

Twelve Oaks at Hampton Condominium Association

RULES AND REGULATIONS

Revised
SEPTEMBER 13, 2023

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THE TWELVE OAKS AT HAMPTON CONDOMINIUM ASSOCIATION

RULES AND REGULATIONS

Statement of Purpose

The Rules and Regulations as stated herein and, in the Condominium, Declaration described below, are intended to ensure that all residents enjoy the benefits and highest standards of safety, comfort and privacy. Because the lifestyles of the residents of our community vary widely, it is important for everyone to adhere to these rules and regulations. This will assure that the rights of all are maintained. The rules serve another important purpose. The residents commonly own all the property beyond our Units. These rules provide for a standard of excellence in the presentation of this common property which is crucial to the economic value of each Unit. Individual variability will diminish the presentation and the market value.

The content herein shall be seen as a modification to the provisions of the Declaration and Establishment of Easements, Conditions, Reservations and Use Restrictions defined for the Twelve Oaks at Hampton Condominiums under the Pennsylvania Uniform Condominium Act (called the Condominium Declaration herein). All the owners of Twelve Oaks signed this document at closing. All present and future owners, mortgagees, lessees, and occupants of the Units and their agents, employees, and guests are bound by these rules and all amendments thereof. The Condominium Declaration contains conditions and restrictions and rather than repeating them, these supplementary rules and regulations refer the reader to the appropriate section of the Condominium Declaration. Only amplifications, changes, additions, and extensions are contained in this document.

The majority of communication within the community is done by email. Residents should be sure to keep their email address current with the BOD.

The following Rules and Regulations were adopted by the Twelve Oaks at Hampton Condominium Association Board on the 15th of May 2005 and last amended on September 13, 2023.

SECTION ONE: Change Request Procedure

The Condominium Declaration documents the responsibilities of the Board. Residents may request the Board to consider variations and exceptions to the Rules contained in the Condominium Declaration as well as rules contained herein through the process described below.

Changes to the physical design that was established by the developer and maintained by the Twelve Oaks at Hampton Condominium Association are called variations. All other changes are considered exceptions to the rules and regulations. Any variation or exception must meet the following criteria:
Change Criteria:

- A. The change must be beneficial in its application
- B. The change cannot affect the appearance of the condominium such that there is the potential for a reduction in economic value
- C. There is an absence of negative impact on the rights of another Unit owner and on the rights of the community
- D. There is no future economic implication for the Condominium Association that might include maintenance costs or liabilities
- E. There are no health or safety issues for residents, guests, or the public
- F. There is no violation of local, state, or federal law
- G. The change preserves the spirit, intent, and purpose of the Twelve Oaks at Hampton Condominium Association

Residents should understand that variations and exceptions will not be common but will be granted for good reason. The process for requesting a change is as follows:

1. The Unit owner shall complete a Change Request Form and along with the necessary documentation and forward the package to a member of the Board. The documentation will include, as applicable:
 - Plans consisting of specifications that detail the nature, kind, shape, dimensions, materials, and location of the requested change.
 - Demonstration that such a change will not adversely affect any neighboring Unit or the Common Areas and a discussion of the benefits of the requested change.
2. The Board shall review the request at its next meeting.

3. The applicant and affected Unit owners and any other resident may attend the Board meeting.
4. The Board will review the Request Package and may inspect the property to determine if the requested change is in the best interests of the Twelve Oaks community. The Board may ask the applicant to change or revise the request.
5. After review, the Board will approve, approve with contingencies, or reject the requested change. The decision will be communicated in writing to the applicant, and a copy will be sent to the management company. If the decision is not favorable, the applicant can request a hearing before the Board at its next meeting. This hearing will be open to the applicant.

**Twelve Oaks at Hampton
Change Request Form**

1. _____
Name of Owner Requesting Approval Phone Number
2. _____
Mailing Address of Homeowner
3. _____
Unit Address where change is requested
4. _____
Change requested (doors, windows, landscaping, other)
5. On an attached piece of paper, please explain in detail the change that is being requested. A sketch would be helpful to locate and show approximate dimensions. If landscaping is involved, a detailed description of the proposed landscape changes will need to be submitted before any landscaping is changed. Describe all material that will be used. Photographs or copies of proposed contracts may be required.
6. _____
Date work is expected to begin Date work expected to be completed
7. On an attached sheet, please describe the effect of the change on your immediate neighbors and other residents of Twelve Oaks at Hampton. The Change Criteria in Section One under Change Request Procedure must be addressed. If other residents are affected, evidence of agreement from these residents will help with the Board review.

