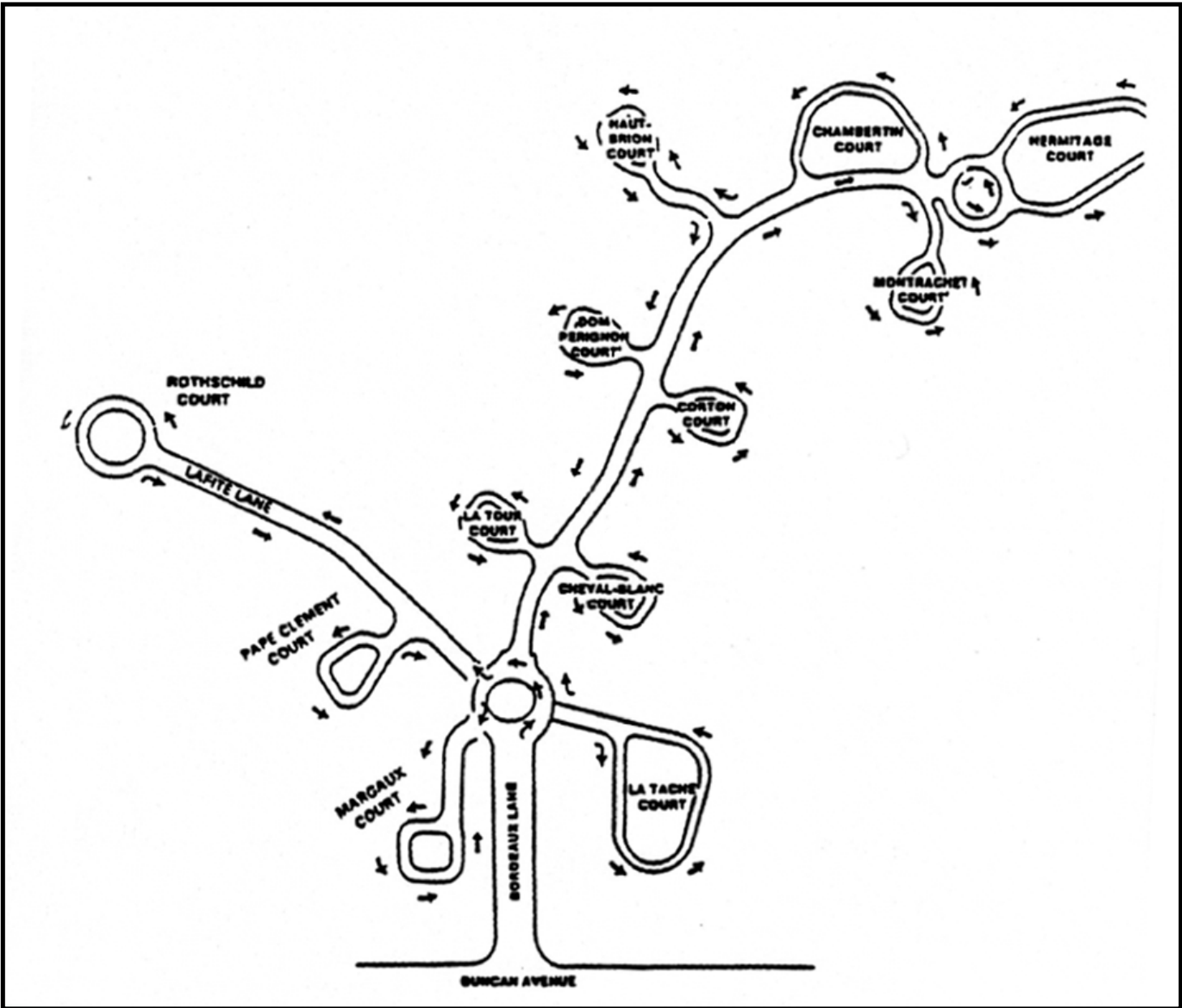
The Arbors was conceived as an innovative cluster development. The lots were designed to be snug so as to encourage intensive landscaping at the entrance of the dwelling and courtyard center to serve as a lush setting for each home.

Beyond the cluster of building lots is an expanse of common open space contrasted by richly landscaped islands, road borders and court entrances. Utilities are installed underground to reduce unsightly visual conflicts.

