



## RULES AND REGULATIONS

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## Introduction

As provided for in the Society Place Condominium Association (hereinafter referred to as the “Association”) By-Laws, the Executive Board (hereinafter referred to as the “Board”) has the authority to promulgate Rules and Regulations for the purpose of supplementing or elaborating on the provisions contained in the By-Laws or the Declaration.

The provisions in this document set forth in more detail the specific use and enjoyment of the Society Place Community Association Property.

## 1. Pets

- a. No animals, livestock, fowl, or poultry of any kind shall be raised, bred, or kept in any Unit or in the Common Elements, except two (2) household pets.
- b. All pets are required to be on a leash while outside of the Units.
- c. Pet owners are responsible for always cleaning up their pet’s waste from all areas.
- d. Pets may not roam freely. They must always be under the full control of the pet owner.
- e. Pets may not be tied to any stationary object and/or left unattended outside of any Unit.
- f. Pets are not permitted to engage in conduct which causes any unreasonably noise, disturbance, injury, or property damage.
- g. Pet owners are responsible for and must indemnify and hold the Association harmless for all injuries, damage and nuisances caused by their pet.
- h. An immediate fine of \$100 will apply for not picking up after your pet.

## 2. Parking

- a. Parking is limited to standard passenger vehicles and motorcycles.
- b. Commercial vehicles, including those with ladder racks, pipe racks, lettering, and no windows on the side of the vehicle, are strictly prohibited.
- c. Parking is only permitted in parking spaces available on a first-come-first served basis. Parking is not permitted parallel to the curb or in ‘No Parking’ zones.
- d. Residents requiring handicapped parking must contact the management company to request accommodation at 215-942-6621 or e-mail the Property Manager.
- e. Only current, registered, inspected and operating vehicles are permitted on the property.
- f. Storage (left unmoved for 2 weeks or longer) and covering of vehicles are not permitted.
- g. Damaged vehicles and those which leak fluids are not permitted.
- h. Campers, trailers, boats, and other recreational vehicles are not permitted on the property.
- i. Repairs or servicing of vehicles on Association property is strictly prohibited.
- j. Motorcycles must use kickplates to prevent damage to the surface of the parking lot.
- k. Parking of Storage Pods is not permitted except on a short-term, temporary basis with written permission from the Executive Board.
- l. Vehicles are prohibited from appearing to be used for storage purposes.



- m. If the owner cannot be located, refuses or fails to comply with parking rules within a reasonable period of time, the Association is authorized to have the car towed at the owner's expense.

### 3. Balcony, Patio, Porch

- a. Only appropriate outdoor furniture, such as appropriate tables and chairs, plants and firewood can be stored on balconies, patios, and porches.
- b. Firewood must be stored in a rack with 6 inches of space provided between the firewood and the deck.
- c. Folding chairs may be used but not stored or left on balconies, patios, and porches.
- d. No dead plants, or empty pots are allowed; common areas must be kept in a neat and orderly condition. Only small to medium-sized flowerpots are allowed on patios and/or decks.
- e. No vegetable plants are allowed.
- f. Bicycles, toys, ladders, tools, tires, kid pools and trash cans, etc. are not permitted to be stored on balconies, patios, or porches.
- g. Carpets or other floor coverings may be placed on balconies or patios, but not on front porches. The coverings may not hang over the edge of the patio or balcony.
- h. Items such as wind chimes which may cause annoyance to neighbors are strictly prohibited.
- i. No pergolas, tents, awnings, canopies, and the like are permitted.
- j. Only electric grills are permitted on the back patio and deck, excluding porches.
- k. Nothing may be hung from, or attached to building structure, railings, siding, soffits, gutters, or decks.
- l. Birdfeeders, birdhouses, and feeding wildlife are prohibited.

### 4. Common Areas

- a. Common areas include lawns, planting beds, sidewalks, streets and parking areas.
- b. No personal belongings, including bicycles, toys, strollers, grills, lawn furniture, etc. may be stored in common areas.
- c. No flower or vegetable pots permitted.
- d. No laundry may be displayed to public view in any common area or on any porch, patio or balcony.
- e. Sports activities such as throwing, kicking, and hitting ball, throwing frisbees, playing hockey and skateboarding are strictly prohibited in common areas.
- f. Unit Owners may plant annual flowers in currently existing mulched planting beds. Any perennial planted will be removed at the owner's expense.
- g. Only electric grills are permitted to be used.

### 5. Exterior of Buildings

- a. The exterior design or color scheme of any building may not be altered in any way, including doors of the building.



- b. Replacement of any exterior element requires prior Executive Board approval including but not limited to (doors, windows, light fixtures, etc.). Owners should fill out an Architectural Request Form and submit it to the property manager prior to any work beginning.  
All doors and trim must be free of damage and in good condition.
- c. Exterior closet doors must be commercial grade, non-corrosive with a flat surface (no panels).
- d. Exterior front doors should be commercial grade, non-corrosive with 6 panels (no windows) for ground floor units and 4 panels with 2 glass windows at the top for second floor units. Replacement doors should have the appearance of the existing doors.
- e. Sliding glass doors should have gridlines.
- f. Back glass doors must contain gridlines.
- g. Octagon windows should not have gridlines.
- h. Replacement of trim should be done with similar looking composite wood.
- i. Owners are responsible for replacement and repairs of the exterior electric outlets.
- j. Light fixtures should be kept and appear in good condition.
- k. Only white full view storm doors with no cross bar are permitted with a kick plate no higher than 12" from the bottom edge.
- l. Holiday decorations may be placed on windows, doors, balcony railings and posts railings, posts and on shrubs adjacent to an owner's unit. Decorations may be in place no earlier than 20 days before the respective holiday and must be removed within 20 days after the holiday. No hay bales or corn stocks are permitted; rotten pumpkin's must be promptly removed. Decorations which present glare or otherwise constitute a nuisance are not permitted.
- m. Holiday projector lights (projecting images or designs onto the building) are prohibited.
- n. One non – holiday decoration such as a wreath, or name place, may be displayed on the front door and should not block unit numbers.
- o. No items or decorations may be attached to the building structure, to siding, soffits, or gutters.
- p. Only appropriate window coverings, such as curtains and blinds, are permitted on the interior surface of windows since they are visible from the exterior of the building. Sheets, newspaper, and foil are not permitted to be used as window coverings. Only plain white or clear window film is permitted on glass.
- q. Screen doors should not be left propped open.
- r. Window air conditioners, antennas, satellite dishes and additional exterior lighting are prohibited.
- s. Only American flags are permitted to be displayed.

