

BEACON HILL TOWNHOUSE CONDOMINIUM
RULES AND REGULATIONS

**BEACON HILL TOWNHOUSES
CONDOMINIUM ASSOCIATION
RULES AND REGULATIONS**

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BEACON HILL TOWNHOUSES CONDOMINIUM ASSOCIATION

RULES AND REGULATIONS

STATEMENT OF PURPOSE

Rules and Regulations as stated herein are necessary to ensure that all residents may enjoy the benefits of the highest standards of safety, comfort and privacy. Because the lifestyles of the residents of any community vary widely, it is important that the Rules and Regulations of the Association be adhered to so that respect for the rights of all may be maintained.

The terms herein shall have the same meanings as defined in the Declaration of Condominium of the property known as Beacon Hill Townhouses, a condominium created under and subject to the Pennsylvania Uniform Condominium Act. All present and future owners, mortgagees, lessees and occupants of the Units and of the Common Elements and their agents, employees, guests and any other person or entity who or which may use the facilities of the Property are subject to and bound by these rules and all amendments thereof.

SECTION I: GENERAL

A. COMPLAINTS/VIOLATIONS/RULES ENFORCEMENT/FINES

1. All violation complaints must be made in writing, signed and submitted to the Manager via U.S. Mail, fax or e-mail.
2. Upon substantiation of the complaint, or identification of the violation via an inspection, the unit owner will receive one (1) warning letter and will be notified of the violation by the Manager and instructed to rectify said violation within a specified time period. If the violation is not rectified within the specified time period, the owner will receive a violation letter.
3. The Manager will inform the Board of Directors of all violations on a weekly basis.
4. All violations must be rectified within the time frame and manner specified in the notice from the Manager.
5. If the violation persists, the Board of Directors has the right to cause the violation to be corrected at the unit owner's expense in accordance with the Code of Regulations of Beacon Hill Townhouses Condominium Association, including the levying of fines as outlined in Section I, Paragraph A-9 of this document.
6. Notwithstanding the above, the Manager should be contacted immediately if a violation would create damage to property or imminent harm to persons.
7. Cited owners/residents have a right to a hearing before the Board of Directors during the next regularly scheduled monthly meeting. This may be arranged by a written statement sent via U.S. Mail, fax or e-mail to the Manager within three (3) days of receipt of the violation notice. Any written request for appeal before the Board of Directors shall stay the imposition of any fine until the Board of Directors disposes of the case.

8. The Code of Regulations gives the Board of Directors the authority to levy fines. This does not preclude the Board of Directors' right to pursue legal remedies, if necessary.

9. **PENALTIES:**

Except as otherwise noted, fines shall be set forth as follows:

For Section II – Structural Regulations:

Exterior Alteration Request

Exterior Alteration Request Procedure – If a unit owner fails to submit an Alteration Request and receive written approval for same, the fine imposed shall be:

- a. \$25.00 if the violation is not rectified within seven (7) days of the date of the notice.
- b. \$50.00/day for five (5) consecutive days if violation is not rectified within seven (7) days of the first fine.

Failure to Maintain

If a unit owner fails to maintain the continued good upkeep of an approved alteration/addition, the fine imposed shall be:

- a. \$25.00 if the violation is not rectified within thirty (30) days of receipt of notification.
- b. \$50.00/day for five (5) consecutive days if violation is not rectified within seven (7) days of the first fine.

If a unit owner violates any portion of an approved Alteration Request, the Association may, at the unit owner's expense take any necessary steps to rectify the violation. This may include, but is not limited to removing the article in violation. The cost to rectify the violation will be the costs incurred by the Association plus 15% in addition to all legal fees incurred by the Association.

For Section III – Common Ground

If a unit owner violates any rule under Common Ground, the fine imposed shall be:

- a. \$25.00 if the violation is not rectified within seven (7) days of the date of the notice.
- b. \$50.00/day for five (5) consecutive days if violation is not rectified within seven (7) days of the first fine.

If a unit owner violates any portion of the Common Ground, the Association may, at the unit owner's expense take any necessary steps to rectify the violation. This may include, but is not limited to removing the article in violation. The cost to rectify the violation will be the costs incurred by the Association plus 15% in addition to all legal fees incurred by the Association.

For Section IV – Pet Rules

See specific rule for violations provision. *(Page 21)*

Section V – Motor Vehicles

If a unit owner violates any rule under Motor Vehicles the fines imposed shall be as follows:

- a. A \$25.00 fine will be assessed for the second offense.
- b. A \$50.00 fine will be assessed for each occurrence thereafter.
- c. Non compliance to any violations in this Section will result in the vehicle being removed from the property at the vehicle owner's expense.

