

SPRINGFIELD MANOR COMMUNITY ASSOCIATION

RULES AND REGULATIONS

This document contains the approved Rules and Regulations for the Springfield Manor Community Association. It is the responsibility of each homeowner to review these Regulations and ensure all members of their household maintain compliance. Any questions regarding the contents of the Springfield Manor Community Association Rules and Regulations may be directed to Continental Property Management, Inc.

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Property Management Company
Continental Property Management
975 Easton Road
Warrington, PA, 18976
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LETTER TO THE HOMEOWNERS

Dear Homeowner,

In accordance with Article VI (6.1.17) of the Association's Declaration, the Association's Board of Directors may adopt, repeal or amend Rules and Regulations. Any Rules and Regulations though, may not be in conflict with the Association's existing governing documents, which are the Declaration and By-Laws. The Declaration and By-Laws are legal binding documents to which the Association Board and all Unit Owners **must abide**. These Rules and Regulations are in conjunction with those documents and simply restate, clarify or amplify existing provisions and restrictions. The Association's Board of Directors does not have the ability to change the Declaration or By-Laws.

It is important that each Owner take this opportunity to review these Rules and Regulations and ensure all members of their household maintain future compliance. Any questions regarding the contents of the Rules and Regulations, Declaration or By-Laws, should be directed to Continental Property Management, Inc.

Sincerely,

Board of Directors
SPRINGFIELD MANOR COMMUNITY ASSOCIATION

SPRINGFIELD MANOR COMMUNITY ASSOCIATION – RULES AND REGULATIONS

ARCHITECTURAL GUIDELINES

Exterior changes to the property or alterations to the grounds are prohibited, unless prior written approval is received from the Board of Directors. All exterior change requests must be submitted in writing to the Management company. The request must be in sufficient detail to allow the Board to render a decision. Failure to obtain the necessary approval letter will result in the Association requesting areas to be returned to their original condition. The owner is responsible to obtain any required municipal permits for Association approved alterations.

ATTIC FANS

Attic fans are not permitted.

AWNINGS

Awnings are permitted (pre-approval must be obtained by Board of Directors) and must adhere to the following specifications:

- ❖ No roof mount awnings will be permitted.
- ❖ Motorized units are permitted at the homeowner's option.

BASKETBALL NETS, SPORTS EQUIPMENT AND TOYS

Neither permanent, nor portable/seasonal basketball nets are permitted.

All sports equipment and toys and their usage are not permitted on lawn areas or neighbor's property or in any common area.

Sports equipment and toys must be stored inside when not actively being used and must be taken in by dusk every night.

Ramps, for use with skateboards, bicycles, etc., are strictly prohibited.

Other sports equipment and toys, such as hockey nets for inline skating, play gates for children, bicycles or other sports equipment and toys not mentioned, must adhere to rules stated above.

BASEMENT WALKOUT

Regarding all homes with a ground-level walkout basement – this walkout area is deemed a patio and subject to the rules in this document under "Patios".

BIRD FEEDERS

Bird feeders, birdhouses, etc. are strictly prohibited from being installed in any location including, but not limited to: landscaped areas, lawn areas, attached to deck, attached to building, common areas and open spaces.

CLOTHESLINES

Clotheslines, clothes drying poles and/or similar apparatus are not allowed. Laundry/linens may not be hung outside or in any location noticeably visible to neighbors for drying or airing, on any part of the property, including over deck railings.

CURTAINS AND BLINDS

All curtains and blinds must appear white, or (neutral colors) from the outside. Colored curtains must be white, or (neutral colors) lined as to present a cohesive and consistent look from the ground. Wooden blinds/internal shutters may only be of a natural light wood color. No painted colors may appear from the outside unless they are painted white, or (neutral colors).

DECKS

Decks require prior written approval from the Association's Board of Directors before any construction can begin.

Deck Size/Placement – The deck and any associated steps must be completely contained within the building envelope of each Unit.

Deck Materials – Decks are to be constructed of TREX or like materials only. White only railing.

Deck Railing – Plastic white only in compliance with builder standards.

Deck Flooring Color – TREX Select Saddle (or similar).

