



# *English Meadows Condominium*

## **HANDBOOK OF RULES AND REGULATIONS**

**December 2025**

**English Meadows Condominium Association**  
**Rules and Regulations**  
**Revised December 2025**

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## ENGLISH MEADOWS CONDOMINIUM ASSOCIATION

### RULES AND REGULATIONS

#### 1.0 INTRODUCTION

The governing documents of the English Meadows Condominium Association were instituted to promote a safe, harmonious, and uniform community environment.

##### 1.0.A Governing Documents Defined

English Meadows Condominium Association is a legal, non-stock, not-for-profit entity established by Articles of Incorporation. Buyers of units contractually agree to become part of this association of fellow owners bound by certain legal governing documents identified as the declaration, bylaws, and rules and regulations.

The declaration, the master deed which includes the certificate of incorporation, is recorded in the state's attorney general's office; Bylaws are recorded in the county registrar of deeds. Either may only be altered through a prescribed process by the voting members. Rules and regulations are additional rules adopted by the Board of Directors which specify in more detail how unit owners are to share space.

The declaration, commonly known as covenants, conditions, and restrictions (CC&Rs) is a legal contract which binds individual unit owners and the association to each other. It typically identifies units and common areas, defines the maintenance obligations of the unit owner and the association, and restricts how the property can be used. The English Meadows declaration consists of the original document and four subsequent amendments.

Bylaws deal with the organizational and administrative aspects of the community such as elections, meetings, and composition of the Board of Directors. The English Meadows Bylaws include the addition of an amendment dated January 2009.

Rules and Regulations are the "condo rules" which govern the conduct of unit owners in more detail. Amendments or revisions to deal with contemporary issues require the sole approval of the majority of the Executive Board (Bylaws Article 8.13 / Declaration Article IV, Section 8.1). Boards of Directors have revised English Meadows Rules and Regulations several times since the inception of the condominium association to manage issues of safety and security, and/or update current practices. Electronic copies of the revised Rules and Regulations will be distributed to each unit owner. Residents who do not have email access will be provided with printed copies.

#### **1.0.B Services Provided**

Services provided by the association are funded by condo fees levied after determining the operating budget for the year. Services include maintenance, repair, or replacement of all building exteriors and infrastructure; outdoor pool in season; 24 hour access to the clubhouse and exercise equipment, landscaping, mowing, and snow removal services; basic digital cable service; weekly refuse and recyclable collection; water and sewer; professional management and bookkeeping fees; extermination costs of building exteriors; contributions to two reserve funds (long range capital replacement and long term maintenance); liability insurance coverage for Executive Board members in their official duties and comprehensive building and personal liability; and miscellaneous administrative costs and supplies.

#### **1.0.C Emergency Contact Data**

Shortly after moving into English Meadows, residents must complete an “emergency contact data” form providing the association with their names and telephone numbers (land line and cell); those of emergency contact individuals; and of individuals who have a key to the unit for access in the event of an emergency situation involving a person or the unit. Key holders should be a neighbor or a person who resides within a short travel distance.

A Knox Box has been installed at the clubhouse. It is recommended that residents provide a unit key to be safely stored in the Knox Box. Individual unit keys held in the Knox Box provide a secure way for emergency personnel to quickly access a residence when an emergency develops and the need to gain rapid access exists when no one is home. Only emergency personnel can open the Knox Box. Contact a Board Member for further details.

Residents must also provide the name of the individual who has agreed to check the status of the unit a minimum of once a week during the absence of the resident (an action mandated by the association’s liability insurance). A problem in one unit may impact said unit and that of three others in the common building. Residents are additionally requested to provide the contact information of relatives or individuals they wish notified in the event of a personal emergency. This confidential data, which is maintained in a locked file cabinet accessible only to Board members, is also on record with the management company. Either or both should be notified if an emergency is perceived.

The hospitality representative will supply new residents with the emergency contact data form and advise them to whom to direct the completed form. Current residents are expected to provide updated contact information as changes occur.

## 2.0 ORGANIZATION AND ADMINISTRATION

### 2.1 Overview

The English Meadows Condominium Association is self-governed by a Board of Directors (Executive Board), with advice and guidance from a professional management company whose representative is present at Executive Board meetings. Meetings of the Board and standing committees are open to all residents. Dates of the monthly meetings of the Board and the Physical Plant are posted on the calendar on the bulletin board in the foyer of the clubhouse and in the monthly newsletters. The other committees typically meet on an “as needed” basis. For information regarding any committee or activity, please contact the chairpersons whose names and telephone numbers are listed on the bulletin board.

### 2.2 Executive Board (Bylaws, Articles 4-6)

The Executive Board (Board of Directors) is comprised of no fewer than three (3) and no more than nine (9) members elected by fellow unit owners to govern in the best interest of the community. The Board members determine which office they will fill at the organizational meeting within 48 hours after the annual meeting. These officers (President, Vice President, Secretary, Treasurer, Assistant Treasurer) oversee the operation of English Meadows and are authorized to make all decisions for the Association in accordance with prevailing laws and the Association’s governing documents. Members of the Board typically serve two-year terms, but no more than three successive terms.

#### 2.2.A Executive Board Meetings

Except for January through March, the Executive Board meets monthly at the Clubhouse. The time and dates are set at the organizational meeting held after the annual meeting. Notice of these and any special meetings are announced in advance in the monthly newsletter and posted on the exterior bulletin board of the clubhouse the week prior to the meeting.

Minutes of the meeting and accompanying officer and committee reports are filed in a binder on the shelf below the mail slots in the clubhouse foyer. Contents may only be reviewed in the clubhouse, as the binder and reports may not be removed from the premises.

The annual meeting in November commences after approval of the budget, which has been mailed to residents in October for review and comment within 30 days, is reaffirmed by the Board. An open forum, which provides voting members of the association the opportunity to express comments or concerns, is followed by the annual reports of the officers and chairs of each active committee, and the election of nominees to the Executive Board.

