

**100 Acre Woods**  

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**Townhouse Association**

Holland, Northampton Township, Pennsylvania

**Handbook of  
Rules & Guidelines**

Approved by the  
Board of Directors

September 2014  
August 2022 revision

# **100 ACRE WOODS TOWNHOUSE ASSOCIATION**

Correspondence to:

100 Acre Woods Townhouse Association  
c/o Continental Property Management, Inc.

975 Easton Road, Suite 102  
Warrington, PA 18976

Phone (215) 343-1550  
Fax (215) 343-4409

Website: [www.100acrewoodsta.com](http://www.100acrewoodsta.com)

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# **Rules & Guidelines**

## **For Unit Owners, Renters and Guests**

The purpose of this handbook is to serve as a convenient guide for members of the Association, residents and their guests. The Association's rules, use restrictions, and architectural guidelines have been established to ensure and maintain the quality of life and protect property values in the 100 Acre Woods community.

Townhouse living differs from owning a single-family home. Adjustment to this difference is not always easy, but you will find that the rules by which our 201 families abide are based on common sense and are intended to promote harmonious and pleasant living.

Your primary responsibilities to your neighbors are: (1) to become thoroughly familiar with the contents of this handbook; (2) to adhere strictly to all provisions; and (3) to see that your family and guests do the same. No rules can ever take the place of courtesy and consideration for one's neighbors. Your cooperation and assistance are appreciated.

Nothing herein is intended to supercede the laws and regulations promulgated by the Commonwealth of Pennsylvania, Bucks County and Northampton Township. In the situation where municipal authorization is required, it is the homeowner's responsibility to obtain same. It is important to note that even if the Township approves a particular change/use, such a change/use must still be approved by the Board of Directors subject to all Association rules and architectural guidelines.

This statement of rules and architectural guidelines is approved by the 100 Acre Woods Townhouse Association Board of Directors this 10<sup>th</sup> day of August 2022.

These amended rules and guidelines are effective September 1, 2022.

## **ASSOCIATION REMINDERS**

### **ALL EXTERIOR CHANGES**

You must obtain written approval from the Board of Directors prior to the beginning of any exterior changes. The exterior of any unit may not be altered without prior written approval.

## **NORTHAMPTON TOWNSHIP REMINDERS**

### **DIAL 9-1-1 FOR EMERGENCIES**

Enhanced 911 Service is available to residents of Northampton Township and other communities in Bucks County. For fire, police or rescue response dial 9-1-1.

### **BUILDING NUMBERING ORDINANCE**

All units must display their assigned street numbers (Arabic numerals) as follows: Street numbers must be sufficiently legible as to contrasting background arrangement, spacing, and uniformity, to be clearly visible from the street. Numbers placed on a building front or porch shall be a minimum of three inches (3") in height and located at least sixty inches (60") above ground level. Additional information: contact the Fire Marshal at 215-357-6800.

### **BURNING ORDINANCE, FIREPITS AND FIREWORKS**

Please be advised that residents are prohibited from burning leaves, yard waste, refuse and other materials. Firepits and fireworks are not permitted in the community due to the close nature of townhouses and the potential for an accidental fire. The use of these items is prohibited by township ordinance. For further information, contact the Fire Marshal (Phone: 215-357-6800).

### **NO ANIMALS AT LARGE**

It shall be the responsibility of the owner to prevent any pet, licensed or unlicensed, to wander loose or run at large. Pet owners are also responsible for the sanitary maintenance of their property and their neighbor's property. Violation penalties: max \$600 fine and/or jail 30 days.

### **TRASH AND RECYCLABLES COLLECTION**

Residents are not to have refuse at their curb for collection before 6:00 PM on the night prior to the designated pick-up day. Township trash and recycling collection is currently Monday. Each homeowner may leave (1) bulk per week for collection providing it does not contain Freon. Call the Township if you have questions about what they can accept at 215-357-6800.

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## **ASSOCIATION GOVERNANCE**

The Association's Declaration and Bylaws are very important documents. If you have not reviewed them, you should, as they contain the basic information which governs the operation of the Association.

