

The Crossing at Rocky Springs Condominium Association

Unit Owner Guidelines Packet

The Crossings at Rocky Springs Condominium Association (hereinafter “The Association”) is located in West Lampeter Township, Lancaster County, Pennsylvania. The Crossings is a Planned Uniform Community consisting of 180 units and has amenities such as a clubhouse with an indoor swimming pool and a fitness training area, a tennis court, walking trails and common open space. All Unit Owners are members of the Condominium Association, which has been organized as a Pennsylvania non-profit corporation, and have equal percentage interest (1/180th).

The Association is governed by an Executive Board of Directors who has all of the powers and duties necessary for the administration of the affairs of the Association. Also, as required in the Bylaws of the Community, the Executive Board shall select and employ a Managing Agent, who shall be its principal agent in the management of the Association and Community. The Board has retained Woo-Cat Property & Association Management as their Managing Agent. Their contact information is as follows:

The Crossings at Rocky Springs Condominium Association, Inc.
c/o: Woo-Cat Property & Association Management LLC
PO BOX 159
Pequea, PA 17565
(866) 897-7592
Email: Support@WooCatManagement.com

The governing documents of the Association are as follows:

- Planned Uniform Condominium Act
- Declaration of Covenants, Easements, and Restrictions
 - Signed April 4, 2002
 - Recorded April 10, 2002
- Articles of Incorporation
 - Signed April 8, 2002
 - Filed April 11, 2002
- Declaration of Condominium
 - Signed December 11, 2002
 - Recorded January 1, 2003
- First Amendment to the Declaration of Condominium
 - Signed June 3, 2003
 - Recorded June 4, 2003
- Community Bylaws
 - Amended March 27, 2013
- Various Policies

The above list of governing documents contains the necessary information pertaining to ownership, maintenance, and upkeep of the various items within the Association. In the past, a matrix was developed in an effort to assist the Unit Owners with answers to the ownership, maintenance, and upkeep; however,

upon a more thorough review, it was determined that the Community would be better served to rely on the documents rather than attempt to provide a summary of the various contents. Ultimately, the decisions are governed by the documents listed above.

Lastly, the attached information includes the Community Bylaws and Various Policies adopted by the Board since the inception of the Association. The other Governing Documents listed above are recorded in the County Courthouse in Lancaster, Pennsylvania and copies can be obtained either through the Courthouse or by contacting the Managing Agent. It is noted, though, that the Unit Owner is solely responsible for all expenses associated with obtaining these documents. From time to time, as Rules and Policies are amended or added, those additions will be presented to each Unit Owner and must be added to this packet. Further, this packet of information should be transferred to the subsequent Unit Owners.

On behalf of the Executive Board, welcome to the Crossings at Rocky Springs Condominium Association. We look forward to your participation and cooperation in the daily operations and functions in our Community.

If there are any conflicts between this Unit Owner Guidelines Packet and the Bylaws, the Declaration of Condominium or the Declaration of Covenants and Easements, the formal documents will rule.

PLEASE NOTE: NONE OF THE APPENDICES SHOULD BE REMOVED FROM THIS BOOKLET. THEY ARE AVAILABLE FROM THE PROPERTY MANAGER.

The Crossing at Rocky Springs Condominium Association

Rules Guidelines (Amended January 2014)

A. Ornaments

1. No ornamentation is permitted on the exterior of any unit, common element or limited common element structure.
2. Flower pots are restricted to patios, decks and stoops. No flower pots are permitted on the driveways or in mulched beds.
3. Seasonal decorative items may be placed on patios, decks and stoops.
4. Seasonal door decorations such as wreaths may be displayed in a tasteful manner.
5. Shepherd hook policy for plant display:
 - a. A maximum of two single hook shepherd hooks is permitted per unit. If the Unit Owner chooses to have a double hook shepherd hook, the maximum is one hook per unit. These hooks shall only be placed in the rear of said unit, in the patio area. The hooks shall be placed only in the mulched area. The hooks must be a maximum of 4'-5' in height. Hooks must be made of wrought iron, in neutral earth tone colors. Only live plants and flowers may be hung from hooks. No artificial plants or flowers, bird houses, bird feeders, flags, ornaments, etc. may be hung from hooks.
 - b. No shepherd hooks of any size are permitted in the front or along the side of any unit.

B. Holiday Decorations

1. Christmas lights and decorations may be displayed from Thanksgiving Day to January 15.
2. Decorations for other religious holidays may be displayed in good taste according to the appropriate religious custom.
3. Halloween exterior ornamentation and/or free standing outdoor lighting may be displayed on the stoop. Halloween decorations may be displayed one week prior to the official holiday through one week after the official holiday.
4. The following items may be used without written consent from the Executive Board. All other items must be submitted to the Property Manager for approval before using:

a.

Shrubbery – Clear

(white) or multi-colored mini lights may be used to decorate the shrubbery around the unit. The lights must be solid and not flash or blink. Electric wiring cannot cross the walk and must be run along the base of the door when necessary.