## 3.0 STANDING COMMITTEES (Bylaws, Article 6.2)

Standing committees include Physical Plant, Finance, **Landscaping**, Social, Pool, and Policies and Procedures. The Pool Committee is seasonal; and Policies and Procedures is ad hoc, revived by decree of the Board. Preferably, each should have at least three (3) members.

Revisions of rules or regulations proposed by any committee are subject to approval by the Board and become effective on the date adopted unless specified for later implementation. Meetings of all committees are open to all residents. Check the clubhouse calendar for dates and time, or with the designated chairperson (listed on the bulletin board).

### 3.0.A Physical Plant Committee (PPC)

The Physical Plant Committee oversees all aspects of the maintenance and operations of the entire English Meadows complex, inclusive of buildings, infrastructure, and grounds. The Physical Plant Committee conducts its business during meetings of the Executive Board. A major portion of the annual budget is allocated to the upkeep of the community property. All requests for maintenance of unit exteriors and common areas are to be directed of the Chair of Physical Plant Committee.

### 3.0.B Finance Committee

The Treasurer and the Finance Committee, comprised of the Board President and the Assistant Treasurer, oversee all financial matters to ensure that common funds are properly collected, expended, and invested, as authorized by the Executive Board.

Collection and deposit of receipts, payment of expenses, and bookkeeping activities are handled by the management company, which submits a comprehensive financial report to the Board and Finance Committee each month. The Treasurer, who has online access to monitor financial activity, submits monthly financial summaries in formats designed to keep the Board apprised of the present and projected financial status of the community's funds. Both reports are included in the minutes of the Board meeting and are filed in the binder for resident review.

Annually, the Treasurer, in collaboration with members of the Board, Finance, and Physical Plant committees, submits a proposed budget to the Board for approval. It is then distributed to unit owners for review at least thirty days prior to the Board's November meeting at which the Board will reaffirm its approval of the budget.

### 3.0.C Social Committee

The Social Committee plans and executes community events for residents at the clubhouse. Dates of meetings and social events are published in the newsletter. The Social Committee chair maintains the calendar postings of scheduled meetings

of the Board and various committees; resident gatherings; and reserved dates for private use of the social room.

#### 3.0.D Pool Committee

The Pool Committee is charged with pool related issues including obtaining a maintenance contract, conducting twice daily chemical testing of the pool water, and sending weekly water samples to a designated laboratory to test the bacterial count. Approved rules and regulation for use of the pool (see Appendix 17.C) should be posted in a conspicuous location in the pool area. Proposed revisions must be forwarded to the Executive Board for approval, and subsequent insertion into the condominium's Rules and Regulations governing documents. The Board is notified of repeated incidents of non-compliance.

#### 3.0.E Landscape Committee

The Landscape Committee is charged with overseeing the plantings along the Shellers Bend frontage of the premises, in the planter at the clubhouse, and managing resident requests for limited common area plantings. The committee meets on an "as needed" basis. All landscaping requires final approval of the Board.

#### 3.0.E Policies and Procedures Committee

The Policies and Procedures Committee is an ad hoc committee periodically activated by the Executive Board to review the governing documents. Recommendations to amend the Declaration and Bylaws must be reviewed by an attorney to assure compliance with legal statutes and reviewed and approved by a fixed percentage of the voting members of the association. Revisions or amendments to Rules and Regulations proposed by the committee require only the approval of the Executive Board to become effective. Copies of amended Rules and Regulations are to be distributed to all residents to supersede the current version.

#### 3.0.F Nominating Committee

The Nominating Committee is an ad hoc committee which may be activated by the Board to recommend nominees to fill vacancies on the Executive Board for the following year. Elections are held in November at the annual meeting.

### 4.0 NEWSLETTER

The Newsletter is the community's primary vehicle of communication. It is prepared and distributed by its editor once a month shortly after the Executive Board meeting. The Newsletter lists dates of Board and committee meetings; highlights the contents of the reports and news items submitted by officers and

chairs of committees; promotes English Meadows events; and provides miscellaneous general information of interest to residents. Newsletters are distributed electronically via email. For those residents without email, copies of the newsletter are placed in the unit mailboxes inside the clubhouse.

## 5.0 HOSPITALITY REPRESENTATIVE

The Hospitality Representative serves as the official greeter for new residents to English Meadows. A variety of valuable information and useful hints about English Meadows and the surrounding community is given to newcomers. This packet of information and the personal contact by the Hospitality Representative are intended to ease the adjustment of newcomers to English Meadows. They get to meet at least one resource person in the community, receive an updated resident directory to contact neighbors, and are informed of schedules and other information they will find useful.

## 6.0 RULES AND REGULATIONS

### 6.1 Overview

The Executive Board has the authority to adopt or amend rules and regulations relative to use, occupancy, maintenance of condo units, and to all matters pertinent to common and limited common areas of English Meadows. This authority extends from initiating rules or provisions to curtailing or suspending certain rights and/or privileges if warranted. Decisions of the Board are final and not subject to appeal (Bylaws Article 5, Section 5.1; Article 8, Section 8.13 and Declaration Article IV, Section 8.1).

### 6.2 Resident / Unit owner

A resident is one whose condominium unit is his/her residence. The definition extends to individuals such as a resident parent, child, house sitter, or renter. The resident assumes all the rights and responsibilities accorded a member (unit owner) of the English Meadows association relative to the use of the clubhouse, pool, and common and limited common areas of English Meadows. Only a unit owner, spouse or partner may be a voting member of the association or eligible to be elected a Board office.

### 6.3 Liability

The association makes every attempt to maintain a safe environment for the benefit of the community. Although rules and regulations may seem constrictive of individual preferences or behavior, they are designed to address issues which may present potential liability or disharmony among its residents. No unit owner shall

permit anything to be done or kept in his/her unit, or in or on the common elements which shall violate any law, statute, ordinance, or regulation which may result in the cancellation of any insurance maintained by the Executive Board (Declaration IV, Section 8.p).

The Association maintains comprehensive liability insurance which provides coverage for Board members in their official capacity, personal injury, and property damage. Liability coverage extends to participants at private events unless alcoholic beverages are served at the event. The association does not serve, nor grant approval to serve, alcoholic beverages anywhere on the English Meadow premises. Resident hosts permitting use of alcohol at their private event must have appropriate personal liability coverage. Alcoholic beverages may not be served to minors on English Meadows property under any circumstance.

