

## **RULES AND REGULATIONS**

Effective September 1, 2023

## INDEX

Preface	3
Definitions	4
Code of Ethics and Rules of Conduct	6
Enforcement of Rules and Regulations	8
Members Right to Appeal	8
Article I Membership Identification	9
Article II Gate Cards and Remotes (Key Fob)	10
Article III Guests	12
Article IV Renters	13
Article V Motor Vehicles	14
Article VI Recreational Vehicles (RV)	16
Article VII Parking	23
Article VIII Campfires and Burning	24
Article IX Swimming Pools and Beaches	25
Article X Boating	28
Article XI Fishing	29
Article XII Sports Amenities	30
Article XIII Animals	31
Article XIV Firearms, Trapping & Hunting	33
Article XV Health & Sanitation	34
Article XVI Environmental	35
Article XVII Building & Construction	37
Article XVIII On-Lot Septic Systems Code	42
Article XIX Unmanned Aircraft Systems (Drones)	48
Article XX Community Business Meeting Decorum Rule	49
Article XXI Miscellaneous	51
Appendix A Allowable and Not Allowable Signs/Flags	52
Attachment A Sewage Pumping Report	53

## PREFACE

Arrowhead Lake Community Association (ALCA) is the Community Association governing the Arrowhead Lake private residential planned community. Each property is part of a general plan for the development of the community. By “property”, ALCA refers to the individual parcel you own. The legal term is “unit” and the more colloquial term is “lot.”

ALCA has the authority under state law to make and enforce the following Rules and Regulations.

These Rules and Regulations are part of the governing documents of ALCA, which also include the Covenants and Restrictions contained in the community deeds (also known as “the Declaration”), the Articles of Incorporation, and the Bylaws of the Arrowhead Lake Community Association.

In addition to these Rules and Regulations and other governing documents for the planned community, ALCA’s Department of Public Safety (DPS) shall enforce the Crimes Code of Pennsylvania (Title 18 Pa.C.S.), Pennsylvania Motor Vehicle Law (Title 75) and Controlled Substances (Act 64) within the community when applicable and authorized.

Violations of any rule may subject the violator and the responsible property owner to disciplinary action and/or fines, per the schedule below.

ALCA enforcement officers shall report all applicable violations to outside agencies for additional enforcement.

Violation of any of the provisions of these Rules and Regulations shall be subject to the following **standard fine schedule** (unless a different fine schedule is expressly listed):

**First offense = \$100.00**

**Second offense = \$200.00**

**Third and Subsequent offenses = \$300.00**

Any violation that has not been corrected within 30 days will result in a subsequent fine being levied monthly until the violation has been corrected.

The Rules and Regulations will be reviewed annually by Management and the Board of Directors. The notifications of any updates, changes, deletions, additions, or corrections will be distributed through our normal communication media. The full document, as revised and approved, will be posted on the Association website.

The effective date of this revised document is September 1, 2023. All future updates will become effective January 1, of each following year. However, if the Board of Directors, within its discretion, decides that a change needs to become effective sooner, in no case, shall a new regulation become effective for at least fifteen (15) days from the written notice of adoption.

To ensure the member has the most current Rules and Regulations, please visit the Association website, or contact the ALCA Member Services Department to obtain a copy.

The current year fee schedule is available on the ALCA website or at the Welcome Center.

## Definitions

**Arrowhead Sewer Company:** shall mean and refer to the Pennsylvania Corporation, which is a wholly owned subsidiary of ALCA that operates the community's sewer collection system and central sewer plant herein referred to as "ASC" or "Sewer Company".

**Associate Member:** shall mean a person who is a family member (not a friend or acquaintance) of the Owner who has been designated, authorized, and registered by an Owner who is a Member in Good Standing and is therefore permitted to use the Association's Common Facilities.

**Associate Member Identification:** identification issued to Associate Members, as designated by a Member in Good Standing, which authorizes the Associate Member to use the Association Common Facilities. An Associate Member identification is dated for the current year and must be worn or in your possession when participating in any activity or when using any Association Common Facilities. In some cases, an annual fee and application is required to obtain Associate Member identification. A parent or guardian may carry Associate Member identification for children.

**Association:** shall mean and refer to the Arrowhead Lake Community Association, a Pennsylvania non-profit corporation, herein referred to as "ALCA" or "the Association".

**Association Membership:** Members of the Association are all persons or entities owning a property or multiple properties in the Arrowhead Lake community as evidenced by their name(s) appearing as a grantee on a recorded Deed. A Member may be either a a) Member in Good Standing, which is defined as a property owner with all annual assessments, sewer fees, fines and any other fees paid in full and is otherwise in compliance with the ALCA governing documents or b) Member not in Good Standing which is defined as a property owner with delinquent charges and/or who is otherwise not in compliance with the ALCA governing documents.

**Commercial Vehicle:** Any vehicle, which has a gross vehicle weight rating (GVWR) greater than 12,200 lbs., is greater than 21 feet in length (includes any load on the vehicle or tagalong equipment/trailer hitched to the vehicle greater than 21 feet in length and/or greater than 102 inches wide). Pickup trucks and vans with a GVWR below this threshold are not considered commercial vehicles. The display of commercial signage (business name, phone numbers, etc.) or ladder racks will not cause a vehicle such as those described to be classified as a commercial vehicle. The absence of commercial signage does not preclude a vehicle from being considered commercial.

**Domestic Pet:** a domestic animal customarily kept, and cared for, by the occupants of a dwelling for personal enjoyment and which are not raised for food, fur, or monetary gain. Typically, domestic pets include dogs, cats, birds and other small mammals and reptiles. The term "domestic pets" does not include such animals as chickens, fowl, herd animals, pigs, goats, or horses.

**Fee Schedule:** represents current fees charged for various activities, services, and permits. The current year fee schedule is available on the ALCA website or at the Welcome Center.

**Fine Schedule:** A listing of fines imposed for rule violations after notice and an opportunity to be heard. The ALCA Fine Schedule is found in the Preface to these Rules unless expressly modified elsewhere in these Rules.

**Fireworks:** (1) The term includes any combustible or explosive composition or any substance or combination of substances which is intended to produce visible or audible effects by combustion, is suitable for use by the public, complies with the construction, performance, composition and labeling requirements promulgated by the Consumer Products Safety Commission in 16 CFR (relating to commercial practices) or any successor regulation and complies with the provisions for "consumer fireworks" as defined in APA 87-1, the sale, possession and use of which shall be permitted throughout Pennsylvania.

(2) The term does not include devices such as “ground and hand-held sparkling devices,” “novelties” or “toy caps” in APA 87-1, the sale, possession, and use of which shall be permitted at all times throughout Pennsylvania.

**Gate Activation Card:** a coded card that is issued by ALCA to gain entrance into the Arrowhead Lake community. Deeded owners automatically receive Gate Activation Cards. Contractors, Vendors, Realtors, Clergy, and Health Care Providers have the option to obtain an annual or daily gate card.

**Guest:** any person who has been authorized by the Member to enter the community, after registration with ALCA, with the intention of visiting the property without the payment of a fee (rent). Guests include contractors and persons making deliveries.

**Guest Entry Registration:** The process initiated by the property owner to authorize a non-Member entry into the community. A signed form must be submitted to the Front Desk at the Welcome Center (or online) prior to the arrival of the guest(s) authorizing their entry.

**Member Identification:** Issued to Members in Good Standing which properly identifies the person as authorized to use the Association’s Common Facilities. Member identification, such as a wristband or card, which is dated for the current year, must be worn or in your possession when participating in any community activity or when using any Association Common Facility, including the beaches. A parent or guardian may carry a member ID for children.

**Motor Home:** Any vehicle containing temporary living quarters, whether a) self-propelled, b) mounted on, or c) drawn by another vehicle.

**Property:** real estate owned by Members in the Arrowhead Lake Community as well as common properties located within the Arrowhead Lake Community.

**Temporary Member:** Any person specifically authorized by a Member in Good Standing to access and use the Association’s Common Facilities temporarily as a renter, in compliance with the ALCA rental policies. Temporary membership can only be granted upon proper registration and payment of mandatory fees set forth in ALCA’s rental policies.

**Temporary Member Identification:** Identification (wrist band) issued to renters after payment of the required fee, which authorizes the renter to use those amenities as designated by the Board of Directors. Temporary member identification is dated for the rental period and must be worn when participating in any activity, when using any of the Association amenities or attending community activities as designated by the Board of Directors.

**Renter Registration Form:** identifies renters to the Association staff and is required to gain entrance into the Arrowhead Lake community. The form is completed, signed, and submitted in advance by the ALCA Member or his/her designated agent. It must be received prior to the renter’s arrival at the Welcome Center.

**Short-term Renter:** A person who rents from a Property Owner or Designated Agent for monetary remuneration and who is occupying the residence for a period of 30 days or less.

**Trash:** household garbage only. The term does NOT include curbside pick-up or the disposal of any bulk items (ex: construction material, furniture, any item containing Freon or other refrigerant, hazardous materials, etc.). ALCA’s Trash & Recycling Center has set hours of operation. Illegal dumping of trash/garbage is prohibited and will be subject to a fine.

## **CODE OF ETHICS AND RULES OF CONDUCT FOR DIRECTORS AND OTHER COMMUNITY VOLUNTEERS**

The members of the Board of Directors (BOD) of Arrowhead Lake Community Association act much like Trustees. They are required by law to keep well informed and to make all corporate decisions based solely on what is in the best interest of the community association. They must also set a positive tone for the community and set a high standard of ethical conduct in their work as volunteer leaders. Committee members of ALCA should also strive to meet these same standards, too, just like the BOD. All ALCA leaders and volunteers must do so regardless of their personal interests or feelings. Each volunteer should always use good business judgment when recommending or making decisions on behalf of the Association.

To assure compliance with these important standards, the BOD of ALCA hereby adopts the following Code of Ethics and Rules of Conduct, which shall be followed by all board members. It also applies to all committee members, liaisons, and other volunteers who serve the community.

### **Business Oversight**

One key role of the Board is to oversee management of the community, but the Board does not directly manage the community or its personnel. A Board member cannot interfere with the work of any Association staff member. Staff members are managed by the person(s) to whom they report, not by the Board. Board members have no authority to give orders to staff members and must not attempt to do so. Board members shall not harass or threaten staff members.

### **Disclosure Information**

Board members shall routinely disclose all information about Board actions. The Board does so by holding open meetings based on prior notice, using published agendas and publishing accurate minutes of all actions taken. Matters appropriately addressed in an executive session of the Board, however, must remain confidential. On the other hand, Board members should assure as required by law that other association members have reasonable access to Association business and financial records, including agendas and approved minutes. A Board member must not knowingly misrepresent any fact to other Board members or other Association Members. The Board shall also provide any Member in Good Standing a reasonable opportunity to comment on matters to be decided by the Board or by the Association. Legal rules concerning privacy, privilege and confidentiality can still apply, but must not be used inappropriately to conceal information which members are legally entitled to see.

### **Civility and Respect**

Board members shall treat each other and all other members of the community respectfully, fairly and without favoritism. Board meetings shall be civil and respectful, with all participants acting in a courteous manner. Personal attacks, vulgarity, and bullying are not to be tolerated. On the other hand, differences of opinion are normal and expected; they should be respected and discussed rationally on the merits. One goal of discussion is to persuade others, as well as to resolve differences. Once the vote is cast and a decision is made, Board members must then speak with one voice only in support of the properly adopted Board decision, regardless of how each individual board member cast a vote.

### **Conflict of Interest**

Board members must not accept any gifts or other benefits from anyone, directly or indirectly, in their capacity as a Board member. A Board member must not use their position of decision-making authority for personal gain or to seek advantage over another person. A Board member must affirmatively disclose any attempt to enter into a contract with the Association, including attempts by the Board member's agents, staff members, or immediate family members. A Board member must not contract with the Association without prior disclosure of all conflicting interests to the Board of Directors. Any existing or potential conflict of interest must be disclosed to the Board, and the conflicted Board member must not vote on the issue which raises the conflict. A Board member must not receive any compensation or other personal benefit from serving on the board.

**Privacy**

The Board member must not disclose any private or confidential information regarding other community members and any Association staff members obtained while on the Board, and cannot divulge that personal information to anyone else, even after leaving the Board.

**Loyalty**

Board members must comply with the community's governing documents and all applicable laws and regulations. Board members must ensure that their decisions are reasonable and consistent with those legal standards. Any Board member convicted of a felony shall be deemed to have automatically resigned from the Board, if permitted by law.

**Application**

The Code of Ethics and Rules of Conduct applies to all members of the BOD, and to all committee members and other volunteers of ALCA. Failure to abide by these standards is a basis for disciplinary action, including removal.

The ALCA BOD is the authoritative body responsible for enforcement of the Code of Conduct and the Association's Confidentiality agreement, a separate document signed by all Directors. Violations of the Code of Conduct or Confidentiality agreement are subject to disciplinary action commensurate with the violation, up to and including removal from Director and/or Committee Volunteer positions and/or legal action.

## **Enforcement of Rules and Regulations**

Any violation of these Rules and Regulations may result in a fine after notice and opportunity to be heard, with the option for the Member to appeal the violation before the Appeals Committee as provided in the Bylaws of ALCA.

Any violation could result in suspension of privileges, a fine, or both, as well as institution of a civil action to recover sums due for damages or injunctive relief, criminal action, or other appropriate action under the circumstances.

