

# Victoria Court

975 Easton Road, Suite 102  
Warrington, PA 18976  
(215) 343-1550

August 20, 2014

**RE: Rules and Regulations**

Dear Homeowner,

Enclosed please find a new set of Rules and Regulations for our community. We have made some changes and re-organized these rules in order to make them easier to read and to clarify some situations. You should keep a copy of these Rules and Regulations with your Association Documents in the event you decide to sell your home.

Should you have any questions, please contact our Property Manager, Herb Rabinowitz, at the address or phone number listed above.

Sincerely,

Board of Directors

**VICTORIA COURT CONDOMINIUM ASSOCIATION**

HR/sgs

Enclosure

# Victoria Court Condominium Association

## Rules and Regulations

1. The exterior of the units and all other areas adjoining to a unit shall not be painted, decorated, or modified in any manner without the prior consent of the Executive Board, which consent may be withheld on purely aesthetic grounds within the sole discretion of the Executive Board. Examples of modifications requiring Board approval include, but are not limited to, the following: exterior decorations, plantings, window and door replacements, and exterior light fixtures. To request approval of an exterior modification, please submit an Architectural Request Form (see Exhibit A).
2. Personal articles shall not be stored in any area of the common elements. However, residents may place appropriate deck furniture on the deck(s) assigned exclusively to their unit, a grill in the area designated for their unit (see Exhibit B), and store firewood in adherence to rule 2.d. below. In addition, one of the following storage containers may be placed on the rear deck of the middle units or the upper deck of the end units:  
*Rubbermaid Deck Box (Item #3761-01-714; Carton/Product #75608/390/6)*  
*Rubbermaid Large Deck Box (Item #3793; Carton/Product #15507/2)*
  - a. "Common elements" means all portions of the property outside the units. It includes entry, rear, and upper decks.
  - b. Examples of prohibited personal articles include but are not limited to storage containers other than the approved items listed above, bicycles, toys, play structures, athletic equipment, trash cans, and recycling bins.
  - c. "Appropriate deck furniture" is that which fits reasonably on the deck; does not interfere with ingress/egress to/from the unit; can be easily moved to provide maintenance access to the unit to the Association's representatives; does no harm to the unit, the deck, or any portion of the common elements; and is aesthetically pleasing.
  - d. Firewood shall not be stored against or in direct contact with unit exterior walls or decks; it must be placed on some form of a rack. Any damage caused the deck or exterior walls, including damage caused by insect-infested wood, is the responsibility of the unit owner. The Executive Board reserves the right to limit the amount of wood a unit may store to ½ face cord.
  - e. The Executive Board may, at its sole discretion, determine that an article is inappropriate and require the resident to remove it upon written notification. Resident will have ten (10) days to comply, after which time the Association may remove the item.
3. Decks cannot be altered, including staining, in any way without the prior written approval of the Executive Board. In order to ensure uniformity, the Board will have the work contracted out, and the unit owner will be billed.
4. Storm/screen doors are permitted, but must be approved by the Executive Board prior to installation. See Exhibit A for the Architectural Request Form. They must be full-view style, and all white in color.