Fireworks and other pyrotechnics are prohibited on English Meadows property.

#### 6.4 Violations / Penalties

The governing documents of the English Meadows Condominium Association were instituted to promote a safe and harmonious community environment. Nonpayment of association fees **or** violations of the code of behavior set forth in these documents will be addressed promptly, fairly, and uniformly. Infractions will incur penalties as outlined below:

- a. Written notice is issued by the management company citing the specific infraction. The manager will attempt an amicable meeting with the resident to restate the violation and obtain assurance that it will cease immediately or be rectified within seven days to the satisfaction of the manager.
- b. Should this action be unsuccessful after a seven-day period, the Board shall direct the manager to issue a second written notice of the violation, extending the period of resolution for another seven days.  
This second notice shall further state that persistence in the stated violation or an unsatisfactory resolution within the second seven-day period will result in a fine of \$25 per day until the violation ceases and/or is resolved to the satisfaction of the Board.
- c. Any cost incurred by the Association to rectify any damages will be in addition to the \$25 per day fine.
- d. Unresolved, simultaneous violations unrelated to the same infraction of the governing documents shall incur the \$25 per day fine without benefit of any seven-day grace period.

- e. Repeated offenses of the same infraction of the governing documents shall incur the \$25 per day fine without benefit of any seven-day grace period.
- f. Further action by the Board for continued non-compliance shall be done as detailed in Bylaws Article 11.

## 7.0 COMMON ELEMENTS (COMMON AREAS)

The term “common elements (or areas)” applies to the entire condominium property, exclusive of the interior of individual units. Common elements (the interior and exteriors of common buildings and structures; grounds; and landscaping) are owned and shared equally by each unit owner. These common elements are under the purview and management of the members of the Physical Plant Committee.

### 7.0.A Buildings / Structures

#### 7.0.A.1 Clubhouse

The clubhouse is a private facility (common element) restricted to use by residents and their guests. It may not be used by non-resident groups for any purpose. Smoking is prohibited in the clubhouse and the adjoining pool area. No furniture, furnishings, miscellaneous items, or supplies may be borrowed or removed from the facility, even temporarily.

Reservation of the clubhouse social room always excludes the exercise room and the pool area as these are amenities to be available at all times for use by English Meadows residents. Use of exercise equipment is restricted to residents only. No advertising, promotional, or campaign material of any type, other than English Meadows related, is permitted to be posted or placed within the clubhouse facility or affixed in any manner thereto.

The parking spaces in front of the clubhouse are reserved for residents attending clubhouse or pool activities. Parking overnight is not allowed, nor is parking during and after snowstorms until snow removal operations are complete.

#### 7.0.A.1.a Social Room and Kitchenette

The Social Committee chairperson posts the reservation of the social room on the clubhouse calendar for private events based on a first come, first served basis, and without conflict with a regularly scheduled Board, committee, or resident event which take precedence. The chairperson is to be notified of the cancellation of a reserved event to free the date for other commitments.

Residents may reserve the social room for private use, and, as host, must be present on site throughout the event. A \$25 fee (check made out to English Meadows and sent directly to the management company prior to the date of use) is charged for use of the

facilities for events predominantly comprised of non-resident or non-family guests to help defray the cost of utilities and supplies. Family-related gatherings may forego the fee.

Hosts are responsible for the behavior of guests, and for monitoring parking in approved designated areas. Insurance liability prohibits the English Meadows Condominium Association from serving or permitting alcoholic beverages on the premises. The Association assumes no liability for residents or guests who may bring such beverages on site and do so at their individual liability.

Rules and regulations for the use and care of the social room are posted on the refrigerator in the clubhouse kitchenette. Copies are available from the chairperson at the time of reservation (also see Appendix 10.B).

#### **7.0.A.1.a.1 Use of the Social Room and Kitchenette**

Detailed instructions for use of the social room and kitchen area are posted on the refrigerator and available from the social Committee chairperson (Appendix 10.B).

#### **7.0.A.1.a.2 Priority Use of the Social Room and Kitchenette**

- 1<sup>st</sup> Association events (Board meetings, committee meetings, social events)
- 2<sup>nd</sup> Resident gatherings intended only for the resident and extended family
- 3<sup>rd</sup> Resident-sponsored private events which may include non-resident guests

#### **7.0.A.1.b Exercise Room**

The exercise equipment is limited to residents' use. Residents always have unrestricted access to equipment, even when the social room has been reserved for a private event. The exercise equipment is serviced by a professional technician at appropriate intervals.

To maintain the integrity and cleanliness of the exercise equipment, food consumption is restricted, and beverage containers should be handled carefully to avoid spillage while operating the equipment. Use of wet or snow-covered shoes on equipment is prohibited.

Anyone unfamiliar with the operation of exercise equipment must read operating instructions prior to use or seek assistance.

#### **7.0.A.1.c Utility Room**

The utility room houses pool pumps, filters, heater, and chemicals used in the operation of the pool; the electrical panel for the clubhouse; and supplies.

This room is kept locked for safety purposes, and access is limited to members of the Executive Board and the Pool and Physical Plant Committees. Any problem

related to the pool, pump, filter, or any other device within the utility room is the responsibility of the Pool Committee and should be reported promptly to its chairperson or a member of the Board.

#### 7.0.A.2 Pool

The pool is typically open daily from Memorial Day through Labor Day. It is serviced weekly by a certified technician and in between cleanings by a member of the Pool Committee. The pH and chlorine levels of pool water are tested twice daily by volunteer residents, and bacteria counts are monitored once a week by a certified off-site laboratory. The pool is subject to annual inspections by the state health department, and every three years by the code inspector. Detailed pool rules are posted at the pool (Appendix 10.D).

### 7.0.B Grounds and Infrastructure

The Physical Plant Committee (PPC) contracts with independent contractors to provide landscaping maintenance, mowing, and snow removal services in common areas (and in limited common areas in some circumstances), and to maintain and repair infrastructure.