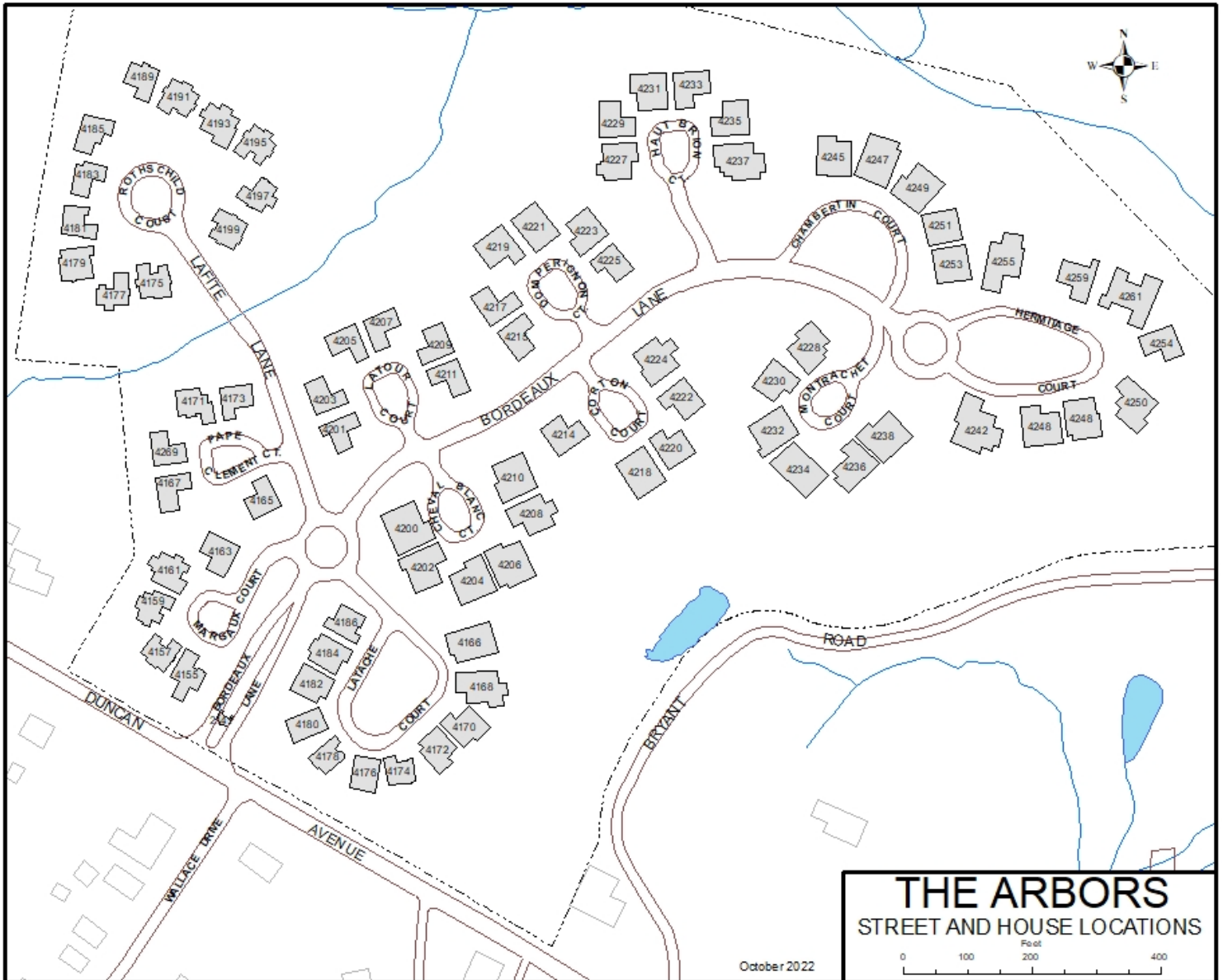
**The Entrance Theme:** The wall, gatehouse and lanterns at the entrance provide strong clues about the design environment of The Arbors and announce to visitors that it is a special type of residential village. Without this dramatic entrance, The Arbors neighborhood would be distinctly less grand. Thus, it is important to preserve these features, as it is the individual dwellings within.

Lighting at night establishes the mood of The Arbors. It highlights the strong stylistic features of dwellings and landscaping at night when architectural features are less visible. The lanterns that illuminate the brick wall and gatehouse on Duncan Avenue are welcoming to visitors and residents alike.

Arbors Traffic Pattern



# Arbors Map of Courts and Homes



# Request for Changes to the Exterior of an Individual Unit

## Arbors Homeowners Association Architectural Review Committee

This form is to be used for any addition to, or modification of, the exterior of an Arbors home. This includes, but is not limited to: paint, windows, shingles, awnings, gutters, sidewalks, decks, doors, patios, lights, and invisible pet fences, **as well as in-kind replacements of such items**. Approval by the Architectural Review Committee (ARC) and the Board is required prior to the start of any project. **Any alteration without prior approval is a violation of HOA rules and covenants. Homeowners may be required, at their own expense, to remove such additions or modifications.**

All applications MUST provide detailed plans and specifications for the proposed changes or additions. This includes: a) color graphics/drawings from manufacturer/vendor showing design and dimensions of all items to be used; b) color samples/paint chips from manufacturer, and c) samples of brick, roof shingles, and non-approved awning fabric. All such submittals shall be originals, and not copies. ARC reserves the right to seek additional information and/or material before reviewing any request. Applications for new homes, additions and modifications must also comply with "Requirements for Approval of New Construction, Additions and Modifications."

\_\_\_\_\_  
Homeowner Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

### Brief description of and justification for the proposed work:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### ALL REQUESTS, INCLUDING ATTACHMENTS, SHOULD BE SUBMITTED TO THE ARC CHAIR

I, the above-named homeowner, understand and agree to the conditions outlined in the preceding paragraph.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Architectural Review Committee Recommendation: \_\_\_ Approve \_\_\_ Deny Date \_\_\_\_\_

Reason for Denial: \_\_\_\_\_

\_\_\_\_\_  
Board Action: \_\_\_ Approved \_\_\_ Not Approved

HOA President's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Revised 4/13/22