Each townhouse owner in 100 Acre Woods is a member and stakeholder in the Association. The rights and privileges of membership are subject to the payment of assessments levied by the Association as well as adherences to all community rules, restrictions and guidelines.

The business affairs of the Association are managed by a five-member Board of Directors, each of which volunteers his/her time and makes decisions on behalf of the Association membership. Board members are elected to three-year terms by the Association membership. Elections are held at the annual membership meeting, which usually is conducted on the first Tuesday in January of each year.

The Board of Directors meets in regular session every other month and all Association members are welcome to attend. Officers of the Association are elected by the Board of Directors at the first meeting of the Board following the annual membership meeting.

In accordance with the Declaration and Bylaws, the Association's management agent, Continental Property Management, Inc., is responsible for maintaining the property and enforcing all covenants, rules and restrictions under the direction of the Board of Directors. Failure by the Association, management agent or by any owner to enforce any covenant or restriction shall in no event be deemed a waiver of the right to do so thereafter.

## **RULES AND RESTRICTIONS**

This summary of the rules and use restrictions is based on the Declaration and Bylaws of the 100 Acre Woods Townhouse Association as well as actions of the Board of Directors as recorded in minutes and noticed to residents. These source documents should be consulted for any topics not covered below.

### **ANTENNAS**

Pursuant to federal law and adoption of applicable rules by the Federal Communications Commission, satellite dish antennas less than 24 inches in diameter shall be deemed acceptable under the following condition:

Satellite dishes must be placed in the least obtrusive location possible, consistent with obtaining an acceptable quality signal.

### **ASSOCIATION ASSESSMENTS**

Each unit owner or household is charged a regular Association fee, payable semi-annually (twice per year). The modest income is used in three ways:

1. To provide basic services (e.g., common grounds maintenance and repairs, snow removal, professional management).
2. To cover routine administrative costs (e.g., legal and accounting, insurance, printing and postage), and
3. To build the Association's financial reserves to offset future capital expenses (e.g., replacement of roads and streetlights).

**PAYMENTS ARE DUE ON JANUARY 1 AND JULY 1.** Please plan accordingly. Your payment should be received on or before the respective due date. It is considered late the following day.

**THERE IS NO GRACE PERIOD.** The time between the due date and the assessment of a late charge (see below) is to allow for such things as mail delays, weekends and holidays.

If your payment is not received in full by the 15<sup>th</sup> of the month, an automatic late charge of twenty-five dollars (\$25.00) will be assessed to your account. You will also be charged an additional \$20.00 per month for each month your account remains delinquent, plus collection costs.

We do not consider the postmark date. The date your payment is received at the bank lockbox is the date we use to determine whether a large charge is assessed.

Special assessments may also be levied by the Association and are due upon notice. Examples include fines or other penalties, and member contribution for unanticipated capital improvements.

## **BASKETBALL NETS**

A portable/seasonal basketball net (not permanently installed) is permitted under the following conditions:

- Use of the basketball net shall be permitted only during daylight hours, but in any event not before 9:00 a.m., with consideration given to neighboring units.
- Equipment as designed must be freestanding, with weighted moveable base, and cannot be fastened to the exterior of a townhome. Equipment shall be commercially purchased and may not be homemade.
- The entire net, backboard and support assembly must be secure and always present a neat and finished appearance. Equipment shall be maintained in good working order and shall not deviate in appearance from that intended by the manufacturer.
- Equipment shall not be located on the street nor anywhere other than on a homeowner's lot.
- Placement of the base shall not be permitted in the lower third of a driveway, nor any closer than ten (10) feet from the sidewalk. Equipment shall be located to minimize potential nuisance factors on neighboring units.
- Net, backboard and support assembly may remain standing in a driveway year-round if it is being used regularly. When not in use, the basketball net equipment must be stored in the garage or basement.

## **CLOTHESLINES**

Clotheslines and similar clothes-hanging devices, such as lines, reels, poles, frames, etc., are not permitted outside the unit.

## **COMMON COURTESY & RESPONSIBILITY**

No resident of any unit shall carry on, or permit to be carried on, any practice which unreasonably interferes with the quiet enjoyment of another unit or the common areas, or which creates or results in a hazard or nuisance to other residents.

