

The Vistas at Green Hills

COMBINED RULES & REGULATIONS

The Vistas at Green Hills

INTRODUCTION

Rules and Regulations

The purpose of this handbook is to serve as a convenient guide for members of the Association, residents and their guests. The Association rules, use restrictions and architectural guidelines have been established to ensure and maintain the quality of life and protect property values in The Vistas at Green Hills.

Your primary responsibilities to your neighbors are 1.) to become thoroughly familiar with the contents of this handbook, 2.) to adhere strictly to all provisions, and 3.) to see that your family and guest do the same. No rules can ever take the place of courtesy and consideration for one's neighbors. Your cooperation and assistance are appreciated.

The Rules, regulations, restrictions and guidelines contained herein are duly promulgated by the Board of Directors as authorized in the By-Laws. These statements are in conjunction and in compliance with the Association's Declaration of Covenants. The Association's Declaration and By-Laws govern the Association and are important documents. If you have not reviewed them you should, as they contain important information regarding the Association. The Board of Directors reserves the right to enforce any and all provisions as stipulated in the Declaration, By-Laws or these Rules and Regulations.

Nothing herein is intended to supersede the laws and regulations promulgated by the Commonwealth of Pennsylvania, Lehigh County and South Whitehall Township. In those situations where additional approval and authorization are required, it is the homeowners' responsibility to obtain both. It is important to note that even if the Township approves a particular change/use, such change or use must still be approved by the Board of Directors subject to all Association rules, restrictions and architectural guidelines.

This statement of rules, regulations, restrictions and guidelines is approved by The Vistas at Green Hill Board of Directors, March 21, 2007 Revised and Combined 9-1-12. Further revised 7-21-17.

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Combined Rules and Regulations

1. *Antennas and Satellite Dishes*

In compliance with Federal Communications Commission (FCC) Regulations regarding antennas, and what a community association is, and is not permitted to do to regulate antennas under the Over-The-Air-Reception-Devices (OTARD) Rule implementing Section 207 of the Telecommunications Act of 1996, the Board of Directors for The Vistas at Green Hill Condominium Association has approved the following guidelines for installation of Satellite Receiving Dishes/antennas.

None of the guidelines are intended to impair Direct Broadcast Satellite (DBS) antennas that are less than 1 meter (39.4") in diameter, television broadcast or Multi-point Distribution Services (MDS) antennas that are less than 1 meter (39.4") in diameter and required masts by: a) preventing or unreasonably delaying the installation maintenance or use; b) unreasonably increasing the cost of antenna installation, maintenance or use; c) precluding the reception of acceptable quality signals.

- A. The satellite dish may not exceed 1 meter in diameter (39.4")
- B. Dish is recommended not to be installed on common ground. If it is installed on common ground, the homeowner will take responsibility for any damages.
- C. Preferred recommended locations:
 - a) Inside the attic of the Unit.
 - b) Rear roof of Unit as to not be visible from the front of the Unit
 - c) On the patio, deck, porch or within landscaped beds at the rear of the unit.
- D. Other areas on the limited common elements as determined by the satellite installer as being necessary.
- E. To prevent safety problems, wiring must be concealed underground and on the building. The wire should match the color of the siding.
- F. The satellite dish must be for the owner's personal use, not for commercial use.
- G. If FCC or other applicable federal regulations change, the Association has the right to require the homeowner to remove/relocate the satellite dish at the owners' expense.
- H. The preferred location/installation is one that is not visible from the front of any home, as close to the ground as possible with no extension masts, directly attached or adjacent to your home (rear side) and shielded from view by landscaping.
- I. The Association may require indemnification against damage to common areas or other resident's property that may result from the installation of an antenna.
- J. The Association may restrict any antenna installation that creates a safety hazard.

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- K. The installation of a satellite dish should be preceded by the completion of an exterior alteration request as notification of installation to ensure rule compliance. Any damage to the Common Element from an existing or new installation is the responsibility and expense of the Unit Owner.

2. *Awnings (Retractable)*

Retractable awnings may be installed by a licensed and insured contractor, following receiving prior written Board approval after the submission of an Exterior Alteration Request form and under the following specifications:

- A. May only be placed in the rear of the home over decks or patios and must be a solid color, match the siding or front door/shutters, be retractable in design and operation, with no support posts (permanent or temporary) and made of fabric. A sample of the awning material must be submitted with the Alteration Request.
- B. The top of the hood is to fit parallel to the horizontal bottom edge of the siding approximately nine feet above the interior floor. The front bar shall finish approximately seven feet above the deck floor.
- C. The wall brackets must be installed in such a way as to avoid compressing the vinyl siding.
- D. No roof mount awnings will be permitted.
- E. No monogram is permitted.
- F. No part of the awning or its support structure can extend beyond any edge of the deck or patio being covered.
- G. Motorized retractable units are permitted at the homeowner's option. However, the homeowner must follow the Township's Ordinances, obtain a permit and use a licensed electrician. A copy of the contractor's certificate of insurance must be provided to the Management Company in advance to the installation.

3. *Basketball Nets and Other Sports Equipment*

Portable/seasonal basketball net is permitted under the following conditions:

- A. Use of the basketball net shall be permitted during daylight hours only.
- B. Equipment must be freestanding, with weighted moveable base, and cannot be fastened to exterior of home. Equipment must be commercially purchased and cannot be homemade.
- C. The entire net, backboard and support must be secured and at all times present a neat and finished appearance. Equipment shall be maintained in good working order and shall not deviate in appearance from that intended by manufacture.

