

VILLAGE 2
COMMUNITY RULES AND POLICIES

TABLE OF CONTENTS

Introduction.....3

Rules and Policies Concerning Your Unit

- 1. Leasing Your Unit..... 4
- 2. Plantings and Landscaping 4
- 3. Courtyards, Decks and Patios 4
- 4. Propane Tanks..... 5
- 5. Tents, Canopies and Recreational Nets 5
- 6. Window Treatments..... 5
- 7. Satellite Dishes..... 5
- 8. Decorative Items 5
- 9. Chimneys 5
- 10. Firewood 6
- 11. Signs..... 6

Parking Regulations7

Pet Regulations.....9

Trash and Recycling Center Policy10

Snow Safety and Removal Regulations.....11

Important Winter and Maintenance Reminders13

INTRODUCTION

Welcome to Village 2!

THIS DOCUMENT IS INTENDED TO HELP YOU UNDERSTAND THE RULES AND POLICIES OF THE VILLAGE 2 COMMUNITY ASSOCIATION.

Basically, these are the simple, commonsense guidelines we all follow as a community — how we handle everyday matters like parking, pets, use of the trash and recycling center, and more.

When you — or your landlord, if you are a tenant — purchased your home in Village 2, you entered into a contractual agreement with the Village 2 Community Association to abide by the by-laws and declaration of the Association.

Those by-laws stipulate that the Board of Directors “shall have and exercise all powers and duties necessary for the proper administration of the affairs of the Association.” [Section 7.14]

Among their Duties, the Directors are required to “make and enforce compliance with any reasonable rules and regulations relative to the operation, use and occupancy of the Property, including, but not limited to, penalties to be levied for violations of these By-Laws, the Declaration, the Supplemental Declaration and any rules and regulations which the Board of Directors shall adopt.” [Section 7.14(a)(xv)]

The following standards, rules and policies have been adopted by Board of Directors.

If you need more information or clarification about anything in this document, please call the office at 215-862-3010.

RULES AND POLICIES CONCERNING YOUR UNIT

If you are planning to make any changes to your unit that aren't covered by the policies below, be sure to consult the V2 Architectural Standards and Specifications.

ANY ALTERATIONS TO THE EXTERIOR OF YOUR UNIT MUST BE APPROVED IN ADVANCE BY THE BOARD OF DIRECTORS.

1. Leasing Your Unit

- A. All unit owners leasing their units are required to include a provision in their lease stating that the tenant will be subject to all Association rules, regulations and policies.
- B. Owners are required to provide a copy of their lease (not less than a one-year term) to the Association.

2. Plantings and Landscaping

- A. Plans must be approved by the Board.
- B. Shall not impede lawn maintenance services.
- C. Care and maintenance of plantings and landscaping installed by the unit owner shall remain the responsibility of the unit owner. Plantings and landscaping may be removed by the Association if care and maintenance fall below community standards.
- D. Homeowners may not install plantings or landscaping on common grounds without the express written permission of the Board.
- E. Bamboo in any variety of species is prohibited in Village 2.
- F. Cuttings and clippings must be bagged and left at the curb in front of your unit. The Association will pick up a maximum of four (4) bags per day.

3. Courtyards, Decks and Patios

- A. Front courtyards and rear or side patios or decks are intended for outdoor activities such as recreation, dining, socializing, and light gardening. As such, they are not for storage of items or materials unrelated to the uses listed above.
- B. Typically, outside areas may have appropriate outdoor furniture, flower pots or containers kept in good condition, a grill and related items, decorative statuary, etc. During nicer weather when they are in regular use, bicycles, canoes and kayaks may be stored temporarily.
- C. Motorized vehicles such as motorcycles, ATVs and scooters may not be parked or stored at any time on the deck or patio.
- D. Due to insurance requirements, propane and charcoal grills may only be used a minimum of 10 feet from the unit and never on the second-floor deck or balcony.

4. Propane Tanks

- A. Shall conform to local fire and building codes.
- B. Shall be installed by a certified installer and inspected by a certifying agency or the local fire marshal.
- C. Shall be shielded by approved plantings or fencing so as to not be exposed to view.

5. Tents, Canopies and Recreational Nets

- A. Residents shall be permitted to erect the above items with prior written approval of the Board and in accordance with the conditions that follow.
- B. Site must be approved.
- C. Three-day window: may be erected one day before the day of use and must be removed the day after.
- D. Damage to common grounds will be the responsibility of the unit owner.
- E. Unit owner must assume all liability attaching to the above.

6. Window Treatments

- A. Windows must be covered with white or off-white conventional window treatments such as blinds, vertical blinds, drapes, shades, wooden shutters or curtains.
- B. Windows may not be covered by sheets.

7. Satellite Dishes

- A. Residents shall be permitted to install satellite dishes with prior written approval of the Board and in accordance with the conditions that follow.
- B. Location must be approved by the Association prior to installation. The dish shall be attached to the respective unit only, not above roofline at peak, or installed on that unit's property at ground level within the area of an existing deck or courtyard.
- C. No poles, towers or elevated structures.
- D. Once service is discontinued, the dish must be removed.

