

# LONGFORD CROSSING HOMEOWNERS ASSOCIATION

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## **RULES AND REGULATIONS**

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This document contains the approved Rules and Regulations for the Longford Crossing Homeowners Association. It is the responsibility of each homeowner to review these Regulations and ensure all members of their household maintain compliance. Any questions regarding the contents of the Longford Crossing Homeowners Association Rules and Regulations may be directed to Continental Property Management, Inc.

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## **Property Management Company**

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**LETTER TO THE HOMEOWNERS**

Dear Homeowner,

The following document contains the updated version of the Association's Rules and Regulations.

In accordance with Article III of the Association's By-Laws, the Association's Board of Directors may adopt, repeal or amend Rules and Regulations. Any Rules and Regulations though, may not be in conflict with the Association's existing governing documents, which are the Declaration and By-Laws. The Declaration and By-Laws are legal binding documents to which the Association Board and all Unit Owners must abide. These Rules and Regulations are in conjunction with those documents and simply restate, clarify or amplify existing provisions and restrictions. The Association's Board of Directors does not have the ability to change the Declaration or By-Laws.

It is important that each Owner periodically review these Rules and Regulations and ensure all members of their household maintain future compliance. Any questions regarding the contents of the Rules and Regulations, Declaration or By-Laws, should be directed to Continental Property Management, Inc.

Sincerely,

Board of Directors  
LONGFORD CROSSING HOMEOWNERS ASSOCIATION

## **ARCHITECTURAL GUIDELINES**

Exterior changes to the property or alterations to the grounds are prohibited, unless prior written approval is received from the Board of Directors. All exterior change requests must be submitted in writing to the Management Company. The request must be in sufficient detail to allow the Board to render a decision. Failure to obtain the necessary approval letter will result in the Association requesting areas to be returned to their original condition. The owner is responsible to obtain any required municipal permits for Association approved alterations.

## **ATTIC FANS**

Attic fans are not permitted unless prior written approval is received from the Board of Directors

## **AWNINGS**

Awnings are permitted and must adhere to the following specifications:

- Awning frame is to be "Sunesta", manufactured by Canvas Products of Jacksonville, Inc. ([www.sunsetter.com](http://www.sunsetter.com)), or "Llaza" from Anchor Industries ([www.anchorinc.com/llaza.html](http://www.anchorinc.com/llaza.html)) or similar. Frame color is to be white with white hood. The top of the hood is to fit parallel to the horizontal bottom edge of the siding, approximately 9-feet above the interior floor. The front bar shall finish approximately 7-feet above the deck floor. The outside edge of the hood cannot be placed beyond the outside edge of the deck railing. The projection of the awning cannot extend more than 1-foot beyond the front edge of the deck. The wall brackets must be installed in such a way as to avoid compressing the vinyl siding.
- Fabric is to be "Sunbrella", ([www.sunbrella.com/na/en/awning.pl](http://www.sunbrella.com/na/en/awning.pl)) from Glen Raven Mills, Inc. Glen Raven, NC, in color Taupe (Item#: 4648-0000) or Toast (Item#: 84028-0000). Awning edge must match the awning fabric color. No monogram is permitted.
- Equivalent awnings are acceptable if they match the frame and fabric described above. Fabric choice should coordinate with exterior.
- No roof mount awnings will be permitted.
- Motorized units are permitted at the homeowner's option.
- Deviations from the awnings described above require written approval from the Board of Directors.

### **BASKETBALL NETS, SPORTS EQUIPMENT AND TOYS**

Neither permanent, nor portable/seasonal basketball nets are permitted.

All sports equipment and toys and their usage shall not block access to any neighbor's property or impede the flow of traffic. Usage in the street or any common area is limited to daylight hours.

Sports equipment and toys must be stored inside when not actively being used and must be taken in by dusk every night.

Ramps, for use with skateboards, bicycles, etc., are strictly prohibited. Other sports equipment and toys, such as hockey nets for inline skating, play gates for children, bicycles or other sports equipment and toys not mentioned, must adhere to rules stated above.

### **BASEMENT WALKOUT**

Regarding all homes with a ground-level walkout basement – this walkout area is deemed a patio and subject to the rules in this document under "Patios".

