

May 7, 2015

Rule and Regulation Update

Dear Lindenfield Townhome Neighbors,

Over the last few weeks the Association has received numerous complaints and concerns regarding the use of fire pits in the community. After reviewing the correspondence received the Board of Directors have decided to revise the Associations rule A12. Grills/ Fire Pits/ Flammable Storage. Also, enclosed is clarification of rule A.4 Use. Please take a moment to review the attached document and please file it with your Association Documents.

Sincerely,

Board of Directors
Lindenfield Townhomes Association

Enclosure

AW/is

Amendment to The Lindenfield Townhome Rules and Regulations

May 5th 2015

A4. Use

All Lots are restricted specifically to residential use and no form of commercial non-residential use or activity shall be permitted on any Lot. Home offices are permitted however, Residents may not conduct business from the residence, client traffic to and from the residence, commercial deliveries and other business related activity that may cause disruption in the Association are not permitted. The occasional yard / garage sale is preferred on weekends only.

A12. Grills / Fire Pits / Flammable Storage

Anything that could endanger the Association or private property and/or the welfare of a unit or tenant is prohibited.

Grills (gas or charcoal) will be permitted, with the following requirements:

- Grills must be utilized and stored behind the house.
- Grills must be attended by an adult when in use and fully extinguished when not attended
- Grills may not be used in close proximity homes or fences
- Grills may not be used on common ground.
- It is prohibited to use or store propane tanks or any flammables inside homes and garages.
- Any damage, to own or others property, as a result of use of a grill is the responsibility of the owner of the grill and must be restored to original condition.
- Portable Fire Pits will be permitted, with the following requirements
- Fire Pit must contain a wire mesh cover
- Flames must be contained within the cover
- Fire Pits must be attended by an adult when in use and fully extinguished when not attended
- Fire Pits may not be used on a deck or within less than 10 feet of homes, decks or fences
- Fire pits, when not in use, must be stored neatly behind the house or on a deck/patio.
- Fire pits may not be used on common ground.
- Permanent or in-ground fire pits are not permitted.
- Any damage, to own or others property, as a result of use of a fire pit is the responsibility of the owner of the fire pit and must be restored to original condition.

Thank You,

Lindenfield Townhome
Board of Directors

LINDENFIELD

**Code of Regulations
Architectural Guidelines**

RULES & REGULATIONS

Rules and Regulations
(Index Listing)

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Satellite Dish Indemnification Agreement Form.....Attached

These Rules, adopted October 2008, supersede any and all prior Rules and Regulations!

Rules and Regulations
(As adopted October 2008)

Statement of Purpose:

*The role of a Homeowners Association, of which every owner is a member, is not only to own and manage the open space, but also to conserve and enhance the resources of the entire community. The Association accomplishes these functions in a variety of ways, of which one is to **establish reasonable Rules and Regulations as stated in article VI of the By-Laws**. The Association, through the Board of Directors, also has the power to establish committees, like the Architectural/Grounds Committee, and the responsibility of enforcing all of the Association's Documents as stated in the By-Laws, Article VIII.*

*The following Rules and Regulations have been established to assure pleasant and harmonious living for all residents and their guests. **They are based on and are supplementary to the Declaration and the By-Laws of the Association**. It is the responsibility of each resident within the community to become familiar with the Rules and Regulations and to abide by same. The cooperation of each resident is needed to maintain property values and provide peaceful enjoyment for each resident.*

* **ALL UNDERLINED SENTENCES** ARE CONTAINED IN THE USE RESTRICTIONS ON PAGE 13 OF THE DECLARATION AND MAY NOT BE CHANGED WITHOUT 2/3 CONSENT OF THE ENTIRE ASSOCIATION. ALL ADDITIONAL SENTENCES WERE ADOPTED AS PART OF THE RULES AND REGULATIONS.

When in conflict, Chalfont Borough laws and ordinances supersede any rules set forth in this document.

For purposes of the document the following definitions apply:

Overnight - Between the hours of 10 PM and 6 AM

Current Townhouse website is www.lindenfieldtownhomes.com

SECTION A. GENERAL RULES

A1. Antenna and Dishes

No owner or lawful occupier shall erect or maintain an antenna, which is externally visible on any townhouse building or townhouse Lot. Satellite dishes should be placed behind the unit, on the ground and hidden from view. Since this is a permanent exterior alteration, an architectural change request form must be filed with the Association for approval prior to installation. This is subject to and governed by Rule B. Exterior Alterations.