5. Satellite dishes are permitted, but must be approved by the Executive Board prior to installation. See Exhibit A for the Architectural Request Form. No part of the dish's installation may be attached to any building area, and the unit owner is responsible for any damage to the exterior of the unit.
6. No flowers or other vegetation shall be planted on any part of the grounds without the prior approval of the Executive Board, which approval may be withheld on purely aesthetic grounds. To request planting approval, please submit a Landscaping Request Form (see Exhibit A).
7. No awnings, window guards, light reflective materials, hurricane or storm shutters, ventilators, fans, or air conditioning devices which are visible from outside any unit shall be used without the prior approval of the Executive Board, which approval may be withheld on purely aesthetic grounds. Small to mid-size air conditioning units are permitted for the third floor only.
8. No article shall be hung from the doors or windows or placed upon the outside window sills of the units.
9. The color of window treatments as viewed from the exterior of the unit shall be white, off-white, beige, tan, cream, or ivory in color.
10. No unit owners shall make or permit any noises or smells that will disturb or annoy the occupants of any of the units or do or permit anything to be done which will interfere with the rights, comforts, or convenience of other unit owners. No immoral or unlawful use shall be made of the property or any part thereof.
11. Each unit owner shall keep his unit in a good state of repair and cleanliness.
12. No sign, notice, or advertisement shall be placed or exposed on or at any window or other part of the units, except such as shall have been approved in writing by the Executive Board, nor shall anything be projected out of any window without similar approval.
  - a. With Board approval, a single "For Sale" may be placed in a window.
  - b. With Board approval, an "Open House" sign may be displayed on the property up to twenty-four hours prior to the start of the open house, and must be removed at the close of the open house. The display of an "Open House" sign will be limited to Saturdays and Sundays.
13. The agents of the Association and any contractor or workman authorized by the Executive Board may enter any unit at any reasonable hour of the day for any purpose permitted under the terms of the Association's Declaration or By-Laws. Entry will be prearranged with the unit owner except in case of emergency.
14. No vehicle on the property shall be parked in such a manner as to impede or prevent ready access to another parking space. All vehicles on the property shall obey any reasonable traffic regulations established by the Executive Board for the safety, comfort, and convenience of the unit owners. No repair of vehicles shall be made at the Property.

15. The speed limit for Victoria Drive is 15 miles per hour.
16. Commercial vehicles are not permitted to be parked on Association property, except as permitted by prior approval of the Executive Board. Commercial vehicles are defined as those weighing over 26,000lbs. and/or are used commercially to transport passengers or property. Magnetic or plastic covers must cover any commercial advertising or identification if and when parked on the property.
17. No unit owner shall use or permit to be brought into any unit or enclosed common area any flammable oil or liquid, including but not limited to gasoline, kerosene, explosives, fireworks, or articles deemed hazardous to life, limb, or property.
18. In accordance with Montgomery Township Ordinance 308.3.1 Open Flame Cooking Devices, charcoal burners and other open-flame cooking devices shall not be operated on combustible balconies or within 10 feet (3048mm) of combustible construction. In accordance with Montgomery Township Ordinance 308.3.1.1 Liquefied-Petroleum-Gas-Fueled Cooking Devices, LP-gas burners having an LP-gas container with a water capacity greater than 2.5 pounds [nominal 1 pound (0.454kg) LP-gas capacity] shall not be located on combustible balconies or within 10 feet (3048mm) of combustible construction. Therefore, no gas or charcoal grills shall be used on any decks or balconies or within 10 feet of any building or structure. See Exhibit B for acceptable location of grills.
19. All trash shall be stored inside the unit. No trash cans or recycling bins may be stored on the decks or any portion of the common elements.
  - a. Trash pickup days are Monday and Thursday. Recycling pickup is on Thursday only. Bulky items are picked up by special arrangement only. Please contact the Association's trash removal company or the Property Manager for details on trash, recycling, or bulk pickup.
  - b. On nights prior to pickup days, trash may be taken outside beginning at 7PM and placed curbside. It must be placed in trash bags, except in the case of bulky items.
  - c. If a reusable container (such as a plastic or metal can) is used, it must be labeled with the unit's address and brought back inside by midnight on the day of pickup.
20. All sidewalks and walkways throughout the property shall be used for pedestrian traffic only. Prohibited uses include but are not limited to bicycling, rollerblading, skateboarding, and sporting activities. No personal articles shall be placed on sidewalks or walkways at any time. Parking lots are not to be used for recreational activities, including but not limited to bicycling, skateboarding, rollerblading, baseball, and football.
21. All pet owners must register their pets with the Association. See Exhibit C for the Pet Registration Form and Rules.
22. Entrance doors are the responsibility of the unit owners, and must be painted with the following MAB Seashore paint colors:
  - a. 100 and 600 Buildings: Ranch Red #471