Deck Maintenance – The owner is required to maintain their deck at all times. In the event a Unit Owner does not maintain the deck, the Association has the right to impose fines.

Permits – A building permit must be obtained from the Township after Association approval is received and before any construction can begin.

Deck Requests - All deck requests must be submitted in writing to the Management Company using the "Architectural Request Form" (See Attachment A). The request must include:

- Materials to be used
- Color of materials to be used
- Deck dimensions
- Builder's Plot Plan with Deck drawn in
- Deck design (including materials list)
- Samples, brochures or other information that will help in the review process

DECK/PATIO STORAGE

The storage of personal items on decks and patios is limited to outdoor furniture, barbecues and plants. Any other items, including bicycles, children's play equipment, tools, machinery, etc., may not be stored on decks or patios and must be stored inside the Owner's Unit when not in use. In the case where only a deck is adjacent to the rear of the home, nothing may be stored under the deck.

Freestanding outdoor furniture is only permitted on back patios or decks. Furniture is not permitted out front or on side of home.

Any plants not placed on deck floor must be secured using over-the-rail hooks. No plants, planters, baskets or containers of any kind may be placed on the top of the deck railing in an unsecured manner.

Small decorative hooks may be placed on underneath support beams and flowers may be hung from hooks.

DECORATIONS/GARDEN ORNAMENTS

Seasonal decorations or wreaths are permitted to be hung from over-the-door hooks on the front door.

On the front steps, entry walks, porches and driveways, small planters and decorative items are allowed.

Decorative items or garden ornaments are permitted in mulch beds, with a maximum of two (2) items per home in the planting beds at the front of the home and must not exceed 12-inches in either height or width.

Freestanding, small decorative or commemorative flags, not to exceed 1-square foot, may be discreetly placed in front beds.

On rear decks, decorative or commemorative flags, not to exceed 3-feet by 5-feet, may be hung from a flagpole with approval of the Board of Directors. Flagpoles may only be attached to deck railings or deck floor and only rigid, stationary flag holders may be used. No flag holder may be attached to any portion of the building, trim, doors or windows. Freestanding flagpoles are not permitted.

Decorative, single, non-blinking, white electric candles are permitted in the windows.

Personal items are not to be placed or stored on the common area lawn, including statuary, lawn ornaments, benches, outdoor furniture, birdbaths, etc.

No items are to be attached to any exterior surface of the building.

Wind chimes are not permitted.

DIGGING

Homeowners must call the PA One Call System, at 1-800-242-1776, prior to excavating any area. The Commonwealth will then send a representative to mark the location for underground utilities. Homeowners may then dig 18-inches outside of any marked area.

EXTERIOR LIGHTING

Any change or addition to the exterior lighting on each home, including deck and landscape lighting requires prior written approval from the Board of Directors. Only white or clear bulbs will be permitted.

FENCES

Fences are strictly prohibited.

FIREARMS

Carrying and/or use of firearms and similar weapons, including BB guns, pellet guns, paint-ball guns, laser light devices and bow-and-arrow is strictly prohibited, except as permitted by state or federal law.

FLAMMABLE GAS STORAGE

No tank for storage of flammable gas may be maintained in any unit, except for a 20-pound propane tank for a gas grill, which may only be stored on a deck or patio.

FRONT AND GARAGE DOORS

Front and garage doors are to be maintained by the Unit Owner. When the doors need to be replaced, they must be replaced with the same style, size and color as the existing door.

GRILLS

Grills may be stored only on a deck or patio when not in use. Grills must only be used on rear deck or patio a sufficient distance from the building to prevent damage to the exterior building surfaces. Any damage, which occurs due to the improper use of the grill, will be the Unit Owner's responsibility to repair in a timely manner. Grills may not be stored on common area lawns in between use.

HOLIDAY DECORATIONS

Holiday decorations are permitted to be installed thirty (30) days prior to the holiday being celebrated and must be removed within fifteen (15) days after the holiday is over.

The following is prohibited:

- Lights and decorations **may not** be attached to any exterior surface of the building by nails, wire attachments or other any permanent means of securing decorations directly to any part of the building or building trim.
- Freestanding decorations such as lawn reindeer, inflatable lawn decorations or other lawn decorations or ornaments are strictly prohibited.

