

Oak Ridge Commons Home Owners Association
Rules and Regulations
Effective May 1, 2017

Dear Homeowner,

Based on common issues that have presented themselves over the last few years, the Oak Ridge Commons Home Owners' Association (HOA) Board has adopted the following Oak Ridge Commons HOA Rules and Regulations (hereafter referred to as "rules and regulations") to enhance the enjoyment and tranquility for all persons living in our community.

The rules and regulations do not supersede or change the Bylaws or Covenants, Conditions, and Restrictions (CC&Rs) in any manner and are meant to further clarify these documents to eliminate vagueness and allow enforceability. All rules and regulations herein may be changed or added to at any time by the Board of Directors with due notice.

Where the word "owner" appears in this document, it will include any and all tenants and/or occupants. All rules and regulations herein apply to all tenants and/or occupants. Homeowners are responsible for tenants'/occupants' actions or misconduct and adherence to the rules and regulations of the Association. Each owner shall be responsible for providing tenants with a current copy of the association rules and regulations.

For inquiries or to report violations, you may contact the Association in any of the following manners:

- By Mail: Oak Ridge Commons HOA, c/o Esquire Association Management, 951 Rohrerstown Road, Suite 204, Lancaster, PA 17601
- Email: kgarland@esqmanagement.com
- Phone: 717-824-3071

Please refrain from reporting violations directly to individual board members. Violations must be reported through our Management Company to allow the Association the ability to maintain complete records and accurately address and follow-up on issues. In addition, no board member may make a unilateral decision regarding any matter which has not been decided by a quorum of the Board.

The regular meetings of the Association Board are held on a monthly basis at an agreed upon location. Homeowners are welcome at all Board meetings. Should you wish to attend a monthly meeting and address the Board, please send your request to Esquire Association Management as directed above. The Board will notify you of the next meeting date and location upon request. An open forum will be provided at the opening of each Board meeting for any homeowner comments.

Receipt of this document shall constitute formal notice.

Thank you,
Oak Ridge Commons HOA
Board of Directors

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I. Enforcement of Rules and Regulations

In order to enforce the CC&Rs, Bylaws, Articles of Incorporation, and Rules and Regulations, the Board of Directors may levy, assess, and collect reasonable fines and costs as established by the Board of Directors. Fines will be assessed against the Homeowner for violations by the Homeowner, members of his or her family, invitees, licensee, tenants, or lessees of such Homeowners.

II. Common Area

- a. Defined as the areas outside owner's property lines (approximately 15-feet from the bottom step of porch).
- b. Common sidewalks shall not be obstructed by any owner.
 - i. Portable basketball hoops may be utilized along the sidewalks on Acorn Lane but must be properly stored inside the dwelling or behind the dwelling when not actively in use. Portable basketball hoops should at no time obstruct the sidewalks per these Rules and Regulations and Manor Township Ordinance and should not be left in front of the dwelling overnight or for extended periods of non-use.
 - ii. Due to grade of hill and activity level of cars, portable basketball hoops may not be utilized along the sidewalks of Oak Ridge Drive for the safety of residents and drivers.
 - iii. Playground equipment, including portable basketball hoops, bicycles, scooters, and other toys should be properly stored inside the dwelling or on porches/decks behind the dwelling when not actively in use. These items should at no time obstruct the sidewalks or be left in front of the dwelling overnight or in common areas. Personal property found in common areas may be disposed of.
- c. Children should be supervised while playing in common areas. Homeowners, children of homeowners, guests, and pets should not walk through or play on another homeowner's property without express permission. While it is not easy to tell where personal property ends and common area begins in backyards, the general rule is land within 15 feet of the bottom step of a porch is considered personal property. Any damage to general common areas or common personal property caused by a homeowner or a child or children of a homeowner or their guests shall be repaired at the expense of the homeowner.

III. Landscaping and Home Exterior Maintenance

- a. Landscaping will be enforced between the months of April and October. Non-landscaping related home exterior standards (damages to exterior, incorrect paint colors, etc.) will be enforced year round. Regular inspections will be conducted to ensure adherence.
- b. The HOA's contracted landscaper will mow the lawn in common areas and front, side, and rear yards of homes, and will provide maintenance on existing trees, shrubs, and flowers in common areas.
- c. All homeowners are responsible for the following on their property:

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- i. Removing all litter, trash, dead vegetation, refuse, and waste (to include obvious trash, garbage, debris, unused construction materials, brush, yard trimmings, discarded items, and items that are broken or beyond repair).
 - ii. Keeping lawn and garden areas alive, free of weeds, and attractive; while this is often a subjective standard, to comply with neighborhood standards front yards should appear neat, uncluttered, and maintained.
 - iii. Keeping driveways in good repair.
 - iv. Keeping house siding and paint colors within the original color scheme of the home.
 - v. Keeping front exterior of home clean, repaired, and attractive
 1. Exteriors of all structures should be clean and free of mold and mildew
 2. Wood surfaces must be in good condition and not warped or deteriorated, and should be cleaned and painted (in accordance with the original color scheme) to replace chipping, peeling, and faded paint.
 3. Window and house trim must be in good condition and not warped or deteriorated
 4. Window and door screens must be in good condition and not warped, buckled, torn, or deteriorated.
 5. Window unit air conditioners that extend beyond the window sill are prohibited in the front of the home.
 6. Satellite dishes and antennas that can be seen from the front of the home are prohibited.
 - vi. Pest Control
- d. Homeowners are responsible for the general maintenance of sidewalks that abuts the property of the homeowner, including sweeping, removal of snow, ice, and weeds, and repair and reconstruction if the homeowner caused the need for repair or reconstruction.