For Section VI – Miscellaneous

- a. Flammable Substances – Violations of this rule will cause the flammable substance to be removed immediately and a fine of \$25.00 per occurrence will be levied.
- b. Vandalism – Violators of this rule will be assessed an amount equal to the damage, including repair or replacement, plus labor where applicable. Additionally, a fine equal to 40% of the total expenditure will be assessed.
- c. Refuse – A fine of \$25.00 for repeat violations will be assessed for each occurrence plus costs incurred for removing item.

B. EXTERIOR ALTERATION REQUEST PROCEDURE:

1. The unit owner shall procure an Exterior Alteration Request Form from the Manager or the Maintenance Office for any modifications and additions to the exterior of the unit or the common ground.
2. The completed Alteration Request must be forwarded to the Manager via U.S. Mail or fax along with all necessary documentation.
3. The Manager will review the application for Alteration Request and may inspect the property to determine if the requested alteration is in the best interests of the Community. The Manager will make a recommendation for approval or disapproval to the Beacon Hill Townhouses Board of Directors.
4. In accordance with the Alteration Request Form, the applicant must also submit, if applicable:
 - a. Plans consisting of specifications that detail the nature, kind, shape, color, dimensions, materials and location of the requested alteration.
 - b. Any alteration request necessitating structural change(s) will require an engineer's statement.
 - c. Alteration requests for doors, awnings, windows and all exterior vents require a picture of the item being requested.
5. After the review process has been completed, the Manager will either approve, approve with contingencies, or reject the requested alteration. A copy of the Building permit, if required by the Borough of Wilkinsburg, must be submitted before any work can begin.
6. If the applicant receives an unfavorable decision, the applicant has the right to request a hearing before the Beacon Hill Townhouses Board of Directors during their next scheduled meeting. Requests for such a hearing must be made through the Manager's Office.

SECTION II: STRUCTURAL REGULATIONS

A. PAINTING

1. All units are painted by the association on a cyclical schedule.
2. All units will be repainted the existing color. If the unit owner wishes to CHANGE the color, style or form, the Request for Exterior Paint Color Change form must be submitted to the Maintenance office.
3. Requests for color changes are processed by the Manager.
4. Expenses incurred for color changes requiring more than one (1) coat will be the responsibility of the unit owner. Payment must be made in advance directly to the painting contractor.
5. The homeowner, at their sole expense, is responsible for painting and maintaining all approved structural alterations/additions including but not limited to:
 - a. Storm doors
 - b. Railings
 - c. Deck extensions

B. DOORS

1. Exterior doors, including patio/balcony doors, storm doors, and garage doors may not be altered from the original design or color, without prior approval. Refer to Exterior Alteration Request Procedure, See Section I, Paragraph B (*Page 8*) of this document.

2. The unit owner is responsible for REPAIR and maintenance of all exterior doors. Because MOST replacement door frames are manufactured as a packaged unit including the door, the Association will assume responsibility for replacing the door ONLY if the door FRAME is deteriorated beyond repair, as determined by The Board of Directors.

3. Installation or replacement of storm door(s) requires prior approval of The Board of Directors and must comply to the following standards:
 - a. The storm door(s) must be constructed of either a vinyl clad, aluminum or other type of metal product.
 - b. Must be full view.
 - c. Glass must be plain.
 - d. Brass designer trim not to exceed 3" in height is permissible at the bottom of the door.
 - e. Security grates or grills and other types of decorative inserts are prohibited.
 - f. All exterior finishes of the storm door(s) must be dark brown, black or match the front door.

C. WINDOWS/WINDOW COVERINGS

All window replacement and/or alterations must have prior approval. Refer to Exterior Alteration Request Procedure, see Section I, Paragraph B (**Page 8**) of this document. **Windows.....**

1. May or may not have tinted energy efficient glass.
2. May or may not have muntins.
3. Window replacements must be double hung style except for bay window side panels which may be casement style.
4. Frames and muntins must be either dark brown or black.
5. Glass block security windows may be installed at basement level only.

Types of window alterations that will be denied include:

1. Windows with reflective glass.
2. Windows with white frames or white muntins.
3. Windows with beveled glass.

All draperies, curtains or shades must be white or have a white backing or lining such that only white material is visible from the exterior of the units. The Board may require the removal of any interior blinds, shades, screens, decorative panels, window or door coverings attached to or hung, or used in connection with any window or door in a unit, in such manner as to be visible to the outside of the building. Window coverings installed prior to September 1, 1999 shall be excluded until such time they are replaced.