HOSE REELS

Hoses must be contained in freestanding hose reels or decorative freestanding hose containers while the hoses are not in use. Wall mounted exterior hose reels and the storage of hoses on the exterior of the building, in a non-contained manner, is not permitted.

Hose reels must, at all times be kept on the Unit Owner's property and must not be left in Association common areas. During the winter months, all hoses and reels must be stored inside of the Owners Unit.

HOT TUBS and OUTDOOR SPAS

Hot tubs and outdoor spas are not permitted.

HOUSE NUMBERS

House numbers are provided for all units.

In accordance with the Township, the number shall be no less than 3-inches and shall be of contrasting color to the house or trim color existing.

Replacement of house numbers must be the same finish, font and size as the existing house numbers.

LANDSCAPING

Homeowners are encouraged to water landscaped areas including shrubs, trees and grass (when permissible by county and state water conservation authorities).

Homeowners are permitted to plant flowers, bulbs and perennials in existing front and side planting beds.

Vegetable and fruit bearing plants and trees and vegetable or fruit gardens are not permitted. Small containers of decorative vegetables or fruits are permitted on the Unit Owners deck or patio only. No material for such plantings is permitted to grow over the edge of the deck. No trellises.

Additions or changes to the landscape package at the front of the home must be approved by the Board of Directors.

Unit Owners are responsible for maintaining all items they plant in a neat and attractive manner, including planters and baskets. All dead material must be removed and/or replaced in a timely manner. If the Association landscaper must be asked to clean a poorly kept bed, the Unit Owner will be assessed the cost of such service.

LEASING OF UNIT

Refer to By-Laws and Declarations.

Copies of all leases must be provided to the Homeowner's Association for their files within ten (10) days of execution, along with a copy of the required "Tenant Registration Form" (See Attachment B).

The owner of each home is responsible for the actions of their tenants and will remain liable for any violations of the Association's governing documents, assessed fines or any damage to Association property caused by their tenant.

MAINTENANCE

Homeowners shall be required to maintain the interior and exterior of their home, including but not limited to: the maintenance, repair and/or replacement of decks, patios, driveways, roofing, windows, siding, doors, entry walks, exterior stairs, railings and landscaping.

Should any of the aforementioned items need replacement, the homeowner must replace said item using the same building material, retaining that item's original size, shape and color as to approximate the original. Any desired variations must be submitted to and approved by the HOA Board of Directors.

The Association is responsible for the maintenance, repair and replacement of common elements.

Common Elements

The Association shall maintain lawn areas, landscaping not installed by the owner, common area sidewalks and any other Common Element. Damage to Common Elements by a resident, tenant or guest becomes the financial obligation of the Homeowner to repair.

The Association shall have the right, but not the obligation, to make any necessary repairs to such Limited Common Elements if the Homeowner to whom they are

allocated fails to do so, and to charge such Unit Owner for the cost thereof as a Common Expense Assessment.

For specific maintenance responsibilities, see the "Association and Unit Owner Responsibility List" (See Attachment C).

OUTBUILDINGS

No outbuilding, shack, shed, dog houses, above or in-ground swimming pool, hot tub or other structure of any kind shall be placed or erected by a Homeowner on any portion of a Unit, Limited Common Element, or Common Element.

PARKING

Parking is difficult in a densely populated community; therefore, cooperation is necessary for all community residents to get along.

All vehicles parked on the property must be in full compliance with the Association's vehicle regulations or risk being towed at the vehicle owner's expense.

{Homeowners are encouraged to use their garage and driveway for parking their personal vehicle(s).}

Short-term parking for guest vehicles may be done only in the following locations:

- Do not park directly in front of the mailboxes.
- Designated common area parking spaces.
- Parallel to curb lines between townhome buildings where the length of curb line is sufficient for the size of the vehicle.
- Parallel to curb lines where there are no adjacent townhome buildings.

Parking is not permitted in the following locations:

- Posted "No Parking" sides of streets or areas.
- In front of townhome buildings at ends of driveways or between driveways.
- Across driveway aprons or in any way blocking perimeter sidewalks.
- In a manner which blocks or prohibits another owner's access to their driveway.
- Lawn or landscaped areas.

