

Rules and Regulations

as of May 6, 2025

Note: this document supersedes all prior Rules and Regulations Document

This document presents the Rules and Regulations of Four Seasons, adopted by the Board of Trustees (hereafter the Board). Their development, enforcement, and details are supported by the Bylaws (4.01; 5.11A; 19.0), Declaration (5.0), and the PA Uniform Condominium Act, (<https://www.ncsl.org/documents/envirom/PAcondo.pdf>), all of which are legally binding, enforceable, subject to fines for non-compliance, and accessible to you. For clarification, please note the following glossary of legal issues and definitions frequently used:

1. Community Components

- **Units are individually owned living quarters** restricted to unit's original interior perimeter walls, including drywall, uppermost ceilings, and lowermost floors
- **Limited common elements** include front door stoops and patios; maintenance, repair, and replacement are homeowner's responsibility except for structural components.
- **Common elements** include but are not limited to driveways, fences, lawns, community amenities, and landscaping inside and outside the foundation mulch beds, etc., all of which are owned by the collective Homeowner Association (hereafter the HOA). The HOA is responsible for maintenance, repairs, and replacement of common elements, all of which must be prioritized and within budget, but unit owners are responsible for damage-related fees due to their negligence or misuse. Note that the attic area, with its trusses, joints, and rafters, etc., is also common space so is **not** to be used for storage, as attic must be accessible for maintenance.

2. General Age Restrictions

- Maintains our 55+ status and complies with Fair Housing Act, (Declaration, 5.01 a), by ensuring that at least 80% of the community is occupied by at least one person 55 or older.

3. Governing Documents' Hierarchy

- **Federal Laws and Statutes** - Takes precedence over all other state or HOA documents.
- **PA Uniform Condo Act** - Governs the formation and operation of a Condominium, as per Pennsylvania law
- **The Declaration** - Establishes what obligations, procedures, restrictions, rights, and responsibilities apply to both Homeowners and the Board
- **The Bylaws** - States how our HOA operates as an organization on a day-to-day basis, detailing such items as Board roles and powers, voting process, Board meetings, etc.
- **Resolutions** - Legitimizes and adds weight to any Board policy or administrative decision.
- **Rules and Regulations** - Details what homeowners/residents can and cannot do, to provide a common framework and preserve the homeowner's investment.

4. Maintenance of Units

- Delineates Homeowner/Resident and HOA responsibility for maintenance, repair, and replacements in a separate document, the "Responsibility Checklist," available on our Residents Only website and Vantaca Portal.

5. Modification of Units

- Includes any alteration, addition, or renovation to the exterior and/or to the interior when it involves structural components OR intrusion into common elements, including but not limited to venting a fireplace or stove hood through drywall. All requests must be approved by the ARC, Grounds Committee or the Board BEFORE making any changes.

6. Owner vs Resident

- **Owner** - One whose name is on the purchase deed and may or may not reside in the home.
- **Resident** - Any owner, tenant, or guest who uses the Unit as a home during any given month.

7. Occupancy of Units

- Limits the number of unit residents in the household to 3-4, as per the number of bedrooms (Declaration 5.04)
- Prohibits full-time residents under the age of 19
- Limits the length of children's visitation (Declaration 5.01 (d))

8. Rental Restrictions

- Includes but is not limited to a one-year minimum term requirement.

9. Transfer Approval Procedures

- Requires owner's advance written disclosure of pending sale or a contingency clause to the Board for approval before the Owner can enter into a binding agreement (Declaration, Section 5.01 b)

Rules and Regulations

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ATTENTION ALL RESIDENTS:

It is each resident/homeowner's responsibility to know all the rules and regulations.

Not knowing does not relieve you of the responsibility.

If you are not sure, just ask.

*Always contact the **PROPERTY MANAGER** with any questions or concerns.*

Let's get started.....

