

THE VILLAS AT SHREWSBURY

Rules and Regulations

3/1/2022

Enclosed are the newly revised and updated Rules and Regulations for our community. This is our sixth edition. The Executive Board wishes to thank the committees for their time and effort in advising and making recommendations for changes and additions to this document. For the most part, the current rules have remained in place. There have been some minor changes in language for clarification purposes.

New changes include: a table of contents for the Landscaping section, changes to deck railings, grills, outdoor lights, front sidewalk, type of roofing shingle, addition of window air conditioners, change in administrative landlord fees, information on resale certificate inspections, clarity on trash, parking lots and street parking policies, minor changes to mulch bed plantings (b & c), use of common elements by residents and an updated plant list. All current residents will receive a copy of the document and it will be posted on our community website. (tvillas.org)

In the process of reviewing our documents, it was noted, that over time, the Executive Board has slowly changed a number of rules causing confusion to the residents due to the distribution of many revised sheets. Therefore, the Executive Board felt compelled to condense and incorporate all the revisions into the one main Rules and Regulations document. The Villa rules are written to ensure that adequate standards are maintained in appearance, cleanliness, and safety. These standards will also help to protect the homeowners' investment in their homes. The Board appreciates and thanks the residents for their support, acceptance, and compliance of these Rules and Regulations.

This entire document now supersedes the previous rules and regulations.

Thank you.

The Executive Board

The Villas at Shrewsbury
Rules and Regulations

Effective March 2022

- I. Architectural
Articles 1 thru 23
- II. Administrative
Articles 24 thru 44
- III. Landscaping
Articles 45 thru 56

The Villas at Shrewsbury
Architectural Rules and Regulations

March 2022

**Architectural
Rules and Regulations
March 2022**

A uniformly neat, exterior appearance is essential in maintaining the originally designed character and charm of The Villas at Shrewsbury. The ambience is one of the factors that continue to attract people to our community. In order to maintain such standards, any alterations and/or additions (including color or material) to include but not limited to the entrances, windows, doors, decks, patios, driveways, sidewalks, porches, lighting fixtures, or exterior areas may not be made without the prior written request to the Architectural Committee and approval by the Executive Board.

Each unit owner shall maintain their unit; deck and patio in good repair, condition and appearance in order to ensure the overall standards of the community are met.

Requests for exceptions to the architectural guidelines or requests to perform work on your unit within the guidelines, must be fully approved by the Executive Board before any work may begin. Such changes are managed through the Architectural Review Request Form, which is common to the Landscaping Review Request Form. This form is available on the community's website (tvillas.org) or from the Management Company.

Items for which an Architectural Review Request form must be submitted are indicated by the following symbol in these Rules and Regulations.



Once approved or rejected, the unit owner will receive notification by mail from the Management Company.

To reiterate, the intent of the Rules and Regulations is for uniformity to maintain the highest value of the properties for the community and the residents.

The following specifications are an outline for approval. Although the specifications are outlined, the Architectural and Landscaping Committees and the Board shall have the authority and right to approve alternate materials consistent with the intent of providing quality overall. The decision rests solely with the Architectural and Landscaping Committee and the Board at their sole discretion.

In addition to the fine schedule as outlined in the Rules and Regulations, any project started which has any deviance from the Approval letter or spirit of Architectural/Landscaping Rules and Regulations and/or for which no Architectural/Landscaping Review Request was submitted and approved in advance, may subject the unit owner to disciplinary action and the imposition of a maximum fine of \$250.00 and removal of the unapproved work. This fine supersedes fines imposed per the Schedule of Fines for Rules and Regulations violations.

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1 Architectural Review Request Form

The Architectural Review Request Form is an important document to be completed and submitted prior to any work being undertaken to your property, which does not meet entirely an Architectural Rule and Regulation.

This form is given in Attachment A to these Rules and Regulations. As the form is common to the Landscaping Review Request Form, select “Architectural” or “Landscaping” on the form, or if unsure, leave the category unmarked.

The form consists of three (3) pages:

Page 1 is a summary of the project.

Page 2 is a summary of the recommendation by the Architectural Review Committee and the approval by the Executive Board.

Page 3 gives the notes to guide you in the completion of the form.

You may not start a project which requires approval until you have been notified by the management company.

When the project is completed, you must notify the management company in order for a final inspection and final approval to be given.

When you have been given the necessary approval to start the project, you will have a period of forty-five (45) days in which to start and complete the project. After this period, the approval will expire and you will need to resubmit your application if you intend to return to the project.

You are responsible for obtaining all relevant local and other mandatory building code permits before you can start and these are in addition to those of the community and take precedent. Also, you are responsible for requesting and obtaining the necessary code inspections during the project.

Prior to completing the Architectural Review Request Form, you may consult the Chair of the Architectural Review Committee for overall guidance about the project, if you wish. Such a discussion does not replace the submission of the form and is not an approval for the project. You should not make any binding arrangements with your intended contractor or supplier until you are certain your project has been approved by the Executive Board and you have been notified by the management company.

The Architectural Review Committee examines the request and makes recommendations to the Executive Board. Approvals are made only by the Executive Board.



2 Awnings and Canopies

- a. A retractable awning or a canopy over the deck or patio matching the unit's siding or woodwork not to exceed the length and width of the deck or patio may be permitted following the submission of an Architectural Review Request and subsequent approval.
- b. The awning or canopy will be limited to seasonal use (April to October). The awning must be kept retracted at all other times. The canopy frame may remain assembled but must be secured to the deck, the canvas covering removed and stored at all other times.

3 Clothes Line

No clothes lines or similar devices are allowed outside any unit, on the deck, porch, patio or common areas.

4 Color Palette

The exterior colors of your property are governed by the Executive Board and are limited to those in the following Chart of the Villas at Shrewsbury Exterior Color Palette. Included are the colors of the exterior trim, foundation, front door, garage door, gutters and downspouts, roof, shutters, siding, and soffits and fascia.

Duron (now part of Sherwin Williams) paints are available only in the York, PA store located on Memory Lane.

The following local supplier can match the Duron paints originally specified for the community: Home Depot.

Chart of the Villas at Shrewsbury Exterior Color Palette

Exterior Color Scheme	T - 1	T - 3	T - 4
Exterior Trim	Duron W/B Almond 2 #5731	Duron W/B Almond 2 #5731	Duron W/B Almond 2 #5731
Foundation	Duron Mastic Desert Sand	Duron Ryan Homes Cameo 2AC	Duron Mastic Pebblestone Clay
Front Door	Duron Georgetown Green #979	Duron Carolina Slate #999	Duron Farm House Red #948
Garage Door	Almond	Almond	Almond
Gutters and Downspouts	Almond	Almond	Almond
Roof	Weathered Wood	Weathered Wood	Weathered Wood
Shutters	Duron Georgetown Green #979	Duron Carolina Slate #999	Duron Farm House Red #948
Siding	Desert Sand	Cameo	Pebblestone Clay
Soffit/Fascia	Almond	Almond	Almond

These Equivalent Colors are acceptable matches for the original Duron colors.