After an initial written warning, subsequent violations may be met with fines or penalties as designated by the Board of Directors.

All vehicles parked on Association property must have valid registration, tags and current State inspection.

The Board of Directors has the authority to establish a parking committee who will assist with enforcement of parking regulations and identification of violators.

PATIOS

Patios require prior written approval from the Association's Board of Directors before any construction can begin. Any changes that occur at final installation, which differ from the original Board approved plan, may require correction of such changes at Unit

Owners expense. Patios may be installed at the rear of the home adjacent to the lower level exit door.

Building Permit – If required, a building permit must be obtained from the Township after Association approval is received, and before any construction can begin.

Patio Size - The patio may be no larger than the existing or approved deck for each unit and must be completely contained within the building envelope of each unit. The patio may not protrude beyond any sidewall.

Patio Maintenance - Each owner is responsible for the maintenance and upkeep of their patio, and the repair of any lawn area damaged during the installation process.

Patio Materials and Colors – Concrete, EP Henry interlocking pavers, flagstone, blue stone (or similar) must be used as the patio building material. Material must be neutral in color. Loose aggregate of any kind, including but not limited to stone and/or gravel is not an acceptable substitute for patio material. Patio requests must provide detailed information on the construction materials to be used. Should you desire an alternate patio material, a sample must be provided to the Board for consideration.

Failure To Comply - Failure to comply with the stated patio requirements may result in the removal at the Unit Owner's expense.

Patio Requests - All patio requests must be submitted in writing to the Management Company using the "Deck/Patio Request Form" (See Attachment A). The request must include:

- Materials to be used
- Color of materials to be used
- Patio dimensions
- Builder's Plot Plan with Patio drawn in
- Patio design (including materials list)
- Samples, brochures or other information that will help in the review process

PETS

All pets must be on a leash at all times. This is a Pennsylvania State law.

Pets are not permitted on other unit's private property. They are permitted on your lot or the common area.

Owners and tenants must immediately remove all solid waste from lots and common areas. Owners and tenants will be responsible for all damages to individual lots and common areas created by their pets. Costs incurred for re-seeding and other expenses will be assessed to the owner.

No more than **TWO (2) pets** are permitted per residence.

Owners are responsible for any injury or disturbance caused by their pets, which are subject to immediate removal through legal means.

A stake, dog run, or similar device shall not be erected on any lot for the purpose of securing a pet on a periodic and/or permanent basis.

PROPERTY USAGE

No part of the Property shall be used for other than housing and related common purposes for which the property was designed.

No industry, business trade, occupation or profession of any kind, commercial, religious, educational, or otherwise, designed for profit, altruism, exploration, or otherwise, shall be conducted, maintained, or permitted on any part of the Property. **Exceptions to this practice will include incidental businesses run from a unit, which does not increase traffic to the unit and does not conflict with the By-laws or any other rule or guideline.**

No use or practice shall be permitted in any Unit, or on any other place in the Property which is the source of undue annoyance to the other occupants of the Property or interferes with the peaceful possession and proper use of the Property by such other occupants, or will materially increase the rate of insurance on the Property beyond that to be anticipated from then proper and accepted conduct of otherwise permitted uses hereunder.

Each Unit Owner shall have the right to use the Common Elements in common with all other Unit Owners as may be required for the purposes of access, ingress to, egress from, use occupancy and enjoyment of the Unit owned by such Unit Owner, and for such other purposes incidental to the use of Units. Such right to use the Common Elements shall extend to each Unit Owner and to his agents, servants, tenants, family members, customers, invitees, and licensees. Limited Common Elements assigned to a unit are for the exclusive use of that unit.

No Unit Owner shall overload the electric wiring in his Unit, or operate any machines, appliances, accessories or equipment in such a manner as to cause unreasonable disturbance to others.

RECREATION AND PLAY EQUIPMENT

Toddler playhouses/gyms, slides and bulky sports equipment, and the like, are permitted on Unit Owner's deck or patio only, and must be stored inside the Owner's Unit overnight or when not being actively used.