## 6. Paint Colors

- a. Roof Shingles: PEWTER GREY
- b. Gutters, Downspouts & Soffits: WHITE
- c. Exterior Siding: LIGHT GREY (to be installed later)
- d. Door Trims: WHITE (Pure White by Sherwin William)
- e. Wooden porticos and awnings above doors: WHITE (Pure White by Sherwin Williams)
- f. Scalloped wooden decorative awnings: Navy (In the Navy by Sherwin Williams)
- g. Front and Shed Doors: NAVY (In the Navy by Sherwin Williams)
- h. Octagon window trim, wooden door kickplates, wooden posts & poles: WHITE (Pure White by Sherwin Williams)



- i. T1 Window Panels: NAVY (In the Navy by Sherwin Williams)
- j. Shutters: NAVY (In the Navy by Sherwin Williams)
- k. Decks and Balconies, Porches & Steps NAVY (In the Navy by Sherwin Williams)
- l. All balcony railings will remain white.
- m. Community Iron railings: Black
- n. Community Signs: Paint with existing colors  
*Refer to management for color paint chart*

## 7. For Sale and Other Signs

- a. "For Sale" and "Open House" signs are prohibited from Monday to Friday.
- b. A single sign may be placed in the window of a Unit or on the lawn adjacent to the Unit on Saturdays and Sundays from 1:00 pm to 4:00 pm only (during an open house event). Owners are responsible for removing signs at the required time.
- c. No political signs are permitted.

## 8. Trash and Recycling

- a. Trash is removed 3 times per week and recycling is removed 2 times per week.
- b. Bulk items are removed on Wednesdays with prior arrangement with Leck Waste Management; items are to be placed on the EXTERIOR of the enclosures. Please visit <https://www.newtowntownship.org/167/Newtown-Township-Recycling-Information> for more detailed info on recycling in Newtown Township.
- c. Cardboard boxes must be broken down and placed inside recycle dumpsters.
- d. Trash, boxes (including donation items) left on the ground and/or around any dumpster or enclosure are subject to automatic fines pursuant to the fining schedule/procedure.
- e. An immediate fine of one hundred (\$100) will apply for trash violations.



**Items that can be recycled:**

- Paper, white & colored paper
- Newspapers, magazines
- Envelopes
- Phones books, junk mail
- Boxes and cardboard – must be broken down prior to placing inside the bin
- Aluminum & Steel cans
- Plastics - #1-5 & #7
- Glass

**Below is a list of items that are NOT recyclable:**

- Food & Beverage Waste
- Tyvek envelopes
- Candy Wrappers or Chip Bags
- Styrofoam or Polystyrene
- Carbon Paper
- Coffee cups
- Floor Sweepings
- Take out containers.
- Tissue Products Non-Paper Packing Material
- Foam packaging
- Plastic wrap
- Packaging peanuts

**Bulk Items Include :**

- Mattresses
- Carpet
- Sofa, recliner
- Toys
- Furniture
- Appliances

## 9. Unit Owner Responsibilities

- Unit Owners will be held responsible for the actions of themselves, their children, guests, contractors, and tenants, and including but not limited to, any violations or damages to Association property caused by any of these individuals.
- Unit Owners are responsible for registering new tenants, leases and paying the associated fee/cost with the property manager. In addition, the Unit Owner must provide tenants with the rules and regulations for the HOA. All lease agreements must contain the Lease Addendum which may be found in Section 16 of this document.

## 10. Dispute Resolution (Alternative Dispute Resolution (ADR))

**Mandatory Dispute Resolution Procedure.** Prior to filing a claim, lawsuit or administrative proceeding (including but not limited to law enforcement authorities such as the State Attorney General's Office) against the Association, the Executive Board, or any officer, director, or committee member of the Association, an Owner **MUST FIRST** request, attend and participate in a hearing before the Executive Board. In addition, the Executive Board will utilize this procedure for the assessment of fines and penalties, if an appeal is filed by a Unit Owner.

- All requests for a hearing shall be in writing and shall be delivered to the Executive Board, or property management.
- The Executive Board shall schedule a hearing within thirty (30) days of the receipt of a written request from the Owner or resident. The parties shall endeavor to schedule a hearing time that is mutually convenient and shall not insist on the thirty (30) day period if schedules do not permit the hearing to be held within it.



- c. The Executive Board may appoint an ad hoc committee to conduct and hold one or more hearings. During the hearing, the parties shall present their disputes in a reasonably detailed fashion and shall make a good faith effort to resolve the dispute amicably. The parties shall cooperate and shall reasonably make available any documentation, information, or access to premises as may be required for inspections.
- d. If immediate resolution is not possible or practicable, the parties shall afford each other reasonable time, and opportunity to address the grievance and to attempt to resolve the dispute.
- e. In hearings before the Executive Board or the committee designated by the Board, all parties shall be entitled to, but shall not be required to, be represented by counsel.
- f. Each party shall bear their own costs and expenses in hearings before the Executive Board, or the committee designated by the Board.
- g. Within ten (10) days of the conclusion of the hearing, the Executive Board or the committee designated by the Board, shall issue a written decision, or if an agreement was reached, shall issue a memorandum incorporating the terms thereof.
- h. This procedure shall not apply to matters related to the imposition, payment, and collection of assessments, and may be waived in writing by the Executive Board.

**Discretionary Dispute Resolution Procedures.** If the dispute cannot be resolved during or after a hearing before the Executive Board or the committee designated by the Board, the parties may submit their grievance or dispute to negotiation, mediation, or arbitration. The Association encourages Owners and residents to resolve any disputes without litigation or court proceedings, and will take reasonable steps to facilitate additional negotiations, mediations, or arbitrations to resolve disputes and grievances within the Association.

## 11. Enforcement and Collection Procedures

### A. Enforcement Procedures:

- (1) All complaints concerning violations of the Declaration, Bylaws, Rules and Regulations or Guidelines must be in writing. Complaints shall be addressed to the Executive Board c/o the current community manager and must be signed by the Unit Owner or the resident. Alternatively, the complaint may be submitted via email. The complaint must be specific in detail so that the Executive Board or its agent can determine whether an investigation is warranted. Complaints may not be kept confidential unless the violation is independently verifiable.
- (2) Complaints may also be made by the Executive Board or property management for violations revealed in the course property inspections.
- (3) Complaints will be investigated by a member of the Executive Board, member of the committee concerned or property management to determine whether the complaint is justified and whether a violation exists and must be corrected.
- (4) Any person who is believed to be committing a violation of the Declaration, By-Laws, and or Rules and Regulations of the Association shall receive an email or written notice thereof. If the violation is being committed by a tenant of the Unit Owner, the Unit Owner shall receive written notice of the violation. Courtesy notices shall be given via email to the Unit Owner and subsequent violations of the same nature shall be sent by regular first-class mail.