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- D. Equipment and usage of equipment must be on owner's driveway and not in the street.
- E. Condominium Homeowners must store all equipment inside overnight.
- F. Ramps for use with skateboards, bicycles, etc. are strictly prohibited.
- G. Other sports equipment such as hockey nets for inline skating, play gates for children, bicycles or other sports equipment not mentioned must adhere to rules stated above, as they are applicable.

4. Clotheslines

Clotheslines are not permitted. Laundry may not be hung outside on any part of the property.

5. Curtains & Blinds

All curtains and blinds must appear white, ecru or eggshell (neutral colors) from the outside. Colored curtains must be white, ecru or eggshell (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, ecru or eggshell (neutral colors). White, ecru or eggshell lining facing the exterior is required for all colored drapery.

6. Exterior Alterations

- A. No exterior change of any kind may be made to the building, unit, common elements or limited common elements without the prior written approval of the Board of Directors via an Alteration Request.
- B. Any alterations of the exterior Unit shall be subject to the review of the Board of Directors as set forth in Article XI, Section 11.01,(r) and Article XIII, Section 13.01; Section 13.02; Section 13.03 of the Declaration.

7. Exterior Decorations (Everyday)

Condominium Homeowners Only:

- A. On the front steps/porch, two small planters (less than two feet (2') in height) or one (1) decorative item is permitted
- B. Either one (1) Shepard Hook with flowers or one (1) decorative or ornamental flag may be placed in front or back yard planting beds only. Maximum size for ornamental flag is 11" x 14.5".
- C. Birdfeeders are not permitted in any area.

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Planned Community Homeowners Only:

- A. No more than 5 shepherd hooks with an annual plant hanging basket are permitted in a planting bed.
- B. One bird feeder is permitted in the back of the home, provided it is maintained and does not create a nuisance.
- C. Personal items are not to be placed on the common lawn. Benches, bird baths, boulders, and large statues are prohibited in planting beds. Hanging baskets on a hook or rod, and trellises that accent the beauty of the planting beds are allowed. River rocks (2-3 inches in size, grey color) are allowed in the following circumstances: Areas by downspouts, to contain mulch runoff and to control water erosion. River rocks cannot be used in entire beds in lieu of mulch.

Combined Communities:

- A. Seasonal Decorations or wreaths are permitted to be hung from over-the-door hooks on the front door.
- B. American Flags may be installed via a flag pole on the garage wood trim, on the opposite side from where the house numbers and porch light are located.
- C. Decorative single white electric light candles are permitted in the windows.
- D. The Board of Directors retains the right to determine what is considered small, decorative, and discreet for the entire community.
- E. No items are to be attached to any exterior surface of the building (except otherwise stated).
- F. Wind chimes are not permitted.
- G. Wood or charcoal fire pits are not permitted per South Whitehall Township ordinance. Chimneas are not permitted.

8. Walkway Lights

- A. Lights must be silver or black and white in illumination and installed in landscape beds.

9. Firearms

- A. Carrying and (or) use of firearms and similar weapons, including BB guns, pellet guns, paint ball guns and bow-and-arrow is strictly prohibited except as permitted by state law.

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10. Flammable Storage

- A. No tank for storage of gas or flammable liquids may be maintained on any unit except for a tank of propane (maximum amount being a 20-pound tank) for a gas grill.

11. Front Doors and Garage Doors

- A. 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 looking style and size. Color should be consistent with the Association's approved color palette, available on the Association's website. ARC approval is required.

12. Holiday Decorations

- A. 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.
- B. Winter Holiday Decorations are limited to the following:
 - a) Natural looking evergreen wreaths and garland
 - b) White electric window candles with holiday lights.
 - c) Exterior holiday lights may be white or colored.
- C. Inflatable decorations are prohibited at any time.

13. House Numbers

- A. Replacement of house numbers must conform to SWT ordinances and must be the same color and size of the existing house numbers. Numbers must be visible at all times.

14. Leasing of Units

Leasing is permitted at The Vistas at Green Hills, subject to the following requirements:

- A. Every lease and every tenant is subject to the Governing Documents of the Association. A Unit Owner leasing a Unit must provide a copy of the Governing Documents to his/her tenant. Only the entire Unit may be leased, and sub-leasing is not permitted except in extraordinary circumstances and with the prior written approval of the Association.
- B. Every lease must be in writing. Any Unit Owner leasing their unit must submit (a) a copy of the signed Lease, and (b) a Tenant Registration form, signed by the tenant and the landlord, to the Association promptly upon transacting a lease for their unit within thirty (30) days. (Tenant Registration Form – see website)
- C. It is the policy of The Vistas at Green Hills Homeowners Association that only long-term occupancy is appropriate for the community. The initial term of a lease must be for not less than one (1) year. Transient tenants are not permitted in any Unit. Month-to-month or other short-term leases are not permitted.