Each owner is responsible for the repair and upkeep of their townhome and the real estate (lot) they own.

Each unit shall be maintained by its owner (and/or lessee) in a safe, clean, and sanitary manner and in a condition of good order and repair.

## **DRIVEWAYS**

Standard rule: No exterior changes are to be implemented without prior written approval from the Board of Directors. All proposals for driveway repair, replacement, resurfacing or extension must be submitted with drawing dimensions. The maintenance of all driveways is the responsibility of the homeowner.

## **EASEMENTS**

The easements behind and between buildings throughout the community are restricted for use by middle unit owners for access to their backyards. The easements also enable access for inspection, maintenance and repair of utility and service lines/systems. The easements are not to be used as walkways or "cut-throughs" for convenience or recreation.

All the property between neighboring units is privately owned, and there are no common areas between adjoining properties anywhere in the development. Easements are on private property and the rights of the individual homeowners are to be respected at all times.

The riding of bicycles between or behind buildings is prohibited.



## **FENCES**

Fences are not permitted; including those fences/materials used to enclose gardens.

## **FIREARMS, HUNTING & TRESPASSING**

Carrying and/or use of firearms and similar weapons, including BB guns, pellet guns, paintball guns, and bow-and-arrow, is strictly prohibited.

“Private property” signs are posted in the wooded area behind the detention basin and adjacent to the playground. The signs indicate that this common area is privately owned by the Association and no hunting, no firearms and no pellet or BB guns are permitted.

Anyone seeing a person carrying a gun or other weapon on Association property should immediately notify the Northampton Township Police Department.

## **FLAMMABLE STORAGE**

No tank for storage of gas or flammable liquids may be maintained on any lot or unit, except as follows: A 20-pound tank of propane and/or a 5-gallon container of gasoline or kerosene may be kept on an owner’s property.

## **LAWNS & LANDSCAPING**

Unit owners and lessees are responsible to maintain their respective lot, including the lawn and landscaping, in a neat, orderly and attractive condition at all times.

Appropriate lawn maintenance is required by all residents. Grass must be cut regularly and must be maintained at a minimum height of two (2) inches and a maximum height of six (6) inches. The Board of Directors reserves the right to have the grass cut at the owner’s expense if the lawn is in violation.

Vegetable gardens are permitted in the rear of homes only and may not exceed 100 square feet in size, must be maintained and all debris discarded at the end of the growing season or no later than September 30.

The Association maintains the trees, bushes, lawn areas, etc., in the common areas, including pruning, landscaping, reseeding and chemical applications. No changes and improvements to common grounds can be made without prior express permission of the Association’s Board of Directors.

## **LEASING OF UNITS**

Lessees are required to abide by all Associations rules and restrictions. The owner is responsible for the conduct of his/her tenants with respect to the Association rules and restrictions. All units are single family dwellings and cannot be subdivided.

The owner of any rental unit shall provide the tenant thereof with a copy of all applicable rules and restrictions and shall see to it that the provisions are always followed.

## **MOTOR & RECREATIONAL VEHICLES**

All motor vehicles shall be maintained in proper operating condition with current inspection and registration. Vehicles that may constitute a public hazard or nuisance (e.g., noise, exhaust, emissions, leaking fluids or otherwise) are prohibited.

Recreational (or other non-passenger) vehicles, boats, campers and trailers of all types are not permitted to remain overnight other than in closed garages.

No commercial, unlicensed, unregistered, uninspected or inoperable motor vehicle may remain overnight on any homeowner’s property or the Association’s property (including streets).

Major repairs and dismantling of vehicles are prohibited within the community. This includes any noxious, unsightly, or offensive activity which is or may become a nuisance to other residents.

Motor-driven recreational vehicles of any kind, including motorbikes and snowmobiles, are strictly prohibited throughout the community.

### **PARKING & SPEED LIMIT**

The 100 Acre Woods Townhouse Associations owns, maintains and controls Mulberry Drive, Cottonwood Drive and Pebble Court as private roads. Parking is difficult in a densely populated community such as 100 Acre Woods and the Association implores your cooperation.