It is the intent of these regulations to ensure that satellite dishes and their installation meet all appropriate building, safety, and electrical codes.

- a. The Board does not restrict the use of video receiving dishes less than eighteen (18") inches in diameter, properly installed on the owner's private property.
- b. Dishes must be installed so as not to pose a safety hazard to surrounding homes.
- c. Dishes must be properly grounded under electrical code.
- d. Dishes must not hang over or encroach onto a neighbor's property, roof, walls, or windows or block a neighbor's window.
- e. Dishes must not present an electrical hazard to neighboring homes.
- f. Dishes must not have wires "draped" on the roof or side of the owner's home.

- g. Dishes cannot be installed in common areas and must not inhibit others from using common areas or property.
- h. Dishes must be mounted by a secure method so as not to cause damage to surrounding homes or property by collapse.
- i. Dishes must be for the exclusive use of the owner installing the dish and may not be used in common with other neighbors.
- j. Dishes and their installation must meet all local, state, and county codes that may apply.
- k. An owner of a dish will be required to sign an indemnification agreement agreeing to indemnify and hold the Association harmless for any personal injury occurring to other residents, Association personnel or for damages occurring to common property or other resident's property from the installation and placement of the dish.

A2. Vehicles

No owner or other person shall leave any non-licensed, non-registered or non-operating vehicle or vehicles on or about any Lot, the common areas or an Association roadway, nor shall any major repairs or dismantling of vehicles be permitted on or about any Lot, common areas or Association roadways.

Commercial vehicles (including but not limited to, dump trucks, stake body trucks, trucks exceeding 3/4 ton, or vehicles equipped with ladders or pipe tubes) **are not permitted** on any property or common area overnight.

Vehicles without valid license or inspection, and any off road vehicles, are not permitted on any lot, common areas or Association roadways. The parking of boats, trailers, oversized trucks and recreational vehicles is not permitted for more than 24 hours unless enclosed within the garage.

All vehicle parking is in driveways or along street curbs opposite the driveway side. No parking is permitted over sidewalks (in driveways) or in yellow curbed areas for safety reasons. **Also, no parking is permitted on any street during snowfall and cleanup.** Any vehicle in violation will be cause for a fine and/or will be towed at the expense of the owner.

Any vehicle which is leaking fluids that may cause damage to the roadway is not permitted.

A3. Pets

No animals, livestock, fowl or poultry of any kind shall be raised, bred or kept on any Lot except dogs, cats or other commonly accepted household pets may be kept on Lots, provided that they are not kept, bred or maintained for any commercial purpose and provided further that no such pet shall be allowed to cause or create any nuisance or other unreasonable disturbance.

All (i.e. cats, dogs etc.) pets must be walked on leashes and attended at all times with a responsible individual outside the unit or fenced area. **Pet owners are required to immediately clean up any waste left behind.** Pets are not permitted to be tied up outside without the owner present and shall be prevented from damaging the common elements or another owner's property.

No pet owner may permit an animal to relieve itself on any of the grass areas around the buildings. Pet owners are responsible for any property damage, injury, and disturbance their pet may cause or inflict. No doghouses are permitted.

The cost of clean up and/or repairs to common elements shall be charged to the offender (unit owner). Continual waste lying on personal property is a safety and health

hazard and will be subject to a warning and subsequent fine to that unit owner. All Borough, County and State pet laws must be obeyed.

A4. Use

All Lots are restricted specifically to residential use and no form of commercial non-residential use or activity shall be permitted on any Lot. The occasional yard / garage sale is preferred on weekends only.

A5. Snow Removal

Owners shall be responsible for snow removal and cleaning of sidewalk areas and driveways between the townhouse and the curb line, whether or not said sidewalk and driveway are located within the Lot or within the Common Open Space. **Snow removal should be within 24 hours after a snowfall** to prevent safety hazards or property damage. Failure to comply could result in fines or legal action by the Association and/or Chalfont Borough. If the tenant or homeowner is going to be away it is their responsibility to ensure the vehicle is off the road or provisions are made to remove the vehicle during the snowfall season.