1. Amenities

Please note rules and regulations applicable to ALL amenities and common areas:

- Residents are responsible for the actions of their guests.
- When using any amenity, guests, regardless of age, must be accompanied by a resident.
- Smoking is prohibited.
- Remove all trash and belongings upon leaving amenity.

A. Amenity Keys and Parking Passes- Replacement Costs

- \$50 per fob
- \$10 per amenity key
- \$10 per parking tag

B. Bocce Court

- Residents may access the exterior closet for bocce equipment by using the amenity key.
- Return equipment when done playing.
- Players must wear sneakers or soft-soled shoes/sandals.

C. Clubhouse

- The Clubhouse is for community use only; no private parties are allowed.
- Each resident must use the key fob for east side entrance to card room, pool room, fitness center, kitchen, or great room.
- Kitchen appliances and outdoor grills are available for residents' personal use and Recreation Committee sponsored events; cleaning is required after each use.
- No personal alcohol is to be stored in the Clubhouse.
- When leaving a Clubhouse amenity, shut off TV, fans, lights, all equipment and return thermostats to original setting if adjusted.

D. Fitness Center

- Guests 18 years old or younger are not permitted to use this facility.
- All equipment is to be wiped off with disinfectant provided, after each use.

E. Pool Room

- Guests 18 years old or younger are not permitted to use this facility.
- Upon leaving, all equipment must be returned to the racks and the tables re-covered.

E. Putting Green - Declared obsolete in 2024 as per Bylaws 6.03; to be replaced with grass.

Rules and Regulations

as of May 6, 2025

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F. Shuffleboard Courts

- Residents may access the exterior closet for shuffleboard equipment by using the amenity key.
- Return equipment to the storage closet when leaving.
- Only sneakers or soft-soled shoes/sandals are allowed when playing on court.
- Courts are only for playing shuffleboard.

G. Swimming Pool

- Pool use rules are posted at the pool and are subject to change.
- Use the key fob to enter the restrooms via exterior doors.
- Children are to be accompanied to restrooms by a resident.
- Remove all trash and belongings when leaving the pool area.
- Babies and non-potty-trained toddlers must wear "swimmies" or comparable waterproof swimwear.
- Hours of operation are from dawn to dusk.

H. Swimming Pool- Guests

- Up to six guests per unit allowed at the pool.
- No children under the age of 18 allowed before 11am every day.

I. Tennis/Pickle Ball Court(s)

- Use amenity key to open padlock on access gate.
- Proper shoes are required.
- Access gate is to be padlocked upon leaving court.

J. Walking Path

- It is for use by residents and their guests.
- No biking is permitted on the path.

2. Appearance

A. Air Conditioner Covers

- They are to be fitted and black, gray, dark green, or khaki in color.

B. Flag

- **ONLY** the American flag can be displayed outside at residents' homes.
- This display is considered an exterior modification, with specific guidelines, so residents must submit a request to Architectural Review Committee (hereafter ARC) for approval.

C. Garages Doors

- They **must** be kept closed, with door down, for safety and aesthetic reasons.
- Short term exceptions include cleaning garage, cooking on grill, or washing the car.

D. Garden Hoses

- Hoses must be stored neatly and out of view when not in use.
- Hose fixtures may **not** be attached to the building or privacy fence.

E. Holiday/Seasonal Decorations

- Residents may display seasonal or holiday decorations on front/patio doors, on patios and inside windows.
- They may not be placed on lawns, roofs, sidewalks, garage doors or any common lawn area and are not to obscure house numbers.
- When attaching decorations to siding, like wreaths, residents must use plastic clips.
- Residents are liable for damage from tape, staples, nails, screws, etc.
- Decorative blinking lights are not allowed on patio, front porch, or in foundation mulch bed.

Rules and Regulations

as of May 6, 2025

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F. Window Treatment

- Curtains, drapes, blinds, and shades are to present a harmonious outside appearance; therefore, residents are to adorn windows in light/neutral colors, with no visible patterns from the outside.