All contracts are subject to approval by the Board, but oversight may be delegated to the standing committees. Residents should direct all comments, complaints, or request for service to the chair of the PPC.

#### 7.0.B.1 Landscaping Maintenance

Landscaping services are under the purview of the PPC. Services are typically scheduled as stipulated by the contract, although subject to change due to weather conditions.

Trees, shrubs and bushes in common areas are the property of the association. The cost to replace those dead or dying is borne by the association. While the association contracts for and covers the cost of trimming shrubs and bushes in the limited common areas (perimeter mulch beds), costs for removal and replacement are the responsibility of the owner. The maintenance or replacement of flowers or other non-shrub/bush plantings installed by the resident is the responsibility of the resident. Removed shrub/bush plantings must be replaced within a year's time. Replacement plantings must be approved by the Landscape Committee. The association will continue to cover the cost of trimming shrubs and bushes replaced by residents.

#### 7.0.B.1.a Plantings

The Association is responsible for trimming and pruning all trees, shrubs, and other plantings throughout the common area. Summer pruning is done in mid-July; winter pruning during the winter season. Residents are permitted to trim overgrown shrubs or plantings within the mulched, common area around the perimeter of their individual unit. Only the landscaping crew is permitted to prune euonymus beds, although residents may trim overgrowth encroaching sidewalks, buildings, or air-conditioning units.

Only members of the Landscape Committee are permitted to plant in the common area along the frontage of Shellers Bend and in the planter at the clubhouse. Residents are not allowed to plant flowers or shrubs in any common area. They may plant annuals (perennials are discouraged because of the tendency to expand and encroach association shrubs) in spaces between association-owned plantings in the mulched areas in front of the unit and under the master bedroom window, with the understanding that they are responsible for keeping them away from air conditioning units, limiting height to under the window sills, and not using trellises.

Replacement of association or privately owned shrubs must meet the approval of the Landscape Committee to ensure that, at maturity, the shrub remains within the boundary of the mulched area and requires minimal pruning. The goal when making choices for replacement should be a well landscaped area which is appealing year-round.

Plants in pots are permitted, provided they do not interfere with the maintenance of common areas (lawns, driveways, sidewalks, or buildings) or become attached to the walls of the building. Flowers and herbs in pots are permitted on driveways provided that the plantings do not exceed 36" in height'

Residents are permitted to landscape the small triangular area between the outer corner of the porch and the concrete walkway leading to the porch (no greater than 30 inches by 30 inches). They are solely responsible for the costs of soil preparation, mulch, landscaping stones, shrubs, or potted plants. Shrubs, if any, must be limited to a dwarf size, slow growing species. No planting is permitted in the mulch strip alongside of the porch.

Private plantings or objects may not interfere with, or hinder, mowing operations. The Board reserves the right to remove them at the owner's expense.

#### 7.0.B.1.b Replacement Plants

The Landscape Committee, in consultation with the professional landscape representative, maintains a list of acceptable replacement shrubs and plantings. If residents have other preferences, they should forward the list to the Landscape Committee for review. Plantings should be identified by both scientific and common names to avoid confusion. Prior approval from the Landscape Committee is required for any change in existing foundation

plantings.

#### **7.0.B.2 Mowing**

Weather permitting, mowing operations are done at the discretion of the landscaping contractor (within limits set by the contract) based on the degree of growth and hot or dry weather conditions. Dispersing accumulated grass clippings on the grass, paved areas, sidewalks, and porches is done by the landscaping crew using portable, gas-powered blowers immediately following the mowing.

#### **7.0.B.3 Snow Removal**

Snow removal operations are done at the discretion and time schedule of the contractor according to the terms of the contract. The initial step is to plow a passable path along the roadway network, followed by clearing the driveways as soon as practical, then shoveling sidewalks. De-icing material (not rock salt) may be spread throughout prior to a storm to enhance snow melt or to ease snow removal, and after snow removal to facilitate melting.

Each winter season, the chair of the PPC appoints a volunteer resident as “snow coordinator” to be the liaison between residents and the contractor. The snow coordinator is the sole person assigned to convey resident complaints, concerns, or individual requests to the contractor. The coordinator’s name and contact information is published in the newsletter at the beginning of the winter season.

Residents are responsible for any damage to snow removal equipment caused by the presence of private property in common and limited common areas.

#### **7.0.B.4 Trash and Recyclables**

On the trash and recyclable collection day assigned to English Meadows, it is best to set out the containers early the morning of or the evening before. Residents should arrange for someone to set out the trash container if they plan to be absent from the condo on collection day.

The trash container should be placed at the end of the driveway at the side driveway nearest the front door. All trash must be inside the container and the lid closed. If a unit is unoccupied or the owners are away, trash service may be paused for a minimum of 30 days for up to a total of 90 days per year. See Newsletter for more information.

The red tub for recyclables is to be placed at the curb of main road.

Additional, information on trash collection, bulk waste collection and recycling can be found at <https://crcog.net/refuse>

#### **7.0.B.5 Guest Parking**

Guests are expected to park in the space in front of the garage of the residential unit they are visiting. In the interest of personal safety and to avoid potential vehicle damage, parking is not allowed in the turnaround areas of driveways. Turnarounds are intended to permit safe backing out of garages or parking spaces and must be kept clear at all times. Additional guest parking is available at the curb on the side opposite the mailbox stands along the main English Meadows roadway. The parking spaces in front of the clubhouse are reserved for residents attending clubhouse or pool activities.

## 8.0 INDIVIDUAL ELEMENTS

Individual elements pertain to each of the 52 condominium units which comprise the English Meadows Condominium Association. Unit owners are responsible for on-going maintenance and adherence to safety measures.

### 8.1 Condominium Units

The resident is responsible for all maintenance within the interior of his/her condominium unit, and for replacement of all personal property pertinent to the unit. This applies to all appliances, heating and air conditioning units, water heaters, windows and screens, doors (including garage door), exterior electrical fixtures, electrical, gas, or cable services specific to the individual unit, and resident plantings in perimeter mulch beds.

