

JANUARY , 2003

TO: PRINCETON VILLAGE HOME OWNERS

FROM: PRINCETON VILLAGE COUNCIL

SUBJECT: RULES AND REGULATIONS FOR THE VILLAGE OF PRINCETON

AN ABRIDGED VERSION OF OUR EXISTING VILLAGE RULES AND GUIDELINE DOCUMENTS IS ENCLOSED. EACH HOME OWNER IS ENCOURAGED TO READ IT AND BECOME FAMILIAR WITH THE RULES AND REGULATIONS UNDER WHICH OUR HOMEOWNERS' ASSOCIATION IS GOVERNED.

THE DUTIES AND POWERS OF THE HOMEOWNERS' ASSOCIATION ARE SET FORTH IN THE DECLARATION OF COVENANTS AND EASEMENTS FOR THE VILLAGE OF PRINCETON. THEY WERE EXPANDED UPON IN THE RULES AND GUIDELINE DOCUMENTS CREATED IN THE EARLIER YEARS BY THE VARIOUS COMMITTEES:

- RULES OF THE VILLAGE OF PRINCETON (MARCH, 1994)**
- ARCHITECTURAL RULES FOR PRINCETON VILLAGE (OCTOBER, 1995)**
- LANDSCAPE GUIDELINES FOR PRINCETON VILLAGE (?)**
- MAINTENANCE GUIDELINES FOR PRINCETON VILLAGE (JANUARY, 2001)**

THESE DOCUMENTS TOGETHER WITH THE COVENANTS, ARTICLES, AND BY-LAWS TOTAL MORE THAN EIGHTY (80) PAGES - MORE THAN MOST HOME OWNERS ARE INTERESTED IN READING AND PROBABLY OVERWHELMING FOR ANY NEW HOME OWNER JOINING OUR ASSOCIATION. BASICALLY, THE ENCLOSED DOCUMENT SUMMARIZES MUCH OF THE INFORMATION FOUND IN THE CURRENT RULES AND THE GOVERNING DOCUMENTS. IT DOES NOT KNOWINGLY CHANGE ANY EXISTING RULES OR CREATE ANY NEW ONES.

WE HOPE THAT THIS DOCUMENT WILL PROVIDE A MORE USER FRIENDLY REFERENCE FOR ALL HOME OWNERS. THE COMPLETE DOCUMENTS LISTED ABOVE, HOWEVER, PROVIDE FULL DETAILS AND ARE AVAILABLE FROM THE MANAGING AGENT.

**VILLAGE OF PRINCETON
HOMEOWNERS ASSOCIATION**

**RULES AND REGULATIONS
JANUARY, 2003**

A. Preface

- 1. In accordance with Article II, Section 2.3 (a) of the Declaration of Covenants and Easements for the Village of Princeton, the Village Council has the duty to promulgate and enforce Rules and Regulations for our Village.**
- 2. In the case of any conflict between the Declaration of Covenants and Easements and these Rules and Regulations, the Declaration of Covenants and Easements shall control.**
- 3. Resident and non-resident owners, tenants, house guests and visitors are subject to these Rules and Regulations.**
- 4. Enforcement of these Rules will be in accordance with the Enforcement Procedure (Attachment 2) which derives from Article VI, Section 6.9 of the By-Laws of the Village of Princeton Homeowners Association.**
- 5. These Rules and Regulations may be amended or revised by majority vote of the Village Council. Amendments or revisions will become effective when published and distributed to the Association members.**
- 6. Definitions:**

House - The perimeter boundaries are the exterior wall surfaces of each residence plus any patio or deck extending from the house and a plane bisecting any wall separating adjoining houses. The houses have no upper or lower boundaries within such perimeters. The perimeter boundaries of each garage are calculated in the same manner. Title lines of each house shall include stairs, decks, windows, door frames, chimneys, balconies and the like (but excluding walkways).

Common Area - All of the village land outside of the boundaries of the buildings is Common Area. This includes mulched areas, lawns, interior roads, parking areas, walkways and driveways.