D. BALCONIES/DECKS/PATIOS

1. All alterations and/or additions of balconies, decks and patios require that the External Alteration Request Procedure be followed, see Section I, Paragraph B (**Page 8**) of this document. Be aware that certain alterations/additions may require a building permit from the Borough of Wilkinsburg.
2. A unit owner making such an addition or alteration shall be responsible for its continued good upkeep. Violators will be subject to conditions as stated in Rules Enforcement, see Section I, Paragraph A (**Page 5**) of this document.
3. Construction must be made of pressure treated lumber.
4. A six (6) inch space (3 inches per unit) must be left between adjoining decks.
5. The railing surface may be no greater than three (3) feet above the deck surface. Railings require at least 40% open area.
6. Deck drawings must be submitted with the Alteration Request.
7. Carpeting of balconies, decks and patios may be done under the following conditions:
 - a. Carpeting must be of the outdoor type.
 - b. Carpet may not be permanently attached to said balconies, decks and patios.
 - c. No front porches or common areas may be painted, decked or carpeted.

8. Landscaping borders or patio extensions may not interfere with grass cutting.

E. EXTERIOR LIGHTING

Replacement of or addition to exterior lighting requires that the External Alteration Request Procedure, Section I, Paragraph B (*Page 8*) of this document be followed.

1. One (1) motion light in the rear of the unit with a bulb not to exceed 150 watts is permitted.
2. All other spotlights, including but not limited to tree and landscape lighting, are prohibited in the front of the unit. The exception is one spotlight, with a bulb of 50 watts or less, is permissible for the holiday period November 15 to January 15 for the purpose of illuminating your unit. Walkway and landscape low wattage lighting is permitted if approved under the alteration approval rule.

F. MISCELLANEOUS ALTERATIONS/ADDITIONS

1. AIR CONDITIONER COMPRESSORS

- a. The Alteration Request Procedure, Section I, Paragraph B (*Page 8*) of this document must be followed for newly installed air conditioning compressors (not replacement units).
- b. Exterior location of compressors for central air conditioning shall be within two (2) feet of the rear of the unit.
- c. Compressors for central air conditioning provided with units may not be moved from their present location.
- d. Window air conditioning units and/or window fans are prohibited.
- e. Prior written approval of the Manager is required for variances from the above.

2. VENTING OF HIGH EFFICIENCY FURNACES

The Alteration Request Procedure, Section I, Paragraph B (**Page 8**) of this document must be followed for venting high efficiency furnaces. The outside vent pipe should be a compatible color to match the surrounding elements.

3. ATTIC FANS

- a. The Alteration Request Procedure, Section I, Paragraph B (**Page 8**) of this document must be followed.
- b. A diagram of the exact location of the unit is required with the alteration request. Venting of fan units must be on the rear portion of the roof.
- c. Any damage caused to the roof will be the responsibility of the unit owner.

4. AWNINGS

- a. The Alteration Request Procedure, Section I, Paragraph B (Page 8) of this document must be followed.
- b. Only fabric type awnings, either stationary or retractable, are allowed over patios, decks or balconies. A swatch of the material indicating color and fabric must be submitted with the alteration request.
- c. Front porch and window awnings will not be permitted.
- d. Bamboo or plastic shades or blinds, or plastic drop style enclosures, or enclosures of any type will not be permitted.
- e. Torn, tattered, faded or any awning in disrepair must be repaired, replaced or removed. If the awning is removed, the support system must also be removed. In addition, the structure to which the support system was attached must be restored.
- f. Upon notice of a violation of this rule from the Manager, the violation must be abated within thirty (30) days.
- g. If the violation is not abated in the specified time period, the Association may, at the unit owner's expense, take any necessary steps to rectify the violation. This may include, but is not limited to, removing the awning in violation. The cost to rectify the violation will be the costs incurred by the

Association plus 15% in addition to all legal fees incurred by the Association.

PENALTIES:

Exterior Alteration Request:

Exterior Alteration Request Procedure – If a unit owner fails to submit an Alteration Request and receive written approval for same, the fine imposed shall be:

- a. \$25.00 if the violation is not rectified within seven (7) days of the date of the notice.
- b. \$50.00/day for five (5) consecutive days if violation is not rectified within seven (7) days of the first fine.