- b. Windows (Outside)
 - Sprays of natural greens or in a natural green color may be placed on the window sills. Either one large spray between the windows or two smaller sprays in each window. Sprays must be mounted with string or floral wire that the closed window can hold. Nails and staples are not permitted on any exterior surface.
- a. Windows (Inside) –
 - i. Clear (white) candle lights may be displayed in the windows.
- b. Lamppost – Sprays or garlands of natural greenery or in a natural green color may be used to decorate the lampposts. Electric lights are not allowed on the lampposts. No nails, staples, etc. may be used to secure decorations.
- c. Doors – Seasonal decorations such as wreaths may be displayed on the door using wreath hangers hung over the door. Clear (white) spotlights (no colors permitted) may be positioned to shine on the stoop only. Electric wiring cannot cross the walkway and should be covered by mulch as much as possible.
- d. Stoop –
 - Freestanding decorations (with or without lights) may be displayed on these areas. The decorations must provide ample room for entrance/exit (i.e. fire and rescue personnel).
- a. No garlands, lights, wreaths, etc. are allowed on the garage, gutters, door frames or other exterior surfaces.
- b. No nails, staples, etc. may be used to secure any decorations.

2. C. Nails and Other Forms of Attachments to Structures

3. The Declaration of

Condominium, Use Restrictions, Article VIII, Section 8.1, Subsection E: “Unit Owners shall not cause or permit anything to be hung or displayed on the outside of windows or placed on the outside walls of the building or on the Property and no sign, awning, canopy, shutter, radio or television antenna shall be affixed to or placed upon the exterior wall or roof or any part thereof. .” No holes or attachments of any kind are permitted on any exterior surface of any Common Element including, but not limited to, drivit, siding, soffit, fascia, gutter, Common Element posts, entryway support structures (including ceilings) or privacy fences. Failure to comply with this restriction will result in financial responsibility by the Unit Owner to repair/restore the surface affected.

D. Flags/Flag Poles

See Appendix A1.

E. Tarps/Covers

No tarps are permitted on exterior surfaces of units with the exception of those used on grills, patio furniture and air conditioning units. When used for these specific instances, they should be a solid color harmonious to the exterior of the building.

F. Storage Structures/Containers

No exterior storage structures/containers are permitted on common elements. In addition, items normally used on patios, decks and stoops may not be stored on these areas.

G. Chimineas/Outdoor Burning

1. Article VIII, Use
 - a. Restrictions, Section 8.1, Use and Occupancy of Units and Common Elements, Subsection D of the Declaration of Condominium – “Nothing shall be done or kept in any Unit or in the Common Elements which will increase the rate of insurance on the Property, or contents thereof, applicable for residential use, without prior written permission of the Executive Board, which consent may be conditional upon the Unit Owner of such Unit being required to bear the full amount of the increase.”
2. Gas-burning grills are permitted with the following conditions:
 - a. No such grill may be operated within a screened-in porch.
 - b. If a grill is stored on a screened-in porch, the propane tank must be removed.
 - c. Grills must be kept a minimum of 2’ from any Limited Common or Common Element surface when in use.
 - d. Grill pad
 - i. installation – See Appendix A2. Requires Architectural & Landscape Committee review and recommendation.

H. Signs

1.

The Executive

Board has chosen to adopt the West Lampeter Township Zoning Code, Chapter 285, “Regulations for Temporary Signs: Kind of Sign Issue Sign (includes political election signs for candidates); Permitted Time for Display – Any sign that relates to an election, vote or referendum shall be removed within 7 days after such an event; Maximum Permitted Number of Such Signs – Two sign faces per candidate or issue per lot or dwelling unit, per street frontage; Maximum Permitted Sign Area (per sign) – 6 square feet.”
 - a. Please note the following clarifications:

- i.

Limit of two signs
per Unit.

- a. Signs to be placed in front or side of the Unit facing the street.
 - b. Signs are permitted only in the mulched area adjacent to the Unit wall.
 - c. Signs must be
 - 1. posted on stakes. They may not be taped, stapled, etc. to any exterior surface of the Unit or any fixture including, but not limited to, light post or fence.
 - d. Signs may not be put up prior to 90 days before an election.
 - e. Signs must be removed within 7 days after an election.
2. Temporary signs for direction and identification purposes for birthday parties, yard sales, open houses and similar events may be placed no sooner than 24 hours prior to the event. All signs must be removed within 24 hours after the event.

I. Pets

3. Article IV, Section
- a. 13 of the Decoration of Covenants, Easements and Restrictions states the number of pets per unit is limited to two over six months of age.
 - 1. Pets must be
controlled at all times to prevent damage to properties including Limited and Common Element areas and to prevent objectionable behavior including barking.
 - 2. Pet owner/resident
is responsible for immediate clean-up of all Limited and Common Element areas and disposing of waste properly. Waste may not be buried in mulch areas or any other Limited or Common Element area.
 - 1. Pet owner/resident is liable for any damage done to any Limited or Common Element area by pet and is responsible for immediate repair of damages.

2. J. Solar Lights

- a. See Appendix A3.

3. K. Roof Vents

- a. See Appendix A4.

4. Storm/Screen Door

- a. See Appendix A5.

5. Awnings

- a. See Appendix A6.

6. Satellite Dish

- a. See Appendix A7.

7. O. Utility Services

- a. No obstructions may be placed at/on public utility services such as electric and gas. Nothing may be done that blocks or delays access to utility service units in case of emergency. No plantings are permitted that obstruct utility meters, etc.