The installation of double (expanded) driveways is permitted by the Township and may help to alleviate parking problems if your current driveway does not provide sufficient space for your cars. Contact the Management Company or Board of Directors for further information.

Residents with more than two (2) vehicles shall be considerate of other occupants and park their vehicles accordingly.

Sidewalks and driveways are not to be blocked by parked vehicles, at any time.

No parking within thirty (30) feet of an intersection and fifteen (15) feet of a fire hydrant. No parking on Pebble Court except at the court's entrance on the west side of the street. No parking in the eyelids (cul-de-sacs) on Cottonwood and Mulberry Drives.

Vehicles must be parked parallel to and within six (6) inches of curb lines. No parking perpendicular to curb lines.

No parking on the grass.

Whenever snow falls to a depth of two (2) inches or more, parking is prohibited on Cottonwood Drive, Mulberry Drive and Pebble Court during the snowstorm and until 36 hours after the end of the storm. This will allow for efficient snow removal operations and for treatment or melting of icy spots.

### ***THE SPEED LIMIT ON MULBERRY AND COTTONWOOD DRIVES IS 15 MPH.***

### **PET CONTROL**

All pets must be leashed and kept under control at all times.

All solid pet waste must be picked up, bagged and disposed of in the owner's trash.

Pet owners are responsible for the immediate removal of their pet's solid waste from their own property and from all common areas. It is required by law!

Owners are not permitted to allow their pet to roam or soil on another owner's property. Owners are responsible for any property damage, injury, or disturbance caused by pets belonging to themselves or their lessees. Pet owners are required to follow applicable local and state laws.

The raising or maintenance of animals for commercial use is prohibited. No livestock, fowl or poultry may be kept on any lot.

## **PLAYGROUND**

The use of the Association's playground is restricted to residents of 100 Acre Woods Townhouse Association and their guests.

- Guests are not permitted to use these facilities unless accompanied by a resident.
- Playground hours are from dawn to dusk.
- Children must be always supervised.
- Play at your own risk.
- Wheeled objects (riding toys, bicycles, roller skates, skateboards, etc.) and pets are not permitted inside the playground area at any time.
- Deposit all trash in available receptacles.

## **RECREATION & PLAY EQUIPMENT**

Swing sets, playhouses/gyms, slides, bulky sports equipment and the like are permitted in rear yards with consideration given to lot size, equipment size and design. Basketball nets are not permitted as otherwise specified (see "Basketball Nets" above).

**Board approval is required prior to installation.**

No swimming pool is permitted except for a child's wading pool, which shall not exceed six (6) feet in diameter and eighteen (18) inches in depth. The pool shall be empty of water at all times when not attended by a responsible adult. Pools must be stored inside when not in use.

Ramps for use with skateboards, bicycles, etc., are strictly prohibited.

## **RESIDENTIAL USE ONLY**

All units are restricted specifically to residential use. No form of commercial or non-residential use or activity is permitted on any lot.

## **SIDEWALKS**

Each owner is responsible for the sidewalks on or alongside his/her property, including repairs and maintenance. Sidewalks must be kept free and clear of obstructions at all times, including parked vehicles, shrubbery (and other landscaping) and debris.

## **SNOW REMOVAL**

Under current Northampton Township regulations, each resident is responsible for snow and ice removal on sidewalks within 24 hours after the storm ends. **SNOW IS NOT TO BE PUT IN STREETS WHEN REMOVING FROM SIDEWALKS.** Violation of either of these rules will result in fines from Northampton Township as well as the Association.

## **SIGNS**

No signs are permitted to be displayed on any lot except for customary name and address identification, holiday decorations, and "For Sale" signs. "For Sale" signs shall not exceed nine (9) square feet.

## **STORAGE SHEDS**

Storage sheds are permitted providing they are no larger than 77” in height, 32” in depth and 60” in width. Sheds may only be placed in the rear of homes placed directly against the house. See Exhibit “A”

## **TRASH COLLECTION & DISPOSAL**

Garbage must be deposited in a closed metal or plastic container or plastic garbage bag. The only exception shall apply to nonperishable items that are too large for enclosure in such a container.