Members shall be responsible for all fines duly levied against themselves, their Associate Member(s), minor child(ren), Guest(s), Renter(s), Renter's Guest(s), and Contractors for violations of Association Rules and Regulations.

Should the minor child of a member incur three or more violations and/or suspensions for inappropriate behavior at any amenity, ALCA will require that they must be accompanied by their parent, or legal guardian, for an initial period of 60 days. Further violations will result in an expansion of the required supervision period to 120 days.

Any violation that has not been corrected within 30 days will result in a subsequent fine being levied monthly until the violation has been corrected.

## **Members Right to Appeal**

Members receiving notice of disciplinary action such as fines, suspension of amenity privileges, or suspension of voting privileges, may appeal their notice of disciplinary action as provided in the Bylaws of ALCA, Article XIII, Sections 3 (a) and (b). Upon receiving notice of disciplinary action, a member shall have 15 days to appeal the notice and request a hearing before the Appeals Committee to present evidence on his/her behalf. Counsel may represent the member. A phone/virtual hearing may be granted if a Member can prove that there is an emergency preventing the member from appearing in person at a hearing.

Any member who fails to appear for their hearing without filing for a continuance shall be subject to additional fees and penalties. Failing to appear also shall result in an automatic denial of appeal.

Only one continuance shall be granted to the member or enforcement personnel, per violation.

The Appeals Committee shall render its final decision in writing to the members involved within 10 days after the hearing. The decision shall set forth the determination and the penalty. Reference the Appeals Procedure Policy for additional information.

## **ARTICLE I (ONE)** **Membership Identification**

- A. It is the policy of ALCA that all Members, Associate Members, Temporary Members, family members, Guests, Renters, and Tenants must be properly identified when using any of the community's common facilities. Arrowhead Lake is a private community and as such can monitor and control the use of its facilities and limit use to Members in Good Standing, Associate Members, and bona fide Guests, Renters, and Tenants. Requiring identification also provides better security, safety, and protection for our property and those using the common facilities.
- B. Upon payment in full of the annual assessment for all properties owned by the Member, including sewer fees for all lots owned as well as all fees, fines, and all other applicable charges, Members will receive six Member Identifications. Should there be multiple deeded owners of a property, the **designated contact** for each property will receive the six Member Identifications. If there are more than six immediate family members living at the designated contact owner's permanent residence, additional Member Identifications may be requested by the member, with proof of permanent residency, at no additional cost.
1. In addition, Members will receive one gate card for each vehicle registered with the association.
  2. Annual assessments are assessed on a calendar year basis. Annual assessments will be considered delinquent 10 days after the stated due date. Should annual assessments be considered delinquent, action may be initiated to secure payment by legal means at that time. Membership privileges will only be extended to Members when all fines, fees, and assessments have been paid in full on all properties owned at Arrowhead Lake. These privileges include, but are not limited to, Member Identification cards and voting rights.
- C. Members may assign Associate Member status, as defined herein, to a member of his or her family. Upon registration as an Associate Member and payment of the required fees, the Associate Member will be issued one gate card for each registered vehicle and one Associate Member Identification per Associate Member. Only Members in Good Standing may renew/register Associate Members.
- D. Should a Member in Good Standing require additional Member Identifications beyond the initially issued six, the ALCA Member in Good Standing may purchase temporary Member Identifications at the Welcome Center. Members must ensure that their guests wear current year identification to use association amenities.
- E. Persons and/or vehicles whose authorized presence in the community cannot be verified pursuant to these Rules and Regulations shall be escorted off the premises by DPS personnel for trespassing. If the same person, persons, or vehicle obtains unauthorized entrance to the community on two or more separate occasions, they will be subject to prosecution for Defiant Trespass pursuant to the laws of the Commonwealth of Pennsylvania.
- F. A Member who purposely misrepresents the designation of an Associate Member, Guest, Renter, or Contractor shall be subject to a fine. Intentional failure to register a renter(s) pursuant to this article will subject the ALCA Member to a fine of \$500 for First offense and all Subsequent offenses.

**ARTICLE II (TWO)**  
**Gate Cards and Remotes (Key Fob)**

A. Members (Property Owners):

1. Property Owners must update/confirm member information on an annual basis, along with pertinent information for all vehicles that are registered to the property owner's address. Property Owners will be issued a gate card for each vehicle that is registered to allow authorized entrance into the Arrowhead Lake community. For convenience at the gates, Property Owners can purchase a Remote (Key Fob) for fee defined in the annual fee schedule. This Remote (Key Fob) can also be used at all the buildings to which Property Owners already have access. Members can also purchase additional membership identifications for use at common facilities.
2. Gate cards are valid only for the vehicle for which they were issued and are non-transferable. Improper use of gate cards will subject the user to a fine listed in the Standard Fine Schedule.
3. In the event any individual loses a gate card, immediate notification to the DPS is necessary to deactivate the card. This procedure pertains to those in possession of a gate card. The lost card shall be subject to a replacement fee per the annual fee schedule.

B. Associate Members, as registered with ALCA by the Member, shall receive a gate card for each registered vehicle. Gate cards must be renewed annually.

C. Renters, upon registration with ALCA, will be issued one gate card per vehicle registered. Such gate cards will be valid for the length of the rental registration that was received. Intentional failure to register a renter(s) will subject the ALCA Member to a fine of \$500 for First offense all Subsequent offenses.

D. Guests entering ALCA must check in at the Welcome Center where they will be issued a temporary gate card, provided a completed Guest Registration was submitted for the length of their visit. Guests must return gate cards at the conclusion of their stay at ALCA. If the gate card is not returned at the end of their registration period plus a seven-day grace period, the ALCA Member shall be subject to a fine per the current fee schedule and the card will be deactivated.

E. Daily Access Contractors/Realtors/Repairmen/Vendors: Contractors, Realtors, and Repair technicians may be authorized entrance into the Arrowhead Lake community by property owners requiring their services. The property owner must notify the Association when a contractor, realtor, or repair technician is scheduled to visit the community.

F. Contractors/Vendors/Realtors: Submission of an application is required to obtain an annual gate card (12-month period) or semi-annual card (6-month period). Requester must provide proof of vehicle registration and insurance and pay the appropriate fee. Expiration of the gate card will coincide with the expiration date of the vehicle's insurance policy. The cardholder will be responsible to present proof of updated insurance to extend the card for the requested period. A lost card shall result in a replacement fee. Access to the Arrowhead Lake community for annual contractor gate card holders will be in conjunction with established work hours. Holders of an annual gate card must comply with established ALCA Rules and Regulations. If a contractor/vendor/realtor loses a gate card, immediate notification to DPS is necessary to deactivate card. The lost card shall be subject to a replacement fee. Refer to annual fee schedule for cost.

G. Ministerial Services, Package and Mail Delivery, Health Service Personnel, Fuel, Utilities, and Emergency Services are eligible for an annual card at no fee. An application with proper identification, insurance and valid registration is required. Annual verification of insurance is required to renew card term.

H. Emergency Services: (Police, Fire, Ambulance, etc.) Emergency departments will be asked to register each service member annually and gate cards will be issued accordingly. Renewal of gate cards for emergency personnel will be required on a calendar year basis to keep gate cards active. (No Fee).

- I. A new gate card will be issued to replace a lost or stolen gate card previously issued for a fee. The lost or stolen gate card will be deactivated.
- J. Failure to gain proper entry, including "piggy-backing" (following closely behind previous vehicle) or otherwise manipulating the gate mechanism is a violation which will result in a fine. Failure to gain proper entry subjects the user to the fine of \$500 for First offense all Subsequent offenses.

**ARTICLE III (THREE)**  
**Guests**

- A. Guests must be authorized by the Member in Good Standing in advance and will receive access based on specific arrival and departure dates. Guests who receive a gate card must return the gate card at the end of their stay or an unreturned gate card fine will be billed to the Member account.
- B. If the guest wishes to utilize the Association Common Facilities during any stay, they must possess current year Membership Identification. If additional Member Identifications are necessary, they can be purchased by the member at the Member Services Office. Guests, 5 years of age or younger, are not required to have Member Identification. Issuance of this form of identification is contingent upon verification of Member in Good Standing status.
- C. For one-day special events involving groups of 10 or more guests, property owners may purchase temporary identification for each guest upon completion of a Special Event Amenity Use Registration Form. This will allow use of amenities for one day as specified on the form. Issuance of this form of identification is contingent upon verification of Member in Good Standing status.
- D. Members are responsible for ensuring that all guests comply with ALCA Rules and Regulations.

**ARTICLE IV (FOUR)**  
**Renters**

- A. Members must be in Good Standing to rent their property, short- or long-term.
- B. Members are legally responsible for the rental of their property; the Association is not a Member's rental agent.
- C. Members must comply with all procedures outlined in the Association's Short-Term and Long-Term Rental Policies.
- D. Members will be responsible for informing their renter(s) that they are subject to all Association Bylaws, Rules and Regulations of the Association, including that temporary membership identification must be in possession at any community amenity. Members will also be responsible for all fines levied against the renter(s) and/or their guests for violations of the Association Rules and Regulations.
- E. Renter(s) shall not sublet any portion of the property they are renting to another party.
- F. Failure to register a renter(s) pursuant to this article will subject the Member to a fine of \$500 for First offense and all subsequent offenses.
- G. Members on account past-due payment plans MAY NOT rent their homes. Those that are on payment plans for the upcoming year may rent their homes if they are fully paid and Members in Good Standing by the assessment due date.

## **ARTICLE V (FIVE) Motor Vehicles**

### A. Motor Vehicles:

1. Pennsylvania Motor Vehicle Rules and Regulations shall be enforced generally in accordance with the Pennsylvania Motor Vehicle Law (Title 75) unless specifically excepted. The first exception shall be the use of Recreational Vehicles (RV), which are covered by the internal ALCA policy with the approval of ALCA's insurance carrier (see Article VI, Recreation Vehicles (RV)). The second exception shall be the use of Electric Personal Assistive Mobility Devices (EPAMDs), which is covered by ALCA's internal policy (see Article VII, EPAMD).
2. The speed limit within the community is 15 mph unless otherwise posted. Speed limits are radar enforced. Speeding subjects the user to a fine listed in the standard fine schedule.
3. All motor vehicles and all operators shall be insured and licensed by a state authority. All drivers should be prepared to present personal identification, including driver's license, to DPS Officers upon request.
4. Currently unregistered motor vehicles shall not be parked, kept, or stored on any lot or any common facility. Any vehicle in a state of major disassembly, disrepair, or in the process of being stripped or dismantled, must not be visible from the street or any neighboring lot. Violations will result in a fine listed in the standard fine schedule.
5. Commercial car covers will be permitted for temporary use during the period necessary to obtain proper vehicle registration and/or to complete vehicle repairs. Covers may not be used for more than three months for any one vehicle. Blankets, drop cloths, etc. are strictly prohibited.
6. In the case of classic/antique cars, as described in the Pennsylvania Motor Vehicle Law (Title 75), covers may be used indefinitely if the owner maintains a current vehicle registration and insurance coverage and upon notification to ALCA.
7. No motor vehicles or other vehicles such as a golf cart or motorized pedal cycle shall operate on the "old clubhouse" hill area, the dams at either lake, the grassy areas adjacent to the beaches, pools, or any other common areas. They shall not be operated on the private property of a member without the prior consent of the member.
8. Attempts to elude or outrun a DPS vehicle are prohibited. The fine for Eluding DPS is \$500 for First offense all Subsequent offenses.
9. All vehicles shall yield to DPS or any other emergency vehicle when emergency lights are activated. The fine for Failure to Yield to Emergency Service Vehicles is \$500 for First offense all Subsequent offenses.
10. Reckless Driving, as defined in PA Traffic Code Title 75, the fine is \$500 for First offense all Subsequent offenses.
11. **ALL motorized vehicles** shall adhere to the above rules and regulations.

### B. Bus Stops:

1. The primary responsibility of the DPS Officer when at a bus stop is to assist children crossing roadways. However, DPS Officers may also enforce the following rules as appropriate:
  - a. Every parent/guardian is responsible for his/her child's safety and behavior while at the bus stop. Any behavior by any person that would endanger the health, safety, or welfare of children or adults will be considered unacceptable and subject to disciplinary action.

- b. Everyone must obey the direction of the DPS Officer or other designated association representative.
- c. Each parent/driver/guardian must park in a designated parking space.
- d. All motorized vehicles and RVs are required to remain stationary while the school bus red lights are activated and the “stop” arm is extended. Vehicles must remain in the designated parking area until all children have boarded, or disembarked school buses and the lights are deactivated. The fine for not remaining stationary while school bus red lights are activated and the “stop” arm is extended is \$500 for First offense and all Subsequent offenses.