B. Architectural Guidelines

- 1. No modification, repair, renovation, reconstruction or addition (including painting or staining) shall be undertaken to any House (other than non-structural work on the interior and within the title lines) by any Home Owner except in accordance with plans and specifications which have first been submitted to and approved by the Village Council. Submittal is made to the Managing Agent using an "Architectural Request Form."**
- 2. The Security Department retains a pass key to each House for use in case of an emergency. When lock changes are made, the house lock must conform to existing locks in use by the Security Department.**

- 3. Wood decks must be stained and sealed on a regular basis. Contact the Managing Agent to obtain the current products and procedures to be followed.**
- 4. No tampering or interfering with, attempt to repair, alter or make a connection to any exterior electrical, telephone, cable TV, water, sewer, other utility cable, pipeline, or such equipment by any person other than a qualified contractor is permitted without the prior written approval of the Village Council, and subject to any inspections required by East Goshen Township.**
- 5. No Home Owner shall erect any sign of any kind on any part of the Residential Buildings or Common Area or install or erect any improvement or fixture upon any part of the Residential Buildings or Common Area without Council approval.**
- 6. Attaching hooks, brackets or other objects into the stucco walls is prohibited. Residents who damage the stucco assume all costs of restoring the stucco.**
- 7. All drapes, curtains, blinds, shades, screens, decorative panels, and other types of window coverings or door coverings visible from outside the House will be backed on the exterior side with a white, off-white, or other neutral or natural color liner. The Council may require the removal of any interior window or door coverings which, in the sole opinion of the Council, are offensive or inappropriate when viewed from outside the House.**
- 8. The flag of the United States may be flown at any time. Flags of other national origin which are significant to the Home owner may be flown for a brief period on annual holidays (example: St. Patrick's Day). Flags of any kind may not be attached or tacked to the face or side of a House, but must be displayed on a pole.**
- 9. During the Holidays, trees in the Common Area may be lighted. White or colored lights are acceptable; blinking lights are not. No other decorations on the trees or lawn are acceptable. Electric candle lights, menorahs, and wreaths may be displayed in windows. Evergreen decorations or swags with bows mounted under windows are acceptable. Wreaths may be displayed at entrance areas or on doors. No other dimensional holiday decor (Santa Claus heads, reindeer, etc.) is permitted.**

C. Landscape Guidelines

- 1. Modification, addition, or removal of plantings in the Common Area is not permitted without prior approval of the Village Council. Approval may be requested by submitting a Landscape Request Form to the Managing Agent.**
- 2. Non-woody plants (i.e. annuals) may be planted in mulched beds without approval. Stepping stones are permitted, but only in beds and borders.**
- 3. No ornaments such as fountains, sculptures, statues, fences, trellises, or lights may be placed in the Common Area without approval of the Village Council by submitting a Landscape Request Form.**

4. **An 18" border may be planted around a patio. An 18" border may also be planted beyond the drip line of a deck. Borders may not extend beyond the side title lines of Houses without approval of all affected neighbors. Home Owners are responsible for weeding and mulching these borders. Borders must be at grade level and must have straight edges parallel to the patio or deck. Borders are limited to the patio/deck areas. No borders are to be planted along House walls. Border plantings are limited to non-woody plants. Plants invading the grass area will be mowed. Any type of fencing is prohibited. Vegetables and edible herbs are prohibited.**
5. **Flower boxes and planters may be placed on decks and stoops, but may not be attached to a House, including window sills.**
6. **Flower plants on garages between doors are acceptable with natural materials in them. Plastic plants, leaves, or flowers are not acceptable.**
7. **Bird feeders and bird houses may be attached to a deck, but not to a House, garage, or concrete patio. Bird feeders, houses, and baths may be placed in Common Areas such as woodlands, mulch beds, etc., but not on the common grass or lawn areas.**

D. Residential Use Only

1. **No part of the Village Land shall be used for other than residential purposes and related recreational and other purposes for which the Village Land was designed. Each House shall be used only as a residence for a single family.**
2. **Owner-occupied units may be leased for periods of less than one year. Non-owner occupied units held for investment purposes cannot be leased for less than twelve month periods. All leases must be approved by the Village Council. Subletting of leases is not permitted.**
3. **No part of the Village Land or the Houses shall be used for transient or hotel purposes or for any industry, business, trade, occupational, or professional (except professional offices to the extent permitted by the zoning ordinance of East Goshen Township) or commercial, religious, educational, institutional or non-residential use of any kind, whether or not intended for profit.**
4. **Activities which unreasonably disturb, annoy, or interfere with the rights, comfort, quiet enjoyment and convenience of other residents shall not be permitted.**
5. **All trash and other refuse shall be kept out of sight in tightly covered, waterproof containers in the trash storage areas. All recyclable trash shall be segregated and accumulated in containers in areas designated for that purpose. Each Home Owner shall take steps to ensure that trash odors are contained. Items too large to fit in the trash areas may be left outside on the day of the bulk trash pickup.**
6. **Children shall not be permitted to play upon walks, in the parking lots, or roads within the Village without supervision.**

7. Automobiles and any other permitted vehicles shall be parked only within the parking area or in the designated garage, provided that assigned garages shall be utilized before outside parking spaces are used.