Northampton Township provides curbside pickup on Monday, for which containers and bulk items should be placed no earlier than 6:00 PM the night before pickup. The Township’s rules and regulations for the collection of garbage, refuse, trash cans and recyclables must be followed by all residents.

Recyclables are picked up weekly. A separate yard waste collection picks up grass clippings, leaves and garden waste from April 1 to December 15. Your pickup day for yard waste is on a separate schedule. For disposal of refrigerators, freezers or air conditioners, call Northampton Township to arrange for pickup (215-357-6800).

## **WINDOW AIR CONDITIONERS**

Window air conditioners are not permitted.

## **ARCHITECTURAL GUIDELINES**

This summary of the Architectural Guidelines is based on the Declaration and Bylaws of the 100 Acre Woods Townhouse Association as well as actions of the Board of Directors (as recorded in minutes and noticed to residents). These source documents should be consulted for any topics not covered below.

### **DECKS**

**YOU MUST OBTAIN WRITTEN APPROVAL OF THE BOARD OF DIRECTORS PRIOR TO BEGINNING CONSTRUCTION, EXPANSION OR IMPROVEMENT OF A DECK. WHEN STAINING A DECK, THE COLOR MUST ALSO BE APPROVED.**

If you are planning to construct a deck, please be considerate of your neighbors. Buffer plantings are strongly recommended where necessary, to help offset any possible negative impact on neighboring units.

Two complete sets of plans with drawings indicating dimensions and builder specifications must be submitted in writing to the Board of Directors or the Management Company for review and approval prior to the installation and/or expansion of all decks. Drawings must be in sufficient detail to determine conformity with all requirements specified below.

Whenever possible, the Board will respond to all such requests within five (5) to seven (7) days of receipt of the complete plans. To facilitate a timely reply, all submitted plans should be signed by the owner and include the street address, as well as day and evening phone numbers.

Board approval is signified by three (3) Board member signatures on the submitted drawings.

All expanded decks must adhere to the following specifications:

- The height of the deck shall be the same as the height of the deck originally installed by the builder. The deck will extend out from the rear of your Townhome.
- All decks must be rectangular in shape and may be contoured to match the original bay window.
- Railings must be consistent with BOCA code.
- Decks must be constructed of pressure treated wood or synthetic material in a Board approved color.
- Concrete footings are required.
- In those townhomes where the deck extends from the second story of the home (“upper-level”), decks may have steps to the ground. Decks may not be faced or boxed in with lattice or any other material.

No deck shall extend more than twelve (12) feet from the rear structure of a unit (sliding glass doors). Further, decks shall be limited in width so that no deck extends closer than two (2) feet from the center of a party wall. Therefore, no deck shall exceed the dimensions of 12’ x 20’ on an interior unit and 12’ x 22’ on an end unit.

Once the Board approves a deck plan, the owner must obtain all necessary building permits and inspections required by Northampton Township. The Township will not issue a permit unless plans are Board approved and contain signatures of at least three (3) Board members.

The Board will conduct a follow-up inspection after construction is completed.

### **EXTERIOR CHANGES & PAINTING**

In accordance with Article 2, Section 1(n) of the Declaration of Covenants, Conditions, Easements and Restrictions for Townhouses of 100 Acre Woods, Phase 2 (as amended):

“No Owner of any townhouse Lot shall alter any aspect of the exterior of an individual dwelling unit erected upon a townhouse lot, by changing the color, fascia material, etc., in any manner which is inconsistent with the general architectural appearance and color scheme of the Townhouses of 100 Acre Woods, Phase 2, as originally constructed...”

The provision set forth above clearly prohibits a townhome owner from painting/changing the color of any exterior (trim or siding). When an owner wishes to repaint an exterior surface, the owner must use a paint/stain that matches the original color as closely as possible.

The approved exterior paint colors are below:

Green Townhomes

Garage: Sawdust

Front Door & Trim: Ivoire

Tan Townhomes

Garage: Galloway Tan

Shutters/Front Door: Militia Blue

Trim: White

Paint formulas are available at the Sherwin-Williams store (215-357-1058) located at 608 Second Street Pike in Southampton. The colors are listed under 100 Acre Woods.

