

# **The Village of Nittany Glen Guidelines to Community Living Homeowner's Reference Manual**

## **Rules and Regulations**

### **MESSAGE TO THE HOMEOWNER**

Welcome to the Village of Nittany Glen, one of the area's finest residential communities. It is our sincere hope that you will be with us for a long time and that you, as a homeowner, will enjoy the most pleasant of surroundings. To assist you in this endeavor we have established the following guidelines. These guidelines are for the benefit of all homeowners.

This manual has been created to help you get the most out of living at the Village of Nittany Glen. Please take the time to read and understand the rules and regulations set forth in this manual. As new information pages are sent to you, please add them to this booklet for future reference. If something does come up that is not covered in this manual, please contact the Management Office (see "Definitions" section) in writing.

Both the Condominium Association Board and the homeowners have responsibilities that must be met. This Manual and the Declaration and Bylaws of Nittany Glen represent our governing contract for the community. These guidelines have been established to ensure the safety, comfort, and enjoyment of the residents in our current and planned residential community.

All contracts of sale are made subject to the following guidelines to ensure the peaceful co-existence between homeowners with the rights and responsibilities of both the Condominium Association Board and homeowners clearly defined and to ensure the health, safety, and welfare of the community as a whole. These guidelines and rules will be strictly enforced. Homeowners agree to abide by and obey the enclosed guidelines and rules by their signing of the contract of sale and the Public Offering Statement for a homesite at the Village of Nittany Glen.

Nittany Glen Condominium Association Board of Directors  
The Village of Nittany Glen  
346 Fultons Run Road  
State College, PA 16803

# **Homeowner's Reference Manual Guidelines to Community Living**

## **I. Definitions**

### **A. Homeowner**

Person or persons signing the Contract of Sale and the Public Offering Statement

### **B. Seller**

Builder within the community; homeowner selling their home or representative thereof

### **C. Guidelines to Community Living/Homeowner's Reference Manual/Rules and Regulations**

All terms are interchangeable and refer to the rules and regulations governing the community known as the Village of Nittany Glen

### **D. Management/Management Office**

Management company hired by the Condominium Association to manage the Village of Nittany Glen. Currently, Continental Real Estate Management, Inc., 300 South Allen St., State College, PA 16801 Phone 814-238-1598

### **E. Nittany Glen Condominium Association Board of Directors**

The Board elected by the unit owners of Nittany Glen to fulfill the obligations outlined in the Declaration, Bylaws, and Rules and Regulations of the Village of Nittany Glen

### **F. Premises**

Homesite being purchased by resident on which home is located

### **G. Village/Community**

The current and planned residential development known as The Village of Nittany Glen

### **H. Resident**

Someone who receives their mail at Nittany Glen

### **I. Pet**

Cat or dog

## **II. Occupancy**

At no time shall the number of persons sleeping in the home exceed the number permitted by applicable governmental regulations, ordinances, or statutes.

Homes in the Village of Nittany Glen are single-family dwellings to be used for residential purposes only. Operating any type of business in the Village of Nittany Glen is prohibited.

Subletting a portion of the home or leasing for a period of less than one year is not permitted in any home. Short-term rentals such as football weekends are strictly prohibited.

### **III. Occupancy of Site**

Permission for occupancy of a site in the Village of Nittany Glen is in accordance with the regulations of local governmental agencies.

### **IV. Registration**

All homeowners must provide the Continental Management Office with the following information and are also responsible to provide the Continental Management Office with updated copies of the same.

1. Name of each person occupying the home
2. Information regarding an emergency contact person who is not a resident of the home
3. Telephone number
4. Email address
5. Proof of homeowners insurance

Homeowner agrees to notify Continental Real Estate Management of any and all changes to any of the above information within seven (7) days of the effective date of the change.

All homeowners will be registered by the Continental Real Estate Management Company.

### **V. Emergency Telephone Numbers**

Police	911
Fire	911
Ambulance	911
West Penn Power	800-686-0021
Continental Real Estate Management	814-238-1598
Columbia Gas of Pennsylvania	888-460-4332

When calling emergency numbers, give your address including street name and house number stating that you live in the Village of Nittany Glen.

### **VI. Address, Zip Code, and Post Office**

Your new mailing address will be

Your Name

House number, Street name

State College, PA 16803

Your assigned post office is:

State College Branch

237 Fraser Street  
State College, PA 16801  
814-238-2435

## **VII. Prior to Move-In**

Prior to moving into the home, the homeowner shall notify the following utility companies for service in their name:

- Electric service is to be started in your name effective the date of closing on your home. Please contact West Penn Power at 800-686-0021 to make these arrangements.
- Telephone installation can be arranged by contacting Verizon at 800-650-2215.
- Cable TV installation can be arranged by contacting Comcast at 800-683-1000.
- Propane or natural gas service should be notified where appropriate.

