

OAK HILL

At

Spring Ridge

Homeowners Association

Adopted at the 2.3.22 Board Meeting

Directory of Rules & Regulations
& Amendments

OAK HILL AT SPRING RIDGE

REVISED

DIRECTORY OF RULES AND REGULATIONS

Emergency Numbers

Fire:	911
Fire Business #:	(610) 898-1452
Police:	911
Police Business #:	(610) 678-3431
Ambulance:	911
PP&L:	1-800-342-5775
UGI Utilities	1-800-609-4844
Verizon:	1-800-837-4966
Township of Spring	(610) 678-5393
Republic Services (Trash)	(610) 926-9132
Danella Realty & Mgmt.	(610) 834-6200

www.oakhillhoa.org

www.danellarealty.com

Approved by the Board of Directors
Adopted 2022

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DEFINITIONS

Cluster Zoning:

The design of the townhouse dwelling units of Oak Hill at Spring Ridge embodies the concept of cluster development. Instead of erecting homes on many individually owned lots, the dwelling units are clustered, to provide for well-maintained open space for the enjoyment of all residents.

The open space at Oak Hill is located along the northern wooded portion of the property. It may be accessed via the opening adjacent to 410 & 411 Oak Hill Lane. Additional open space exists around the planned recreational amenities – tennis court.

Common Open Space & Common Area:

Common Open Space is the open area of land, which is reserved for open space, active and passive recreation. That, together with all other properties of Oak Hill at Spring Ridge such as parking areas, roadways, and walkways, constitutes the Common Area. Ownership of the Common Area is shared by all members of the Homeowner’s Association and governed by the Declaration and By-laws.

Limited Common Elements:

Uniform Planned Community Act states “A portion of the common facilities allocated by or pursuant to the declaration or by the operation of section 5202(2) or (3) (relating to unit boundaries) for the exclusive use of one or more but fewer than all of the units.” Section 3.2 of The Declaration unless otherwise specifically declared as a Common Element in Section 3.1 hereof, all other items attributed to the Units, as Limited Common Elements by the Act. c. The walkways, porches, patios (and decks) and driveways serving only one Unit or less than all Units shall be Limited Common Elements of the Unit or Units served by the same.” Unit Owners are responsible for all maintenance and expense on Limited Common Elements.

Harmonious Living:

Cluster zoning creates neighborly proximity, which requires particular consideration on the part of residents and guests to avoid unwelcome intrusions of sight or sound upon those who join. This is one of the reasons that the Association prohibits yard sales, garage sales and estate sales.

Business Use

The Declaration requires that all units are used for residential uses. Active businesses with clients/customers coming and going are not permitted. A home-based business, occupied by the resident of the home, provided that the use is incidental to the Dwelling’s primary residential use and has no non-residential employees may be permitted if approved in writing by the Board. For example, if you work remotely via your computer, this would have no impact on the community and would be authorized by the Board. However, if your business requires regular deliveries and collection, the delivery vehicles would have an impact on the community.

Underlying Governing Rule:

The legal documentation establishing the Common Area at Oak Hill at Spring Ridge provides that residents may not modify the exterior of the housing units or the property or hang or display anything on the units or the property unless authorized in writing by the Executive Board or by Amendments to the Declaration or By-laws. This is intended to promote community harmony and enhance property values by maintaining uniformity of appearance without visual blemishes.

Board Authority

Whereas, Section §5302 (a.1) of the Pennsylvania Uniform Planned Community Act provides the Board of Directors the power to adopt and amend by-laws and rules and regulations.

Whereas, Article V, Section 6, of the Declaration for Oak Hill at Spring Ridge Homeowners Association provides that the Executive Board shall have the power to promulgate, distribute and enforce rules governing the details of the use and operation of the property.

The Board has the right to amend, delete or add to the rules and regulations as long as they comply with the Declaration's restrictions and Pennsylvania Uniform Planned Community Act.

General Information

In accordance with the By-Laws, the Board of Directors has the right to: "Adopt and publish rules and regulations including fees, if any, governing the use of the Common Area and facilities...together will such additional regulations as are necessary to protect preserve the health, safety and welfare of the residents..."

Association Insurance Information

(This is for your information regarding the Association insurance policy. You should consult your own insurance agent regarding your coverage.)

Oak Hill at Spring Ridge HOA has retained insurance with the following protection to the members of the Association for the following:

Property Coverage

The Association is protected by comprehensive risk of loss coverage, subject to exclusions such as, but not limited to, flood, water seepage, war, nuclear reaction, terrorism, pollution, and normal wear and tear. This is for the Common Areas and Tennis Court only.

This coverage is provided for the Recreational Facilities to be insured at guaranteed replacement cost, subject to a \$1,000 deductible.

Liability Coverage

This coverage provides protection to the Association for personal injury including Bodily Injury, Property Damage and Advertising Injury claims for which the Association becomes legally liable. This policy includes Directors and Officers Coverage for damages because of wrongful acts for which you are legally liable, subject to exclusions. The combined single limit of liability is \$2,000,000 each occurrence and \$2,000,000 policy aggregates. The policy also provides coverage for non-owned and hired auto liability at \$1,000,000 an occurrence.

Extensions of Coverage

Your policy also includes coverage for common improvement of the Association including fences, walks, and unattached outbuildings for Named Peril Coverage. These Named Perils do not include fire, lightning, falling objects, windstorm, vandalism and sinkhole and are subject to exclusions.

Employee Dishonesty is covered up to \$150,000 subject to policy conditions and exclusions.

Insurance Premium

The premium for the Homeowner's Association is a common expense and is collected as part of your Association fee.

Your Need for Personal Insurance

This Homeowner's Association policy as outlined provides **no personal coverage for you or your home. Your home is not covered under the Association's policy.** It only provides for the Association. Homeowners must provide proof of insurance, upon request of the management company, as directed by the Board. This may be requested for Exterior Alterations Requests or in the event of structural damage.

You are encouraged to obtain Collapse Insurance (sometimes referred to as sinkhole insurance) since our Community is an area where sinkholes frequently occur. Also, you may wish to add Special

Assessment insurance to cover Association expenses not covered by an insurance claim. Please review your policy with your insurance carrier.

You must purchase homeowner-type, or if renting the Unit, landlord-type coverage. This would include coverage for the replacement of your building or Unit, your personal contents, additional living expense/loss of rents, and your personal liability.

I. INTERIOR OF UNITS

1. Window Coverings (As Viewed from the Exterior)
 - a. All window coverings shall be neutral or lined in a white or an off-white color.
2. Window Fans & Air Conditioners
 - a. Window fans or air conditioners are not permitted.