RULES AND REGULATIONS CHANGES

Rules and Regulations, not in conflict with the provisions of the Declaration, concerning the use and enjoyment of the Property, may be promulgated from time-to-time by the Board of Directors, subject to the right of the Association to change such Rules and Regulations. Copies of the then current Rules and Regulations, and any and amendments thereto, shall be furnished to all Homeowners by the Board of Directors promptly after the adoption of such Rules and Regulations or any amendments.

SALE OF UNITS

There shall be no restriction on the sale, conveyance or other transfer of title to any Unit, but any sale conveyance or other transfer shall be subject to the Act, the Declaration, the By-laws, and the Rules and Regulations of the Association. Without limiting the generality of the foregoing, the sale of a Unit shall not be subject to any right of first refusal in favor of the Association or any other Unit Owner. In order to maintain proper Association records, at least thirty (30) days prior to any transfer, a transferring Unit Owner shall notify the Board of Directors in writing of the name and address of the proposed transferee and the projected date of settlement. All buyers are required to pay a onetime, non-refundable, capital contribution fee to the Association at the time of settlement.

SATELLITE DISHES

Homeowners may install a satellite dish, up to 1-meter in diameter, on their own property, in accordance with the following:

- The satellite dish must be placed as low to the ground as possible, in the least obtrusive location, consistent with obtaining an acceptable quality signal. The desired locations in order of preference are:
 1. Rear of home, contained in a mulched planting bed along the foundation.
 2. Rear of home, mounted to a deck.
 3. Rear of home, mounted to an exterior wall of building.
 4. Front of home, contained in a mulched planting bed along the foundation.
 5. Rear roof installation.
 6. Front roof installation.
- Any landscaping or planting beds installed in conjunction with the dish, must be approved in advance by the Association's Board of Directors.
- Cables must be run internal to the house. No wiring may be left loose or draped on the outside of the home.
- At no time may an owner install a dish on any portion of the Association's common elements or other property to which they do not have title.

SPRINGFIELD MANOR COMMUNITY ASSOCIATION – RULES AND REGULATIONS

- Satellite dishes must complement the color of the home or landscaping and must be for the personal use of the owner of the residence.

As long as compliance with these regulations is met, no Association written approval is required. The Association reserves the right to direct any owner to enlist methods of disguising the dish, not in conflict with FCC regulations, such as color change, landscape buffer, etc.

SIGNS

No signs, advertising or display shall be maintained or permitted on any part of the Property except a small non-illuminated Security sign, or a single For Sale sign in a window of the Unit. Rental signs are not permitted to be displayed for public view. Open House signs may be displayed on the day of the open house only, with a maximum of two (2) days per week.

SOLAR PANELS

Solar Panels are not permitted on any part of the property.

SPEED LIMIT

Drivers on any of the roads inside the Springfield Manor Community must adhere to township ordinance.

STORM DOORS

Installation of compliant storm doors is allowed. Installation is permitted at the Owner's expense and risk. Unit owners may install storm doors in accordance with the following:

- The storm door must be full-view style only, notwithstanding, screen insert may have a crossbar.
- The door must be white, or a color to identically match the front door, and have no decorative moldings, etchings, bevels, crossbars or scalloped edges.
- Brass hardware and kick-plate trim is permitted.
- Maintenance of the storm door is the responsibility of the homeowner.

As long as compliance with these regulations is met, no Association written approval is required.

SNOW REMOVAL

If 2-inches or more of snow accumulates from any single snowstorm, snow removal from mailbox areas and from common sidewalks will be the responsibility of the Association's contracted party/parties.

It is the responsibility of each Homeowner to remove all snow accumulation on the Homeowner's front steps, entry walkways, driveway and sidewalk at the front of Homeowner's lot. It is the Homeowner's responsibility to "dig out" their own vehicle (or vehicle(s) of invited guests) if parked on Association property (including streets and guest parking areas).

SUN FILTERING FILM

Sun filtering film is permitted on the interior of the windows, provided it does not alter the exterior appearance of the window.

TRASH MAINTENANCE

Trash is not to be stored or disposed of on Association property or limited common elements.

Trash and recycling receptacles MUST be stored strictly within the confines of the Unit Owner's garage on non-trash pickup days. Recyclables must be securely bound and/or tied.

Trash is to be placed outside in secured containers no earlier than the evening before the scheduled pick up day.

All trash and recycling containers must be removed from curbside and stored inside the Owner's Unit, no later than the evening of the scheduled pick up day.

Bulk pick up – you must call our trash contractor prior to putting out bulk items.

VEHICLES

Vehicles which are not permitted to be parked on the property include:

- Truck, tractor, trailer or any other vehicle which exceeds 20 feet in length.
- Recreational vehicles, commercial pickup trucks or vans which exceed 24 feet in length are not permitted.
- Boats of any type except when kept in a closed garage.
- Inoperable vehicles.
- Vehicles which do not display current registration plates and State inspection stickers.

Commercial vehicles which exceed maximum length requirements are permitted on a day-to-day temporary basis in connection with repairs, maintenance or construction work to any part of the property.

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All vehicles must be parked in full compliance with the Association's parking regulations.

No repair, restoration or servicing of vehicles is permitted unless entirely enclosed in a garage.

Dead Storage of vehicles on Association common areas, including Guest parking areas, is strictly prohibited. "Dead Storage" is defined as a vehicle that has not been moved or driven for a period of fifteen (15) days.

Motor-driven recreational vehicles of any kind, including dirt bikes, ATV's, and snowmobiles are strictly prohibited from use on any part of the property.

Vehicles may not display "For Sale" signs.

Any vehicles found to be in violation of these vehicle-related rules and regulations may be towed at the vehicle owner's expense, at the sole discretion of the Board of Directors.

WADING POOLS

Child wading pools are permitted on rear decks and/or patios only. They are not permitted in the front of the home including, driveways, lawn areas or planting beds.

The pool shall be emptied of water at all times when not attended by a responsible adult.

Pools must be stored inside when not in use and are not permitted outside overnight.

WINDOWS

No window air conditioners shall be installed in any Unit.

No window guards or grates.

No window fans or like devices on or about the windows or exterior of the building.

YARD SALES

Individual yard sales are not permitted.

ENFORCEMENT PROCEDURES

Violation Procedure

Violations must be reported in writing to Continental Property Management and must be signed by the individual issuing the complaint. The letter should state the violation and the address of the violator. The address for reporting violations is Continental Property Management, 975 Easton Road, Warrington, PA, 18976. All information will be kept confidential.

A member of the Board of Directors, an authorized committee member (if one has been appointed), or a representative of the Management Company shall investigate the complaint to determine whether a violation has occurred and if follow-up action is required.

A violation letter shall state the violation(s), ask that corrective action be taken within a stated time period, and stipulate a fine if compliance does not occur.

A fine letter shall impose the designated fine and state any additional per day or escalating fines. The Board of Directors has the full authority to establish the amount of fines or other penalties. The amount charged is due upon receipt of notice.

Unit owners have the right to discuss violations and follow-up course of action with member (s) or representative(s) of the Board of Directors. **It is the responsibility of the Unit Owner to contact the Management Company in writing, within five (5) days of receipt of the violation notice, if they wish to request review of a violation with the Board of Directors.**

Non-Compliance

In the event that a Unit Owner/resident does not comply with the violation notice and or does not pay the fines assessed by the Association, the Board of Directors may file legal action against the owner for collection of the fines and compliance with the Association's rules and guidelines. Any expense associated with legal action, including court fees, attorney fees, etc., which may be incurred by the Association, shall be added to the complaint and become the responsibility of the Unit Owner to pay.

When a judgment is awarded, the Board of Directors may place a lien for the amount of the judgment against the Unit Owner's property.

SPRINGFIELD MANOR COMMUNITY ASSOCIATION

ATTACHMENT A

ARCHITECTURAL & LANDSCAPING REQUEST FORM

From: Name: _____
Address: _____
Phone: _____

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.

Description and Specifications:

Use other side for sketch or submit a separate page with plans.

Work to be done by: _____

If a contractor will be performing the work, his insurance certificate of liability must be submitted as part of this request. The homeowner is responsible for the entire installation, maintenance and upkeep (replacement, insurance, etc.) for the above request. If approved, this request will be made part of any agreement of sale that I/we may enter into for the fore mentioned unit. If any local building permits are applicable, it will be my/our responsibility to secure those permits.