Failure to Maintain:

If a unit owner fails to maintain the continued good upkeep of an approved alteration/addition, the fine imposed shall be:

- a. \$25.00 if the violation is not rectified within thirty (30) days of the date of notification.
- b. \$50.00/day for five (5) consecutive days if violation is not rectified within seven (7) days of the first fine.

If a unit owner violates any portion of an approved Alteration Request, the Association may, at the unit owner's expense take any necessary steps to rectify the violation. This may include, but is not limited to removing the article in violation. The cost to rectify the violation will be the costs incurred by the Association plus 15% in addition to all legal fees incurred by the Association.

SECTION III: COMMON GROUND

Common ground/property is maintained for the exclusive benefit and enjoyment of all residents of Beacon Hill Townhouses. No alterations or additions of any kind will be permitted without prior approval of the Manager. Nothing can be stored, hung, exposed or otherwise affixed to any portion of the common property which includes all building exteriors, trees and shrub beds. Specific restrictions include:

A. FLAGS/BANNERS/WINDSOCKS/WINDCHIMES/MISCELLANEOUS

1. Flags, banners, windsocks or windchimes may be displayed or exhibited in the rear of the unit.
2. Many residents wish to express their patriotism by flying the American flag. The intention is not to ban the American flag. Methods of flying the flag vary as much as the taste of the residents and in the interest of architectural harmony such methods must be regulated. Therefore, an American flag no larger than 3' x 5' may only be displayed by attaching it to the individual unit by brackets no longer than 6" long. All other methods are prohibited.
3. No linens, cloths, clothing, curtains, rugs, mops, beach towels hanging over decks or laundry of any kind shall be shaken or hung from any of the windows, doors or balconies.

B. GENERAL DECORATIONS AND ACCESSORIES

1. In the front of the unit, flower pots, flower planters, decorative accessories, etc. are permitted, however, they cannot be affixed to the structure of the unit including shutters, windows, window frames, door frames and exterior light fixtures.
2. The maximum number of items in front of any unit is limited to four (4). These items must not exceed twenty-four (24) inches in length, height, or width. Supports necessary to display a decorative item or accessory may not, along

with the decorative item, exceed a height of 36". Items may not interfere with year round ground maintenance.

3. In addition to the items above, one (1) decorative accessory such as a wreath, welcome sign, plaque, etc. may be affixed to the entrance doors. Nothing may be attached or affixed to the door frames.
4. Dead foliage must be removed from pots and planters no later than December 1.
5. Birdbaths and bird feeders are prohibited.
6. In the rear of the unit, flower pots, planters and accessories should be placed within the confines of the deck or patio area. Any item placed in the common area that interferes with grounds maintenance will be removed by the Maintenance Staff.

C. HOLIDAY DECORATIONS

1. Holiday decorations may be displayed to commemorate the following holidays during the time period listed.

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
Christmas/Hanukkah/ Kwanza	From November 15 through January 15
Other Holidays (Valentine's Day /St. Patrick's Day/Memorial Day/Independence Day)	From 2 days before through 2 days after

2. Decorative flags and banners are prohibited.
3. Decorations may not interfere with grass cutting.

D. SIGNS/ADVERTISEMENTS/DECALS

No sign, notice or advertisement shall be placed upon a unit, exposed in any window or placed upon the common ground except with the express written permission of the Manager. All requests for permission to display signs, notices or advertisements must be submitted to Management in writing, identifying the material to be posted, stating its purpose, location to be posted, and anticipated duration of the posting.

The exceptions to this rule are:

1. A unit owner may place a 1-1/2' x 2' sign on the common property contiguous to the unit and no more than four (4) feet above ground level, or a sign not to exceed 1' x 1' placed in a window, advertising the unit for sale or rent.
2. Block Parent sign issued by the School District.
3. "Tot Finder" or "Pet Finder" decals.

Only one (1) For Sale or Rent sign is permitted per unit.

E. TOYS, TOOLS & PLAY EQUIPMENT

All toys, tools, bicycles and other play equipment must be stored within the unit when not being used. Wading pools are only permitted at the rear of the unit and must be emptied and stored within the unit when not in use. Individual swing sets, trampolines, etc. are strictly prohibited.

F. COOKING GRILLS

1. Charcoal grills are **NOT** permitted to be used.
2. Propane grills **ARE** allowed. Cooking is not permitted in the front yard,

driveway or porch. Cooking is to the rear only.