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1. If a lease is extended after the initial term has expired, the landlord must submit a new addendum signed by the tenant within thirty (30) days.
- D. The owner of each Unit is responsible for the actions of their tenants, and will be held responsible for any violations of the Association's Governing Documents or any damage to Association property that is caused by their tenant. The Board of Trustees will take all necessary steps, including legal action, to enforce the Governing Documents, including these Rules, and recover all losses, costs, fines or other damages that are caused by or related to a violation of the Association's Governing Documents by any tenant or landlord.
- E. The association reserves the right to request that the homeowner does not renew the renter's lease due to ongoing violations and failure to adhere to the rules and regulations.
- F. Pertaining to Condominium Owners only, on October 27, 2016, an Amendment to Section 11.01(s) of the Declaration of Condominium was recorded requiring a Unit Owner to occupy the unit for a period of one (1) year prior to being eligible for rental. All Unit Owners must obtain a Certificate of Eligibility from the Association prior to being eligible for rental.

15. Parking

- A. Sidewalks, driveways and mailboxes are not to be blocked by parked vehicles.
- B. Cars will not be parked where access to other Unit Owner's driveway is impaired or denied.
- C. No parking on the grass.
- D. All cars should be parked in the driveways during any snow fall event.

16. Pet Control

- A. Pets must be leashed at all times, kept under control and attended by a responsible person. No electronic collars are acceptable for the Condominium Section. For Townhomes, Twins and Singles, electronic fences must be approved in advance by the Board and installed by a professional contractor.
- B. Pets must be walked on a leash on the sidewalk or in the street.
- C. All solid pet waste must be immediately picked up, bagged and disposed of in owner's trash. This includes Unit Owner's use of the common yard area to the rear of their home as well as all other common areas.
- D. Unit Owners are not permitted to allow their pet to roam or soil on areas surrounding another Unit Owner's home.
- E. Unit Owners are responsible for any property damage, injury, or disturbance caused by pets belonging to themselves, lessees, or guests.

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- F. Pets may not be tethered to any common or limited common elements such as buildings, trees, lawns, deck supports or ground stakes.
- G. Free roaming animals should be reported to Animal Control.
- H. No more than four (4) small animals (including dogs, cats, birds, reptiles and amphibians) may be kept by a homeowner as household pets.

17. Recreation and Play Equipment

- A. **Children's Play Equipment** – Storage of small toddler play houses and the other children's play equipment (to exclude bulky sports equipment such as hockey nets) like are limited to two (2) items on the deck/patio and can not be stored in the grass.

18. Rule and Regulation Changes

- A. Rules and Regulations, not in conflict with the provisions of the amended 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 Regulation. Copies of the then current Rules and Regulations and any and amendments thereto shall be furnished to all Unit Owners by the Board of Directors promptly after the adoption of such Rules and Regulations or any amendments.

19. Sale of Units

- A. One standard four (4) foot square "for sale" sign may be placed in one window of unit. Open house signs may be placed at entrance of community for the day of open house and must be removed by end of day.
- B. Section 3407 of the Pennsylvania Uniform Condominium Act requires that all sellers provide purchasers a resale certificate and package, within 10 days after signing a purchase & sale agreement. This package includes the Declaration, Bylaws, Rules & Regulations, Budget, Audit (if completed), all Association forms and a certificate outlining the required Association disclosures. You must order this package the Association's Management Company immediately upon signing the purchase and sale agreement. The cost of this package is borne by Homeowner.

20. Signs

- A. No signs, advertising or display shall be maintained or permitted on any part of the Property except a small non-illuminated security sign. (See above regarding for sale and for rent signs)

21. Storm Doors

- A. Storm doors are permitted on front doors.
- B. The approved front storm door is as follows:
 - 1) Storm doors should be white vinyl of classic design. Only full view, with or without, retractable screens, are allowed. Glass etchings are limited to the

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perimeters only.

22. Sun Filtering Film

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

23. Vehicles

- A. No inoperable or other vehicle on which current registration plates and inspection stickers are not displayed shall be stored or parked on the property.
- B. No Unit Owner shall park, store, or keep anywhere on the Property any commercial type vehicle (for example: dump truck, cement mixer truck; oil or gas truck, delivery truck, pickup truck or van, which by its signage, licensing, equipment (ladders, pipes, etc), or materials therein or thereon evidences its commercial purpose, whether or not it is currently being used.); and any other vehicular equipment, mobile or otherwise, deemed to be a nuisance by the Board of Directors.
- C. Recreational equipment, recreational vehicles and motor homes (boats, jet skis, trailers, campers, etc) may not be parked or stored in front of Unit or on Unit Owner's driveway or street. Loading and unloading of these vehicles is allowed, however, timely removal of these vehicles is required. Definition of timely removal is at the discretion of the Board of Directors.
- D. No Unit Owner shall conduct major repairs or restorations of any motor vehicle upon any portion of the property or street.
- E. All vehicles must be currently licensed, registered, inspected, and in operating condition.
- F. Trucks and vans are permitted to be parked on a temporary basis within the property in connection with the repair, maintenance, or replacement or work being performed for an owner or the Association.
- G. Motor-driven recreational vehicles of any kind, including motorbikes, ATV's, and snowmobiles are strictly prohibited in the common areas.
- H. Moving POD's are permitted to be stored in the homeowner's driveway for a maximum of two (2) days. They cannot block the sidewalk.

24. Window Air Conditioners

- A. No window air conditioners shall be installed in any Unit.