The association is responsible for the maintenance and replacement of the exteriors and roofs of buildings, all common elements, and association-purchased plantings in perimeter mulch beds and common areas. No unit owner may paint or otherwise alter or modify in any way the exterior of the unit.

No item or material may be attached to any exterior brick or vinyl surface except for a flag mount installed on the brick veneer on the side of the front of the building between the front door and the porch. The mount is solely to be used to display the American flag (no larger than 4'x6'); no other flags or banners are permitted.

Display of the American flag is a federally protected practice, subject to specific protocols. It is to be illuminated when displayed at night. If the choice of illumination is by spotlight, it should be by an unobtrusive, small-sized spotlight (similar to the size of the one fixed on the clubhouse flag), anchored on the ground, and aimed directly at the flag. It may not in any manner be intrusive upon any other condominium or in any way become a nuisance.

Signs, posters or similar items are not permitted anywhere in common or limited common areas. Holiday-specific decorations are permitted.

A maximum of 4 items from the list below may be displayed in the limited common area outside of the unit.

Small “welcome” or “seasonal” banners  
Sport flags  
Non-religious statuary of 24 inches or less in height  
Lawn/garden ornaments

All entry doors considered for replacement must be approved by the Board of Directors. If not already in place, residents may install or replace a storm/screen door at the front door of the unit. For uniformity, the storm door must be white metal, with a “full view” full single-window panel or full two-panel style window.

If the upstairs Package Terminal Cooling/Electrical Heat (PTAC) is removed for an alternative system, the exterior architectural grille must remain in place. If a split air conditioning system is installed, the compressor unit must be placed outside the master bedroom window with the other air conditioning units. The required Ferguson Township permits and inspections are required.

Installation of Electric Vehicle Charging Units must meet Ferguson Township codes and regulations and must be installed inside the Garage. No equipment or charging cords are permitted to be mounted on the exterior of the unit.

Changes to the exterior of units require an architectural review to be submitted to Continental Real Estate Management Company (via the CREM Resident Portal) for Board approval.

#### 8.1.A Porch

The porch is a limited common element reserved for the exclusive use of the respective condo unit (Declaration Article 1, Sections 4, 5). Although maintenance is the responsibility of the resident, the association retains the right to govern specific actions in the interest of safety, uniformity, and harmony among neighbors.

- Area carpets may be used, but not glued to the porch floor, front stoops or other exterior areas.
- Porch floors, front stoops or other exterior areas may not be painted.
- Plants and flowers may be kept in pots, hung from the two hooks installed above the porch railing, or in planter boxes hung from the top railing.
- In the event of stormy weather during any season of the year, porch furnishings and planters should be stored in garages to prevent wind

driven damage to the siding of the building or broken windows. Residents are charged for repairs or replacement.

- Items which may emit chimes, bells, or other noises may constitute a nuisance factor to neighboring residents and are not allowed anywhere on the exterior of the unit or porch.
- Clotheslines are not permitted in any common or limited common area, nor are clothes, bedclothes, or towels permitted to be draped or hung over porch railings.

#### 8.1.A.1 Gas Grills

The gas service outlet in the corner of the porch should be activated, or at least checked for safe use, by a gas company service technician if using it for the first time. Residents may use the gas outlet or portable tanks to grill. Whether using gas or charcoal briquettes, the level of the flame should be adjusted to prevent browning or scorching the vinyl ceiling over the grill. The cost to replace the vinyl covering is charged to the unit owner. Gas grills may remain on porches throughout the year or stored inside garages when not in use. They may not be stored in any common area such as the driveway at any time.

#### 8.1.B Garage Doors

Garage doors are to be kept closed at all times unless the resident is within the immediate area. This is not only a matter of appearance, but also of safety and security. Closed doors keep out unwanted visitors or animals which have been known to cause extensive damage to vehicles.

Open garage doors before turning on auto ignition, and do not allow vehicle to idle inside the garage to prevent carbon monoxide from seeping into the interior of the unit or neighboring units.

### 8.2 Liability and Safety Issues

The following safety measures are the responsibility of the resident, and are to be done in the interest of safety for the individual, and that of fellow residents in the three other attached units of the building. The insurance liability of the individual, as well as that of the association, is at risk, and the monetary implications are significant to all unit owners.

#### 8.2.A Heating and Air Conditioning Units

Furnaces and air conditioning units (including the PTAC wall unit on the second floor where applicable) should be serviced by a certified technician a minimum of once a year to maintain efficient operation and check for potential safety issues.

The batteries of digital thermostats should be replaced at least once a year to keep the furnace operating. Failure to maintain a functional battery at all times may result

in the loss of heat in the unit, which may occur at an inopportune time during the winter season, resulting in damage to the interior of the unit.

#### 8.2.B Water Heater Maintenance

Residents may employ a certified plumber to service the water heater, or do it themselves. It is advisable to drain the water containing calcium deposits or debris through the valve at the bottom of the heater every six months. Flushing the system helps to increase the efficiency of the system and prolong the life of the appliance.

#### 8.2.C Dryer Vents

The dryer lint trap should be cleaned after each use. Accumulated lint and/or debris in lint traps and dryer vents are a fire hazard and reduce the drying efficiency of the appliance. The dryer vent system in each condo unit extends a lengthy distance, and is prone to harbor nesting birds, miscellaneous debris, and accumulated dust and lint. In the interest of the safety of the individual resident and that of residents in adjoining or neighboring units, the Executive Board mandates that the entire dryer vent system of every unit be thoroughly cleaned by a certified duct cleaning technician a minimum of every two years. This mandate applies to all units, whether the unit owners are full-time or occasional residents. Units with ductless dryers must have the dryer vent system cleaned just once after the ductless dryer is installed.

Residents are free to engage the services of any certified technician. They also have the option to be included in a bulk service agreement, the timing of which is announced annually in the newsletter. In either option, the cost is the responsibility of the unit owner, and all residents must submit proof of service and payment to the record keeper designated by the Board. Exterior plastic vent caps are prone to deterioration or wind driven detachment. Exposed ductwork is subject to intrusion by nest building birds or rodents. Residents may purchase and install a replacement cap, or pay the technician to do so.