Signature of the owners

Date

Please note that the Board will review your request at their next meeting and will contact you with approval or request for additional information. IF YOUR REQUEST IS URGENT PLEASE ADVISE THE BOARD WHEN SUBMITTING THE FORM.

Review Date _____ Decision _____ Decision Date _____

SECTION TWO: Common Ground and Property

The term "condominium" refers to a form of property ownership, in which there are two forms of ownership, individual and common. An owner is both the sole owner of the living quarters (the Unit) and one of the mutual owners of common property which an owner may use and enjoy along with the other owners. Common Elements are where all owners may use and enjoy along with the other owners. Common Elements are all portions of the condominium which are not included within the Units. In this section the rules and regulations carry residents' rights regarding ownership categories.

Within the condominium community, the Unit owner and the community, share in rights and responsibilities. The Condominium Declaration defines two categories of common property, namely, Common Elements and a subset called Limited Common Elements.

The Condominium Declaration provides a broad definition of rules that are not repeated herein. Residents should refer to the Declaration for any questions regarding these definitions.

Outdoor Guidelines:

1. Flags, Banners, Windsocks, Wind Chimes, Etc.

Display of the American flag is permitted. Freestanding flagpoles are permitted on patios and in mulch areas adjacent to Unit front doors. The American flag may be attached to a patio fence if the Unit owner agrees to be responsible for the repair of any fence mounting. The American flag itself will be of reasonable size and the top of the flagpole shall not extend above the roof line for the first floor. The mounting of the flag will not interfere with sidewalks or other public access. The flag must be in compliance with all national guidelines for displaying an American flag. An alteration change request must be submitted prior to installation of the flag. Wind chimes and lawn ornaments are prohibited. No linens, cloths, rugs, mops, or laundry shall be hung from any window or patio fence.

2. Shrubs and Trees

All planted trees and shrubs and flowers are the property of the Condominium Association, except plantings that are within the patio fenced area. Trees and shrubs that are planted within the fenced area may not grow to a size that allows them to impede upon any building structure, or other other trees planted in the common areas. No resident shall plant or replace any shrub or tree outside of the fence area without written consent of the Board. Nothing may be attached to or hung from trees and shrubs.

3. Planted Areas

It is the Twelve Oaks at Hampton Condominium Association's responsibility to provide for the design, maintenance, repair, and replacement of lawn as well as trees and shrubs.

The Limited Common area inside of the patio fences is reserved for tending and planting by residents provided that the plantings are appropriate as noted.

Residents are not permitted to alter the landscaping of common areas including expanding and planting in grass areas or modifying the color and texture of the mulch beds. Vegetable and flower gardening must all be done inside fenced patio areas. Any ground cover used on the inside of the patio must be kept within the fenced area. No plantings or any items are to be placed in the mulch area along the outside of the patio fence, this impedes the landscapers when mowing the lawn.

Pots and planters for flowers or any decorations or wreaths may not be affixed to the structure of the Unit. Flowerpots, planters, and decorative accessories are permitted within the patio fence area. One shepherd hook with plant(s) may be placed in the limited common mulched area near your entrance and/or one potted flower may be placed on top of the mulch if it does not impede the landscaped plants. These additions may be used after mulching occurs in the spring until November 15th.

4. Bird Feeders

Bird feeders (hummingbird or regular bird) are permitted (a maximum of two per unit) if it does not represent a nuisance to other residents, and is located within the that patio/fenced area. Bird feeder size should not exceed one cubic foot in volume. One birdhouse may be placed inside the patio area.

5. Signs, Advertisements and Decals

No signs, notices or advertisements will be placed on a Unit, exposed at a window, or placed on the common ground without the express written agreement of the Board. No house number signage should be used on units, fences or mulched areas. All requests for permission for additional signage must be submitted to the Board in writing using the Change Request form. The documentation will identify the material to be posted, stating its purpose, location, and the anticipated duration of the posting. The exceptions to this rule are:

- For sale signs are permitted. The sign is to be placed on property connected to the Unit or at the end of the driveway for rear facing units. Directional signs may be used as needed.
- "Tot finder" or "pet finder" decals from the Fire Department
- A security protection sign, smaller than one square foot

6. Tools, Toys, Furniture and Large Personal Items

As stated in the Condominium Declaration, all toys, tools, bicycles, and other large personal items must be stored within the Unit when not in use. Playground equipment is prohibited.

To prevent animal foraging, garbage cans must be stored within the Unit. Common areas are to be kept free and clear of rubbish, debris, and other unsightly material. Outdoor furniture is permitted only on the patio surface. Permanent lanterns or torches for lighting are not permitted. Only silent electronic insect elimination devices are permitted.

7. Outdoor Cooking, Entertainment and Burning

The following details which outdoor burning elements are permitted and their regulated placement. The only fuel sources permitted are propane, natural gas, or gel; wood burning and charcoal are not permitted. Each element may only be used when a resident is present to monitor the area for safety and avoid damage to any structure, fence, or landscaping. Damage caused by an open-flame device that requires repair or replacement will be billed to the unit owner.

- Patio grills for cooking only must be placed at least five (5) feet away from any building.
- Patio Heaters must be placed at least five (5) feet away from any building.
- Fire pits must be placed at least ten (10) feet away from any building and have a tempered wind guard of at least six (6) inches. They can be no larger than 4' in diameter and no less than 18" deep, per Hampton Township regulations.
- Tiki torches are not permitted.

8. Doors, Windows, and Exteriors and Outdoor Lighting

The appearance of the front doors and garage doors should remain as consistent as possible. If a door is to be replaced, the replacement should be as close as possible to the original developer's installation. This replacement proposal must be submitted prior to purchase for approval with a change request form. Storm doors are to be pebble stone clay in color and full view.

Seasonal and Holiday displays on doors are permitted. Seasonal lights attached to the Unit are prohibited, however small wattage non-blinking white lights may be attached to patio fences and shrubs from Thanksgiving through January 15th. Only white lights designed for outdoor application may be used.

Walkway lighting is allowed, but spotlights are prohibited. Walkway lighting must not interfere with the lawn cutting or snow removal process.

The Condominium Declaration discusses window treatments. When viewed from the outside, new window treatments will be white or beige.

9. Lawn Pole Lights

The lawn pole lights of each Unit are designed to enhance security and provide a pleasing nighttime appearance. Residents are asked to replace burned out bulbs within a reasonable time. No objects are to be hung on pole or porch lights.

SECTION THREE: Pets

While pets are a source of pleasure for their owners, pets cannot become a nuisance to any resident. These rules address the impact of pets on the Twelve Oaks at Hampton Condominium Community. The Condominium Declaration contains the basic rules regarding pets. Those rules and the following apply to pets of owners, tenants and guests and the resident (owner or tenant) is responsible to inform guests of the rules.

Residents are permitted to have no more than two (2) customary and domesticated pets. All pets are to be licensed in accordance with the ordinances of the Township of Hampton and Allegheny County.

At no time is any pet to be left unattended and be housed, tied, or chained outside any unit. Pets must be walked on a leash and are not to run loose. The pet must be always under the owner's control and supervision. Pets are not permitted in the pool area.

Pet owners are responsible for immediately cleaning up any pet waste and disposing of it properly in their own units. Maintenance personnel will be instructed to not clean up waste nor to perform any landscaping services where there is a concentration of waste material. Any damage caused by a pet will be the responsibility of the pet's owner.

As stated in the Condominium Declaration, the Board has the right to require the permanent removal of a pet that is a nuisance. The following process will apply for complaints:

- Any resident may report a violation to a member of the Board identifying the animal, the violation, and the Unit owner.
- The Board will review the violation and attempt to resolve the issue with the owner.
- If a second offense occurs within 30 days, a written warning may be issued.
- At the third offense, if it is within 30 days of the written warning, a \$25.00 fine may be imposed. Repeat offenses within 30 days of the last fine are \$50.00 per occurrence.

SECTION FOUR: Clubhouse

These Rules and Regulations for the clubhouse are necessary to ensure that all residents will be able to enjoy and benefit from privileges associated with its use. These rules and regulations are to provide quality maintenance of the Clubhouse for a standard of excellence which enhances the economic value of every unit.

The Clubhouse located at 2500 Red Oak Court and is a NO SMOKING facility. Smoking must be confined to the parking lot area. Cigarettes butts are not to be left on the grounds and must be disposed of properly.

Supplies provided for the Clubhouse are to be used only in the Clubhouse area during member events and are not to be removed or used for personal/rental usage.

Reservations for the Clubhouse use **does not include use of the pool or pool deck area**. Confirmation of the date will be completed by phone/email with the designated Social Committee Member. The reservations will be confirmed with a registration form including checks for the current fee and deposit which are to be given to the designated Social Committee Member.

Food products and beverages for the Clubhouse functions are to be kept in the community room and patio area located in the rear of the Clubhouse.

There will be a fee or deposit charged to residents of the Twelve Oaks at Hampton Condominium Association for reserving the Clubhouse. This is subject to change. Residents using the Clubhouse will be responsible for supplying their own paper and cleaning products. After use of the Clubhouse, a designated Social Committee Member will check the Clubhouse to ensure that all items on the checklist have been completed.

Should a Social Committee Member find the checklist conditions have not been adhered to, the Social Committee Member will notify the member who reserved the Clubhouse and will ask him/her to correct the problem. If non-compliance occurs, the Board will be notified. The member at fault will then be notified that they will not receive their deposit back and may have to incur additional costs if necessary to restore the clubhouse.

TWELVE OAKS AT HAMPTON CLUBHOUSE RESERVATION REQUEST

DATE: _____

RESIDENT'S NAME: _____

ADDRESS: _____

PHONE: _____

DATE REQUESTED: _____

EVENT: _____

HOURS REQUESTED: _____

There will be a non-refundable \$50.00 usage fee as well as a \$100.00 security deposit if the clubhouse is being used for a family event. If the clubhouse is being booked for use by outside groups, such as ball teams, golf banquets, rowing clubs, or church groups even if 'sponsored', booked or scheduled and attended by a 12 Oaks resident etc. the fee is \$100 with a \$250 refundable security deposit.

Both checks should be made payable to **"Twelve Oaks at Hampton."** Your reservation will be made upon receipt of these checks. **Please call contact person to check availability of date before sending checks.**

A pre-inspection of the clubhouse is recommended. Notify contact person prior to your event if any problem exists. This will ensure that you are not held responsible for any pre-existing problems. Your security deposit will be returned upon a favorable Clubhouse inspection after your event.

Please sign this reservation form and return it with your checks to:

CONTACT PERSON:

SUE LOCAITIS 2556 Red Oak Court 412-760-0726
rlocaitis@comcast.net

Resident's Signature: _____

Revised June 1, 2023

Twelve Oaks at Hampton Condominium Association

***CHECKLIST WHEN RENTING THE CLUBHOUSE**

The following must be completed before leaving the clubhouse

Please check each item and sign the bottom when completing.

- ___ Clean all Glass Surfaces
- ___ Clean Men's room and Ladies room. Also, empty trash.
- ___ Clean microwave and warming tray drawer.
- ___ Clean stove, a special stove cleaner is under the sink. Do not use Brillo or abrasive cleaners. Also, wipe up spills in the oven.
- ___ Run garbage disposal to be sure it is cleared of any scraps.
- ___ Wipe all counters
- ___ Do not leave anything in refrigerator or freezer, wipe out refrigerator inside and out.
- ___ Vacuum carpets. If something is spilled on the carpet, please use carpet cleaner found under the sink.
- ___ Mop ceramic floors.
- ___ Dish cloths and towels used, must be washed and returned to the clubhouse.
- ___ Take all trash to your home for regular pickup.
- ___ If furniture is moved, please return to original spot.
- ___ Set thermostat to temperature as directed on sign next to thermostat.

ADDITIONAL NOTES

- ___ DO NOT ATTACH BALLOONS TO THE FAN LIGHTS, LONG STRING WILL WRAP AROUND MOTOR.
- ___ PLEASE REMEMBER, PETS AND SMOKING ARE NEVER PERMITTED IN THE CLUBHOUSE!

DO NOT USE KEURIG PODS, ANY PAPER PLATES, CUPS, PLASTIC FLATWARE OR ANY OTHER PRODUCTS STORED IN THE KITCHEN. THESE PRODUCTS ARE PURCHASED BY THE SOCIAL COMMITTEE FOR USE AT SOCIAL FUNCTIONS.

Please sign _____

Date _____

Leave signed copy on counter. THANK YOU FOR YOUR COOPERATION.

SECTION FIVE: Swimming Pool

The swimming pool is a source of recreational pleasure for all the residents of Twelve Oaks at Hampton. The Board of Director's primary responsibility is to assure the safety of all of our residents and guests while they are benefitting from the use of the pool. That is the intent of these rules. Note that the pool is for the use of residents with the distinction that an owner may not necessarily be the resident. Owners who are not residents, are to be considered as guests of the residents.

1. Pool Use Qualifications

No one shall use the pool unless it is officially open and weather permitting. All swimmers must leave the swimming pool when lightning and thunder is in the area. The pool will not open before 7:00 a.m. nor remain open after 10:00 p.m. unless approved by the Board. Pool hours will be posted on the premises.

2. General Rules and Policy

All residents and their guests using the pool or pool area do so at their own risk and agree in consideration for the use of the pool, to make no claim against the Twelve Oaks at Hampton Condominium Association for any loss of life, bodily injury, or property damage.

In case of an emergency, a red landline phone is located inside the Clubhouse on the wall above the counter. An AED: Automatic External Defibrillator which can be used to help those experiencing sudden cardiac arrests, is located on the wall outside the ladies room in the clubhouse. Always call 911 first before beginning life saving measures.

A Board member has the right to eject, for a period, any person from the pool or pool area for violation of any pool rule or any unsafe or objectionable behavior. The second offense will result in an ejection from the pool area for one week. Continued violations will be handled on an individual basis.

All guests must be accompanied by a resident of 12 Oaks at Hampton. Residents under 18 may bring guests if accompanied by an adult resident or their guardian.

When the pool is open, a resident can bring a REASONABLE number of guests (up to 6 per unit) with them to the pool.

A REASONABLE number of guests means that one group is not taking excessive space (for example - tables and lounge chairs) from other residents who are there to access the pool's facilities. Good judgement and discretion are expected with this guideline. Consideration and courtesy should be the basis for residents deciding what is REASONABLE as to not interfere with other resident's access. Interference could lead to the establishment of more restrictive guest policies.

Swimmers should allow the opportunity for established classes occurring at the pool and not interfere with their activities.

A member of the Board will have the authority to clear the swimming pool at any time if there is a problem. The pool may be closed at any time due to either equipment breakdown or any other operational difficulty at the discretion of the Board member.

A resident who has issues or suggestions should discuss them with a member of the Board. Residents are asked to avoid confronting others, especially guests with complaints.

3. Rules of Conduct

- A. All swimmers must wear swimming suits. Swim outfits made up from jeans, cut-off shorts, shorts or sweatshirts are not permitted. Due to potential contamination issues, infants, children and incontinent adults must wear a designated swim diapers while using the pool.
- B. Residents and guests should wear shoes or sandals to the pool area.
- C. Running and horseplay such as pushing, dunking, splashing, jumping and wrestling in the pool area are not permitted. Diving is prohibited.
- D. Pool noodles and children's safety flotation devices are permitted in the pool. No toys or other water equipment may be used.
- E. Snacks are permitted in the pool area, but not in the pool. NO TRASH IS TO BE LEFT AT THE POOL AREA. All trash must be collected and disposed at each resident's home.
- F. Glass containers, sharp objects or other potentially dangerous articles are not permitted in the pool or pool area. Throwing of rocks or other foreign material in the pool or pool area is prohibited.
- G. Bicycles are not permitted in the pool area.

- H. Animals are not permitted in the pool area.
- I. Smoking is not permitted in the pool area.
- J. Residents are asked to restrict themselves and their guests if they have open sores, cuts or other medical conditions that pose a risk to other pool users.
- K. No cooking devices, hibachis, grills, are permitted in the pool area.
- L. Swimmers can use the rest rooms in Clubhouse, but they may not enter main area of the Clubhouse in wet attire.
- M. When leaving the pool area please ensure that all umbrellas are closed and secured. The last person leaving the pool area is required to lock the pool gate and clubhouse doors.

Additional rules in addition to those published here may be deemed advisable by the Board to meet certain conditions as they arise.