Equivalent Colors	T - 1	T - 3	T - 4
Exterior Trim			
Home Depot	Behr Wax Sculpture PPU - 17		
Foundation			
Home Depot	Behr Misty Cove MS - 48	Behr Viejo White MS - 25	Behr Sand Stone MS - 43
Front Door			
Home Depot	Behr Secluded Woods S 420-7	Behr Dark Denim S 510-7	Behr January Garnet HDC-CL-11
Shutters			
Home Depot	Behr Secluded Woods S 420-7	Behr Dark Denim S 510-7	Behr January Garnet HDC-CL-11



5 Decks and Patios

- a. All decks and patios are limited to a maximum width of the unit wall to which the deck or patio is attached/adjoined and to a maximum depth not to exceed 16 feet. Decks and patios shall not be attached/adjoined to the morning room except that a 4 feet extension may be considered along the morning room depending upon construction and location of the unit.
- b. **Steps/stairs, if applicable, must be either incorporated within the footprint described paragraph (a.) or follow the following guidelines:**
 1. Stairs/steps are allowed on the garage side of the deck or patio as long as they do not fall more than 4 feet beyond the permitted footprint width. (Figure 1)
 2. If the stairs/steps when built would exceed the 4 feet length, then a landing area may be built, not to exceed 4 feet by 4 feet, to allow the stairs/steps to extend along the side of the deck parallel to the deck depth. (Figure 2)
 3. The construction of the landing area with the stairs/steps shall not exceed the 16 feet permitted depth of the deck.
 4. When submitting the Architectural Review Request, if you plan for a mulch bed area around the stairs/steps and landing area, to ensure ease of lawn maintenance, the plan must be submitted.
- c. Decks should be similar in shape and materials to the original decks installed by Ryan Homes. Railings may be white vinyl, black aluminum balusters, stainless steel balusters, pressure treated wood or composite materials matching the rest of the deck structure. Other materials such as black aluminum railing systems using straight pickets or spindles may be considered by the Architectural Committee and the Board with **pre-approval** by the Board dependent on whether or not they meet township code requirements and conform to community's standards.

- d. If the unit owner uses the area under the deck for storage, then lattice panels must be installed. The lattice panels must be white or brown with a diamond pattern and match the railing color of the deck. The lattice must not be more than 1 1/16-inch diamond and must be installed around the perimeter of the deck and attached from the deck floor to a height no greater than 2 inches from the ground. Guide channels must be used to finish any edges of the lattice panel which are visible from the common area.
- e. The area under the deck must be maintained to the same or better condition than that provided by the landscaping service. This area is the sole responsibility of the unit owner. If this area, because of the deck's height, cannot be easily maintained by cutting the grass and/or trimming the grass and weeds, then the unit owner must take more permanent steps to eliminate the growth of the grass and/or weeds. The use of white stone or mulch is approved for this purpose. If stone is used, a suitable edging strip must be used to prevent the stone from encroaching into the common area and potentially coming into contact with the mowing equipment.
- f. Privacy panels or ground level screening may be approved following the submission of an Architectural Review Request form.
- g. No deck or patio shall be enclosed.
- h. All decks and patios must be maintained and conform to the overall appearance standards within the community.
- i. All decks and patios must have an Architectural Review Board approval before any construction may be started. Board approval does not take the place of required municipal or other government approval.
- j. Submit work orders or estimates with materials itemized and all dimensions.

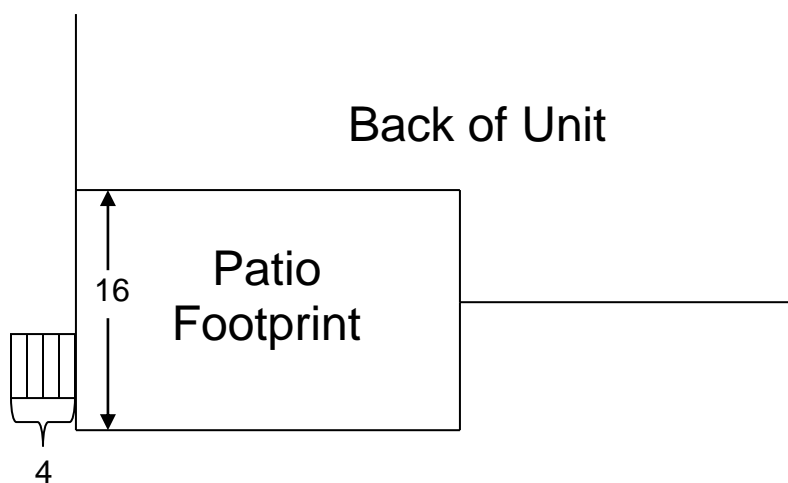


Figure 1

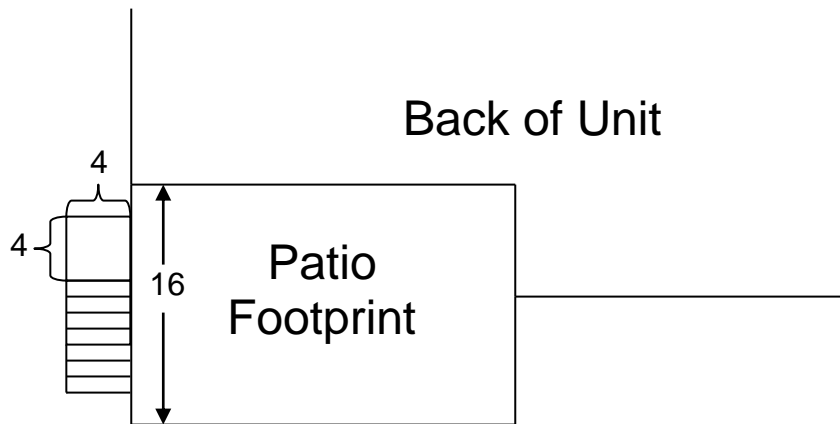


Figure 2

6 Decorations

- a. Seasonal Items: Decorations such as wreaths and swags can be attached to the front door. Other items including light strings and standing or hanging figures can be appropriately displayed between the fifteenth of November and the fifteenth of January. Only the lamp-post pole itself can be decorated. Do not cover the sensor or lamp fixture.
- b. Non-Seasonal Items: Candles displayed in the windows must be white or clear. Front porches may be furnished and decorated with benches, chairs and potted plants. No items are to be attached to the lamp posts or displayed in the common areas.

7 Doors

- a. Front doors, if replaced, must be the same style, design and color as the original door. They must conform to all applicable building codes for minimum size and must be hinged.
- b. Storm doors may be installed on the front door and shall be a “full view” style door. Storm doors may have exchangeable glass and screen panels. If the door has a vertical sliding glass/screen panel for seasonal changes, the mid-height divider must be minimal. Storm doors must be almond in color to match the exterior trim. Any removable screen or glass panel must be stored during the off-season.



8 Driveways



- a. With both the Board and Township approval, properties with a single one-car garage, a 7 to 7.5 feet width extension may be allowed. This will facilitate moving a second car from the street. The width will be dependent upon unit location, distance from adjacent unit and utility box locations. Advanced approval of specific plan is required.
- b. Extended width driveways are not permitted for properties which have two-car garages.
- c. Driveways should be periodically resealed for appearance and to maintain longevity. Driveways that are broken, crumbling or deteriorating must be repaired or replaced. If a unit owner is notified that their driveway pad is in need of repair, they will be given 6 months to make the necessary repairs. After this time period, if the violation is ongoing, fines will be imposed.