25. Reporting/Violation Procedures

- A. Violations may be reported to the Board or the Community Manager. Violations may not be reported verbally to the Community Manager or by any member of the Board. Unit Owners may report violations by submitting a written report stating the time, date and

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relevant details of the alleged violation, including the name and address of the alleged violator. In the case of vehicle violations, the report should include the make, model, license plate number and color of the vehicle.

- B. A member of the Board of Directors, an authorized committee member (if one has been appointed), or a representative of the Management Company will be assigned to investigate the report and to advise the Board about whether a violation has occurred and if follow-up action is required.
- C. If the Board determines that follow-up action is required; the alleged violator will be given written notice of the alleged violation and shall be advised that a fine may be imposed. In appropriate cases, the Board may, in its discretion: (a) issue a warning, (b) ask that corrective action be taken and specify the time for such action; and (c) impose fines or sanctions; (d) the Board can have applicable repairs done to correct a violation and then bill the homeowner for these repairs.
- D. Unit Owners and residents will be given the opportunity to be heard before a fine or other sanction is imposed. Unit owners and residents may request a hearing with the Board at which they can discuss alleged violations, present evidence and discuss appropriate follow up action. It is the responsibility of the Unit Owner to submit a written request for a hearing within 10 days of the date of this notice of the alleged violation.

26. Fines and Penalties

- A. If a Unit Owner/resident does not comply with the notices sent, the Board of Directors may impose fines or other sanctions. The following schedule shall be a guideline for the Board for the imposition of fines:

1st Notice

- Courtesy, politely requesting the issue be addressed
- 2 week response time

2nd Notice

- Warning, advising that a fine will be assessed
- 2 week response time

3rd Notice (four weeks from start)

- \$25 fine per violation
- 2 week response time

4th Notice

- Additional \$25 fine per violation
- 2 week response time

5th Notice

- Additional \$25 fine per violation
- 2 week response time

6th Notice (10 weeks from start)

- Additional \$50 fine per violation
- 2 week response time

7th Notice

- Daily \$25 fine

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Where appropriate, the Association reserves the right to hire a contractor at the Association's choosing and charge the Unit Owner's account accordingly.

Additional Steps Available to the HOA If Fines Are Unpaid

- Property Lien

Both Sections: Pet Violations – Additional fines equal to the amount of cleanup and other costs

- B. Depending on the nature of the violation, a fine may be imposed for each incident and/or a fine may be charged for each day the violation remains uncorrected. The Board of Directors has complete discretion and authority to establish the amount of fines or other penalties.
- C. When a fine or other sanction is imposed, notice will be mailed to Unit Owner or resident. The amount of any fine charged to a homeowners account is considered an assessment and is due upon receipt of the notice.
- D. Depending upon the nature of the violation, the Board may, in addition to any fines that may be imposed, suspend the membership privileges of the violator, including the right to use the Common Facilities and amenities of the Association and the right to participate in the affairs of the Association, until the violation has been cured and/or any fines imposed have been paid.
- E. The Board of Directors may file legal action for collection of the fines and/or for compliance with the Associations Governing Documents. Any expenses associated which may be incurred by the Association in connection with such legal action, such as court fees, attorney fees, etc. will be assessed to the Unit Owner.

27. Pet Fines

- A. If a Unit Owner or guest does not comply with the first written notice concerning a pet violation, the Board will levy a \$25.00 fine. If the pet violation occurs a second time, a second \$50.00 fine will be imposed. For third and future offenses, the fine increases to \$100.00.
- B. If the violations continue, the Board of Directors reserves the right to meet the Unit Owner to discuss the offenses and how to resolve the matter. The Board of Directors reserves the right after such a meeting to take whatever action is necessary to maintain the property and to bill the Unit Owner for services rendered (i.e. paying someone to pick up feces, replacing landscaping, trees, and grassy areas destroyed by animal.)

28. Noncompliance

- A. 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

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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.

- B. 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.

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Condominium Section

Outdoor Enjoyment

1. *Decks and Patios*

Deck

- A. Deck maintenance is the responsibility of the Unit Owner. All decks must be treated every 2 years to maintain both appearance and safety. The options listed below are choices available however the sealing of individual decks must meet the minimum requirement. In the event a Unit Owner does not maintain the deck and deterioration occurs the Association has the right to have the deck properly treated and clear sealed and bill the Unit Owner.
- B. Decks must be natural in color/wood tones or mimic natural tones.
- C. Owners constructing decks after closing must receive prior approval from the Board of Directors via an Alteration Request to include a plan; obtain a Township Permit and the contractor must be licensed and insured. Contractor must submit an insurance certificate naming the owner, the Vistas at Green Hills Condominium Association and CAMCO as additional insured parties.
- D. The decks must be the same size and style as decks of the same style unit. Any changes in an approved design which occurs at final installation may require correction of such changes at Unit Owners expense. All decks must have a two (2) foot set back from you neighbors on each side. (See attached size chart)
- E. All materials used to construct a deck must be clearly specified, identifying types of materials to be used. Alternate deck material such as trex or other recycled or composite materials will be considered on a case-by-case basis. Unit owners must submit a brochure or sample of the material must be of a medium wood tone color only. White or other light tone materials are not permitted.
- F. Railing must be consistent to decking material and color. Balusters can be black.
- G. The storage of personal items on rear decks and patios is limited to deck furniture, barbecues, and plants. Any other times, including bicycles, children's play equipment, etc. must be stored inside the Owners Unit when not in use.
- H. Any plants not placed on deck floor must be secured via over the rail hooks. No plants, planters, baskets or containers of any kind may be placed on the top of the deck railing.
- I. River rock is only permitted under first floor decks.
- J. Gazebos or canopies are not permitted on decks or the common areas.