8. P. Parking

9. See Appendix A8

- a. (Parking Restrictions) and Appendix A9 (Snow Parking Restrictions).

10. During an inclement weather event, common sense should be exercised by residents whether driving or walking in the community, especially when snow or ice is prevalent on streets and sidewalks.

11. Q. Landscaping

12. With the need for

- a. Unit Owners to comply with condominium documents and the obligation of the Board to uphold these regulations, the following is offered as guidelines to all Unit Owners.

1. Non-woody
flowering plants and herbs may be maintained in existing foundation and perimeter mulched beds at the Unit Owner's discretion, but are the responsibility of the Unit Owner to maintain.

2. All landscape
changes (trees, shrubbery) require approval by the Executive Board. All requests for a change must include:

- a. A completed
 - i. Architectural & Landscaping Request Form Appendix A10.
- b. Drawing or diagram showing placement of new plantings and dimensions of requested additional mulch beds in relation to existing mulched beds and with structure.
- c. Names of desired plantings and the sizes at maturity.

- d. If the request is for removal of plantings, the plants must be identified by name and location as well as rationale for removal.
2. No landscaping
 - a. changes can be approved that interfere with established easements and Storm Water Management areas. The West Lampeter Township Storm Water Ordinance of 2009 must be adhered to.
3. For those Unit
 - a. Owners who already have the approved privilege of maintaining plantings in a general common area, there are special regulations which apply to the maintenance of these areas. The Property Manager should be consulted for these regulations.
4. Please refer to
 - a. Article IV, Section 15 of the Declaration of Covenants, Easements and Restrictions for additional information.

5. R. Structural Changes

1. The
 - b. Landscape/Architectural Committee reviews requests for structure changes and forwards recommendations to the Executive Board for final decision.
6. No do-it-yourself structural changes are permitted to the Common Element of any Unit.
7. All required West
 - i. Lampeter Township permits are the sole responsibility of the Home Owner.
8. All structural changes that require replacement/addition of siding must specify the following:
 - i. Siding
 1. Manufacturer: Mitten
 - ii. Siding Style:
 1. Southern Beaded
 - iii. Siding Color: Bone
2. All vinyl post covering and/or gutters and/or downspouts must match color of current product in place.
3. All approved structural changes are the total responsibility of the Unit Owner and all future Owners. This stipulation must be written into any sales agreement. The Association has no liability for care and/or maintenance of changes, except that, as defined in The Document. If the Association is required to perform maintenance due to failure of the Unit Owner, the work will be done at the discretion of the Executive Board and the charges billed to the Unit Owner. See Article IX, Powers of the Executive Board, Section 9.1, and Subsection E of the Declaration of Condominium.

4. A copy of any and all permits and the subsequent Use and Occupancy Permit shall be submitted to the Property Manager for each project to be placed in the Unit Owner's property file.

5. S. Rules Enforcement

6. The Property
 - a. Manager, accompanied by a Board Member and/or a Community Member, will conduct periodic unannounced inspections of all Limited and Common Areas.
7. See Item Appendix
 - a. A11 for the Rules Enforcement Procedure. Any violations of the rules of the community will be enforced following the rules enforcement procedure as stated in Appendix A11.

8. T. Leasing Guidelines

9. Declaration of Condominium Article XII, Leasing, Section 12.1, Restrictions, "A Unit Owner may lease their Unit (but not less than the entire Unit) at any time and from time to time with the approval of the Executive Board. The Executive Board may not approve a proposed lease agreement if such approval will result in either: (A) 30% or more of the Units in the Condominium are leased, or (B) 10% of the Units that are leased are owned by the same person. Additionally, a lease may only be approved provided that: (1) no Unit may be leased for transient or hotel purposes or for an initial term of less than six months; (2) no Unit may be leased without a written lease; and (3) the rights of any lessee of the Unit shall be subject to, and each lessee shall be bound by the covenants, conditions and restrictions set forth in the Declaration, Bylaws and Rules and Regulations and a default thereunder shall constitute a default under the lease; provided, however, that the foregoing shall not impose any direct lessee of a Unit to pay any Common Expense assessments on behalf of the Owner of the Unit."

1. Clarification
 - a. Written request for lease of any given Unit must be submitted to the Executive Board prior to occupancy.
 - b. A copy of the
 - i. written lease must be submitted to the Executive Board along with documentation that all aspects of the lease are properly covered.

- c. Unit Owner must supply lessee with a copy of the Bylaws and Rules and Regulations.
- d. Lessee must sign
 - i. statement that they have been made aware of the Bylaws and Rules and Regulations and understand that they are liable for compliance.
- e. Unit Owner is ultimately responsible for any violations and/or fines that lessee may incur.
- f. A sample lease is available from the Property Manager.

2. U. Clubhouse Rules

1. Use of the Clubhouse: The Clubhouse is defined in the Declaration of Condominium for the Crossings at Rocky Springs (2002) as a Reserved Common Element. From Section 5.3 it can be ascertained that all Unit Owners or Unit Owners and Residents, or Non-Owner Residents (21 and over), or guests accompanied by an Owner, Owner Resident, or Non-Owner Resident may have use of the Clubhouse.
2. The following rules and regulations have been set by the Board to ensure a clear sense of what is expected by those who use the facility. Use of the Clubhouse and its facilities by residents and their guests is encouraged. Common sense and respect for the property and others when using the facilities is a must.