IV. Refuse Removal and Trash

- a. Furniture and other large household items must not be disposed of by placing at curb side, unless arrangements with your trash hauler have been made, in which case the item cannot be placed outside before 12:00PM (Noon) the day prior to the day scheduled for collection.
- b. Homeowners and tenants are encouraged to pick up papers and debris from the complex when observed and to keep the front of their respective homes clean at all times.
- c. Storage of trash containers and/or an accumulation of trash in the front and side of the home is prohibited. Trash containers must be kept out of sight from the street except between the hours of 12:00PM (Noon) the day prior to the trash collection day and 11:59pm on trash collection day.

V. Rentals

- a. The home owner shall be responsible for keeping the management company informed of any change in occupancy. Any homeowner choosing to rent their home must notify the Board of Directors or management company within 10 days of the name(s) of the tenant(s), a description of their vehicle(s), and their phone number.

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VI. Motor Vehicles and Parking

This section further defines what vehicles are permitted, what may be done with them, and parking regulations. As a general regulation, vehicles may not be parked so as to obstruct passage, ingress, or egress of other vehicles or persons within the neighborhood.

- a. Storage of any motor vehicle, mobile home, R.V., camper, commercial vehicle, boat, trucks larger than $\frac{3}{4}$ ton, or trailer in common area parking, to include along Acorn Lane or Oakridge Drive or in the Acorn Lane cul-de-sac parking lot is strictly prohibited. Parking along Oakridge Drive, Acorn Lane, and in the Acorn Lane cul-de-sac is for registered, regularly used motor vehicles only.
- b. Unregistered vehicles and long-term vehicle maintenance or projects should be confined to homeowner's garage (i.e. "cars on blocks").
- c. Vehicles in the Acorn Lane cul-de-sac parking lot must be parked within the designated parking spaces to allow for emergency vehicle access and proper traffic flow.
- d. Parking in a manner that blocks driveways and parking on sidewalks is prohibited unless the vehicle is actively attended by a licensed operator while: a) loading or unloading, b) washing and/or waxing.
- e. All vehicles are restricted to paved surfaces, including the street, driveways, and parking areas.
- f. Parking must comply with all applicable governmental laws, ordinances, and regulations.
- g. Vehicles shall not be parked within 15-feet of either side of any mailbox on mail delivery days between the hours of 8am and 5pm.
- h. Vehicles shall not be parked in front of mailboxes or close enough to mailboxes as to impede residents from obtaining their mail at any time (24/7/365).

VII. Pets

The goal of the rules and regulations pertaining to pets is to encourage neighborly and responsible behavior by pet owners. Owners are held responsible for properly managing, training, and supervising their pets. Pets of any size, age, and breed can be the subject of complaints. The Oak Ridge Commons HOA encourages pet-owning residents to set good examples as well as share advice in a non-confrontational manner with other pet owners.

- a. Registration
 - i. Pet owners must have all pets licensed as required by Lancaster County.
- b. Rules and Regulations.

Note: These rules and regulations have been modified from the "Recommended Pet Policies for Condominiums" established by the Humane Society of the United States and will be enforced to maintain a safe, clean community for all homeowners and pets.

- i. Pets shall not be kept, bred, or used for any commercial purpose
- ii. Pets shall not roam off leash and onto another homeowner's lot without express permission from that homeowner.
- iii. Pets may not be left unattended in any common area.
- iv. Owners must accompany their pet when it is outdoors and shall keep pets on leash or under voice control at all times when outside (inclusive of common area and homeowner's lot).

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- v. Owners shall pick up immediately after a pet defecates in any area of the community; the droppings shall be discarded in owner's trash receptacle.
 - vi. Owners are responsible to clean up pet feces from their personal property on a regular basis and not allow feces to build up and become a nuisance to neighboring homeowners. The Association's Lawn and Landscape provider is approved to not mow in areas with excessive build-up of pet feces that would negatively impact the health and safety of workers and their equipment.
 - vii. Pet owners are responsible for any damage to the common areas caused by their pets.
 - viii. No pet shall be allowed to become a nuisance or create any unreasonable disturbance. Examples of nuisance behavior for the purpose of this paragraph include but are not limited to:
 - i. Pets whose unruly behavior causes personal injury (to human or other animal) or property damage.
 - ii. Pets who make noise continuously and/or incessantly for a period of 10 minutes or more to the disturbance of any person at any time of day or night.
 - iii. Pets in common areas who are not under the complete physical control of a responsible human companion.
 - iv. Pets off leash on non-owner's lot without express permission.
 - v. Pets who exhibit aggressive or vicious behavior.
 - vi. Pets who are conspicuously unclean or parasite infested.
 - ix. Pet owners shall indemnify the Board of Directors and the HOA and hold it harmless against loss or liability of any kind arising from their pet(s).
 - x. Home owners are responsible for any pets who visit their unit; such pets are subject to the same restrictions as resident pets.
- c. Complaints, Violations and Enforcement
- i. It is the responsibility of all owners to ensure the HOA policies are maintained. Any owner or resident observing an infraction of any of these rules shall discuss the infraction in a neighborly fashion with the pet owner in an effort to secure voluntary compliance.
 - ii. Owners may notify the HOA's Management Company to inform them of any violations or nuisance behavior that they witness.
 - iii. Upon receipt of a complaint, the Board will discuss and if in agreement that a pet owner is in violation, the pet owner will receive a written notice of the violation.
 - iv. For violations that do not involve personal injury or property damage, the HOA Fine Policy will apply.
 - v. For violations that involve personal injury or property damage, the following will apply:
 - i. Proof of additional liability insurance
 - ii. Dog muzzled when out of the house
 - iii. Leashed and controlled by adult when out of the house