Date: _____ Signature: _____

975 Easton Road Suite 102 Warrington, PA 18976 215-343-1550

ATTACHMENT B

Tenant Registration Form

ASSOCIATION UNIT ADDRESS _____

UNIT OWNER(S):

NAME(S) _____

ADDRESS _____

PHONE# (HOME) _____ **(OFFICE)** _____

TENANT(S):

NAME(S) _____ **Email:** _____

ADDRESS _____

PHONE# (HOME) _____ **(OFFICE)** _____

CAR MAKE, MODEL AND LICENSE PLATE _____

LEASE START DATE _____ **LEASE END DATE** _____

AUTOMATIC RENEWAL **YES** _____ **NO** _____

PETS ALLOWED **YES** _____ **NO** _____

NUMBER AND TYPE _____

As the Landlord/Owner of the above referenced unit in the Springfield Manor Community Association, I verify that the above information is correct and I have provided a copy of all necessary Association Rules/Regulations/Restrictions to my tenant. As the Landlord/Owner, I am responsible for the actions of my tenant and any guests or occupants of the unit. **I have attached a copy of my written lease agreement as required by the Association's Rules and Regulations.**

Owner's Signature(s): _____

Date: _____

ATTACHMENT C

**SPRINGFIELD MANOR COMMUNITY ASSOCIATION
RESPONSIBILITY LIST**

Each owner is responsible for the repair and maintenance of their home and the real estate they own. The services provided by the Association are set forth in the Declaration.

For your information, a listing of the Association's maintenance, repair and replacement responsibilities are detailed below. Any function not listed as an Association responsibility, is the maintenance, repair or replacement obligation of the homeowner.

If you have questions concerning the following information, please feel free to contact a member of your Board of Directors or the Association's Management Company, Continental Property Management, at 215-343-1550.

ASSOCIATION RESPONSIBILITIES – COMMON AREAS

Parking Areas – repair, maintenance, replacement, snow removal

Common Sidewalks – repair, maintenance, replacement, snow removal

Walking Trail, Pedestrian Bridge – repair, maintenance, replacement

Entrance Sign – repair, maintenance, replacement

Fence – repair, maintenance, replacement

Mailbox Clusters – repair, maintenance, replacement

Common Landscaping – mowing, turf applications, bed maintenance and mulching, spring & fall cleanup, pruning, weeding, reseeding & replacements

ASSOCIATION RESPONSIBILITIES – PRIVATE HOMES

Paintable Surfaces – periodic repainting

Roof Shingles – replacement at end of useful life

Trash Removal – once a week trash and recycling removal

Lawn – mowing and turf applications

Landscape Beds – edging, mulching, pruning, spring & fall cleanup of front & end elevations only (owner is responsible for weeding, replacements & reseeding)

OTHER RESPONSIBILITIES

Roads and streetlights to be dedicated to Springfield Township

Water & Sewer Mains to be dedicated to Springfield Township

SPRINGFIELD MANOR COMMUNITY ASSOCIATION DECK SPECIFICATIONS

Size: Maximum 22' x 14' (14 ft. from house)

Material: Deck – Trex Select Sadle color
Railing – White vinyl (36" high)
Posts – New England 4x4 Top White

SPRINGFIELD MANOR COMMUNITY ASSOCIATION

OWNER CONTACT INFORMATION

Please complete the appropriate spaces to provide the necessary emergency information.

Association Name: _____

Homeowner(s) Name: _____
(please print clearly)

Unit Address: _____

Mailing Address: _____
(if other than above)

Phone Number(s): Home: (____) _____ Work: (____) _____

Cell: (____) _____

Email Address: _____

Tenant(s) Name: _____
(if applicable)

Tenant(s) Phone Number: Home: (____) _____ Work: (____) _____

Cell: (____) _____

*Lease Expiration Date: __ / __ / __

***Copies of all executed leases must be in the office within 30 days.**

_____ Date _____

Homeowner's Signature

Please return this form to the following address:

**Continental Property Management, Inc.
975 Easton Road Suite 102
Warrington, PA 18976
Fax: 215-343-4409**