



WELCOME TO MELBOURNE PLACE II
A TOWNHOME PLANNED COMMUNITY

www.melbourneplaceii.com



Dear Melbourne Place II Resident:

Welcome to our Homeowners Association community. We're glad you're now a resident, and we look forward to meeting you soon. We want to make sure you are informed as much as possible about your Homeowners Association.

*Attached to this booklet are important forms for your attention. The Owner Information Form **must** be completed by all owners and is vital if there is a medical emergency, fire, flood, or some other event where York H-G or the Board needs to contact you, or someone close to you, in an emergency.*

Prior to moving into your home, you should have received copies of some very important documents either from the seller or your landlord. These are:

- *The Declaration of the Homeowners Association,*
- *By-Laws and*
- *Rules and Regulations*

If you didn't receive any of these, we would recommend that you download copies from our website. www.melbourneplaceii.com.

It is not intended that this letter be unduly legalistic or technical. It is just that many people do not know or understand the organization definitions - and yes, the obligations - of buying or living in a common interest community like ours.

- *All Melbourne Place II residents – owners and renters – must comply with the Homeowners Association rules and regulations. They are reasonable rules to protect property values, preserve the nature of our community, and make life more enjoyable for everyone. The Homeowners Association has the legal authority to enforce all rules. We do this equitably and consistently.*
- *Renters are entitled to all the privileges of a Homeowners Association membership except voting. However, your agreement is with your landlord not the Association.*
- *As a resident, you do not have to own your home to be interested in our community. If you would like to volunteer for a committee or other type of service to the association, we look forward to having you participate. Responsible, service-minded residents are the backbone of our Homeowners Association, regardless of their ownership status.*

Again, we welcome you to Melbourne Place II.

THE BOARD OF DIRECTORS - MELBOURNE PLACE II

THE BASICS

- *Relax, we've got you covered. Here's a quick basic introduction to living in Melbourne Place II*
- *But what does that really mean?*
- *Before you do anything else, please register at www.melbourneplaceii.com Our exclusive owners' website*

Melbourne Place has two Associations.

- A Condominium Association formed in 2006 – Melbourne Place Condominium Association.
- A Townhome Planned Community formed in 2011 – Melbourne Place II Townhome Planned Community.
- **You live in Melbourne Place II Townhome Planned Community.**
- Our Association starts at 201 Melbourne Lane and ends at 359 Melbourne Lane.

What Is a Townhome Planned Community?

- In a homeowner's association, the land is subdivided into residential lots and common grounds.
- Each lot is privately owned, taxed, and assessed association dues.
- The common grounds and facilities are owned in the name of the association.
- The home shares walls with other homes on one or both sides.
- You own the interior, exterior and land on which the home sits.

What Is a Condominium Owners Association?

- Simply put, a condominium is title to single unit of real property where you only own the interior of that space.
- The residents share the rest of the building and land and contribute to a Condominium Owners Association (COA).
- The COA covers necessary upkeep and insurance for anything outside your unit.

The Association is responsible for maintenance of common areas and facilities and for carrying out other duties and responsibilities as provided in the Declaration of Covenants, Conditions and Restrictions (CC&R's). With the purchase of a home here you automatically became a member of the Association and, whether you agree or not, the only way to not be a member is to sell your home. We do understand that some owners didn't clearly understand what buying into a common interest community means and we would love to help in any way we can while still fulfilling our fiduciary duties as volunteer directors.

YORK H-G – OUR MANAGING AGENT – HERE TO HELP!



40 Gotham Drive, Suite D, Red Lion, PA 17356
717-889-0515 | www.yorkHGproperties.com

- Ryn Miller – Director of Association Management, 717-501-4435
- Jessica Weber – Association Administrator, 717-972-0632
- Scott Hicks – President, 717-525-9650

The Board is in charge of decision making and the Managing Agent fulfills the actual dues collection, maintenance, vendor payment, and serve as the primary homeowner point of contact. **Ryn Miller** is your main point of contact for any questions, comments, or concerns. She can be reached at 717-501-4435 or associations@yorkhgproperties.com. There will always be someone available to assist you should any of our team members be unavailable.