The Notice of Violation shall contain the following information:

- a) A description of the conduct or condition constituting a violation.
- b) A reference to the Declaration, By-Laws, and or Rule and Regulation which is being violated.



- c) Notice of the penalty which is assessable for the violation and notice of the enforcement remedies of the Association, including the collection of attorney's fees, and costs.
  - d) Notice that if the violation is corrected within a specified number of days (usually not less than seven (7) or more than (30), depending upon the circumstances), no further action will be taken, and no finding of a violation shall occur.

This applies to those violations that are considered of a "curable" nature. It does not apply to violations that pose a threat to public health or safety such as the current parking policy and the use of fireworks.
  - e) Notice that the homeowner charged with a violation shall have the right to a hearing before the Executive Board to appeal against the violation if a request for a hearing is made in writing within ten (10) days of the date of the Notice of Violation.
- (5) If a hearing is requested, the Executive Board shall schedule a hearing within thirty (30) days of the date of the request therefore, at which hearing it will determine whether a violation has occurred, and, if so, the amount of the fine to be imposed. Hearings shall be conducted in accordance with Article XIX, Section 19.02 of the Declaration; all parties shall be entitled to be represented by counsel.
  - (6) A written decision of the Executive Board shall be issued and forwarded to the Homeowner charged with the violation within ten (10) days of the conclusion of the hearing. Notice of the decision shall be given by regular mail and email. Failure to appear at the hearing by the Owners)/Residents) will result in a finding of violation and appropriate fines or actions may be levied and/or taken.
  - (7) If a hearing is not requested and the violation remains unabated, fines will be assessed as indicated in the Notice of Violation.
  - (8) If the ho charged with violations under the same section of the Declaration, Bylaws, Rules and Regulations or Guidelines fails to comply with the Notice of Violation within the specified time therein, then each day violations continues beyond the specified time period, shall constitute a separate violation and subject the violator and or Unit Owner to a separate fine as to each subsequent violation. No Notice of such additional violation and an opportunity for a hearing on same shall be given. No additional opportunity to cure the violation shall be required for such subsequent violations.
  - (9) Any homeowner violating any of the Declaration, Bylaws, or Rules and Regulations of the Association shall in most circumstances be subject to a fine of not less than \$25.00 nor more than \$300, per violation. Continuing violations shall be subject to separate fines for each day the violation continues of not less than \$10.00 nor more than \$50.00 per day. The Executive Board reserves the right to assess higher fines if the circumstances warrant the imposition of more severe penalties.
  - (10) Fines shall be collected in the same manner as provided for the collection of assessments. All costs incurred by the Association, including attorneys' fees, shall be the responsibility of the Unit Owner found to be in violation.
  - (11) In addition to the assessment of fines, the Executive Board reserves the right to file legal action for money damages or injunctive relief, and its decision concerning the manner of enforcement shall be final.
  - (12) In addition to the imposition of fines and the right to pursue legal action as set forth herein, the Executive Board may, after notice and an opportunity for a hearing, suspend the Unit Owners' (or resident's where applicable) rights, including, without limitation, the right to vote, the right to serve on the Executive Board or Committees, the right to seek and be granted architectural modification approval, and the right of access to Common Elements, recreational facilities or amenities. The foregoing suspension of privileges also applies in the event of an assessment delinquency for so long as the delinquency continues.





## **B. COLLECTION PROCEDURES**

- (1) The annual Assessment for Common Expenses shall be divided and payable in 12 equal monthly installments, each rounded to the nearest dollar.
- (2) Each monthly installment of the Assessment is due by the first day of the respective month.
- (3) Any installment of Assessment payment not received by the fifteenth (15th) of the month shall be termed delinquent.
- (4) On the sixteenth (16th) day of each month, an automatic late fee of \$25.00 shall be assessed to every account with a balance more than one (1) month's Assessment.
- (5) The first time a delinquent balance exceeds two (2) month's Assessment cost, one warning letter shall be sent to the Owner from the Association. Included in the mailing will be:
  - a) A list of unpaid assessments and charges.
  - b) Information on who the Owner may contact to obtain further information and have any questions answered.
- (6) If no payment is made after issuance of the warning letter and/or no satisfactory contact has been made with the Association, the Owner's account will be referred to the Association's attorney for collections.
- (7) As provided in the Declaration and Bylaws, all related charges for collection of any delinquent Assessment shall be the responsibility of the Owner. Included in this are: court and legal costs, bank charges (including for returned payments) late fees, interest, penalty Assessment and other Assessments which may become due.
- (8) In the event an Assessment is not paid within thirty (30) days after the due date, the Executive Board reserves the right to accelerate all Assessments due and owing for the remainder of the fiscal year, including the amount of any Special Assessments.
- (9) In the event of a delinquency, the Executive Board may suspend the delinquent Owner's (including his/her family, occupants, guests, or tenants) rights and privileges in the Association, including, but not limited to, right to vote, the right to serve on the Board or committees, the right to seek architectural approval, and the right to use the Recreational Facilities during any period of delinquency, provided the Association has first given written notice (by certified mail and an opportunity to be heard. The right to vote shall only be reinstated in the event the Owner shall have fully paid all Assessments made or levied against the Owner and against the Unit by the Board together with all interest, costs, attorneys' fees, penalties and expenses) at least five (5) days prior to the date fixed for any annual or special meeting.
- (10) Legal action on a delinquent account may result in any of the following steps as is required to collect amounts due:
  - a) Filing of suit.
  - b) Entry of judgment.
  - c) Execution sale of personal property; and/or garnishment.
  - d) Foreclosure and sale of the Unit in a manner like a mortgage foreclosure.
- (11) The Executive Board may exercise all of its rights as permitted by law and its decision is final.

## **12. Plumbing Lines**

- a. Unit Owners / tenants are responsible for maintenance and repair of all plumbing fixtures and lines which serve the Unit.



- b. Unit Owners / tenants are responsible for repairs or clogs caused to sewer laterals due to their negligence (flushing improper materials / chemicals, for example).
- c. Plumbing sewer laterals which serve less than all Units are the joint responsibility of the Units which they serve. For example, the cost of a repair to a lateral which serves an upstairs and a downstairs Unit is to be shared by those Units.