3. Requests for permanently installed natural gas grills must be submitted for approval. Refer to Alteration Request Procedure, Section I, Paragraph B (Page 8) of this document.

G. MISCELLANEOUS STORAGE

1. Self contained storage units are prohibited.
2. Seasonal patio furniture, flower pots, charcoal and propane grills may be stored on the deck or patio.
3. Decks and patios may not be used to store screen doors, building materials, appliances, furniture (other than seasonal), cardboard boxes, tires or any like items.

H. SATELLITE DISH/ANTENNAE

Exterior mounted radio and/or television receiving or transmitting antenna devices are not permitted except for one (1) 18" or less satellite dish. Satellite dishes may only be installed as follows:

1. An Exterior Alteration Request must be submitted showing the manner of installation.
2. Only one (1) satellite dish per unit will be permitted.
3. A satellite dish shall not be permitted in any front or side yard or on a roof area.
4. Satellite dish must be installed in a professional manner with the dish and all wiring securely fastened in the brick mortar.

5. The Board of Directors may waive any of the provisions listed above if the Unit Owner can demonstrate that the Unit Owner's reception will be of an unacceptable quality, or that the installation, maintenance or use of such satellite dish or antenna will be prevented if installed as stated above. Documentation of the alternative location must accompany the Alteration Request and must be substantiated by written confirmation from the satellite provider. The documentation must also detail why the dish cannot be installed in accordance with the standard requirements as stated above.
6. A written decision shall be rendered within forty-five (45) days after receipt of the Exterior Alteration Request. If a written decision is not rendered in this time frame, the application shall be deemed approved.
7. All satellite dishes must comply with all applicable Federal Communications Commission regulations.

PENALTIES:

Common Ground:

If a unit owner violates any rule under Common Ground, the fine imposed shall be:

- a. \$25.00 if the violation is not rectified within seven (7) days of the date of the notice.
- b. \$50.00/day for five (5) consecutive days if violation is not rectified within seven (7) days of the first fine.

If a unit owner violates any portion of the Common Ground, the Association may, at the unit owner's expense take any necessary steps to rectify the violation. This may include, but is not limited to removing the article in violation. The cost to rectify the violation will be the costs incurred by the Association plus 15% in addition to all legal fees incurred by the Association.

SECTION IV: PLAYGROUND RULES

1. The playground is maintained for the exclusive benefit of resident children under the age of twelve (12).
2. Supervising adults are encouraged to report any defective equipment immediately to the Maintenance Supervisor.
3. No pets are allowed within the playground area.
4. All children, resident and guest, are solely the responsibility of their parents who will be held accountable for their behavior.
5. All residents and guests using the playground do so at their own risk. Management or the Association will not be responsible for any accident in connection with said use.

SECTION V: PET RULES

1. **Residents are permitted to have no more than three (3) customary, domesticated pets with the aggregate weight not to exceed 90 pounds. (Revised February 24, 2005)**
2. All pets are to be licensed in accordance with the ordinances of Allegheny County.
3. At no time is any pet to be tied or chained outside any unit, or at any location within the Community and left unattended.
4. No cages, kennels, dog houses or runs are permitted outside of any unit or on any common ground area.
5. Pets must be walked on a leash and are not permitted to run loose at any time within the confines of Beacon Hill.
6. Pets must be under the owner's control at all times.
7. Relief from disturbing pet behavior, e.g., excessive barking, will be sought by the unit resident through the Borough of Wilkinsburg Police Department.
8. Pet owners are responsible for immediately cleaning up pet waste and disposing of it properly in their own unit.
9. Pets are never permitted within the confines of the Swimming Pool area, or playground.
10. The Maintenance Staff **will not** clean up pet waste or perform any landscaping services in areas containing a large concentration of pet waste.

11. Violations of pet rules will be handled in the following manner:

- a. Any resident may report a violation to the Manager's office identifying the animal, the nature of the violation and the violating pet owner's address.
- b. Unless witnessed by the Maintenance Staff, Manager or any member of The Board of Directors, two (2) valid violation reports must be filed.
- c. At first offense, a written warning will be issued to the unit owner.
- d. Second offense will incur a fine of \$25.00. Repeat offenses will be subject to a \$50.00 fine per occurrence.