#### 8.2.D Smoke Detectors

Each condo unit has a minimum of six AC-powered, battery backed-up smoke detectors. In the event of an electrical interruption, the batteries maintain the operative function of the smoke detectors. To ensure a fully functioning system, batteries should be replaced with fresh batteries annually or as specified by the manufacturer of the units. The smoke detector units should be tested on an annual basis. Non-functioning detectors are to be replaced immediately at the owner's expense. All smoke detectors are to be replaced per the manufacturer's recommendation or sooner.

#### 8.2.E Fire Extinguishers

Residents should also keep a fire extinguisher in a handy location in the kitchen or an area nearby. They should be monitored for expiration date and damaged parts.

#### **8.2.F Carbon Monoxide Detectors**

As of June 2015, Pennsylvania code mandates installation of carbon monoxide detectors in units in multi-family buildings with fossil fuel burning heaters, fireplaces, or attached garages (i.e., English Meadows). Pre-existing housing units must have a battery backed-up device plugged into an electrical outlet or be directly wired on the first floor and in the living area on the second floor over the garage. Residents must comply with the law by the stated date. These devices are to be installed in bedrooms, near kitchens and heating sources, and kept operational by timely battery replacement (follow installation instructions). The CO monitoring device emits an alarm distinct from smoke detectors, and has an effective life span of 5-7 years. Replacement is mandatory per the manufacturer's recommendation or sooner.

#### **8.2.G Exterior Water Supply**

Valves in the "freeze proof" garden hose connector on the garage side of the condo unit have been known to fail in severe or prolonged cold weather. Turn off the water supply at the valve under the kitchen sink and drain any water remaining in the pipe to avoid a potential frozen water pipe. Drained garden hoses and storage reels must be stored in the garage during winter months. Driveways must be kept clear to permit unobstructed snow removal operations.

#### **8.2.H Exterior Lighting**

The Board strongly urges residents to have exterior light fixtures adjacent to the room to the right of the front entry to be on during the evening and night for safety and security concerns. Automated on/off devices are desirable, as lighting will be operational whether the resident is at home or away. Automatic lighting may be obtained by inserting a photo sensor device in the fixture, or by using a timer in the light switch. The cost is low if LED bulbs are used. Security-wise, it is also advisable to have an interior light fixture turn on automatically with a timer device to give the appearance that someone is at home.

#### **8.2.I Resident Parking**

Residents may only park in their garages or in the two spaces in front of the garage. Parking is not permitted in the turnaround areas by residents or service trucks for safety and liability concerns. If more space is needed, residents and others may park curbside on the side of the English Meadow roadway opposite the mailbox stands or on Shellers Bend. Motor vehicles with commercial registration, recreational vehicles, motor homes, or other temporary structures are not permitted to park anywhere on site. (details Bylaws Article 8, Section 8.5)

#### **8.2.J Parking During the Winter Season**

Resident and guest vehicles must be contained within the garage during snow events to allow for safe snow or de-icing operations. Given safety and liability concerns, the Board prohibits parking any vehicle in any driveway, roadway network, turnaround, or clubhouse space when pending storms are forecasted. Violation will incur the established “Violation Fines” protocol (Bylaws Article 11).

Turnarounds are to be kept clear at all times to permit efficient snow removal operations and for storing snow piles. Arrangements for alternative parking solutions should be made prior to the start of the winter season to avoid being caught unprepared in the event of unexpected stormy weather.

#### **8.2.K Preparation for Winter Season**

Remove door mats at front stoops and area carpets on the porch in preparation for the winter season to permit unobstructed snow or ice removal by snow blowers or shovels. Store hose reels or any obstructive objects in garages or on porches.

Damage to snow removal equipment from these items will be borne by the resident. Arrange porch furniture to permit a path to be shoveled for emergency access to, or egress from, the French doors of the sunroom.

Some areas in front of the garage and alongside the building may tend to be slippery because of melting and re-freezing or of limited exposure to the sun. To minimize the potential for falls and assorted injuries, keep a supply of “ice melt” (non-salt containing de-icing material) to spread on these slippery areas. The application of rock salt is prohibited because it disintegrates concrete.

##### **8.2.K.1 Care of Water System**

Given its experience with the extensive damage caused by burst water pipes, the Executive Board mandates that all residents absent from their units for more than 4-5 days must turn off the water supply to the condo, drain pipes, turn off electric service to the water heater, open all interior doors and cabinets to equalize the temperature, replace the batteries of digital thermostats, set thermostats at 60° or above, and arrange to have someone check the unit a minimum of once a week, or more often during periods of freezing temperatures [insurance policy mandate].

##### **8.2.K.2 Preparation for Periods of Prolonged Absences**

Store open containers of food stuffs in the refrigerator or discard to deter insect infestation or rodent intrusion. Leave organic rubbish or trash material out for refuse pick up or ask a neighbor to set it out on the appropriate date. Arrange for mail pick up.

## 9.0 MISCELLANEOUS TOPICS

### 9.0.A Mailboxes

English Meadows mailboxes are uniform in style and situated on standards located at intervals throughout the main roadway loop. Although protected from the elements, the box is unsecured. Residents may wish to avoid leaving outgoing mail containing checks, and opt to drop off at roadside mailboxes or at various postal outlets. Report broken box handles, doors, damaged wood slats, or other concerns to the chair of the PPC committee. The association is responsible for repair or replacement.

### 9.0.B Bird feeders

The Board strongly advises against hanging bird feeders with seed or similar feed, which not only feed birds, but also attract ducks (which mess in the pool), bears, voles (which cause furrows of dead grass in the lawn and feast on plants and roots), squirrels, and other animals.

### 9.0.C Pets

Pets are restricted to one, 25-50 lbs. dog or two smaller animals under 25 lbs. (dogs, cats, birds or other household pets). No other species of animals is allowed to be raised, bred, or kept anywhere on the property or for any commercial purposes (detailed in Declaration Article IV, Section 8.g; Bylaws Article 8.7). Pets must be housed indoors and leashed at all times when outdoors (in conformance with all local ordinances and regulations).