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Condominium Section

Patio

- A. Patios or lower level decks may be installed at the rear of the home adjacent to the lower level exit door with an Alteration Request approved by the Board.
- B. All patios must have a two (2) foot set back from you neighbors on each side. (See website for size chart)
- B. Each owner is responsible for the maintenance and upkeep of their patio, and the repair of any lawn area damaged during the installation process.

Deck (Patio & Porch) Furniture

- A. Freestanding deck furniture is permitted on **rear** patios or decks and not on lawn area. Furniture which requires attachment to Common or Limited Common Elements is not allowed.
- B. Front porch furniture is limited to a bistro like table (maximum 36" in diameter) and two bistro like chairs, bench or wicker furniture. The furniture must be white black or beige. No plastic or bright colors are permitted.
- C. Board retains the authority to require the unit owner to remove the furniture if it does not meet the color, size or material requirement

Privacy Screens for Patios and Decks – see website for exhibits

A. Patio

- 1. Approved screens and specifications are available through the Management Company and must not exceed 6' in height. Only white privacy screens are permitted.
- 2. Screens cannot extend beyond the depth of the patio.
- 3. Screens may not impede any easement or be placed in swales. It must be installed a minimum of 1' within the property line. A plot plan showing fence location must be submitted with the alteration request.

B. Decks

- 1. Decks may have privacy screens, but they must be made of the same material and be the same color as the deck.
- 2. Screens must not exceed 6' in height.
- 3. Screens must sit on the deck and cannot extend beyond the width of the deck. A plot plan showing the screen locations and length must be submitted with the alteration.

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Condominium Section

2. Landscaping

- A. All Unit Owners are encouraged to water landscaped areas including shrubs, trees and grass (when permissible by county and state water conservation authorities).
- B. Homeowners are permitted to plant annual flowers in existing front planting beds and side beds where applicable.
- C. Vegetable or fruit bearing gardens are not permitted in the common area. Small containers of decorative vegetables or fruits are permitted on the unit owner's deck or patio. No material for such plantings is permitted to grow over the edge of the deck. No pots, baskets, or planters of any kind may be rested on deck railings. Any containers must be secured to deck railings by over-the-railing hooks or inconspicuous removable tie down straps.
- D. Additions or changes to the landscape original plan at the rear and side of the home must be approved by the Board of Directors.
- E. The installation of additional landscaping at the rear and side of home must also have prior written approval by the Board of Directors and will be reviewed on a case-by case basis. Additional mulch must match existing mulch in front beds. Rear and side landscaping approval includes Unit Owner acceptance of responsibility for all maintenance and insuring such responsibility is disclosed if unit is sold. Approved rear landscaping installed by Unit Owner is for Unit Owner's exclusive use.
- F. River Rocks, except by down spouts, or boulders are not permitted in planting beds.
- H. 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.
- I. Only Dark Brown Mulch can be used in the landscape beds

3. Hose Reels

- A. Hoses must be contained on attached hose reels while the hoses are not in use. During the winter months all hoses must be stored inside of the owners unit.

4. Outbuildings

Outbuildings are not permitted.

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Condominium Section

5. *Railings for Front Porches*

- A. Hand railings are permitted on the Longwood models. Only one railing can be installed on the opposite side of the garage.
- B. It must be made of either black wrought iron or black aluminum. – See website for exhibit.

6. *Pools (Wading and Swimming and Hot Tubs)*

- A. Wading pools are permitted temporarily on the common areas under the following conditions:
 - a) The pool must be stored inside when not in use and is not permitted left outside overnight.
 - b) The pool must be emptied of water when not in attended by a responsible adult.
- B. Above ground and in-ground pools of any kind are not permitted.
- C. Hot tubs are not permitted.

7. *Security Cameras*

- A. Security Cameras are permitted to be attached to limited common elements with proper consent from the Board of Directors. Homeowner must submit a written verification that the cameras are limited to observance within the Unit where the cameras are installed.

8. *Exterior Color Palette*

- A. Any changes to the color of the exterior including doors, shutters and siding must be made via an Exterior Request form and approved by the Board of Directors. An approved color list is available on the Association's website.

Snow and Trash Removal

1. *Snow Removal*

- A. Snow will be removed from main roadways (Chandler Way and Hemming Way) by the Association.
- B. Snow removal from the parking lots and common areas sidewalks is the Association's responsibility.
- C. Snow will be removed by 6 AM or 3 hours after the storm ends.

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- D. Snow removal from the driveway, front stoop and walkway is the Unit Owner's responsibility.

2. *Trash Maintenance*

- A. Trash is not to be stored or disposed of on Association property or limited common elements.
- B. Trash and recycling receptacles are to be stored within the confines of the Owner's Unit.
- C. Trash and recycling containers are not to be stored or kept outside on any other day than trash pickup days.
- D. Trash is to be placed outside in secured containers no earlier than the evening before the scheduled pick up day.
- E. All trash or recycling containers are required to be removed from curbside no later than the evenings of the scheduled pick up day.
- F. Only the owners without Garages on Chandler are permitted to use the large Dumpster Enclosure for trash and recycling disposal.
- G. Unit Owners are allowed one free bulk pickup per month at no charge. Bulk item pickup must be scheduled with Management prior to placing bulk items out for pickup. Unit Owners must pay for any additional bulk item pickups.