**ARTICLE VI (SIX)**  
**Recreational Vehicles (RV)**

- A. **Recreational Vehicle:** shall be classified as a Golf Cart, Utility Vehicle (UTV) (also called Side by Side or Utility Task Vehicle), Recreational Off-Highway Vehicle (ROV), Multipurpose Off-Highway Utility Vehicle (MOHUV), Motor Driven Cycle, Motorized Pedal Cycle, Snowmobile and Motor Home. The classifications of recreational vehicles below can be operated on ALCA property. Only the vehicles that conform to the following descriptions are permitted.
1. **Golf Cart:** A motorized vehicle consisting of four wheels and powered by either a gasoline engine or an electric motor. Vehicle requirements shall be:
- a. Engine/motor – Original factory settings without modifications.
  - b. As built chassis – No structural modifications.
  - c. Muffler and exhaust system – stock only.
  - d. Maximum passengers (including operator) – only two per bench seat; Factory seating only that includes multiple row configurations.
  - e. Working governor set not to exceed 15 mph.
  - f. Lights shall be required between sunset, sunrise, and any other time when insufficient light or adverse weather conditions make it prudent to do so. Failure to utilize proper lighting equipment subjects the user to a fine listed in the standard fine schedule.
    - 1) Two headlamps on the front of the vehicle shall display white light of sufficient illuminating power to reveal any person, vehicle, or substantial object at a distance of 100 feet ahead. Flashlights shall not be permitted as substitute lighting.
    - 2) Two tail lamps on the rear of the vehicle shall display a red light plainly visible from a distance of 500 feet.
  - g. No three wheeled golf carts– previously ALCA registered three wheeled vehicles will be allowed (registered prior to January 1, 2015).
  - h. A permanently attached cargo box may be mounted to the rear of the vehicle in place of a second seat. The cargo box shall not be used to transport passengers.
  - i. Required to have rear-view or side mirrors.
  - j. Must yield to vehicles approaching from behind by pulling to the side of the road and stopping.
2. **UTV, ROV, OR MOHUV:** Vehicle requirements shall be:
- a. Steering wheel controlled only. No lever steering, pedal steering, or handlebars.
  - b. Side by side seating only.
  - c. No tracks allowed.
  - d. No three wheeled vehicles.
  - e. Attached accessories are allowed, such as snowplows, etc.

- f. Maximum passengers (including operator) – one per seat if factory single seat.
  - g. Lights shall be required between sunset, sunrise, and any other time when insufficient light or adverse weather conditions make it prudent to do so. Failure to utilize proper lighting equipment subjects the user to a fine listed in the standard fine schedule.
    - 1) Two headlamps on the front of the vehicle shall display white light of sufficient illuminating power to reveal any person, vehicle, or substantial object at a distance of 100 feet ahead. Flashlights shall not be permitted as substitute lighting.
    - 2) Two tail lamps on the rear of the vehicle shall display a red light plainly visible from a distance of 500 feet.
  - h. Muffler and exhaust system – stock only.
  - i. Required to have rear-view or side mirrors.
  - k. Must yield to vehicles approaching from behind by pulling to the side of the road and stopping.
3. **Motor Driven Cycle:** Vehicle requirements shall be:
- a. Designed speed of less than 15 mph.
  - b. A cylinder capacity not exceeding 50 cubic centimeters.
  - c. Automatic transmission.
  - d. Maximum of one operator and one passenger.
  - e. Lights shall be required between sunset, sunrise, and any other time when insufficient light or adverse weather conditions make it prudent to do so. Failure to utilize proper lighting equipment subjects the user to a fine listed in the standard fine schedule.
    - 1) One headlamp on the front of the vehicle shall display white light of sufficient illuminating power to reveal any person, vehicle, or substantial object at a distance of 100 feet ahead. Flashlights shall not be permitted as substitute lighting.
    - 2) One tail lamp on the rear of the vehicle shall display a red light plainly visible from a distance of 500 feet.
  - f. Required to have rear-view or side mirrors.
  - g. Protective Headgear shall be required for operators and passengers under the age of 21 when operating/riding a Motor Driven Cycle within the Arrowhead Lake community.
4. **Motorhome, Class A, Class B and Class C:** A motorized camper vehicle having four wheels and powered by either a gasoline or diesel engine. Vehicle requirements shall be:
- a. Engine - Original factory settings without modifications.
  - b. As built chassis – Class B: Van type or retro van. Class C: Small truck or cut away chassis.
  - c. Muffler and exhaust system - stock only.
  - d. Maximum passengers and approved equipment (lights, mirrors, liquid storage, etc.) shall be as factory supplied/specified, and in accordance with the Pennsylvania Motor Vehicle Law (Title 75)

- e. Gross Vehicle Weight Rating (GVWR) Maximum – Class A: 51,000 lbs., Class B: 14,000 lb., 17,000 lbs. with tagalong. Class C: 20,000 lbs., 23,000 lbs. with tagalong.
- f. Length Maximum – Class A: 26ft- 45ft with tagalong; Class B: 20 ft., 35 ft. with tagalong; Class C: 30 ft., 45 ft. with tagalong.
- h. Liquid Storage - A vehicle operated in ALCA or stored on a property shall have the storage tanks emptied of clear, gray, and black water.

**5. Bicycle**

- a. Always wear a helmet. Pennsylvania law requires all cyclists under age 12 to wear an approved bicycle helmet.
- b. Obey traffic laws
- c. Obey stop signs.
- d. Never ride against the flow of traffic

**6. Motorized Pedal Cycle/Electronic Cycle (Commonly known as E-bikes):** Vehicle requirements shall be:

- a. Motor driven cycle (gas or electric).
- b. Equipped with an operable pedal.
- c. A motor rated at no more than 1.5 braking horsepower.
- d. A cylinder capacity not exceeding 50 cubic centimeters.
- e. Automatic transmission.
- f. Maximum of one operator and one passenger.
- h. Lights shall be required between sunset, sunrise, and any other time when insufficient light or adverse weather conditions make it prudent to do so. Failure to utilize proper lighting equipment subject's the user to a fine listed in the standard fine schedule.
  - 1) One headlamp on the front of the vehicle shall display white light of sufficient illuminating power to reveal any person, vehicle, or substantial object at a distance of 100 feet ahead. Flashlights shall not be permitted as substitute lighting.
  - 2) One tail lamp on the rear of the vehicle shall display a red light plainly visible from a distance of 500 feet.
- i. Required to have rear-view or side mirrors.
- j. Protective Headgear shall be required for operators and passengers under the age of 21 when operating/riding a Motor Driven Cycle within the Arrowhead Lake community.

**7. Snowmobile:** An engine driven vehicle, which is all the following:

- a. Designed to travel over snow or ice. May not be operated on any Arrowhead Lake road unless the road is snow covered. May not be operated on any lake or waterway. Failure to comply will subject the user to a fine of \$500 for First offense and all Subsequent offenses.

- b. Has an endless belt track or tracks.
  - c. Is steered by a ski or skis.
  - d. An overall width of 48 inches or less.
  - e. Maximum of one operator and one passenger.
  - f. Lights shall be required between sunset, sunrise, and any other time when insufficient light or adverse weather conditions make it prudent to do so. Failure to utilize proper lighting equipment subjects the user to a fine listed in the Standard Fine Schedule.
    - 1) One headlamp on the front of the vehicle shall display white light of sufficient illuminating power to reveal any person, vehicle, or substantial object at a distance of 100 feet ahead. Flashlights shall not be permitted as substitute lighting.
    - 2) One tail lamp on the rear of the vehicle shall display a red light plainly visible from a distance of 500 feet.
  - g. Muffler and exhaust system – stock only.
  - h. Are required to have rear-view or side mirrors.
  - i. Protective Headgear shall be required for operators and passengers under the age of 21 when operating/riding a snowmobile within the Arrowhead Lake community.
  - l. Must yield to vehicles approaching from behind by pulling to the side of the road and stopping.
8. **Electric Personal Assistive Mobility Devices (EPAMD):** Defined as a self-balancing, two or more-wheel device designed to transport a single individual utilizing an electric propulsion system.
- a. Lighting Equipment: Lights shall be required between sunset, sunrise, and any other time when insufficient light or adverse weather conditions make it prudent to do so. Failure to utilize lighting equipment will subject the user to a fine listed in the Standard Fine Schedule.
    - 1.) One headlamp on the front of the EPAMD shall display white light of sufficient illuminating power to reveal any person, vehicle, or substantial object at a distance of 100 feet. Flashlights shall not be permitted as substitute lighting.
    - 2.) One tail lamp on the rear of the EPAMD shall display a red light plainly visible from a distance of 500 feet.
  - b. Markers: A flag that will be provided by ALCA (free of charge) shall be always displayed, including daylight hours.
9. **Prohibited Vehicles:** Go-carts, ATV's, dirt bikes, stand up motor scooters, pocket/mini type cycles and any vehicle not conforming to ALCA's definition of recreational vehicles are not permitted to be operated on Arrowhead Lake Community property.

## B. Regulations

- 1. Operator Restrictions:
  - a. Golf Cart, Motor Driven Cycle, Motorized Pedal cycle: No person under the age of 14 or any person without either a valid state operator's license, or in the case of an unlicensed operator over the age of 14, without a valid, current safety certificate picture ID card issued by ALCA, shall operate an RV on ALCA property. Fines for having no valid state operator's license or

current safety certificate picture ID card issued by ALCA are listed in the Standard Fine Schedule.

- b. **UTV: Operator shall be over the age of 16 and possess a valid state operator's license to operate a utility vehicle on ALCA property.**
- c. **Snowmobiles\*\*: Operator shall be over the age of 16 and possess a valid state operator's license to operate a snowmobile on ALCA property.**

**\*\* Operation of snowmobiles must comply with Chapter 77, Pennsylvania Motor Vehicle Law (Title 75).**

2. Registration:

- a. Personally owned RV's: All personally owned recreational vehicles operated within the Arrowhead Lake community are required to be registered with the Association on a form approved by the Board of Directors. The form shall include proof of owner liability insurance minimum limits, \$100,000 per person, and \$300,000 per accident. In addition, Insurance Policy must include specific wording, which includes above registered RV under such policy. An appropriate identification insignia will be issued for display on the front and rear of each vehicle. A registration fee will be assessed for a yearly period beginning January 1<sup>st</sup> and ending December 31<sup>st</sup>. Handicap Identification is available for an RV, with appropriate verification (i.e. automobile hang tag) for no additional fee.
- b. **Rental RV's: Any rental RV's, to include golf carts, must be registered when brought into the Arrowhead Lake community. The renter is required to notify the Member Services Department and fill out the applicable registration form, provide the department with proof of insurance, and pay the applicable registration fee, based on the annual fee schedule approved each year in the budget process. The rental RV will then have a temporary registration affixed to the front of the vehicle. Operation of rental RV's is restricted to operators with a valid state operator's license if over the age of 16 or ALCA RV safety training if over 14 years of age without a valid state operator's license, if allowed by rental agency insurance, otherwise it is restricted to operators with a valid state operator's license.**
- c. Currently unregistered/inoperable recreational vehicles shall not be parked, kept, or stored on any lot or any common facility. Any vehicle in a state of major disassembly, disrepair, or in the process of being stripped or dismantled cannot be parked/stored outside on private property. Violation will result in a fine. Fines for unregistered recreational vehicles are listed in the Standard Fine Schedule.

C. **Vehicle Operation**

1. **Operation Violations:**

- a. All persons operating an RV within the Arrowhead Lake community shall always be required to possess and carry an appropriate license/certificate. Fines for Failure to produce appropriate license/certificate are listed in the Standard Fine Schedule.
- b. Golf Cart & EPAMD speed limit on all ALCA property shall be 15 mph. Other RVs, such as side-by-sides, shall operate vehicle in accordance with posted speed limit.
- c. All traffic signs, including stop signs, shall be always obeyed.
- d. An RV is required to use proper signals while turning to right or left and stopping or decelerating.
- e. While operating any RV, all passengers including operator shall remain seated. All RVs operated within the Arrowhead Lake community shall be driven to the far-right side of the road.

- f. An RV shall only drive in a single file. Operation of such vehicles two or more abreast within the Arrowhead Lake community shall be prohibited.
- g. Pedestrians and bicyclists have a right of way over all motor driven vehicles.
- h. An RV shall yield to a DPS vehicle or any other emergency vehicle.
- i. An RV shall not tow persons or vehicles in any manner.
- j. Operation of an RV, including snowmobiles, while roads are being plowed shall be prohibited.
- k. No game or wildlife shall be pursued with an RV.
- l. Operation of an RV in the following areas shall be prohibited:
  - 1) "Old Clubhouse" Hill area
  - 2) Dams or levies at either lake
  - 3) Sports courts
  - 4) Grassy areas adjacent to the beaches, pools or any other common areas
  - 5) Private property without prior consent of Member
  - 6) Lakes
  - 7) On beaches
- n. Operation of an RV in such a manner as to constitute harassment or nuisance is prohibited.
- o. Operation of an RV in a reckless manner endangering other persons or causing property damage shall be prohibited. Fines for operating an RV in a reckless manner endangering other persons or causing property damage is \$500 for First offense and all Subsequent offenses. **A third offense shall rescind the registration for 90 days.**
- p. Attempts to elude or outrun a DPS vehicle are prohibited. The fine for Eluding DPS is \$500 for the First offense and all Subsequent offenses.
- q. RV Rules and Regulations shall be enforced by ALCA DPS. When found guilty of serious, multiple, or repeated violations and/or willful disregard of a DPS Officer's orders, the RV operator may lose the privilege of operating an RV in ALCA. In the event of repeated violations, the registration of the RV shall be suspended until the RV is in compliance with equipment standards. A registration fee shall be assessed.
- r. All RV operators shall adhere to ALCA Bus Stop rules pursuant to Article V – Motor Vehicles, B. Bus Stops. Failure to abide by the ALCA Bus Stop rules in an RV subjects the operator to the fine of \$500 for First offense and all Subsequent offenses.
- s. Operation of an RV, within the Arrowhead Lake community, while under the influence of alcohol or any other controlled substance shall be strictly prohibited. Fines for operating an RV while under the influence of Alcohol/Controlled Substances are listed in the Standard Fine Schedule. **A third offense shall rescind the registration for 90 days.**

- t. No owner or other person having charge or control of an RV shall knowingly authorize or permit the operation of such vehicle by a person who is incapable of doing so by reason of age, lack of operator license or safety certificate or who is under the influence of alcohol or any other controlled substance. Fines for allowing any underage/unauthorized and or/impaired operator of an RV are listed in the Standard Fine Schedule.
- u. Disorderly Conduct Fines while operating an RV are listed in the Standard Fine Schedule.