3. Dumpsters/Pods

- They are **only** allowed with written Board approval.
- Pods and dumpsters must be placed on plywood to limit damage to driveways and streets.
- Residents are responsible for any damage incurred by their usage.

4. Feral Cats/Animals

- Residents may **absolutely NOT** feed or tend to feral cats, water fowl, deer, chipmunks, squirrels, or other wild animals.

5. Firepits

- No firepits are allowed anywhere on site.

6. Generators

- The use of portable and standby generators is **prohibited** for safety, location, and noise level reasons.

7. Grilling

- Grilling can **ONLY** occur outside on driveways or decks, not patios.
- Grills used on decks are to be placed as far from the unit walls as possible, at least 5'.
- Grills used on driveways are to be at least 5' from the garage opening.
- Damage caused by grills is the responsibility of resident.
- When not in use, grill burner controls are to be turned off and the cylinder's valve closed.
- Propane cylinders must always be stored in an upright, vertical position.
- Cylinders should be periodically checked for dents, damage, rust or leaks.

8. Lawn/Landscaping

A. Ornaments

- Only three ornaments, including but not limited to bird feeders, are allowed in foundation mulch beds.
- No contractor signs are allowed in lawn or foundation mulch beds.
- Only artificial seasonal/holiday arrangements that exactly mimic live arrangements.

B. Outdoor Plantings

- Residents may plant annuals and perennials and replace in-kind shrubs in the foundation mulch bed without approval.
- Residents are responsible for removing the annual flowers.
- Maintenance options:
 - The HOA vendor will maintain residents' entire foundation mulch beds, as per the contract and industry standards.
 - The HOA vendor will maintain residents' foundation mulch beds, except for particular shrubs identified with yellow caution tape, which signifies that residents wish to prune the identified shrubs themselves.
 - Residents who choose to be included on the Do Not Prune List must contact the Property Manager by specified date.
- Neither the contractor nor the HOA is responsible for damage to plantings that require special attention or a different pruning schedule.
- Ground cover: approved, non-invasive species only; homeowner assumes weeding responsibility.

Rules and Regulations

as of May 6, 2025

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9. Modifications: Interior and Exterior

- Alteration, addition, or renovation to the exterior and/or to the interior when it involves structural components OR intrusion into common elements, including but not limited to venting a fireplace or stove hood through drywall. All requests must be approved by the ARC, Grounds Committee, or the Board BEFORE making any changes.
- Use a Modification Request Form, available on the Residents Only website and the Vantaca portal and should follow the steps located on the form.

10. Patios/Decks

- Outdoor furniture on patios and decks are to have a neat and orderly appearance, with no stacking to take on the look of a storage area.
- There shall be no clothes drying racks on patios, decks or front porches.
- There shall be NO caged pets placed on patios, driveways, deck, or front porches, unless accompanied by the resident.

11. Pets

- No pets or caged pets are to be left unattended in the common elements or the limited common elements (patios, front porches, decks, or driveways, etc.)
- All pets must be on a leash or cage when outdoors, but still attended by resident.
- Pet owners are responsible for immediately removing all feces; such wastes are to be disposed of in the homeowner's trash, not in storm sewers, tree line/bushes, or in the waste cans around the Clubhouse
- Residents are responsible for controlling excessive barking and aggressive behavior in consideration of neighbors.

12. Public Sales

- Residents may **not** hold any sale open to the public, including but not limited to estate, liquidation, yard, tag, or garage sales.