9 Exterior Walls

- a. No items are to be hung on any of the exterior walls with the exception that a homeowner may hang one 3 feet by 5 feet U.S. flag attached by a flag pole to the front of the unit. Any flag other than the U.S. flag must have prior approval by the Executive Board.
- b. If any siding is replaced it must conform to Section 4 - Color Palette.

10 Fireplaces



- a. Gas fireplaces are permitted.
- b. Any installation must meet all State and local Township requirements and receive the necessary building permits.
- c. New fireplaces must use the existing unit's source of gas and no external tanks are permitted.
- d. For vented fireplaces, the external venting must match the look and style of existing exhaust stacks or rear vents (basement installations only).
- e. If a stack is used, it must be located on the rear portion of the roof and may not be framed to the outside of any exterior wall.
- f. Before installation, an Architectural Review Request must be submitted and approved.

11 Foundation Walls

Foundation walls must be maintained and painted using a suitable concrete paint. When painting is necessary the color must conform to Section 4 - Color Palette. The entire foundation wall below the siding and the grade level must be uniformly painted.

12 Garages

- a. Doors - All garage doors must be the same design, style and color as the original doors used in the unit. The color must conform to Section 4 - Color Palette.
- b. Windows - Windows are permitted in garage doors. The windows must be located in either the top/upper panel or located in the 2nd panel area from the top within the garage door and fill all 4 panels. For 2 car garages, both doors must have windows if the owner elects to have windows.

13 Grills/Outdoor Heaters/Firepits

Barbecue grills of any fuel type shall not be permitted to be operated less than four (4) feet from any exterior wall of the unit. Under no circumstances should grills be operated in garages, under decks, and under awnings or canopies. When hosting an event where prior approval has been given by the Board, grills may be used in the common areas. Any ash from the grill should be disposed of in a safe manner in an appropriate container and not stored on the deck or in the garage until cold and inert. Outdoor heaters and firepits are not permitted on decks, patios and common areas.

14 Light Fixtures



At the time when a unit owner wishes to replace an exterior front or rear light fixture:

- a. If you choose the original brass fixture (see Figure 1) the style, shape and design should remain the same as the original. No request form is needed.



Figure 1

Assembled Depth: 7 inches
Assembled Height: 29 inches
Assembled Width: 7 inches

- b. If you choose **NOT** to replace the original brass fixture, the finish will be limited to black, brass, antique brass and bronze. The glass must be clear. For front lights the total length of the fixture must be between 18 inches and 29 inches in total length. For rear lights the size should be similar to the fixture being replaced.
- c. If you choose **NOT** to select the original fixture style, you must submit an Architectural Review Request, as well as a picture of the fixture, with the specific details and specifications for approval.
- d. If the mounting plate is changed it must match the siding and be compatible with the mounting base of the replacement fixture.
- e. If the garage is fitted with two exterior lights; both light fixtures must be identical in style, shape, design and color.
- f. If any other exterior lighting is added, such as floodlights to illuminate the rear deck or patio, or any form of security/proximity sensor is to be added, you must submit an Architectural Review Request for approval.



15 Lower-Level Exits

- a. Lower level exits either from below grade or directly from the basement of the unit require the submission of an Architectural Review Request and approval.
- b. Depending on the construction of the rear of the unit, the exit door may be a single hinged door, a sliding door or a Bilco type or similar style door.
- c. The above grade doors may be almond or white in color. The doors may have grills.
- d. Existing single rear doors if replaced should be of a similar style, design and color of the existing door.
- e. When a Bilco style door is used, the stairs should be perpendicular to the unit wall to which it is attached. The color of the Bilco door should conform to the foundation wall as specified in Section 4 - Color Palette.
- f. Replacement of an existing rear exit door onto a deck or patio should conform to the existing style, design and color.

16 Miscellaneous

Bicycles, scooters, play sets, wagons, skateboards, and any other sports equipment including portable or permanent basketball hoops shall not be parked or stored on driveways, porches, decks, or patios but shall be kept inside the individual units and not on any common areas. Sandboxes and wading pools will be permitted only on decks and patios. Motorized riding toys or unlicensed vehicles (including dirt bikes, 4-wheelers, ATV, motorbikes, etc.) are not permitted to drive on the roads or open common elements within the TVAS community.



17 Radio and Television Antennas

No radio or television aerials or antennas shall be installed outside any unit.

One small dish receiver (DSS type) is permitted provided it is placed in such a manner to minimize its visibility from the street. It is the responsibility of the unit owner to inform the installer of this requirement. In addition, the installer should be made aware of the need to lay and clip all external cables in a tidy and unobtrusive manner and that no cables are to be laid over the surface of any common area.

Any change to an existing dish which alters the appearance, size or location of the dish receiver must be submitted on an Architectural Review Request for approval.

Unit owners may not have more than one dish receiver on their unit.

18 Railings



For added safety, unit owners may install railings from the front porch to the front path (sidewalk). An Architectural Review Request must be submitted, as well as a picture of the proposed railing, meeting the following specification:

- a. The railings must be either aluminum or wrought iron.
- b. The 1" post should be core drilled into the existing concrete and anchored with concrete and epoxy.
- c. The posts should be capped with 1-3/4" aluminum or wrought iron caps.
- d. The 1/2" by 1/2" aluminum or wrought iron balusters should connect the top and bottom rails.
- e. The railings should be finished with an oil base primer and a minimum of two coats of black finish. (minimum)
- f. The approved railing design must not only parallel the steps but continue along the front edge of the porch to the unit exterior wall structure.
- g. Each unit railing must be custom designed for the unit by the contractor who must personally measure each step and porch configuration to ensure proper implementation and fit.
- h. Contractors who have completed approved work in the community include Hess Ornamental Iron and Geier's Construction and Iron Works.

19 Roofs



- a. Replacement: Replacement of roofs may be undertaken following the submission of an Architectural Review request for approval. The following replacement shingle has been designated for use by the unit owners.



Architectural Shingles

1. The Architectural shingles, although appearing to have notches, are a solid piece across the length of the shingle and weigh between 340 and 440 lbs. per square. They have a three-dimensional surface which gives them a distinctive appearance.
 2. The design of the Architectural shingle makes them ideal for high wind environments and is rated for winds up to 120 mph. The shingle should be Shake style.
 3. The color of the Architectural shingle must be **Weathered Wood**. If capping shingles are used in particular designs of ridge vents, they must be Weathered Wood in color to match the main roof.
 4. Recommended manufacturers are GAF/Timberline, and Certain Teed Corporation or other equivalent manufacturers.
 5. Unit owners are solely responsible for ensuring that their roof structure is warranted by the roofing contractor to be capable of supporting the weight of the Architectural shingle. Neither the Executive Board nor the Architectural Review Committee make any warranty to the unit owner that their structure is in the appropriate condition to support the weight of the Architectural shingle.
 6. It is recommended that at the time you elect to replace your roof that you replace all the roofs of your unit (the main house; the garage; the dormer(s); and the morning room) at the same time. At this time, all the ridge vents should be replaced.
 7. In the case when the morning room roof must be replaced prior to the replacement of the unit's main roofs, the other roof must match in style and color when replaced.
- b. Repair: If at any time a repair to a roof is required either as an emergency or as a routine repair following minor damage, there is no need to submit an Architectural Review Request for approval. A repair is defined as: work to be done on a minor part of a roof limited to an area of 3 ft. by 3 ft.; replacement of a vent pipe seal; replacement of a can style roof vent; caulking around seals; replacement of ridge vents with a different style which meets the color requirement (Weathered Wood); and minor repairs to the flashing. If you are uncertain about your intended repair, you may consult the Chair of the Architectural Review Committee for clarification, via the management company.

