

# Country Roads Homeowners Association Rules and Regulations

**Revised April 2012**

Country Roads Homeowners Association (CRHA) is committed to preserving and enhancing the aesthetics and property values of our community. The decisions and recommendations of the CRHA Board of Directors and its Architectural Review Committee (ARC) are based on these ideals. Together they review and enforce the rules and regulations presented here.

The CRHA is governed by a Board of Directors consisting of a President, Vice President, Treasurer, and Secretary; all of whom are elected by the community.

The Architectural Review Committee consists of volunteer community members who meet periodically to review and approve residential structural and property changes. Such changes are presented to the ARC on an Architectural Review Committee Application Form (copy attached).

## **TO SUBMIT STRUCTURAL OR PROPERTY MODIFICATIONS FOR REVIEW:**

1. If applicable, homeowners **MUST** apply for a building permit from Hilltown Township prior to constructing or renovation.
2. Complete the Architectural Review Committee Application Form, along with a copy of any blueprints or artist's rendering, and township permits (as necessary) of proposed property change **BEFORE** the change is made. Make sure they conform to the Rules and Regulations defined below.
3. Sign and date the form and give it to any committee or board member.
4. The ARC circulates the form among its members for review and approval.
5. The ARC spokesperson notifies the homeowner of the committee's decision.
6. Any questions or issues are discussed with the homeowner and approval is usually given within 1 week.
7. Architectural Review Committee Application Forms submitted **AFTER** a structural or property modification is in place is subject to reversal. A fine may also be imposed (see Section 2).

## **SECTION 1 - ARCHITECTURAL AND STRUCTURAL RULES AND REGULATIONS**

### **IMPORTANT!**

These guidelines do NOT supersede Hilltown Township regulations. In the event of a discrepancy between a Township regulation and the CRHA, a joint decision will be reached. It is the homeowner's responsibility to obtain all applicable Township permits prior to submitting structural renovations for CRHA approval.

All fees, dues, assessments, and charges may be enforced in a legal action by the corporation against the Lot Owner. Any judgment or decree in any action or suit brought to recover such fees, dues, assessments, or charges shall include costs and reasonable attorney's fees.

### **SECTION 1 A- Facade Details**

All Facade Details (as defined below) must coordinate with the material and style of all units in the building and cannot deviate from the original colors and styles offered by the builder unless the color and style has been discontinued. If the color and style has been discontinued, the color and style selected must be as similar as possible to the original and must be approved by the CRHA. Facade Details are defined as:

- A. Siding
- B. Shutters
- C. Front doors and garage doors (color only)
- D. Windows (must have grids)
- E. Storm Doors (color only)
- F. Sliding/Patio/French Doors

**G. Roofs:**

Architectural shingles matching existing color will be used for all replacements.

Repairs will continue to use existing 3 tab style until all manufacturers discontinue style & color.

- GAF Timberline High def in Williamsburg Slate

- CertainTeed Landmark Woods-cape in Slate Gray

(Note: Homeowner should provide sample with Architectural Review Form)

### **SECTION 1B - Structural Additions and Renovations**

Plans for structural additions (as defined below) and renovations thereto must be submitted to and approved by the CRHA Architectural Review Committee. All structural additions, their location and their materials must coordinate with all units in the building and comply with Hilltown Township building and zoning ordinances and codes.

Structural additions must be properly maintained and are defined as:

- A. Decks, including railings and materials.
- B. Fences are defined as a 3-sided structure and must be made of wood or vinyl and may be no higher than 5 feet at its highest point. Fences can only be erected in back yards (not in front yards). The only exception is an end unit on a corner where the side yard is considered "frontage." In any case, no fence may pass the front of a unit. A fence must match one of the 7 approved styles (Attachment #1). Once the fence is erected, it is suggested that it

be stained within the first year to maximize the life of the wood. Stain colors should be wood tones and/or a color that coordinates with the siding or shutter color of the unit.

- C. Privacy Fences consist of fewer than 3 sides and may be up to a maximum height of 6 feet and a maximum length of 16 feet, with one side adjoining the house. Once the fence is erected, it is suggested that it be stained within the first year to maximize the life of the wood. Stain colors should be wood tones and/or a color that coordinates with the siding or shutter color of the unit.
- D. Porches and enclosed porches
- E. Patios
- F. Fireplaces and chimneys
- G. Room additions
- H. Garages (add-ons)
- I. Driveway extensions
- J. Attic fans (installed not facing the street)
- K. Window air conditioning units (must be installed properly in a vertical window not facing the street except for those with a window unit facing the street when there is absolutely no other window available)

#### **SECTION 1C – Landscapes and Exterior Property**

Landscapes and exterior property (as defined below) must comply with Hilltown Township building and zoning ordinances and codes. All items in this section, including their materials and design, must be in good taste clause and must be properly maintained. Any complaints will be negotiated by the CRHA.

Landscape and Exterior Property is defined as:

NOTE: Design plans for Items E through J below must be submitted to and approved by the CRHA Architectural Review Committee.

- A. Gardens
- B. Swing sets and playhouses must be in safe, working condition. They may be located in the back yard only; the only exception is an end unit on a corner where the side yard is considered "frontage." In any case, no swing set/playhouse may pass the front of the unit.
- C. Lamp posts must be colonial style, as close to original materials as possible (brass and black). Lamp bulbs must be in working condition.
- D. Driveways
- E. Pools must be in safe, usable condition. A pool that cannot be used due to deterioration or neglect must be removed.
- F. Jacuzzis and hot tubs - outdoor units must be approved by CRHA and must be in safe, usable condition. A Jacuzzi or hot tub that cannot be used due to deterioration or neglect must be removed.
- G. Sheds may be no larger than 150 square feet and no higher than 15 feet from the lowest ground level to the highest point of the shed. They must also be kept locked for safety and security reasons.
- H. Window/door awnings will not be approved.
- I. Retractable porch/patio/deck awnings
- J. Permanent porch/patio/deck awnings

## **SECTION 2 - MISCELLANEOUS POLICIES**

- A. Trash cans and recycle bins are to be left at the street within 24 hours of pickup only.
- B. Parking - posted signs should be obeyed.
- C. Pet pens - no pet pens of any kind will be allowed.
- D. Clothes lines are permitted, but must be located in the back yard; the only exception is an end unit on a corner where the side yard is considered "frontage." In any case, no clothes line may pass the front of the unit. Clothes may not be left on the line overnight.
- E. Sign Policy: All signs are prohibited except "Home for Sale" and "Tradesman" signs. "Home for Sale" signs may be placed at the entrance of the homeowner's property or lawn. They must be removed permanently no later than seven (7) days after the home is taken off the market. "Tradesman" signs may be placed on the homeowner's property or lawn within seven (7) days prior to the commencement of work on the home and must be removed permanently seven (7) days after the completion of the work. No personal or political signs are permitted in Open Space or Common Areas.
- F. Renter Policy: It is permissible for a homeowner to rent their Country Roads home, and it is the homeowner's responsibility to ensure that the renter follows all the Country Roads rules and regulations. A clause explaining this matter shall be included in the lease document. Homeowners shall register the name(s) of their tenant(s) with the Board of Directors within seven (7) days from the start of the lease period. In addition, the homeowner shall provide an executed copy of the lease agreement and the homeowner's primary residence address to the CRHA Board of Directors.
- G. General Appearance Policy:  
If issues develop related to non-uniform, unpleasant, untidy or rundown property or yards that are not specifically covered in the CRHA Rules and Regulations, any Homeowner and the CRHA Board of Directors can request additional information or the governing ordinance directly from the Township: Hilltown Township P.O. Box 260 13W. Creamery Road Hilltown, PA 18927 215-453-6000 <http://www@hilltown.org> . If there is no governing ordinance, the Homeowner can contact the Board of Directors (see contact instructions in Section 3A).  
The Board of Directors has the authority to call such issues to the attention of the Homeowner and ensure that the situation is resolved to the satisfaction of the Board.
- H. Pet Control Policy:  
Pets must be leashed when not on their owner's property. All pets must be under the control of their owner at all times.  
The open space and private nature reserve areas are designated pet walking areas.  
Pet fecal material must be collected and disposed of by the owner - both from designated walking areas and the owner's property.

NOTE 1: If your pet defecates anywhere other than the designated walking areas or your property, this will be considered an infraction to the Pet Control Policy - even if you pick up after your pet.

NOTE 2: When walking pets, the owner is expected to carry and use a "scooper" and bag at all times. The fines specified in Section 3 below shall be assessed if the pet owner or his/her agent or child is found walking the pet and not carrying a "scooper" and bag. Parents of minor children are responsible for ensuring that their children also follow the Pet Control Policy or the same fines shall be assessed.

I. Open Space Policy:

The open space shall be used only by CRHA homeowners, members of the homeowner's family residing with the homeowner, and/or tenants of the homeowner.

The open space shall be used only for the following purposes:

- Walking or jogging. Jogging shall be confined strictly to existing paths.
- Recreational purposes, except as specified in the next paragraph.

All other uses are strictly prohibited, including, without limitation, the use of any motorized recreational vehicles and radio-controlled recreational devices.

The Homeowners of CRHA hereby release Country Roads Homeowner's Association, Inc. from all liability arising out of the use of the Open Space.

### **SECTION 3- ENFORCEMENT OF CRHA RULES. REGULATIONS AND POLICIES**

A. Filing a Complaint

Any Homeowner has the right to file a complaint with the CRHA when any CRHA Rule, Regulation or Policy is perceived to have been broken.

A letter detailing the infraction with the associated rule or regulation number should be mailed to:  
Country Roads Homeowners Association Attn: President of the Board of Directors P.O. Box 144 Perkasio,  
PA 18944

- The President shall review the complaint with the Board of Directors, and if it is determined that a CRHA Rule or Regulation has been broken, the First Occurrence shall be documented and corrective action requested.

B. First Occurrence:

A copy of this policy and a letter requesting corrective measures be taken immediately shall be written by the CRHA Board of Directors and mailed to the Homeowner.

C. Second Occurrence:

After a second occurrence, a certified letter from the CRHA Board of Directors stating the nature of the complaint imposing a \$100 fine payable to the CRHA within thirty (30) days and requesting that corrective measures be taken immediately shall be mailed to the Homeowner.

NOTE: A second occurrence is defined as a repeated infraction occurring within six (6) months of the first occurrence or if no corrective action is taken by the Homeowner within thirty (30) days of receiving the request for corrective action.

D. Third Occurrence:

If a fine is not paid, the CRHA Board has the right to file a complaint in Small Claims Court in Hilltown Township.

E. All fees, dues, assessments, and charges may be enforced in a legal action by the corporation against the Lot Owner. Any judgment or decree in any action or suit brought to recover such fees, dues, assessments, or charges shall include costs and reasonable attorney's fees.

F. Homeowner's Right to Appeal:

Any Homeowner has the right to file an appeal with the CRHA and must submit the appeal in writing within seven (7) days of receipt of the notice. A letter detailing the appeal and the associated rule or regulation number should be mailed to: Country Roads Homeowners Association Attn: President of the Board of Directors P.O. Box 144 Perkasi, PA 18944. The

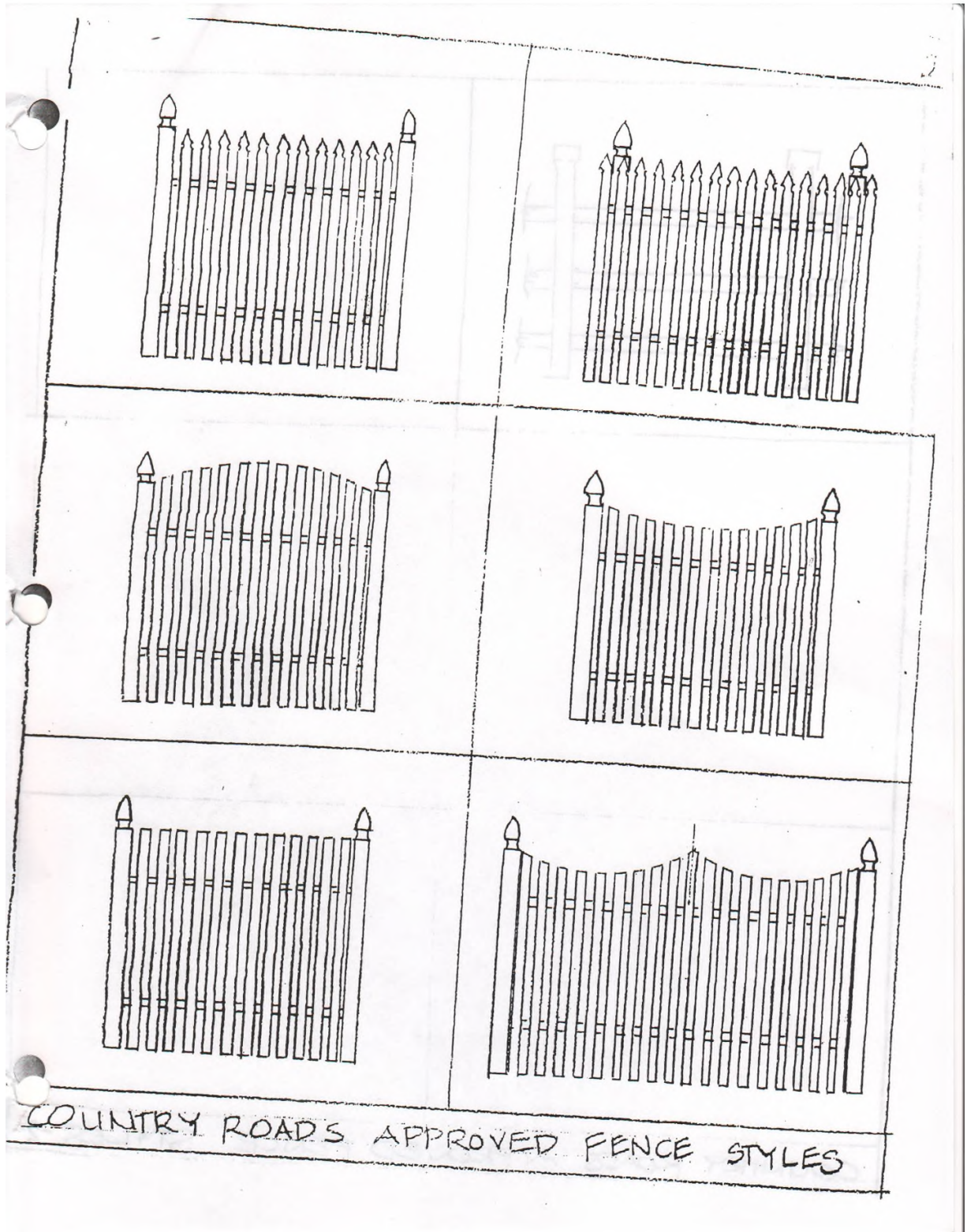
President shall notify the Homeowner of the date and time of the Board meeting when he/she may appear and appeal the complaint. Final adjudication is reserved by the Board of Directors, or, if necessary a combined adjudication of the Board of Directors and Hilltown Township officials.

Adopted on: \_\_\_\_\_ Date

Board Members:

_____	Tom Welch
_____	Dave Manion
_____	Heather Baranowski
_____	Jon Faucette
_____	Jeff Coleman









Attachment 1  
(Continued)