13. Renters (Residents but not Homeowners)

- Based on our Bylaws and Declaration “unit owners and none other” are members of the Association, and as such are the only residents empowered and entitled to Association administration. Therefore, the following enumerates renters’ restrictions:
 - Renters may participate in Association sponsored events.
 - Renters may attend and actively participate in Enrichment and informational meetings.
 - Renters may use community amenities.
 - Renters may attend Association meetings as a spectator, but may not actively participate.
 - Renters may not vote in Associations elections (nor on community matters) and may not run for a Board position.
 - Requests for any modification must originate from homeowner, not renter.
 - Renters must abide by all of the legally binding documents and Rules and Regulations.
- Our insurance broker recommends the following for unit owners leasing to renters:
 - a fire policy to cover furnished contents
 - schedule personal liability and loss of rent and loss assessment onto primary homeowner policy
 - require tenants to purchase a tenants policy (ho4)
 - homeowner to be named as landlord on such policy

Rules and Regulations

as of May 6, 2025

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14. Signs and Stickers

- Only allowable signs placed on the **inside of a window**: For Sale and Medical Alert signs (no larger than 18" x 18").
- Realtors may only display temporary "Open House" signs at the community entryway and in front of unit on Open House Day.
- One small security system sticker, "pet finder" sticker, and/or handicapped resident sticker may be placed on the inside of the window on either side of the front door, or a small sign may be placed in the foundation mulch bed.

15. Snow Removal

- Do not use sodium chloride/rock salt on cement porches, sidewalks, and **patios**, as it will damage them. Residents are responsible for repairing such damage.
- During a snow event, do not park vehicles on streets, in driveways or in shared turnarounds.
- **EXCEPT for MEDICAL EMERGENCIES or EXCEPTIONAL MAINTENANCE EMERGENCIES**, there are no residential priorities for snow removal. In the case of emergencies, residents should contact the Property Manager, and the emergency will be communicated to the snow removal contractor by the Property Manager or a Board representative only.
 - Medical emergencies include situations that cannot be delayed, such as dialysis, chemotherapy and surgery.
 - Going to work and routine appointments are not considered emergencies.
- Residents who need to leave the community before driveways are cleared may park in the nearest street cutout before the snow accumulates.
 - However, residents are responsible for shoveling their cars out of the cutout.
 - Residents and visitors who have **not** removed their cars from the cutouts when **all driveways are cleared** may have the cars towed at **owner's** expense.
- Residents may **never** call the snow removal contractor's office directly or give directions to the company's workers. As always, the Property Manager is your contact.
- Salting of roads will be done as needed by the snow removal contractor
- Residents may use a Board-approved melting agent on driveways, porches, and walkways, such as calcium chloride, but may **NEVER use rock salt** on these areas.
- In the case of property damage caused by snow removal, residents will abide by the Resolution #2-2015 regarding property damage.
 - First, call the Property Manager.
 - Second, send a follow up email to the Property Manager **along with a photo of the damage**.

16. Solicitation Policy

- Register with Lower Saucon Township Police Department for inclusion on their No Solicitation list.
- Thereafter, residents are to remind any solicitor about our No Soliciting and Private Property signs.
- **Residents** are permitted to go door-to-door regarding community activities authorized by the Association or one of its committees.
EXCEPTION: political and religious solicitations are allowed by law.

17. Trash and Recycling Removal

- Bins may **ONLY** be placed at the curb **one** day prior to our scheduled community pickup, which currently is Friday.
- When cleaning out a home or undergoing construction, residents themselves must arrange for pickup of discarded things, including but not limited to trash bags not in bins, clothing, miscellaneous household items, etc. and may only be placed on the curb 24 hours before the scheduled pick up.
- A \$50 per day fine will be assessed to any resident when not in compliance with this rule.

Rules and Regulations

as of May 6, 2025

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18. Unit Sales

- Whether using a realtor or selling privately, homeowner **must** report the intent to sell and provide realtor information, if applicable, to Property Manager immediately.
- No closing can take place without a Certificate of Resale, issued by the Property Manager when sales process is satisfactorily completed.
 - a. Seller's fob(s) will be deactivated upon settlement date provided to our property manager.
 - b. As per the resale certificate, new owners must pay a \$50 transfer fee at closing for fobs, amenity key, and parking tags.
 - c. New unit owners may obtain the afore-mentioned fobs (from 1 to 4 dependent upon number of permanent residents), 1 amenity key, and 2 parking tags by contacting the property manager.
 - d. Residents must register the unit-specific parking tags at Orientation, whether brand new or transferred from previous owner.
 - e. Residents must register and activate individual specific fobs with Board designee in order to be activated, whether brand new or transferred from previous owner.

19. Vehicles

A. Community Regulations/Laws

- **The speed limit is 15 miles per hour on all roads in community.**
- **All drivers must come to a complete stop at the stop signs and white stop bars.**
- **Residents and visitors may NOT park in the-turnarounds in front of unit or within quad.**
- **No vehicles may be parked along the street-side curbs; they are only to be parked in street cutouts.**

B. Garages

- Residents are only to park their licensed and registered vehicles, including trucks, in the garage, not in the driveway or cutout parking spaces.
- Exceptions for street cutout parking are granted only with written Board approval and requiring a FSSV resident tag on the dashboard:
 - Handicapped ramp in garage, allowing only 1 vehicle
 - A unit with **more** than two residents, each with a licensed, registered vehicle used for consistent transportation
 - Unlicensed, unregistered vehicles must be stored off site.

C. Golf Carts, All Terrain Vehicles, and/or Other Low Speed Vehicles

- The use and/or operation of golf carts, all-terrain vehicles (ATVs), and/or other low speed vehicles is prohibited except when specifically approved by the Board for short term activities.
- For the purposes of this rule, mobility scooters are not considered low speed vehicles and can be used by residents and resident's guests who need mobility assistance.

D. Resident Parking

- All resident registered and licensed vehicles must be parked in garages overnight.
- **Residents may NOT park their vehicles in the driveway, in front of their units or within the quad OVERNIGHT;** they are to be parked in the garage or on Skibo Road.
- Residents must register all licensed vehicles with the Management Company by submitting resident name(s), license plate state and number and description of vehicles (year, make, model, color).
- Residents must notify the Management Company of any change of vehicle information.
- Unlicensed, unregistered vehicles must be stored off site.

Rules and Regulations

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E. Visitor Parking

- **Visitors may only park their cars in the street cutouts, not along the street curb or turnaround in front of unit or within quad.**
- Visitors may only park in the street cutouts for **1-3 nights, but always with a Board- issued visitor tag on the dashboard or hung from the rearview mirror inside the vehicle.**
- For longer than 3 nights, resident must notify the Property Manager, display resident tag on dashboard, and use the car intermittently to avoid sitting idly after 3 days.
- Visitors, whose cars are parked in the street cutout overnight, must be staying in a Four Seasons home.
- Residents are responsible for ensuring that visitors observe and comply with parking rules and regulations.
- An exception is granted for Association contractor equipment in staging area.

20. Violations

A. ARC/Grounds

- a. If a resident implements an ARC/Ground modification without ARC/Ground or Board approval, or begins a project before approval, or deviates from the approved modification request **without notifying the committee and/or receiving amended approval**, the resident will be assessed a \$100 fine.
- b. The resident is expected to remediate by the end of the second month; otherwise a \$200 fine may be assessed and \$200 every calendar month thereafter, until committee-approved remediation is complete.

B. Non-ARC/Grounds Violations

- a. A written courtesy warning will be sent to the homeowner, requiring compliance within 7 days.
- b. Thereafter, for every day that violation is not corrected, homeowner will receive a \$50 fine, until violation is corrected.

Notes:

1. Note that any appeal of fine or due date correction must be in writing to the Property Manager and received within allowed remediation time frame.
2. The more serious problems may require consultation with our attorney, with lawyer fees being charged to unit owner.
3. It is homeowner responsibility to be familiar with and adhere to all Association documents and processes.
4. When in doubt, contact property manager beforehand.