## **VIII. Monthly Community Fee**

The monthly community fee is paid in advance. If settlement on your home is other than the first of the month, your fee will be prorated until the first of the following month. Your monthly fee is due and payable on the first day of each month to the Continental Management Office. All homeowners must set up automatic payments through Continental Management Company. You can call to set up automatic payments at 814-238-1598 or go to [www.continentalrealestate.net](http://www.continentalrealestate.net).

## **IX. Late Charge/Service Charge**

Our ability to provide community services depends upon the prompt payment of the monthly community fee. If, for any reason, we fail to receive your monthly fee on or before the close of business on the 15th day of the month in which it is due, you will be billed a late charge of \$15.00. This late charge is in addition to your monthly fee. If your account continues to have a balance, an additional late charge of \$15.00 will be added each month until the balance is paid in full.

A service charge of \$25.00 shall be imposed for each check returned unpaid due to non-sufficient funds or for any other reason. Such returned checks shall be picked up by the homeowner.

A fine will also be imposed on any resident who does not respond within 10 days of notification of a violation.

## **X. Pets**

Two (2) conventional pets are permitted for each home in the Village.

Exotic animals, farm-type animals, and wild animals (animals that belong in the wild) are not permitted.

When outside the home, pets must be kept on a leash and accompanied by the homeowner at all times. The pet owner must clean up after his/her pet immediately and dispose of pet waste in proper receptacles at home. No kennels, dog houses, dog runs, or the like will be permitted in the Village of Nittany Glen.

If a pet repeatedly constitutes an annoyance to other residents, the owner will be asked to remove the pet from the Village of Nittany Glen.

Pets are not permitted in the areas of the main entrance, Clubhouse, swimming pool, and other common amenity areas.

Homeowner shall be liable for all damages caused by their pet. Homeowner shall be strictly liable for the entire amount of any injury to the person or property of others caused by their pet.

## **XI. Home Maintenance**

The homeowner is responsible for the maintenance and upkeep of his/her home.

All homes shall be maintained in good condition and repair and the exterior shall be clean, neat, and properly maintained at all times. Any appurtenant structures thereto shall be maintained in the same good, neat, and orderly condition by the homeowner at his/her own cost and expense. Homes, shutters, and trim may be repainted and roof may be replaced in the original color.

Changes to the color or materials must be approved by the Architectural Review Committee after submitting the appropriate application to the Continental Real Estate Management Office. Paint colors must be consistent with community guidelines.

## **XII. Damaged Home**

If a home is substantially damaged by fire, storm, or other cause, the homeowner shall repair or remove the damaged home within a reasonable period of time. The homeowner must submit the appropriate application to and obtain approval from Architectural Review Committee prior to commencing any repairs.

## **XIII. Storage**

The homesite must be kept clean and neat at all times. No storage of any kind shall be permitted under the home. Nothing (with the exception of lawn furniture and other similar items) may be stored on patios, porches, or decks. Lawn furniture, gas or charcoal grills, and similar items are not permitted to be stored on the grass area.

No storage buildings of any type or unground storage tanks are permitted in the Village of Nittany Glen. No storage of boats, boat trailers, travel trailers, tent campers, motor homes, and RV equipment and pick-up camper bodies will be permitted on the homesite or in the Village.

Under no circumstances are contaminants, flammable materials, or hazardous materials to be stored at the home, homesite, in the Village, or released into the community or community systems.

## **XIV. Home Improvements, Changes, and/or Additions**

All exterior home improvements, including but not limited to patios, awnings, patio covers, decks, etc. must be approved by the Architectural Review Committee after submitting the appropriate application to include drawings and specifications. The Architectural Review Guidelines and Application may be obtained from Continental Real Estate Management Office, on its website or the Nittany Glen website at <https://nittanyglenhoa.wixsite.com/home>. After approval is received in writing from the Architectural Review Committee, the homeowner must

obtain the appropriate building permit from Benner Township. The materials used and exterior colors of any alterations or additions must match the existing home.

Once written approval has been granted by the Architectural Review Committee and the Township, and prior to the start of the work, the homeowner will supply the Continental Real Estate Management Office with a copy of the township building permit and certificate of insurance for the contractor.

Residents making home improvements that are not approved by the Architectural Review Committee will be fined \$25 per day until such time that the paperwork is approved. If the home improvements do not follow all relevant township guidelines as well as the setback guidelines in the Nittany Glen handbook, the resident will be required to either remove or bring such improvements into compliance. All exterior improvements/additions/changes must comply with all applicable laws and/or regulations. Approved improvements must be performed during the hours of 8:00 am and 5:00 pm noted above and be completed within a reasonable amount of time.