1. If not renting the
Clubhouse, any small group gathering is expected to share the facilities with others. Renters have exclusive use of the main floor of the Clubhouse and have priority over non-rental use. Specific information regarding the rental is available in the Clubhouse or online at the Crossings Community website: <http://www.tcars.hoospace.com>.

2. Meetings,
community events and other small group gatherings shall clear usage with the Property Manager. Do not enter any event on the calendar. The Chair of the Clubhouse Committee or a designated member of that Committee will do so.

3. A Resident is
defined as a person living in a home unit, an adult (21 or over) and the primary occupant of a Unit within the Crossings at Rocky Springs.

- a. Groups using, but not renting the Clubhouse facilities, are limited to 10 or fewer people for the activity. Having more than 10 will require a rental.

4. Scheduled
community events
are exempt from
rental.

- a. Smoking is not permitted in the Clubhouse or Clubhouse area.
- b. Absolutely no alcoholic beverages are permitted in the Clubhouse or Clubhouse area.

- c. The use of lighted candles or any open fire items other than candles on a cake are prohibited.
- d. Entry cards may only be used by residents.
- e. No pets are allowed in the building.
- f. If using any of the facilities, the user shall leave the Community Rooms as follows:
 - i. The furniture shall be left in its original location.
 - ii. All items are to be removed from the refrigerator.
 - iii. All trash shall be removed from the property and shall not be disposed of in the Clubhouse waste baskets.
 - iv. All doors and windows shall be locked.
 - v. All lights turned off when leaving the building.
- a. No tape of any kind or tacks are to be used. Nothing may be hung from ceilings, walls or windows.
- b. Thermostat
 - i. temperatures are set to 78 in the summer and 65 in the winter. Do not tamper with locked thermostats.
- c. Users of the
 - i. Clubhouse and pool area shall, at all times during occupancy, provide adult supervision for all minors at a suggested ratio of 1 adult to 6 minors under the age of 10, and 1 adult to 10 minors over the age of 10.
- d. User(s) shall vacate
 - i. the Clubhouse promptly by 10:00 p.m. and shall not loiter within or about the premises or the parking lot.
- e. Resident shall be
 - i. present in the Clubhouse while it is being used and shall provide adequate supervision at all times.
- f. Loud noise or music shall not be permitted to leave the Clubhouse.

If serving food or drink, tables must be covered and the Home Owner assumes the responsibility of removing all traces of such before leaving the Clubhouse.

- a. No food or drink is permitted in the lower level, other than bottled water.

- 5. The Association
reserves the right to eject the user and/or guests at any time from the facilities if, in the opinion of any Officer or Agent of the Association, the user or the guest's use of the

facilities poses any risk of damage to the facilities, or presents a hazard or disruption to the Crossings at Rocky Springs Community.

User shall comply with all Rules and Regulations of the Association and shall comply with the directions and instructions of all officers or agents responsible for the operation and/or security of the Clubhouse. Failure or refusal of the user or any guest to comply with the stated Rules and Regulations may result in the Management Company or The Association denying further use of the Clubhouse.

6. Users of the Clubhouse shall hold harmless and indemnify The Association, its members, Board of Directors, Officers, Agents and employees from any kind of liability, loss, claims, actions, costs and expenses, including Attorney's fees made against The Association by a Home Owner or by any other person arising out of, or relating directly or indirectly to, the use of the Clubhouse, Pool and/or Exercise Room.

7. In the event of a death of a family member of the community, the Clubhouse facilities will be available to the family with the rental fee being waived. Reservations would be made through the Property Manager.

3. Rules for the use of the pool and exercise room are posted at their entrances and must be followed.

V. Community Room Rental Procedure

1. Call the Property Manager to initiate a reservation.
2. Availability of the facilities will be determined and acknowledged.
3. If the facility is available, issue a check to confirm event date and time. The fee for rental is \$50.00. Payment should be made to the Property Manager.
4. Upon receipt of the \$50.00 check, renter will be sent two copies of the contract and a listing of responsibilities and rules for the use of the Clubhouse along with a walk-through checklist. Complete both contracts and send one to the Property Manager's attention. Retain one copy for your reference and walk-through. The Clubhouse Chair Person will also be sent this confirmation.
5. The event will be placed on the master calendar and posted on the Bulletin Board in the Clubhouse by the Committee Chair or designated Committee Member upon notice of the confirmation.
6. You will be contacted by a member of the Clubhouse Committee to schedule the initial walkthrough and to gain access to the hospitality storage room. Be sure to have the rental contract Appendix A12 and walk-through checklist Appendix A13.
7. The Clubhouse is not available for rental on the following holidays: Easter, Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve and New Year's Day.

W. Resale Certificate

When a homeowner receives a signed contract of sale, a resale certificate must be ordered through the Management Company. Please contact the Property Manager at least 30 days prior to settlement and the certificate will be prepared and forwarded to the settlement company. A fee of \$150 to the seller is charged for the certificate.