A6. Maintenance

All Lots and improvements thereon shall be maintained in a reasonable and neat and well appearing condition. The Association shall be responsible for grass cutting in all Common Open Space and Lots, except that the owner shall be responsible for grass cutting in any area of the Lot which has been fenced by the Owner. **The outside appearance of units should be kept neat in consideration of your neighbors. All outdoor accessories toys, bikes, play equipment, lawn furniture, grills, inflatable pools, garden hose racks, etc. should be stored neatly behind the unit or on a deck/patio when not in use and during overnight hours.**

NOTE: Garden hose racks must be stored neatly behind and nearest to the rear wall of the townhouse during the winter months, December through April. Kindly remember to drain hose before storing and turn off water supply to the outside hose bib.

Additionally, unit owners will be responsible for maintenance of all trees and shrubbery beds contained on their lot with the immediate removal of any dead trees or shrubs. **Flower beds and areas under decks should be clear and weed free. Private yard plantings are subject to and governed by Rule A11. Private Yard Plantings and Ornamentation. Owners are required to maintain their driveway.** Any driveway that is damaged by weather or leaking fluid must be repaired.

A7. Signs

No sign of any type shall be displayed on any Lot except customary name and address signs. For sale signs, not exceeding nine (9) square feet in size, (preferably 30" x 30"), may be erected on the lot only.

A8. Clotheslines

No clotheslines, clothes poles or any outside hanging of clothes shall be permitted. No drying or airing of laundry shall be permitted from windows, decks, or patios.

A9. Trash

Collection is provided by the Association through a private contractor on **designated collection days** (available on website) and should be placed out no earlier than dusk the night before pickup. If the designated collection day falls on a holiday, trash pick up will be the

next regularly scheduled day. Trash should be placed at the curb in front of each unit on collection days and must be placed in containers (with closed lids) or plastic bags, and newspapers and boxes are to be tied. **All trash containers must be stored within the building or neatly placed in back of the house on non-pickup days.** If trash is disturbed by animals, pets, or is wind-blown, it is the unit owners' responsibility to clean up the mess. If not picked up by the trash company for whatever reason, owner must retrieve refuse until next regular pickup day.

The Association, through a private contractor, provides recycling collection on designated collection day (available on website). Glass, cans, and plastic are to be placed commingled in recycling bins or buckets. Newspapers may be tied with string or placed in a paper bag. Securely place your recyclables curbside and prevent them from being wind blown.

Bulk pick ups are limited; please contact waste management company to make pickup arrangements.

For details on collection, please contact Management Company or refer to the Townhouse website.

A10. Common Elements

No unit owner / occupant may obstruct, store, erect or plant anything upon the common elements without the prior consent of the Executive Board. Any damage to Association property caused by any unit owner, their visitors, tenants or pets shall be repaired at the unit owner's expense.

A11. Private Yard Plantings and Ornamentation

All plant material must be well maintained and weed-free by owners and tenants. Trees, shrubs, and flowers may be added as long as they are maintained and do not grow outside the lot. **Mulching** of planting beds and trees is **strongly encouraged**. Vegetable gardens are seasonal (not to exceed sixty (60) square feet) and are not to be planted in the front of homes. All plant and garden material **must not hamper lawn maintenance**.

Ground level ornaments (lawn ornaments) may be placed in foundation planting beds or tree rings, but not in turf areas. **Pole structures** (light posts, flag posts, bird feeders, etc.) must not exceed eight (8) feet in height.

A trellis or arbor may be used specifically for botanical use in a garden, not to exceed three (3) feet in width or seven (7) feet in height. The area must be neat and well maintained during growing season and removed when not in use.

Holiday decorations may be displayed on the property but can only be displayed thirty (30) days prior to and must be removed within thirty (30) days after the holiday. Example: Christmas decorations may be displayed starting November 25th and must be removed by January 25.

A12. Grills / Fire Pits / Flammable Storage

Anything that could endanger the Association or private property and/or the welfare of a unit or tenant is prohibited. **All grills are to be used and stored behind the house.** It is prohibited to use or store propane tanks or any flammables inside homes and garages.

Portable Fire Pits will be permitted, but must be attended when in use and fully extinguished when not attended. Fire pits, when not in use, must be stored neatly behind the house or on a deck/patio. Fire pits may not be used on common ground. Permanent or in-ground fire pits are not permitted. Any damage as a result of use of a fire pit is the responsibility of the owner and must be restored to original condition.