The following are excerpts of Ferguson Township Ordinance 374 applicable to English Meadows pet owners:

Ordinance 102: It shall be unlawful for the owner to allow a dog or dogs to run at Large in the Township of Ferguson.

Ordinance 103: Any police officer or dog warden may seize any dog found at large in the Township of Ferguson.

Ordinance 201: No person owning, harboring, keeping, or caring for any dog shall cause, suffer, or allow such dog to soil, defile, defecate on or commit any nuisance on any common thoroughfare, sidewalk, passageway, bypath, play area, park or any place where people congregate or walk, or upon any public property whatsoever or upon any private property without permission of the owner of said property.

The latter stipulation also applies to all common and limited common areas of English Meadows. Pet owners are asked to refrain from walking pets on grass areas or near plantings to avoid neighbor conflict. Keep to paved areas when curbing pets as pet urine causes browning or dead grass.

#### 9.0.D Holiday Decorations

Residents are responsible for their own decorations and for any damage which they may cause.

- Wreaths and swags may be hung from the four outdoor light fixtures attached to the units, the porch, or doorway.
- Lights
  - ✓ Outdoor lights bulbs of low intensity may be white or colored and approved for outdoor use.
  - ✓ Blinking or sequencing string lights, floodlights, or spotlights of any type are prohibited.
  - ✓ Holiday lights should be off by midnight.
  - ✓ Light strings may be hung from the gutters by removable plastic hooks only.
- Holiday lighting may only be placed on trees and shrubs adjacent to the individual unit.
- Decorated or lighted holiday items may be displayed on the white columns at the front entrances or on the railing of the porches. Use of metal nails, screws, or clips to attach lights or decorations to the building, porch railings or columns is prohibited.
- Only the Social Committee is permitted to place decorations in the common areas of the property.

#### 9.0.E Home-based Business

Home-based businesses are not permitted (Declaration, Article IV 8.e; By-laws, Article 8.5).

#### 9.0.F Nuisances

No nuisance shall be created or anything done which may be considered a nuisance to neighbors or to the Association. The decision as to whether any action is considered noxious or a nuisance shall be the exclusive decision of the Executive Board (Declaration Article IV, Section 8.h / Bylaws Article 8, Section 8.9).

#### 9.0.G Lease / Rent

The unit may not be leased to more than two (2) unrelated individuals or to individuals who are full time students. The term of the lease must be for a minimum of twelve (12) months and the lease terms must be made subject to all provisions applicable to the owner. The owner shall include in all leases a provision that the tenant is bound by terms and conditions as set forth in the Declaration of Condominium, the Bylaws, and the Rules and Regulations of the Association, and shall attach copies of these documents (as amended, revised, and supplemented) as addenda to any lease made in conformance with this provision. The unit owner must

notify the Board of Directors of the intent to lease the unit, provide identification of the lessee(s), and submit a signed copy of the lease within five (5) business days of its execution (Declaration 4<sup>th</sup> Amendment, Bylaws Article 8, Section 8.1.a).

#### 9.0.H Transfer of Ownership / Sale

- a. The unit owner may display one, non-illuminated “For Sale” sign of no more than six square feet in the perimeter mulch area of the unit until a deposit is received. No for sale or for rent sign may be displayed along the English Meadows frontage.
- b. The English Meadows condominium Association charges a non-refundable capital improvement fee equal to two month’s condo fees each time a unit changes ownership, except in case of foreclosure or when it is transferred between family.
- c. Each new owner is required to provide a copy of the deed, the name and address of the mortgage holder (if applicable) and proof of the personal property insurance policy to the management company within 30 days of closing.
- d. In the event of a private sale without the services of a Realtor, the seller must request that a Certificate of Sale be sent to the prospective buyer by the management company within a short time of a signed agreement to purchase.
- e. Sellers are advised to seek the services of legal counsel in order to assure compliance with all real estate laws.
- f. The seller is responsible for passing on his/her copy of the English Meadows governing documents (Declaration, By-laws, and Rules and Regulations).

### 10.0 APPENDIX

#### 10.0.A PREPARATION FOR ABSENCES LONGER THAN ONE WEEK IN WINTER MONTHS

- Confirm that emergency contact data on file with the Association is up to date, and that the designated unit checker will check the status of the unit a minimum of once a week or more often.
- Provide your unit checker with telephone numbers and forwarding address in the event of a problem.
- Request that the unit checker direct his/her attention to water stains on the ceilings, and the absence of the fireplace pilot light or disabled furnace operation if gas service were interrupted.

- Before departure, turn the valve located in the cabinet below the kitchen sink to the “off” position to suspend the water supply to the outdoor faucet near the kitchen window.
- Open the outdoor faucet to drain water remaining in the pipe.
- At the electrical panel in the garage, switch the circuit breaker serving the water heater to the “off” position to disrupt electric service to the water heater.
- In the utility room, turn the lever of the pipe which supplies water to the individual condo unit to the “off” position.
- Open all cold water faucets in the unit for a short period to drain water remaining in the water supply line. When water stops dripping, turn off faucets.
- Cover the tops of toilet bowls with “clear wrap” to prevent total water evaporation and contain the escape of sewer gas.
- Put new batteries in digital thermostats to prevent inadvertent shut off of the furnace during absence.
- Leave digital and manual thermostats set at 60° or above. Lower settings may not be adequate during extremely cold temperatures.
- Leave all cabinet doors in kitchen and bathrooms open to equalize the temperature throughout the unit.
- Upon return, first turn “on” main water supply in the water supply line in the utility room.
- Allow the water heater to fill, then switch the circuit breaker in the electrical panel in the garage to “on” position.
- Open faucets, and flush toilets to restore water flow.