### 13. Architectural Requests

- a. All exterior modification or changes or any kind require the prior written approval from the Association. All requests for exterior modifications to the Unit must be submitted to the Association Management Office with a fully completed Architectural Review Request Form ("ARC") along with all requested and necessary documentation. The Association Manager, ARC Committee and/or the Board may request additional information before considering any application.
- b. No ARC Application will be considered by the Committee and/or Executive Board if there are any outstanding assessments due or violations (except if the ARC seeks to correct a violation).
- c. Approval of any ARC is conditional on the applicant's understanding and agreement that the approved modification will be installed strictly in accordance with the written approval, that it will always be kept in good order and repair, and that all future use, maintenance, repair, replacement, liability and insurance of same are the sole responsibility of the Unit Owner.
- d. Should an improvement cause any harm or disruption to a neighboring Unit or Common Area, the applicant shall be fully responsible for making all necessary repairs at his own cost.
- e. No contractor yard signs allowed at any time.

### 14. Insurance Coverage and Requirements

- a. The Association shall purchase and maintain property insurance as required by Article XVI of the Declaration, providing coverage for the Common Elements and the Units.
- b. Property insurance purchased by the Association DOES NOT cover betterments and improvements within individual Units.
- c. Each Owner shall purchase and maintain personal liability insurance, as well as property insurance covering personal property and all betterments and improvements within the Unit.
- d. Upon request by the Association, Unit Owners shall be required to provide evidence of insurance coverage as set forth herein. The Executive Board and the Association shall have no liability for losses arising from an Owner's failure to purchase and maintain the insurance required herein.
- e. The deductible of the Association's property damage insurance coverage is 25 thousand per occurrence. [The deductible is subject to change by the Board – Unit Owners must verify the master policy deductible amount when purchasing individual coverage]. The deductible portion of any insurance claim shall be assessed as a Limited Expense against the Unit(s) which sustained the loss. Accordingly, in the event of a loss affecting only one Unit, the Unit Owner is responsible for the deductible portion of the Association's master policy. In the event of a loss impacting more than one Unit (or a Unit and Common Element), the deductible portion of the Association's master policy shall be allocated and imposed against the affected Unit(s) (or the Association in the event Common Element is impacted) in the proportion which the loss to the affected Unit (or Common Element) has to the total loss.



- f. If the net proceeds of all insurance are insufficient to pay for the cost of repairing or restoring a Unit, the Unit Owner shall solely be responsible, therefore. If the net proceeds of all insurance are insufficient to pay for the cost to repair or restore any Common Elements, the Association shall levy a Special Assessment against all Unit Owners to fund the expense.
- g. Tenants shall be responsible for insuring their own personal property for any loss or damage.

## 15. Miscellaneous

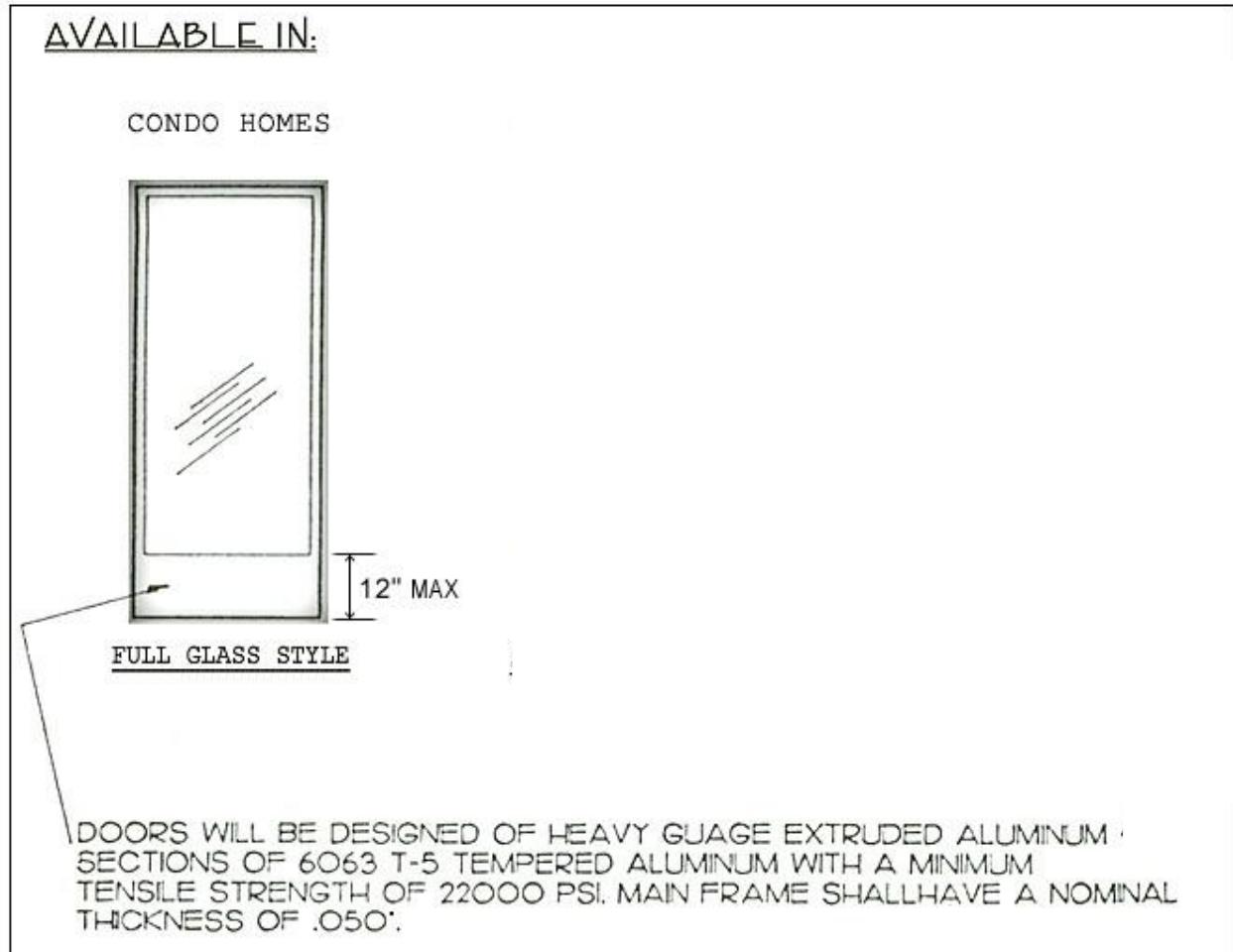
- a. No Commercial Business is to be conducted from or in any Unit.
- b. Each Owner must have a licensed and insured vendor to clean their dryer vent every 3 (three) years.
- c. Each Owner must have a licensed and insured vendor clean their fireplace chimney every 1 (one) year.
- d. Owners must submit a receipt from a licensed and insured vendor to management as proof maintenance is completed or each cleaning.
- e. No obnoxious or offensive activity shall be carried on in any Unit or in the Common Elements, nor shall anything be done therein, either willfully or negligently, which may be or become an annoyance or nuisance to the other Unit Owners or occupants.
- f. Unit Owners are also bound by and shall observe and comply with all restrictions and requirements set forth in the Master Declaration, the Master By-Laws and the rules and regulations of the Homeowners' Association pursuant thereto. A default thereunder shall constitute a default hereunder and the Executive Board shall have the power to enforce any or all of such restrictions and requirements as if the same were set forth in full herein. The Homeowners' Association also has authority to enforce its restrictions and requirements and, by reason of delegation of authority hereunder, authority to enforce the requirements and restrictions applicable to the Condominium.