## **2. Parking**

- a. Parking is available at pools, beaches, tennis courts, basketball courts and other common areas in designated areas only. RVs shall park in such designated areas.
- b. Parking any RV on a street in a manner which would impede traffic flow is prohibited.
- c. Parking in prohibited areas, including intersections and private property, shall be prohibited.
- d. The owner of an illegally parked RV shall be responsible for any damage caused by their RV.
- e. ALCA DPS reserves the right to tow any RV, which is found to be in violation of the above parking rules. The cost of towing shall be the responsibility of the association member. ALCA will not be liable for any damage caused by towing.

## **3. Liability**

- a. The owner of any RV as well as the operator shall be held responsible for any property damage and personal injury arising from operation of such vehicle.
- b. The owner of any RV shall be held responsible for any actions of the operators in the operation of such vehicle.

**D. Training:** The ALCA DPS will conduct mandatory classes, at no cost, on safety and proper operation procedures for individuals 14 years of age or older who do not possess a valid state vehicle operator's license. Proof of age shall be established when registering for safety training by presenting a copy of Birth Certificate. A signed parent/guardian consent form shall be required. Upon completion of the class, a photo safety certificate and lanyard for convenient display will be issued. Youthful operators or others without a valid operator's license shall be required to visibly display this certificate while operating an RV in the community.

## **E. Accidents**

- 1. The operator of an RV involved in an accident shall immediately notify ALCA DPS. ALCA DPS Officer(s) on scene will contact Pocono Mountain Regional Police (if deemed necessary) based on the severity of the incident. All parties involved in the accident shall be required to provide identification, including the name and address of the RV owner.

## **ARTICLE VII (SEVEN) Parking**

- A. Parking is available at all amenities. Vehicles may only be parked in designated areas. This includes motorcycles, recreational vehicles, and bicycles.
- B. The owners of an illegally parked vehicle will be responsible for any damage that may be incurred to his/her vehicle.

Delivery Vehicles may block one direction of the travel lane during daylight hours for the purpose of delivery or pick up of items. The delivery vehicles may not remain parked blocking one direction of the travel lane for longer than fifteen (15) minutes without a permit from Public Safety.

Construction vehicles or other large vehicles that are performing work may block one direction of travel during daylight hours. Roadways that are only large enough for one way traffic shall not be blocked unless permission is granted by Public Safety and signage showing "Road Closed" is in place. Each parked vehicle will be marked with orange traffic cones both in the front and rear of the parked vehicle.

Private Vehicles should not park in any portion of the travel lane at any time. For the clarity of this rule, vehicles can include self-propelled vehicles as well as towed vehicles, (i.e., trailers). Where conditions permit, vehicles may park temporarily beside the travel lane, not impeding the flow of traffic. Parking alongside the travel lane shall be done during daylight hours only. Vehicles shall not remain parked alongside the travel lane overnight. Vehicles shall not be parked alongside the travel lane on a permanent basis unless the member applies for a variance from Public Safety. If a variance is granted the vehicle must park entirely in front of the members' own lot. No portion of the vehicle shall extend beyond the members' side property line. Vehicles parked on the right of way on consecutive days without approval of Public Safety will be considered illegally parked. The parked vehicle must not create a safety hazard or impede the flow of traffic. All vehicles MUST be parked within the direction of traffic flow. Any vehicles parked against the direction of traffic will be considered illegally parked.

- C. No on-street parking is permitted at any time. A private towing firm may tow vehicles interfering with traffic flow. The owner of the towed vehicle will be responsible for paying the towing fee to the firm to obtain the vehicle's release.
- D. It shall be illegal to park in a prohibited area including an intersection or right-of-way.
- E. One currently licensed motor home, travel trailer, or RV may be parked on a property having a residential dwelling. No living quarters shall be maintained, nor any business activity conducted in any motor home, travel trailer, or RV so parked.
- F. No commercial vehicle (see definition), tractor, trailer, or combination of any type is allowed to be parked within the Arrowhead Lake community except for pick-up and/or deliveries.
- G. Parking in a designated handicapped-parking area is allowed only with an approved/valid handicap license plate or placard. Parking in a handicapped-parking area without an approved/valid handicap license plate or placard will subject the user to fines listed in the Standard Fine Schedule.
- H. The parking area in front of the mailboxes is reserved strictly for the convenience of Members to collect their mail. No long-term parking is permitted.
- I. No overnight parking at Association amenities without prior ALCA DPS approval.
- J. All private and commercial vehicles shall comply with the weight limitation of 10 tons during the ban period unless approved by DPW.

## **ARTICLE VIII (EIGHT) Campfires & Burning**

### **A. Campfires**

1. Campfire/fire pit enclosures must be constructed of brick, stone, concrete, or metal, with a screen to contain sparks. Campfire/fire pit shall have a rock or gravel bottom at least 4 inches thick. Fire Pits, Fire Bowls and Chimineas of any kind are not permitted on decks, under roofed areas or near any flammable structure. Propane fueled fire tables, raised fire pits and BBQ grills are allowed on decks. A water source or fire extinguisher should be in close proximity in case of emergency. Under no circumstances shall the burning of household trash, building materials (including all types of lumber), leaves, or any other material be allowed other than wood designed to be burned in a campfire/fire pit.
2. All fires should be always attended to by a reasonable adult with readily available means of extinguishing the fire.
3. All campfires must be extinguished by midnight.
4. When a township burn ban is in effect, no open flame of any kind is permitted including propane fire pit/tables. The only exception is enclosed cooking equipment. ***Violation shall result in a \$500 fine for the First offense and all subsequent violations. In addition, the township shall be notified of the violation.***

### **B. Burning (Twigs & Branches)**

1. No burning shall be done until a burn permit is obtained from the association. The burning of branches and twigs shall only be done in an approved burn barrel with a screen to cover the top of the barrel. **All burning must comply with ALCA and Township Rules.** Under no circumstances shall the burning of household trash, building materials (including all types of lumber), leaves, or any other material other than branches and twigs be allowed. (Coolbaugh Township: <https://ecode360.com/27638204>, Tobyhanna Township: <https://ecode360.com/9517069>)

### **C. Miscellaneous**

1. No person under the age of 18 may use a barbecue unit at the beach or picnic area without the continuous supervision of an adult.
2. Smoking is not allowed in any association building or vehicle. Smoking is banned within twenty feet of the entrance to any facility. Smoking is permitted outside of the fenced areas away from the entrances of the pools and in the grassy areas of the beaches. This also applies to E-Cigarettes/vapes or pipes.
3. Littering of cigarette filters/butts is prohibited anywhere in the community.

## **ARTICLE IX (NINE) Swimming Pools and Beaches**

### **A. Swimming Pool Rules:**

1. Lifeguards shall have full authority in matters regarding the safety and conduct of all persons within the facility and shall have, at his/her discretion, use of such disciplinary action as may be necessary to maintain proper conduct for the safety and enjoyment of all persons using these facilities. ALL persons must always possess Membership Identification while in the facility. This includes the pool, pool deck, restrooms, concession, and picnic areas.
2. Rules and requests made by aquatics personnel must always be followed.
3. Running and any other form of horseplay, including having anyone on your shoulders is NOT permitted in the facility. This includes the pool, pool deck, restrooms, and concession area.
4. Children under 14 years of age MUST be always accompanied by a parent or responsible person over the age of 18. This includes the pool, pool deck, restrooms, concession, and picnic area.
5. Swim diapers are REQUIRED for children who are not toilet trained. Proper swim attire is also required over the swim diaper. Disposable and cloth diapers are not permitted in the pool.
6. Proper swim attire is REQUIRED for ALL patrons, including small children and adults in the facility. This includes the pool, pool deck, restrooms, concession, and picnic areas.
7. Persons having or reasonably suspected to have any considerable area of exposed sub-epidermal tissue, cuts, or known recognizable contagious or communicable diseases, cough, cold, open sore, blisters, bandaged wound, fever, inflammation of the eyes, nasal or ear discharge, shall not be allowed to enter the pool.
8. No nudity or disrobing in public is allowed.
9. Animals are NOT permitted on any facility grounds. This includes the pool, pool deck, restrooms, and concession area. Service/Support Animals are permitted in the facility but are not allowed in the pool/water. Refer to the Reasonable Accommodation Policy for requesting an accommodation for service and support animals.
10. Foul or abusive language is NOT permitted.
11. Smoking is NOT permitted in the facility. This includes the pool, pool deck, restrooms, concession, and picnic areas. Please use designated smoking areas. E-Cigarettes are not allowed.
12. The use of U.S. Coast Guard approved flotation devices, including water wings, life vests and any device that is ATTACHED to the body (i.e., if a person were to flip over, he/she would not fall out of the device) is permitted. The use of these devices requires that a responsible parent or adult be always within arm's length of the child.
13. The use of snorkel equipment, masks and any device that covers the nose is NOT permitted. This includes snorkel breathing tubes and flippers.
14. Glass containers of any kind are NOT permitted within the facility.
15. Engaging aquatics personnel in *unnecessary* conversation that may compromise the safety of the facility is NOT permitted.

16. Any form of unsafe entry into the pool, including but not limited to diving, back flips, somersaults, and "cannonballs" is NOT permitted. 'Feet-first' jumping is permitted. The use of pool stairs and ladders is encouraged for safe entry into the pool.
17. Chairs and tables must remain a minimum of three feet from the edge of the pool.
18. The use of water toys will be made at the discretion of the aquatics staff. Pool toys will not be allowed during busy days as well as holiday weekends when pool occupancy is high. Pool toys that are allowed to be used in the pools must be soft, smaller objects that do not get heavy when filled with water. Pool toys not allowed are any large object that when filled with water will be heavy and interfere with pool filter operations. The use of water guns and water balloons is not allowed at any facility. These rules apply to not only the pools, but the pool deck, restrooms, and concession area as well.
19. Upon the occurrence of thunder, aquatics personnel will clear the pool for 30 minutes beginning each time thunder is observed.
20. Upon the occurrence of lightning, aquatics personnel will clear the pool and the entire facility, including pool deck, restrooms and concession area for 60 minutes beginning each time lightning is observed.
21. Tents or sunshade devices are not allowed in pool areas. Exceptions can be made for small sunshade devices intended for small children if they do not impose a safety risk to surrounding patrons. Lifeguards will have final approval if a member wishes to put a sunshade in place for small children.

**B. Additional Pool Rules:**

1. Choctaw Pool
  - a. Usage of the dive blocks is only permitted for the swim lessons and swim team.
  - b. Lap lane rules: Any person or persons swimming in the lap lane should be circle swimming and conscious of others in the lap lane. Swim lessons may also share lap lane.
2. Minisink Pool
  - a. Diving Board Rules:
    - 1) One person is allowed on the diving board at a time. The next person may not go until the diver has gotten to the ladder or cleared the water.
    - 2) No one is allowed to be swimming in the deep end when the diving board is in use.
    - 3) No personal flotation devices may be worn on the diving board.
    - 4) Diving is only permitted from the far side of the pool only when the diving board is not in use.

**C. Beach Rules:**

1. ALL persons must always possess Membership Identification while within the facility. This includes pools, pool deck, restrooms, concession, playground, and picnic areas.
2. No animals, except for service/support animals, shall be allowed on the beaches. Service/support animals are not allowed in the water.
3. No nudity or disrobing in public is allowed.

4. Proper swim attire, including swimming diapers is required.
5. Smoking in designated smoking areas only. This includes E-Cigarettes.
6. Swimming is permitted only in designated areas.
7. **SWIM AT YOUR OWN RISK.**
8. An adult or babysitter over the age of 16 will assume all liability and have full responsibility for children they are accompanying under the age of 12.
9. DPS shall have full authority regarding the safety and conduct of all persons within the beach areas and shall have, at his/her discretion, use of such disciplinary action as may be necessary to maintain proper conduct for the safety and enjoyment of all persons using these facilities.
10. Floatation devices may consist of "swimmies" that are worn on the upper arm (only provided a parent or legal guardian is with the child), a U.S. Coast Guard approved life vest, or an approved swimsuit with sewn in buoyancy aids unless through announcements of special activities or events sponsored by the Association. Please note that flotation devices under 36 inches are permitted within the roped off swimming area at the beaches.
11. No glass containers are allowed on the beaches or within the identified swimming area.
12. No fishing inside the roped area.
13. Foul or abusive language is NOT permitted.
14. Large floats are not allowed within the roped area of beaches.
15. Tents or sunshade devices larger than 6' x 6' are not permitted in the beach area. In picnic areas adjacent to beaches, tents or sunshade devices are allowed.