A13. Firewood

Firewood, not to exceed a half cord, may be neatly stored at the rear of the lot, or next to the rear of the unit, and should be at least six (6) inches off the ground. Firewood storage in the rear of the lot is permitted from October 15 through April 15, unless it is next to the unit or fenced area, as long as lawn maintenance is not impeded.

A14. Leases and Sales

No unit may be used for transient or hotel purposes. **The term of an original lease may not be for less than one (1) year or for less than the entire unit.** The rights of any lessee shall be subject to, and each lessee shall be bound by, the **Covenants, Conditions and Restrictions set forth in the Declaration, By-Laws, and Rules and Regulations**, and the same shall be made a part of said lease. A default there under shall constitute a default under the lease. Tenants are not permitted to vote and are not required to pay any assessment since the vote and the assessment remains with the lot owner. **A copy of the lease must be provided to the Association** within ten (10) days of execution. Please send to management office.

In the event of any sale, conveyance, or transfer of a unit, the owner must provide twenty (20) days prior notice to the management office in order to confirm transfer of the documents to the new owner and to verify payment of Association assessments as required by most lenders and to conform with the Uniform Planned Community Act, Title 68.

A15. Public Nuisance

- a. The riding of skates, skateboards, bicycles and scooters, or other play equipment that either cause a disturbance or damage to curbs or sidewalks is not permitted. No motorized vehicles are permitted on sidewalks.
- b. No bicycles, chairs, playing toys or other personal property shall be left to obstruct the sidewalks, roadways or other common areas.
- c. Unlawful noise that disturbs the peace of any area is prohibited.
- d. The discharge of illegal fireworks is prohibited by law.
- e. Out of consideration for your neighbors, large appliances including washers, dryers, dishwashers, vacuums, should only be run between 8:00 a.m. and 11:00 p.m.
- f. Per Chalfont Borough Regulations, loud music and loud parties are prohibited between the hours of 10 p.m. and 10 a.m.

SECTION B. ARCHITECTURAL RULES

*It is the intent of this Section of the Rules and Regulations to control architectural harmony within the community and ensure that all-similar items are constructed in the same manner and location. **Even though your plans may completely adhere to the requirements, you are required to submit the plans to our Management Office for Board approval prior to construction.** All proper building permits must be obtained from Chalfont Borough prior to construction as well.*

B1. Exterior Alterations

No alteration shall be made to any aspect of the exterior of an individual Dwelling Unit by changing the color, fascia materials, making structural changes, etc., unless approved following a written request for same. No such alterations shall be made unless approved by the Architectural Review Board of the Association in accordance with the rules and regulations established by said Board.

Permanent free standing structures, (including gazebos, blocked grills, doghouses, playhouses, and sports equipment) **are not permitted**. Garden pools and ponds are restricted for safety reasons. Above ground pools and/or wading pools higher than 18" or six (6) feet in diameter are not permitted. Retaining walls of 6" or more, which are above ground level (natural or manmade), will need architectural approval.

- a. **Propane Tanks** for heating and cooking purposes are permitted. These tanks/containers over twenty (20) pounds are to be buried. An Architectural Form must be submitted to install such a tank and the appropriate Chalfont Borough or Environmental Agency approvals and permits prior to construction must accompany it. Drawings of the location must be submitted with the Architectural Change Form.

B2. Fences

- a. **Prior to erecting a fence**, a written request, including plans and other specifications must be submitted to the Management Office for Board review and approval. Construction of the fence cannot begin until approval is received.
- b. All required building permits must also be obtained from the Borough of Chalfont prior to construction.
- c. In conformity with the Declaration Use Restrictions Amendment, Article VII, fence must not be more than five (5) feet in height at the sides of the property and not more than four (4) feet in height at the rear of the property. Such fence shall be consistent with those fences installed by the Developer.
- d. **All fences must be located behind the Townhouse.** They cannot extend onto the side of the property of an end unit or be erected in front of a Townhouse.
- e. When common property lines exist between property owners, the fence must be installed within the property owner's lot. End units must install the fence two (2) feet in from the farthest point of the sidewall of the building.
- f. All fences must be constructed of pressure-treated material, cedar lumber or composite fencing material. Wood fences may be stained in a natural wood tone approved by the Board. If wood fences are not stained, clear water sealing products are suggested. Composite fencing material must be in a natural wood tone or white, and must be approved by the Board

- g. **Fences are recommended to be of the shadowbox style**, consisting of 4" slats. Other fence styles will be considered for approval upon submission to the Board.
- h. Due to the unique locations of the following lots: Kaylin 6, 8; Zachary 32, 43; Sherri 74, 76, 82, 84; Megan 120, 122 and Jennifer 7, 9, 17, 19, the Association will consider a variance in regard to the location of fences in their respective side yards.
- i. Any **decorative "fencing" material** used as a barrier or border for flowerbeds and vegetable gardens that is **more than four (4) inches in height is not permitted**.