Planned Community Section Townhomes and Twin Homes

Outdoor Enjoyment

1. *Decks and Patios*

Deck

- A. Deck maintenance is the responsibility of the Unit Owner. All decks must be treated every 2 years to maintain both appearance and safety. The options listed below are choices available however the sealing of individual decks must meet the minimum requirement. In the event a Unit Owner does not maintain the deck and deterioration occurs the Association has the right to have the deck properly treated and clear sealed and bill the Unit Owner.
- B. Decks must be natural in color/wood tones or mimic natural tones.
- C. Owners constructing decks after closing must receive prior approval from the Board of Directors via an Alteration Request to include a plan; obtain a Township Permit and the

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contractor must be licensed and insured. Contractor must submit an insurance certificate naming the owner, the Vistas at Green Hills Homeowners Association and CAMCO as additional insured parties.

- D. The decks must be the same size and style as decks of the same style unit. Any changes in an approved design which occurs at final installation may require correction of such changes at Unit Owners expense. All decks must have a two (2) foot set back from you neighbors on each side. (See attached size chart)
- E. All materials used to construct a deck must be clearly specified, identifying types of materials to be used. Alternate deck material such as trex or other recycled or composite materials will be considered on a case-by-case basis. Unit owners must submit a brochure or sample of the material must be of a medium wood tone color only. White or other light tone materials are not permitted.
- F. Railing must be consistent to decking material and color.
- G. The storage of personal items on rear decks and patios is limited to deck furniture, barbecues, plants, and two small children's play items such as a sandbox. Any other times, must be stored inside the Owners Unit when not in use.
- H. Any plants not placed on deck floor must be secured via over the rail hooks. No plants, planters, baskets or containers of any kind may be placed on the top of the deck railing.
- I. Fire pits or chimeras are not permitted on decks, patios or lawn areas
- J. Gazebos or are not permitted on decks or the common areas. Canopies must be secured in place.

Patio

- A. Patios or lower level decks may be installed at the rear of the home adjacent to the lower level exit door with an Alteration Request approved by the Board.
- B. All patios must end 2 feet from the neighbors' boundary line. Further landscaping to border the patio is allowed with mulch, river rock (2-3 inches in size) and plantings that do not extend beyond the owners property line. Taller plants that do not exceed 6 feet may be planted or potted in containers for a natural privacy barrier.
- C. Any landscaping in the back of the patio/deck must be subject to approval by the Architectural board.
- D. Each owner is responsible for the maintenance and upkeep of their patio, and the repair of any lawn area damaged during the installation process.

Deck (Patio & Porch) Furniture

- A. Freestanding deck furniture is permitted on rear patios or decks and not on lawn area. Furniture which requires attachment to Common or Limited Common Elements is not allowed.

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- B. Front porch furniture is limited to a bistro like table (maximum 36" in diameter) and two bistro like chairs, bench or wicker furniture. The furniture must be white black or beige. No plastic or bright colors are permitted.
- C. Board retains the authority to require the unit owner to remove the furniture if it does not meet the color, size or material requirement

Privacy Screens for Patios and Decks – see website for exhibits

A. Patio

- 1. Approved screens and specifications are available through the website and must not exceed 6' in height. Only white privacy screens are permitted.
- 2. Screens must sit on the patio and cannot extend beyond the depth of the patio.
- 3. Screens may not impede any easement or be placed in swales. It must be installed a minimum of 1' within the property line. A plot plan showing fence location must be submitted with the alteration request.

B. Decks

- 1. Decks may have privacy screens, but they must be made of the same material and be the same color as the deck.
- 2. Screens must not exceed 6' in height.
- 3. Screens must sit on the deck and cannot extend beyond the width of the deck. A plot plan showing the screen locations and length must be submitted with the alteration.

2. Landscaping

- A. All Unit Owners are encouraged to water landscaped areas including shrubs, trees and grass (when permissible by county and state water conservation authorities).
- B. Homeowners are permitted to plant annual flowers in existing front planting beds and side beds where applicable. Homeowners are allowed to remove all original overgrown or sparse shrubs. All replacement plantings available from local nurseries are approved with the exception of vegetable and fruit bearing plants.
- C. Vegetable or fruit bearing gardens are not permitted in the common area. Small containers of decorative vegetables or fruits are permitted on the unit owner's deck or patio. No material for such plantings is permitted to grow over the edge of the deck. No pots, baskets, or planters of any kind may be rested on deck railings. Any containers must be secured to deck railings by over-the-railing hooks or inconspicuous removable tie down straps.
- D. Additions or changes to the landscape original plan at the rear and side of the home must be approved by the Board of Directors. Front landscape beds are not permitted to be changed or expanded from the original plan. Areas around the utility boxes may be landscaped but access to the boxes cannot be impeded. Utility companies must be able

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to properly maintain and furnish utility service and reserve the right to remove any plantings that interfere with access.