## **ARTICLE X (TEN) Boating**

- A. All persons aged 12 and under must wear U.S. Coast Guard approved life jackets or personal flotation devices (PFD) while boating; such approved flotation devices must be available for those boaters over the age of 12 and must comply with all rules and regulations of the Commonwealth of Pennsylvania and the U.S. Coast Guard when boating. Boaters are required by law to wear life jackets on boats less than 16 feet in length or any canoe or kayak during the cold weather months from November 1 through April 30.
- B. ALCA DPS is authorized to enforce all PA State Agency regulations pertaining to boating and fishing.
- C. No diving or swimming from boats.
- D. No gasoline-powered engines are allowed other than the Association's recovery boats. Outboard gasoline motors must be kept out of the water and the fuel source must be removed from the boat.
- E. No child under 16 years of age is permitted in an Association rental boat unless accompanied by an adult.
- F. The owner of a boat or sailboat shall be responsible for the actions of the occupants and the operator of such boat or sailboat.
- G. All boating activities must cease on any lake within the Arrowhead Lake community during electrical storms or other hazardous conditions.
- H. No one will be permitted use of the lakes unless possessing a valid ALCA identification.
- I. Boats must be anchored no more than 15-feet from the shoreline when not in use.
- J. Any use of the lakes for navigation or anchorage is to be at the risk of the boat owner and Arrowhead Lake Community Association shall not be liable for damages or injuries resulting from submerged objects, collisions, or other hazards.
- K. Persons launching boats will do so as quickly as possible and remove vehicle/trailer to designated parking areas. No vehicles are to be left in the boat launch areas. No docking of any type of watercraft shall be done in launch areas for more than 30 min.
- L. Only the use of electric trolling motors is allowed on boats, kayaks, canoes, and pontoon boats. Jet skis, efoils, or other classified Personal Watercraft devices are not allowed on the lakes. Any electric motors used on approved watercraft shall maintain a speed consistent with a no-wake speed while maintaining the vessel be fully off plane. Gas motors left on boats must be tilted up so as not to be in the water.

**ARTICLE XI (ELEVEN)**  
**Fishing**

- A. Anglers, to be defined as persons fishing with poles, lines, and hooks, must comply with the Commonwealth of Pennsylvania Fishing Laws and Regulations and must possess and have on their person a valid Pennsylvania fishing license. Any failure to comply may result in a fine imposed by the PA Fish Commission, which regularly patrols the community.
- B. Fishing is not permitted from any designated swimming area, dam, dike, or levee on the lakes.
- C. Ice fishing is permitted at participant's own risk. Holes drilled in the ice must be clearly marked.
- D. While fishing, everyone must possess a valid ALCA membership identification.

**ARTICLE XII (TWELVE)**  
**Sports Amenities**

- A. Any sport activity (tennis, pickleball, basketball, volleyball, bocce, shuffleboard, etc.) sponsored by ALCA shall be given priority over private use of any sport facility.
- B. All tennis, pickleball, basketball, volleyball, bocce, etc., play shall be restricted to one hour when others are waiting for a court.
- C. All Game Court lights will be turned off at 10:00 PM.
- D. Those utilizing sports courts must possess a valid ALCA Member Identification.
- E. Proper footwear must be always worn.
- F. Pets are not permitted on any sports courts.
- G. Skateboarding, roller-skating, rollerblades, or wheels of **any kind** are not permitted on any sport courts.
- H. No loud or boisterous play will be permitted. The use of profanity will not be tolerated.
- I. Loud music is prohibited. (See ARTICLE XVI - Environmental, Item Q)
- J. No glass containers of any kind are permitted on any sport courts.

## **ARTICLE XIII (THIRTEEN)** **Animals**

### **A. Domestic Pets:**

1. All dogs within Arrowhead must adhere to the licensing requirements from the state where the owner resides.
2. All dogs must be confined to the owner's property or walked on a leash when off property.
3. Pet owners are responsible for cleaning up after their pets.
4. No animals, livestock, poultry of any kind or any other animal not considered a domestic household pet shall be raised, bred, or kept on any property. A dog or cat or other household pet, as defined above, may be kept provided they are not kept, bred, or maintained for any commercial purpose.
5. Service Animal, defined by Americans with Disability Act (ADA), is a service animal as any guide dog, signal dog, or other animal individually trained to aid an individual with a disability. A service animal has certain public access rights provided under the ADA. The following pertains to ALCA:
  - a. Is permitted in any common area as long as the animal is accompanied by its owner.
  - b. Shall be properly leashed and controlled by owner.
  - c. Shall be hygienic.
  - d. Shall be non-aggressive or destructive towards others in area.
  - e. Shall have a Reasonable Accommodation Verification form on file with the Association.
6. Refer to the Reasonable Accommodation Policy for details on Emotional Support Animals and the process for registering them with the association.
7. No animals whatsoever will be permitted in the pool areas, on the beaches, at the picnic areas or other places designated as recreational areas. Service animals exempt per ADA guidelines. Refer to the Reasonable Accommodation Policy for requesting an accommodation for service and support animals.
8. Any stray dogs or cats picked up by ALCA personnel will be housed by DPS until the owner is identified, notified and animal is retrieved or until an arrangement can be made with a local animal shelter.
9. Disturbance of the peace – It shall be a violation to own, harbor, or keep in custody any animal, which disturbs the peace by barking, howling, or making other loud continuous noises to the annoyance and discomfort of any person in ALCA.

### **B. Game animals:**

1. It shall be unlawful to feed or otherwise place any enticement for attracting game animals onto any property, private or otherwise, located within the Arrowhead Lake community. The presence of any feed, natural or otherwise, placed on the property to attract game animals is not permitted. Any failure to comply may result in a fine listed in the Standard Fine Schedule.
2. Wildlife will not be harassed or harmed.
3. Hunting is expressly prohibited within ALCA.

**C. Stray animals:**

1. Feeding of stray animals (cats/dogs) is prohibited. If stray animals are noticed in an area, contact DPS.

**ARTICLE XIV (FOURTEEN)**  
**Firearms, Trapping & Hunting**

- A. No firearms of any type are allowed on any property/amenity owned/operated by ALCA/ASC.
- B. Any person in possession of any firearm must comply with laws of the Commonwealth of Pennsylvania and Federal firearms laws and regulations.
- C. Discharging any firearms within the Arrowhead Lake community is strictly prohibited except for the authorized use of a goose harassment device by approved committee members.
- D. No hunting, trapping, or harvesting of any wildlife is permitted within the Arrowhead Lake community. This includes the harvesting of turtles, frogs, etc.
- E. The use of air gun, airsoft gun, paintball gun, BB gun, bow and arrow, and crossbow within the Arrowhead Lake community is strictly prohibited.
- F. Fines for violations of any part of Article XIV shall result in a fine listed in the Standard Fine Schedule.

## **ARTICLE XV (FIFTEEN) Health & Sanitation**

- A. No property or other unauthorized area within the Arrowhead Lake community shall be used as a dumping ground for trash, rubbish, clippings, leaves, wood chips, tree branches, stone, gravel, or construction scraps or debris. Wood chips as well as other material normally intended to be used in landscaping may be dumped / stored on properties within ALCA for no more than 30 calendar days before they must be used as landscaping or removed from the property.
- B. Household garbage and recyclables and trash/bear boxes:
1. Arrowhead Lake Community Association supports recycling as defined in Township policies and regulations.
  2. All household garbage and recyclables shall only be disposed of at the community Trash & Recycling Center unless the individual property owner has contracted with a sanitation company for curbside pick-up. Illegal dumping of any trash, rubbish, recyclables, and bulk items (vehicle engines, TVs, electronics, etc.) and storage of these materials anywhere else is strictly prohibited. ***Fines for Illegal Dumping are \$500 for First offense and all Subsequent offenses.***
  3. Trash/bear boxes:
    - a. Any property owners who have contracted with a sanitation company for curbside pick-up and have registered with the ALCA office are permitted to put their trash/bear box at the end of their driveway. Box shall be constructed to the minimum standards set (refer to minimum standards below). Placement of the trash/bear box must be placed on the property, not at ditches or in the road right-of-way.
    - b. Trash/Bear Box Construction Minimum Standards: Rectangular, firmly constructed of solid wood or steel on all sides, bottom, and top lid, with a catching latch bolt on the top lid. Paint finish shall match the house or be a muted woodland color. J bolts (or similar) at each interior corner shall be hooked against the interior bottom of the box and be driven into the ground. Slatted wood, plastic, or rubber containers are not acceptable.
    - c. Rubbish or other waste shall be placed only at roadside in front of the property owner's residence in an unbreakable container with a secure cover. Leaving rubbish in plastic bags at curbside and in bear boxes is prohibited. If DPW is sent to clean any garbage/rubbish or other waste, the owner will be fined in accordance with ALCA rules.
- C. Individuals are prohibited from conveying and/or depositing household rubbish or construction debris in the containers located at the beaches, picnic areas and recreation areas or any other public areas.
- D. Persons depositing bulk items, such as refrigerators, hot water heaters, stoves, washing machines, clothes dryers, furniture, mattresses, building materials, etc. in any area is strictly prohibited. ***Anyone caught disposing of these items anywhere within the Arrowhead Lake community will be fined \$500 for First offense and all Subsequent offenses. Additionally, the Association reserves the right to file civil and criminal charges or engage the assistance of the Monroe County Municipal Waste Management Authority.***
- E. Any appliance stored outside of the home must have doors/lids removed as a safety precaution. Failure to comply may result in a fine and/or civil or criminal charges.

Disposing of any appliance containing freon or other refrigerant must have the refrigerant removed by a company or person licensed to do so. Disposal shall be in accordance with all state and federal laws regarding the recovery of refrigerant and disposal of appliances containing refrigerant.

## **ARTICLE XVI (SIXTEEN) Environmental**

- A. Any person residing within ALCA will be limited in any noise-making operations relative to construction, maintenance, or repair to the home in which he or she resides. Noise-making construction/maintenance/repairs may take place between the hours of 7 a.m. and 7 p.m., Monday through Friday and Saturday between the hours of 9 a.m. and 7 p.m. Sunday hours are 10 a.m. and 7 p.m. Emergency repairs are exempt from the above hours of operation with ALCA permission.
- B. Only signs approved in Appendix A of the Rules and Regulations are allowable. Signage is encouraged to be in line with the rustic nature of the community. Any signs not on the approved list, will have to be submitted for approval using the ALCA Permit Application (#16).
- C. Each property owner shall notify DPW of any work planned for driveway culvert pipes, ditches, or swales adjacent to property (i.e., replacement of culvert pipe, dredging in ditches and swales) for approval to proceed. It is highly encouraged for homeowners to keep them free of leaves and debris if possible.
- D. All improvements and landscaping made on residential properties within an easement area or right-of-way are prohibited and subject to removal at property owners' expense.
- E. No building material of any kind shall be stored outdoors on any property except during the permitted construction period.
- F. The property owner shall maintain the exterior of all structures located on any property in good repair and appearance including docks.
- G. Owners of all improved properties shall cut down weeds/grass that is more than 12 inches high on their property including grass along the right of way and roadway shoulder in front of their property excluding shorelines
- H. Property owners shall maintain their improved properties in a safe and orderly condition.
- I. Accumulation of any type of rubbish that causes an unsightly condition must be removed from the property. Failure to do so will result in DPW removing the rubbish and the property owner being charged for its removal. Fines may also be imposed.
- J. Hazardous/Toxic Condition: Any petroleum product, discarded car batteries, paint or paint thinner, cleaning chemicals. Upon notice of a hazard, the property owner will be notified and given three days to dispose of hazard. After three days, citations will be given daily. Each day that the hazard has not been mitigated shall be considered a separate offense.
- K. No port-a-potty shall be permitted within the community unless the property owner secures a permit from ALCA and complies with all local ordinances. Port-a-potties must not be located on any road right-of-way. Port-a-potties are for **temporary use only** and may not be used for more than 60 consecutive days. If used in conjunction with new construction, it must be removed upon expiration of the building permit.
- L. **Trees:**
  - 1. **New construction:** Trees can be removed up to ten feet from the foundation of a structure. The ten-foot rule also applies to the septic field and driveway. This information must be clearly shown on the site drawing used to obtain the building permit.
  - 2. Before any trees are taken down, the trees in question must be tagged by the homeowner for inspection and approval by the Association Compliance Officer who will take photos of the trees to be removed.

- 3. Regarding existing improved properties, only those trees endangering the home or property can be removed.

M. **Lighting:** Use of permanent outdoor lighting is limited to building access areas and use of low-level landscape illumination. Lighting fixtures must be shielded or diffused to prevent intrusion of light and glare onto neighboring properties and roads. For new construction, plans showing the location, and fixture catalog cuts, of all exterior lighting shall be submitted to and approved by the Compliance Officer prior to the installation of the lighting.

- 1. The use of high output lighting such as High Intensity Discharge (HID) or industrial lighting is prohibited.
- 2. Lighting for paths and drives shall be by low-wattage low-mount border fixtures.
- 3. Control of lights shall be by manual switch, motion sensor with photocell, or timer switch. Constant lighting past 12:30 AM is prohibited (with exception of proper illumination of the U.S. Flag)
- 4. Lighting of the United States Flag:
  - A) Normally the U. S. flag is put up at sunrise and taken down at dusk. However, it is considered proper to leave the flag flying after dark only with the proper illumination. The light source should be sufficient for the casual observer to recognize the flag.
  - B) The light source should be directed onto the flag in such a way that it does not shine into the neighboring property.