The approved exterior stains for the wood shakes on the gables (all townhomes) are as follows:

Olympic brand semi-transparent stain in Natural Tone Cedar or Thompson brand semi-transparent stain, in Hawthorne.

Except for routine upkeep and maintenance in strict conformity with the above, **THE EXTERIOR OF ANY UNIT MAY NOT BE ALTERED WITHOUT THE PRIOR WRITTEN CONSENT OF THE BOARD OF DIRECTORS.** This includes (but is not limited to) windows, doors, garage door replacements, radon remediation, roof shingles, and aluminum siding replacement.

Requests for changes or improvements, which shall contain detailed plans and specifications, must be submitted in writing to the Board of Directors.

### **FRONT DOOR REPLACEMENT**

There are (3) approved door styles. See Exhibit "B" for further information.

### **GARAGE DOOR REPLACEMENT**

The existing garage doors may be replaced with a wood or steel raised panel door, with the aim of duplicating the existing architectural style. The pattern on the door must conform to a 16-panel design and remain windowless. These doors must be painted using the approved exterior colors for garage doors as specified above.

### **INSURANCE REQUIREMENT & CERTIFICATES**

When submitting documents for exterior changes to the Board for approval, you must provide a certificate of insurance from your contractor naming the Association as a certificate holder. The Association should be shown as noted here: 100 Acre Woods TA, 975 Easton Road, Ste 102, Warrington, PA 18976

### **LATTICE**

For units with stairs in front extending to main entrance on second level, owners may box in beneath the stairs and front porch supports using pressure treated or non-decaying wood lattice, natural in color.

All lattice must present a uniform and attractive appearance and must match that already in predominant use throughout the development. Lattice, as described above, maybe installed vertically as a privacy screen between adjoining (side-by-side) rear decks, subject to approval by the Board of Directors. However, privacy screens shall be limited in width and height so that no screen extends more than eight (8) feet from the rear structure of a unit, nor any higher than four (4) feet from the top of the deck railing.

Lattice may not extend across the back of a deck, nor may any deck or porch be boxed in with lattice or in any other manner.

**PATIOS**

In accordance with the Township, the Association permits a ground level patio with a “pervious surface,” i.e., un-cemented stone or brick. A homeowner may build such a patio with the following limitations: the patio must extend only from the rear of the townhome, shall not extend more than twelve (12) feet from the rear of the townhome, and shall not exceed twenty (20) feet in width on an interior Townhome or twenty-two (22) feet on an end townhome.

**RADON REMEDIATION**

Radon mitigation systems that are plainly visible and obtrusive externally, or that present an unattractive appearance, are unacceptable to the Association. Whenever possible, the best approach (but also the most expensive) is to run the pipe through crawl spaces, voids and closets on the inside of the unit and exit through the roof, thereby avoiding altogether any objectionable appearance. Homeowners who opt to install the pipe on the exterior of the unit must make every effort to mask the installation. The Board recommends the use of a pipe that matches the existing downspouts and blends well with the siding on the building. Buffer plantings around the base should be used to help offset any adverse impact on neighboring units.

**SIDING REPLACEMENT**

Cedar shake siding on the front of the home may be replaced with vinyl materials: CertainTeed Monogram with Cedar Impressions Half Rounds in color Mountain Cedar. Vinyl siding colors and style must be approved by the Board.

**SOLAR PANELS**

Solar panels are permitted with board approval and township approval.

**STORM & SCREEN DOORS**

Must conform to the color of the solid exterior door or must be white in color.

**ROOF**

Approved replacement roof shingles are noted below.

**South Timber, Mulberry & Pebble**

Manufacturer	Color	Type	Model	Lifetime
GAF	Charcoal	3 Tab	Sentinel	20 Year
			Royal Sovereign	25 Year
			Marquis Weather Max	30 Year
CertainTeed	Moire Black	3 Tab	XT 25	25 Year
			XT 30	30 Year

**North Timber & Cottonwood**

Manufacturer	Color	Type	Model	Lifetime
GAF	Golden Cedar	3 Tab	Sentinel	20 Year
			Royal Sovereign	25 Year
			Marquis Weather Max	30 Year
CertainTeed	Timber Blend	3 Tab	XT 25	25 Year
			XT 30	30 Year

**ENFORCEMENT PROCEDURES**

The enforcement procedures described below are based on the Declaration and Bylaws of the 100 Acre Woods Townhouse Association as well as actions of the Board of Directors (as recorded in minutes and noticed to residents). These source documents should be consulted for any topics not covered herein.