SECTION VI: MOTOR VEHICLES

1. Parking such that movement of other vehicles is not possible will not be allowed.
2. Residents with garages and driveways *should* utilize same for parking prior to using common parking areas.
3. Only licensed drivers are permitted to operate motor vehicles within the confines of Beacon Hill.
4. Only vehicles which bear current license plates and current inspection stickers and are in operating condition, may be parked within the confines of Beacon Hill.
5. No repairs, except minor repairs taking less than eight (8) hours, will be permitted. The cost of any damage to the driveway caused by the maintenance or repair of the vehicle will be the sole responsibility of the unit owner.
10. Any vehicle rendered non-drivable due to damage, mechanical failure, invalid registration plate or expired State inspection can be parked for no more than forty-eight (48) hours in any driveway or parking area. After forty-eight (48) hours, the vehicle will be towed at the vehicle owner's expense.

PENALTIES:

Motor Vehicles:

If a unit owner violates any rule under Motor Vehicles the fines imposed shall be as follows:

- a. A \$25.00 fine will be assessed for the second offense.
- b. A \$50.00 fine will be assessed for each occurrence thereafter.

- c. Any violation not abated in this Section will result in the vehicle being removed from the property at the vehicle owner's expense.

SECTION VII: MISCELLANEOUS

A. FLAMMABLE SUBSTANCES

1. All flammable liquids should be stored in the container in which they are purchased and should be kept in a safe place.
2. Gasoline and large propane tanks may not be stored inside units.
3. Other flammable liquids should be kept to a minimum and those not in current use should be disposed of in the proper manner.

PENALTIES:

Flammable Substances:

Violations of this rule will cause the flammable substance to be removed immediately and a fine of \$25.00 per occurrence will be levied.

B. VANDALISM

Members will be held liable to the Association for all costs and fines resulting from the repair and/or replacement of any common element(s) and/or limited common element(s) caused by vandalism, willful neglect, unauthorized modifications or accident. Further, members will be held liable for the actions of their family members and tenants, as well as their guests, employees, contractors and pets.

PENALTIES:

Vandalism:

Violators of this rule will be assessed an amount equal to the damage, including repair or replacement, plus labor where applicable. Additionally, a fine equal to 40% of the total expenditure will be assessed.

C. REFUSE

1. No trash, garbage, rubbish, recyclable containers or other refuse shall be stored on balconies, decks, patios, porches, garage entry ways or common areas.
2. Garbage containers kept outside of the unit must be in the rear of the unit (not on the side), and maintained in a neat and orderly fashion.
3. Garbage must be kept in clean, sound, covered containers made for that purpose.
4. Garbage must be placed at the curb in covered containers or heavy duty garbage bags. Loose garbage and shopping or kitchen style bags are not permitted. If for any reason garbage is not placed properly and garbage is scattered, it is the units owner's responsibility that placed the garbage out to clean up the trash. If not complied with, the trash will be cleaned up by the maintenance staff and the unit owner will be charged and fined.
5. Garbage may be placed at the curb no earlier than **6:00** p.m. the night before collection. All containers must be removed from the curb upon completion of the collection services before the end of the day on which collection occurs.

PENALTIES

Refuse:

A fine of \$25.00 for repeat violations will be assessed for each occurrence plus costs incurred for removing item.

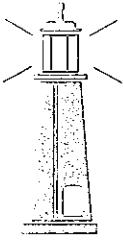
D. RESALE PACKAGE

Every unit owner who sells or conveys title to another owner must request a resale packet from the Management Company. Such resale information must be in compliance with Title 68 of the "Uniform Condominium Act" 1980-82, amended by

Senate Bill 862 of 1991, Section 3407. The fee for the resale package, payable to the Management Company, is the responsibility of the seller or their designated agent.

F. RENTAL REGISTRATION POLICY

In the event a unit owner leases their unit, the unit owner must submit a signed Receipt for Certificates Form to the Manager for the Rules and Regulations of the Beacon Hill Townhouses Condominium Association within seventy-two (72) hours of the tenant's occupancy. Failure to comply with the above shall result in the owner being fined \$100.00/month until compliant.



Beacon Hill Townhouses Condominium Association
37 McMurray Road, Suite 2102, Upper St. Clair, PA 15241-1532
Telephone: 412-333-2555 Fax: 412-333-3050

May 27, 2008

Dear Townhouse Owner:

Enclosed please find Policy Resolution 4-24-08 "Furnace Inspection Policy".

Due to the close proximity of the townhouses, the Board of Directors has determined that it would be prudent to require townhouse owners to have their furnace inspected every even numbered year.

This Policy Resolution has been enacted as a safety precaution for all residents of the Townhouses Association. Please take a moment to read the resolution and familiarize yourself with the requirements.