The Crossings at Rocky Springs Condominium Association

Flagpoles (Originally Adopted October 27, 2006)

WHEREAS the Condominium Association has a Declaration that binds the Unit Owners to certain obligations and restrictions in order to maintain property values and quiet enjoyment of the property, and

WHEREAS the Declaration and Pennsylvania Uniform Condominium Act empowers the Executive Board of Directors to create reasonable Rules and Regulations in order to enforce the Declaration, Bylaws and the Act, for the benefit of the entire Association; and

WHEREAS the Board wishes to Adopt 4 U.S.C. §§ 4-10 relating to the handling and display of the American Flag, and Senate Bill 82, providing for the display of the American flag, Commonwealth flag or Military flag by residents in a Unit Owner's Association, Homeowners Association or Master Association;

NOW, THEREFORE, BE IT RESOLVED THAT the Condominium Association Executive Board of Directors will adopt the following Rules and Regulations:

- A. No plantings or flagpoles shall be permitted in the common elements or any exterior portion of the property. An American flag, a Pennsylvania flag, and a Military flag (Army, Navy, Air Force and Marines) may be displayed in accordance with 4 U.S.C. §§ 4-10 and Senate Bill 82, unless otherwise designated by the federal, state or local government.

Except for flags located within the Unit, the only approved location for the display is attached to the exterior light post. The base of the flagpole should be approximately 5 feet from finished grade. No flag should be larger than 2 feet by 3 feet. No sport game flags, racing flags, garden flags or other flags may be displayed without written consent of the Association.

Any homeowner who has previously attached any flag mounting bracket to the common elements and/or exterior of any building must immediately remove and repair any damage. Homeowners will be held responsible for any damages caused by any mounting bracket.

This rule shall become effective 30 days after the date of the adoption.

- B. This Resolution of the Executive Board related to the location and display of flags is hereby made and adopted this 27th day of October, 2006.

The Crossings at Rocky Springs Condominium Association

Grill Pad Specifications (Originally Adopted May 15, 2012)

1. Grill pad must be located a minimum of 24” from any structural ember and privacy fence. The pad must not extend beyond the edge of the privacy fence or side exterior wall/foundation of unit.
2. Grill pad dimensions must not exceed a total of 30 square feet. Acceptable materials are neutral colored paver blocks (submission of sample or color chip must be included with Architectural & Landscaping Request) or standard gray concrete.
3. Remove grass and soil to match the thickness of paver blocks plus 5” for allowance of landscape fabric and mechanically compacted sub-base. If concrete is the selected material, allow 4” thickness of concrete plus 2” for compacted sub-base.
4. Submission of a required West Lampeter Township Building/Zoning permit.
5. Follow all West Lampeter Township construction procedures and codes for patio block installation as a minimum requirement.
6. If paver blocks are the selected material, include edging material (either manufactured plastic or treated ground contact lumber) to edges of pad preventing edge “creep”. Edging is not required for a concrete grill pad.
7. Final pad elevation must not be above existing sod elevation.
8. PA-1 contact (utility line identification) must be made prior to any soil disturbance.
9. Installation to be done by a licensed and insurance bonded contractor. A copy of the contractor’s Certificate of Insurance must be attached to the Architectural & Landscaping Request.
10. Any disturbance of existing Common and/or Limited Common lawn or landscaping areas during grill pad construction must be returned to pre-construction conditions upon completion of pad.

The Crossings at Rocky Springs Condominium Association

Solar Lighting Policy (Originally Adopted March 17, 2013)

Solar path lights may be installed after submission of an Architectural & Landscaping Request Form to the Property Manager. Submission must include a placement drawing of proposed lights. Lights must be placed only in an existing mulch bed next to the sidewalk from the driveway to the front entryway/stoop. No path lights may be placed in the grass area. Lamps must be white/clear. No colored or cylinder type lights permitted.

Guidelines

- Color:** Black
- Height:** 12" to 14" (from Point of Entry into Ground to Top of Light)
- Distance Apart:** Minimum of 3 Feet

Please include a photograph or picture of the proposed lights with the Architectural & Landscaping Request Form.



Roof Vent Policy (Originally Adopted Pre-2009)

1. The request is based upon the specifications that are approved by the Board.
2. Contact the Property Manager for approved service providers.
3. Any maintenance to the roof vent is the responsibility of the Unit Owner and all future Unit Owners.
4. Any damage to your unit caused by the roof vent is the responsibility of the Unit Owner's insurance company. The Association will not accept responsibility for damage caused by the roof vent.
5. When and if permanent removal is done, any cost associated with the removal along with any damage to the building will be borne by either yourself or the current Unit Owner at the time. Any removal area must be restored to original condition.
6. Please contact the Property Manager for approval.

Storm Door (Originally Adopted August 2008)

The following criteria apply for installation of a storm door:

- Door:** Full View Screen Door
- Color:** Door color must match existing front door or trim color
- Hardware:** Hardware is to match existing brass.

Also note:

- Requests for installation of storm/screen door must be submitted to Management Company as required according to established procedures for Architectural & Landscaping Request Form submission.
- Doors must be installed by a professional contractor. No homeowner installation is allowed.
- Contractor insurance must be filed with the Management Company.
- Please contact Property Manager for service provider information and approval.