N. The overnight storage of commercial vehicles/equipment on association property is prohibited unless approved by ALCA.

O. The placement of tents, motorhomes, campers, trailers, or other temporary structures of any kind on any unimproved property (undeveloped lot(s)) is strictly prohibited.

P. Placement of tents on any improved lot for sleeping purposes is prohibited.

Q. Loud or irritating sound, generated by either voice, vehicle, or device, which disturbs the peace and composure of a person/persons not residing in the same household, shall be considered a nuisance. This prohibition shall include but not be limited to loud radios or other entertainment/audio equipment, foul language, automobile horns, amplifying devices, chronically barking dogs, vehicle engines, etc. Other than during quiet hours, exceptions for lawn care appliances like a mower or leaf/snow blower, etc. which are clearly temporary and necessary shall be made.

- 1. The unit of measure shall be designated as dB (A). Ambient noise levels shall not exceed a consistent level 70 db (A). Noise levels shall be measured in decibels from the property line.
- 2. Quiet hours will be observed at all amenity areas and residences, and shall be as follows:
 

Sunday	9pm – Mon	7am
Monday	9pm – Tues	7am
Tuesday	9pm – Wed	7am
Wednesday	9pm – Thur	7am
Thursday	9pm – Fri	7am
Friday	10pm – Sat	9am
Saturday	10pm - Sun	9am

**The quiet hours are subject to change during Arrowhead Lake Community Events and during those instances where an amenity is rented out such as a wedding, these exceptions are at the discretion of the General Manager.**

## **ARTICLE XVII (SEVENTEEN)** **Building & Construction**

- A. **Purpose of Regulations:** These building regulations have been adopted pursuant to the Bylaws of ALCA and the Restrictive Covenants (Declaration) contained in the deeds of the property owners for the following purposes:
1. To establish and maintain a residential community for healthful and harmonious living and to enhance the natural beauty of the community.
  2. To standardize the administrative procedures for all construction and repairs undertaken by property owners.
  3. To regulate the construction, modification, demolition and restoration of common property and facilities of the community.
- B. **Jurisdiction:** These regulations shall apply to a) construction of all structures in the community; b) the moving, reconstruction, and addition to structures; and c) the use of such structures and improvements.
- C. **Classification of Structures and Uses:**
1. **Single Family Residential Structures:** Only single-family residential houses may be built on lots in the community, excepting buildings erected by ALCA for the use/benefit of all Members.
  2. **Single Family Residential Use:** No land or any building thereon shall be used for any purpose other than single-family residential purposes, excepting buildings and common properties owned by ALCA and used for the benefit of all Members. Commercial use is prohibited.
  3. **Non-Residential Use:** No non-residential use, which includes commercial or business use of any property, is permitted, including the storage or overnight parking of any commercial vehicles or equipment in buildings and common properties owned by ALCA and used for the benefit of all Members.
  4. **Accessory Buildings:** Any accessory building, including, but not limited to sheds, detached garages, etc. which are incidental to the principal residence located thereon may **not exceed 676 square feet**. Only two accessory buildings are allowed on any single lot. A detached garage is considered an accessory building. The height of any accessory building shall not exceed the height of the existing roofline of any ranch style house and shall not exceed one and one-half stories of any two or three-story house.
    - a. Accessory buildings shall be limited to two per property without a detached garage. Properties with a detached garage may have only one additional detached building.
    - b. Accessory Uses: Any accessory use incidental to the principal residence located thereon may be permitted if the structure and use comply with Township ordinances, ALCA regulations, and the community's restrictive covenants.
  5. Storage containers such as "PODS", "CONEX" and any other commercial type of storage containers may be used for temporary storage of household items during the renovation or rehab of a developed property and shall be allowed to remain on a lot for the duration of the ALCA-approved construction period. If used for a reason that does not require a construction permit but is still part of a renovation or rehab (i.e., painting, carpeting projects) the property owner shall obtain a NO-FEE temporary on-site storage contained permit from ALCA for period not to exceed six months.
- D. **Administration:** ALCA in no way assumes responsibility for a lot owner's compliance with all local, state, or federal building and land use regulations, which are the responsibility of the property owner and/or his representative. Failure to comply with ALCA Rules and Regulations may subject the violator to fines and/or Stop Work Orders.

1. Items to be submitted:
  - a. Applicable ALCA forms must be completed, and all fees paid at the time of application.
  - b. Site plan- specifically locating any well, septic or sewer lines and shaded areas designating the required tree coverage as approved by the governing municipality.
  - c. Working construction drawings (blueprints) and specifications (one each).
  - d. Septic permit or Sewage Connection Permit. The Sewer Certification form and ALCA Sewer Service Application may be obtained at the Welcome Center. Sewer certification forms must be returned to the office for completion after taking it to the Township. ALCA Sewer Manager must be notified when the site is ready for inspection. Once the ALCA Sewer Manager completes the bottom portion, the owner will be notified to pick up and return two copies to the Township.
  - e. Copy of Township Application Form from applicable township, and Bureau Veritas Building Permit.
  - f. Driveway drainage ditch and culvert plans, where applicable. Driveway pipe material (i.e., concrete pipe, plastic pipe (HDPE High Density Polyethylene), pipe diameter and method of installation shall be approved by the ALCA Public Works Director.
  - g. A Wetlands Delineation is required for each new construction. An ALCA Wetlands Delineation Waiver Form is required for additions and decks.
  - h. All fees due, including sewer fees, must be paid at time of application. (See Article 18 for specifications)
  - i. No trees may be cut down prior to marking and inspection by ALCA representative. Pictures will be taken of the marked trees at time of Inspection and after the actual cutting.
  - j. Property must be staked to indicate location of home, wells, and any accessory buildings at the time of tree marking. The removal or intentional damage of any property pins, monuments or markers is illegal per state law.
  - k. ALCA Permit will be issued upon submission of all requirements.
  - l. Once issued, all applicable permits must be prominently posted at the work site until completion of the project.
  - m. ALCA permit will be valid for a period of 18 months. Construction must start within a six-month period and be completed within twelve months from the start of construction. Should unforeseen circumstances prevent the completion of the project within 18 months; a new permit will be required along with the necessary fee.
  - n. The property owner or owner's agent must notify the ALCA issuing agent at the following stages of construction, for inspection of site upon a 48-hour notice:
    - 1) Prior to and after clearing of property.
    - 2) Upon completion of new construction, after the Municipal Certificate of Compliance is issued, builder shall provide the association office with a copy of the Municipal Certificate of Compliance so that the ALCA Certificate of Compliance may be issued.
    - 3) In compliance with Arrowhead Sewer Company road and pave cut policy.

- o. ALCA is to impose a non-fee renewable permit on tarps being used to cover structural damage on any building. Duration of non-fee tarp permit shall coincide with respective municipality permit and shall not exceed municipality permit. If a municipality does not require a permit for such work, the duration of non-fee permit shall not exceed six months in most cases. Renewing of a non-fee permit will be done on a case-by-case basis. Tarps will not be used as a long-term solution to compromised structures, to include accessory buildings. Tarps shall not be used to create an enclosure.
- p. All new construction must adhere to Article XVI (16) Par. M. reference exterior lighting.
- q. No member may build, erect, or place any structure on Arrowhead property without prior approval by ALCA.

**E. Guidelines for Color Selection:**

Any structure within ALCA (house, garage, accessory building, decks etc.) or addition, repaints, remodels, or rehabs on any exterior portion of an existing structure, shall comply with ALCA guidelines for color selection and they shall obtain a non-fee permit from the Compliance Officer.

**F. Building requirements-New Construction:**

1. Minimum size of building allowed is 1,200 square feet of living space.
2. Maximum size of a building shall be 3,800 square feet of living space including future additions.
3. The height of any new construction is governed by Township regulations.
4. Each residence must have not less than two exterior doors.
5. An electrically connected smoke detector with battery backup must be installed on each floor of living area.
6. All homes must have their address numbers posted according to the Township and ALCA Rules and Regulations (refer to Article XVIII.G 9-1-1 Signage Standards). Numbers installed on the house must be visible from the road. This requirement must be met prior to the issuance of the ALCA Certificate of Compliance.
7. No commercial signs, excluding security-warning signs, shall be erected on the property during any phase of construction.
8. All new construction must comply with all applicable local, state, or national codes and regulations.
9. For new home construction, the ALCA and ASC property owner account status changes from lot to house on the day the permit is issued.
10. Contractors are limited to the following hours of operation:
  - a. Monday through Friday, 7 AM to 5 PM; in addition, from 5 PM to 7 PM limited to only internal, non-noise producing work: ie. cleaners, estimates, etc.
  - b. Saturday, 9 AM to 5 PM.
  - c. Sunday 9 AM to 5PM limited to only internal, non-noise producing work: ie. cleaners, estimates, etc.
  - d. Emergency work may be performed with the approval of the Director of Public Safety or his/her authorized representative.

11. Contractors (other than cleaning people) are prohibited from working on New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. Emergency work may be authorized upon approval by the Director of Public Safety or his/her authorized representative.
  12. Use and Setback requirements vary by Township. Contact the Township officials for specific requirements:
    - a. Coolbaugh Township Municipal Center  
5520 Municipal Drive  
Tobyhanna, PA 18466  
Phone: 570-894-8490  
Website: [www.coolbaughtwp.org](http://www.coolbaughtwp.org)
    - b. Tobyhanna Township Government Building  
105 Government Center Way  
Pocono Pines, PA 18350  
Phone: 570-646-1212  
Website: [www.tobyhannatownship.org](http://www.tobyhannatownship.org)
  13. A dumpster must be placed on site for scrap materials, or the work site must be cleaned daily. Dumpsters are to be used for construction and cleanup projects only and shall not be used for storage.
  14. Port-a-potties are to be in an inconspicuous area when possible.
  15. Installation of silt controls, in accordance with Monroe County Conservation District guidelines, are required for any construction when Erosion and Sediment controls are specified, especially along lake front properties.
- G. **9-1-1 Signage Standards:** Failure to have proper 9-1-1 signage subjects the property owner to a 30-day Written Warning. Failure to comply with the 9-1-1 Signage Standards after 30 days will result in a fine detailed in the Standard Fine Schedule.
1. Roadside Signage:
    - a. Signpost shall be 3" x 3", or 4" x 4" stock "L" shaped wooden pressure treated lumber.
    - b. Signpost shall be located at the intersection of the driveway and the roadway on the property side of the road right of way.
    - c. The post-mounted rectangular sign shall be of green reflective corrosion-resistant material with 4-inch-high x 1 ½ inch wide white reflective sans serif numerals as specified by the Township. The sign shall be double-sided for viewing from either direction. The horizontally aligned numbers shall correctly read from left to right and be visible at least 50' in either direction.
    - d. The green sign shall be hung or installed horizontally below or above the horizontal member of the "L". The green sign shall be installed at least 42 inches to the bottom but not greater than 72 inches to the top of the sign from finished grade. The wooden signpost may be natural, stained, or painted to match the house or trim color.
  2. House Mounted Numbers:
    - a. The address numbers shall be conspicuously placed on the front roadside of the house on the wall, and/or on either side or above the entrance to be visible from the road and/or driveway.

- b. The numbers shall be 4 inches high x one and one-half inch wide white reflective sans serif numerals. Numerals shall be of metal, enamel, or vinyl corrosion-resistant material. Numerals shall be fixed flat against the wall on a contrasting background. The numbers may be displayed either horizontally or vertically on the building as follows:
  - 1) Horizontal display: positioned horizontally the numbers shall be correctly read from left to right.
  - 2) Vertical display: positioned vertically the numbers shall correctly read from top to bottom.
- 3. Existing Numbers:
  - a. Any existing inaccurate and obsolete building numbers (example: lot, block, and section) shall be removed from the house or any other structure or sign on the property as per the ordinance.
- H. **Treehouses:** Open or enclosed platforms, no more than two platforms per property, not to exceed 64 sq. ft. per platform, affixed to and solely supported by tree(s). Treehouses must meet all set-back requirements and conform to Township Ordinances (if any) and restrictive covenants in deeds. A site plan must be submitted to the Compliance Officer for review of site selection and size. Upon conformance of site and size, a non-fee permit will be issued.
- I. **Fences and Walls – Residential**
  - 1. Backyard fences or walls erected, altered, or reconstructed shall not exceed 6 ft. in height above the adjoining ground level, nor extend beyond the rear corner lines of the house. The higher of two ground levels shall be used in measuring such height when a wall is in whole or part a retaining wall.
  - 2. Front and side yard fences or walls erected, altered, or reconstructed shall not exceed 4 ft. in height above the adjoining ground level.
  - 3. No fence or wall erected, altered, or reconstructed shall exceed 2 ft. in height above the ground level when located within the clear sight triangle of the intersection of two street lines or a driveway. The triangle is formed by a driver in a driveway or street 15 ft. from the intersection, and each opposite approaching driver 75 ft. from the entering driver's position line. Sight lines must be retained.
  - 4. All fences or walls must be erected within the property lines and shall not encroach upon a public right-of-way.
  - 5. Every fence or wall shall be constructed of natural materials and be maintained in a safe and sound condition. Metal elements shall be finish coated, with no bare or galvanized appearance.
  - 6. The following fences and fencing materials are prohibited at any location on a residential lot: chain link, barbed-wire, sharp pointed, vinyl, or plastic fences. Synthetic, wood tone materials (i.e., trex) can be used.
  - 7. New or reconstructed fences and walls shall be submitted to the Compliance Officer with a site plan or sketch, with material and dimensioned construction data, for approval and a non-fee permit.
- J. For any projects needing excavation/digging, homeowner/contractor must contact PA 1Call (#811) prior to beginning work. ([www.pa1call.org](http://www.pa1call.org))

## **ARTICLE XVII (EIGHTEEN) On-Lot Septic Systems Code**

### **A. Purpose of On-Lot Septic Systems Code:**

1. This code shall be known and may be cited as "A code providing for a Sewage Management Program for Arrowhead Lake Community Association which lies in Coolbaugh Township and Tobyhanna Township, Monroe County, PA."
2. In accordance with municipal codes, the Clean Streams Law (Act of June 27, 1973, *P.L. 1987, No. 394* as amended, 35 P. S. §69 1.1 to 691.1001), and the Pennsylvania Sewage Facilities Act (Act of January 24, 1966, *P.L. 1535* as amended, 35 P.S. §750.1 *et seq.* known as Act 537), it is the power and the duty of Coolbaugh Township and Tobyhanna Township to provide for adequate sewage treatment facilities and for the protection of the public health by preventing the discharge of untreated or inadequately treated sewage. The Official Sewage Facilities Plan for Coolbaugh Township and Tobyhanna Township indicates that it is necessary to formulate and implement a sewage management program to effectively prevent and abate water pollution and hazards to the public health caused by improper treatment and disposal of sewage.
3. The purpose of this code is to provide for the regulation, inspection, maintenance, and rehabilitation of on-lot sewage disposal systems; to further permit intervention in situations, which may constitute a public nuisance or hazard to the public health; and to establish penalties and appeal procedures necessary for the proper administration of a sewage management program.

