



RULES AND REGULATIONS

Effective January 1, 2024, and replaces all prior Rules and Regulations

Longstown Village is not a 55 plus community.

A uniformly neat, exterior appearance is essential to maintaining the character of Longstown Village Condo Association.

These rules were developed to maintain the beauty of the community as well as the safety of our residents and guests.

For governing documents or forms, please refer to the Red Book, visit www.longstownvillage.org or the clubhouse.

SECTION A

1. GENERAL RULES

- A. Condos may not be rented or leased. Occupancy of each unit shall be limited to a maximum of four (4) persons per unit.
- B. Owners shall be responsible for the actions of themselves and their guests. Any damage caused to the common elements by the owner, or their guests, shall be repaired by LVCA at the owner's expense.
- C. LVCA assumes no responsibility or liability for personal injuries of unit owners incurred on the premises.
- D. Employees of the Condo Association are subject to direction by the Executive Committee. Employees or contractors shall not be asked by an owner or an occupant to perform any type of service. Please allow them to complete their work without interruption.
- E. Owners or occupants shall not solicit others for any commercial purpose.
- F. Owners are not permitted to install anything to the exterior or the surrounding area of their unit. This could include, but is not limited to fences, antennas, flagpoles, clotheslines, structural additions and sheds.
- G. In the event of an emergency, agents of LVCA, a contractor or a workman authorized by the Executive Committee may enter any unit at any time. If entry is necessary for a non-emergency situation, prior arrangements will be made with the owner. If forcible entry by LVCA becomes necessary, the owner is responsible for repairs.
- H. Contractor work done on any unit must be performed weekdays between 8:00 AM and 6:00 PM, unless prior approval has been granted by the Executive Committee. Emergency repairs are the exception.
- I. Only authorized contractors are permitted on the roof.
- J. Concerns regarding management of the property or actions of others must be in writing and signed and sent to the Executive Committee.
- K. If service is required, please complete a "Service Request Form" and submit it to the office.
- L. Clubhouse Rules - Tobacco products, alcoholic beverages and pets are not permitted on the premises. (A service dog is an exception.) Residents are responsible for cleaning up after all activities.
- M. Satellite dishes are permitted so long as they are approved and installed according to the standards on the Satellite Dish Approval Request Form available in the clubhouse and on our website.
- N. Yard Sales, Garage Sales, Household Sales or Estate Sales are not permitted.
- O. Given reasonable cause, the Executive Committee reserves the right to revoke permissions previously granted to any owner. The Executive Committee reserves the right to amend and modify these rules and regulations. Owners will be notified of any changes.

2. WINDOWS AND DOORS

No windows, doors, screens or other Limited Common Elements shall be altered by the owner without the prior written approval of the Executive Committee. Approval request forms are in the clubhouse and on the website.

3. GARAGE DOOR

The garage door shall always be kept closed unless an activity is being performed that requires the door to be open. This includes watering trees or flowers, washing cars, cleaning windows, socializing, etc. A partially open/closed garage door for ventilation or cooling is **not** permitted.

4. PORCHES AND PATIOS

Owners are responsible for keeping porches and patios tidy.

- A. Only conventional furniture is allowed. Tables with or without umbrellas are allowed on the patio. "Makeshift" furniture made from cable reels, cinder blocks, planks, concrete cylinders, etc. is not permitted.
- B. Birdhouses and bird feeders are not allowed. Please keep tools and brooms in the garage.
- C. Residents are allowed to have one flowerpot on the garage side of the porch and one on the garage side of the landing. Pots may not obstruct the doorway or the landing.
- D. During the off season, pots void of plant life must be kept in the garage or stored neatly on the rear porch or patio.
- E. **One** fruit or vegetable grown in a pot is permitted on the patio. The plant **must** be contained within the pot.
- F. A retractable awning is permitted over the patio. Current guidelines can be found at the clubhouse or on the LVCA website. All maintenance of the retractable awning is the responsibility of the unit owner.
- G. Only propane or electric barbeque grills may be used on the patio. A distance of at least 4 feet from the unit must be maintained to prevent possible damage to the vinyl siding or soffit. Grills may not be permanently attached. The storage of extra propane tanks is prohibited.
- H. Garden hoses are not to be stored in mulch beds, on patios or front porch areas. A Hose Hideaway is permitted on the rear porch.

5. WALKWAYS AND SIDEWALKS

Definitions: Walkway is from the driveway to the front porch and the sidewalk is along the curb or street.

- A. Walkways shall not be obstructed or used for any purpose other than pedestrian traffic.
- B. Sidewalks shall be kept open except for garbage and recycling pick-up.
- C. Skateboards, bicycles, scooters, tricycles, roller skates, rollerblades or other similar modes of transportation are permitted on the sidewalks so long as they are operated in a safe manner and yield to pedestrians. Pedestrians have the right of way.

6. GARBAGE AND RECYCLING

- A. All garbage shall be placed in the provided tote or in **HEAVY DUTY** bags provided by the owner. Recycling must be placed in the provided tote or bin.
- B. Totes and bins must be stored inside the owner's garage.
- C. The totes may be placed at the curb no earlier than 4:00 PM on the day before the scheduled pickup. **If using bags, garbage should be placed curbside the morning of pickup.**
- D. In the event of windy conditions please do not place loose items in bins.
- E. The mechanical equipment used during pickup requires totes to be 3 feet apart.
- F. Totes must be returned to the owner's garage by the end of pickup day.
- G. Garbage and recycling issues should be reported to Windsor Twp. (717) 244-3512.

7. PLANTS, FLOWERS, SHRUBS, TREES AND MULCHED AREAS

- A. Owners may **ONLY** plant annuals, perennials or bulbs in the mulch beds. Plants that produce fruits or vegetables are not permitted.
- B. All planting done by the owner must be maintained by the owner. This includes weeding, pruning, trimming or any other action necessary to keep the plants neat and in a good appearance.
- C. No plants that grow higher than 36 inches will be permitted.
- D. Ground cover must be approved by the Executive Committee.
- E. Nothing may be planted around trees, street signs, light poles, transformers or utility boxes.
- F. The Condo Association shall not be responsible for damage to flowers or plants that are planted by the owner.
- G. The owner's plants must be cut back or removed by the end of the growing season.
- H. One solar light is permitted in the garage mulch bed at the bend in the walkway. Two solar lights are permitted in the rear of the condo but may not interfere with the mowing.
- I. A security notice sign is permitted.
- J. All shrubs and trees planted by LVCA are to be maintained **only** by LVCA. They shall not be trimmed or removed by anyone else. Violators are responsible for the replacement cost.

8. SEASONAL DECORATIONS

- A. Seasonal door decorations (spring, summer, fall and winter) may be displayed during the season. They may be attached to the front door with a wreath hanger, suction cup or magnetic hook. No screws, tacks, nails, etc. may be inserted anywhere on the exterior of the building.
- B. Decorations for the winter holidays (Christmas, Hanukkah and Kwanza) are permitted from Thanksgiving Day through January 8th if they are not permanently attached. Lighted wreaths are permitted on the front door, front windows and garage window.
- C. During the winter holidays, garlands and light strings may be wrapped around railings and porch posts but **NOWHERE** else.
- D. No spotlights may be placed on the lawn or attached to the unit.
- E. Decorations such as Santa, snowmen, reindeer, a nativity scene, Star of David, or Hanukkah candles may be placed on the porch.
- F. Easter decorations may be displayed during the Lenten season. They should be removed no later than 10 days after Easter.
- G. Decorations for other holidays may be displayed during the month in which they occur.
- H. Owners are responsible for any damage such decorations cause to the exterior of the units. Nothing may be placed and/or attached outside the unit on the lawn, mulch beds, and driveway or garage door.

9. FLAGS

- A. The 50-star American flag may be displayed year-round between the two bushes in the mulch at the front porch.
- B. On patriotic holidays, additional American flags may be placed in the front porch and garage mulch areas. Also, patriotic bunting may be draped across the front porch railing. These may be put up two (2) days prior to the holiday and must be removed two (2) days after. Some recognized patriotic holidays are Martin Luther King, Jr. Day, President's Day, Armed Forces Day, Memorial Day, Flag Day, Juneteenth Day, Independence Day, Labor Day, Patriot Day, and Veteran's Day.
- C. Seasonal flags (12" x 17") are acceptable and can be displayed in lieu of the American flag. Political, sports related, environmental and social issue flags are not permitted.
- D. If the flag is removed, the flag holder must be removed as well.

10. NOISE

- A. Noises within or outside any unit may not disturb other residents. This rule especially applies to audio and other entertainment devices.
- B. Owner shall not hang wind chimes outside.

11. PETS

- A. Owners may have two (2) dogs or two (2) cats or a combination thereof if they do not disturb other owners or occupants and are kept on a leash or carried while in any of the common areas.
- B. **For the mutual benefit of everyone**, excessive barking and/or aggressive dog(s) are not permitted. Owners will be required to remove such dog(s) from the property upon written notice from the Executive Committee.
- C. Pet owners must immediately clean up after pets. Damage done by pets to shrubs or grass will be repaired by LVCA at the pet owner's expense.
- D. No stakes, dog runs, or any type of rope/chain are allowed to be attached to any structure or mulch/grass area outside any unit.
- E. Pets **MUST be kept on a leash or carried** when outside. Owners opting to use retractable leashes when walking dogs are cautioned that they are responsible for always keeping the dogs under control.

12. VEHICLES AND PARKING

- A. Vehicles belonging to any owner or resident of a unit shall be parked in the Owner's garage and/or driveway. Residents may use guest parking if work is being done in an owner's condo or driveway. Otherwise, off-street parking is for guests only. The Executive Committee has the right to tow and store any improperly parked vehicle. The owner is responsible for any incurred expenses.
- B. Vehicles parked in either driveways or parking areas must be removed to accommodate snow removal. Spaces with parked vehicles in them when the snow equipment arrives will not be cleared due to possible damage.
- C. No repair to a vehicle, except for an emergency, shall be performed in any area outside the garage.
- D. Vehicles may only be washed in driveways.
- E. Parking spaces are for standard motor vehicles only. The following are not permitted: boats, trailers, motor homes, campers, recreational vehicles, trucks or any vehicles over $\frac{3}{4}$ ton. While performing services within the village, business vehicles are exempt.
- F. Recreational vehicles or boats may be parked in front of the unit for up to two (2) hours to allow loading/unloading, provided traffic is not obstructed. Overnight parking for recreational vehicles or boats is allowed in the Clubhouse parking lot with approval by the Executive Committee. (This would be one night only.)
- G. Motor vehicles without a valid license plate and inspection sticker must be parked in the garage.
- H. Non-licensed vehicles such as motorized scooters are prohibited. Exceptions are handicap equipment, electric bikes and golf carts. Residents using golf carts must complete and submit a Golf Cart Approval Request Form.

SECTION B

COLLECTION FEE POLICY

- A. Condo fees are paid quarterly on January 1st, April 1st, July 1st and October 1st.
- B. Assessment payments, as needed, will be scheduled by the Executive Committee.
- C. No invoices will be mailed to Owners. Information regarding condo fees and assessments will be e-mailed, printed in our newsletter, posted in the clubhouse and on our website.
- D. Checks or money orders should be made payable to LVCA. Mail them to the Treasurer of LVCA at 2070 Faversham Way, York, PA 17402 or place them in one of the “drop boxes” located at the clubhouse.
- E. When condo fees, assessments and/or penalties are not received by, or postmarked after the (5th) day of the month in which they are due, a late charge of five percent (5%) will be assessed. After thirty (30) days and at each subsequent thirty (30) days, interest will be charged at the rate of fifteen percent (15%) per annum to all monies due the association. A letter will be sent notifying the owner of the delinquency and all subsequent charges.
- F. The association holds the right to file a lien against any owner for fees/assessments and/or penalties due the association. After the total amount of unpaid fees/assessments and/or penalties exceeds an amount equal to three (3) times the quarterly fee, a lien against the Unit may be filed with the Recorder of Deeds for York County.
- G. All legal fees, interest, and/or other fees incurred by the Association or its agents for the collection of delinquent fees will be assessed against the owner. All fees are deemed payable on demand.
- H. Any check returned for insufficient funds will result in the bank’s charge being passed on to the owner. An additional \$50.00 administration fee shall also be assessed to the owner. The monies owed, bank charge and administration fee shall be paid upon demand to LVCA at 2070 Faversham Way, York, PA 17402. After a second (2nd) occurrence, NO CHECKS WILL BE ACCEPTED UNLESS CERTIFIED. Any check that is not redeemed within thirty (30) days will be turned over to the District Magistrate for criminal prosecution.

SECTION C

POLICY ON VIOLATIONS, PENALTIES AND RIGHT TO APPEAL

- A. When a violation is observed, the owners have an obligation to notify the Executive Committee in writing of such violation(s). All correspondence addressed to the Executive Committee MUST BE SIGNED by the owner and provide specific details of the violation(s). The Executive Committee will do their best to assess and appropriately respond to the violation.
- B. A violation of our Governing Documents could result in a letter, fine and/or legal action.
- C. A violation of any of the Rules and Regulations is deemed to be an offense for which a penalty may be levied. All penalties, unless otherwise stated, will be levied in accordance with the following schedule:
 - 1st offense** - A letter which cites the violation and requests the owner to comply within 14 days
 - 2nd offense** - A certified letter with a \$50 fine requesting compliance within 7 days
 - 3rd offense** - A certified letter with a \$75 fine requesting compliance within 7 days
 - 4th offense** - A certified letter from the LVCA attorney which seeks compliance, payment of fines, and may also include a lien against the owner's condo. The owner is responsible for all attorney fees and any subsequent court costs or charges.
- D. The owner will have fifteen (15) days from the date of notification to pay the penalty or appeal the violation by petitioning the LVCA Executive Committee in writing. The Executive Committee will schedule a hearing as needed. After reviewing all available information relative to the matter, the LVCA Executive Committee will have seven (7) days to render a decision and notify the owner. The decision may only affirm or negate the imposition of a penalty. The LVCA Executive Committee may not increase or decrease the amount of the original penalty assessed. Following the hearing and notification, the owner has fifteen (15) days to pay any penalty that has been affirmed.
- E. Failure to pay any penalty levied against an owner may result in the following:
 - a. Outstanding penalties may be turned over to the local District Magistrate for collection. The owner will assume the administrative costs of any action.
 - b. The Association holds the right to file a lien against any unit for fees/assessments and/or penalties owed the Association. The Association may elect to record the lien against the property with the Recorder of Deeds for York County. This lien will be removed only after all penalties and all costs have been paid. All costs associated with the placement and the removal of such lien will be the responsibility of the owner.

SECTION D

RESALE OF UNITS

- A. A unit owner may place a “For Sale” sign in the front window and in the garage window of any unit that is being sold. No unit may be sold by using a public auction.
- B. If an Open House is necessary, an “Open House” sign may be placed in the front yard of the condo on the day the Open House is being held.
- C. Prior to the resale of a unit, the owner or agent must secure a current set of Condo documents which includes a “Certificate of Resale”. To obtain these, call the LVCA office at (717) 840-4076. The fee for these documents must be paid when they are received. These documents must be provided to, reviewed with the realtor, your attorney, or the settlement company, and accepted by the prospective buyer(s).
- D. The fee for “Condominium Documents” is paid by the Buyer(s). “Certificate of Resale” is paid by the Seller(s).
- E. **A new owner must file a signed copy of the “Acknowledgment of Code Regulations” within five (5) business days of settlement.** This document can be mailed to the Treasurer of LVCA at 2070 Faversham Way, York, PA 17402 or placed in one of the “drop boxes” at the Clubhouse at the same address.