II. EXTERIOR OF UNITS

1. Decks(Porches/Patios)
 - a. **Decks** must be kept clean and well maintained. (See current approved exterior standards).
 - b. **Deck furniture and Cushions** must be subdued neutral colors. Must remain on deck or patio and in good condition.
 - c. **Covers for deck furniture** shall be well tailored, subdued in color and in good condition.
 - d. **Grills & Grill Covers** – Grills must be on deck or patios. Grills & grill covers in good and clean condition. Plastic tarps and plastic sheeting are not permitted as covers.
 - e. **Umbrellas** must be in solid neutral colors with no advertising.
 - f. **Planters and Railing** boxes shall be subdued in color and not visually conspicuous in themselves. **Artificial flowers are not permitted.**
 - g. **Decorations & Fixtures** such as decorative flags, seasonal flags, banners, windsocks and wind chimes are not permitted and therefore, may not be attached to the exterior of any building, doorframe, patio or railing. Owners may display one American flag in flowerbed immediately next to home or on a bracket on home. No political flags permitted.
 - h. **Laundry or bedding** may not be air dried on decks or outside.
 - i. **Storage** of anything other than regular deck furnishings and firewood in the wintertime is prohibited on decks. Firewood is to be stored on decks or patios only in a firewood ring or container. Blue tarps are not permitted.
 - j. **Walkways & Terraces** may not be installed at deck entrances except with flagstones or similar neutral and natural stepping-stones. These may be placed between the deck and lawn areas, if applicable.
 - k. **Tiki torches, wood and propane fireplaces and fire pits are prohibited.**
 - l. **Storage of flammable or combustible material** (such as gasoline, kerosene, benzene, or any explosives, fireworks, or like hazardous articles) in any Unit or any portion of the Common elements is not permitted, except with regard to fuel in motor vehicle gas tanks.
 - m. The use of fireworks is not permitted in the community.
 - n. **Hover boards, electronic skate boards, scooters or similar gas or electric motorized items are prohibited.**
 - o. **Drones and electronic airplanes are not permitted.**
 - p. **Awnings** must conform to the specifications prescribed by the Board of Directors. (Please refer to current approved exterior standards.) Must be kept clean and in good condition.
 - q. **Tarps** of any color are not permitted.
 - r. **Canopies, Umbrellas and Awnings** Any awning, canopy or umbrella used for shade must be kept in good working order and maintained. An awning is defined as being permanently attached to the home and requires submission of an Exterior Alteration Request Form and

written Board approval. Canopies and umbrellas are defined as free standing. Acceptable awning colors shall be maintained in the Exterior Specifications. Umbrellas and canopies shall be neutral colors. As umbrellas and canopies are for temporary use, all canopies or umbrellas shall be closed when not in use and should not remain up/open overnight, which may result in the canopy or umbrella constituting a hazard. The use of anything other than a commercially available umbrella or canopy, i.e., no tarps, cloth sheets, plastic sheets, etc. is not permitted.

2. Doors

- a. **Storm/Screen Doors** for the front entrance/patio doors are permitted provided that they meet the following specifications:
 - i. **Larson "Tradewinds" Door** – White or painted to match front door (available at Lowes & other retail stores.)
Or Anderson 3000 Series – White or painted to match front door (available Home Depot or other retail stores.)
 - ii. **Full view with kick plate** with a maximum height of 4".
 - iii. **Solid Brass Doorknockers** not to exceed 8" x 8" are permitted.
 - iv. **Entry Door kick plates** must be solid brass, well maintained and may not exceed 6" in height.
 - v. **Garage doors** are to be kept closed except when there is active garage use.

3. Signs

- a. **No signs** of any kind are permitted on the **outside** of the dwelling unit except as stated below.
- b. **Political signs are prohibited.**
- c. **Door Name Plates** are not permitted on doors, doorframes or anywhere on the exterior of the buildings, unless it is part of a doorknocker.
- d. **Open House Realtor Signs** are permitted in lawns in front of homes and are restricted to Saturdays and until 6:00 PM on Sundays. No other exterior signs, arrows or indicators are permitted. Realtors are to be notified of these regulations by the homeowners. Violations are subject to \$25 fine for first time offenders.
- f. **Signs & Other Window Displays** - Window signs, political signs and displays (including paper and plastic stick up decorations) are not permitted with the following exceptions:
 - **Tot FINDER Decals** may be displayed in appropriate bedrooms.
 - **Pet FINDER Decals** may also be displayed in windows.
 - **Security Decals** may be displayed in windows contiguous to entrances.
 - **For Sale Sign** (limited to one) may be displayed in a window and not exceed 20 x 24 inches in size.
 - **Security Sign** – One permitted in planting bed and limited to 6"x 9" in size.

4. Antennas

- a. No antennas of any kind may be mounted to the outside of the dwelling units.

5. Satellite Dishes

In compliance with the Federal Telecommunications Act of 1996 and the rulings by the Federal Communications Commission, the Board of Directors has approved the following guidelines for the installation of Satellite Receiving Dishes:

- a. Only one satellite dish per home.
- b. Not more than 18" in diameter.
- c. Dishes are recommended not to be installed so they are visible from the front of the home. They must be installed in an inconspicuous spot as possible on the roof.
- d. To prevent safety problems, wiring must be concealed underground and on the building. The wire should match the color of siding.
- e. The satellite dishes must be for the owner's personal use, not for commercial use.

- f. If the Federal regulations change, the Association has the right to require the homeowner to remove the satellite dish.
- g. The satellite dish may not interfere with ingress and egress to the dwelling unit, Common Areas or landscaping maintenance.

6. Air Conditioner Covers

- a. Air Conditioner Covers, if used, must be removed before summer and be tailored specifically for the unit. They must be neutral in color and the type available from the manufacturer or a comparable design. Air conditioner covers must be maintained in good and clean condition. Covers improvised from plastic tarps or sheeting are not permitted.

7. Alterations & Modifications

- a. No exterior additions or changes in shape, color or material may be made to dwelling units by owners without prior written approval by the Board of Directors.

8. Sewer Repairs

- a. Homeowners of all units are responsible for all sewer repairs and/or clogs, to and including the locations of the clean out located outside and lateral to the main pipe unless the damage/clog is caused by roots of Association's trees and shrubs. Homeowners may want to look into sewer/water back up insurance through their own carrier or contact Pennsylvania American Water for line insurance.

9. Heat Tape Installation

The Board of Directors requires that any resident having heat cable installed must first complete a Request for Exterior Alteration Form and have it forwarded to the Management Company. No installations without prior written Board approval. No temporary heat cables are permitted. The improper installation of heat cable is a fire hazard.

General Specifications

- a. All work must be performed in accordance with the latest edition of the National Electrical Code and local codes and performed by a licensed and insured electrician.

10. Gutter Helmets/Toppers

Submit an Exterior Alteration Request form. The color must match the existing gutters.

11. Exterior Colors

See current approved exterior standards list. Consult our Management Company for the current approved standards.