Awning Policy (Originally Adopted Pre-2009)

1. It may be necessary for you to submit plans to West Lampeter Township for their approval. Once you receive approval from the Township, please supply the Association with a copy of your plans.
2. The awning must be maintained in a condition acceptable to the Homeowner's Board at all times in the future.
3. Any maintenance to the awning is to be the obligation of the Unit Owner and all future owners.
4. Any damage to your unit, surrounding buildings or common area is the responsibility of the Unit Owner and the Owner's insurance company. The Association will not accept responsibility for damage caused by the awning.
5. When or if permanent removal is done, any cost associated with the removal along with any damage to the building will be borne by either yourself or the current Unit Owner at that time. Any removal area must be restored to original condition.
6. Please contact Property Manager for recommended service providers and approval.

Satellite Dish (Originally Adopted December 2006)

WHEREAS the Condominium Association has a Declaration that binds the Unit Owners to certain obligations and restrictions in order to maintain property values and quiet enjoyment of the property, and

WHEREAS the Declaration and Pennsylvania Uniform Condominium Act empowers the Executive Board of Directors to create reasonable Rules and Regulations in order to enforce the Declaration, Bylaws, and the Act, and for the benefit of the entire Association, and

WHEREAS the Board in compliance with FCC Regulations relevant to Over the Air Reception Devices wished to adopt a policy for The Crossings at Rocky Springs;

NOW, THEREFORE, BE IT RESOLVED THAT the Condominium Association Executive Board of Directors will adopt the following policy:

- A. A “dish” antenna that is one meter (39.37”) or less in diameter and is designed to receive direct broadcast satellite service including direct-to-home satellite service or to receive or transmit fixed wireless signals via satellite.

An antenna that is one meter or less in diameter or diagonal measurement and is designed to receive video programming services via broadband radio service (wireless cable) or to receive or transmit fixed wireless signals other than via satellite.

Satellite dishes are not permitted to be attached to any exterior wall or common element of the Association.

In addition, antennas covered by the rule may be mounted only on “masts” not to exceed the height of three feet.

The number of dishes per unit may not exceed two.

All satellite dishes must be screened by using ARC approved plantings as to not negatively impact the aesthetics of the community.

The installation of any Satellite Dish must be pre-approved in writing by the Executive Board of Directors.

- B. This Resolution of the Executive Board related to the location and installation of satellite dishes is hereby made and adopted this 20th day of December, 2006.
- C. Please contact Property Manager for approval.



Appendix A8

Parking Restrictions (Originally Adopted December 2010)

Intent:

The intent of this policy is to provide a safe and attractive community for all its members regarding the parking of cars. Designated parking spaces have been so marked on the pavement and minimal signage has been placed in appropriate locations as depicted on the plan entitled “Parking and Vehicular Safety Study” prepared by RGS Associates and dated September 8, 2009. To insure safe passage for all vehicles, especially large service and emergency vehicles, parking is limited to the areas as delineated on the noted plan. It is noted that the Township approval for our community requires driveways and garages be included in the allocated parking spaces.

Policy:

1. Each resident is encouraged to use their driveway and garage for their personal parking.
2. Both the cul-de-sacs and on-the-street designated parking spaces are intended for temporary and guest parking. When utilized, cars are to be headed in the same direction as traffic flow.
3. Parking in designated parking spaces is limited to a three day maximum. This limitation is to ensure adequate parking for guests, delivery and service vehicles. It is the intent of this policy to not allow vehicles to be moved from one parking space to another so as to exceed the three-day time duration. However, exceptions to this policy may be addressed by the Board on an individual basis.
4. No parking on sidewalks, curbs or in front of mailboxes.
5. Compliance with all applicable PennDOT regulations is required. All vehicles must be registered, display up-to-date inspection stickers and be in good working order.
6. Parking of any commercial vehicles, buses or similar vehicles on the public streets of the Development is prohibited, except for loading and unloading (Declaration of Covenants and Easements, Section 17, Page 10).
7. No parking permitted in any grassed common element (added DATE).

Fines:

1. First Offense: Letter sent to the Home Owner alerting them to the parking violation.
2. Second Offense: A fine in the amount of \$25.00.
3. Third Offense: A fine in the amount of \$50.00 and Notice of Intent to tow vehicle if subsequent offense.
4. Subsequent Offenses: Vehicle towed at the Owner’s expense plus fine of \$50.00.

Enforcement:

The Property Management and/or The Association's Executive Board will be responsible for administering all aspects of this policy including fine assessment. This Parking Policy has been adopted by the Executive Board on December 21, 2010 pursuant to its authority under Article VII, Section 8.1M of the Declaration of Covenants, Conditions and Restrictions, Crossings at Rocky Springs Home Owners Association, which permits the Board to adopt appropriate rules and policies relating to parking of vehicles within the development.

This has been amended on (March 11, 2014) by the Executive Board.

The Crossings at Rocky Springs Condominium Association

Snow Parking Restrictions (Originally Adopted December 2012)

Parking restrictions will be necessary during and after snow events within the Crossings at Rocky Springs. The Board will be responsible for declaring a snow emergency within the community thus enacting parking restrictions.

During a declared snow emergency, parking will be restricted to garage and driveways for all streets in the development. All Unit Owners are provided with a minimum of two off-street parking spaces. Residents will need to make use of them.

After being notified by phone blast, parking restrictions will go into effect and remain in effect until the end of the snow emergency. A phone blast will provide specific information and directions for parking during a snow emergency event.