Since this is an even numbered year, the furnace inspection must be completed by September 30, 2008.

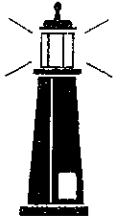
Thank you for your cooperation.

Very truly yours,

BEACON HILL TOWNHOUSES ASSOCIATION

Bob Bright

Bob Bright
Community Manager



Beacon Hill Townhouses Condominium Association
37 McMurray Road, Suite 2102, Upper St. Clair, PA 15241-1632
Telephone: 412-833-2555 Fax: 412-833-3050

**POLICY RESOLUTION 4-24-08
FURNACE INSPECTION POLICY**

WHEREAS, the BEACON HILL TOWNHOUSE CONDOMINIUM ASSOCIATION Bylaws establish certain Rules and Regulations for protecting the aesthetic beauty, safety and well-being of the community, and

WHEREAS, there is a need for the Board of Directors to establish guidelines and procedures for carrying out its responsibilities with regard to establishing certain Rules and Regulations;

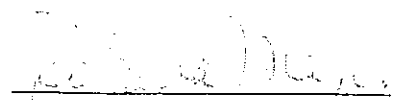
NOW THEREFORE BE IT RESOLVED:

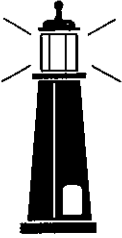
ALL TOWNHOUSE OWNERS ARE REQUIRED TO HAVE THEIR FURNACES INSPECTED EVERY EVEN NUMBERED YEAR BY A QUALIFIED HVAC TECHNICIAN TO ASSURE SAFE OPERATION. THE UNIT OWNER MUST SUBMIT AN INSPECTION RECEIPT BY A CERTIFIED HVAC TECHNICIAN TO THE MANAGER ATTESTING TO THIS FACT. THE FURNACE INSPECTION MUST BE COMPLETED BY SEPTEMBER 30 OF EACH EVEN NUMBERED YEAR.

FAILURE TO COMPLY WITH THE ABOVE SHALL RESULT IN THE UNIT OWNER BEING FINED \$100.00/MONTH UNTIL COMPLIANT.

IN WITNESS WHEREOF, we being Directors of the BEACON HILL TOWNHOUSE CONDOMINIUM ASSOCIATION, hereby set forth on this twenty-fourth day of April 2008.


Simon Reichbaum, President


Roberta Mann, Secretary



Beacon Hill Townhouses Condominium Association
37 McMurray Road, Suite 2102, Upper St. Clair, PA 15241-1632
Telephone: 412-833-2555 Fax: 412-833-3050

November 10, 2008

Dear Beacon Hill Townhouses Unit Owner:

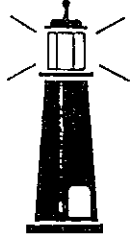
On September 25, 2008, the Beacon Hill Townhouses Condominium Association Board adopted Policy Resolution 9-25-08, a copy of which is enclosed.

Policy Resolution 9-25-08 establishes a Capital Improvement Assessment Policy in accordance with the Pennsylvania Uniform Condominium Act 68PA C.S.A., Section 3302(a)(12). This requires the payment of a Capital Improvement fee of \$500.00 from a new buyer or transferee upon the purchase of a unit within Beacon Hill Townhouses Condominium Association at the time of the closing effective January 1, 2009. This will apply to any unit offered for sale after December 31, 2008. This Capital Improvement Fee is in addition to, and shall not replace, any and all other assessments paid by unit owners to the Association.

Please take a moment to become familiar with this new Policy Resolution. It should be placed with your Rules and Regulations.

Very truly yours,

**BEACON HILL TOWNHOUSES
CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS**



Beacon Hill Townhouses Condominium Association

POLICY RESOLUTION 9-25-08
BEACON HILL TOWNHOUSES CONDOMINIUM ASSOCIATION
CAPITAL IMPROVEMENT ASSESSMENT POLICY

WHEREAS, the Board of the Beacon Hill Townhouses Condominium Association has determined that the Association should fund and maintain a capital account to be used for new capital improvements, the replacement of existing common elements, and/or improvements to common elements; and

WHEREAS, the Board has determined that this capital account shall be funded by assessing a capital improvement fee to the buyer or transferee of a unit upon the sale or transfer of a unit in accordance with the powers given to the Association by the Pennsylvania Uniform Condominium Act, 68 Pa. C.S.A. Section 3302(a)(12).