III. WALKWAYS & DRIVEWAYS

1. Usage

- a. Unit walkways and driveways are part of the Limited Common Area and intended for access to and egress from the Dwelling Units and Garages. Extended storage of recreational equipment is prohibited. For example: may not leave bicycles, toys and play equipment in common and limited common areas. Any recreational driveway markings or equipment shall be removed at the end of any day of use and may not interfere with landscaping.

2. Moving Crates (Pods) and Dumpsters

- a. Homeowners must obtain prior written Board permission to place moving crates (pods) or dumpsters on driveways. Upon written approval, these large items may remain on the driveway up to two (2) weeks. Blocks must be placed under wheels or feet of the crates, pods or dumpsters. Containers must not interfere with neighbor's parking and landscaping. Homeowners will be responsible for any damage.

IV. PRIVATE USE OF COMMON AREA

1. Storage

- a. No personal property of any kind is to be stored on the Common Area.

2. Recreational Activities & Equipment

- a. Furniture, fixtures and recreational equipment may be temporarily placed, during active use only, in the Common Area contiguous to a dwelling unit for the use and enjoyment of residents and guests. Deck items shall be returned to the deck or patio the same day as when placed on common ground and other items shall be stored out of sight. In no case shall anything be permitted to remain in the Common Area overnight without prior written Board authorization. Organized games around the dwelling units are not permitted.
- b. Common Areas are not to be used for golf practice or any other games that can cause damage to homes and landscaping. Bicycle riding is allowed on the roadways. Bicycle riding is prohibited on Common Area grass, tennis court and drainage areas. Scooters and skates of any form are prohibited on any of the Common Areas, tennis court and drainage areas, because of their potential safety and damage concerns.

3. Decorations & Light Fixtures

- a. No personal decorations of any kind are permitted in the Common Area with the following exceptions:
- b. **Holiday Decorations** – Winter holiday lights are permitted on Limited Common Area shrubs in the original foundation planting areas, beginning the day after Thanksgiving until January 7th, as long as extension cords do not cause a tripping hazard. Exterior lights shall not be intrusive to neighbors, and must be removed by January 7th.

Holiday or Seasonal Wreaths, Swags or similar decorations may be displayed at the entryways of the dwelling units as long as they are primarily natural materials and are not visually obtrusive. Any damage to the exterior will be the responsibility of the homeowner to promptly repair. We suggest using non-destructive type hooks.

- c. **No Permanent Outdoor Lighting**, string lights or other fixtures may be installed by homeowners without prior written permission of the Board of Directors and may not be intrusive to neighbors.
- d. **Intrusion Lights** – The following standards are effective and Homeowner must obtain written Board permission prior to installation:
 - i. The fixture is to blend in with the existing outdoor light fixture.
 - ii. The light should be directed towards the Common Area and not towards other homes.
 - iii. The fixture should include a motion detector so that the unit is not continually “on.”
- e. **Patio or Deck String Lights** – Permitted unless intrusive to neighbors. These lights must be turned off by 11:00 at night.
- f. **Special Exceptions** - Any special exceptions must be clearly defined by the property owner and submitted to and approved in writing by the Board of Directors.

4. Landscaping and Gardening

Landscaping alterations or plantings and gardening activities are subject to the following restrictions:

- a. **Annual Plantings** - Annual flowers in keeping with the prevailing landscaping may be planted in the original planting area without Board permission.

- b. **Decorative Planters** – Decorative planters are permitted. These items may not interfere with maintenance activities. Such items shall be neutral or earth tone colors, or configured so as not to dominate the visual surroundings.
- c. **Artificial Flowers & Plants** – Not permitted.
- d. **Vegetable & Herb Gardens** – Permitted in planters on the rear deck or patio only. Must be well maintained. All dead plants must be removed.
- e. **Garden Sculptures** - Decorative garden items may be placed in the planting beds with prior written approval of the Board. They should be made of natural materials, shall not be colored or configured to dominate the visual surroundings or interfere with landscaping.
- f. **Garden Fixtures & Equipment** – Garden lights, sprinklers or other fixtures may not be installed except in compliance with rules and regulations and with written approval of the Board of Directors. Hoses, soakers and other gardening equipment may not be left in the Common Area when not in use. Hoses must be neatly stored when not in use.
- g. **Special Exceptions** – Landscaping changes, extensions to original foundation areas and the planting of perennials, trees or shrubs must be clearly defined by the property owner and submitted to and approved in writing by the Board of Directors.

Common Area trees, shrubs or other landscaping items may not be trimmed or altered by homeowners unless such modifications are approved in writing by the Board of Directors. Approved Landscape Alteration Requests must be completed within six (6) months following notice of approval. If homeowner is delayed in completion, a request to extend the original landscape alteration request must be submitted in writing and the project may not continue until homeowner has received written Board authorization.

In Association maintained planting beds in the front and sides of units, plants that have been removed or have died will be replaced as needed, at the Board's discretion. If a homeowner requests a more mature specimen or a different species of plant than is normally planted, the homeowner must pay the difference in cost.

5. Littering – No littering on the Common Areas. Disposal of cigarette and cigar butts is prohibited on the common area and violators are subject to fines.

V. DELIVERIES, SERVICES AND UTILITIES

1. **Trash & Recycling**

- **Trash** - Trashcans may be placed outside, no earlier than 6 PM, the evening prior to the day of pick-up. Sealed, heavy-duty trash bags may be placed outside, no earlier than 6:30 AM, on the day of pick up. Materials which are inappropriate for trashcans/trash bags are to be bundled, tied or otherwise secured so as not to be wind susceptible. **Trashcans and trash bags should be placed at the end of the resident's driveway.** If for any reason, trash is not picked up on the designated day, it is to be returned inside until subsequent pick-up.
- **Recycling** - Recycling containers may be placed outside, no earlier than 6 PM the evening prior to the day of pick-up. Plastic and glass (as specified by the Recycling Contractor) should be secured from susceptibility of the wind. Cardboard pieces that do not fit in the recycling container, should be bundled, tied or otherwise secured, so as not to be susceptible to the wind. Recycling should be placed at the end of the resident's driveway. If for any reason recycling is not picked up on the designated day, it should be returned inside until subsequent pick up.

- **Trash and recycling must be stored** inside the garage at all times, with the exception of pick up times specified above.
- **Christmas Tree Removal** – Trees are to be placed at the end of driveways for collection **on designated days**.

2. Common Area Maintenance

- Homeowner’s complaints or requests concerning Common Area maintenance should be submitted to the Management Company in writing for review and appropriate action.

3. Snow Removal Policy

- The snow removal contractor is contracted to commence removal after 2” of snow has accumulated.
- The main roadways are to be cleared first followed by driveways and parking areas.
- If your car is parked in your driveway when the contractor is actively clearing driveways, your driveway will not be cleared and the Association will not pay for the contractor to return to clear your driveway.
- Walkways will be cleared only after the snowfall has stopped, depending upon conditions, at the reasonable discretion of the contractor and Board of Directors.
- When the plows are in your courtyards, please move your cars so the parking areas can be cleared out more efficiently, and cars will not be plowed in.
- In an effort to keep all owners happy, the contractor has been advised to start plowing and shoveling in different courtyards so that no one section will always be cleared first.
- Do not use salt on sidewalk. Use only pet safe calcium chloride products.
- Please do not try to direct the snow removal contractor. If you have snow removal issues or there is damage, please promptly call our management company.