- b. 200 and 500 Buildings: Concord Blue #573
- c. 300 Building: Fairmont Green #226
- d. 400 Building: Charcoal #257

**Exhibits:**

- A. Architectural/Landscaping Request Form
- B. Grill Locations & Rules
- C. Pet Registration Form & Rules

**VICTORIA COURT CONDOMINIM ASSOCIATION  
Rules and Regulations**

**ENFORCEMENT PROCEDURES**

1. **Reporting Violations:** Complaints concerning violations of the Rules, Regulations or any provision of the Association's Declaration and Bylaws by an owner or tenant must be submitted, in writing, to the Executive Board or Management Company, signed by the unit owner or tenant. The complaint must be in sufficient detail to determine whether a violation has occurred.
2. **Investigation:** A member of the Executive Board, Committee member or representative of the Management Company shall investigate the complaint to determine whether there is reasonable cause to believe that a violation has occurred.
3. **Violation Notice:** The Association will send a written notice describing the violation to the owner and/or tenant, instructing them to correct the violation within a maximum of ten (10) days. If a violation is not corrected within ten (10) days or if a second complaint is received, a second written notice will be sent. The second notice will again inform the owner and/or tenant of the violation, the action required to correct it, the date of a proposed hearing (if requested by an owner and/or tenant) and the fine or other penalties which the Executive Board assessed.
4. **Fines & Penalties:** If an owner or tenant does not comply with the initial ten (10) day notice, the Executive Board may, commencing the eleventh day, impose penalties and/or fines. The penalties could include loss of Association privileges. Depending upon the seriousness of the violation, the fine could either be enacted for each incident or a fine charged each day the violation remains uncorrected. The Executive Board has full authority in establishing the amount of fines and loss of privilege penalties. The amount assessed is due upon receipt of the notice. Fines for violations are as follows:

<b>1<sup>st</sup> Offense</b>	<b>Warning</b>
<b>2<sup>nd</sup> Offense</b>	<b>\$ 25.00</b>
<b>3<sup>rd</sup> Offense</b>	<b>\$ 50.00</b>
<b>4<sup>th</sup> Offense</b>	<b>\$ 75.00</b>
<b>5<sup>th</sup> Offense</b>	<b>\$100.00</b>

5. **Hearing:** All Association owners and tenants shall have the right to a hearing, which could either be conducted by a Committee responsible for Rules and Regulations enforcement or by the Executive Board. If a hearing is conducted by a Committee, the owner or tenant may appeal the Committee's decision to the Executive Board. Any decision made by the Executive Board is final.
6. **Non-Compliance:** In the event that an owner or tenant does not comply with the violation notice and/or does not pay the amount assessed by the Association, the Executive Board may file legal action against the owner for collection of the fines and compliance with the Association's Declaration, Bylaws, Rules and Regulations. Any expense associated with legal action and the collection of fines assessed, including court costs, attorney fees, etc., which may be incurred by

**VICTORIA COURT CONDOMINIM ASSOCIATION**  
**Rules and Regulations**

**ENFORCEMENT PROCEDURES**

the Association, shall be added to the complaint and become the responsibility of the owner to pay. If a judgment, awarded by the Court, remains unpaid, the Executive Board may place a lien, for the amount of the judgment, plus costs, against the owner's property.

7. **Suspend Assigned Parking Space**: Executive Board hereby will suspend the assigned parking privileges of any owner who shall be in default of any payment due for over sixty (60) days. Additionally, said owner will be levied all costs associated with suspending said privileges (i.e. Covering over number on parking spot and/or repainting said number).
  
8. **Late Charge**: Any assessment not paid within fifteen (15) days after its due date, shall accrue a late charge in the amount of twenty-five (\$25.00) dollars or such other amount as may be determined by the Executive Board.