HOW DO I PAY MY MONTHLY ASSOCIATION FEE?

Assessment payments are due and payable on the **first day of each month**. As an owner you'll receive instructions from York H-G regarding how to make your monthly fee. Failure to pay on/before the 3rd day of the month will result in the account being considered delinquent. A late charge of \$25 will automatically be applied to Unit Owners' account. **Article number VI, Section 6.3 of the Bylaws of Melbourne Place II**. If, after all steps have been taken to collect delinquent dues, the account is still in arrears, liens will be filed, and foreclosure actions will be taken. Payment of dues is essential to the maintenance of our Association. Your monthly fee pays for:

- Landscaping, Snow removal, Maintenance and repairs, Services and Utilities to common elements,
- Insurance for common elements, Reserve Fund

Each year all homeowners will receive a copy of the Melbourne Place II projected budget. You can also monitor a monthly summary in the Board Meeting Minutes on the HOA website www.melbourneplaceii.com

WHERE DO I COLLECT MY MAIL?

There are three sets of mailboxes in Melbourne Place II. Your realtor should have shown you the location of your box and provided the keys. The mailboxes are owned and maintained by the U.S. Postal Service. The Association does NOT have keys to the mailboxes. Therefore, please contact the local post office with any questions or concerns regarding the mailboxes or mailbox keys.

- Mailboxes are located between home numbers 201 to 262 270 to 291 327 to 359

CAN I RENT MY PROPERTY TO TENANTS?

Yes! However, you must have signed approval from the Association, as we have a strict policy on the number of homes in our community that may be rented out to non-owner residents. Approval by the Board is subject to a complete Application being given and there being no more than **21 non-owner-occupied units in the Association out of our total of 108 homes**.

Applications will be reviewed on a first come, first-served basis. Any owner owning multiple homes must give separate applications for each Unit sought to be non-owner occupied. The management agent on behalf of the Board will keep an up-to-date record of non-owner-occupied homes (to substantiate the Owner Occupancy Ratio) and a waiting list (by date of application) of owners interested in non-owner occupancy of their property. Applications will be responded to in writing within 7 business days. Failure to respond constitutes approval of the Application.

If you lease your unit to a tenant, the Association requires a copy of the lease. Please also return the Owner/ Lessee Acknowledgement form included in this packet. It is important to notify YORK H-G as soon as possible with the tenant's name and phone number. It is also your responsibility to issue a copy of the Governing Documents to your tenant and instruct them they are obligated to obey all Association Rules. Ultimately Owners are responsible for their Tenant's actions.

TRASH REMOVAL

Trash and Recycle pick-up are every Wednesday. Bins may be out at dusk on the evening before trash pick-up day until dusk on the day of trash pick-up. One bin may be stored on a unit's rear patio with the lid closed. Otherwise, containers must be kept inside the garage or shed and may not be visible from the street. For complete details regarding bin storage please refer to our rules and regulations in the Governing Documents.

PARKING

One of the most frequent violations of our CC&R's is an improperly parked vehicle on our streets. Each home has two parking spaces.

- **Homes with garages** - one parking space in the garage and one in the driveway. If you choose to use your garage for some other reason rather than parking, it still counts as one parking space.
- **Homes without garages** have two allocated parking spaces outside the home

All Homeowners are required to comply with our parking rules. They are also responsible to inform all guests, tenants, invitees, contractors, or other visitors to their home of our parking rules.

PET REGULATIONS

There are five basic pet rules that are included in our pet policy.

1. **Homeowners Must Register their Pets.** A Form is included in this booklet. Current residents should also submit pet registration forms before acquiring a new pet.
2. **Animal Waste.** You must pick up after your pet(s) and properly dispose of their waste.
3. **Dog Barking.** It's normal for dogs to bark and make noise, but not all the time — and not at a level that annoys the neighbors. Homeowners may report any persistent barking problems to the Board.
4. **Keep pets leashed when walked in the neighborhood.** Not only is an unleashed pet a danger to itself — with the risk of running into traffic or running away — but it can also be dangerous for those in the community.
5. **Homeowners are accountable for the actions of their own pets as well as the pets of guests who stay.** This is to protect the Association in the case of injury, damage, or extreme disturbance caused by pets. They should indemnify the Association or other residents for any loss or damage caused by their pets.

WHAT INSURANCE MUST I HAVE?

- You need an HO-6 Policy to pick up coverage for your personal property, furniture, additional living expenses (in the event your unit is uninhabitable due to a covered claim), all upgrades, improvements and betterments and personal liability.
- The association insurance policy carries a deductible. In the event of a claim, the association may seek to recover the deductible from unit owners involved in the claim. Your obligation to pay the deductible may be offset by your HO-6 policy, subject to your own deductible, if you add building coverage. Ask your personal insurance agent.

Request certificates of insurance by:

- Going to CAU web site at: www.cauinsure.com. Click the "Certificate of Insurance"
- Calling (267) 757-7110 to obtain a CAU Certificate of Insurance Request Form.
- Fax the CAU Certificate of Insurance Request Form to: (267) 757-7410
- Mail the CAU Certificate of Insurance Request Form to: Certificate Department - CAU, 2 Caufield Place, Newtown, PA 18940

MAINTENANCE RESPONSIBILITIES

Contact YORK H-G and they will take care of your maintenance request coordination. **Please remember we're not a rental community.** If you rent your home call your landlord for repairs. Please refer to the maintenance chart included in this booklet or go to www.melbourneplaceii.com The chart shows both Unit Owners and the Associations maintenance responsibilities. Sometimes the Association may perform needed maintenance that has been neglected or maybe a wrongful act of a Unit Owner or tenants, family member etc., and charge the expenses solely to the Unit Owner.

OWNER RESPONSIBILITIES

The great thing about owning a home in a planned community is that you can share the load of property ownership. That load is essentially caring for the value of your asset, which includes the common area – the grounds and everything outside your home units. Sometimes our own desires may not be in the best interests of the entire Association.

- Read and comply with the Governing Documents of Melbourne Place II – You can't say "I didn't know" if you receive a violation.
- Understand what you own or occupy.
- Please pay assessments and other proper charges of the HOA on time.
- Maintain Separate Liability Insurance and Casualty Insurance
- Provide current contact information. Yes, we do have emergencies and might need to contact you when you're away. You'll be asked to update annually.

PESKY NEIGHBOURS – NOT ME!

It is possible that you may, from time to time, have issues with the neighbor, whether that is the neighbor across the road or the neighbor with whom you share a common wall. It is very possible that your neighbor is completely unaware of the issue that may have been created from the occupants in their unit. Neither the Board nor the Association management company are the best ways to initially approach this problem. If you go first to the Board or the management company it may likely make the problem worse, and not better. Most neighbors realize, conflicts between neighbors are best dealt with neighbor to neighbor.

Based on the above, if you have first approached your neighbor and have not achieved a solution, the next step would be to communicate with YORK H-G, our management company, who will confidentially advise your neighbor about the issue, also forwarding your correspondence to the Board for their review at the next Board meeting.

WHY DO WE NEED A BOARD OF DIRECTORS?

Our Association is required to have a Board of Directors, consisting of owners elected by the Association. These Directors are volunteers and are elected to terms as specified in our governing documents. If volunteers cannot be found to serve on the Executive Board, then the Association must pay to have one. Very, very expensive!

The primary duty of our Board of Directors is to represent the homeowners' best interests. All governing documents such as easements, licenses, and dedications are handled by the board along with all tax obligations. The board also need to be up to date and familiar with state law and governing HOA policies. In addition to fiduciary duties, your Board of Directors also manages the property, sets a budget for updates and repairs, and collects assessments from homeowners.

HOA Board Members **do not** get preferential treatment or perks. They follow the rules of the association and must pay assessments just like other homeowners. Furthermore, because board members are volunteers elected to their positions, they also do not receive a salary

IV'E RECEIVED A VIOLATION NOTICE – NOW WHAT?

A Violation of the Governing Documents will generate a letter to residents, which is usually mailed as they occur. Violations include, but are not limited to; parking incorrectly, altering exterior of dwelling without prior approval, pets unleashed, not cleaning up after pet. If fines assessed for property violations are resolved in a timely manner, they will automatically be waived. Fine letters will continue to be sent until the violation is resolved or civil action is taken. Violation procedures can be downloaded at the Community website www.melbourneplaceii.com or obtained from YORK H-G

CAN I MAKE CHANGES TO THE OUTSIDE OF MY HOME?

Yes. If a homeowner wants to make changes to the outside of their home, they must submit an Architectural Request Form to our Architectural Review Committee. The Committee Chairperson advises the HOA board to approve or deny requests, making sure the request aligns with the governing documents. The management company will then send correspondence based on the board's direction.

A copy of the request form is attached to this booklet, or it can be downloaded from our website www.melbourneplaceii.com

TOWNSHIP FIRE REGULATIONS -

This is a summary of our Township Regulations and must be adhered to **without exception**. Fire pits and charcoal grills may not be used within 15 feet of your patio. You may be putting all of us at risk for fire. All questions should be referred to Upper Allen Township Offices

1 General. *A person shall not kindle or maintain or authorize to be kindled or maintained any open burning unless conducted and approved in accordance with this section.*

1.1 Prohibited open burning. *Open burning that is offensive or objectionable because of smoke or odor emissions or when atmospheric conditions or local circumstances make such fires hazardous shall be prohibited.*

2 Permit required. *A permit shall be obtained from the code official in accordance with Section 105.6 prior to kindling a fire for recognized silvicultural or range or wildlife management practices, prevention or control of disease or pests, or a bonfire. Application for such approval shall only be presented by and permits issued to the owner of the land upon which the fire is to be kindled.*

2.1 Authorization. *Where required by state or local law or regulations, open burning shall only be permitted with prior approval from the state or local air and water quality management authority, provided that all conditions specified in the authorization are followed.*

3 Extinguishment authority. *The fire code official is authorized to order the extinguishment by the permit holder, another person responsible or the fire department of open burning that creates or adds to a hazardous or objectionable situation.*

4 Location. *The location for open burning shall not be less than 50 feet from any structure, and provisions shall be made to prevent the fire from spreading to within 50 feet of any structure.*

Exceptions:

1. *Fires in approved containers that are not less than 15 feet from a structure.*

2. *The minimum required distance from a structure shall be 25 feet where the pile size is 3 feet or less in diameter and 2 feet or less in height.*

.4.1 Bonfires. *A bonfire shall not be conducted within 50 feet of a structure or combustible material unless the fire is contained in a barbecue pit. Conditions which could cause a fire to spread within 50 feet of a structure shall be eliminated prior to ignition.*

.4.2 Recreational fires. *Recreational fires shall not be conducted within 25 feet of a structure or combustible material. Conditions which could cause a fire to spread within 25 feet of a structure shall be eliminated prior to ignition.*

.5 Attendance. *Open burning, bonfires or recreational fires shall be constantly attended until the fire is extinguished. A minimum of one portable fire extinguisher complying with Section 906 with a minimum 4-A rating or other approved on-site fire-extinguishing equipment, such as dirt, sand, water barrel, garden hose or water truck, shall be available for immediate utilization.*

.6.30 Open burning. *An operational permit is required for the kindling or maintaining of an open fire or a fire on any public street, alley, road, or other public or private ground. Instructions and stipulations of the permit shall be adhered to.*



www.melbourneplaceii.com

Is our online source of news and information.

Join us here to be a part of making our
community the best place to call home.

THANK YOU AND WE LOOK FORWARD TO
MEETING YOU SOON