### **CLOTHESLINES**

Clotheslines, clothes drying poles and/or similar apparatus must be retractable, and installed under a deck. Laundry/linens may not be hung outside the footprint of the deck or in any location noticeably visible to neighbors for drying or airing, on any part of the property, including over deck railings. All clotheslines or equivalent must be removed or retracted at dusk.

### **CURTAINS AND 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).

## **DECKS**

Decks require prior written approval from the Association's Board of Directors before any construction can begin. Any changes that occur at final installation, which differ from the original Board approved plan, may require correction of such changes at Unit Owners expense.

Deck Size/Placement – The deck and any associated steps must be completely contained within the building envelope of each Unit. An exception may be made if the unit is on the building envelope line. In such case, a cantilever may be considered with the cantilever not to exceed two feet. The deck and steps may not protrude beyond any sidewall of an end Unit. Decks must be attached to the Unit owner's property only and may not cover basement egress.

Deck Materials – Decks are to be constructed of pressure treated wood. Alternate wood deck material, such as Trex or other recycled or composite materials, will be considered on a case-by-case basis. If an alternate material is desired, a sample of the material in the color to be used must be submitted with the deck request. Any *alternate* materials must be of a medium wood tone color, only. White or other light tone materials are not permitted.

Deck Railing & Fascia – Deck railings are to be constructed of pressure treated wood. Alternate material, such as Trex (or other recycled or composite materials), will be considered on a case-by-case basis. If an alternate material is desired, a sample of the material in the color to be used must be submitted with the deck request. Any *alternate* materials must be of a color to match the deck or a complimentary color (e.g. wood tone or black). Decks with alternate material must have a matching fascia board installed.

Deck Color – Decks may only be treated with semi-transparent or solid stain. All associated wood, including supporting posts, must be similar in color to the deck itself. Color must be shades of brown. Red tones are not permitted.

Deck Maintenance – The owner is required to maintain their deck at all times, including routine repairs and maintenance as well as periodic treating of the wood. In the event a Unit Owner does not maintain the deck and deterioration occurs, the Association has the right to impose fines and have the deck properly treated and clear-sealed at the Owner's expense.

Permits – A building permit must be obtained from the Township after Association approval is received and before any construction can begin.

Deck Privacy Screen – Plans for a deck privacy screen must be submitted for Board approval and must include the deck plan. The privacy screen must be attached and built as part of the deck, must be of "shadow box" style, and must not exceed six feet in height. The deck screen must be of similar color and material as the deck and must be completely contained within the building envelope of each Unit. Deck privacy screens are strictly subject to Board approval.

### **DECK/PATIO STORAGE**

The storage of personal items on decks and patios is limited to outdoor furniture, barbecues and plants. Any other items, including bicycles, children's play equipment, tools, machinery, etc., may not be stored on decks or patios and must be stored inside the Owner's Unit when not in use. In the case where only a deck is adjacent to the rear of the home, nothing may be stored under the deck.

Freestanding outdoor furniture is allowed on back patios or decks. Porch equipment, which requires attachment to Common or Limited Common Elements, is not allowed.

On second story decks, light children's play equipment may be left out if it is not noticeably visible to neighbors.

Any plants not placed on deck floor must be secured using over-the-rail hooks. No plants, planters, baskets or containers of any kind may be placed on the top of the deck railing in an unsecured manner.

Small decorative hooks may be placed on underneath support beams for second story decks and flowers may be hung from hooks.

### **DECORATIONS/GARDEN ORNAMENTS**

Each home is allowed a maximum combined total of four (4) decorative items. These items can be placed on front steps, entry walks, porches, driveways, and mulch beds. Decorations deemed excessive or unsightly by the Board of Directors are subject to a notice of removal.

Temporary seasonal or holiday decorations are not applicable to this section. See Holiday Decorations.

All items must not exceed 12-inches in either height or width.

Freestanding, small decorative or commemorative flags, not to exceed 1-square foot, may be discreetly placed in front beds.

On rear decks, decorative or commemorative flags, not to exceed 3-feet by 5-feet, may be hung from a flagpole with approval of the Board of Directors. Flagpoles may only be attached to deck railings or deck floor and only rigid, stationery flag holders may be used. No flag holder may be attached to any portion of the building, trim, doors or windows. Freestanding flagpoles are not permitted.

Decorative items are not to be placed or stored on the common area lawn, including statuary, lawn ornaments, benches, outdoor furniture, birdbaths, etc.

No items are to be attached to any exterior surface of the building.

Wind chimes are not permitted.



## **DIGGING**

Homeowners must utilize the PA One Call System and follow applicable safe digging guidance prior to performing any digging.

## **EXTERIOR LIGHTING**

Any change or addition to the exterior lighting on each home, including deck and landscape lighting requires prior written approval from the Board of Directors. Only white or clear bulbs will be permitted.

Solar Lighting - Exterior solar lights are permitted to be installed under the following conditions. If these specifications are followed in full, no additional Board approval is required. Any deviation must have advanced approval from the Board. The association and its contractors shall not be responsible for any damage that might occur to these lights during snow clearing or regular grounds maintenance.

All lighting fixtures must be black or silver in color only.

Lights may only be placed at the front of the home, with a maximum of ten (10) lights at carriage homes and eight (8) lights at townhomes.

Lights must be placed in existing mulched beds only. Placement in lawn areas is prohibited.

Lights may not exceed an overall height of fifteen (15) inches after installation.

All lighting must shine downward toward the ground. Up lighting is prohibited.

## **FENCES**

Fences are strictly prohibited.

## **FIREARMS**

Carrying and/or use of firearms and similar weapons, including BB guns, pellet guns, paint-ball guns, laser light devices and bow-and-arrow is strictly prohibited, except as permitted by state or federal law.

## **FLAMMABLE GAS STORAGE**

No tank for storage of flammable gas may be maintained in any unit, except for a 20-pound propane tank for a gas grill, which may only be stored on a deck or patio.

### **FRONT AND GARAGE DOORS**

Front and garage doors are to be maintained by the Unit Owner. When the doors are replaced, they must be replaced with the same style, size and color as the existing door unless prior written approval is received from the Board of Directors. Front door colors are posted and available upon request.

### **FRONT DOOR HARDWARE**

The replacement of front door hardware must conform to the following standard (if the original hardware is not available):

Townhomes – Schlage Plymouth Handle set in Bright Brass **or**  
Schlage Camelot Handle set in Bright Chrome

Carriage Homes – Schlage Plymouth Handle set in Bright Brass

The installation of a smart lock deadbolt must match the door hardware in color and finish. Deviations from the guidance provided requires prior written approval from the Board of Directors.

### **GRILLS**

Grills may be stored only on a deck or patio when not in use. Grills must be used a sufficient distance from the building to prevent damage to the exterior building surfaces. Any damage, which occurs due to the improper use of the grill, will be the Unit Owner's responsibility to repair in a timely manner. Grills may not be stored on common area lawns in between use.

## **HOLIDAY DECORATIONS**

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.

Freestanding decorations such as lawn reindeer, inflatable lawn decorations or other lawn decorations or ornaments must be limited to mulch beds. Displays not approved by the Board of Directors deemed excessive or unsightly are subject to a notice of removal.

Lights and decorations **may not** be attached to any exterior surface of the building by nails, wire attachments or other any permanent means of securing decorations directly to any part of the building or building trim.

Winter holiday decorations may include but are not limited to the following (as appropriate):

- Natural looking evergreen wreaths and garland at front doors.
- Non-blinking white electric window candles.
- Red bows with evergreen boughs attached to windowsills by non-permanent brackets or ribbons.
- Non-blinking electric lights applied to shrubs and trees immediately at the front of the Unit.
- Non-blinking electric lights may be wound around railings leading to front doors.
- Natural looking evergreen garland may be wound around railing.
- Red bows may be attached to railings.
- Decorations may be hung using ribbons or non-permanent hooks on the front door, windows, garage door and lower-level rain gutters.
- Non-blinking electric lights may be wrapped around, or placed on rear deck railings. Natural looking evergreen garland may be wound around railings. Red bows may be attached to rear deck railings.
- Natural looking evergreen Christmas trees may be placed on rear decks (with or without non-blinking electric lights) as long as tree is properly maintained for holiday period. Trees must be properly secured to the deck to ensure the tree cannot blow off or fall off the deck.

### **HOSE REELS**

Hoses must be contained in freestanding hose reels or decorative freestanding hose containers while the hoses are not in use. Wall mounted exterior hose reels and the storage of hoses on the exterior of the building, in a non-contained manner, is not permitted.

Hose reels must, at all times be kept on the Unit Owner's property and must not be left in Association common areas. During the winter months, all hoses and reels must be stored inside of the Owners Unit.

### **HOT TUBS and OUTDOOR SPAS**

Hot tubs and outdoor spas are not permitted.

### **HOUSE NUMBERS**

House numbers are provided for all units.

In accordance with the Township, the number shall be no less than 3-inches and shall be of contrasting color to the house or trim color.

Replacement of house numbers must be the same finish, font and size as the existing house numbers.

## **LANDSCAPING**

Homeowners are encouraged to water landscaped areas including shrubs, trees and grass (when permissible by county and state water conservation authorities).

Homeowners are permitted to plant flowers, bulbs and perennials in existing front and side planting beds.

Vegetable and fruit bearing plants and trees and vegetable or fruit gardens are not permitted. Small containers of decorative vegetables or fruits are permitted on the Unit Owners deck or patio. No material for such plantings is permitted to grow over the edge of the deck.

Additions or changes to the landscape package are subject to review by the Board of Directors. Any modifications made without approval by the Board of Directors is subject to correction at the homeowner's expense.

Front garden beds may not be void of shrubs and must contain a sufficient volume of plantings (e.g. trees or shrubs) to appropriately fill the area. While no specific number of shrubs or trees is required, the "fullness" of the bed is to be determined by the Board on a case-by-case basis. The Board reserves the right to require additional planting by the homeowner if it is determined the bed is too empty.

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. If the Association landscaper must be asked to clean a poorly kept bed, the Unit Owner will be assessed the cost of such service.

Garden beds may not be bordered by synthetic edging material, such as plastic or rubber, or rocks or wood, either natural or synthetic unless explicitly approved by the Board of Directors.

### **LEASING OF UNIT**

Except as expressly provided in this section, there shall be no restrictions on the leasing of Units.

No transient tenants may be accommodated in any home.

No lease shall be for less than the entire home.

*The initial term of a lease must be for no less than one (1) year.*

A Homeowner shall not engage in the leasing of his Unit except after having lessee execute a written lease, which shall provide the term of the lease and must contain the following provisions:

*"Lessee hereby agrees to be bound by all terms and conditions contained in the Declaration, By-Laws and Rules and Regulations of the Association as the same shall apply to the Unit leased 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 of the obligations applicable to the Unit Owners under the Act, the Association 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."*

Each lease shall be subject in all respects to the provisions of the Declaration, the By-Laws and the Rules and Regulations of the Association. Any 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.

**Copies of all leases must be provided to the Homeowner's Association for their files within ten (10) days of execution, along with a copy of the required "Tenant Registration Form" (See Attachment B).**

The owner of each home is responsible for the actions of their tenants and will remain liable for any violations of the Association's governing documents, assessed fines or any damage to Association property caused by their tenant.

### **MAINTENANCE**

Homeowners shall be required to maintain the interior and exterior of their home, including but not limited to: the maintenance, repair and/or replacement of decks, patios, driveways, roofing, windows, siding, doors, entry walks, exterior stairs, railings and landscaping.

Should any of the aforementioned items need replacement, the homeowner must replace said item using the same building material, retaining that item's original size, shape and color as to approximate the original. Any desired variations must be submitted to and approved by the HOA Board of Directors.

The Association is responsible for the maintenance, repair and replacement of common elements.

The Association shall maintain lawn areas, landscaping not installed by the owner, private roads, streetlights along the private roads, common area sidewalks and any other Common Element. Damage to Common Elements by a resident, tenant or guest becomes the financial obligation of the Homeowner to repair.

The Association shall have the right, but not the obligation, to make any necessary repairs to such Limited Common Elements if the Homeowner to whom they are allocated fails to do so, and to charge such Unit Owner for the cost thereof as a Common Expense Assessment.

For specific maintenance responsibilities, see the "Association and Unit Owner Responsibility List" (See Attachment C).

### **OUTBUILDINGS**

No outbuilding, shack, shed above or in-ground swimming pool, hot tub or other structure of any kind shall be placed or erected by a Homeowner on any portion of a Unit, Limited Common Element, or Common Element.

### **PARKING AND VEHICLES**

Longford Crossing owns, maintains and controls Hudson Drive, Baxter Drive, Strine Court, Unity Way, Calder Way and Berman Court as private roads.

Homeowners must use their garage and driveway for parking their personal vehicle(s). Homeowners with more than two vehicles must park one vehicle in their garage. Parking on the apron at the end of one's own driveway parallel to the street in a manner not blocking the sidewalk is allowed. Vehicles shall not block crosswalks or extend into community intersections.

Short-term parking for guest vehicles shall be done only in the following locations:

- Designated common area parking spaces throughout the property.
- Parallel to curb lines between townhome buildings where the length of curb line is sufficient for the size of the vehicle or where there are no adjacent townhome buildings.

Common area parking lots are marked as 72-hour parking. Vehicles parked in these areas for longer periods may be deemed dead storage per the guidance below.

Dead Storage of vehicles on Association common areas, including Guest parking areas, is strictly prohibited. “Dead Storage” is defined as a vehicle that has not moved for a period of five (5) consecutive days. Exceptions to this rule must be pre-approved by the Board. Parking across one’s own driveway is not subject to dead storage consideration.

After an initial written warning, subsequent violations may be met with fines or penalties, including towing at the vehicle owner’s expense, as designated by the Board of Directors. Vehicles parked in clear violation of no parking rules described herein or community postings, including blocking fire hydrants, are subject to immediate tow without warning at the vehicle owner’s expense.

Motor-driven recreational vehicles of any kind, including dirt bikes, ATVs, and snowmobiles are strictly prohibited from use on any part of the property. Recreational vehicles, and trailers less than 20 feet in length, are permitted to be parked in a unit owner’s driveway for a period not to exceed three (3) calendar days, no more than six (6) times per year.

No repair, restoration or servicing of vehicles is permitted unless entirely enclosed in a garage.

Vehicles which are not permitted to be parked in the community include:

- Vehicles which are not currently registered and/or do not display current State inspection stickers.
- Vehicles displaying “For Sale” signs.
- Commercial box trucks.
- RV or Campers.
- Truck, tractor, trailer or any other vehicle which exceeds 20 feet in length.
- Commercial pickup trucks or vans which exceed 14 feet in length.
- Boats of any type except when kept in a closed garage.
- Inoperable vehicles.



## **PATIOS**

Patios require prior written approval from the Association's Board of Directors before any construction can begin. Any changes that occur at final installation, which differ from the original Board approved plan, may require correction of such changes at Unit Owners expense. Patios may be installed at the rear of the home adjacent to the lower-level exit door.

Patio Drainage – All drainage materials must be installed in such a manner not to interfere with lawn maintenance. A plan with drainage beneath the patio and into adjacent ground using a "pop-up" valve is recommended.

Building Permit – If required, a building permit must be obtained from the Township after Association approval is received, and before any construction can begin.

Patio Size - The patio may be no larger than the existing or approved deck for each unit and must be completely contained within the building envelope of each unit. The patio may not protrude beyond any sidewall.

Patio Maintenance - Each owner is responsible for the maintenance and upkeep of their patio, and the repair of any lawn area damaged during the installation process.

Patio Materials and Colors - EP Henry interlocking pavers, flagstone, blue stone (or similar) must be used as the patio building material. Material must be neutral in color. Loose aggregate of any kind, including but not limited to stone and/or gravel is not an acceptable substitute for patio material. Patio requests must provide detailed information on the construction materials to be used. Should you desire an alternate patio material, a sample must be provided to the Board for consideration.

Failure To Comply - Failure to comply with the stated patio requirements may result in the removal at the Unit Owner's expense.

Patio Requests - All patio requests must be submitted in writing to the Management Company using the "Deck/Patio Request Form" (See Attachment A). The request must include:

- Materials to be used
- Color of materials to be used
- Patio dimensions
- Builder's Plot Plan with Patio drawn in
- Drainage design and materials
- Patio design (including materials list)
- Samples, brochures or other information that will help in the review process

## **PETS**

Neither dogs, cats, nor any non-domestic animal life may be bred in any Unit or in the Common Elements. Small animals (including dogs, cats, hamsters, birds, reptiles, amphibians, and fish) may be kept by a Unit Owner as household pets; provided that such permitted species are not kept for any commercial purposes, do not constitute a nuisance to others, and kept in strict accordance with any rules and regulations relating to household pets promulgated by the Board of Directors.

Pets must be leashed at all times, kept under control and attended by a responsible person while outside the owner's unit.

All solid pet waste must be immediately picked up, bagged and disposed of in owner's trash or receptacles provided by the association for pet waste disposal. This includes Unit Owner's use of the common lawn area to the rear of their home as well as all other common areas. Such incidents are subject to a \$200 fine.

Unit Owners are not permitted to allow their pet to roam or soil on areas surrounding another Unit Owner's home.

Unit Owners are responsible for any property damage, injury or disturbance caused by pets belonging to themselves, lessees or guests.

Pets may not be leashed to any buildings, trees, lawns, deck supports or ground stakes.

### **PROPERTY USAGE**

No part of the Property shall be used for anything other than housing and related common purposes for which the property was designed.

No industry, business trade, occupation or profession of any kind, commercial, religious, educational, or otherwise, designed for profit, altruism, exploration, or otherwise, shall be conducted, maintained, or permitted on any part of the Property. Exceptions to this practice will include incidental businesses run from a unit, which does not increase traffic to the unit and does not conflict with the By-laws or any other rule or guideline.

No use or practice shall be permitted in any Unit, or on any other place in the Property which is the source of undue annoyance to the other occupants of the Property or interferes with the peaceful possession and proper use of the Property by such other occupants, or will materially increase the rate of insurance on the Property beyond that to be anticipated from then proper and accepted conduct of otherwise permitted uses hereunder.

Each Unit Owner shall have the right to use the Common Elements in common with all other Unit Owners as may be required for the purposes of access, ingress to, egress from, use occupancy and enjoyment of the Unit owned by such Unit Owner, and for such other purposes incidental to the use of Units. Such right to use the Common Elements shall extend to each Unit Owner and to his agents, servants, tenants, family members, customers, invitees, and licensees. Limited Common Elements assigned to a unit are for the exclusive use of that unit.

No Unit Owner shall overload the electric wiring in his Unit, or operate any machines, appliances, accessories or equipment in such a manner as to cause unreasonable disturbance to others.

### **RULES AND REGULATIONS CHANGES**

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

### **SALE OF UNITS**

There shall be no restriction on the sale, conveyance or other transfer of title to any Unit, but any sale conveyance or other transfer shall be subject to the Act, the Declaration, the By-laws, and the Rules and Regulations of the Association. Without limiting the generality of the foregoing, the sale of a Unit shall not be subject to any right of first refusal in favor of the Association or any other Unit Owner. In order to maintain proper Association records, at least thirty (30) days prior to any transfer, a transferring Unit Owner shall notify the Board of Directors in writing of the name and address of the proposed transferee and the projected date of settlement. All buyers are required to pay a onetime, non-refundable, capital contribution fee to the Association at the time of settlement.

### **SATELLITE DISHES**

Homeowners may install a satellite dish, up to 1-meter in diameter, on their own property, in accordance with the following:

- The satellite dish must be placed as low to the ground as possible, in the least obtrusive location, consistent with obtaining an acceptable quality signal. The desired locations in order of preference are:
  1. Rear of home, contained in a mulched planting bed along the foundation.
  2. Rear of home, mounted to a deck.
  3. Rear of home, mounted to an exterior wall of building.
  4. Front of home, contained in a mulched planting bed along the foundation.
  5. Rear roof installation.
  6. Front roof installation.
- Any landscaping or planting beds installed in conjunction with the dish, must be approved in advance by the Association's Board of Directors.
- Cables must be run internal to the house. No wiring may be left loose or draped on the outside of the home.
- At no time may an owner install a dish on any portion of the Association's common elements or other property to which they do not have title.
- Satellite dishes must complement the color of the home or landscaping and must be for the personal use of the owner of the residence.

As long as compliance with these regulations is met, no Association written approval is required. The Association reserves the right to direct any owner to enlist methods of disguising the dish, not in conflict with FCC regulations, such as color change, landscape buffer, etc.

## **SIGNS**

No signs, advertising or display shall be maintained or permitted on any part of the Property except a small non-illuminated Security sign, or a single For Sale sign in a window of the Unit. Rental signs are not permitted to be displayed for public view. Open House signs may be displayed on the day of the open house only, with a maximum of two (2) days per week.

## **SOLAR PANELS**

No solar Panels are permitted on any part of the property without Board approval. All plans, including materials, installation details and design, must be submitted to the Board prior to any installation.

## **SPEED LIMIT**

Drivers on any of the roads inside the Longford Crossing Community including: Hudson Drive, Baxter Drive, Strine Court, Unity Way, Calder Way and Berman Court must adhere to Community speed limits.

## **STORM DOORS**

Installation of compliant storm doors is allowed. Installation is permitted at the Owner's expense and risk. Unit owners may install storm doors in accordance with the following:

- The storm door must be full-view style only, notwithstanding, screen insert may have a crossbar.
- The door must be white, or a color to identically match the front door, and have no decorative moldings, etchings, bevels, crossbars or scalloped edges.
- Brass or chrome hardware and kick-plate trim is permitted.
- Maintenance of the storm door is the responsibility of the homeowner.

As long as compliance with these regulations is met, no Association written approval is required.

### **SNOW REMOVAL**

If 2-inches or more of snow accumulates from any single snowstorm, snow removal from roadways, mailbox areas and from common sidewalks will be the responsibility of the Association's contracted party/parties.

It is the responsibility of each Homeowner to remove all snow accumulation on the Homeowner's front steps, entry walkways, driveway and sidewalk at the front of Homeowner's lot. It is the Homeowner's responsibility to "dig out" their own vehicle (or vehicle(s) of invited guests) if parked on Association property (including streets and guest parking areas).

### **SUN FILTERING FILM**

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

### **TRASH MAINTENANCE**

Trash is not to be stored or disposed of on Association property or limited common elements.

Trash and recycling receptacles **MUST** be stored strictly within the confines of the Unit Owner's garage on non-trash pickup days.

Trash is to be placed outside in no earlier than the evening before the scheduled pick-up day. Trash and recyclables should be appropriately secured in containers, particularly on windy days.

All trash and recycling containers must be removed from curbside and stored inside the Owner's Unit, no later than the evening of the scheduled pick-up day.

### **VEHICLES**

Certain vehicle types are restricted. Please refer to the PARKING AND VEHICLES section.

### **WADING POOLS**

Child wading pools are permitted on rear decks and/or patios only. They are not permitted in the front of the home including, driveways, lawn areas or planting beds.

The pool shall be emptied of water at all times when not attended by a responsible adult.

Pools must be stored inside when not in use and are not permitted outside overnight.

### **WINDOW AIR CONDITIONERS**

No window air conditioners shall be installed in any Unit.

### **YARD SALES**

Individual yard sales are not permitted.

### **ENFORCEMENT PROCEDURES**

#### **Violation Procedure**

Violations must be reported in writing to Continental Property Management and must be signed by the individual issuing the complaint. The letter should state the violation and the address of the violator. The address for reporting violations is Continental Property Management, 975 Easton Road, Warrington, PA, 18976. All information will be kept confidential.

A member of the Board of Directors, an authorized committee member (if one has been appointed), 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.

A violation letter shall state the violation(s), ask that corrective action be taken within a stated time period, and stipulate a fine if compliance does not occur.

A fine letter shall impose the designated fine and state any additional per day or escalating fines. The Board of Directors has the full authority to establish the amount of fines or other penalties. The amount charged is due upon receipt of notice.

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. **It is the responsibility of the Unit Owner to contact the Management Company in writing, within five (5) days of receipt of the violation notice, if they wish to request review of a violation with the Board of Directors.**

#### **Non-Compliance**

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 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.

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.

**ATTACHMENT A - Deck / Patio Request Form**

**Owner Name(s):** \_\_\_\_\_

\_\_\_\_\_

**Unit Address:** \_\_\_\_\_

\_\_\_\_\_

**Email Address(es):** \_\_\_\_\_

**Phone Number(s):** \_\_\_\_\_

**Requested Change: DECK / PATIO**  
(Circle One)

☐ **Materials to be used:** \_\_\_\_\_

☐ **Color of Materials to be used:** \_\_\_\_\_

☐ **Deck/Patio dimensions:** \_\_\_\_\_

**The following items must be attached to this request:**

- ☐ **Builder's plot plan with Deck/Patio drawn in**
- ☐ **Deck/Patio Design (including materials list)**
- ☐ **Other (Samples/Brochures)**
- ☐ **Pennsylvania Home Improvement Contractor Registration Number  
(as required)**

**I agree to comply with all Association rules, regulations and architectural guidelines for deck/patio installations as well as any specified conditions or restrictions to my deck/patio approval as established by the Board of Directors or Architectural Review Committee. I understand proper maintenance of the deck/patio is my responsibility. I also agree to obtain any necessary Township Building permit(s) and comply with all required building codes.**

**Signature(s):** \_\_\_\_\_

\_\_\_\_\_

**Date:** \_\_\_\_\_



**ATTACHMENT B - Tenant Registration Form**

**ASSOCIATION UNIT ADDRESS** \_\_\_\_\_

**UNIT OWNER(S):**

**NAME(S)** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**EMAIL ADDRESS** \_\_\_\_\_

**PHONE# (HOME)** \_\_\_\_\_ **(OFFICE)** \_\_\_\_\_

**TENANT(S):**

**NAME(S)** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**EMAIL ADDRESS** \_\_\_\_\_

**PHONE# (HOME)** \_\_\_\_\_ **(OFFICE)** \_\_\_\_\_

**CAR MAKE, MODEL AND LICENSE PLATE** \_\_\_\_\_

**LEASE START DATE** \_\_\_\_\_ **LEASE END DATE** \_\_\_\_\_

**AUTOMATIC RENEWAL**                      **YES** \_\_\_\_\_                      **NO** \_\_\_\_\_

**PETS ALLOWED**                                      **YES** \_\_\_\_\_                                      **NO** \_\_\_\_\_

**NUMBER AND TYPE** \_\_\_\_\_

As the Landlord/Owner of the above referenced unit in the Longford Crossing Community Association, I verify that the above information is correct and I have provided a copy of all necessary Association Rules/Regulations/Restrictions to my tenant. As the Landlord/Owner, I am responsible for the actions of my tenant and any guests or occupants of the unit. **I have attached a copy of my written lease agreement as required by the Association's Rules and Regulations.**

**Owner's Signature(s):** \_\_\_\_\_

\_\_\_\_\_

**Date:** \_\_\_\_\_

**ATTACHMENT C - Association and Unit Owner Responsibility List**

Owners are responsible for the repair and maintenance of their respective home(s) and property. The services provided by the Association are set forth in the Declaration.

For your information, a listing of the Association's maintenance, repair and replacement responsibilities are detailed below. Any function not listed as an Association responsibility, is the maintenance, repair or replacement obligation of the homeowner.

If you have questions concerning the following information, please contact the Association's Management Company, **Continental Property Management** at **215-343-1550**.

**PRIVATE LOTS**

<b>Grounds Maintenance</b>	Mowing, turf applications, monthly edging of curb lines and sidewalk areas, spring and fall clean up.
<b>Shrubbery Beds</b>	Mulching and edging each spring, annual trimming of plant material, weed control.

(Each owner is responsible for shrubbery replacement and snow removal from their driveway and walks)

**COMMON AREA**

<b>Entrance Signs</b>	Maintenance, repair, replacement.
<b>Grounds Maintenance</b>	Mowing, edging, turf applications, spring and fall cleanup, reseeding, entry area flowers.
<b>Roads &amp; Parking Areas</b>	Maintenance, repair, replacement, snow removal.
<b>Shrubbery Beds</b>	Mulching, edging, weeding, annual trimming, replacement.
<b>Sidewalks</b>	Maintenance, repair, replacement, snow removal.
<b>Storm Water Management System</b>	Maintenance, repair, replacement.
<b>Streetlights</b>	Maintenance, repair, replacement, electricity.
<b>Tot Lot</b>	Maintenance, repair, replacement.

**TRASH REMOVAL**

Once a week pickup of trash and recycling.