### **B. Definitions for On-Lot Septic Systems Code:**

1. **Authorized Agent** shall mean a sewage enforcement officer, a staff member of ALCA, professional engineer, plumbing inspector, or any other qualified or licensed person who is authorized to function within specified limits as an agent of ALCA to administer or enforce the provisions of this code.
2. **Board** shall mean the Board of Directors, Arrowhead Lake Community Association (ALCA) and Arrowhead Sewer Company Inc. (ASC), Board of Supervisors, Coolbaugh Township, Tobyhanna Township, Monroe County, Pennsylvania.
3. **Department** shall mean the Department of Environmental Protection (DEP) of the Commonwealth of Pennsylvania.
4. **Individual Sewage System** shall mean a system of piping, tanks or other facilities serving a single lot, collecting, and disposing of sewage in whole or in part into the soil or into any waters of this Commonwealth.
5. **Malfunction** shall mean a condition which occurs when an on-lot sewage disposal system discharges sewage onto the surface of the ground, into ground waters of this Commonwealth, into surface waters of this Commonwealth, backs up into a building connected to the system or in any manner causes a nuisance or hazard to the public health or pollution of ground or surface water or contamination of public or private drinking water wells. Systems shall be malfunctioning if any condition noted above occurs for any length of time during any period of the year.
6. **Official Sewage Facilities Plan** shall mean a comprehensive plan for the provision of adequate sewage disposal systems, adopted by the Board, and approved by the Department, pursuant to the Pennsylvania Sewage Facilities Act.
7. **On-lot Sewage Disposal System** shall mean any system for disposal of domestic sewage involving pre-treatment and subsequent disposal of the clarified sewage into a subsurface soil absorption area or retaining tank; this term includes both individual sewage systems, community

sewage systems and any alternate system.

8. **Person** shall mean any individual, association, public or private corporation for profit or not-for-profit, partnership, firm, trust, estate, department, board, bureau or agency of the Commonwealth, political subdivision, municipality, district, authority, or any other legal entity whatsoever which is recognized by law as the subject of rights and duties. Whenever used in any clause prescribing and imposing a penalty or imposing a fine or imprisonment, the term "person" shall include the members of an association, partnership or firm and the officers of any local agency or municipal, public, or private corporation for profit or not for profit.
  9. **Rehabilitation** shall mean work done to modify, alter, repair, enlarge, or replace an existing on-lot sewage disposal system.
  10. **Sewage** shall mean any substance that contains any of the waste products or excrement or other discharge from the bodies of human beings or animals and any noxious or deleterious substances being harmful or inimical to the public health, or to animal or aquatic life, or to the use of water for domestic water supply or for recreation or which constitutes pollution under the Act of June 22, 1937 (P.L. 1987, No. 394). Known as "The Clean Streams Law", as amended.
  11. **Sewage Enforcement Officer (SEO)** shall mean a person certified by DEP who is employed by Coolbaugh Township or Tobyhanna Township. Such persons are authorized to conduct investigations and inspections, review permit applications, issue or deny permits and do all other activities as may be provided for such person in the Sewage Facilities Act, the rules and regulations promulgated there under and this or any other ordinance adopted by Coolbaugh Township or Tobyhanna Township.
  12. **Sewage Management District** shall mean any area or areas of Coolbaugh Township and/or Tobyhanna Township designated in the Official Sewage Facilities Plan adopted by the Board as an area for which a Sewage Management program is to be implemented.
  13. **Sewage Management Program** shall mean a comprehensive set of legal and administrative requirements encompassing the requirements of this code, the Sewage Facilities Act, the Clean Streams Law, the regulations promulgated thereunder, and such other requirements adopted by the Board to effectively enforce and administer this code.
  14. For the purposes of this code, any term, which is not defined herein, shall have that meaning attributed to it under the Sewage Facilities Act and Regulations promulgated thereto.
- C. **Applicability of On-Lot Septic Systems Code:** From the effective date of this code, its provisions shall apply in any portion of ALCA identified in the Official Sewage Facilities Plan as a sewage management district. Within such an area or areas, the provisions of this code shall apply to all persons owning any property serviced by an on-lot sewage disposal system and to all persons installing or rehabilitating on-lot sewage disposal systems.

**D. Permit Requirements:**

1. No sewage construction or alteration can be done without proper permitting.-Reference Clean Streams Law (35 P.S. §691.1-691.1001) and the Pennsylvania Sewage Facilities Act (35 P.S. 750.1 *et seq.*) and the regulations adopted pursuant to those Acts (Act 537).
2. No system or structure designed to provide individual sewage disposal shall be covered from view until approval to cover the same has been given by a sewage enforcement officer. If 72 hours have elapsed, excepting Sundays and Holidays, since the sewage enforcement office issuing the permit received notification of completion of construction, the applicant may cover said system or structure unless permission has been specifically refused by the sewage enforcement officer.

3. Applicants for sewage permits may be required to notify the sewage enforcement officer of the schedule for construction of the permitted on-lot sewage disposal system so that inspection(s) in addition to the final inspection required by the Sewage Facilities Act may be scheduled and performed by a sewage enforcement officer.
4. No building or occupancy permit shall be issued for a new building, which will contain sewage generating facilities until a valid sewage permit has been obtained from a sewage enforcement officer.
5. No building or occupancy permit shall be issued and no work shall begin on any alteration or conversion of any existing structure, if said alteration or conversion will result in the increase or potential increase in sewage flows from the structure, until either the structure's owner receives a permit for alteration or replacement of the existing sewage disposal system or until the structure's owner and the appropriate officials of the applicable Township receive written notification from a sewage enforcement officer that such a permit will not be required. The sewage enforcement officer shall determine whether the proposed alteration or conversion of the structure will result in increased sewage flows.
6. Sewage permits may be issued only by a sewage enforcement officer employed by Coolbaugh Township or Tobyhanna Township. DEP shall be notified as to the identity of each sewage enforcement officer employed by either Township.

**E. Inspections of On-Lot Septic Systems:**

1. Any on-lot sewage disposal system may be inspected by an authorized agent at any reasonable time as of the effective date of this code.
2. Such inspection may include a physical tour of the property, the taking of samples from surface water, wells, other groundwater sources, the sampling of the contents of the sewage disposal system itself and/or the introduction of a traceable substance into the interior plumbing of the structure served to ascertain the path and ultimate destination of wastewater generated in the structure.
3. An authorized agent shall have the right to enter upon private land for the purposes of inspections described in this section.
4. A written report (see Attachment A – Sewage Pumping Report) shall be furnished to the owner of each property inspected and a copy of said report shall be maintained in Coolbaugh Township, Tobyhanna Township, and ALCA/ASC records. A schedule of routine inspections may be established to assure the proper functioning of the sewage systems in the sewage management district.
5. Every on-lot sewage disposal system in the Arrowhead Lake community shall be inspected and every tank associated with such a system shall be pumped, in accordance with the provisions of this code, every three years.
6. Any property which maintains an active rental shall inspect and pump in accordance with their respective township's requirements.
7. Any on-lot septic system that is serviced for any reason between the 3-year schedule shall have the septic service provider submit a written report of services and findings within 2 weeks of the date of service.
8. An authorized agent shall inspect systems known to be, or alleged to be, malfunctioning. Should said inspections reveal that the system is indeed malfunctioning; the authorized agent shall order action to be taken to correct the malfunction. If total correction cannot be done in accordance with the

regulations of DEP including, but not limited to, those outlined in Chapter 73 of Title 25 of Pennsylvania Code or, is not technically or financially feasible in the opinion of the authorized agent and a representative of DEP, then action by the property owner to mitigate the malfunction shall be required.

9. If there is a geographic area where numerous on-lot sewage disposal systems are malfunctioning, a resolution of these area wide problems may necessitate detailed planning and a revision to the portion of the Sewage Facilities Plan pertaining to areas affected by such malfunctions. If a DEP authorized Official Sewage Facilities Plan Revision has been undertaken, repair or replacement of individual malfunctioning sewage disposal systems within the area affected by the revision may be delayed, pending the outcome of the plan revision process. However, immediate corrective action will be compelled whenever a malfunction, as determined by Coolbaugh Township or Tobyhanna Township officials and/or DEP, represents a serious public health or environmental threat.

**F. Operation of On-Lot Septic Systems:**

1. Only normal domestic wastes shall be discharged into any on-lot sewage disposal system. The following shall not be discharged into the system:
  - a. Automobile oil, #2 home heating oil and other non-domestic oil.
  - b. Toxic or hazardous substances or chemicals, including but not limited to, pesticides, disinfectants (Excluding household cleaners), acids, paints, paint thinners, herbicides, gasoline, and other solvents.
  - c. Clean surface or groundwater, including water from roof or cellar drains, springs, basement sump pumps and French drains.

**G. Maintenance of On-Lot Septic Systems:**

1. Each person owning a building served by an on-lot sewage disposal system, which contains a septic tank, shall have the septic tank pumped by a qualified pumper/hauler (contact the association for recommended registered pumper/haulers) once every three years, in accordance with specified inspection cycle, or whenever an inspection reveals that the septic tank is filled with solids or with scum in excess of 1/3 of the liquid depth of the tank. Inspection report from the pumper/hauler shall be submitted to ALCA/ASC within 30 days of when the system is pumped.
2. The required pumping frequency may be increased at the discretion of an authorized agent if the septic tank is undersized, if solids buildup in the tank is above average, if the hydraulic load on the system increases significantly above average, if a garbage grinder is used in the building, if the system malfunctions or for other good cause shown.
3. Any person owning a property served by a septic tank shall submit, with each required pumping receipt, a written statement, from the pumper/hauler or from any other qualified individual acceptable to ALCA/ASC, that the baffles in the septic tank have been inspected and found to be in good working order. Any person whose septic tank baffles are determined to require repair or replacement shall first contact a sewage enforcement officer for approval of the necessary repair.
4. Any person owning a building served by an on-lot sewage disposal system, which contains an aerobic treatment tank, shall follow the operation and maintenance recommendations of the equipment manufacturer. A copy of the manufacturer's recommendations and a copy of the service agreement shall be submitted to ALCA/ASC within six months of the effective date of this code. Thereafter, service receipts shall be submitted to ALCA/ASC at the intervals specified by the manufacturer's recommendations. In no case may the service or pumping intervals for aerobic treatment tanks exceed those required for septic tanks.

5. Additional maintenance activity may be required as needed including, but not necessarily limited to, cleaning and unclogging of piping, servicing and the repair of mechanical equipment, leveling of distribution boxes, tanks and lines, removal of obstructing roots or trees, the diversion of surface water away from the disposal area, etc.
6. Maintenance agreements, which may already be in place or added at any time after this code is approved, shall be followed unless the maintenance agreement is less stringent than this code. If the Maintenance Agreement is less stringent than this code, then the code shall take precedence.