4. Solicitations

- Community solicitations are prohibited. Flyers, pamphlets and door hangers are prohibited. The use of mailboxes for solicitation is prohibited. Identifiable outsider solicitations should be reported to the management company for appropriate action. Please provide the management company any contact information for the soliciting company.

VI. PARKING & TRAFFIC CONTROL

1. Parking

Street parking is prohibited in the community, except for a brief period of time while loading or unloading, or any vehicles that are parked or actively doing commercial work at a particular unit. Residents must inform their guests of this requirement, otherwise they will be treated in the same manner as a resident.

Homeowners and tenants are reminded that their garage(s) and driveway(s) are their primary parking area for each unit.

Parking in additional “Visitor Only” designated areas is available only to those residents with a maximum of one additional vehicle that cannot be accommodated by their primary parking area. All residents are expected to be considerate of the visitor parking needs of others living in the community. Exceptions will not be made for owners who choose to use their garage for another purpose other than parking their vehicle. In other words, if you have one garage and one driveway and three cars, you may park the third vehicle in the visitor parking area. If you are using your garage for storage or converted it to living space, you may not use the visitor parking for your extra car. You are only permitted to park up to one (1) vehicle in visitor parking if both your garage and

driveway are being used for parking. You may not use visitor parking for one of your cars if your garage is being used for storage other than for a motor vehicle.

Residents may park in the "Visitor Only" designated areas during the week if needed. However, residents may not park in the "Visitor Only" designated areas on weekends or holidays except under the previously listed conditions. Special exemptions may be given by the Board depending on circumstances. Visitors staying for more than two weeks must register their vehicles with the management company.

Parking in the roadway/streets prevents emergency vehicles from reaching their destination and/or impairs their ability to operate properly, thus causing serious hazards. Parking on the roadways/streets also causes unnecessary damage to lawns and other property. Vehicles' wheels must be on the macadam and not on the grass. Residents are responsible for themselves, guests, hired contractors, etc. for repairs to the damaged grass.

Residents who do not comply with these regulations will be fined and risk having their vehicle towed away at the owner's expense. The first violation will result in a notice. A fine of \$25 will apply to the second violation, \$50 for the third and \$75 for the fourth violation, at which time the vehicle will be towed. Repeat violations will incur an additional \$25 fine [e.g. for a fifth violation and so on] and towing at the owner's expense. In an emergency, these notifications will not apply and your car will be towed immediately.

All residents must register their vehicles. All residents must register within 30 days of change of occupancy or purchase of another vehicle. Failure to comply will result in fines.

2. Speed Limits

- The speed limit in the community is 15 miles per hour. Obvious violators will be fined.

3. Size & Vehicle Information

- 1. Permitted** – Cars or trucks with not more than two (2) axles weighing less than three tons.
- 2. Prohibited** – Unless with prior Board written permission, the following vehicles are specifically prohibited and not permitted on Oak Hill at Spring Ridge property (both limited and common areas):
 - Campers
 - Vehicles with more than 3 axles.
 - Truck caps larger or taller than their cab will allow.
 - Vans with exterior body conversions.
 - Snow plow and/or attachments
 - Roofing, siding, dump trucks, box trucks; campers' trailers, boats and/or boat trailers, etc.
 - Vehicles with body extensions, body racks, ladder racks or ladders.
 - Commercial vehicles, other than automobiles.
 - All-terrain vehicles (ATV's), dune buggies, snowmobiles, etc.
 - This excludes actively delivering delivery trucks and contractors actively working at residence within our community.
 - Vehicles with commercial lettering.
 - Vehicles in poor running condition i.e. leaking fluids, serious body damage, broken lights, broken windows.

4. Repair Restrictions

- No vehicle shall be left standing in a parking space in a non-operating condition, nor shall any vehicles be tuned, repaired, and otherwise mechanically serviced or attended (except for

changing a flat tire and emergency repairs needed to permit an inoperative vehicle to be moved).

- No washing, polishing, vacuuming, or other cleaning of vehicles on the roadways, which are part of the Common Area. Car washing on the driveways, which are limited common elements, is permitted.

5. Current Registration & Towing

- All vehicles must have a current state inspection and registration as per the Commonwealth of Pennsylvania. Any vehicle not meeting this standard will be considered abandoned and the owner will be provided a notice requiring removal of the vehicle, at the owner's expense within (7) days. Vehicles without current state inspection and/or registrations may not park on the driveways or streets of Oak Hill at Spring Ridge.

VII. DISTURBANCES

1. General Rules

- No noxious, obnoxious odors, barking dogs, construction noise, loud music or televisions, or offensive activity that is an annoyance or nuisance to other residents shall not be permitted.
- Outdoor social gatherings shall be moved indoors after 11:00 PM.
- Construction may occur between the hours of 7:00 AM and 5:00 PM only.

VIII. PET POLICY

1. General Rules

- Small birds, the maximum of two (2) pet dogs or cats are permitted and subject to specific rules and regulations adopted by the Board of Directors. These same rules and regulation may exclude any kind of pet by type or category. Pets may not be kept for breeding or commercial purposes. A pet shall be permanently removed from the community if the pet causes or creates a nuisance or unreasonable disturbance. Prior to the removal of the pet, the owner will have received a written notice from the Board of Directors.

a. Dogs

- In no event shall a dog be permitted on any portion of the Common Area and Limited Common Area without a leash. A leashed dog may be no more than ten (10) feet from the owner or person in control of the pet.
- The Owner is responsible for immediately cleaning up any pet waste,
- No doghouses, temporary or permanent shelters, dog runs or leashes tied to exteriors of any buildings, trees, balconies will be permitted.
- Pets are not permitted to be left out on Common Areas or Limited Common Areas such as balconies, decks or patios at any time without their owners present.
- Pets may not be left outside for extended periods of time, especially overnight.
- Damage to plants by urination or digging will be the responsibility of the individual owners to reimburse the Homeowner's Association.

b. Cats

- Cats are not permitted to be outside unaccompanied by the cat owner. Owners must be with their cat at all times and the cat attached to a leash.
- Any damage to property (ripped screens, scratch marks, etc.) is the responsibility of the pet owner. The pet owner is responsible for restitution to the neighbor.
- Damage to plants, shrubs or lawn areas by urination or digging of pets will be the responsibility of the individual owner to reimburse the Homeowner's Association. In those incidences where plants, shrubs or lawn areas must be replaced, the owner shall be billed for repairs to the area.

c. Birds

- One birdfeeder or birdhouse is permitted.
- If a birdfeeder or birdhouse creates a problem attracting rodents, squirrels and other unwanted animals, the Board reserves the right to require removal.
- If a birdfeeder or birdhouse attracts too many birds dropping their waste, the Board may require its removal.

d. Nuisance Situations

- Residents will not cause or permit their pets to make disturbing noises in the building that will interfere with the rights, comforts or convenience of other residents.
- The Board of Directors can require removal of any pet whose conduct or condition is duly determined to constitute nuisance or threat to health and safety of the occupants or other persons in the community.

e. Visiting Pets

- Visiting pets are subject to the same rules and restrictions as resident pets and observance is the responsibility of the homeowners that they are visiting. Pets who visit more than occasionally, or who stay for extended periods, will be regarded as pets for purposes of the two (2) pet limit.

f. Wild Animals

- Do not feed wild animals (deer, squirrels, raccoons, rabbits, feral cats, etc.).
- This only attracts them to our community.