- E. The installation of additional landscaping at the rear and side of home must also have prior written approval by the Board of Directors and will be reviewed on a case-by case basis. Additional mulch must match existing mulch in front beds. Rear and side landscaping approval includes Unit Owner acceptance of responsibility for all maintenance and insuring such responsibility is disclosed if unit is sold. Approved rear landscaping installed by Unit Owner is for Unit Owner's exclusive use.
- F. River rocks (2-3 inches in size) can be placed at downspouts, and in areas to contain mulch and prevent soil erosion. They can be used to accent a garden but cannot be used in lieu of mulch.
- G. Extensive re-landscaping of the rear and side yards will not be permitted.
- H. All dead plantings must be removed and /or replaced within one season. We encourage all shrubs/trees be replaced with a shrub/tree of similar size. The trees that border the roadway and back yards are also the owner's responsibility to replace and maintain.
- K. Only Dark Brown or black mulch can be used in the landscape beds.

3. *Hose Reels*

- A. Hoses must be contained in freestanding or attached hose reels while the hoses are not in use. During the winter months all hoses must be stored inside of the owners unit.

4. *Outbuildings*

- A. No outbuildings, shack, shed, gazebo or other structures of any kind shall be placed or erected by homeowner on any portion of a Unit, Limited Common Element. No aluminum or Rubbermaid sheds are allowed.

5. *Railings for Front Porches*

- A. Hand railings are permitted with prior written consent of the Board.

6. *Pools (Wading and Swimming and Hot Tubs)*

- A. Wading pools are permitted temporarily on the common areas under the following conditions:
 - a) The pool must be stored inside when not in use and is not permitted left outside overnight.
 - b) The pool must be emptied of water when not in attended by a responsible adult.
 - a. Above ground and in-ground pools of any kind are not permitted.

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Planned Community Section Townhomes and Twin Homes

- D. Hot tubs are only permitted on patios and decks with prior written consent of the Board and subject to Township requirements.

7. Recreation and Play Equipment

- A. Two toddler play houses, or other children's play equipment and the like are permitted on Homeowner limited common property and must be stored overnight inside the owners home. All bulky play and sports equipment must be stored inside overnight and when not in use.
- B. No trampolines, swings or play sets are permitted.
- C. All additional toys, bikes and other play items as well as lawn equipment and tools shall not be left outside overnight. All such items must be put away inside the home when not in use.

8. Security Cameras

- A. Exterior security cameras are permitted on the exterior of the home provided that an alteration request is submitted and approved in writing by the Board.
- B. Vendor must provide a signed statement that all cameras only record information within the homeowner's property line.

9. Snow Removal

- A. Snow will be removed from main roadways by South Whitehall Township.
- B. Snow removal from walkways and common areas sidewalks is the responsibility of the Homeowner. This includes common area sidewalks in the front and side of homes. Snow must be removed within 24 hours after the snow has stopped. Salt is prohibited on concrete sidewalks. Calcium chloride or another ice melt product other than salt must be used.
- C. Snow removal from the driveway, front stoop and walkway is the Homeowners responsibility.

10. Exterior Color Palette

- A. Design and color diversity was initially built into the community to create a quietly elegant look that the Board would like to maintain as the community ages and the siding/roof shingles need to be replaced and doors/shutters need repainting. Submit your color requests to the ARC for review. If it is within the theme of the community, it

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will be approved. Original colors of siding, doors, shutters and shingles will be published on the Association's website as a reference. Any variations are subject to review and approval by the ARC.

11. *Trash Maintenance*

- A. Trash is not to be stored or disposed of on Association property or limited common elements or controlled facilities.
- B. Trash and recycling receptacles are to be stored within the confines of the Homeowners Unit.
- C. Trash and recycling containers are not to be stored or kept outside on any other day than trash pickup days.
- D. Trash is to be placed outside in secured containers no earlier than the evening before the scheduled pick up day for South Whitehall Township.
- E. All trash or recycling containers are required to be removed from curbside no later than the evening of the scheduled pick up day. Bulk pickups must be scheduled with the Township.

Single Homes

Outdoor Enjoyment

1. *Decks and Patios*

Deck

- A. Deck maintenance is the responsibility of the Unit Owner. All decks must be treated every 2 years to maintain both appearance and safety. The options listed below are choices available however the sealing of individual decks must meet the minimum requirement. In the event a Unit Owner does not maintain the deck and deterioration occurs the Association has the right to have the deck properly treated and clear sealed and bill the Unit Owner.
- B. Decks must be natural in color/wood tones or mimic natural tones.
- C. Any brand of stain may be used as long as the color matches the approved colors listed above.
- D. Owners constructing decks after closing must receive prior approval from the Board of Directors via an Alteration Request to include a plan; obtain a Township Permit and the contractor must be licensed and insured. Contractor must submit an insurance certificate naming the owner, the Vistas at Green Hills Condominium Association and CAMCO as additional insured parties.

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- D. The decks must be the same size and style as decks of the same style unit. Any changes in an approved design which occurs at final installation may require correction of such changes at Unit Owners expense.
- E. All materials used to construct a deck must be clearly specified, identifying types of materials to be used. Alternate deck material such as trex or other recycled or composite materials will be considered on a case-by-case basis. Unit owners must submit a brochure or sample of the material must be of a medium wood tone color only. White or other light tone materials are not permitted.
- F. Railing must be consistent to decking material and color.
- G. The storage of personal items on rear decks and patios is limited to deck furniture, barbecues, and plants. Any other times, including bicycles, children's play equipment, etc. must be stored inside the Owners Unit when not in use.
- H. Any plants not placed on deck floor must be secured via over the rail hooks. No plants, planters, baskets or containers of any kind may be placed on the top of the deck railing.
- I. Fire pits or chimeras are not permitted on decks, patios or lawn areas
- J. Gazebos or canopies are not permitted on decks or the common areas.