## **REPORTING VIOLATIONS**

Complaints concerning violations of the rules and restrictions, guidelines, or any provision of the Association's Declaration and Bylaws by an owner or resident must be submitted, in writing, to the Board of Directors or Management Company, signed by the unit owner. Members of the Board of Directors, committee members (if so authorized) and Management Company representatives may verbally report any violation.

The complaint must be in sufficient detail to determine whether a violation has occurred.

## **INVESTIGATION**

A member of the Board of Directors, an authorized committee member, or a representative of the Management Company shall investigate the complaint to determine whether there is a reasonable cause to believe that a violation has occurred.

## **VIOLATION NOTICE**

If a violation occurred, the Association will send a written violation notice describing the violation to the owner and/or resident to start any action which may be necessary to correct the violation within a maximum of ten (10) days. The written notice shall also contain a provision for a hearing and state the potential consequence for noncompliance.

If a violation is not corrected within ten (10) days, a second notice will be sent by certified mail and administrative costs assessed to the owner. This second notice will again inform the owner/resident of the violation, the action required to correct it, date of a proposed hearing (if applicable), and the fine or other penalties imposed by the Association.

## **HEARING**

All Association members and residents shall have the right to a hearing which can be conducted either by the committee responsible for rules enforcement or by the Board of Directors. The date, time and place of the hearing will be established by the committee or Board and will be included in all written violation notices.

If the hearing is conducted by a committee, the owner/resident may appeal the committee's decision to the Board of Directors. Any decision rendered by the Board of Directors is final.

## **FINES & PENALTIES**

If an owner/resident does not comply with the initial ten-day notice, the Board of Directors may, commencing the eleventh (11) day, impose penalties and/or fines. The penalties could include loss of Association privileges such as use of recreation facilities, voting at membership meetings, etc.

The Board of Directors may also impose fines. Depending upon the seriousness of the violation, the fine could be either enacted for each incident or a fine charged for each day the violation remains uncorrected. The Board of Directors has full authority to establish the amount of fines and loss of privileges or other penalties as outlined in the Declaration.

When a fine is imposed, notice will be mailed to the unit owner. The amount charged is due upon receipt of notice.

## **NON-COMPLIANCE**

If an owner or resident does not comply with the violation notice and/or does not pay the fines assessed by the Association, the Board of Directors may take legal action against the owner for collection of the fines and compliance with the Association's rules, restrictions and guidelines. Any expense associated with legal action, including court fees, attorney fees, etc., which may be incurred by the Association shall be added to the complaint and become the responsibility of the owner to pay.

When a judgment is awarded by the Court that remains unpaid, the Board of Directors may place a lien for the amount of the judgment against the owner's property.



## **PET FINES**

If a member or resident does not comply with the first written notice concerning a pet violation, the Board will levy a \$25 fine. If, within six (6) months, the pet violation occurs a second time, a second fine will be imposed. If it occurs a third time, a fine will be imposed and the member will be asked to appear before the Board of Directors at its next regularly scheduled meeting to discuss the member's pet responsibilities. If the member does not appear before the Board, an additional automatic fine will be assessed. If the incident occurs again, an additional fine will be assessed and the Township will be notified.

## **RESALE INFORMATION**

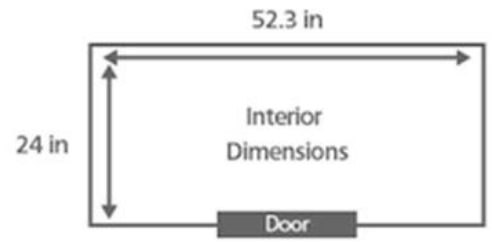
Eventually each Association member may be involved in reselling their townhome. Since you are a member of a Homeowners Association, you must provide the new owner with all the Association's documents as part of the legally required disclosure information prior to settlement. This would include 5407 Resale Certificate, the Association's Declaration, Bylaws, Rules & Guidelines, and financials.

To satisfy the requirement, typically the real estate agent, mortgage company, lawyer or title insurance company requests a "settlement package" from the Management Company, and the Management Company charges the owner (seller) a fee for this service.

Please contact the Management Company at 215-343-1550 for a request for a resale package and guidance in this matter.



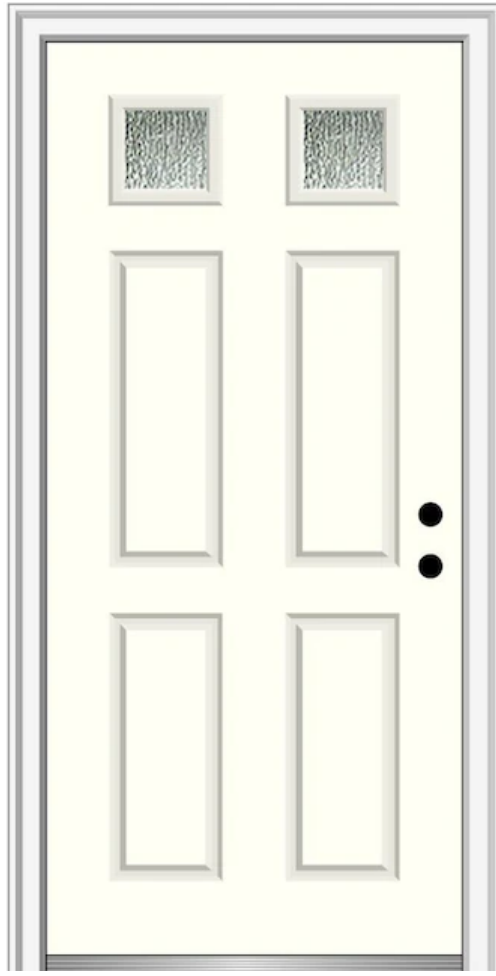
76.8 in



Exterior Dimensions



Exhibit B



## IMPORTANT TELEPHONE NUMBERS

**EMERGENCY (Police, Fire, Ambulance) ..... 911**

**Northampton Police Department**

50 Township Rd, Richboro, PA 18954  
215-322-6111

**Northampton Fire Department**

50 Newtown Richboro Rd  
Richboro, PA 18954

<http://www.ntvfc.com>

215-357-8277

**Tri-Hampton Rescue Squad**

<http://www.tri-hampton.org>

215-355-3648

**Bucks County Department of Health**

<http://buckscounty.org>

215-345-3318

**Continental Property Management, Inc**

975 Easton Road, Warrington, PA 18976

<http://cpm975.com>

215-343-1550

**Northampton Admin Department**

55 Township Rd, Richboro PA 18954

<http://www.northamptontownship.com>

215-357-6800

**Northampton Zoning Department**

55 Township Rd, Richboro PA 18954

<http://www.northamptontownship.com>

215-355-3883

**Bucks County District Court**

60 Township Rd, Richboro, PA 18954

<http://buckscounty.org>

215-322-0144

**Northampton Township Library**

25 Upper Holland Rd, Richboro, PA 18954

<http://buckslib.org>

215-357-3050

**Northampton Public Works**

55 Township Rd, Richboro, PA 18954

215-355-3433

## IMPORTANT TELEPHONE NUMBERS

(cont'd)

### **Northampton Recreation Center**

345 Newtown Richboro Road  
Southampton, PA 18954

<http://www.norrthamptonrec.com>

215-357-5396

### **Senior Citizens Center**

165 Township Rd, Richboro, PA 18954  
215-357-8199

### **Tax Collector**

215-357-1343

### **Trash & Recycling (Mascaro)**

1-800-432-1616

### **Northampton Water & Sewer Authority**

111 Township Rd, Richboro, PA 18954

<http://www.nbcmatoday.org>

215-357-8515

### **Council Rock School District**

30 N. Chancellor Street  
Newtown, PA 18940

<http://www.crsd.org>

215-944-1000