B3. Decks

- a. **Prior to deck construction**, a written request, including plans and other specifications must be submitted to the Management Office for Board review and approval. **The plans must indicate the location of the deck in relationship to the Townhouse, the appropriate dimensions, and the materials to be used.** Construction cannot start until approval is received.
- b. All proper building permits must be obtained from Chalfont Borough prior to construction.
- c. The deck shall not be higher than the first floor level. It is recommended that it be six (6) inches below the first floor doorsill. If the surface of the deck is higher than twelve (12) inches above ground level, a railing is required.
- d. Decks and stairs must not extend into the common ground and must be a minimum of six (6) feet from the rear property line. **The maximum length of the deck, including stairs, must not be more than sixteen (16) feet from the rear of the Townhouse.**
- e. All decks may be constructed of either pressure-treated material, cedar lumber or composite decking material (e.g. Trex, TimberTech, etc). Wood decks may be stained in a natural wood tone approved by the Board. If wood decks are not stained, clear water sealing products are suggested. Composite decking material must be in a natural wood tone approved by the Board.
- f. Railings shall be constructed no less than thirty-six (36) inches in height and in conformity to the BOCA and Borough Regulations. Railings must be in a natural wood tone or white, and the color must be approved by the Board.
- g. **The side yard setback, including stairs, must have a minimum of two (2) feet** from the property line of the adjoining Townhouse. The side yard setback for end units must be a minimum of two (2) feet from the farthest point of the exterior side of the building.
- h. Footings are required on all decks. Cement or concrete footings (in ground) must conform to Borough regulations.
- i. Due to the unique location of the following lots: Kaylin 6, 8; Zachary 32, 43; Sherri 74, 76, 82, 84; Megan 120, 122 and Jennifer 7, 9, 17, 19, the Association will consider a variance to the above specifications in regard to the size and shape of the proposed decks.

B4. Patios and Walkways

- a. **Prior to construction**, a written request, including plans and other specifications must be submitted to the Management Office for Board review and approval. The **plans must indicate the location of the patio or walkway in relationship to the Townhouse, the appropriate dimensions, and the materials to be used.** Construction cannot start until approval is received.
- b. Patios may not extend into the common ground and must be a minimum of seven (7) feet from the rear property line. The maximum length of the patio must not extend more than sixteen (16) feet from the rear of the Townhouse.
- c. Patios and walkways shall be constructed with brick, slate, patio blocks or concrete.
- d. Patios may not be higher than eight (8) inches above ground level.
- e. End unit patios require a two (2) foot setback from the farthest point of the exterior side of the building.
- f. **Walkways may only be installed in the rear yard (or side yard of end unit).** Additional walkways cannot be constructed in front of townhouse. The maximum width of walkways is 4 feet.

B5. Playground Equipment

Prior to construction, a written request, including plans and other specifications must be submitted to the Management Office for Board review and approval. **Permanent playground equipment may only be installed on the homeowner's property behind the townhouse.** The equipment shall be constructed of **pressure-treated material, cedar lumber or composite material only, and is limited to "swing sets"** (such as swings, slide and rings, etc.). Placement of all equipment **must be two (2) feet from all property lines** and maintained in good appearance and working order at all times. *Playground equipment (that is portable) is considered "play equipment" or toy and is subject to and governed by Rule A6. Maintenance.*