## 16. Maintenance Responsibility List

## 17. Resolutions

- a. Leasing Resolution & Addendum
- b. Dryer Vent Cleaning Resolution
- c. Chimney Cleaning Resolution
- d. General Maintenance Resolution
- e. Termite Inspection Resolution
- f. Handicap Parking Resolution
- g. Privacy Resolution
- h. Late Charge Resolution

## NEWTOWN GRANT STANDARD SCREEN DOORS



NOTES:

- TOWNHOME AND CONDO HOME BUYERS MUST USE WHITE ONLY.
- NO OTHER DOOR STYLE, OR COLOR, WILL BE PERMITTED.

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| <div style="border-bottom: 1px solid black; margin-bottom: 2px;">date 28 MAY 1987</div> <div style="border-bottom: 1px solid black; margin-bottom: 2px;">scale NOTES</div> <div style="border-bottom: 1px solid black; margin-bottom: 2px;">drawn by R. LUCE</div> <div style="border-bottom: 1px solid black; margin-bottom: 2px;">checked by</div> <div style="border-bottom: 1px solid black; margin-bottom: 2px;">project no. SCREENDR.DWG</div> | <p>NEWTOWN GRANT STANDARD SCREEN DOORS</p> <hr style="width: 20%; margin: 10px auto;"/> <p><b>F.P.A CORPORATION</b></p> <p>ARCHITECTURAL - ENGINEERING DEPARTMENT</p> <p>7507 PHILMONT AVENUE - HUNTINGDON VALLEY, PA 19006</p> | <div style="border-bottom: 1px solid black; margin-bottom: 2px;">sheet title</div> <div style="border-bottom: 1px solid black; margin-bottom: 2px;">sheet no.</div> <div style="font-size: 2em; font-family: serif; margin-top: 10px;">A - 1</div> |
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# Explanation of Your Association Insurance

Effective: 1/1/2024 - 1/1/2025

## Property Coverage

The master insurance policy for Society Place Condominium Association provides coverage for the building, including components such as flooring, cabinets, drywall, etc. within the individual units that were initially installed by the builder prior to the original sale of the unit, assuming a covered cause of loss. All improvements and betterments completed after the original sale of the unit are not covered on the Association master insurance policy.

The Association master insurance policy will not respond with coverage until the damage exceeds the deductible. Each unit owner is responsible for this deductible. The Association's master insurance policy contains a \$25,000 deductible which is applicable on a per unit basis for ice-damming, water damage, & sewer backup and on a per occurrence basis for all other covered perils.

## Liability Coverage

This coverage protects the Association against bodily injury or property damage to others for which the Association becomes legally liable.

## Homeowner's Insurance

The kind of coverage you, as a homeowner, need to purchase is called an HO-6 Condominium Owner's policy. This type of policy will provide most of the coverage you need to buy on your individual home to properly dovetail the Association's master policy. Your HO-6 policy should provide coverage for:

- **The Association's Master Insurance Policy Deductible:** With some HO-6 companies, you need to specify that you want to cover the Association's deductible. Failing to specify might mean your unit owner's insurance policy (HO-6) may not be set up to cover the Association's deductible. We recommend getting something in writing from your HO-6 agent stating that your HO-6 policy will cover the Association's deductible should you be held responsible for it.
- **Real Property:** Coverage for improvements and betterments made to your home after the original sale of the unit, whether made by you or a previous owner
- **Personal Property Coverage:** Covers your contents and personal belongings.
- **Loss Assessment Coverage:** Protects you in the event a special assessment is imposed by the Association because the Master policy limits were exceeded.
- **Loss of Use:** Covers the cost you incur to live elsewhere when a covered loss renders your unit uninhabitable.
- **Personal Liability Protection:** Provides liability protection for you personally against claims from third parties alleging bodily injury or property damage.
- **Sewer/Sump Back-up coverage:** This coverage is not automatically included on HO-6 policies and may require a special endorsement. The Master policy coverage for sump could be very limited. Please err on the side of caution when deciding on appropriate limits of coverage for building components on or near a sump system.

We also suggest a written inventory with photographs of all your property, building, and contents, to help you document your loss under either the HO6 or Association policy. We encourage you and your insurance agent to call if you have any questions.

Additionally, Renters and Investor owners also need to purchase insurance coverage as well. Both need to protect their liability exposure and need coverage for loss to personal property. Renters should carry HO-4 (renters) policies and Investors should contact their brokers for how best to protect their investment property. Investor owners should require their tenants purchase an HO-4 (renters) policy.

We hope this letter answers your questions. Please call our agency if we can be of further assistance. We look forward to being of service to you and Society Place Condominium Association.

## Brown & Brown Insurance Community Association Division

*THIS INFORMATION IS MEANT TO BE USED AS A GUIDE IN PURCHASING YOUR PERSONAL INSURANCE AND DOES NOT ENCOMPASS ALL COVERAGES YOU MAY NEED. PLEASE CONSULT WITH YOUR PERSONAL INSURANCE AGENT TO DISCUSS YOUR PERSONAL SITUATION AND COVERAGE OPTIONS. NOTHING IN THIS LETTER SHALL CHANGE THE POLICY TERMS, CONDITIONS, WORDING, OR WARRANTIES OF THE ASSOCIATION INSURANCE POLICIES.*

**MAINTENANCE RESPONSIBILITY****HOMEOWNER****ASSOCIATION****UNIT OWNER PROPERTY****A/C Units/Related Wires & Pipes**

Maintenance, Repairs, Replacement, Pad under Unit X

**Alarm Systems (Private Units)**

Maintenance, Repairs, Replacement X

**Appliances/Hot Water Heater**

Maintenance, Repairs, Replacement X

**Chimney/Fireplace**

Repairs, Cleaning Caps X

Flashing Leaks X

**Dryer Vents**

Cleaning Repairs, Replacement X

**Doors (Entrance) & Frames**

Painting Outside (on scheduled basis) X

Painting Inside, Locks &amp; Hardware X

Maintenance, Repairs, Replacement X

**Doors (Sliding & Storm)**

Maintenance, Repairs, Replacement X

**House Numbers**

X

**Lights/Entrance**

Maintenance, Repairs, Replacement, Bulb Replacement X

**Sewer Line (Private)**

Cleaning Repairs and Replacement of Unit Line X

**Skylights**

Flashing Leaks X

Repairs, Replacement, Cleaning X

**MAINTENANCE RESPONSIBILITY****HOMEOWNER****ASSOCIATION****Stairway & Volume Space (From Exterior to 2" Floor Unit)**

Maintenance Repairs, Replacement X

**Water pipes**

Maintenance Repairs, Replacement X

**Windows and frames**

Glass &amp; Unit Replacement, Frame Repairs X

Flashing Leaks, Re-Caulking X

**LIMITED COMMON ELEMENTS****Decks/Patios/Porches/Privacy Fences**

Snow Removal, Neat/Clean, Repairs X

Replacement X

Painting on a scheduled basis X

Self-painting with approved colors X

**Exterminating**

Inside Home/Outside Attached to Deck/Balcony X

Outside Attached to Building/Common Ground X

**Roof Sewer vent Line**

Flashing Leaks X

Replacement X

**ASSOCIATION PROPERTY/BUILDINGS****Gutters, Downspouts and Splash Blocks**

Cleaning, Repair and Replacement X

**Roofs**

Leaks, Repairs, Maintenance and Replacement X

**Trim and Soffits**

Painting Maintenance Repairs, Replacement X

**Unit Structure**

Foundation X

Slabs X

| <b>MAINTENANCE RESPONSIBILITY</b>                     | <b>HOMEOWNER</b> | <b>ASSOCIATION</b> |
|---|------------------|--------------------|
| <b>Siding</b>   |                  |                    |
| Painting Maintenance, Repairs, Replacement            |                  | X                  |
| <b>ASSOCIATION PROPERTY GROUNDS</b>                   |                  |                    |
| <b>Common Roads, Parking Areas &amp; Curbs</b>        |                  |                    |
| Repairs, Replacement. Snow Removal                    |                  | X                  |
| <b>Signage</b>  |                  |                    |
| Maintenance, Repairs, Replacement                     |                  | X                  |
| <b>Fences on Common Area</b>                          |                  |                    |
| Maintenance. Repairs. Replacement                     |                  | X                  |
| <b>Lamp Posts/Site Lighting</b>                       |                  |                    |
| Maintenance Repairs, Replacement                      |                  | X                  |
| <b>Retaining Wall</b>                                 |                  |                    |
| Maintenance Repairs, Replacement                      |                  | X                  |
| <b>Sewer Lines</b>                                    |                  |                    |
| Maintenance Repairs, Replacement                      |                  | X                  |
| Lawn Vent Cap Replacement                             |                  | X                  |
| <b>Sidewalks (Common)</b>                             |                  |                    |
| Snow Removal Repairs, Replacement                     |                  | X                  |
| <b>Street Signage</b>                                 |                  |                    |
| Maintenance, Repairs, Replacement                     |                  | X                  |
| <b>Trash Enclosures</b>                               |                  |                    |
| Maintenance, Repairs, Replacement                     |                  | X                  |
| <b>ASSOCIATION PROPERTY LANDSCAPPING</b>              |                  |                    |
| <b>Detention Basins/Swales</b>                        |                  |                    |
| Mowing Maintenance                                    |                  | X                  |
| <b>Lawn Maintenance</b>                               |                  |                    |
| Mowing Chemical Applications, Re-seeding Leaf Removal |                  | X                  |







## **REVISED LEASE ADMINISTRATIVE PROCESSING FEE and LEASING RESOLUTION**

The Leasing Resolution dated November 11, 2010 is no longer valid and should be replaced with the following new Resolution effective January 1, 2018.

**The Board of Directors have revised the leasing rules and the lease administrative fee in response to the Investor owner's request. Please remember that the goal of the Association is to keep tenants aware of the community rules and management aware of contact information for all Condominiums in Society Place. The Association plans on using the Lease Administrative Processing Fee to aid in community care and administrative care of leases. Please be sure to read this Resolution thoroughly and call management with any questions. Please know that all owners currently listed as investor owners and claim to be tenant free will be asked to submit two forms of proof of residency as described below in #4. The fee has been reduced to \$150 per submitted lease starting with the first submission of current leases due January 1, 2018.**

The following leasing Rules and Regulations are adopted pursuant to Article 8 (j), of the Society Place Condominium Associations' Declaration of Condominium, and are effective as of the attached date:

1. Units may be leased for a minimum initial term of not less than one (1) year, per new tenant.
2. No lease may be for less than the entire condominium unit.
3. All leases must be in writing with a copy submitted to the Association, for their records, within thirty (30) days of execution
4. The Association's approved tenant Registration Form must be completed by the unit owner and returned with all leases or written proof of occupancy by non-tenant with two (2) proofs of residency. **Proof of residency includes utility bills, phone bills and cable bills.**
5. It is the owner's responsibility to provide copies of all Association Rules and Regulations and restrictions to their tenant(s) and ensure their full compliance with same.
6. The unit owner is responsible for all actions and violations of their tenant(s), guest(s) and one allowed pet, and shall be subject to enforcement procedures and fines as necessary.
7. The condominium may not be used as a hotel/housekeeping unit. Transient tenants are strictly prohibited.
8. The unit owner must advise the Association of any extended vacancy and is responsible to ensure that utilities are maintained at an appropriate level or are properly winterized.



### Updated Dryer Vent Cleaning Resolution

WHEREAS, Society Place Condominium Association is subject to the PA Condominium Act and Declaration of Covenants Conditions and Restrictions.

WHEREAS, the Board of Directors has updated the Dryer Vent Resolution to reflect advice from current vent cleaners from annual inspection to every three (3) years as described below.

NOW THEREFORE, IT IS HEREBY RESOLVED by the Board of Directors of Society Place Condominium Association as follows:

- Each homeowner in Society Place will have a licensed and insured vent cleaner vendor to clean their dryer vent every 3 years.
- Each homeowner in Society Place will submit a receipt from a licensed and insured vent cleaner vendor to management for Society Place as proof maintenance is completed.
- The Association will issue violations in accordance with the violation procedures in place for those owners that do not submit a receipt and have their dryer vent cleaned every 3 years.
- Receipts will be kept in the management office for inspection by the Insurance Company and Fire Marshall.
- This Resolution shall be distributed upon adoption

RESOLVED AND ADOPTED THIS 3 DAY OF MAY, 2018.

ATTEST:

Secretary

President

Vice President




**Addendum to Society Place Condominium Association Rules and Regulations**  
**CHIMNEY INSPECTION**


Effective June 1, 2012, all homeowners with fireplace chimneys (active or inactive) are required to have the chimney inspected and cleaned once every year instead of what was every 2 years, at homeowners expense.

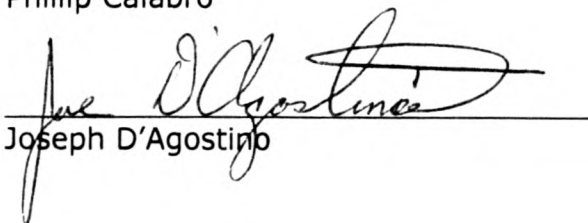
This is now mandated by the insurance company, in order to assure that the community is properly and fully covered.

Homeowners must submit a copy of the receipt for inspection/cleaning to the management company every year to avoid fines.

Resolution passed by the Society Place Condominium Association Board of Directors this 3<sup>rd</sup> day of May, 2012.

  
Barbara Firestone

  
Phillip Calabro

  
Joseph D'Agostino





**RESOLUTION OF THE EXECUTIVE BOARD OF  
SOCIETY PLACE CONDOMINIUM ASSOCIATION  
REQUIRING GENERAL MAINTENANCE PRACTICES**

The undersigned, being the members of the Executive Board of Society Place Condominium Association, do hereby consent in writing to the adoption of the following resolution in accordance with the governing documents of the Association:

The Executive Board, in an exercise of this power, has determined that the following maintenance is required by each homeowner in order to be proactive in preventing water damage, thereby, preserving the integrity of the property:

- Homeowners must maintain their heating, plumbing and electrical systems in accordance to current township and building codes when repairs are needed.
- Homeowners must maintain proper winterization practices. Heat must be set to an acceptable level (60 degrees Fahrenheit) which will prevent pipes from freezing. In addition, homeowners of vacant units must turn off the water lines and set proper heating temperature while unit is vacant.
- Homeowners must replace hot water tanks every ten (10) years. All new units must include drip pans.
- Homeowners must replace dishwasher and washing machine hoses with burst-proof hoses at their earliest convenience.
- Original smoke/fire alarm system must be completely disconnected and replaced with independent smoke and carbon dioxide detectors.
- When buying a unit in Society Place- As a preventative measure the homeowner should have water heater inspected and/or replaced as the recommended life span of standard hot water tank is 10-12 years.

WHEREAS, we have been advised by our insurance carrier that this amendment is necessary to avoid cancellation of coverage, therefore;

IT IS RESOLVED; that all general maintenance practices listed above must be followed.

THIS RESOLUTION BECOMES EFFECTIVE ON NOVEMBER 5, 2017.

IN WITNESS WHEREOF, we have executed this written consent this 5<sup>th</sup> day of October 2017.

Board President

Vice President or member of the Board



## **RESOLUTION OF THE EXECUTIVE BOARD FOR SOCIETY PLACE CONDOMINIUM'S ASSOCIATION REQUIREMENT FOR TERMITE INSPECTION.**

The undersigned, being the members of the Executive Board of Society Place Condominium Association, at Newtown Grant Homeowners Association (Master Association) a Pennsylvania domestic not for profit corporation (the "Corporation"), do hereby consent in writing to the adoption of the following resolution in accordance with the governing documents of the Corporation and the Not for Profit Corporation Law:

WHEREAS, Title 68, Chapter 33, Section 3302 of the Pennsylvania Uniform Condominium Act empowers Society Place Condominiums at Newtown Grant Homeowners Association to adopt and amend Rules and Regulations;

WHEREAS, Article 3, Section 4 (L), page 17 of your Declaration for Society Place Condominiums. The Board shall have the power to make such rules and regulations as may be necessary to carry out the intent of these restrictions and the Declaration and shall have the right to bring lawsuits to enforce the rules and regulations promulgated by it.

WHEREAS, the Executive Board, in an exercise of this power, has determined that all re-sales of any property, that being a unit or condominium, shall have a termite inspection completed and submitted to the offices of the Association prior to the re-sale of any unit or condominium with a licensed and insured exterminator therefore;

IT IS RESOLVED; any re-sale of any unit or condominium within Society Place Condominium Association, the seller or the buyer must have a termite inspection completed prior to the re-sale of the property. The buyer or seller must also forward a copy of the inspection to the Association's management office prior to settlement. Failure to comply with these rules and regulations will result in automatic fines against the current owner of the property.

THIS RESOLUTION IS EFFECTIVE JUNE 1, 2017.

IN WITNESS WHEREOF, we have executed this written consent this 25<sup>TH</sup> day of April, 2017.

Board of Directors  
SOCIETY PLACE CONDOMINIUM ASSOCIATION



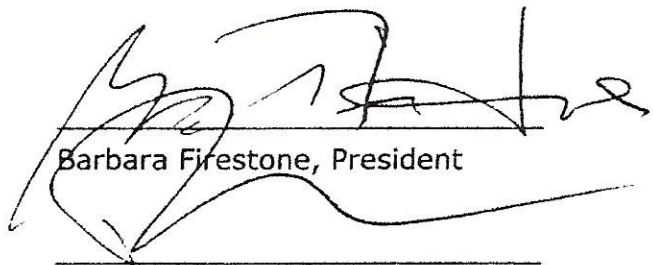


October 16, 2014

**SOCIETY PLACE CONDOMINIUM ASSOCIATION**  
**HANDICAP PARKING RESOLUTION**

Effective December 1<sup>st</sup>, 2014 homeowners requesting handicap parking will be asked to incur the payment of \$150 for the cost of materials and installation. Materials will include a post, regulatory handicap parking sign, and address of unit. Any existing handicap signs, needing replacement, will become the responsibility of the homeowner as well.

Resolution passed by the Society Place Condominium Board of Directors, this 16th of October, 2014.