2. Landscaping

- A. All Unit Owners are encouraged to water landscaped areas including shrubs, trees and grass (when permissible by county and state water conservation authorities). See website for approved planting.
- B. Homeowners are permitted to plant annual flowers in existing front planting beds and side beds where applicable.
- C. Vegetable or fruit bearing gardens are not permitted in the common area. Small containers of decorative vegetables or fruits are permitted on the unit owner's deck or patio. No material for such plantings is permitted to grow over the edge of the deck. No pots, baskets, or planters of any kind may be rested on deck railings. Any containers must be secured to deck railings by over-the-railing hooks or inconspicuous removable tie down straps.
- D. Additions or changes to the landscape original plan at the rear and side of the home must be approved by the Board of Directors. Front landscape beds are not permitted to be changed or expanded from the original plan.
- E. The installation of additional landscaping at the rear and side of home must also have prior written approval by the Board of Directors and will be reviewed on a case-by case basis. Additional mulch must match existing mulch in front beds. Rear and side landscaping approval includes Unit Owner acceptance of responsibility for all

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maintenance and insuring such responsibility is disclosed if unit is sold. Approved rear landscaping installed by Unit Owner is for Unit Owner's exclusive use.

- F. River Rocks (2 -3 inches in size) can be placed at downspouts, and in areas to contain mulch and prevent soil erosion. They can be used to accent a garden but cannot be used in lieu of mulch. Small stones are not permitted.
- G. Extensive re-landscaping of the rear and side yards will not be permitted.
- H. 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. All shrubs in the front beds must be replaced with the same specimen or similar in style, size and color of the original plant. This must be done with the approval of the Board of Directors.
- I. Homeowners are responsible for mowing and fertilizing their own lots.

3. *Hose Reels*

- A. Hoses must be contained on attached hose reels while the hoses are not in use. During the winter months all hoses must be stored inside of the owners unit.

4. *Pools (Wading and Swimming and Hot Tubs)*

- A. Wading pools are permitted temporarily on the common areas under the following conditions:
 - a) The pool must be stored inside when not in use and is not permitted left outside overnight.
 - b) The pool must be emptied of water when not in attended by a responsible adult.
- B. Above ground pools are not permitted. In-ground pools are only permitted with the prior written consent of the Board and subject to Township requirements.
- C. Hot tubs are only permitted on patios and decks with prior written consent of the Board and subject to Township requirements.

5. *Recreation and Play Equipment*

- A. Two toddler play houses/gyms, slides and bulky sport equipment and the like are permitted on Homeowner limited common property.
- B. Trampolines with safety nets, swing sets, playhouses/gyms, sandboxes and or slides are permitted with prior written consent from the Board.
Swings sets shall be constructed of plastic or wood and shall not exceed 230 square feet. No metal or plastic swings are permitted.

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4. All additional toys, bikes and other play items as well as lawn equipment and tools shall not be left outside overnight. All such items must be put away inside the home when not in use.

6. Security Cameras

- A. Exterior security cameras are permitted on the exterior of the home provided that an alteration request is submitted and approved in writing by the Board.
- B. Vendor must provide a signed statement that all cameras only record information within the homeowner's property line.

7. Snow Removal

- A. Snow will be removed from main roadways by South Whitehall Township.
- B. Snow removal from walkways and common areas sidewalks is the responsibility of the Homeowner. This includes common area sidewalks in the front and side of homes. Snow must be removed within 24 hours after the snow has stopped. Salt is prohibited on concrete sidewalks. Calcium chloride or another ice melt product other than salt must be used.
- C. Snow will be removed by 6 AM or 3 hours after the storm ends.
- D. Snow removal from the driveway, front stoop and walkway is the Unit Owner's responsibility.

8. Trash Removal.

- A. Trash is not to be stored or disposed of on Association property or limited common elements or controlled facilities.
- B. Trash and recycling receptacles are to be stored within the confines of the Homeowners Unit.
- C. Trash and recycling containers are not to be stored or kept outside on any other day than trash pickup days.
- D. Trash is to be placed outside in secured containers no earlier than the evening before the scheduled pick up day for South Whitehall Township.
- E. All trash or recycling containers are required to be removed from curbside no later than the evening of the scheduled pick up day. Bulk pickups must be scheduled with the Township.

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ARCHITECTURAL DESIGN REVIEW COMMITTEE

The documents do not state that the ADRC must be members of any of the three boards, but can be appointed by Board Members. HOA ADRC should consist of those parties who reside in the HOA portion of the community. An appeal board may be appointed by members of the three Boards.

Board Vacancies

3.5 Filled by a vote of a majority of the remaining members at a special meeting of the Board. Member elected shall be a member for the remainder of term.

4.3 Affirmative vote of a majority of all members of the Board, any officer can be removed either with or without cause and a successor may be elected at any meeting of the Board of Directors called for that purpose.