B6. Sporting Equipment

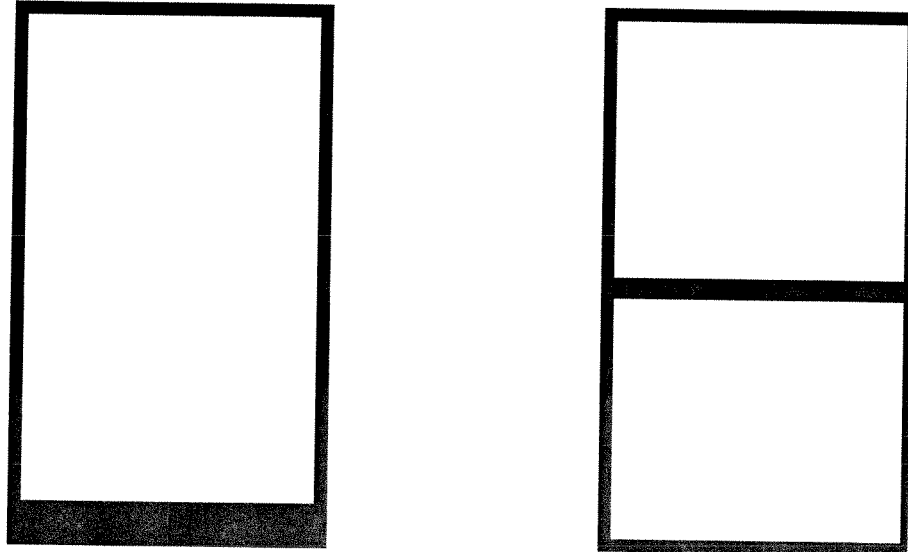
Sporting Equipment is included in *Rule A6. Maintenance*, except for basketball hoops, which are prohibited.

B7. Applications for Doors and Windows

- a. **Front and rear entry doors must be painted the same color using one of the approved door colors** (Contact the Management Office for up to date pre-approved door colors.).
- b. Storage closet doors may be painted the same color as the siding or entry doors.
- c. Garage doors must match the siding or the trim color.
- d. **The Association will paint all exterior wood-trim (white) on a scheduled basis. Repair or replacement of any wood is the homeowner's responsibility.**
- e. All windows and window mullions **must be white** and are the homeowner's responsibility.
- f. Door and Window replacements must be the same style or pre-approved by the Board.

B8. Storm/Screen Doors

Prior to installation, a written request, including specifications and manufacturer must be submitted to the Management Office for Board review and approval. All storm or screen doors must be white with a kick plate no higher than twelve (12) inches from the bottom of door edge. The style may be full view or may have a center bar no more than two and a half (2.5) inches wide.



B9. House Numbers

Numbers (or lettering) may be black or brass and must be three (3) to five (5) inches high. Placement should be visible from the street and either adjacent to the front door or garage doorframe. House numbering is a Borough ordinance.

B10. Storage Sheds

Townhouses without garages or attached storage may use pre-fabricated storage boxes/sheds.

- a. **Prior to purchase and installation**, a written request, including plans and other specifications must be submitted to the Management Office for Board review and approval. The **plans must indicate the location of the shed** in relationship to the Townhouse, **picture of the shed, size and composition**. Installation cannot start until approval is received.
- b. Sheds may not be placed in the front of the townhouse. Preferred location is against the read of the house or deck.
- c. Sheds must be constructed of a neutral colored maintenance free material that will not rust or rot. (e.g. Rubbermaid, Suncast, Duraworx)
- d. Shed dimensions cannot exceed 7Hx6Wx6D' (84Hx72Wx72D")
Examples of acceptable storage sheds (available at Target, Lowes, etc)
 1. Rubbermaid Split Lid Shed (36Hx55Wx28D")
 2. Rubbermaid Horizontal Shed (36Hx55Wx28D")
 3. Rubbermaid Horizontal Storage Shed (36Hx55Wx28D")
 4. Rubbermaid Vertical Storage Shed (77Hx56Wx32D")
 5. Suncast Horizontal Utility Shed (46Hx55Wx39D")
 6. Suncast Horizontal Shed (34Hx54Wx26D")
 7. YardSaver 5x3' Shed (74Hx60Wx36D")
 8. YardSaver 5x5' Shed (74Hx60Wx60D")
 9. Duraworx Apex Shed(82Hx72ftWx36D")

B11. Awnings

Only **retractable** awnings may be installed on the back of the Townhome.

- a. **Prior to purchase and installation**, a written request, including plans and other specifications must be submitted to the Management Office for Board review and approval. The **plans must indicate the location of the awning** in relationship to the Townhouse, **picture of the awning material, size and composition**. Installation cannot start until approval is received.
- b. Awnings will only be permitted on the rear of the home. Sides of awning must be within 2 feet of property line. Awnings must not extend out more than 16 feet from the rear of the home when fully extended.
- c. Window awnings are not permitted.
- d. Awning material must be in a color and pattern that matches or complements the color of the Townhouse siding.
- e. Awnings must be well maintained with no tears, frays or mold.
- f. Awning must be kept in retracted position when not in use.