20 Sheds

Outside storage sheds are not permitted on the premises.

21 Sidewalks



- a. The sidewalk from the front porch to the driveway shall not be obstructed or used for any other purpose than access to and from the unit.
- b. Replacement of the front sidewalk using brick or other pavers may be permitted with the prior recommendations/guidelines of the Architectural Committee and the approval of the Executive Board following the submission of an Architectural Review Request. An appropriate color compatible with any existing exterior brick or with the front porch and steps should be specified in the request for approval. Already approved walkway material may be extended onto the front porch and steps using the same color and style with Architectural Committee recommendation and Board approval.
- c. The painting of the cement/concrete surface of the front porch to cover peeling, chips or repaired cracks on the surface must be done with a suitable exterior walkway paint for which the color must be cement or very light gray. No Architectural Review Request is needed unless a change to this rule is sought.

22 Siding



- a. Replacement of the vinyl siding for repair or maintenance purposes may be undertaken following the submission of an Architectural Review Request for approval.
- b. The color of the siding is to conform to Section 4 - Color Palette. Should the color be unavailable, the request should specify the nearest matching color.
- c. The style of the existing siding should be maintained. The siding style (profile) must be Double 5" Dutch lap available in either Mastic Mill Creek or Liberty Elite. If the existing style is not available a close alternative should be selected and specified in the request.
- d. Unit owners shall submit a sample of the replacement siding in the color and design specified in the request.

23 Windows



- a. All replacement windows must be of the same size, design and color of the windows used in the original construction of the unit. Replacement of existing windows does not require an Architectural Review Request.
- b. Additional windows may be added to a unit and requires approval by the Architectural Committee. An Architectural Review Form must be submitted to the management company. These windows and their replacement must be consistent with size, design and color and placement of windows within the other units in the community. Locations other than those already included in other units within the community will be considered but must be in keeping with size, design, and color of other windows.
 - 1. Window air conditioners may be installed only in the rear of the unit in second floor bedroom windows.
 - 2. Window air conditioners will be limited to seasonal use. (April to October)
 - 3. Window air conditioners must be removed by November 1st and stored at all other times
- c. Dormer windows may be replaced with single panel window which does not open, provided it replicates the existing appearance and size. If the unit has two dormers, both windows must match and be of the same type. An Architectural Review Request does not need to be submitted.

The Villas at Shrewsbury
Administrative Rules and Regulations
March 2022

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**Administrative
Rules and Regulations
March 2022**

- 24) The Executive Board reserves the right to make such other Rules and Regulations from time to time as may be deemed necessary for the safety, care and cleanliness of the Units and Property and for securing the comfort and convenience of all occupants thereof.
- 25) Request for Board approval of changes as defined above as well as requests for changes or additions to the Rules & Regulations of The Villas at Shrewsbury Condominium Associations must be submitted in writing to the Executive Board.
- 26) The Executive Board upon notice may levy fines upon Unit Owners for violations of the Declaration, By-Laws, or Rules & Regulations. Unit owners shall be responsible for ensuring compliance with the Declaration, By-Laws, or Rules & Regulations by their guests, licensees, relatives, employees, and any other persons whom they invite or otherwise cause to be upon the premises, and penalties for such violations by such persons may be levied against the Unit Owner.
 - a. Notice of violations, fines, or penalties will be mailed by regular mail from the USPS and it is the assumption of the association that delivery of these notices is confirmed if the mail is not returned to the Management Company within 15 business days.
 - b. **Schedule of Fines for Rules and Regulation Violations**
 - 1. Unless otherwise designated in the Declaration & By-Laws, the Rules & Regulations, or by this association's Executive Board, a 1st violation of any article of the Rules and Regulations of the association shall result in a violation notice being sent to the offending homeowner, and no fine will be imposed at this point.
 - 2. Upon failure to abate the offending violation or upon a 2nd violation of any article of the Rules and Regulations of the Condominium Association, the homeowner shall be sent a second notice of violation which will include a \$50 fine. The homeowner will be given a specific period of time, as determined by the Board, to correct the violation.
 - 3. Upon failure to abate the offending violation or upon a 3rd violation of any article of the Rules and Regulations of the Condominium Association, the offending homeowner shall be fined no less than \$100 per month/per violation in a calendar year, unless otherwise designated in the Declaration and By-Laws, the Rules and Regulations, or by this association's Executive Board.
 - 4. Homeowners have the opportunity to appeal any and all fines or an impending fine, by a written request sent to the Board within 15 days of receiving the violation notice. If no documented request is made, the fine will be imposed as scheduled without further opportunity for review. The decision by the Board on an appeal request is final.
 - c. A homeowner may appeal, or cause an investigation of any rule, By-Law, violation, fine or penalty as provided by state law, however, the homeowner will be responsible for all legal

expenses incurred by the Executive Board in responding to an appeal or investigation if the Executive Board prevails, or no state action is taken.

27) Any owner of a unit may lease said unit only in its entirety by a Written Lease or Sublease:

- a. Must be for a minimum period of not less than twelve (12) months;
- b. No portion of a unit (less than the entire unit) may be leased for any period;
- c. A copy of such lease or sublease shall be furnished to the Executive Board within ten (10) days after execution thereof;
- d. The rights of any lessee or sub-lessee of the unit shall be subject to and bound by, the covenants, conditions and restrictions set forth in the Declaration, By-Laws, and Rules and Regulations, and a default there under shall constitute a default under the lease or sublease;
- e. A Submission form (see Exhibit B) shall be attached to the executed lease to serve as a formal agreement whereby the Unit Owner, Lessee, & Association are of the understanding that the lessee understands their responsibility to the Association and has received copies of the Declaration, By-Laws and the Rules & Regulations.

Failure of the landlord to provide the lease to the Executive Board within the designated time frame or any lease that fails to meet any of the criterion (guidelines) of this rule will result in a fine of \$200 per month until the violation is corrected by the landlord.

As permitted by the Association Declaration in accordance with paragraph F of the Leasing section, all landlords will be assessed an annual administrative fee, to be determined by the Board, and collected on or before April 30th of each year. This fee may be increased annually by the Board.

SEE LEASE SUBMISSION FORM TO FOLLOW NEXT PAGE

THE VILLAS AT SHREWSBURY

LEASE SUBMISSION

Date: _____ Unit Number: _____

We are attesting to the understanding and agreement to the following as it pertains to the Declaration, By-Laws, and Rules & Regulations of The Villas at Shrewsbury Condominium Association.

1. A copy of the fully conformed written lease will be attached to the Submission form and provided to the Executive Board or Management Company within ten (10) days of execution.
2. A copy of the Declarations, By-Laws and Rules & Regulations have been provided to the Lessee (s), and wording within the Lease states that all occupants of said Unit are subject to these documents.
3. The Unit Owner may be assessed a daily fine if violations occur after duly notifying Lessee and Unit Owner of infractions(s) taking place.
4. By signature below, both the Unit Owner(s) and Lessee(s) acknowledge they have read and fully understand and will abide by the current Rules & Regulations of The Villas at Shrewsbury Condominium Association.

Printed Name: Unit Owner

Signature: Unit Owner (date)

Printed Name: Tenant

Signature: Tenant (date)

Printed Name: Unit Owner

Signature: Unit Owner (date)

Printed Name: Tenant

Signature: Tenant (date)

Received: _____

Reviewed: _____

Board Member (date)

28) On the date that a Unit is conveyed, the new Unit Owner shall be required to pay the Association an initial "one time" assessment of \$250.00. These non-refundable \$250.00 payments will fund a reserve that has been established to provide for unanticipated expenses and the replacement of capital items. This \$250.00 assessment shall be due with respect to all Units that are resold.

b. Resale Cert

On notice to the Board from the management company of an impending sale of a residential property, the Board or their representative will perform an outside inspection of the unit to ensure any alterations or improvements to the unit or to the limited common elements do not violate any provision of our documents; and that these common elements are in compliance with the association's Rules and Regulations (R&Rs). The outside of the unit will also be inspected to ensure conformance to the appearance aspect of the (R&Rs) document as stated in the preamble. All violations will be reported in writing to the seller (unit owner) and these violations must be corrected within **thirty (30) days**, unless otherwise stated. The unit owner will be assessed a fine in accordance with our Schedule of Fines (Rule 26b) for any violation remaining uncured more than **thirty (30) days** after notice to the unit owner. Fines will be assessed every **thirty (30) days** until corrected.

The Association will make every effort to collect all outstanding assessments, including fines, and resolve all violations prior to or at settlement. Unresolved violations, ongoing fines, or both will be included on the resale certificate issued to the new unit owner, with a statement that issues are unresolved and will continue to accrue penalties and fines until resolved.

29) Annual Summer Inspection (ASI): Each year the Board, through the Management Company, will announce that an annual summer inspection (ASI) will be performed for the purpose of reminding homeowners of ongoing maintenance issues with their units and for any violations that may be presented during that inspection. After the announcement and approximately in one month's time frame, the Board will hire a private contractor through the Management Company to perform the inspection. A full report of the issues and any violations will be presented to the Board. The Board will review the report; make necessary changes, corrections, (based on the R&Rs of the community) and the report will be given to the Management Company. The Management Company will send out violation letters to those affected. All those unit owners who were cited for violations will be given **six weeks to correct the violations.** NO EXCEPTIONS. A second inspection will be performed by the contractor or the Landscaping Committee. A report will be generated by the contractor and reviewed for clarity by the Board. Any remaining violations will be reported to the individual unit owner with a fine of \$100 per month for each violation noted. The violation notice will remain in effect until the unit owner notifies the Board (through the Management Company) that the violation has been corrected. A re-inspection will occur to confirm that the correction has been made and is acceptable according to the rules and regulations.

Any unit owner may appeal the violation or fine with a written request to the Board. Excuses for non-compliance will not be recognized unless severe or unusual circumstances exist to support the request. Unit owners are reminded that the exterior of their individual units, decks, sidewalks, driveway pads, and mulch beds are their responsibility to maintain at their expense.

- 30) No Unit Owner shall make or permit any disturbing noises, or do or permit anything to be done at their Unit, which will interfere with the rights, comforts, or conveniences of their neighbors. This would include, but not be limited to, playing musical instruments, vocalizing, operating a television set, stereo or other loud speakers in or outside of their Unit.

Courtesy Quiet Hours

Weekdays: 11:00 P.M. until 7:00 A.M.

Weekends: 11:00 P.M. until 8:00 A.M.

- 31) **Parking lots are to be primarily used as visitor parking;** however, during snow events, holidays, or road maintenance, including driveways, residents may use the parking lots on a temporary basis. Parking lots and streets are not to be used for long storage of vehicles. Any vehicle not used on a daily basis, or used the least, should be stored in the garage or driveway pad. This is to avoid the appearance of hoarding parking lot spaces. The large parking lot will have 5 spaces designated for visitor parking only. The small parking lot will be exclusively for visitors. Signs will be posted accordingly. Abuse of this rule will result in a fine of \$100.00 per incident. If there are extenuating circumstances regarding this rule, please contact the Board for resolution.
- 32) No vehicle shall exceed a speed of twenty-five (25) miles per hour on Condominium property.
- 33) No nuisance shall be allowed on the Condominium property. Also prohibited is any use or practice that is the source of annoyance to residents or which interferes with the peaceful possession and proper use of the property by the residents. All parts of the Condominium property shall be kept in a clean and sanitary condition and no rubbish, refuse or garbage shall be allowed to accumulate or any fire hazard allowed to exist. No Unit Owner shall permit any use of their Unit or make any use of the common elements that will increase the cost of insurance on the Condominium property.
- 34) No improper, immoral, offensive or unlawful use shall be made of the Condominium property or any part of it, and all valid laws, zoning ordinances and regulations of all governmental bodies having jurisdiction shall be observed. The responsibility of meeting the requirements of governmental bodies for maintenance, modification or repair of the Condominium property shall be the same as the responsibility for the maintenance and repair of the property concerned.
- 35) Dogs, cats and other domestic pets will be allowed on the property, provided that they shall not disturb or annoy other occupants of the Units. In no event shall any dog, cat or other domestic pet be permitted in any of the common areas, unless carried or on a leash, nor in any grass or mulch bed under any condition. Any animal droppings on common areas must be **immediately** removed. No more than two domestic pets are permitted per unit.
- 36) Any damage resulting from misuse of any water closet or other apparatus in a Unit shall be repaired and paid for by the owner of such Unit.

- 37) All unit owners have at a minimum, at least 2 parking spots that are exclusively for their personal use, some have 4 spaces. As such, **primary parking must be in your driveway and in your garage first**, prior to parking on the street. Unit owners are permitted to have **only one car** on the street or parking lot. Having the option to park one car on the street to avoid shuffling of cars is an acceptable reason to utilize the street. The street is for temporary parking not for storage or hoarding of available parking. If there are extenuating circumstances regarding this rule, please contact the Board for resolution.

No vehicle shall be parked in such a manner as to impede, or obstruct access to any entrance or exit from any unit, fire hydrant, mailbox or parking lots. Vehicles, bicycles, motorcycles are prohibited from being parked on the lawns at any time. Parked vehicles shall not impede access by emergency vehicles within the community. There shall be no parking on the inner circle of Prospect Circle, and no parking on the mailbox side of Fairmount Court. All persons shall obey any parking or traffic regulations promulgated in the future for safety, comfort and convenience of Unit owners.

All vehicles parked on any street must be moved to accommodate snow removal, and road treatment activities, otherwise these areas will not be plowed or treated. Violation of any portion of rule 37 will result in a fine of \$100.00 per incident. The Executive Board has the right to tow and store, at the owner's expense, any vehicle that is improperly parked or in violation of the Rules and Regulations of the community.

- 38) Complaints regarding Homeowner Association provided services to the Units should be made in writing or emailed to the Management Company.
- 39) No unit owner or any of his agents, employees, licenses or visitors shall at any time bring into or keep in his Unit any flammable, combustible or explosive fluid, material, chemical or substance, except for normal household use.
- 40) No boats, campers, trailers, commercial or recreational vehicles are permitted on the premises, except as such commercial vehicles may be present in the usual transaction of business, **unless stored in the garage.**
- 41) Garbage may be tied in large plastic bags and placed in cans with lids. Please use large **black** plastic bags for regular garbage not kept in trash bins. Materials to be recycled (newspapers, plastic bottles, & jugs #1, 2, & 5, aluminum & steel cans and glass) may be put in tied large **CLEAR** plastic bags and placed in the recyclable bin provided by the trash hauler. Corrugated cardboard should be broken down. The cans and recycling bins must be placed at the end of the driveway for pick-up on designated days. All other times the above-mentioned articles must be kept in the garage.

Sometimes you may find that our rules vary from what the trash hauler guidelines has stated. We work through Shrewsbury Township's governing body for direction for trash collection policy and that overrides what the trash hauler stated. Rule 41 guidelines are based on direction from the township.

- 42) Littering is prohibited at all times in all common areas and limited common areas.
- 43) Permanent occupancy of units is limited to six persons.

- 44) Use of the common elements by unit owners to entertain an event, party or play games must have prior approval by the Executive Board. Fireworks of any kind are not permitted on the Villas' premises. A firework violation will result in a \$100 fine.

NOTE: In 2004 it became a state law that newly completed living space in the basement must have an egress.

The Villas at Shrewsbury
Landscaping Rules and Regulations
March 2022

Landscaping Section-Contents

- 45. Mulch Bed Sizes
- 46. Mulch Bed Plantings
- 47. Required Maintenance of Mulch Beds
- 48. Front Windows, Window Boxed
- 49. Common areas Plantings
- 50-51. Garden Ornaments
- 52. Bird Houses/ Feeders
- 53. Vegetable Gardens
- 54. Signage
- 55. Splash Boxes
- 56. Pop-up Drains

Addendum:

Suggested Plantings
Suggested Shrubs

Rules and Regulations


March 2022

45) Mulch Beds:

- a) There must be at least 6 feet of clearance between the mulch beds for each building in order to allow mower access. If there are any questions, please contact members of the Landscaping Committee. This rule (a) takes precedence over #3.
- b) Sizes:
 - 1. One car garages and units with first floor study – Beds should not extend more than 3 feet past front of the A/C unit.
 - 2. One car garages with extra pad – Beds cannot extend past width of the pad.
 - 3. Two car garages- Beds cannot extend more than 5 feet from garage exterior wall and 3 feet past the A/C unit.
 - 4. Beds around decks and in back of unit cannot extend out more than 5 feet.
 - 5. Front mulch beds and sidewalk/pavers should not extend more than 5 feet depending on the topography of the land.
- c) The use of 2 inch or smaller stones in mulch beds is allowed on the side bed, rear bed, and front garage bed. The bed must be edged by a solid stone barrier, such as pavers to prevent line trimmers from throwing stones. Plans must be submitted for prior approval of the Landscaping Committee.
- d) Any supplemented mulch must match the same texture and color as supplied by the association in early spring.
- e) No mulch beds are permitted in swales.

46) Mulch Beds Plantings:

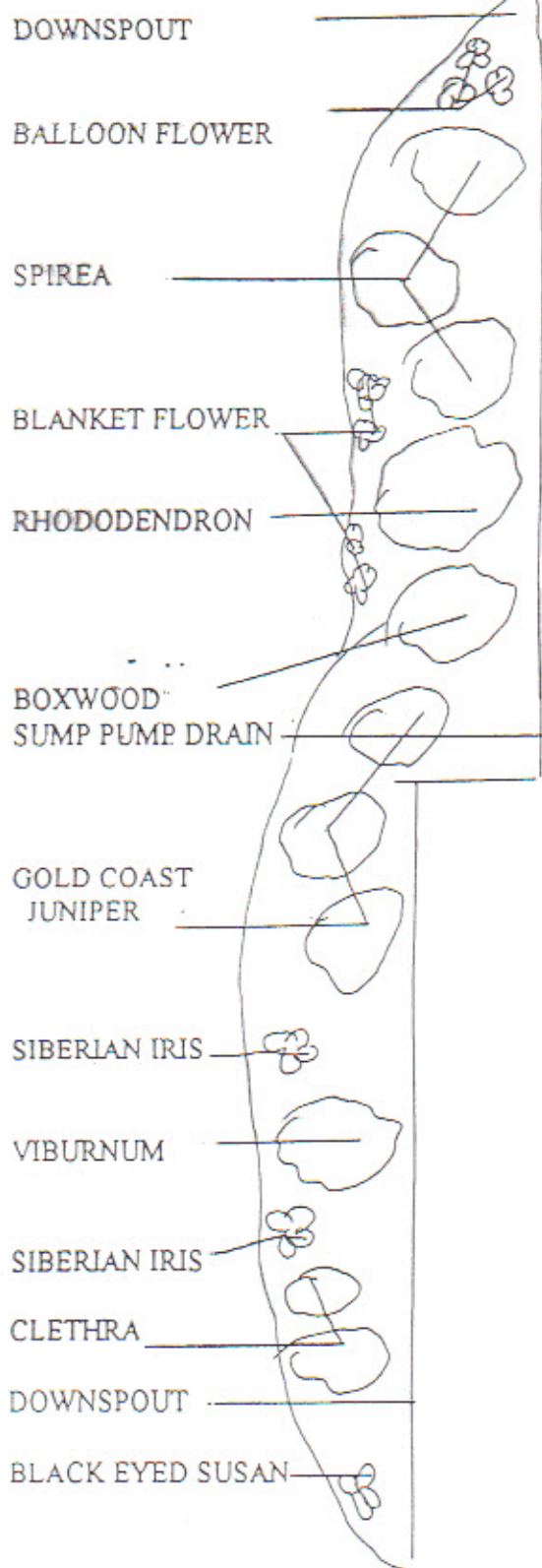
- a) New Mulch Beds - Plans must be submitted to the Landscaping Committee for prior approval. The plan must include a detailed layout drawing with full dimensions and what will be planted (flowers and/or shrubs from the "Suggested List of Plants and Shrubs" found at the back of this R&R Booklet).
- b) Revised Mulch Beds - If revising an existing mulch bed, and plan on using plants and shrubs from the "Suggested List of Plants & Shrubs" at the back of R&R Booklet, a plan does not have to be submitted. If removing shrubs from under front window & lawn side of the sidewalk, new shrubs must be planted from the "Suggested Plant & Shrub List" within 45 days. If shrubs are not on approved list, you must submit a request to the LC.

- c) **No trees are permitted in the mulch beds without prior approval of the Landscaping Committee.** Requests for trees to be planted in mulch beds will be considered based upon the full-growth height and width of the trees.
 - d) No fences, fountains, waterfalls, ponds, hot tubs or structures of any type are permitted on the patios/decks, in the mulch beds or the common areas.
- 47) Maintenance of Mulch Beds:
- a) Unit owners are individually responsible for the pruning and weeding of the various plantings surrounding their unit. (Preen works well as a pre-emergent for weeds.) All plants must be inside the beds and maintained within the bed.
 - b) Any debris that falls from or is blown into common areas from plants in mulch beds must be picked up and removed from the common area by the resident of the unit owner. Such debris must be disposed of and not discarded onto property adjacent to TVAS community borders.
- 48) Front windows must be kept clear of any growth from flowers, shrubs and trees in mulch beds. Window boxes are not permitted in front windows.
- 49) Plantings in Common Areas: 
- a) No trees, shrubs, bushes or flowers may be planted in common areas without Landscaping Committee approval.
 - b) Unit owners who wish to replace dead trees in common areas may do so with the same variety as the original planting, and at their own expense. Requests to do such plantings must be submitted for prior approval of the Landscape Committee.
- 50) Garden Ornaments:
- a) Ornaments must be placed in the mulch beds. No ornament may exceed 3 feet in height.
 - b) Shepherd's hooks used as support for plants may be placed in mulch beds, except in the front window area of the unit. Shepherd's hooks should be black in color and no taller than 8 feet. Plants suspended from the hooks shall not hang over driveways, walkways, or intrude in the lawn areas to interfere with mowers. Dead or dying plants must be removed from the hooks.
 - c) Trellis used as support for plantings may be placed in the mulch bed along the side and back of the unit and adjacent to the garage. Trellises may not be placed in the road-front portion of the unit which is parallel to the street. A trellis can be natural wood painted almond, black, or the color of the adjacent siding; and shall be no more

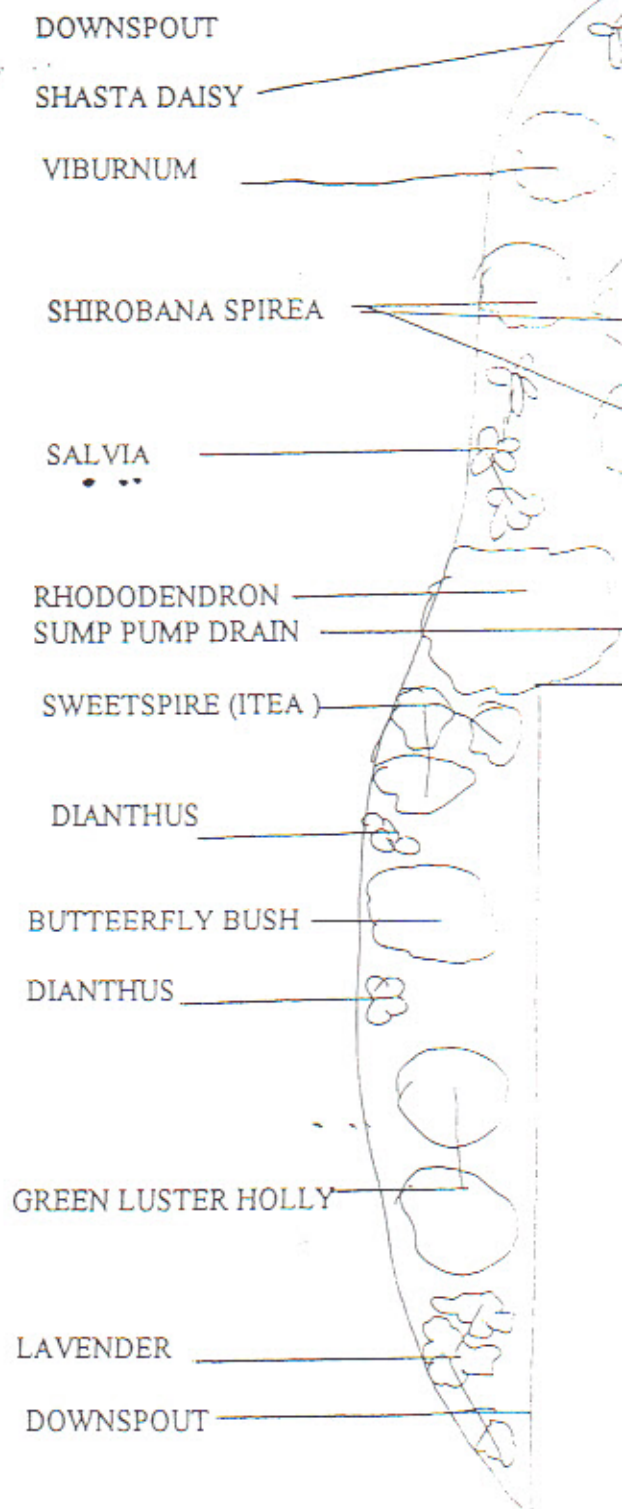
- than eight (8) feet high. Any plants, ivy or other vegetation attached to the trellis shall be well maintained and shall not extend over the roof or into the gutter.
- 51) Natural or ornamental rocks must be placed in mulch beds only, and may not exceed 2 feet in height.
- 52) Birds:
- a) One bird house is permitted in the rear mulch bed. Unit owners are responsible for cleaning out the bird house (at least annually). They are not to exceed 8 feet in height.
 - b) Bird feeders are not permitted in mulch beds or in common areas due to ongoing rodent problems.
 - c) One hummingbird feeder is permitted in the rear mulch bed.
 - d) Bird baths are not permitted in mulch beds or in common areas due to concerns about human infection from mosquitoes.
- 53) Small garden vegetables and herbs must be grown in pots. Such pots may be placed on decks, patio areas or in mulched beds adjacent to the rear of the unit.
- 54) No signs or notices (commercial or non-commercial) are permitted on the grass area, mulched beds, common areas or community mailboxes. This also applies to political signage. In the event a unit owner desires to offer their unit for sale, there shall be only one visible "for sale" sign, which may be placed in the mulch bed within a few feet of the front porch. The sign shall not exceed 16" x 20". In the event an "open house" is held, two outside signs may be erected on the day before the "open house," and must be removed at the end of the "open house" event.
- 55) Residents are responsible for using splash boxes under open downspouts, and for replacing them, if necessary, to prevent ground erosion.
- 56) Pop-up drains in the lawn should be kept clear of debris and overgrown grass. (This will prevent clogging of the downspout and drain, which could result in water in the basement.

Suggestions for Two Car Garage Layout Plantings

Sample A (Tolerates Full Sun)



Sample B (Shade Tolerant)



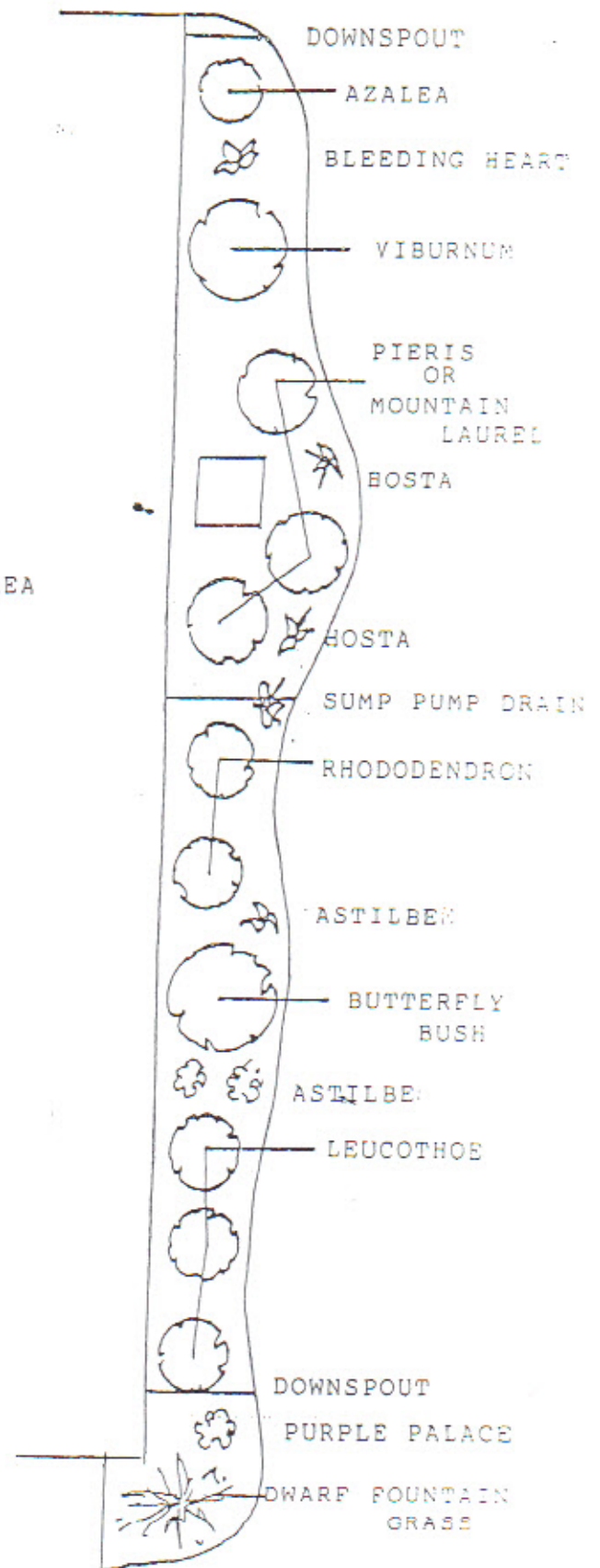
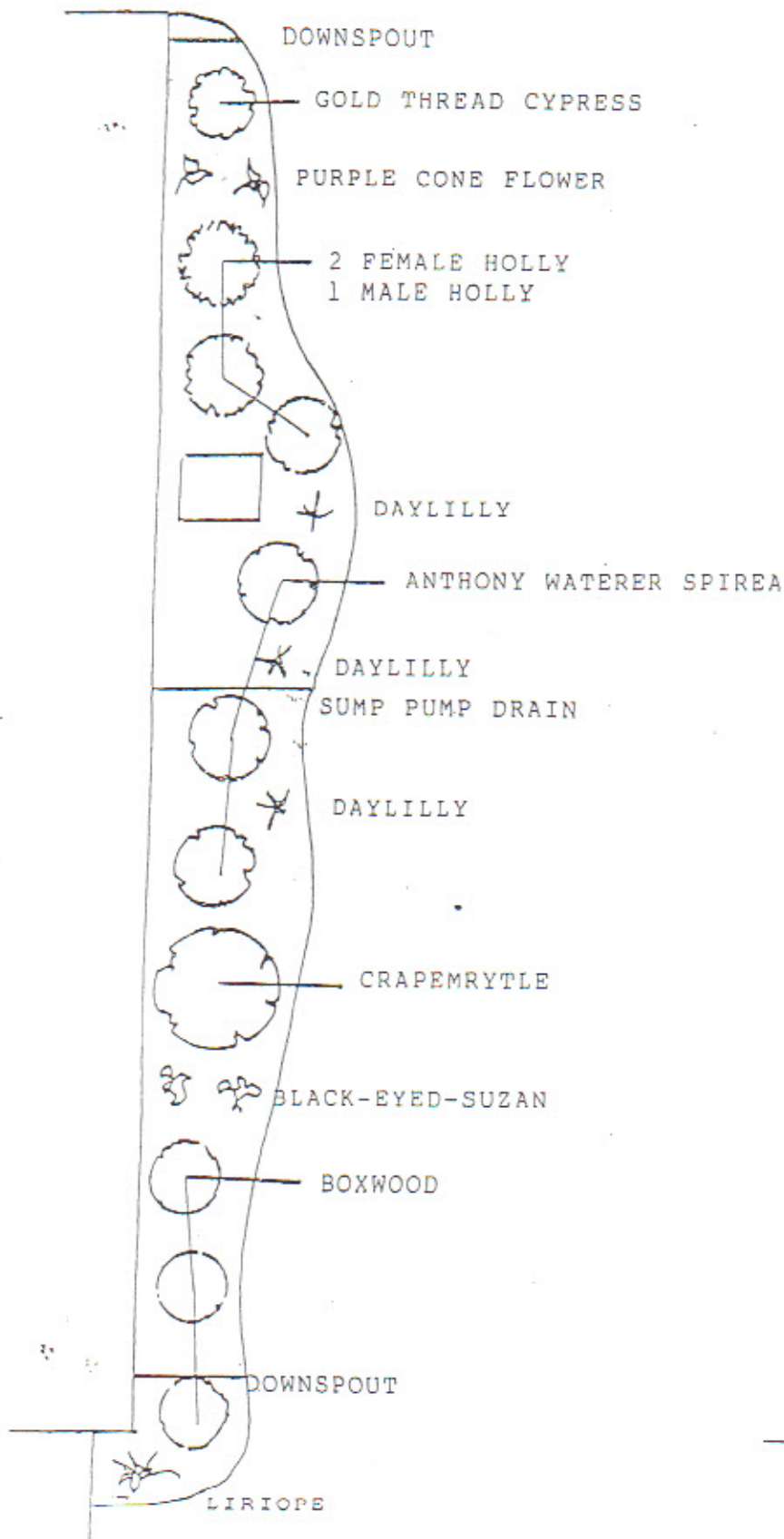
SINGLE CAR GARAGE LAYOUTS

SAMPLE A

TOLERATES FULL SUN

SAMPLE B

SHADE TOLERANT



Suggested Shrubs for Mulch Beds

Shrubs/ Evergreen * shade tolerant

Azaleas
Boxwood
Dwarf fountain Grasses
Gold Thread Cypress
Holly Japanese
Blue Pfitzer
Juniper Gold Coast
Blue Pfitzer
Leucothoe
Mountain Laurel
Mugo Pines
Pieris Japonica
Rhododendrons
Viburnum evergreen variety

Deciduous * tolerates both sun and shade

Butterfly Bush
Clethra
Crape Myrtle Bush
Lavender
Leucothoe
Lilac Miss Kim
Mountain Laurel (Pieris)
Potentilla
Purple Palace Coral Bells
Scotch Broom
Spireas smaller varieties
Sweet Spirea (Itea)
Viburnum

Suggested perennial flowers

Shade tolerant

Astilbe
Dahlia
Bleeding Heart
Columbine
Coral Bells
Day Lillies
Cranesville Geranium
Hosta Varieties
Liriope
Pachysandra
Siberian Iris

Full sun to part shade

Aster
Balloon flower
Black-eyed Susan (Rudbeckia)
Blanket flower
Butterfly Bush
Cardinal flower
Coneflower
Daylilies
Dead nettle
Delphinium
Dianthus
Iris Siberian/ Bearded
Lavender
Liatris
Peony
Russian Sage
Salvia
Sedum
Shasta Daisy
Dwarf Ornamental Grasses
Yarrow