#### **H. System Rehabilitation:**

1. No person shall operate or maintain an on-lot sewage disposal system in such a manner that it malfunctions. All liquid wastes, including kitchen and laundry wastes and water softener backwash, shall be discharged to a treatment tank. No sewage system shall discharge untreated or partially treated sewage to the surface of the ground or into the waters of the Commonwealth unless a permit for such discharge has been obtained from DEP.
2. A written and/or verbal notice of violation shall be issued to any person who is the owner of any property, which is found to be served by a malfunctioning on-lot sewage disposal system, or which is discharging sewage without a permit.
3. Within seven days of written and/or verbal notification by ALCA/ASC that a malfunction has been identified, the property owner shall make application to the sewage enforcement officer for a permit to repair or replace the malfunctioning system.
4. A sewage enforcement officer shall have the authority to require the repair of any malfunction by the following methods: cleaning, repair or replacement of components of the existing system, adding capacity or otherwise altering or replacing the system's treatment tank, expanding the existing disposal areas, replacing the existing disposal area, replacing a gravity distribution system with a pressurized system, replacing the system with a holding tank or any other alternative appropriate for the specific site.
5. In lieu of, or in combination with, the remedies described in Section H, Sub-Section 4 above, a sewage enforcement officer may require the installation of water conservation equipment and the institution of water conservation practices in structures served. Water using devices and appliances in the structure may be required to be retrofitted with water saving appliances or they may be required to be replaced by water conserving devices.
6. In the event that the rehabilitation measures in Section H, Sub-Sections 1 through 5 are not feasible or effective, the owner may be required to apply for a permit to install an individual spray irrigation treatment system or to DEP for a single residence treatment and discharge system. Upon receipt of said permit, the owner shall complete construction of the system within 30 days.
7. Should none of the remedies described in this Section be totally effective in eliminating the malfunction of an existing on-lot sewage disposal system, the property owner is not absolved of responsibility for that malfunction. Coolbaugh Township or Tobyhanna Township may require whatever action is necessary to lessen or mitigate the malfunction to the extent necessary.

#### **I. Disposal of Septage:**

1. All Septage originating within the ALCA shall be disposed of in accordance with the requirements of the Solid Waste Management Act (Act 97 of 1980, 35 P.S. §6018.101 et seq.) and all other applicable laws and at sites or facilities approved by DEP. Approved sites or facilities shall include the following:

- a. Septage treatment facilities
  - b. Wastewater treatment plants
2. Pumper/haulers of Septage operating within the ALCA/ASC shall operate in a manner consistent with the provisions of the Pennsylvania Solid Waste Management Act (Act 97 of 1980, 35 P.S. §§601 8.101-6018.1003) and all other applicable laws.
- J. **Administration:** The ALCA/ASC Board of Directors shall establish all administrative procedures necessary to properly carry out the provisions of this code. The ALCA/ASC Board of Directors has established fees and authorizes the collection of fees, to cover the cost of administering this program.
- K. **Appeals:** Appeals from final decisions of ALCA/ASC or any of its authorized agents under this code shall be made to the Board of Directors in writing within 30 days from the date of written notification of the decision in question.
- L. **Penalties/Fines:** Upon authorization for an ALCA/ASC Authorized Agent, any person failing to comply with any provision of this code shall be subject to the following: First offense is a Written Warning with 15 calendar days from date of postmark of letter to correct problem, Second offense is a fine of \$500 with 15 calendar days from date of postmark of letter to correct problem, Third and Subsequent offenses is a fine of \$500 with a \$100 fine a day until problem is corrected to the satisfaction of the Authorized Agent.
- M. **Repealed:** All ALCA/ASC ordinances or parts of ordinances inconsistent with the provisions of this code are hereby repealed to the extent of such inconsistency.
- N. **Severability:** If any section or clause of this code shall be adjudged invalid, such adjudication shall not affect the validity of the remaining provisions, which shall be deemed severable there from.

**ARTICLE XIX (NINETEEN)**  
**Unmanned Aircraft Systems (Drones)**

- A. Unmanned Aircraft Systems (UAS) as defined by Federal Aviation Administration (FAA) are aerial aircraft that are operated without the possibility of direct human intervention from within or on the aircraft (Public Law 112-95, Section 331 (B)). Such unmanned aircraft are also known as Unmanned Air Vehicles (UAV) or more commonly as drones.
- B. Operation of all UAS within the Arrowhead Lake community will be within the limits set forth by the FAA stated in their Interpretation of the *Special Rule of Model Aircraft*.
- C. Flying UAS within the confines of ALCA for commercial purposes is strictly prohibited, unless approved by ALCA DPS. The flying of UAS must be for personal enjoyment or hobby, but not for commercial usage.
- D. All residents who operate UAS for the purpose of recreation or hobby must fly in accordance with the Special Rule for Model Aircraft (Public Law 112-95, Section 336). Under this rule, operators must:
  - 1. Follow a community-based set of safety guidelines.
  - 2. Fly their UAS within visual line-of-sight.
  - 3. Give way to manned aircraft.
  - 4. Provide prior notification to the airport and air traffic control tower, if one is present, when flying within 5 miles of an airport.
  - 5. Not fly UAS weighing more than 25 lbs.
  - 6. Register the aircraft (UAS over 0.55 lbs. and less than 55 lbs. can be registered online at [registermyuas.faa.gov](http://registermyuas.faa.gov); UAS 55 lbs. or greater must be registered through the FAAs paper-based process).
  - 7. Be responsible for any damages to private or association owned property because of UAS flight.
- E. In addition, to rules set forth by FAA, ALCA also places following limitation on operation of UAS:
  - 1. Operation of UAS in, over, or around all common areas such as beaches, lakes, and pools, as well as roads, is prohibited. Utilization of the Clubhouse area, located along Arrowhead Drive and Ramapo Drive, is the only community area allowed for UAS flight.
  - 2. According to PA State Drone laws (Title 18, Section 3505/2018) it is unlawful to operate a drone to conduct surveillance of another person intentionally or knowingly in a private place/property, operate in a manner that places another person in reasonable fear of bodily injury, or to deliver, provide, transmit or furnish contraband.
  - 3. Operators of drones will be held liable for any damages incurred by them.
- F. The FAA has developed a mobile app called "B4UFLY" to help recreational UAS operators know whether there are any restrictions or requirements where they want to fly.

**ARTICLE XX (TWENTY)**  
**Community Business Meeting Decorum Rule**

- A. Purpose- The goal of this rule is to both provide for and ensure a place for the free exchange of ideas; opportunities to share ideas and opinions, in a professional manner, not to perpetuate confrontation or other threatening behavior; and the commitment by all ALCA members to respect one another and treat each other with civility and courtesy.
  
- B. SPEAKING AT MEETINGS- This applies to all ALCA meetings, both committee and Board of Directors (Board). The goal is to create an environment where membership input at Board meetings is fair and equitable.
  - 1. Members may address the Board only after the adjournment of the business portion of meetings and during the open public comment period.
  - 2. Members must state their name and address or Lot-Block-Section clearly and be recognized by the meeting Chairperson (Chair) before speaking.
  - 3. Members may speak for not more than three (3) minutes during this period.
  - 4. Members may address the Board once during the public comment session.
  - 5. Members must sign up to speak during the public comment period and will be called to speak in turn. Sign up is permitted before the Board meeting begins, during the Business portion of the Board Meeting and during public comment session.
  - 6. All public comments must be relevant to Association topics.
  
- C. APPROPRIATE BEHAVIOR- As ALCA meetings are open to all members in good standing, during said meetings the following behaviors are not permitted by any meeting attendees.
  - 1. Physical or verbal assaults, personal attacks or bullying
  - 2. Yelling and screaming
  - 3. Engaging in obnoxious or disruptive actions
  - 4. The use of profanity, hate speech, or epithets
  - 5. Directing comments to or about an individual ALCA member instead of the Board
  - 6. Threatening gestures, actions, or use of insulting language toward an individual(s)
  - 7. Persistent interrupting and or speaking when a member has not been recognized by the meeting Chair.
  - 8. Exceeding the three (3) minute speaking time limit and disrespectfully refusing to stop.
  
- D. RESPONSES TO DISRUPTIVE ACTIONS
  - 1. Board, Management Staff, Directors and ALCA Public Safety shall take immediate stops to notify the member of improper action or behavior.
  - 2. If an offending behavior does not stop, the member will be called out of order by the meeting Chair and prohibited from speaking for the rest of the meeting. The continuing action shall be reflected in the meeting minutes and shall include the member's name.

3. If the offending behavior continues, the member will be asked to leave. ALCA Public Safety will escort the member from the meeting if necessary and contact the Pocono Mountain Regional Police (PMRP) if required.

4. If a physical altercation arises or is imminent, ALCA Public Safety will take immediate steps to defuse the situation and, if deemed necessary within the Board's or Public Safety staff's discretion, will contact the PRMP to respond.

5. If, after the member has left and/or been escorted from the building, the member continues the offensive behavior on ALCA property (including the parking area), the PMRP shall be contacted to respond.

E. SANCTIONS- An ALCA member may be subject to any or all of the following sanctions for violating this rule.

1. Censure from speaking at meeting for 60 days to 1 year; Suspension from attendance at meeting for 60 days to 1 year; Suspension of greater than 1 year to a permanent meeting ban if the violation involves physical violence; and revocation of committee membership for up to 1 year if a member serves on a committee.

2. Adjudication of all sanctions will be addressed through the due process procedures in the ALCA Bylaws, Article XIII.

3. Second or subsequent violations shall warrant an automatic 3-month suspension from attendance at meetings.

4. An ALCA Public Safety or any ALCA staff person who has committed a violation is subject to discipline per the ALCA Employee Handbook.

5. An ALCA Board member or Director who has committed a violation in the Board Meeting, in addition to the sanctions identified above, shall be subject to discipline including but not limited to removal as per the ALCA Bylaws, Article V, Section 9.

**ARTICLE XXI (TWENTY-ONE)**  
**Miscellaneous**

- A. **Gate Entry:** Deliberate breaking of a gate arm will result in a \$500 fine and cost of repairs to gate mechanism.
- B. **Fireworks:** Other than community sponsored events, the use of Fireworks within the boundaries of ALCA is prohibited. There is a Zero Tolerance Policy for this violation. The term does not include sparklers. A fine of \$500 will be imposed.
- D. **Security Alarms:** More than three false alarms in any six-month period for one property shall be considered excessive and the property owner may be subjected to fines listed in the Standard Fine Schedule.
- E. **Interference:** Interference with any ALCA Employee or ALCA Contractor in the performance of his or her duties is prohibited and will result in a fine listed in the Standard Fine Schedule.

## Appendix A

### Allowable and Not Allowable Signs/Flags

#### AS NOTED IN ARTICLE XVI (SIXTEEN) - Environmental

ALCA reserves the right to post signage at designated locations to provide safety, alert, warnings, or direction.

Owners shall not post any signs, flags, or paint markings on any **unimproved property**. Only authorized surveyors or utility companies can mark properties with flags or other property markings.

#### The following are **ALLOWED** on an improved property:

- U. S. Flag (Any Era)
- State Flags
- ALCA Flag
- U. S. Armed Forces, POW Flags/Signs
- First Responder Support Flags/Signs
- Heritage National Flags
- Decorative/Seasonal Flags/Signs/Decorations
- Sports Teams Flags/Signs
- Congratulations Signs/Flags
- Family Name/Property Slogan Name Signs
- Security Company Signs
- Video/Camera Recording Signs
- Beware of Dog Signs
- Flea Market Signs, only during the event
- Trick or Treat Approved Signs, only during the event
- Invisible Fence for Dog Signs

#### The following are **NOT ALLOWED** on an Improved Property (Including but not limited to the examples in the below list):

- Realtor, For Sale and For Rent Signs
- Political Signs/Flags
- Advertisement Signs
- No Trespassing/Posted Signs or Purple Painted Trees
- Contractor Signs
- Private Property Signs
- No Parking Signs
- No Hunting Signs
- Keep Off Grass Signs
- Keep Out Signs
- No Dogs Signs
- Wind Banners (Banana Flags)
- Vulgar language/images on Signs/Flags

Flags shall be no larger than 3' x 5'.

No more than 7 flags are allowed at a time.

Yard signs shall be no larger than 576 square inches

Inflatable decorations (other than seasonal) are not allowed.

Signs and flags shall be in good condition

**ATTACHMENT A  
Sewage Pumping Report**

(Completed Report **must** be submitted to ALCA/ASC **within 30 days** of services rendered).

This Sewage Pumping Report will be reviewed by an ALCA/ASC Authorized Agent. In the event of any non-compliance issues are suspected, by the Authorized Agent, an inspection shall be conducted, resulting in a fee of \$75, being imposed for services rendered to the Property Owner.

**Date of Service:** \_\_\_\_\_ **ALCA Account #:** \_\_\_\_\_

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

**Physical ALCA Property Address:** \_\_\_\_\_

**SYSTEM CHECKLIST**

(Entire Checklist **must** be completed on day of pumping)

1. <b>Date of Pumping:</b>	2. <b>Commercial or Residential</b>
3. <b>Tank Capacity (Gallons):</b>	4. <b>Type of Tank:</b>
5. <b>Risers to Grade:</b>	6. <b>Dosing Tank Type:</b>
7. <b>Dosing Tank Capacity:</b>	8. <b>Observation of Drainage Field:</b> OK or Surface Discharge or Lush Vegetation
9. <b>Condition of Baffles:</b>	10. <b>Back Flow: Yes or No</b>
11. <b>Inflow Observed:</b> Yes or No	12. <b>Conditions of all Components:</b> Satisfactory or Not Satisfactory
13. <b>Site Conditions at/or around System:</b>	

Pumper/Hauler Company Name: \_\_\_\_\_

PA Septage Hauler's Registration #: \_\_\_\_\_

Pumper/Hauler Signature: \_\_\_\_\_

Pumper/Hauler Printed Name: \_\_\_\_\_