Enforcement Procedures

Unfortunately violations do occur. Before submitting a complaint, please attempt to remedy the situation or infraction with a "neighborly" reminder!

1. Reporting Violations

Complaints concerning violations of the Rules and Regulations or any provision of the Association's documents, by an owner or tenant, **must be submitted in writing** to the Property Manager or Executive Board and **signed** by the unit owner (or tenant). The complaint or documented violation must be in sufficient detail to determine whether a violation has occurred.

2. Investigation

When possible, a representative of a committee, a member of the Executive Board, or the Management Company, shall investigate the complaint to determine whether there is reasonable cause to believe that a violation has occurred.

3. Violation Notice

If a violation exists, the Association will send a written notice describing the violation to the owner (and tenant) and instruct them to correct it within 10 days or other specific time frame. If the violation is not corrected within the time frame provided or if a second complaint is received, a second written notice will be sent. This notice will provide a provision for a hearing, if requested by the owner, and will indicate that the association has the right to impose penalties and/or assess fines.

4. Hearing

Owners (and their tenants) have the right to a hearing, which could either be conducted by a Committee, appointed by the Executive Board, or by the Board. If a hearing is requested, the Association shall provide notice of date, time, and place of hearing. The purpose of the hearing is to allow the owner (or tenant accompanied by the owner) to explain their action and attempt to resolve the problem. If a Committee conducts a hearing, the owner may appeal the Committee's decision to the Executive Board. **Any decision made by the Executive Board is final.** The owner will be notified of the Board or Committee's decision, in writing and within ten (10) days of the hearing.

5. Penalty Assessments

If an owner or tenant does not comply with the ten (10) day notice, the Executive Board may, commencing on the eleventh (11th) day, impose a **penalty assessment as follows:**

\$ 50.00 maximum first violation
\$150.00 maximum second violation
\$300.00 each violation thereafter

In the event of a repeated, recurring or continuing violation, the owner may be assessed said penalty assessment every thirty (30) days until corrected.

6. **Non Compliance**

In the event that an owner or tenant does not comply with the violation notice and/or does not pay the amount assessed by the Association, **the Executive Board may take legal action** against the owner for collection of the fines and compliance with the Association's documents.

Any expense associated with legal action and the collection of fines assessed, including court costs, attorney fees, etc., which have been incurred by the Association, shall be added to the complaint and becomes the responsibility of the owner to pay. If a judgment awarded by the court remains unpaid, the Association may place a lien for the amount of the judgment plus costs, against the owner's property.

NOTE: The Association's documents include, but are not limited to, the Declaration, By-Laws, Code of Regulations, Architectural Guidelines, Rules and Regulations, and any Resolution or Amendment adopted by the Board or Membership.

LINDENFIELD TOWNHOME ASSOCIATION

Architectural Change Form

Name: _____

Date: _____

Address: _____
(Lindenfield)

Change requested for:

Patio / Deck _____

Address: _____
(Non-Lindenfield address)

Dwelling Exterior _____

Other _____

Phone: _____

Drawing attached _____ (Check)

In order for the Committee to properly review and approve your architectural change, please submit a description of your request and include a detailed drawing or sketch (with dimensions). You may include any appropriate pictures, color samples, catalog cut, etc., that would further illustrate your proposal. All drawings and sketches must include a diagram of the exact location of the change (plot plan) as it relates to the building and your property lines. [Please refer to your "revised" Rules and Regulations (Latest) for compliance and early acceptance.]

DESCRIPTION OF PROPOSED CHANGE:

(Attach scaled drawing or sketch)

Anticipated Start/Finish Dates:

Start _____

Finish _____

Submission of this form and its approval (or disapproval) by the Committee does not replace the owner's (and tenant's) obligation to abide by all Borough ordinances and permit requirements. [If the approved changes are not completed within 120 days of approval, a new request must be submitted.]

Owner's Signature: _____

Name (Print) _____

Mail to: Continental Property Mgmt.
975 Easton Rd. Suite 202
Warrington, PA 18976
(215) 343-1550

Note: Committee meets once a month!

Note: Please allow sixty days (60) for processing of your request

Decision:

Committee:

Date: _____

Approved _____

Not Approved _____

Approved as Noted: _____

_____ (Board) Date: _____

Comments: