

GREYSTONE COMMUNITY ASSOCIATION, INC.

Rules and Regulations

Community Mission Statement

The Greystone Homeowners Association aims to cultivate a welcoming and inclusive community where neighbors can connect, collaborate, and take pride in their shared spaces. We are dedicated to supporting the preservation of home values, enhancing the neighborhood's beauty, and promoting a safe and inviting environment for all residents. Together, we strive to maintain a great sense of community that feels like home for everyone.

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 Greystone, A Planned Community.

Your primary responsibilities to your neighbors are, 1.) To become familiar with the contents of this handbook, 2.) To adhere to all provisions, and 3.) To see that your family and guests do the same. No rules can ever take the place of courtesy and consideration of 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 Bylaws. These statements are in conjunction and in compliance with the Association's Declaration of Covenants. The Association's Declaration and Bylaws govern the Association and are important documents. If you have not reviewed them, please take the time to review as they contain important information regarding the Association including, but not limited to the Building and Use Restrictions and Architectural Review procedures in Article 7 of the Declaration. The Board of Directors reserves the right to enforce any and all provisions as stipulated in the Declaration, Bylaws or these Rules and Regulations.

Nothing herein is intended to supersede the laws and regulations promulgated by the Commonwealth of Pennsylvania, Chester County, and West Goshen Township. In those situations, where additional approval and authorization is required, it is the Homeowners' responsibility to obtain both. It is important to note that, Homeowner must obtain written approval from the Association for any exterior modification prior to going to West Goshen Township in the event your project requires a Township permit.

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1. Antennas and Satellite Dishes

In compliance with the 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 Greystone, A Planned Community 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 cannot be installed on common ground.
- C. Preferred recommended locations:
 - a. Inside the attic of the Unit.
 - b. Rear roof of Unit within two (2) feet of the roof soffit, as to not be visible from the front of the unit.
 - c. Within landscaped beds at the rear of the Unit.
- D. To prevent safety problems, every effort must be made to conceal all wiring utilizing existing channels in the house trim. Where the wire is exposed, it should be white or match the color of the siding/trim.
- E. The satellite dish must be for the Owner’s personal use, not for commercial use.
- F. If the FCC or other applicable Federal regulations change, the Association has the right to require the Homeowner to remove/relocate the satellite dish at the Owner’s expense.
- G. The Association may require indemnification against damage to common areas or other residents’ property that may result from the installation of an antenna.
- H. The Association may restrict any antenna installation that creates a safety hazard.
- I. The installation of a satellite dish should be preceded by the completion of an Exterior Alteration Request as specified in Section 7.18 of the Declaration, as notification of installation to ensure compliance with Section 7.5 of the Declaration and these Rules. Any damage to the Common Element from an existing or new installation is the responsibility and expense of the Unit Owner.

2. Awnings (Retractable) and Roofs Over Decks or Patios

Retractable awnings may be installed by a licensed and insured contractor, following receipt of written approval by the Board of Directors via 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 harmonious in color to the home, retractable in design and operation, with no support posts (permanent or temporary) and made of fabric.
- B. The wall brackets must be installed in such a way to avoid compressing the vinyl siding.
- C. No roof mount awnings will be permitted.
- D. No monogram is permitted.
- E. The outside edge of the hood cannot be placed beyond the outside edge of the deck railing.
- F. The projection of the awning cannot extend more than one foot beyond the front edge of the deck.
- G. Motorized retractable units are permitted at the Homeowner's option. However, the Homeowner must follow the Township's ordinances, obtain a permit if required, and use a licensed electrician. A copy of the contractor's Certificate of Insurance (COI) must be provided to the Management Company in advance of the installation.
- H. An awning may only be installed if it is retractable.
- I. A structural roof, not a flat roof, may be installed over the deck with approval from the Board of Directors and the Township, if required. Written approval from the Association must be granted prior to Homeowner contacting Township for permit.

3. Basketball Nets and Other Sports Equipment

- A. Single family dwellings only are permitted to have permanent basketball hoops, backboards, or playground equipment of any kind. For all dwellings, portable equipment may be used between the hours of 10AM and 8PM and must be taken inside when done using. For all dwellings, large party rentals such as a bounce house or a water slide, etc., are not permitted in any common area, with the exception of any pre-approved HOA events.
- B. Skateboarding on walkways is not permitted.
- C. Ramps for use with skateboards, bicycles, etc. are strictly prohibited.

4. Clotheslines

- A. No temporary or permanent clothes lines, clothes drying rack or similar structure shall be permitted, nor shall the Owners or occupants of any Dwelling dry or hang clothes, linens, sheets, towels, or other similar items outside for any purpose whatsoever.

5. Decks

- A. Owners constructing decks must receive written approval from the Board of Directors via an Exterior Alteration Request and obtain a Township permit prior to any work commencing. Written approval from the Association must be granted prior to the Homeowner contacting the Township for a permit. The contractor must be licensed and insured.
- B. Decks may be constructed of PVC material or Trex-like material. Pressure treated wood is not acceptable.
- C. Railing must be either black metal, white vinyl or PVC colored to match the deck.
- D. All stains and paint colors must be approved by the Board of Directors and must be compatible in color to the house siding and trim.
- E. The storage of personal items on decks, patios, and porches is limited to deck furniture, barbecues, and plants. Any other items, including bicycles, children's play equipment, etc., must be stored inside the Owners Unit when not in use.

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 from the Board of Directors via an Exterior Alteration Request, as set forth in Section 7.18 of the Declaration.
- B. Any repairs or replacement must be in the original mode or similar and compatible with other components; siding, trim, colors, doors, roofs, or windows unless approved by the Board of Directors via an Exterior Alteration Request.
- C. Any exterior alterations made without prior approval will be issued a violation which may result in a fine if not cured.

7. Exterior Decorations (Everyday)

- A. Seasonal Decorations or wreaths are permitted.
- B. Decorative items such as statues, sculptures, birdbaths, replicas, or similar objects are not permitted in the front yards of unit flower beds without prior written approval from the Board of Directors. Exceptions include small, seasonal garden flags placed within the mulch bed. The Board retains the authority to evaluate any display for appropriateness and may demand its immediate removal if it is deemed excessive or non-compliant. Additionally, signs of any kind, including realtor and political signs, are strictly prohibited.
- C. Flagpoles that are mounted in the ground are not permitted.
- D. A flag bracket that is attached to the front or rear of the home (no more than one in each location) may only fly the official American flag, as recognized by current federal standards with an optional American military insignia or POW/MIA flag positioned below, or a sports team flag. Political flags of any size or type are never permitted.

8. Exterior Lighting

- A. No prior approval is required if the following conditions are met; however, information must be submitted to the Management Company via Exterior Alteration Request to ensure regulations have been followed.
 - i. Low-voltage path, landscape, facade and patio lighting is permitted. Low voltage is defined as electrical power that is transformed from 120 volts (standard voltage) and reduced to 12 volts or lower. Solar powered lights would be considered acceptable.
 - ii. In attached homes, Twins and Townhomes, low-voltage path, landscape, façade and patio lighting must be located in the mulch beds so as not to impede regular lawn mowing services.
 - iii. All lighting is prohibited from use on all exterior areas of a home to include decks, railings, trees, awnings, pergolas, arbors, driveways etc. without written approval from the Board of Directors.
- B. Security lighting
- C. No security lighting shall be installed on any Unit without prior written approval from the Board of Directors. All security lighting should be equipped with either a timer or a motion detector.
- D. Holiday Lighting
Holiday lighting must adhere to specific holiday lighting rules outlined by the Association, including permitted display periods and approved locations.
See section 12.

9. Firearms

- A. Carrying and (or) use of firearms and similar weapons, including BB guns, pellet guns, paintball guns, and bow-and-arrows is strictly prohibited except as permitted by State Law.

10. Flammable Storage

- A. No tank for storage of gas or flammable liquids may be maintained on any unit except for a tank for propane (maximum amount being a 20-pound tank) for a gas grill.
- B. Grills are to be stored on decks or patios and must be covered when not in use.

11. Front and Garage Doors

- A. Front and garage doors are to be maintained by the Unit Owner. When the doors need to be painted or replaced, only colors used by NV Homes for the community may be used. An Exterior Alteration Request must be submitted to the Board of Directors for approval.

12. Holiday Decorations and Holiday Lighting

Holiday and Seasonal Decorations

1. Holiday decorations are limited to the following:
 - a. Decorations attached to the house, in windows, or on shrubs and trees.
 - b. Full yard displays are not permitted. A full yard display in a front yard is defined as a collection of decorations that maintains a balanced and tasteful appearance, avoiding excessive clutter or overwhelming the property.
All Holiday decorations must be limited in size and scope to ensure they do not dominate the entire yard and displays should complement the neighborhood's overall aesthetic, avoid obstructing walkways or driveways, and ensure that lighting does not spill excessively onto neighboring properties or create a nuisance. Prior approval from the HOA is required for any large or prominent displays.
 - c. Live decorations (e.g. pumpkins, hay bales, wreaths, flowers, etc.)
 - i. All dead or deteriorating live Holiday decorations must be removed or replaced in a timely manner.
2. Holiday decorations may be displayed during the following:
 - a. Winter Holiday decorations are permitted to be installed from November 15th to January 15th, only.
 - b. Halloween decorations are permitted to be installed from October 1st to November 7th.
 - c. Other Holiday decorations should be displayed no more than **one week before** and **one week after** the **observed** Holiday.
 - d. Seasonal and Sports decorations are permitted during the season and must be removed no later than one (1) week after the season ends.

Holiday Lighting

3. Holiday lighting includes temporary and permanent string lights attached to the house, in windows, or on shrubs and trees; temporary accent lights aimed at decorations or the home; and illuminated decorations.
 - a. No prior approval is required for temporary string lights or decorations.
 - b. Permanent or semi-permanent lights must be submitted to the Board of Directors for approval.
 - c. Common Area lighting will be at the discretion of the Board of Directors.
 - d. Roof / soffit lighting may only be used during holidays. Year-round use of white or color changing lighting is not permitted at this time and will be considered a violation.
 - e. All Holiday lighting may only be turned on from sunset to no later than 10PM.
 - f. Holiday lighting may be displayed for the following:
 - i. November 15th to January 6th.
 - ii. Illuminated Halloween decorations may be displayed from October 24th to November 1st.

- iii. For religious holidays **outside of November 15th to January 6th**, lighting may be displayed **one week prior to one week after** the observed holiday.
- iv. Non-Religious holidays (e.g. Valentine's Day, St. Patty's Day, Memorial Day, 4th of July, Labor Day, etc.) **outside of November 15th to January 6th**, lighting may be displayed **one day prior to one-day after** the observed holiday.

13. Hose Reels

- A. Hoses must be contained in a freestanding or attached hose reel or decorative freestanding hose containers when the hose is not in use.

14. Generators

- A. Generators are permitted to be installed, with approval from the Board of Directors via Exterior Alteration Request, only upon Lots with single family detached homes.
- B. Generators are to be installed on the side or at the rear of the home.
- C. Generators are to have a landscape buffer.
- D. Installation must be completed by a license and insured contractor.
- E. Generators are not permitted for twin homes or town homes.

15. Landscaping

- A. All Unit Owners are responsible for watering landscaped areas including shrubs, trees, and grass (when permissible by County & State water conservation authorities) surrounding their Unit.
- B. Homeowners are permitted to plant annual flowers in the existing front planting beds and side beds where applicable. Potted plants and flowers are not permitted to be placed in landscape beds in the front or sides of houses. All plantings in these areas must be directly planted in the ground to maintain a uniform appearance throughout the community.
- C. Vegetables shall not be grown in any front or side yard of an Owner's lot. In the rear yard, vegetable gardens shall not exceed twenty-five (25) square feet in size and require written approval from the Board of Directors via an Exterior Alteration Request.
- D. Additions or changes to the original landscape plan at the front of the home must be approved by the Board of Directors.
- E. The installation of landscape perimeter beds (no wider than four feet (4') needs no approval from the Board of Directors. Perimeter means the area outward from the exterior walls of your Unit, patio, or deck.

- F. All bed and tree installation must be approved by the Board of Directors before installation. Such beds are to be maintained and weeded by the Unit Owner.
- G. Unit Owners are responsible for maintaining all items planted on their lot in a neat and attractive manner including planters and baskets. All dead material must be removed and/or replaced in a timely manner.
- H. All beds must be mulched, and mulch must be dark brown or black in color and maintained, weeded, mulch refreshed, and dead plants replaced as needed. Beds and plantings cannot be placed in the “swale” which is in the mid-line between lots, along the side of houses and used for water run-off.
- I. All tree and shrub replacements on a Unit Owner’s lot shall be at the expense of the Unit Owner.
- J. Any tree removed for any reason from a Unit Owner’s front lot must be replaced. If removal occurs in the summer, said tree must be replaced in the fall and if removal occurs in the winter, said tree must be replaced in the spring. The replacement tree must be 1-1/2” caliper and at least 5’ in height.

16. Outbuildings

In addition to the restrictions set forth in Section 7.11 of the Declaration:

- A. No tent, utility shed, shack, trailer, outhouse, doghouse, pet pen or other structures of a temporary or permanent nature shall be placed upon a Unit lot or on any part of the Property.
- B. A temporary “party” tent may be permitted with prior written approval by the Board of Directors, for a period of 48 hours, provided the Homeowner signs a document releasing the Community Association from all responsibility. Any damage caused by said “party” tent is the Unit Owners responsibility to repair.

17. Parking

In addition to the restrictions set forth in Section 7.8 of the Declaration:

- A. Sidewalks and driveways are not to be blocked by any parked vehicle.
- B. Cars will not be parked where access to other Unit Owner’s driveways is impaired or denied.
- C. Parking on the grass is strictly prohibited.
- D. Street parking is per the Township ordinance whereas, the following streets located in the Twins and Towns are prohibited from parking on the street (Phillips Drive, Frost Lane, Fitzgerald Lane, Twain Circle, Poe Lane and Saroyan Lane) must utilize their garage and driveway or the overflow parking area only if there the unit owner’s garage and driveway have vehicles parked

- E. Only approved vehicles may be parked on the Unit driveway. An approved vehicle is defined as any conventional passenger vehicle or a truck or commercial vehicle of less than one-half (1/2) ton in gross weight.
- F. Any vehicles not currently registered or licensed, or not having a valid and unexpired State motor vehicle inspection shall not be permitted to park on or about the property of Greystone, A Planned Community, including, but not limited to driveways, streets, roads, or parking areas whether public or private parking areas.
- G. No recreational vehicles, mobile homes, boats, trailers, or campers shall be permitted to be parked in the Community and on the Property, except that such vehicles owned by the Unit Owner may be permitted to be parked entirely within the Unit's garage. Exception – on a temporary basis or in connection with minor repairs, maintenance or construction, trucks and commercial vehicles are permitted.

Procedure for Towing Inappropriately Parked or Abandoned Vehicles/Trailers

Before towing any vehicle or trailer deemed inappropriately parked or abandoned, the following process will be followed:

1. **Notification:** An email notification will be sent to the unit owners in the vicinity of where the vehicle or trailer is parked. A response will be awaited for **24 hours**.
 2. **Tagging:** If no response is received within 24 hours, the vehicle or trailer will be tagged with a notice, providing an additional **72 hours** for the owner to respond and address the issue.
 3. **Towing:** If no response is received after the 72-hour notice period, the vehicle or trailer will be considered in violation of community rules and will be towed at the owner's expense.
- H. All homeowners are responsible for maintaining their driveways in good repair.
 - I. Curb ramps are temporarily permitted to assist with entering driveways during construction. Curb ramps may be black polycarbonate or black rubber. Wood planks may also be used. Compacted stones or dirt at the edges of driveways is prohibited. Homeowners who choose to use wood planks at the end of their driveways must ensure these planks are kept in good repair and are free of damage or rot. To facilitate effective snow removal, any curb ramps must be removed prior to snowstorms, as their presence may impede snowplows and disrupt plowing operations.

18. Patios

- A. Patios may be installed at the rear of the home (within Limited Common Areas of attached dwelling Units) with an Exterior Alteration Requested approved by the Board of Directors.
- 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.

- C. The storage of personal items on decks, patios, and porches is limited to deck furniture, barbecues, and plants. Any other items, including bicycles, children's play equipment, etc., must be stored inside the Owners Unit when not in use.
- D. A framed roof may be installed over the patio with prior written approval from the Board of Directors via Exterior Alteration Request and Township approval, if required. Written approval must be granted prior to the Homeowner contacting Township for permit.

19. Pet Control

In addition to the restrictions set forth in Section 7.6 of the Declaration:

- A. Pets must be leashed at all times, kept under control and attended to by a responsible person. Owners are permitted to install an electric fence on their property to contain pets with prior written approval from the Board of Directors via Exterior Alteration Request. If a major issue occurs with any pet, the Board of Directors has the right to have the pet removed.
- B. Pets may 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 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 damage, injury, or disturbance caused by their pet(s) belonging to themselves, lessees, or guest.
- F. Pets may not be tethered to any part of any Unit or lot such as, buildings, trees, lawns, deck supports or ground stakes.
- G. Free roaming animals should be reported to Animal Control.
- H. No animals, livestock, or poultry of any kind shall be raised, bred, or kept on any portion of the property, except dogs, cats, or other usual and common household pets not to exceed totals as set forth in Section 7.6 of the Declaration be permitted in a Unit.

20. Pools

- A. In-ground, permanent pools are permitted on single-family detached dwelling lots only with approval from the Board of Directors and the Township and must be proportional to the lot area. Homeowners must receive written approval from the Association prior to contacting the Township for a permit.
- B. Pool equipment is to be installed in the rear of the home. It must be screened from the view with perennial (evergreen) landscaping. The exterior alteration request must

specify the type of landscaping to be installed. Single family dwellings are permitted to install hot tubs with prior written approval from the Board of Directors.

- C. Twin and Townhome dwellings are permitted to have hot tubs if built into the deck with prior written approval from the Board of Directors via Exterior Alteration Request.
- D. A Township permit, if required, must be obtained by the Owner and a copy shall be sent to the Management Company for their records. Written approval must be granted by the Association prior to Homeowner contacting the Township for a permit.

21. Signs

- A. No signs, including political or civic, advertising or window displays, shall be maintained or permitted on any part of the Property except for a small non-illuminated security sign. (See for Sale and for Rent signs below)

22. Storm Doors

- A. A full view storm door will be permitted on front and rear doors with prior written approval from the Board of Directors via Exterior Alteration Request.

23. Window Air Conditioners

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

24. Trash Maintenance

- A. Trash is not to be stored or disposed of on any Association Property, limited Common Elements, or Controlled Facilities.
- B. Trash and recycling receptacles shall be stored within the confines of the buildings on the Unit.
- C. Trash and recycling receptacles are not to be stored or kept outside on any day except for trash/recycling collection days.
- D. Trash is to be placed at the curb for collection no earlier than one day prior to the day of collection and shall be in trash bags secured and placed inside of the trash receptacle. Recyclables shall be secured and placed inside of the recycling receptacle. Cardboard boxes are to be broken down and also placed inside of the recycling receptacle.
- E. Any trash or recyclables that are displaced by weather must be promptly collected and placed back into the receptacle to help maintain a clean community environment.
- F. All trash and recycling receptacles are required to be removed from curbside no later than the evening of the scheduled collection day.

- G. Twin and Townhome dwellings has bulk trash pickup every fourth (4th) Tuesday of each month.
- H. Single family dwellings will have their trash and recycling collected by the Township.
- I. Single family dwellings with a bulk trash pickup must contact the Township to schedule a bulk pickup.

25. Vehicles

In addition to the restrictions set forth in Section 7.8 of the Declaration:

- 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 conduct any major repairs or restorations of any motor vehicle upon any portion of the property or street.
- C. All vehicles must be currently licensed, registered, inspected, and in operating condition.
- D. Trucks and vans are permitted to be parked on a temporary basis within the property in connection with minor repair, maintenance, or replacement or work being performed for any Owner or the Association.
- E. Motor-driven recreational vehicles of any kind, including motorbikes, ATVs, and snowmobiles are strictly prohibited with the exception of licensed vehicles which shall be operated solely upon the streets for ingress and egress purposes only.

26. Firewood

- A. As the Builder does not offer wood-burning fireplaces for the homes to be constructed, storage of firewood is not permitted.

27. Fences

- A. Fences are not permitted on the lot of any Twin or Townhome dwellings. With the exception of “Pet Invisible” fence with approval from the Board of Directors and the Township, if required. Homeowners must receive written approval from the Association prior to contacting the Township in the event a permit is required.
- B. Fences are permitted for single-detached dwellings with approval from the Board of Directors and the Township, if required, following the approved guidelines. Homeowners must receive written approval from the Association prior to contacting the Township in the event a permit is required.
- C. Fences shall be defined as, but not limited to, man-made materials, wood, trees, or plants.

28. Snow Removal

- A. **Twin and Townhome dwellings**, after 2 inches of snow has accumulated, the Association will remove any snow from common sidewalks, roadways, mailbox and overflow parking areas. Homeowners will be responsible for their personal walkway and driveway (see **responsibility chart on page 20**).
- B. **Single family dwellings**, once the community is dedicated, the Township will remove snow from the streets only. Until that time, after 2 inches of snow has accumulated the Association will remove any snow from common sidewalks, roadways, mailboxes and overflow parking areas. Homeowners are responsible for all other areas (see **responsibility chart on page 19**).

29. Rules and Regulations – Revisions

- A. The Rules and Regulations, not to be in conflict with the provisions of the Associations 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 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**. In the event of any conflict between the Declaration and the Rules, the Declaration shall prevail.

30. Leasing of Units

Leasing is permitted under the following conditions, in addition to the restrictions set forth in Section 7.20 of the Declaration:

- A. Any Unit Owner leasing their Unit must submit to the Management Company immediately upon leasing their Unit a copy of the Lease Agreement, the Tenant Information form and Lease Addendum, included in these Rules and Regulations.
- B. No transient tenants may be accommodated in any Unit.
- C. No lease shall be for less than one whole Unit.
- D. The initial term of the lease must be for no less than one (1) year (twelve (12) calendar months).
- E. Each lease shall be in writing and shall provide the terms of the lease.
- F. Each Tenant shall be subject in all respects to the provision of the Act, the Declaration, the Bylaws, and the Rules and Regulations of Greystone, A Planned Community. Failure by the lessee to comply with the terms of such documents shall be an event of default under the Lease. The Association shall be a third-party beneficiary of such covenants in any Lease and shall have the right to enforce them.

- G. A Unit Owner shall not engage in the leasing of their Unit except after having lessee execute a lease which contains the following provisions:
- a. “Lessee hereby agrees to be bound by all terms and conditions contained in the Associations Declaration, Bylaws, and Rules and Regulations of the Association as the same shall apply to the Unit lease hereunder, and agrees to assume all duties and responsibilities and be jointly and severally liable with the Unit owner for all the liabilities and for the performance of all the obligations applicable to the Unit Owner under the Planned Community Act, the Associations Governing Documents, or otherwise during the term of the lease. Lessee further agrees that they shall not sublet or assign this lease except with the approval and consent of the lessor.”
 - b. Copies of all leases must be provided to the Associations Management Company for their records.
 - c. The Owner of each Unit is responsible for the actions of their tenant and will be held liable for any violations of the Associations Governing Documents or any damage to the Associations property caused by their tenant.
 - d. Deposit with the Board of Directors the sum of \$500.00 as a security for compliance by the tenant with the Declaration and the Rules and Regulations of the Community, which sum, less any amounts deducted for violations by the tenant of the Declaration or the Rules and Regulations shall be returned to the Unit Owner when the Unit is no longer leased. A non-refundable check in the amount of \$250.00 is to be paid annually by January 1 or within thirty (30) days of a newly established lease to cover the administrative cost of the Association.

31. Sale of Units

- A. No sign, banner, billboard or advertisement of any kind, including, without limitation any real estate “for sale”, “for rent” or other signs of any type or size, shall be displayed on any Unit (including any part of the Dwelling visible from the outside, such as a window) at any time during which Declarant owns at least one (1) Unit.
- B. Section 5407 of the Pennsylvania Planned Community Act requires that all sellers provide purchasers with a Resale Certificate and package, within 10 days after signing a purchase and sale agreement. This package includes the Declaration, Bylaws, Rules and Regulations, Budget, Audit (if completed), all Association forms and a certificate outlining the required Association disclosures. You must order this package through the Association’s Management Company immediately upon signing the purchase and sale agreement. The cost of this package is borne by current Unit Owner.

32. Reporting/Violation Procedures

- A. Violations must be reported in writing to the Management Company. The letter or email should state the violation and address of the violator along with the time and date of the violation. If reporting a vehicle violation, the make, model, color, and

license plate number must be included. **All information is kept confidential unless a hearing is requested by the accused.**

- B. A member of the Board of Directors, an authorized Committee Member, or a representative of the Management Company shall investigate the complaint to determine whether a violation has occurred and if follow-up action is required.
- C. All violations and fine letters will be sent according to the attached Fine and Late Fee Structure.
- D. Unit Owners have the right to discuss violations and follow-up course of action with member(s) or representative(s) of the Board of Directors in order to determine if a violation occurred and the next course of action. **It is the responsibility of the Unit Owner to contact the Board of Directors via the Management Company if they wish to discuss violations and request a hearing. If the accused should request a hearing, the complaint must attend the hearing as a witness, or the violation shall be dismissed.**

33. Fines and Penalties (See attached Fine and Late Fee Structure)

- A. If a Unit Owner/Resident does not comply with the notices sent, the Board of Directors may impose fines to the Unit Owner's account. Depending upon the seriousness of the violation, a fine could be enacted for each incident or fine may be levied for each day the violation remains uncorrected. The Board of Directors has the full authority to establish the number of fines or other penalties.

34. Pet Fines (See attached Fine and Late Fee Structure)

- A. If a Unit Owner, Lessee, or Guest does not comply with the pet/animal regulations, a written notice will be sent. If the pet/animal violation occurs a second time, a fine of \$25.00 will be imposed. For the third offence, the fine will increase to \$50.00, and for the fourth and subsequent occurrences a \$100.00 fine will be imposed.
- B. If the violation continues, 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 meeting to take whatever action is necessary to maintain the property and to invoice the Unit Owner for services rendered (i.e. paying someone to clean up feces, replace landscaping, trees, and grassy areas destroyed by pet/animal).

35. Noncompliance

- A. In the event that a Unit Owner/Resident does not comply with the violation notice or does not pay the fines assessed by the Association, the Board of Directors may file legal action against the Owner for collection of the fines and compliance with the Associations regulations. 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 on the amount of the judgment against the Unit Owner's property.

Request for Exterior Alteration

UNIT OWNERS: _____

ADDRESS: _____

PHONE NUMBER: _____ E-MAIL: _____

DESCRIPTION OF PROPOSED ALTERATION (Write on separate sheets of paper attached to this form if necessary):

Contractor Name: _____ Phone #: _____

Address: _____

Email: _____ Fax #: _____

Please supply the following as they pertain to your project:

- * Project start and completion dates. * Description of materials, color, size etc. * Supporting plans, photos, brochures, etc.
- * Contractor requirements
 1. Certificate of Liability Insurance to be submitted with request naming Greystone, A Planned Community & Danella Realty & Mgmt. Co along with Homeowners as certificate holders.
 2. Contractor's License # _____.

- The homeowner is responsible for repairing any damage done to common areas.

Homeowner understands that no work is to begin prior to written approval being received. All work done will comply with approved plans; any changes or modifications will require resubmission. The Homeowner is responsible for seeing that all Association requirements are met and assumes any damage to the common areas and meeting all local codes and permit requirements. If a plan is not approved within sixty (60) days of submission, the plan is considered disapproved and must be re-submitted.

The homeowner is responsible for obtaining a Township permit, where applicable, once the Association has granted written approval for proposed modification. A copy of the permit is to be furnished to the Management Company once received. **IF ANY DIGGING IS NECESSARY, OWNERS ARE REQUIRED TO CONTACT PENNSYLVANIA ONE CALL TO IDENTIFY UNDERGROUND UTILITY LINES, PRIOR TO THE START OF THE PROJECT. THEY CAN BE REACHED AT 1-800-242-1776.**

Homeowner understands the terms and condition of this exterior alteration request and indicated by signature below:
Homeowner Signature: _____ Date: _____

.....
ARCHITECTURAL REVIEW COMMITTEE RECOMMENDATION (As appointed by the Board of Directors): APPROVED DENIED APPROVED WITH THE FOLLOWING STIPULATIONS:

ARC Member Signature: _____ Date: _____

.....BOARD

DECISION (Homeowner must have Board written approval prior to proceeding with this request):

APPROVED DENIED APPROVED WITH THE FOLLOWING STIPULATIONS: _____

Board Member Signature: _____ Date: _____

MAIL ALTERATION REQUEST TO: Greystone, A Planned Community, c/o Danella Realty & Mgmt., P.O. Box 1017, Blue Bell, PA 19422 or Fax (610) 834-6204

Lease Addendum for Greystone, A Planned Community

PREMISES: _____
LESSOR: _____
LESSEE: _____
DATE OF LEASE: _____

Notwithstanding anything to the contrary contained in the lease, LESSOR and LESSEE further agree as follows:

1. Association Documents LESSEE hereby agrees to be bound by all of the terms and conditions contained in the Declaration, By-Laws and Rules and Regulations (“Association Documents”) of the **Greystone, A Planned Community** shall apply to the demised premises, and, LESSEE shall comply with and abide by the terms and conditions of the Association Documents, except that LESSEE shall not be liable for payments for regular common expense assessments.
2. LESSEE hereby acknowledges receipt of the Association Rules and Regulations.
3. It is expressly understood that LESSOR shall not be released from any responsibility for payment of all charges and assessments levied by the Association and for noncompliance with all terms and conditions of the Association Documents including those relating to or restricting the use of the Premises and imposing penalties of violations of such use restrictions. Provided that, if LESSEE fails to comply with the terms and conditions of the Association Documents, aforesaid, or if LESSEE, its employees, servants, guests or licensees damage any portion of the COMMON ELEMENTS of the Condominium.

LESSEE shall be responsible to pay or to reimburse LESSOR for any assessments made by the Board in connection therewith, and LESSEE hereby indemnifies LESSOR from and against all liabilities, costs and expenses incurred by LESSOR arising from or in connection with any violation of the Association Documents or by any such damage to the association.

4. LESSEE shall not have the right to make any alterations or improvements to the demised premises without the prior written consent of the LESSOR and the Association’s Board.
5. The Tenant shall use the dwelling Unit solely as a private dwelling for the Tenant and members of the Tenant’s household as identified in this lease (“authorized occupancy”) and shall not use or permit use of the dwelling Unit for other purposes.
6. Ten days after the Lease is executed, a copy shall be forwarded to the Management Office.

WITNESS: _____
LESSEE

LESSEE

WITNESS: _____
LESSOR

LESSOR

Tenant Information Form

Dear Owner/Investor:

Please supply the following information regarding your tenants currently living at your unit. Please return to the Danella Management Office along with the fully executed lease and addendums.

UNIT ADDRESS: _____

TENANT'S NAMES- MR./MRS./MS.