NOW THEREFORE, be it resolved as follows:

1. Upon the sale or transfer of a unit, the buyer or transferee shall pay to the Association a capital improvement fee of \$500.00.
2. No capital improvement fee shall be imposed upon any gratuitous transfer of a unit between any spouses, parent and child, siblings, grandparent and grandchild, or on any other transfer of a unit by foreclosure sale or deed in lieu of foreclosure to a secured lending institution.
3. The capital improvement fee must be maintained in a separate capital account and may be expended only for new capital improvements, the replacement of existing common elements, and/or improvements to the common elements, and may not be expended for operation, maintenance, or other purposes.
4. The capital improvement fee shall be subject to the same collection policies and procedures as all other assessments.
5. The capital improvement fee is in addition to and shall not replace, any and all other assessments paid by unit owners to the Association.

This capital improvement assessment policy has been adopted at a meeting of the Board of the Beacon Hill Townhouses Condominium Association on the 25th day of September, 2008.

ATTEST

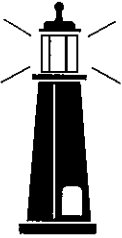
By: Roberta Mann

Roberta Mann, Secretary

BEACON HILL TOWNHOUSES
CONDOMINIUM ASSOCIATION

By: Simon Reichbaum

Simon Reichbaum, President



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**POLICY RESOLUTION 2-26-09
FIRE PITS AND BONFIRES**

WHEREAS, the Beacon Hill Townhouses Condominium Association bylaws establish certain Rules and Regulations for protecting the aesthetic beauty, safety and well being of the community, and

WHEREAS, there is a need for the Board of Directors to establish guidelines and procedures for carrying out its responsibilities with regard to establishing certain Rules and Regulations;

NOW THEREFORE BE IT RESOLVED:

1. Wood burning fire pits, fire bowls, chimeneas and bonfires are strictly prohibited.
2. Failure to comply with this rule will result in the owner being fined \$50.00 for each occurrence.

IN WITNESS WHEREOF, we being Directors of the Beacon Hill Townhouses Condominium Association, hereby set forth on this 26th day of February, 2009.

Simon Reichbaum, President

Roberta Mann, Secretary



HOME SAFETY TIPS

We encourage all residents to install smoke detectors and carbon monoxide detectors. Below are recommendations from the Home Safety Council.

SMOKE DETECTORS:

- ▶ Only purchase smoke alarms that are listed by UL and carry the UL mark on the packaging.
- ▶ Install smoke alarms on every level of your home, including the basement. Make sure there is an alarm near every sleeping area.
- ▶ The Home Safety Council recommends installing additional smoke alarms inside all bedrooms.
- ▶ Smoke rises, so smoke alarms should be mounted high on walls or ceilings. Ceiling mounted alarms should be installed at least 4" away from the nearest wall; wall mounted alarms should be installed 4-12" away from the ceiling.
- ▶ Choose an installation location that is well away from the path of steam from bathrooms and cooking vapors from the kitchen, which can result in false or nuisance alarms.
- ▶ Don't install smoke alarms near windows, doors or ducts where drafts might interfere with their operation.
- ▶ Test each smoke alarm every month. Push the test button until you hear a loud noise.
- ▶ Put new batteries in your smoke alarms at least one time each year.
- ▶ If your smoke alarms are more than 10 years old, get new smoke alarms.

CARBON MONOXIDE DETECTORS

- ▶ The Home Safety Council recommends installing at least one detector in every home that has an attached garage and/or uses fuel burning appliances or equipment.
- ▶ Purchase detectors that are listed by Underwriters Laboratory (UL).
- ▶ Follow the manufacturer's recommendations for installing and testing the alarm.
- ▶ Please one detector outside each area where people sleep, such as a hallway outside bedrooms.
- ▶ Sound the alarm for all household members so everyone can identify the difference between the carbon monoxide alarm signal and the smoke alarm signal.
- ▶ Don't ignore the alarm! It is intended to go off before you are experiencing symptoms. Silence the alarm, get all members of the household to fresh air. If anyone is experiencing symptoms of carbon monoxide poisoning, call 911. If no one has symptoms, ventilate the building, identify and remedy the source of the carbon monoxide before returning inside, and have appliances and or chimneys checked by a professional as soon as possible.
- ▶ Post all emergency response numbers by every telephone.

Carbon monoxide detectors are different from smoke alarms and have different functions. Carbon monoxide detectors do not provide early warning of a fire. Smoke alarms do not provide early warning of carbon monoxide exposure. Your home needs both carbon monoxide and smoke alarm protection.