Residents which exceed the number of vehicles which can be accommodated by the unit's off-street parking spaces will need to find appropriate, legal parking. Some spaces are available in the cul-de-sac circles and Clubhouse parking area. Residents may also seek neighbor's driveways which are not being used to accommodate these extra vehicles.

These restrictions may impose hardships or inconveniences, but they are necessary for safeguarding everyone's safe passage, especially for any emergency situations which could arise which would require emergency vehicle access.

Obviously these parking restrictions will make snow removal a more efficient procedure. Cooperation from all residents is necessary. Violators will be held responsible for their actions if these restrictions are not followed.

The seriousness of parking restrictions during a snow emergency may result in the normal procedure of warnings, first notice, etc. being waived and the resident in violation may have their vehicle towed at owner's expense.

Fines:

1. First Offense: Letter sent to the Home Owner alerting them to the parking violation.
2. Second Offense: A fine in the amount of \$25.00.
3. Third Offense: A fine in the amount of \$50.00 and Notice of Intent to tow vehicle if subsequent offense.
4. Subsequent Offenses: Vehicle towed at the Owner's expense plus fine of \$50.00.

Enforcement:

The Property Management and/or The Association's Executive Board will be responsible for administering all aspects of this policy including fine assessment. This Snow Parking Policy was adopted by the Executive Board in December 2012 pursuant to its authority under Article VII, Section 8.1M of the Declaration of Covenants, Conditions and Restrictions, Crossings at Rocky Springs Home Owners Association, which permits the Board to adopt appropriate rules and policies relating to parking of vehicles within the development.

This has been amended on (March 11, 2014) by the Executive Board.

The Crossings at Rocky Springs Condominium Association

Architectural & Landscaping Request Form

Name: _____

Home Phone: _____

Address: _____

Work Phone: _____

Proposed Alteration:

Description of Proposed Improvement, Change, Addition or Alteration:

1. Prepare a sketch. Please state as concisely as possible the nature of the request to be considered. Include all proposed exterior additions and landscaping changes for which approval must be obtained. Cite any architectural guidelines, which will be relevant to the Board of Directors' decision.
2. Include a color chip or material sample, if possible, to show texture of color or change.

Contractor Name: _____

Contractor Address: _____

Contractor Phone: _____

Estimated Schedule of Work Being Done: Start: _____ Finish: _____

Once started, work is to be completed within a reasonable amount of time.

Each contractor shall provide a Certificate of Insurance to be sent to the property management office before any work may begin. If any local building permits are applicable, it will be my/our responsibility to secure those permits. If this request is authorized and installed, the above described is the sole property of the Unit Owner requesting approval. The Home Owner is responsible for the entire installation, maintenance and upkeep (replacement, insurance, etc.) for the above request. If approved, this request will be made a part of any agreement of sale that I/We may enter into for the aforementioned unit.

I understand that no work can begin on this until receipt of written approval from the Architectural Committee has been received.

Signed: _____ Date _____

FOR COMMITTEE USE ONLY

Date Received: _____ Reviewed by: _____

Approved: _____ Approved as Noted: _____ Disapproved: _____

Notice Sent to Home Owner: _____ Date: _____ By: _____

The Crossings at Rocky Springs Condominium Association

Rules Enforcement Procedure (Originally Adopted December 2006)

WHEREAS the Condominium Association has a Declaration of Restrictions that bind the Unit Owners to certain obligations and restrictions in order to maintain property values and quiet enjoyment of the property, and

WHEREAS the Declaration and Pennsylvania Uniform Condominium Act empowers the Board of Directors to create reasonable Rules and Regulations in order to enforce the Declaration, Bylaws, and the Act, and

WHEREAS Article VIII, Section M and Article IX, Section D of the Declaration of Restrictions state that the Board of Directors shall have the right to enforce the rules against any Unit Owner violating them and shall recover attorney's fees that result from any court action involving rules enforcement, and

NOW, THEREFORE, BE IT RESOLVED THAT the Property Manager will enforce said Declarations of the community with the following procedure:

- A. In order to initiate the rules enforcement process, a Unit Owner, Property Manager or Member of the Board of Directors must state in writing to the Board of Directors any rule violation they observe and/or encounter.
 - 1. Although the person making the complaint must be identified in the memo, e-mail, letter or other written document, the identity of this person will remain anonymous.
 - 2. Committees, Managing Agents and the Board of Directors, as well as groups of owners or residents, may also bring complaints by way of reports, pictures or other specific and identifiable documentation.
- B. The process of notification of rules violations and fines shall be as follows:
 - 1. First Offense: Letter sent to the Home Owner alerting them to the parking violation.
 - 2. Second Offense: A fine in the amount of \$25.00.
 - 3. Third Offense: A fine in the amount of \$50.00. If it is a parking violation, a \$50.00 fine and notice of intent to tow vehicle if subsequent violations occur.
 - 4. Subsequent violations will result in additional \$50.00 fines. If a parking violation, the vehicle may be towed at the owner's expense, plus a \$50.00 fine.