IX. MAINTENANCE

The Declaration for Oak Hill at Spring Ridge and the Pennsylvania Planned Community Act define maintenance responsibilities for Homeowner Associations and Homeowners. Both of these documents provide power to the Board of Directors to prepare rules and regulations regarding maintenance.

Homeowners are reminded that per the Declaration, maintenance, repair, painting and replacement of the exterior of a Unit, including walls, siding, trim, doors, windows and roof, shall be the responsibility of the Unit Owner at the Unit Owner's expense. Nevertheless, in the event that any part of the exterior of any Unit is requiring repair or replacement or is unsightly or unsafe, in the opinion of the Executive Board, the Association, acting through the Executive Board, shall notify the Unit Owner of such Unit to make specified repairs, replacements and/or perform certain maintenance. If the same are not promptly done, the Association shall cause them to be done and shall assess the cost thereof against the Unit and/or the Unit Owner, as provided herein or the Act, or at law.

1. DRYER DUCT INSPECTIONS AND CLEANING

Every two years, following 2015, all unit owners are to have their dryer ducts inspected and cleaned by a certified and insured duct cleaning company. A receipt of the inspection and cleaning must be received by the Management Company by December 31st of the designated year. Failure to comply will result in monthly fines.

3. GENERAL MAINTENANCE

Along with any structural repairs, homeowners are responsible for maintenance of the exterior of their homes including cleaning their vinyl siding, decks and patios on a regular basis as needed.

Homeowners are responsible for staining their decks and privacy fences with the approved colors listed in Exterior Specifications.

Homeowners are responsible for maintaining planting beds immediately adjacent to patios and decks, below decks and along the rear of their homes.

Homeowners causing damage to common areas, other homes or other residents' property, are responsible for the cost of the repairs.

3. SEWER & PLUMBING LINES

Homeowners are responsible for the lateral sewer and water pipes from their homes to the main sewer and water lines. The Association is only responsible for the main sewer and water lines. Homeowners are encouraged to obtain sewer back up insurance through their insurance carrier and/or Pennsylvania American Water.

5. EXTERMINATION POLICY

Any request from a homeowner for extermination services involving the Common Area away from the exterior of a Unit must be reported to Management. Management will secure the services of a Board chosen contractor if the criteria for service is met. The Association covers destructive pests such as termites, hornets, wasps, lanternflies, carpenter ants and carpenter bees that are not physically located on the home. Non-destructive pests such as sugar ants, bees, silverfish, spiders, etc. will not be exterminated. The Association will also remove skunks and ground hogs from the common ground if they pose as a nuisance. If the pests are physically located on the exterior of the home or interior of the home, the homeowner must arrange for a licensed and insured contractor to remove them.

X. RECREATION FACILITIES

TENNIS/PICKLEBALL COURT TIME

- Admittance to the court will be 8:00 AM to Dusk.
- Tennis and Pickleball - Period of play will be ninety (90) minutes for doubles and sixty (60) minutes for singles. Players to provide their own rackets, paddles and balls.

COURT USAGE

- Use shall be on a first come, first served basis.
- Players under the age of 14 must be accompanied by a resident adult.
- Use of courts is limited to RESIDENTS and to guests accompanied by RESIDENTS.
- Guests may not play on the court at any time unless a RESIDENT is playing with them.
- If other players are waiting to use the court, please limit your match to one hour, thirty minutes for doubles and one hour for singles.
- A key may be obtained from the management company with a refundable \$25.00 deposit.

COURT ETIQUETTE

- Tennis shoes and reasonable, appropriate attire must be worn on the court. TRACK shoes, rigid or hard-soled shoes are strictly forbidden, as they can damage the court surface. No one is permitted on the court with street shoes.
- No food shall be permitted on the court areas.
- No glass containers shall be permitted on the court areas.
- All tennis/pickleball players shall dispose of trash upon departing court areas.

- Residents are permitted to finish a game, not a set, upon receiving permission from the next reservation holder.
- A clipboard for reservations for both pickleball and tennis will be stored in the storage chest.
- Pickleball - Waiting players will line up their paddles against the fence in the order that they arrived. After an 11-point game (winning by 2 points), winners stay and split, for 1 more game, losers come off and two waiting players come on the court.

MOST IMPORTANTLY

- The tennis/pickleball court is for tennis or pickleball only. No roller blading, skating, skateboarding, bicycles, etc. or other activities will be tolerated. Adults are responsible for their children’s actions.
- The court must be locked when leaving empty. Unfortunately, this is necessary to prevent vandalism to our court. Preserve your tennis/pickleball court – make sure the gate is locked when you leave.
- If you have finished your game and no one is waiting to use the pickleball court, please disassemble the pickleball net system, roll up the net, and place in its bag in the storage bin.

THE VILLAGES OF SPRING RIDGE POOL

- For a seasonal fee, the residents of Oak Hill may use the Villages of Spring Ridge Homeowners Association pool. VSRHOA sets the fee each year based on their budget.
- You are required to follow all rules and regulations or your pool membership may be suspended without a refund.
- If you are delinquent on your Oak Hill assessments, you will not be eligible to use that pool.

**XI. ALTERATION POLICY
ADDITIONS, ALTERATIONS OR IMPROVEMENTS TO UNIT**

The purpose of these guidelines is the preservation and enhancement of the integrity, value and beauty of the Oak Hill at Spring Ridge Homeowners Association. The following guidelines are intended to both conform to and accommodate special desires and needs of the Oak Hill at Spring Ridge Homeowners Association, while at the same time, strive to maintain the architectural consistency and topographical harmony and uniformity originally intended.

As we do recognize that individual tastes and styles may change or slightly deviate from the original intended personality and character of the community, there is a need for the Board of Directors to establish uniform guidelines and enforcement policies to implement architectural and property use restrictions for Unit Owners.