**VICTORIA COURT CONDOMINIUM ASSOCIATION  
Rules and Regulations**

**EXHIBIT "A"**

**ARCHITECTURAL/LANDSCAPING REQUEST FORM**

\_\_\_\_\_  
Unit Owner(s) Name(s)

\_\_\_\_\_  
Unit Owner(s) Signature(s)

\_\_\_\_\_  
Unit Owner(s) Address

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Number – Home

\_\_\_\_\_  
Phone Number – Work

I request approval of the following Common/Limited Common Elements Change(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Checklist for Architectural/Landscaping Change(s):

1. Color: \_\_\_\_\_ Model or Type: \_\_\_\_\_

2. Size: \_\_\_\_\_

3. Attachments:       Drawing       Picture       Sample

4. Contractor Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_  Insurance Certificate Attached

5. Building Permit:       Attached       N/A

PLEASE RETURN TO:  
Victoria Court Condominium Association  
975 Easton Road, Suite 102  
Warrington, PA 18976

**For Board Use Only**

Approved: \_\_\_\_\_

Not Approved: \_\_\_\_\_

Date: \_\_\_\_\_



**VICTORIA COURT CONDOMINIUM ASSOCIATION**  
**OWNER CONTACT INFORMATION**

Please complete the appropriate spaces to provide the necessary information.  
This **must** be returned to the Management Office. (**PLEASE PRINT CLEARLY**)

**Homeowner(s) Name:**

\_\_\_\_\_  
\_\_\_\_\_

**Unit Address:**

\_\_\_\_\_  
\_\_\_\_\_

**Mailing Address:**  
(if other than above)

\_\_\_\_\_  
\_\_\_\_\_

**Please check one:**     **RESIDENT at unit**         **INVESTOR owner**

**Phone Number:**

**Home:** (\_\_\_\_) \_\_\_\_\_        **Work:** (\_\_\_\_) \_\_\_\_\_

**Cell:** (\_\_\_\_) \_\_\_\_\_        **Cell:** (\_\_\_\_) \_\_\_\_\_

**Email:**

\_\_\_\_\_

**Tenant(s) Name:**  
(if applicable)

\_\_\_\_\_  
\_\_\_\_\_

**Tenant(s) Phone Number:**

**Home:** (\_\_\_\_) \_\_\_\_\_        **Work:** (\_\_\_\_) \_\_\_\_\_

**Cell:** (\_\_\_\_) \_\_\_\_\_

\*Lease Expiration Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**\*Copies of all executed leases must be in the office within 30 days.**

\_\_\_\_\_  
Homeowner's Signature

\_\_\_\_\_  
Date

**Please return this form to the following address:**

**Continental Property Management, Inc.**  
**975 Easton Road Suite 102**  
**Warrington, PA 18976**  
**Fax: 215-491-5620**

**VICTORIA COURT CONDOMINIUM ASSOCIATION  
Rules and Regulations**

**EXHIBIT "C"**

**PET REGISTRATION FORM**

I have read the Victoria Court Condominium Association Rules and Regulations. My household and I agree to comply with the rules as they pertain to having a pet.

Unit Owner(s) Name(s): \_\_\_\_\_

Unit Owner(s) Address: \_\_\_\_\_

Signature(s): \_\_\_\_\_

Date: \_\_\_\_\_

Kind of Pet: \_\_\_\_\_

Breed: \_\_\_\_\_

Sex, or altered: \_\_\_\_\_

Name of Pet: \_\_\_\_\_

Weight: \_\_\_\_\_

Colorization: \_\_\_\_\_

Tag Number: \_\_\_\_\_

Licensed (city/state): \_\_\_\_\_

Rabies Vaccination  
(expiration date): \_\_\_\_\_

The Executive Board grants permission to have a pet in the above named unit. This registration will be revoked if other residents of the community complain of the pet's behavior; the pet is not curbed (cleaned up after) or allowed to roam unleashed on the common area.

**VICTORIA COURT CONDOMINIUM ASSOCIATION  
Rules and Regulations**

**EXHIBIT "C"**

**PET RULES**

1. No animals of any kind shall be bred, raised and/or sold in any unit. Pets are to be house pets and domesticated.
2. Two domesticated pets are allowed per household.
3. When outside, pets (dogs and cats alike) must be leashed and attended by a responsible person at all times. Pets are not permitted to run loose or uncontrolled on the common/limited common elements.
4. Pet owners are responsible for the **IMMEDIATE CLEAN UP** of any waste left by their pets on the common/limited common elements or any other part of the property.
5. Pets are not to be tethered to any part of the unit, tree or any other part of the common/limited common elements or to a stake, placed in the common/limited common areas.
6. Pet owners are responsible for any property damage, injury or disturbance caused by their pets. Pets are not permitted to disturb other residents or guests at any time.
7. It is a State law that all animals have a current rabies vaccination and written proof thereof.
8. **The Association reserves the right to direct and effect the removal of any pet if it proves to be a health, insurance, safety or other danger or nuisance to the community.**

## **VICTORIA COURT CONDOMINIUM ASSOCIATION**

### **Propane and Charcoal Grill Guidelines to Meet Montgomery Township Fire Codes (308.3.1 and 308.3.1.1)**

#### End Units (#00, 01, 10 and 11)

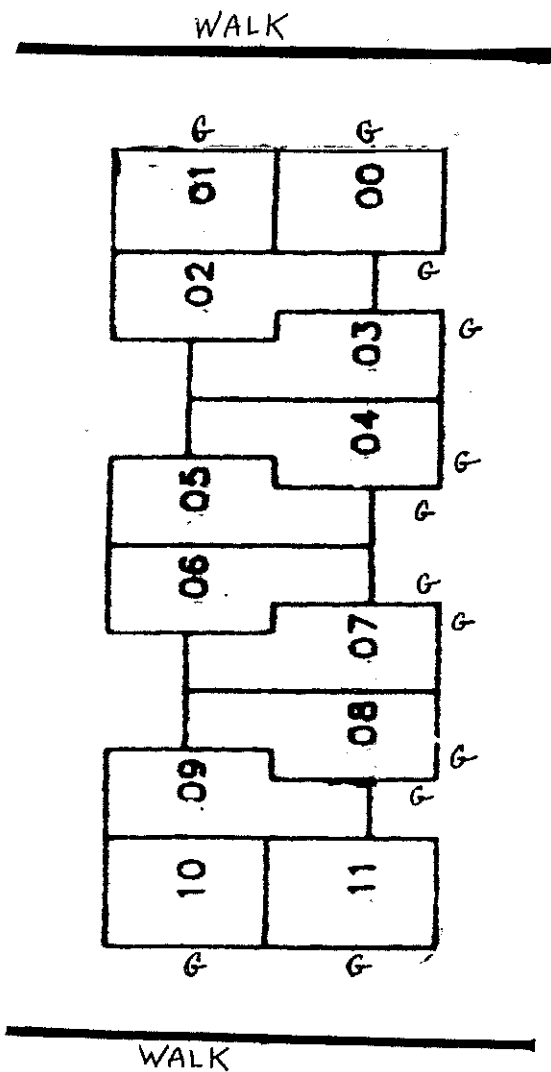
No grills on decks or balconies! All grills must be stored on the common area at the side of the owners units. The homeowner is responsible for a brick or paver storage pad, approximately 2 feet x 3 feet, next to the stairs of their unit. When grills are used they are to be moved onto the cement walkway, 10 feet or more from any and all combustible materials.

#### Middle Units (#02 to #09)

No grills on rear or front decks! All grills must be stored on the common area at the rear of the owners units. The homeowner is responsible for a brick or paver storage pad, approximately 2 feet x 3 feet next to the rear deck or rear deck stairs. When grills are used they are to be moved onto the grass common areas, 10 feet or more from any and all combustible materials.

#### Rear Stairs (Rule 15)

Unit owners wanting to install steps from their rear deck must place a request in writing to the Executive Board. The Executive Board, in order to ensure uniformity, will have the work contracted out and the unit owner will be billed. Decks can only be stained, not painted, and must be of a natural wood color.



BACK  
COMMON  
AREA  
GRASS

G = GRILL STORAGE