#### **10.0.B USE OF ENGLISH MEADOWS SOCIAL ROOM FOR PRIVATE EVENTS**

- The Social Chairperson is responsible for scheduling public and private events and for oversight of the clubhouse social room. Residents are responsible for notifying the Chairperson as soon as possible if a scheduled private event is canceled to make the date or time available to others.
- A \$25 fee is due for private use primarily comprised of non-family related, non-resident individuals. This fee is due for private use spanning a few hours to day-long events.
- Hosts must be in attendance at all times while guests are on site in the clubhouse or in the pool area.
- Smoking is prohibited anywhere in the clubhouse, or in the pool area.
- The social room and kitchenette are expected to be set-up and totally cleaned within the time period reserved for the private event (see mandatory after-use check list).
- Use of the social room for regularly scheduled community-wide gatherings such as meetings, socials, weekly get-togethers, special sports TV dates, and exercise/fitness groups, etc., takes precedence at all times, and may not be preempted by scheduling private events.
- Reservations for private events are on a first come / first served basis. The privilege of reserving the social room does not extend to the exercise room or the pool, as they are to be available for resident use at all times. Visitors and/or guests are not permitted use of the exercise equipment at any time.
- The pool and outdoor area may not be reserved for private use only, as this area is open to all residents without restriction. The pool is available for guest use, only if the resident host is on site the entire time. Use of glassware and breakable dishware is prohibited in this area because of safety concerns.
- The only articles available for use during a private event are the dishes, silverware, metal serving utensils, and coffee pots stored in the kitchenette. The host resident of the private event is responsible for providing all paper or plastic supplies, food, etc. Items stored in the kitchenette are privately funded, and are the property of various resident groups which use the clubhouse on a regular basis.

- If serving food and drink, the wood tables must first be covered with the white, flannel-backed plastic tablecloths stored in the cabinet section of the bookcase nearest the windows.
- Removal (temporary or otherwise) of clubhouse furniture, furnishings, or equipment is not permitted at any time. All furniture must be returned to its original location.
- Resident hosts permitting use of alcohol at their private event must have appropriate personal liability coverage. Alcoholic beverages may not be served to minors on English Meadows property under any circumstance.
- The resident host is responsible for checking that the TV and/or the DVD/VCR are in working condition prior to, and after, the use of the social room. Ascertain that users are knowledgeable in the correct use of this equipment.
- Resident hosts are responsible for any damage incurred during the private event. Hosts are to notify the chairperson as soon as possible of any damage so the situation can be remedied as soon as possible.
- Parking: The resident host is responsible for assuring that guests park only in permitted areas during the reserved event period: non-handicapped spaces in front of the clubhouse; inside the host's garage; the two spaces in front of said garage; the inner side of the main loop roadway (opposite side of the mailbox stands); on Shellers Bend; or on Raleigh Place.

Guest parking in neighboring parking spaces is prohibited without the explicit permission of the neighbor. It is also not permitted in the turn-around spaces at the driveways; alongside driveways or entrances to driveways; on the two short roadways extending from the main loop road; or in any space which may obstruct the access to, or egress from, driveways. Resident hosts are expected to diligently monitor errant guest parking to minimize inconvenience to English Meadows residents. Thank you for maintaining the cleanliness, appearance, and appeal of the clubhouse facility.

#### **10.0.C Mandatory After-Use Check List**

- All dishes, and eating / serving utensils washed and left in original locations in cabinets and drawers
- Coffee pots unplugged, washed, and left atop rear counters
- All counters clean and free of any item except coffee pots
- Kitchen sink clean and free of food debris
- Range / oven clean and knobs left in “off” position
- Microwave clean and door closed
- Refrigerator / freezer clean. Ice maker on “off” position
- All leftover food (refrigerated and non-refrigerated) removed from premises
- All trash and recyclables bagged and removed from premises
- Stains on carpet absorbed / cleaned as effectively as possible (notify Social Chairperson of need for deeper cleaning)
- Vacuum (sweeper in foyer closet) crumbs and other debris on carpeting
- Window blinds in a uniform open position
- Folding table and folding chairs returned to original storage locations
- Bathrooms clean and tidy
- Thermostat reset: Heat at 62°F; cool at 78°F. Fireplace off
- All doors in open position to permit balanced air flow throughout the building
- TV and DVD/VCR turned off
- All lights and fans in “off” position
- Exterior doors to be locked at all times except when building is in use for private event
- If any questions or need of assistance, call Social Chairperson, or in his/her absence, a committee member

#### **10.0.D Pool Rules**

Access to the pool is controlled by a keypad lock. Its combination is given to all incoming residents.

1. The pool is a private facility intended primarily for residents. It may also be used by occasional guests, with the understanding that they must be accompanied at all times by the host owners/residents (minimum age 21), and that they must abide by the pool rules.
2. The association does not provide a lifeguard. Those using the pool do so at their own risk. For reasons of safety, no one should be in the pool unless another person, an adult, is present.
3. Children under age 16 must be accompanied at all times by an adult.
4. Bathing suits are required for swimming. Other attire, such as cutoffs and shorts, is prohibited. Shoes or appropriate attire must be worn in the clubhouse. When walking to the pool, footwear should be worn in order to help keep the pool and poolside clean.
5. Running, jumping, ball-playing, diving, and horseplay are not permitted in the pool and surrounding area.
6. Glass bottles, glassware, and china dishes are not permitted in the pool area. If food is brought to the pool area, the deck and tables must be cleaned of all debris before leaving. All such material should be taken home for disposal.
7. Pets are not allowed at the pool, except service animals.
8. Smoking is not permitted in the pool area or in the clubhouse.
9. Nothing should be taken into the pool which could be injurious to pool equipment. This restriction includes but is not limited to hair pins, hair clips, safety pins, or disposable diapers.
10. Any person with a skin infection or communicable disease is not permitted in the pool.
11. Lounge chairs or other pool furniture shall be placed so as to permit uninhibited movement around the perimeter of the pool. All furniture must be returned to its original location after use.
12. Radios are allowed when listened to with earphones. Please limit the use of phones in the pool area.
13. Children must be toilet trained to be in the pool.
14. The pool undergoes periodic regular maintenance. For reasons of safety, no one is permitted in the water while the pool is being serviced. Notice will be given when access to the water is permitted at the completion of the maintenance process.
15. When going from the pool area to the clubhouse, one must be dry and wearing non-slip footwear.