1. GENERAL RESTRICTIONS

- a. No Unit Owner shall make or permit any changes in the Unit or upon the COMMON AREA, which adversely affects the structural integrity of the Property.
- b. No Unit Owner may connect any machine, appliance, accessory or equipment to the heating system or plumbing system without the prior written consent of the Board.
- c. No Unit Owner shall install, remove, reconstruct or repair any electric lighting and power circuit or electric outlet or internal device intended in such outlet box, or any item or heating or air condition equipment, any of which is located without an interior partition of a Unit, unless application has been made to and written approval has been received from the Board.

2. BOARD REVIEW PROCEDURES

The Board shall review a Request for Alterations for all applications and shall include:

2.01 Detailed plans to scale, drawings and specifications in sufficient detail to adequately and fully disclose the proposed alteration.

Application for permits shall be made by the Unit Owner at the expense of the Unit Owner.

2.02 A statement by the Unit Owner agreeing to expeditiously complete such alteration in accordance with the plans and specifications which have been approved by the Board and agreeing to pay the full cost of performing all such alterations.

2.03 The Board may require a statement prepared at the Owner's expense from a qualified licensed professional that the proposed alterations will not adversely affect the integrity of the existing plumbing, HVAC, electrical or structural systems.

2.04 The Board shall act upon a request for such consent in writing.

- a) **"APPROVED"** meaning the Board has no major objection to the Proposal and construction may proceed as planned.
- b) **"APPROVED AND NOTED"** meaning the Board has no major objection but that revisions are approved. No construction may begin until revisions are approved.
- c) **"DISAPPROVED –RESUBMIT"** meaning there are either major items missing from the Request or violations of the Policy. No construction may begin until the request has been resubmitted and approved.

3. CONTRACTOR REQUIREMENTS

Contractors engaged to perform work on approved Requests for Alterations shall:

3.01 Furnish the Association, before commencing work, with certification of insurance from their insurance carrier specifying the following coverage:

- a) Workman's Compensation Policy – Statutory Limits
- b) Comprehensive General Liability \$ 1,000,000 covering:
Bodily Injury/Property Damage
Personal Injury
Products/Completed Operations
Board From Property Damage
- c) Auto Liability
Bodily Injury/Property Damage \$ 500,000.00

3.02 Agree to indemnify and save harmless the Association and its Management Agent against loss or expense by reason of liability imposed by laws upon the Association and its Management Agent for damages because of bodily injuries, including death, at any time resulting there from, sustained by any person or persons, and injury to or destruction of Property caused by accident, due to any act or omission of the Contractor.

3.03 Agree to be responsible for loss or damage to material, tools, or appliances of the Contractor to be used in the construction, caused by water, wind, acts of God, theft or other cause. The Association shall not be responsible for any loss or damage to plans and/or tools or equipment of the Contractor through fire or lightning or any other cause. Contractor shall be responsible for loss or damage due to his employees or suppliers damaging the work of the Contractor or their contractors, sub-contractors or suppliers.

3.04 Agree to abide by the Declaration of Covenants and Restriction and Regulations of Oak Hill at Spring Ridge HOA, the Rules of the Association and such other requirements made applicable to the specific alteration or alterations. Homeowner is required to abide by the Township of Spring building codes.

4. MUNICIPAL AND TOWNSHIP APPROVALS

The Township has its own regulations that may require permits. Certain requests may be subject to regulation/permit. Approval of any project by the Board does not waive the necessity of obtaining the required township permits. Obtaining a township permit does not waive the need for Board approval. The Board will not knowingly approve a project, which is in violation of the Township Building or Zoning Codes.

XII. LEASING POLICY

Article VIII of the Declaration for Oak Hill at Spring Ridge Homeowners Association states that a Unit Owner may lease their unit under the following conditions:

1. No Unit may be leased or subleased for an initial term less than one (1) year.
2. No Unit may be leased or subleased without a written lease or sublease.
3. A copy of such lease or sublease shall be furnished to the Executive Board within ten (10) days after execution thereof.
4. The rights of any lessee or sublessee of Unit shall be subject to, and each such lessee or sublessee shall be bound by the covenants, conditions and restrictions set forth in the Declaration, Bylaws and Rules and Regulations and a default there under shall constitute a default under the lease or sublease; provided however, that the foregoing shall not impose any direct liability on the lessee or sublessee of a Unit to pay any General Common Expense or Limited Expense assessments on behalf of the Owner of that Unit (tenants may not pay the HOA quarterly fee or Special Assessment).

The Executive Board, therefore, is enforcing the leasing requirements of the Declaration by requiring all Unit Owners leasing their homes to immediately provide a copy of their current lease to the Management Company for Board review and to keep on file.

Furthermore, the Executive Board has instituted the additional leasing rules and regulations:

1. A copy of such lease or sublease shall be furnished to the Executive Board within ten (10) days after execution. If a Unit Owner fails to provide a copy of the lease or sublease with ten (10) days following execution, the Unit Owner will be fined twenty-five dollars (\$25) on a weekly basis until compliance is obtained.
2. Unit Owners must provide names, contact information and vehicle information regarding the lessees or sub-lessees within the same period, ten (10) days from execution of lease or sublease, as providing the copy of the lease or sublease to the Management Company. If the Unit Owner fails to provide contact information within ten (10) days following execution of lease or sublease, the Unit Owner will be fined twenty-five dollars (\$25) on a weekly basis until compliance is obtained.
3. All such lease agreements must include a provision which specifically states that the lessees and sub-lessees will be subject to the Declaration, Bylaws and Rules and Regulations of the Association. The Landlord/Unit Owner is responsible for providing the tenant(s) with the Rules prior to the execution of the lease agreement.
4. Other Non-Owner Residents: The Association recognizes that some Units are occupied by persons other than the Owner of the Unit, even in absence of a landlord-tenant relationship. Such instance, for example

immediate relatives of the owner (i.e. parents or children) may be occupying the unit without a lease agreement. Notice of such occupancy shall be given to the Association, in writing, in accordance with these rules.

- A. Other Non-Owner Residents are still subject to the Declaration, Bylaws and Rules and Regulations of the Association.
- B. The Unit Owner must still provide Non-Owner Resident names, contact information and vehicle information within ten (10) days of non-owner resident occupancy or the same fines as above apply.

(Send a copy of the Lease, and the Leasing Information Form to Oak Hill at Spring Ridge, c/o Danella Realty & Management, P.O. Box 1017 Blue Bell, PA 19422.)

XIII. Assessments, Late Fees and Fines:

A. Association Maintenance Fees:

- 1. Quarterly Association maintenance fees are due on the first day of the billing quarter with a fourteen (14) day grace period.
- 2. Payments received on or after the 15th will be considered late and subject to late fees in the amount of \$25 per month.
- 3. Units that are delinquent over one quarter late will be taken to the local District Justice Office for collection. Unit Owners will be responsible for all attorney's fees and related legal costs, etc., incurred against their unit.

B. Denial of Privileges:

- 1. All Unit Owners must be paid in full, for all obligations, or they will be denied usage of tennis/pickleball court and prohibited from using the Villages of Spring Ridge HOA pool. This includes association fees, assessments, late fees, etc.