- C. All fines and costs related to rules enforcement will carry the same weight as Common Expense fees and shall be considered a lien against the violating owner's unit. Collection of fines shall be enforceable in the same manner as collection of common expense assessment fees.
- D. Board of Directors may also enforce correction of a violation through legal action. All legal and court costs related to said action shall be charged to the Unit Owner's account and shall be considered collectible in the same manner as common assessments.
- E. Any violation of the Declaration, Declaration of Restrictions or Bylaws is considered in the Board of Directors' sole opinion to be a real threat to the health and/or safety of any member of the public, or constitutes a nuisance or interference with the quiet enjoyment of any other Unit Owner, may be immediately corrected by the Board of Directors or the Board of Directors' agent. An attempt will be made to contact the Unit Owner prior to corrective action being taken, but the Board of Directors is under no obligation to do so. Any costs of construction, administration, legal enforcement or other Board of Directors-authorized activity required to abate the hazardous condition will be charged back to the Unit Owner and is collectible in the same manner as common assessments.
- F. Any similar violation within a 24 month period shall be construed as a repeat violation subject to the next level of enforcement procedures.
- G. The purpose of the enforcement of community rules requires the cooperation of all residents (owners and renters) who are expected to comply with the rules to the benefit of the entire community.
- H. This has been amended on (March 11, 2014) by the Executive Board.

The Crossing at Rocky Springs Condominium Association

Clubhouse Rental Agreement By and Between the Crossings at Rocky Springs Home Owners Association (Revised 2011)

Resident's Name: _____

Address: _____

Phone: (Day) _____ **(Evening)** _____

Please describe your event in the spaces provided below:

Planned Use: _____

Date to be rented: _____

Start Time: _____ **End Time:** _____
 ******Rental time is for a five-hour time period (prep and clean-up time included).* *****

The Association hereby grants to the Renter permission to use the Community Rooms with the following conditions being accepted and followed:

1. Rental requests should be made at least two weeks before the event.
2. Renter must be a Unit Owner, or Unit Owner and Resident, or Non-Unit Owner Resident (over 21) of the Crossings, not be in arrears with the Crossings payments and assessments, shall be present at the rented area while it is being used and shall provide adequate supervision at all times.
3. Renter is entitled to exclusive use of the facilities with the exception of the pool and exercise room during rental period. This includes the main room, library area, game room and kitchen. The permitted rental time will not extend beyond 10:00 p.m. Renter further acknowledges and agrees, there shall be access permitted at any time by the Association Property Manager.
4. Renter will not have items delivered for set-up prior to the scheduled use time. All set-up and tear down must stay within the rental time period.
5. Renter is prohibited from using the facilities for the purpose of conducting any for-profit private, home or commercial business type demonstrations and/or sales activities.
6. Renter agrees to be liable for any damages, losses or injuries of any kind arising out of Renter's use of the facilities, which liability shall commence at the time Renter obtains possession to the facilities and continues until the rental time ceases. All such losses and damages, as well as cleaning charges if necessary, shall be assessed and collected from the renter or against the renter as a charge or assessment against the Renter's unit.

7. Renter agrees to pay the following rental fees – \$50.00 – for the Community Room, Library Area, Game Area and Kitchen for a five-hour period. Extra time is available at \$25.00 an hour.
8. Renter or guests will not be permitted to occupy the facilities until the rental fee has been paid and a pre-walk-through has taken place.
9. Renter shall leave the Community Rooms as follows: the floor shall be swept clean, all trash shall be removed from the property and the carpet vacuumed.
10. The rented area will be inspected by an agent of the Association with the Renter before and after the rental period. Renter must be present during the pre and post walk-through. Renter will be contacted by a member of the Clubhouse Committee to schedule these walk-throughs.
11. The maximum occupancy of the Community Room is 50.
12. Renter shall vacate the rented area promptly at the end of the rental period, and shall not loiter within or about the premises or the parking lot.
13. Renter shall be present at the rented area while it is being used and shall provide adequate supervision at all times.
14. If serving food or drink, tables must be covered and the renter assumes the responsibility of removing all traces of such before leaving the Clubhouse.
15. No alcohol permitted.
16. Renter will further abide by the stated general Rules and Regulations for the use of the Clubhouse (attached as separate pages).

_____ **Signature of Resident/Renter**

The Crossing at Rocky Springs Condominium Association

Walk-Through Checklist

Date: _____ **Time:** _____

Pre-Event Walk-Through:

1. _____ Floors Are Clean (Note Any Spots or Stains in Carpet).
2. _____ Refrigerator Empty (including ice) and Clean and Temperature
Dial at #1 Position.
3. _____ All Surfaces/Counters/Table Tops Clean
4. _____ Trash Cans Empty and New Liners in Cans
5. _____ All Bathrooms Clean
6. _____ Chairs/Tables Arranged in an Orderly Fashion or Properly
Stored
7. _____ All Windows and Doors Secured
8. _____ Clean Stove and Orderly Kitchen
9. _____ Carpets Vacuumed

Post-Event Walk-Through:

1. _____ Floors Are Clean (Note Any Spots or Stains in Carpet).
2. _____ Refrigerator Empty (including ice) and Clean and Temperature
Dial at #1 Position.
3. _____ All Surfaces/Counters/Table Tops Clean
4. _____ Trash Cans Empty and New Liners in Cans
5. _____ All Bathrooms Clean
6. _____ Chairs/Tables Arranged in an Orderly Fashion or Properly
Stored
7. _____ All Windows and Doors Secured
8. _____ Clean Stove and Orderly Kitchen
9. _____ Carpets Vacuumed

Community Representative Doing the Pre/Post Event Checks: _____

Comments: