

LAUREL MANOR CONDOMINIUM ASSOCIATION
Rules and Regulations

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LAUREL MANOR CONDOMINIUM ASSOCIATION

Rules and Regulations

PREFACE

The Laurel Manor Condominium Association (LMCA) Rules and Regulations provide the administrative instructions and governance guidance needed to provide an attractive, peaceful, safe, comfortable, fair, and economical community of neighbors. They were established with the goal of having each rule necessary to achieve the standards, but none that did not contribute nor were overly onerous.

Each rule was reviewed to ensure it:

- Was complete, clear, concise, and could be easily understood without much subjective interpretation.
- Was justified by eliminating/reducing nuisances, eyesores, and/or increasing the atmosphere of our community.
- Increased safety and protected all Owners, especially the infirm and elderly.
- Protected property values by maintaining structural integrity and consistent appearance of both the Common Elements and the Limited Common Elements.
- Was consistent with the PA Uniform Condominium Act, as well as the LMCA By-Laws and Declarations.

Unit Owners may request modifications to their Units or exceptions to these Rules and Regulations by using the [Request for Exterior/Architectural Change\(s\) Form](#). This form is required and must be completed and signed for any exterior, landscaping, or architectural waiver to be granted. All requests should be submitted through the Management Company portal or by mail to York H-G Properties, 40 Gotham Place, Red Lion PA 17356. Approval may be granted or refused in the sole discretion of the LMCA Executive Board.

The LMCA Executive Board will routinely review these Rules and Regulations and make changes as necessary. The PA Uniform Condominium Act authorized condominium associations to “impose charges for late payment of assessments and, after notice an opportunity to be heard, levy reasonable fines for violations of the declaration, By-laws and rules and regulations of the association.”

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Administrative/General Rules

1. The walkways, greens, sidewalks, entrances, passages, and courts surrounding the Units shall not be obstructed.
2. All Unit Owners shall keep their Unit and any patio, deck, walkway to which they have sole access and their share of any shared driveway, clean and in good condition. Rubbish, refuse, or garbage shall not be allowed to accumulate. Littering, which includes cigarette butts and gum, is prohibited at all times in all common and limited common areas.
3. Trash, garbage, and materials to be recycled, shall be placed in cans or recycling bins, as appropriate, and deposited near or on the street near the driveways for pickup on designated days. This should be done no earlier than noon on the day before scheduled pickup, and the bins should be put away the same day as the pickup.
4. Rock salt (sodium chloride) should not be used on any sidewalks, walkways, patios, or concrete driveways, as it accelerates the deterioration of the concrete. Products containing calcium chloride are safe for use on concrete and should be used instead.
5. Unit Owners shall refrain from playing or allowing any instrumental or vocal music, stereo, or television set, or other loudspeaker in their unit, if the same shall create a nuisance or disturb occupants of any other Unit.
6. The backing or exterior side of any blinds, curtains, drapes, or other window treatments is to be neutral in color.
7. No improper, immoral, offensive, or unlawful use shall be made on the Condominium property or any part of it, and all valid laws, zoning ordinances and regulations of all governmental bodies having jurisdiction shall be observed. The responsibility of meeting the requirements of governmental bodies for maintenance, modification or repair of the Condominium property shall be the same as the responsibility of the maintenance and repair of the property concerned.
8. Contractor employees work for their company, which is under contract to the association. Individual residents are not authorized to direct contractor employees to do or not do anything, only their company supervisor may do that. Any performance or behavioral issues concerning such employees should be made in writing and addressed to the Management Company.
9. Use of any contractor or employee of the LMCA for any private business is not permitted while contractor is on LMCA business.
10. Violations posing a threat to the health, safety and/or welfare of the community as a whole, or any one or more other Owners, may require immediate action. Examples include, but are not limited to, the following: accumulation of trash and/or other materials that may attract pests, a fire threat, or an escaped pet. In the case of this type of issue, with at least one day notice, agents of the LMCA and any contractor or workman authorized by the LMCA may enter any room or Building at any reasonable hour (8:00 AM to 5:00 PM, unless other times are coordinated in advance or if there is an immediate emergency). The Management Company is considered an agent of the LMCA. (By-Laws, Article VI, 6.1.d)

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11. The LMCA Executive Board may levy fines upon Unit Owners for violations of the Declaration, By-Laws, or Rules and Regulations (Appendix 1). Unit Owners shall be responsible for ensuring compliance with the Declaration, By-Laws, and Rules and Regulations by their guests, licensees, relatives, employees, and any other persons whom they invite or otherwise cause to be upon the premises. Penalties for violations by such persons will be levied against the Unit Owner. Unit Owners have the right to appeal any fine and must do so before the fine is due. The Executive Board will arrange to meet with the Unit owner at the earliest date a minimum of a quorum can be gathered.
12. The LMCA Executive Board reserves the right to make such other rules and regulations from time to time as may be deemed necessary for the safety, care and cleanliness of the Units and Property and for securing the comfort and convenience of all occupants thereof.

Displays/Exterior Architectural Changes

13. Except as provided elsewhere in these Rules and Regulations, nothing may be permanently attached to the exterior of the Unit or Common Elements. Suction cups or over-the-door hangers may be used to attach wreaths to the front door.
14. Holiday decorations may be put up five weeks before the holiday, and must be taken down three weeks after the holiday.
15. Inflatables and signs are not allowed, except as referenced in Rule 37.
16. Banners (including buntings), figurines/statues, and garden flags may be placed into approved mulch areas without prior approval if they are not political, commercial, or profane. They may not be permanently attached to any part of the Unit or Common Elements.
17. Furniture (chairs, bench, small patio table, plant stand) is permitted on front porches, decks, and patios without prior approval from the LMCA, as long as it does not impede easy access to the doors.
18. An address (house number) sign may be placed in the mulch area without prior approval.
19. American, Commonwealth and Military Flags may be displayed in accordance with Federal and State Laws (Appendix 4), and LMCA Rules and Regulations, but require a *Request for Exterior/Architectural Change(s) Form* and approval before being installed.
 - a. Maximum size permitted is 3' x 5'
 - b. Height of flagpole may be no more than 9 feet, and must be far enough from any wall so the flag does not touch the wall.
 - c. If the top of the pole is higher than the gutters, the pole must be far enough away so that if it topples it cannot pull the gutters down.
 - d. Any pole must be in an approved mulch area, and if mulch area must be extended, it also requires a *Request for Exterior/Architectural Change(s) Form*. Pole must be firmly in the ground.

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- e. No more than two flags may be flown in the front of the house, although a third may be flown in the back.
 - f. Any lighting used for display after sunset must be placed so it meets the objective of illuminating the flag without causing any inconvenience to a neighbor.
 - g. Unit Owner must accept responsibility for any damage to wiring or plumbing while digging to place the flagpole, and/or damage to siding, gutters, or windows, in addition to any landscape repair necessary.
20. Security cameras or lights may not be permanently attached to the exterior of any building without the approval of the LMCA. Due to the various means of non-permanent attachment (i.e., siding and gutter clamps) available, approval for permanent attachment will only be granted in exceptional cases, primarily health rather than security related.
21. Doorbells, front door latches, and deadbolts may be changed/replaced, but a *Request for Exterior/Architectural Change(s) Form* must be submitted if the replacement results in a different look (i.e., a Ring doorbell or Keyless Deadbolt).
22. All patio enclosures, sunrooms, and awnings require a *Request for Exterior/Architectural Change(s) Form* and approval from the LMCA before any work is begun, as does any gazebo attached to the patio. Temporary canopy tents do not require approval. Awnings may not be attached to the roof.
23. No permanent clothes lines or similar devices shall be allowed on porches, patios, or decks of any Unit. Temporary hangers to hang clothes in the fresh air are allowed if they are taken down daily.
24. Satellite dish antennas must be installed in compliance with FCC rules and regulations by the satellite service provider and do not require prior LMCA approval. The installation location should be in the backyard area of the unit in a mulched area. Wiring should go through the attic down to the cable box in the garage. No external wiring down the side of the Unit is authorized. Radio and television aerials or antennas (other than satellite dish antennas) require a *Request for Exterior/Architectural Change(s) Form* and approval by the LMCA before installation. They must be installed in compliance with FCC rules and regulations. No external wiring down the side of the Unit is allowed.

Landscaping

25. Unit Owners may plant flowers and small bushes or shrubs (defined as less than 40 inches in mature height) in approved mulch beds. Planting of larger bushes and shrubs must be requested using the Request for Exterior/Architectural Change(s) Form. Trees are not allowed. Approved plantings will become the property of the LMCA and the LMCA will then maintain and/or replace the plantings as it deems appropriate.
- a. Mulching and lawn mowing are services provided under a contract negotiated by the Executive Board. No provider will accept a contract with some Units receiving different services as that sort of contract would be extremely difficult to fulfill, would take extra time to accomplish, and would add considerably to our costs.

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Pets

26. Dogs, cats, and other domestic pets are allowed, provided that they do not disturb other residents. No more than two domestic pets are permitted per Unit without prior LMCA approval.
27. All pets must be registered, licensed, and current on shots as required by York County, PA law.
28. Any animal droppings must be immediately removed.
29. In no event shall any dog, cat or other domestic pet be permitted in any of the common areas of the Laurel Manor Condominium, including grass and mulch area, unless on a leash or carried.

Vehicles

30. All vehicles shall be parked in such manner as to not impede or prevent ready access to any entrance to or exit from any Unit, or the parking areas, by another vehicle. Parking on curbs is prohibited. Orchid Way is a narrow and winding road with limited visibility when cars park there, so parking along that road is discouraged. Additional parking pads are provided along Orchid Way to accommodate extra cars and/or visitors.
31. Bicycles, scooters, wagons, and similar items shall be kept inside the individual Units (including garages, enclosed patios, and sunrooms), not stored on unenclosed patios, decks, or any common area.
32. Boats, campers, trailers or recreational vehicles are permitted on the premises only if stored in a Unit's garage. Campers may be parked along the curb or in the driveway overnight once to load and once to unload. Commercial vehicles may not be parked along the curb or in driveways, except those commercial vehicles in the usual transaction of business.
 - a. A vehicle shall be deemed a commercial vehicle if the vehicle meets at least three of the following characteristics—The vehicle
 - i. weighs over 6,001 pounds
 - ii. has ladder or other equipment racks
 - iii. has commercial signage
 - iv. has dual axles
 - v. pulls a trailer
 - vi. has a trailer attached
 - vii. has a liftgate
 - viii. has a lift bucket
 - ix. has a plow attachment
 - x. is owned by a company or corporation
 - xi. has a commercial license plate.
33. Vehicles, including motorcycles and bicycles, are not permitted on the lawn at any time. Unit Owners must ensure that any contractor or construction vehicle they hire must agree, in writing, to ensure any damage caused by their driving on the grass to perform their work will be fully repaired in 30 days. Any repair not completed in that time will be repaired by the LMCA at the Unit Owner's expense.

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34. Any car remaining in any Laurel Manor Condominium parking area or on a Laurel Manor Condominium private street after the current inspection sticker has expired, will be towed away at the owner's expense five (5) days after Unit Owner is notified.

Sales and Rentals

35. The term "rental" shall apply to leases, lease/options, and installment sales contracts, and any other agreement whereby the Unit is occupied by other than the title holder. Rental Units may not exceed 13 Units or 10% of the total Units in the association.
36. Any owner of a Unit may lease said Unit, by a written lease, for a period of not less than twelve (12) months, provided that:
- a. a fully conformed copy of the lease or renewal thereof shall be delivered to the Association within ten (10) days of execution; and
 - b. the lease shall require compliance with the Declaration, By-Laws, and Rules and Regulations of Laurel Manor Condominium; and
 - c. the lease shall provide that any violations of the Declaration, By-Laws, or Rules and Regulations shall be a material breach of the lease and the Association may, in the Unit Owner's name, terminate the lease and conduct an eviction action against the tenant.
37. If a Unit is for sale, one (1) For Sale sign may be placed in the mulched area of the front garden or front lamp pole. An Open House sign may be placed in those areas two days before the open house and must be removed when the open house has ended.
38. On the date that a Unit is sold or rented, the new owner shall be required to pay the Association an initial "one time" assessment at least equivalent to six monthly assessments. (NOTE: This is not payment in advance, but in addition to the regular monthly assessment). These nonrefundable payments will fund a reserve that has been established to provide for unanticipated expenses and the replacement of capital items. This "one-time" assessment will be collected at closing for sales/resales and at lease signing for rentals. This applies to all sales of all Units, as well as resales and to new leases. The responsibility for the payment for sales is on the buyer and for rentals on the owner. When any Unit is ready to be sold or rented, the management company should be contacted to request a Resale Certificate.

Safety

39. No Unit Owner nor any of his agents, employees, licensees, or visitors shall bring into or store in their Unit any flammable combustible or explosive fluid, material, chemical or substance, except for normal household use. No potential fire hazard shall be allowed to exist.
40. No one is permitted on the roof of any buildings at any time, other than the designated service persons.
41. All vehicles shall comply with posted speed limits.
42. Fireworks are prohibited.

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43. LMCA is not responsible in any way for injury, loss, or damage of any nature, directly or indirectly resulting from any Unit Owner, member of his family, agent, employee, licensee, or visitor entrusting any key or keys (whether for Unit Owner's Unit, automobile, or other personal item) to any employee or agent of the LMCA. The transfer of the key shall be at the sole risk of such Unit Owner.

44. A bird feeder and/or house (limit) are allowed behind condo units in accordance with the following:

- a. No bird house or feeders for birds or other feeders shall be attached to or hung from any building or any privacy fence.
- b. Nothing should be hung in trees or shrubs.
- c. Birdseed must be non-germinating seed.

If any complaints are received due to nuisance, attraction to undesirable rodents or unsanitary conditions, homeowner may be required to remove all bird houses or feeders and the cost of exterior extermination may be charged back to the offending homeowner.

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APPENDIX 1

Fine Policy for Violations of Rules and Regulations

The Pennsylvania Uniform Condominium Act, § 3302, item 11 Authorizes condominium associations to “impose charges for late payment of assessments and, after notice and an opportunity to be heard, levy reasonable fines for violations of the declaration, By-laws and rules and regulations of the association.” This appendix defines the procedures and fines the Laurel Manor Condominium Association (LMCA) Executive Board will apply to those violations.

A. Procedures

1. **Warning:** An initial notice sent by regular mail and/or e-mail will be delivered to the Unit Owner informing of the violation. It will state the time frame that the violation must be fixed by (normally within 5-10 days). Unit Owner will have five (5) days to request a hearing with the Executive Board.
2. **Monetary Fine:** If the Unit Owner has not resolved the violation by the end of the time frame indicated in the initial notice, a second letter will be sent. This letter will be sent by certified mail and email. It will inform the unit Owner they are being assessed a fine as defined in section B of this appendix, as well as the cost for the certified letter, and that additional penalties will be imposed if this is not resolved within two weeks. The Unit Owner will have five (5) days to request a hearing with the Executive Board.
3. **Opportunity to be Heard:** The LMCA recognizes each Unit Owner’s right to explain the reason(s) for their violation(s), particularly if the violation results in a monetary penalty. Before any penalty is assessed, the Unit Owner can request a hearing before the Executive Board. The Unit Owner must do so within five (5) days of the initial letter. The Unit Owner is then bound by the majority decision of the Executive Board.
4. **Additional Penalties:** Additional penalties will be imposed upon subsequent inspections if the Unit Owner has not resolved (or has chosen not to resolve) the violation or if the violation is repeated or has returned. Additional monetary penalties will be imposed after inspections have been conducted to coincide with the terms of the notices. Should a period of at least one year lapse between violation letters of the same offense, the next letter will be considered an initial notice.
5. **Exceptions to Procedure:** Violations posing a threat to the health, safety, and/or welfare of the community as a whole, or any one or more other Owners, may require immediate action and thus create exceptions to the foregoing notice provisions. Examples of health, safety, and welfare violations include, but are not limited to, the following: accumulation of trash and/or other materials that may attract pests, a fire threat, or an escaped pet.

B. Fine Schedule

Except for violations requiring immediate action as described below, protocol is:

1. First notice: Warning Letter (10-day compliance unless otherwise stated in Letter)
2. Second notice for same violation: \$25 (10-day compliance unless otherwise stated)
3. Third notice for same violation: \$50 (10-day compliance unless otherwise stated)

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4. All subsequent notices for same violation: \$100 (monthly)

Violations posing a threat to the health, safety, and/or welfare of the community as a whole or any one or more other Owners may require immediate action and thus create exceptions to the foregoing notice provisions.

Examples of health, safety, and welfare violations include, but are not limited to, the following: accumulation of trash and/or other materials that may attract pests, a fire threat, or an escaped pet.

1. First notice within a 12-month period: Warning Letter (compliance as stated in Letter, usually 2-days or less)
2. Second notice within a 12-month period: \$250
3. Third notice within a 12-month period: \$350
4. Any additional notices within a 12-month period: \$500
5. If at any time the Executive Board decides to intervene and hire a contractor to immediately resolve the situation, the Unit Owner will be responsible for any fees already assessed, the cost of the work, and a fee of \$150.

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APPENDIX 2

Late Assessment Fee Policy

The Pennsylvania Uniform Condominium Act, § 3302, item 11 Authorizes condominium associations to “impose charges for late payment of assessments and, after notice and an opportunity to be heard, levy reasonable fines for violations of the declaration, By-laws and rules and regulations of the association.”

This policy defines the process the Laurel Manor Condominium Association (LMCA) will follow for the collection of assessments (monthly and special) and fees in accordance with the PA Uniform Condominium Act and the LMCA Declaration and By-Laws.

All monthly assessments and fees shall be paid by the Unit Owner on or before the first (1st) day of each month. Special Assessments will be paid in accordance with the instruction letter levying the assessment.

The LMCA Executive Board may bring such actions as it shall determine appropriate at law or in equity, by way of imposition and foreclosure of a “lien” upon a Unit or otherwise, to collect the delinquent assessments (monthly and special) and fees including, but not limited to: cost of collection, including Court and Sheriff’s cost, administrative cost, reasonable attorney’s fees, collection agency fees, and interest at a rate fixed by the LMCA By-Laws which does not exceed that authorized by the PA Uniform Condominium Act. The sale or transfer of any Unit, either voluntary or involuntary, including Sheriff Sales and Tax Sales, shall not extinguish any “lien” for charges provided for herein, except discharge of any “lien” pursuant to the bankruptcy laws of the United States of America.

The following steps will be taken when a Unit Owner’s monthly and/or special assessments are in arrears:

1. Any monthly assessment(s) not paid by the 7th of the month, or special assessment not paid by six (6) days after the due date, shall be subject to a late additional fee of five (5) percent (%) and interest of fifteen (15) percent (%) per annum for each month, or part of a month, it is overdue (in accordance with article 5.10 of the LMCA By-Laws). This amount will be added to the Unit Owner’s account balance. A warning letter will be sent to the Unit Owner(s) informing them that the fees will be forgiven if payment is received by the 15th of the month (monthly assessment) or fourteen (14) days of the original due date (special assessment).
2. If payment is not received by the designated time after the mailing of the first delinquent notice, then a second notice will be sent via Certified US Mail again stating the amount owed and the penalty for non-payment. The cost of certified postage and all administrative fees incurred will be added to the Unit Owner’s account balance.
3. Additional notices will be sent via certified mail when the assessment is two and three months overdue. The late fee and interest will be assigned to the total balance. The cost of postage and all administrative fees incurred will be added to the Unit Owner’s account balance.
4. Once a Unit Owner’s assessment is more than three (3) months overdue, the Executive Board will meet with the Management Company to determine what options are available (i.e., collection company, court lien, etc.) and which is most likely to lead to a positive resolution.

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APPENDIX 3

Investment Policy

It is the fiduciary responsibility of the Laurel Manor Executive Board to achieve maximum earning potential on LMCA funds.

Goal: To preserve capital and maximize interest earning potential for the Laurel Manor Reserve and Operating Funds.

Investing: It is the fiduciary responsibility of the LMCA Executive Board to obtain safe investments at maximum earning potential. The LMCA Executive Board will invest funds in low-risk accounts, such as Certificates of Deposit or savings accounts, preferably with FDIC insurance. Investment institutions will be selected on earning potential and ease of ownership. Investment of funds will be managed with dual control by the Management Company and LMCA Executive Board Officers.

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APPENDIX 4

Flag Display Policy

The PA American, Commonwealth and Military Flag Act (Act of Jul. 7, 2006, P.L. 608, No. 93) states:

“Notwithstanding any provision in the association's declaration, covenants, By-laws, rules, regulations or other instruments or any construction of any of those instruments by an association's executive board, an association may not prohibit the outdoor display of one American flag, Commonwealth flag and military flag by a unit owner on that unit owner's property or property within the exclusive control of a unit owner or that portion of an exterior wall directly attached to the unit if the American flag is displayed in a manner consistent with 4 U.S.C. §§ 4 (relating to pledge of allegiance to the flag; manner of delivery) through 10 (relating to modification of rules and customs by President) and a Commonwealth flag or military flag is displayed in accordance with any rules and regulations adopted by the association.

The Commonwealth and Military Service flags should only be flown during daytime hours. The American flag can be flown at night as well, according to United States Code (USC) Title Four, Chapter 1, United States Flag Code § 6, “if properly illuminated during the hours of darkness.” The USC does not further define what “properly illuminated” means. The American Legion, in the July 2002 “Let’s Be Right on Flag Etiquette,” says, “Proper illumination is ... having a light source sufficient to illuminate the flag so it is recognizable as such by the casual observer.”

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APPENDIX 5

Responsibility Reference Documents

The PA Condo Act; and the LMCA "Declaration", Public Offering Statement", and By-laws" assign the financial responsibility for each of these three types of elements ("UNIT", "COMMON ELEMENT" and "LIMITED COMMON ELEMENT" as follows:

"UNIT" Public Offering Statement: "A Unit Owner must pay directly all the costs of maintenance and repair for his own Unit and all costs for maintenance and repair of any Limited Common Elements assigned to his Unit as provided for in the Declaration."

"COMMON ELEMENT" Declaration Section 2.7 – K: "The Common Expenses incurred or to be incurred for the maintenance, repair, replacement cleaning, sanitation, management, operation, and improvements thereto shall be assessed by the Association against, and collected from, the Unit Owners." (These funds are collected via monthly Condo Fees and/or by Special Assessment.)

"LIMITED COMMON ELEMENT" Declaration Section 2.4: "All Common Expenses associated with the maintenance, repair and replacement of a Limited Common Element shall be assessed against the Units to which the expense was occurred (in accordance with the provisions of Section 3324 of the Act) (in the same proportion as the Percentage Interest of such Unit bears to the aggregate of the Percentage Interest of all such Units)."

The responsible party to whom each item is assigned is based on the applicable portions of the PA Condo Act; and the Laurel Manor Condominium *Declaration*, *Public Offering Statement*, and *By-laws*, in which responsibilities are specified.

ITEM TYPE: "U" = Unit; "CE" = Common Element; "LCE" = Limited Common Element

SOURCE: Document which assigns the item to a specific "TYPE"

SOURCE DOCUMENTS:

A: DECLARATION Section 2.3C

B: PA CONDO ACT 3202 (4)

C: DECLARATION Section 1.3 B-8

D: DECLARATION Section 2.2

E: Public Offering Statement (Page 6)

F: DECLARATION Section 2.7 J "Common Elements are those items which are common to or shared by all units. They are essentially all items which are not defined as part of the Unit or designated as a Limited Common Element. "

RESPONSIBILITY: "R" = Party responsible to do; "\$" = Financial responsibility

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ITEM DESCRIPTION	ITEM TYPE	SOURCE	RESPONSIBILITY	
			ASSOC	OWNER
Appliances	U	A		R \$
Attic	CE	A		
Clean and keep access to utilities	CE			R \$
Repair, Replace	CE		R \$	
Basement	U	A		R \$
Bulb Replacement	U	A, E		R \$
Cabinets	U	A		R \$
Cable Connection	U	A		R \$
Curbs	CE	F	R \$	
Driveways	LCE	C		
Clean	LCE			R \$
Maintain, Repair, Replace	LCE		R	\$
Snow removal	LCE		R \$	
Dryer / Utility Vents	U	A		R \$
Electrical Systems				
Interior (from meter through unit)	U	A		R \$
Exterior Receptacles (Porch, Patio, Deck)				R \$
Exterior (in common areas)	CE		R \$	
Exterior Doors, Frames, Hinges, and Locks	LCE	B		
Clean	LCE			R \$
Maintain, Repair, Replace	LCE		R	\$
Exterior Lights (Post, Front Door, and Patio)	LCE	E		
Clean	LCE			R \$
Repair, Replace	LCE		R	\$
Exterior Walls / Siding / Stone Façade	CE	F		
Clean	CE		R \$	
Maintain, Repair, Replace	CE		R \$	
Extermination / Pest Control		F		
Interior	U			R \$
Exterior (stinging and wood boring insect)	CE		R \$	
Foundation	CE	F	R \$	
Garage Doors and hinges	LCE	B	R	\$
Garage Door track, springs, and opener	U	A		R \$
HVAC (Units, Pipes, Ducts, Vents)	U	A		R \$
Interior - Flooring, Walls, Ceiling, Doors, etc.	U	A		R \$
Landscaping	CE	F		
Mulching and Mowing	CE		R \$	
Weeding - twice per year	CE		R \$	

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ITEM DESCRIPTION	ITEM TYPE	SOURCE	RESPONSIBILITY	
			ASSOC	OWNER
Landscaping (continued)				
Plants - Mulch Areas Adjacent Units (Trim)	CE		R \$	
Trees - Along Association Boundaries	CE		R \$	
Fertilization / Weed Killer of Lawns	CE		R \$	
Painting				
Interior	U	A		R \$
Exterior	CE	F	R \$	
Patios / Decks / Balconies	LCE	B, C, D		
Clean	LCE			R \$
Maintain, Repair, Replace	LCE		R	\$
Plumbing				
Interior	U	A		R \$
Exterior (if shared by more than one unit)	CE	A	R \$	
Porch (Concrete, Posts, Railing)	LCE	B		
Clean	LCE			R \$
Maintain, Repair, Replace	LCE		R	\$
Privacy Fence	LCE	D		
Clean	LCE		R \$	
Maintain, Repair, Replace	LCE		R	\$
Retaining Walls	CE	F	R \$	
Roofs, Downspouts, Gutters, and Ridge Vents	CE	F	R \$	
Underground Rainwater Storm System	CE	F	R \$	
Sewer Lines				
Interior (from unit to Main line)	U	A		R \$
Exterior (Main Line only)	TOWNSHIP			
Sidewalks (Along streets)	CE	F		
Clean, Maintain, Repair, Replace	CE		R \$	
Snow Removal	CE		R \$	
Storm Doors and Screens	LCE	B		R \$
Streets	CE	F		
Clean, Maintain, Repair, Replace	CE		R \$	
Snow Removal	CE		R \$	
Telephone Connections	U	A		R \$
Walkways and Steps	LCE	B		
Clean	LCE			R \$
Maintain, Repair, Replace	LCE		R	\$
Snow Removal	LCE		R \$	
Water Heaters	U	A		R \$

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ITEM DESCRIPTION	ITEM TYPE	SOURCE	RESPONSIBILITY	
			ASSOC	OWNER
Window/Skylight (Frames, Sills, Tracks, Glass)	LCE	B		
Clean	LCE			R \$
Maintain, Repair, Replace	LCE		R	\$

NOTES:

1. Expenses for the maintenance, repair, or replacement of LIMITED COMMON ELEMENTS are the responsibility of the Unit Owner (Declaration Section 2.4). The responsibility to perform these is the Association. However, Unit Owners can request approval from the Association to have these performed by their own contractor.
2. Responsibilities for Enclosed Additions are the same as if they were part of the Unit.
3. By-Law 6.1a: "Each Unit Owner shall be liable for the expense of all maintenance, repair, or replacement rendered necessary by his act, neglect or carelessness or the act, neglect or carelessness of his tenants, guests, invitees, or licensees, but only to the extent that such expense is not covered by the proceeds of insurance carried by the Executive Board." Also, the PA Condo Act 3314-c (4) states: "If any Common Expense is caused by the negligence or misconduct of any unit owner, the association may assess that expense exclusively against his unit."
4. The responsible parties for Insurance coverage are not included in the above RESPONSIBILITY CHART. The responsible parties for Insurance are defined in the PA Condo Act 3312 and in the Declaration Article XI.