C. Fines:

- 1. Violators of the Association's Rules and Regulations may be fined \$25 or more by the Board of Directors.
- 2. The Board of Directors shall review the facts in each case of a violation and may impose a monetary fine. The fines shall range from a minimum of \$25 to a maximum of \$100 for the first occurrence, in addition to the costs of repairing or replacing items damaged by the violation, plus administrative costs.
- 3. Once \$25 or more in fines is levied upon a unit for violations of the Association's Rules and Regulations, payment is due upon billing.
- 4. If the fine is not paid within thirty (30) days after being imposed, an additional \$25 fine will be imposed monthly until payment is made.
- 5. The Board of Directors may take legal action if the violation is not promptly corrected, and if the prompt payment of any fines is not received.
- 6. Accounts that are delinquent over one-quarter (1/4) year late will result in appropriate legal action for collection.

7. The Homeowner has the right to appeal and attend a hearing with the Board, if requested in writing to the management company, within thirty (30) days of notice.

D. Reporting Violations:

1. Unit Owners and Residents must report alleged violations in writing and on the Report of Infraction/Violation Report Form.
2. Detailed information as to the date, time, address of the violator (if known) and a description of the incident must be included. Without this information, a violation letter will not be sent.
3. In the event the accused violator requests a hearing with the Board to challenge the violation, the complainant must attend the hearing or the charges may be dropped at the Board's option depending on the seriousness of the complaint.

Oak Hill of Spring Ridge Homeowners Association

Homeowner/Resident Information

Dear Oak Hill Homeowner:

IT IS IMPORTANT THAT WE HAVE AS MUCH CONTACT INFORMATION FOR YOU AS POSSIBLE IN THE EVENT OF AN EMERGENCY.

Also, we are in the process of preparing a Community Directory that will be distributed to you and your neighbors. The Community Directory will only have the owner names, home telephone number and email address published. With the exception of the information published in the community directory, all information will be kept confidential. Your email address is needed so we may email you a password to enter the "Members Area" of the www.oakhillhoa.org website.

If you do not want your phone numbers or email addresses posted, please mark the following box:

UNIT OWNER INFORMATION

Unit Owner Name(s) _____	
Unit Address: _____	City, State, Zip _____
Home Telephone # _____	Work Telephone # _____
Home Telephone # _____	Work Telephone # _____
Email Address: _____	Email address: _____
Mailing Address if different than Unit Address: _____	
Occupant(s) other than owner(s) but not tenant(s) _____	

Tenant Name _____	Home Telephone # _____	Work # _____
Tenant Name _____	Home Telephone # _____	Work # _____
Tenant Name _____	Home Telephone # _____	Work # _____

TOTAL NUMBER OF OCCUPANTS _____

In case of an emergency, contact name & telephone # _____
(The emergency contact should have a key to your unit.)

AUTOMOBILE INFORMATION (Automobiles that are parked within the community at the Unit)

Make _____	Model _____	Color _____	License # _____
Make _____	Model _____	Color _____	License # _____
Make _____	Model _____	Color _____	License # _____
Make _____	Model _____	Color _____	License # _____

PET INFORMATION (Do not include aquarium fish or caged birds)

Species _____	Color _____	Gender _____	Name _____
Species _____	Color _____	Gender _____	Name _____

Please return this completed form to:

**Oak Hill at Spring Ridge
C/o of Danella Realty & Management Co.
P. O. Box 1017, Blue Bell, PA 19422
(610) 834 – 6200, (610) 834 – 6204 Fax, Email: ekahn@danellarealty.com (Eileen Kahn)**

Oak Hill at Spring Ridge Homeowners Association

REQUEST FOR EXTERIOR ALTERATIONS

UNIT OWNERS: _____

ADDRESS: _____

HOME PHONE: _____ CELL PHONE: _____ EMAIL: _____

DESCRIPTION OF PROPOSED ALTERATION (Write on separate sheets of paper attached to this form if necessary):

Please supply the following as they pertain to your project:

- * Name, address & telephone # of Contractor
- * Supporting plans, photos, brochures, etc.
- * Description of materials, color, size etc.
- * Project start and completion dates.
- * Contractor requirements
- 1. Repair of any done to common areas.
- 2. Proof of liability insurance (certificate to be included with request).
- 3. Contractor License # & Copy of Permit

Homeowner understands that no work is to begin prior to written approval being received. All work done will comply with approved plans; any changes or modifications will require resubmission. All exterior alterations must be completed within six (6) months of final approval by the Board for said plan. If the plan is not completed within the six (6) month period from the Board's approval, and the Homeowner has not provided a written request of extension, the plan must be resubmitted. The Homeowner is responsible for seeing that all Association requirements are met and assumes any damage to the common areas and meeting all local codes and permit requirements. If a plan is not approved within sixty (60) days of submission, the plan is disapproved. **The Homeowner understands if this request is approved, the Homeowner will be responsible for all future maintenance of the alteration.**

IF ANY DIGGING IS NECESSARY, OWNERS ARE REQUIRED TO CONTACT PENNSYLVANIA ONE CALL TO IDENTIFY UNDERGROUND UTILITY LINES, PRIOR TO THE START OF THE PROJECT. THEY CAN BE REACHED AT 1-800-242-1776.

Homeowner understand the terms and conditions of this exterior alteration request and indicated by signature below:

Homeowner(s) Signature(s): _____ Date: _____

Homeowner(s) Signature(s): _____ Date: _____

BOARD DECISION (Homeowner must have Board written approval prior to proceeding with this request):

APPROVED DENIED APPROVED WITH THE FOLLOWING STIPULATIONS:

Board Member Signature: _____ Date: _____

SEND EXTERIOR ALTERATION REQUEST FORM TO:

Oak Hill at Spring Ridge HOA
c/o Danella Realty & Mgmt.
P.O. Box 1017
Blue Bell, PA 19422