Barbara Firestone, President



Phillip Calabro




Joseph D'Agostino

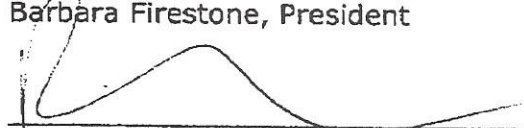



**ADDENDUM TO SOCIETY PLACE CONDOMINIUM  
ASSOCIATION RULES AND REGULATIONS  
REQUIREMENT FOR TERMITE INSPECTION**

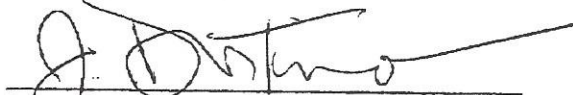
Effective June 1, 2017, any re-sale of any unit or condominium within Society Place Condominium Association, the seller or the buyer must have a termite inspection completed prior to the re-sale of the property. The buyer or seller must also forward a copy of the inspection to the Association's management office prior to settlement. Failure to comply with these rules and regulations will result in automatic fines against the current owner of the property.

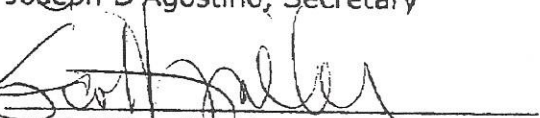
Resolution passed by the Society Place Condominium Association Board of Directors this April 25<sup>th</sup>, 2017.

  
Barbara Firestone, President

  
Phillip Calabro, Vice President

  
Timothy Martin, Treasurer

  
Joseph D'Agostino, Secretary

  
Scott Miller, Member at Large





9. The Investment Unit Owner of the rental property will be responsible for a Lease Administrative Processing Fee in the amount of \$150 dollars, (made payable to Society Place Condominium Association) with each submission of a new lease to the Association. Starting January 1, 2018 all current leases should be supplied to management with the lease administrative processing fee of \$150. When the current tenant moves out and a new lease is supplied to the Association, an additional lease administrative processing fee of \$150 will be included.
10. Any owners/entity found in violation of this resolution will be fined \$50 weekly until the lease and lease administrative processing fee is received by management. This violation fine will not be waived.

This Resolution is adopted by the Society Place Condominium Association Board of Directors on this 29<sup>th</sup> day of November, 2017.

ATTEST:

Board of Directors President:

Board of Directors Vice President:

Board of Directors Treasurer:

Board of Directors Secretary:

Four handwritten signatures in blue ink are written over horizontal lines. The first signature is for the President, the second for the Vice President, the third for the Treasurer, and the fourth for the Secretary. The signatures are stylized and cursive.



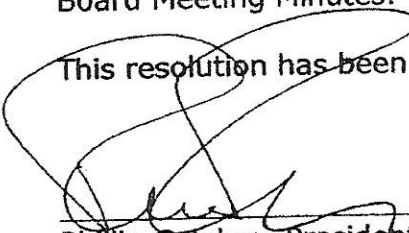
## PRIVACY RESOLUTION

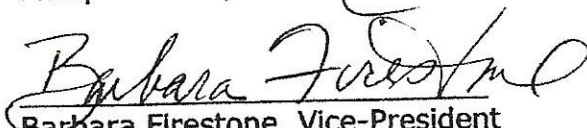
Whereas, it is the responsibility of the Executive Board to establish and amend the Rules and Regulations of the Society Place Condominium Association:

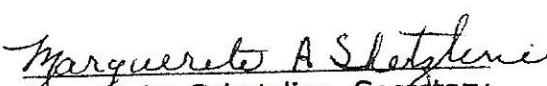
for the good of the community, the Executive Board is desirable to institute a policy of confidentiality on all disputes that involve a Board Member and a resident/owner;

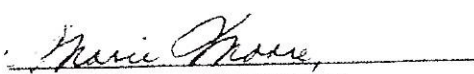
be it resolved that, adopted on June 13, 2002, all disputes, conflicts or disagreements between a Society Place Executive Board Member and a resident/owner will be resolved by Executive Board Members not involved in the dispute through Executive session and all correspondence will be kept confidential from Board Members involved along with verbiage mentioned in the Executive Board Meeting Minutes.

This resolution has been accepted by the following Executive Board Members:

  
Phillip Calabro, President

  
Barbara Firestone, Vice-President

  
Marguerite Schetzline, Secretary

  
Marie Moore, Treasurer



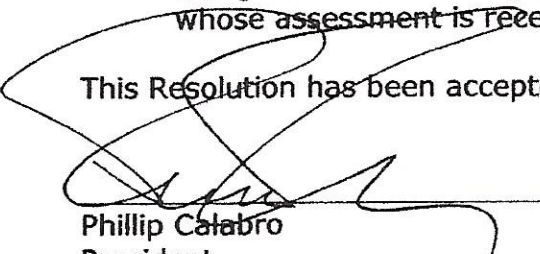
## LATE CHARGE RESOLUTION

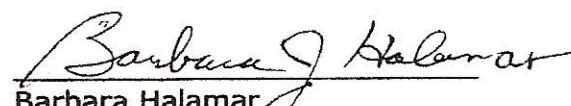
WHEREAS, it is the responsibility of the Executive Board to establish and collect assessments of charges for the Society Place Condominium Association:

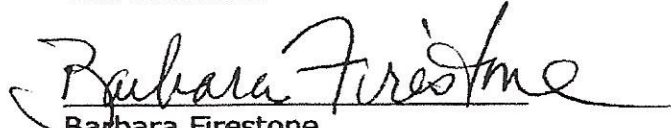
for the good of the community, the Board is desirous to institute a policy to increase the late charge assessment to all delinquent assessments owed to the Association;


be it resolved that, adopted on October 1, 2001, the monthly \$10.00 late charge will increase to \$25.00 and will be assessed against any unit owner whose assessment is received after the fifteenth (15) of that month.

This Resolution has been accepted by the following Board members:

  
Phillip Calabro  
President

  
Barbara Halamar  
Vice President

  
Barbara Firestone  
Treasurer

  
Marie Moore  
Member

10/01/01



## 18. Fine Structure

Written warning letters have been eliminated for leaving trash alongside dumpsters and for not picking up after your pet. (\$100 fine will be assessed to all owners not in compliance with pet waste and \$50 for trash.)

Owners that fail to register their tenants and pay the \$150 leasing fee within 30 days of the start of the lease, will incur a \$50 fine in addition to the \$150 leasing fee.

All other offenses shall follow the structure below:

- a. 1<sup>st</sup> offence: written warning
- b. 2<sup>nd</sup> offence: \$50.00 plus cost of any property damage
- c. 3<sup>rd</sup> offence: \$75.00 plus cost of any property damage
- d. 4<sup>th</sup> offence: \$100.00 plus cost of any property damage

Fines will continue in \$25.00 increments for additional offences. Owners will have seven (7) days from the date of a written warning to correct a violation. Fines will commence on the eighth day if not correct. The executive Board reserves the right to institute per day fines, in the amount of \$25.00 per day, for violations which occur daily.