8. Decorative Items

- A. There shall be no statues, sculptures, replicas of animals or other objects of this nature affixed on any unit or lot where they would be visible from the street or parking lot without prior approval of the Board.
- B. Bird feeders, wind chimes and similar items shall be limited to one per unit.

9. Chimneys

- A. Shall conform to local fire and building codes.
- B. A certificate of cleaning or letter stating non-use of the chimney must be provided every year to the Association office. Failure to clean your chimney and send proof of

cleaning to the office each year may result in denial of an insurance claim, in the event of a fire.

- C. Do not use artificial logs, due to creosote buildup.

10. Firewood

- A. Shall be stored in back of the unit, neatly stacked.
- B. Shall not be stored on second-story decks, to prevent insect infestation and other hazards such as overweighting the deck.
- C. No more than one-half cord shall be stored at one time.

11. Signs

- A. Article XIV, Section 14.01(f) of the Association's Declaration restricts the placement of signs within the Community as follows:

No sign may be erected by any Owner on or in a Dwelling or Living Unit (visible from the outside of the Dwelling or Living Unit) or on any of the Common Facilities without the prior written approval of the Board of Directors.

In no event shall any Owner or occupant display any real estate for sale or for rent sign of any kind on any Dwelling or Living Unit or the Common Facilities except with the prior written approval of the Board of Directors.

- B. The Village 2 Community Association is not responsible for signs that have to be removed for any reason.

PARKING REGULATIONS

It is the unit owner's obligation to make tenants, visitors and contractors aware of the parking regulations, not the obligation of the Village 2 office.

PLEASE BE ADVISED THAT ANY VIOLATION OF THE FOLLOWING REGULATIONS BY A RESIDENT, OWNER, TENANT, VISITOR, OR CONTRACTOR FROM ANY UNIT WILL RESULT IN A FINE OF \$100.00 PER DAY PER VIOLATION, ASSESSED TO THE OWNER'S ACCOUNT FOR THAT UNIT.

1. Parking is allowed only in designated areas in the section in which you reside. Vehicles must be parked within the lines.
2. No parking in designated FIRE ZONES or NO PARKING ZONES. Vehicles will be towed immediately and without notice.
3. No parking cars behind one another (piggy backing), except in the one section of Eden Roc designed to accommodate such parking.
4. No parking on common roadways. Vehicles will be towed immediately and without notice. (The Association will allow a limited period of time for parking on roadways during snow cleanup of parking areas after snowfall only.)
6. No parking or driving on lawns at any time or for any reason without written authorization from the office. The unit owner will be fined \$100.00 for any violation of this regulation.
7. All cars must be parked straight. Cars may not use more than one parking space.
8. No storage of vehicles of any type, including but not limited to: cars, trucks, boats, trailers, mobile homes/recreational vehicles, motorcycles, etc., without written authorization from the office. Any vehicle not driven as a primary vehicle 20 days out of a 30-day period will be considered a stored vehicle. Vehicles moving only between spaces in a section will be considered stored and owners risk vehicle being towed.
9. No parking of boats, trailers, mobile homes, recreational vehicles, oversized trucks, or commercial vehicles characterized by signage, racks, ladders, and professional equipment, etc. Owners risk vehicle being towed without notice.
10. Courtesy parking only. No assigned parking except in areas where designated by the Association.

11. No objects may be placed in the parking lot. In particular, no objects may be placed in parking areas to reserve spaces.
12. Abandoned, uninspected, and/or unregistered vehicles are considered illegally parked vehicles and owners risk the vehicles being towed.
13. Each unit is allotted two (2) vehicles for overnight parking.
14. In sections with a designated VISITOR parking area, residents are required to direct all visitors to park in this area.
15. Any vehicle leaking fluids of any kind is subject to immediate towing, a \$100 fine, and a charge for the cost to repair damage to the paving.
16. Any damage to the parking lot — e.g., caused by oil leaks, motorcycle kickstands, etc. — will be assessed back to the unit owner or owners.

PET REGULATIONS

A \$100 FINE IS ASSESSED PER PET VIOLATION.

1. Residents are limited to a maximum of two (2) pets per unit.
2. All residents must comply with Borough regulations with regard to pets, including the leash and control ordinances.
3. All pet owners must pick up after their pets while on common ground.
4. No pet may be left or tied outside a unit.

TRASH AND RECYCLING CENTER POLICY

Village 2 provides and operates a trash compactor, recycling and bulk-item drop-off facility for the use of resident owners and tenants only.

VIOLATION OF THIS TRASH AND RECYCLING CENTER POLICY WILL RESULT IN A \$100.00 FINE AND ALL COSTS INCURRED FOR REMOVAL.

The trash compactor is for the disposal of household trash and garbage resulting from the ordinary day-to-day use of Village 2 units as residences only. Specifically, resident owners, tenants, and absentee landlords must adhere to the following restrictions without exception.