610. 834.6200 Phone, 610.834.6204 Fax or ekahn@danellarealty.com

Oak Hill at Spring Ridge HOA

EXTERIOR SPECIFICATIONS

ITEM	SPECIFICATIONS as of 11/4/21
Awnings	Sunbrella fabric only in Color Cadet Grey #4630, Charcoal Grey #4644, Taupe #4648 or Silica Stone #4861; Approved Vendors: C.B. Dombach-717 392-0578 or 610-384-9589; Kreider's Canvas Service, Inc. - 717-656-7387; A & K Awning Services - 610-236-0467, 484
Metal Roofing	15-16" standing seam Aluminum Panels-24 gauge in SLATE GRAY
Roof shingles	GAF Timberline HD, Lifetime, Weathered Wood
Fascia, Downspouts, Gutters, Window & Door Caps, Drip Edge	100, 200, 300 & 400=Aleris, #80, "80 Degree White" 500=Rolex, Cottage White or Central Aluminum "Eggshell"
Siding	Certainteed, Monogram 46-Brand, Double 5" Dutch lap-style, "Meadow Blend"-color RAM Siding original installation of siding-phone #610 385-1620
Chimney Siding	Certainteed Monogram Vinyl Siding "Herringbone."
Front Door Paint	100, 500, 201-218, 229-232 Oak Hill - Sherwin Williams SW 2315 Coppernail
	219-228 Oak Hill - Sherwin Williams - Llama Wool SW #9080 (Previous Color Discontinued : SW 2026 Mushroom Basket)
	300 Oak Hill - Sherwin Williams Llama Wool SW #9080 (Previous Color Discontinued: SW 2026 Mushroom Basket)
	400 Oak Hill - Sherwin Williams SW Caper
Trim Paint (Includes front Pillars)	Exterior Soffits - Originally painted in product A82251 A-100 Satin extra white base with formula g2-1/128, n1-5/32, and y3-5/32 for a one gallon formula.
Garage Doors	Shank Door installed originals - CHI door model: 2216 Raised Panel Door Color: Almond Can be ordered through Shank Door-800-480-4134
Brick Façade	Glen-Gery, Type "Thin Brick," Color "Brown"
Staining of Decks and privacy fences between patios/deck	Sherwin Williams "Cottonwood" SW3040. Must be STAIN and not paint.
Composite Deck Material	AZEK - Style "Arbor Collection" Color - Autumn Chestnut has been discontinued, replace with AZEK Style "Harvest Collection" Color "Brownstone," or AZEK Color "Coconut Husk" ; or Wolf Serenity Decking, "Weathered Ipe" color, or a color approved by the Boar
Storm/Screen Doors	Larson "Tradewinds" Full view retractable screen storm door – White, Ivory or painted to match front entry door (available at Lowes). Anderson 3000 Series, full view retractable screen storm door – white or painted to match front entry door (available
Rear Patio Doors	TBD - Submit Ext Alteration Req. Rear facing patio door are not required to include grids.
Fences	Specification for new privacy fences to be determined. Currently, must match existing.
Exterior Lights-Front	TBD
Exterior Lights-Rear	TBD
Window Replacement	Must match current window style. Submit Exterior Alteration Request Required.
Chimney Caps	Must match existing.
Gutter Helmets	Must match gutters.
Roof/Gutter Heat Tape	See Rules and Regs
Intrusion Lights	See Rules and Regs
Gas Meter	Rust-Oleum, Gloss Protective Enamel- Color #7786 smoke grey
Patio Stone Pavers	EP Henry - Bristol Stone - (Homeowner to submit color for approval)

Other than emergency repairs and painting exterior trims, you must submit an Exterior Alteration Request Form & Receive Written Board Authorization Prior to Performing Any Exterior Alterations to Your Home

Oak Hill at Spring Ridge Homeowners Association

Report of Infraction/Violation

This form is to be used to report all infractions of the community, as described in the Declaration, the Bylaws, and the Rules and Regulations promulgated by the Board of Directors. ALL VIOLATIONS MUST BE REPORTED IN WRITING ON THIS FORM.

Unit Owner reporting infraction: _____

Address: _____

Phone/Home: _____ Phone/Work: _____

Name of Violator (if known or applicable): _____

Date of Infraction: _____ Time of infraction: _____

Location/Address of infraction: _____

Nature of Infraction: Provide a description of the infraction that will adequately describe it for consideration and action (for example; car model & license plate number if it is a vehicle violation). (Please print or type)

Attach a second sheet if needed.

Signature: _____ Date: _____

Complainant's name will be held in confidence unless a formal hearing becomes necessary, at which time the complainant may be asked to appear before the Board of Directors. If the complainant fails to appear at the hearing, all charges may be dropped on the defendant.

PLEASE MAIL TO: Oak Hill at Spring Ridge HOA, c/o Danella Realty & Mgmt Co.,
P.O. Box 1017, Blue Bell, PA 19422.

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(To be completed by Management Company and for Board use only)

- _____ Date received by Management Company
- _____ Date Referred to Board of Directors
- _____ Date Violation Letter Sent
- _____ Follow Up Date for Compliance
- _____ Date 2nd Violation Letter Sent
- _____ Fine Amount and Date
- _____ Hearing Date (If requested)

Comments/Board Action (if any):

(610) 834 – 6200, (610) 834 – 6204 Fax, Email: ekahn@danellarealty.com (Eileen Kahn)

Oak Hill at Spring Ridge Homeowners Association

Leasing Information Form

UNIT OWNER INFORMATION

Unit Owner Name(s) _____
Unit Address _____ City, State, Zip _____
Home# _____ Work # _____ Cell # _____ Email: _____
Home# _____ Work # _____ Cell # _____ Email: _____
Mailing Address: _____

If the Occupants are not Tenants but Non-Owners Residents, please provide the following information:

Principal Contact Occupant Name _____
Home# _____ Work # _____ Cell # _____ Email: _____
Other Occupants:
Occupant Name _____ Cell # _____ Work # _____
Occupant Name _____ Cell # _____ Work # _____
Occupant Name _____ Occupant Name _____
Occupant Name _____ Occupant Name _____

Beginning Date of Lease _____ **Ending Date of Lease:** _____

If the Occupants are renting the unit, please provide the following information:

Principal Contact Tenant Name _____
Home# _____ Work # _____ Cell # _____ Email: _____
Other Tenants:
Tenant Name _____ Cell# _____ Work # _____
Tenant Name _____ Cell# _____ Work # _____
Tenant Name _____ Tenant Name _____
Tenant Name _____ Tenant Name _____

AUTOMOBILE INFORMATION (Automobiles that are parked within the community at the Unit)

Make _____ Model _____ Color _____ License# _____
Make _____ Model _____ Color _____ License# _____
Make _____ Model _____ Color _____ License# _____

PET INFORMATION (Do not include aquarium fish or caged birds)

Species _____ Color _____ Gender _____ Name _____
Species _____ Color _____ Gender _____ Name _____

The Unit Owner/Lessor agrees to provide the residents/tenants a copy of the Declaration, Bylaws and Rules and Regulations of Oak Hill at Spring Ridge HOA prior to the execution of a lease or, in the case of a non-tenant, prior to occupying the residence. Unit Owner/Lessor shall be responsible for the action of all residents of his Unit including but not limited to repairs to Common Area, payment of fines and rule compliance.

Owner/ Lessor Signature _____ Date _____

I have received a copy of the Oak Hill at Spring HOA Declaration, Bylaws and Rules and Regulations and agree that all occupants of the unit shall to abide to all of the rules and regulations.

Principal Non-Unit Owner Resident or Tenant/Lessee Signature _____ Date _____

Mail a copy of the Lease and this Leasing Information Form: Oak Hill at Spring Ridge, c/o Danella Realty & Management, P.O. Box 1017 Blue Bell, PA 19422.