#1 _____ AGE _____

#2 _____ AGE _____

#3 _____ AGE _____

#4 _____ AGE _____

HOME PHONE # _____

#1 WORK PHONE # _____

#2 WORK PHONE # _____

#1 CELL PHONE # _____

#2 CELL PHONE # _____

E-mail Address _____

Secondary Email Address _____

B. AUTOMOBILE INFORMATION

YEAR	MAKE/MODEL	COLOR	LICENSE#/STATE

C. EMERGENCY CONTACT: _____

PHONE # _____

D. PETS (IF ANY) _____

DATE _____ SIGNATURE _____

Responsibility Chart – Single Detached Dwelling

Service	Homeowner	Association	Other/Township
<u>Landscaping</u>			
* Mowing of Yards	X		
* Fertilizations	X		
* Grub Control	X		
* Bed Maintenance	X		
* Mulching of Beds	X		
* Tree Maintenance	X	Common Areas	
<u>Snow Removal</u>			
* Plowing of Streets			X
* Shoveling of Driveways	X		
* Sidewalks on Owner Property	X		
* Sidewalks in front of Dwelling	X		
<u>Building Maintenance</u>			
* Roof Replacement	X		
* Roof Repairs	X		
* Siding	X		
* Doors and Windows	X		
* Decks and Patios	X		
* All other Exterior Bldg. Maint.	X		
Notes: Any modification to the exterior of the building requires the submission of a written Exterior Alteration Request and prior written approval by the Board of Directors. The HOA retains the right to hire a contractor to complete maintenance refused by the Homeowner charge back the Unit Owner.			
<u>Insurance Requirements</u>			
* Liability Ins. On Common Area		X	
* Directors & Officers (D&O) Ins.		X	
* Building Insurance of Home	X		
* Liability Insurance of Home Lots	X		
<u>Additional Services</u>			
* Trash Removal			X

Notes: 1. The Association is generally responsible for landscaping and fertilization of yards, liability insurance on Common Areas, D&O insurance, Management fees, audit fees, legal fees for collections and meeting expenses. 2. The above list covers most of the responsibilities of the Homeowners, the HOA and West Goshen Township. For a complete list, please refer to the Associations Declaration and Bylaws.

Responsibility Chart – Twin and Townhome Dwellings

Service	Homeowner	Association	Other
<u>Landscaping</u>			
* Mowing of Yards		X	
* Fertilizations		X	
* Grub Control	X		
* Bed Maintenance	X		
* Mulching of Beds	Throughout season	Beginning of Season	
* Tree Maintenance	Unit Lot	Common Area	
<u>Snow Removal</u>			
* Plowing of Streets		X	
* Shoveling of Driveways	X		
* Sidewalks on Owner Property	X		
* Common area Sidewalks		X	
<u>Building Maintenance</u>			
* Roof Replacement	X		
* Roof Repairs	X		
* Siding	X		
* Doors and Windows	X		
* Decks and Patios	X		
* All other Exterior Bldg. Maintenance.	X		
Notes: Any modification to the exterior of the building requires the submission of a written Exterior Alteration Request and prior written approval by the Board of Directors. The HOA retains the right to hire a contractor to complete maintenance refused by the Homeowner charge back the Unit Owner.			
<u>Insurance Requirements</u>			
* Liability Ins. On Common Area		X	
* Directors & Officers (D&O) Ins.		X	
* Building Insurance of Home	X		
* Liability Insurance of Home Lots	X		
<u>Additional Services</u>			
* Trash Removal		X	

Notes: 1. The Association is generally responsible for landscaping and fertilization of yards, liability insurance on Common Areas, D&O insurance, Management fees, audit fees, legal fees for collections and meeting expenses. 2. The above list covers most of the responsibilities of the Homeowners and the HOA. For a complete list, please refer to the Associations Declaration and Bylaws.

Fine & Late Fee Structure

Assessment late fees

(Monthly Fees)

If received after the 15th of month

First offense - \$25.00

Second & Subsequent offense - \$50.00 (within a 12-month period)

Rules & Regulations Violations

(From Management inspections, noncompliance with Rules & Regulations)

First offense – Reminder Letter – 30 days to correct or respond.

Second Notice - \$25.00 per month – 15 days after reminder

Third Notice - \$50.00 per month – 10 days after second notice

Fourth & Subsequent Notices - \$100.00 per month – 10 days after third notice.

Alteration Violations

(No alteration request or not done according to request)

First offense – \$50.00 per month – 30 days to correct or respond.

Second Notice - \$100.00 per month – 15 days after first notice

Third Notice - \$200.00 per month - 10 days after second notice

Fourth & Subsequent Notices - \$300.00 per month – 10 days after third notice.

Pet Violations

(Noncompliance with pet rules)

First offense – Reminder Letter – 10 days to correct or respond.

Second Notice - \$25.00 per month – 10 days after first notice

Third Notice - \$50.00 per month - 10 days after second notice

Fourth & Subsequent Notices - \$100.00 per month – 10 days after third notice.

Exterior Lighting Violations

(Noncompliance with Exterior or Holiday Lighting Rules & Regulations)

First offense – Reminder Letter – 7 days to correct or respond.

Second & Subsequent offense - \$50.00 (within a 12-month period)

Parking Violations

(Noncompliance with overflow parking)

First offense – Reminder Letter, Tag – 24 hours to remove or respond.

Second offense – Reminder Letter, Tag – 24 hours to remove or respond, then towed.

Third offense – Vehicle towed at owner's expense.