There are no assigned parking spaces.

Guests may and should park in any available space in the Parking Areas. When Parking Areas are full, parking on the street is permitted on one side only in order to assure access for emergency vehicles. Parking opposite to, or in front of garages is prohibited. If a large number of guests is planned, they should use the Parking Area at the Swimming Pool with Home Owner arranged transportation from there to his/her home. Boats, motorhomes, RV's, or trailers may NOT be parked in the Village.

No vehicle shall be repaired, tuned or otherwise mechanically serviced (except for emergencies), washed, polished, waxed, or otherwise cleaned (except for removal of snow, ice or dirt from the windshields) on Village land. Inoperable vehicles will be towed at the owner's expense.

8. Private golf carts are intended for use on the Hershey's Mill Golf Course. They are to be stored in the Home Owner's garage; however, it shall not force the automobile normally housed in that garage to be moved outside.
9. Firearms, bows and arrows, fireworks or explosive materials are not to be discharged on Village land. No flammable, corrosive, combustible or hazardous substance shall be brought into or stored in any House or garage except those sold for ordinary household purposes and packaged in the manufacturer's original containers.
10. Telephone service must be maintained at all times in each House to ensure that the alarm system may transmit signals to the Security Department as required.
11. No bicycles, toys, tires, tools, ladders, decorative objects, or any other items of personal property shall be stored or left on any deck or patio or any part of the Common Area; except outdoor tables and chairs may remain set up on such decks and patios, subject to such regulations as the Council may from time to time issue.
12. No grill shall be used within six (6) feet of the side of a House or under a wooden structure or be used under an awning or tree. Grills shall be attended at all times when in use, and a fire extinguisher or hose kept accessible. ("Accessible" means a fire extinguisher charged and immediately available or an available source of water such as a hose connected to a spigot with water on.) Use of grills is not permitted on wooden decks unless a fireproof material, (sheet metal, slate or similar material of an area at least twelve (12) inches or larger on all sides than the largest dimension of the grill is placed underneath the grill) to catch the grease drippings and the charcoal embers.
13. Nothing shall be done or kept in any House or on the Common Area which could cause the cancellation, reduction of coverage or increase the premium of any insurance policies maintained by the Council pursuant to the Declarations or which would violate any law, ordinance or regulation.

E. Pets

- 1. Pets must be controlled by leash at all times when outside. Any litter deposited by pets in the Common Area must be removed immediately. In order to prevent damage to landscape features, pets are not permitted to be tied to trees, stakes, or the exterior of buildings in the Common Area. Pet owners are to ensure that their pets do not disturb or interfere unreasonably with the rights, comfort or convenience of other residents. The number of animals per residence (dogs and/or cats) shall not exceed two.**

F. General

- 1. Any complaints regarding the maintenance and condition of the Village Land or the actions of the Council or its officers, agent, employees or independent contractors, or of any Home Owner or any members of his/her family, guests, invitees, employees, or independent contractors, shall be made in writing to the Council or its Managing Agent which shall be permitted (except in emergencies) a reasonable time in which to study and act upon the complaint before other action is taken by the complainant. See Enforcement Procedure (Attachment 2)**
- 2. No Home Owner or resident of the Village of Princeton shall attempt to direct, supervise, or in any manner attempt to assert any control over the employees of the Home Owners Association, the Council or the Council's Managing Agent. No employee shall be used to perform any function or service except that for which said employee is employed.**

G. Building Maintenance

- 1. The Declaration of Covenants and Easements for the Village of Princeton requires the Home Owners Association to maintain certain parts of our Houses. It is important that Home Owners be informed and aware of the kinds of maintenance that are the Association's responsibility and those that are the responsibility of the Home Owner.**
- 2. If your House requires maintenance you must contact the Managing Agent and identify the problem. The Managing Agent should be able to assess at the time of the contact whether the required repair is the Association's or the Home Owner's responsibility. However, if the Association's contractor performs the work and it is later determined that it is the Home Owner's responsibility, the Home Owner will be billed for the work performed. The Maintenance Guidelines (Attachment 1) lists common items of operating and maintenance requirements. This list is NOT meant to be all inclusive. A Home Owner will not be reimbursed for any work contracted directly by the Home Owner.**
- 3. Standard specifications have been prepared for the following: awnings, storm doors, deck stain colors, and door locks. This information is available from the Managing Agent. The contracting and cost associated with these items are the responsibility of each Home Owner.**