NO disposal of:

1. Items from locations other than their respective Village 2 units. You may not bring items from any other location.
2. Construction debris or material resulting from the work of contractors, remodelers, carpet installers, roofers, plumbers, landscapers or other tradesmen. In every case, the homeowner or contractor must arrange for a dumpster or other appropriate method to remove the items.
3. Commercial packing, shipping, display or other materials related to the use of their units for business purposes.
4. Large numbers of items or volumes of material — such as from cleaning out a residence or moving. In these cases, the homeowner or contractor must arrange for a dumpster or other appropriate method to remove the items.
5. The following items. These items are specifically prohibited:

Paint	Construction materials
Chemicals and acids	Concrete
Hazardous waste	Mattresses and/or box springs
Medical waste	Upholstered furniture
Car batteries	Air conditioners
Car parts	Natural debris — leaves, branches, etc.
Tires and/or rims	

SNOW SAFETY AND REMOVAL REGULATIONS

During and after a snow storm, cooperation between all Village 2 residents and the snow plow crews is essential to opening up the roads and parking lots quickly and safely. It's a community-wide team effort — guided by the rules below.

THE ASSOCIATION WILL ASSESS FINES OF \$100 PER VIOLATION, WITHOUT WARNING, FOR ANY FAILURE TO COMPLY WITH THESE REGULATIONS.

Please be very careful when walking throughout Village 2 during and after a snowfall — and stay off the main roads whenever possible. In particular, take special caution when walking dogs and avoid doing so in the middle of the main roadways.

The crew members operating the plows and sanding truck often have reduced visibility due to the falling snow or darkness. Although you may think you are visible, often you are not.

Help the drivers to do their job by being aware of the snowplow trucks and giving them the right of way.

1. **Please cooperate with moving your vehicles after a snowfall.** The entrance hills and main roadways are always the priority during a snowfall or ice storm. A main passage will be plowed through the parking areas at various times during a snowfall, however, plowing the parking spaces will begin after the snow has stopped falling. **Your timely cooperation in moving vehicles is the only way to allow for plowing of the parking lots.** The plow trucks will move from section to section after each snowfall, as they are able. Take notice of that and move your vehicle onto one side of the main roadway when the plows get to your section. Once the plows have completed your lot, please promptly move your vehicle back into your space. Most important, if you are unable to move when the trucks are plowing, please ensure that all vehicles are moved within 24 hours. This will allow your space to be plowed before the snow freezes. If you plan to be away during the winter months, arrange for another resident to move your vehicle or park it at the pool/office parking lot (alongside the tennis court).
2. **Do not park vehicles on the main roadway during a snowfall for any reason — your vehicle will be towed immediately.** The only time you may park your vehicle on the main roadway is while the plow trucks are clearing out your section at the end of a snowfall.
3. **You must park in a designated parking space and pull all the way up to the curb.** Do not park away from the curb, as this is a hazard for the plow truck.

4. **Do not throw snow from behind your vehicle into the main drive of the parking lot (please shovel to the side).** The plow truck operators are working to clear the main passage of each lot and residents often cause new ice buildup by clearing out their vehicles late and throwing the snow into the main thoroughfare after the plows have completed their work for the day.
5. **Remove all tow hooks, bike and other racks or items from rear of vehicles.** They are hazardous to the plow trucks.
6. **Do not place items in parking spaces to try and reserve them.** This is a violation of the Association's parking regulations and fines will be assessed for violations.
7. **Do not clear off your car in the pool/office parking lot or on the main roadways.** The crew clears these areas to ensure the safety of our residents and we must keep this area free of snow and ice.
8. **If bringing your vehicle to the pool/office parking lot, please park in a marked space only and allow for vehicle passage.**

IMPORTANT WINTER AND MAINTENANCE REMINDERS

Residents often experience problems due to extreme cold and snow during the winter months. You can avoid those problems by following these important safety and maintenance guidelines.

1. **Keep the heat on inside your unit (above 60°)**, even if going away, to prevent freezing of pipes. Open cabinet doors to sinks on very cold days and use a space heater safely, if the weather gets very cold for a period of time. Please advise the office if a unit is vacant and you suspect that the heat may not be operating.
2. **Remove all hoses from outside spigots, turn off the valve inside your unit to the outside water line, and — last — open the outside spigot.** If you need more information or help with this, please call the office. Failure to do so may result in a leak and unit damage.
3. **Remove snow from second floor balconies and decks.** Residents who live in second-floor units with upper-level balconies and decks must shovel all snow off to prevent collapse and/or leaks. Please be considerate of the resident in the ground-floor unit.
4. **Make arrangements to shovel the snow on your private walkway.** You are responsible for clearing the lateral walkway in your courtyard to your front door. If you cannot do this yourself, please ask a friend or hire someone to help. Association personnel cannot perform this service.
5. **Check your hot water heater for leakage** and make sure to replace, if necessary. Check life span noted on heater. The Association's master insurance policy will not cover damage if your hot water heater is past its life span and/or out of warranty.
6. **Make sure that your washing machine hoses are braided stainless steel (not black rubber)** to prevent bursting /flooding of your unit.
7. **Check the batteries in your smoke detectors.**
8. **Do not put certain items down your disposal** — in particular grease and large volume foods such as pasta.
9. **Do not dispose of anything but toilet paper in your toilets**, especially feminine hygiene products, condoms and wipes. All will lead to problems.