The Condo Association Board, at its option, may require any homeowner to remove an improvement made without prior written approval, which removal shall be at the homeowner's expense.

## **XV. House Numbers**

Your house number must be visible on the street side of your home in numbers not less than three inches high. House numbers have been supplied with your home.

## **XVI. Lampposts and Post Lights**

One exterior lamppost with a post light has been supplied with your home. This is the main form of street lighting. The homeowner is responsible to ensure these lights are in working order with a working bulb installed and turned on each night. All lampposts have a light/dark sensor, but for those lampposts in the yards of many homes that are newly constructed, that sensor is only activated if the dedicated wall switch inside the home is turned on. Therefore, if your home has such as dedicated light switch, leave that switch in the "on" position all the time to ensure that the light/dark sensor will be activated.

In the event that a homeowner in a Berks-built home with a lamppost that is controlled via a switch doesn't respond within 10 days of the date of the lamppost letter violation sent by Continental, a \$25 fine per day for each day the lamppost is not turned on will be assessed to the homeowner.

## **XVII. Insurance**

The homeowner is responsible for insuring his/her home in the Village of Nittany Glen. Such insurance shall cover 1) damage to the property of the Resident or Resident's guests, and 2) injury to persons occurring on or about the Premises.

## **XVIII. Lawns and Landscaping**

The Condominium Association is responsible for the maintenance of lawns.

Homeowner will be permitted to plant seasonal plants within the existing mulched bed area; however, vegetable gardens are not permitted. Vegetable plants may be planted in pots and place on patios or decks.

Homeowner will be responsible for watering any grass, trees, and plantings on his/her homesite. Homeowner may, at his/her own expense, install irrigation on the homesite after submitting the required Architectural Review Committee application and obtaining written approval.

Written permission from the Architectural Review Committee is required prior to the planting of additional shrubs, trees, or any lawn improvements/additions being made. The guidelines and application form are available from Continental Real Estate Management Office, its website, or the Nittany Glen website.

Residents making home improvements that are not approved by the Architectural Review Committee will be fined \$25 per day until such time that the paperwork is approved. If the home improvements do not follow all relevant township guidelines as well as the setback guidelines in the Nittany Glen handbook, the resident will be required to either remove or bring such improvements into compliance. Maintenance of landscape items/areas that are approved by the Architectural Review Committee and installed by homeowner will be the responsibility of the homeowner.

In the event the homeowner fails to maintain plantings in a neat and orderly condition, the Board reserves the right, after reasonable notification, to provide proper maintenance for which the homeowner will be charged. If in one season the homeowner is sent 2 separate violation letters and a 3rd violation occurs, the Board will hire Scott's Landscaping to address these issues and the homeowner will be responsible for the invoice. Scott's charges a minimum of \$115.00 an hour. All unpaid COA fees (including unpaid fines) will become a lien on the homeowner's property.

During drought emergencies, water restrictions mandated by state and local authorities may be implemented. Homeowners are required to abide by the restrictions during those times.

In order to protect the Village's underground utility lines, homeowners must contact PA One-Call at 800-242-1776 prior to digging for any of the following: 1) planting anything in the ground on homeowner's site or within the Village; 2) driving stakes, signs, posts, fences, or any other similar items into the ground on homeowner's site or within the Village. Underground storage tanks are strictly prohibited on homeowner's site in the Village of Nittany Glen.

## **XIX. Snow Removal**

Snow plowing and snow removal from the service walks, streets, driveways, parking lots, and roads in the Village shall be the responsibility of the Condo Association, but only to the extent that such areas are unobstructed at the time of snow removal.

The timing of snow plowing and removal shall be at the sole discretion of the Condo Association. Every attempt will be made to remove snowfall in excess of 2 inches.

The removal of ice and snowfall less than 2 inches from sidewalks leading to the residence and driveways at the homeowner's site shall be the responsibility of the homeowner. This includes all walks and steps from driveway to house, garage, porch, patios, and other exterior doors, and any additional approved walks that have been placed on the site by the homeowner.

Homeowner shall not use rock salt for ice removal on concrete steps or patios. Only approved ice melting products are to be used.

## **XX. Utilities**

Each homeowner is responsible for keeping the site's water and sewer connections from freezing from the ground up. This is accomplished by closing the access panel and vents in the block wall. Each homeowner is responsible for ensuring the heat tape on the site's water line is turned on and working by October 15th each year. Any damages resulting from frozen pipes will be the responsibility of the homeowner.

No resident is permitted to tamper with or change any of the exterior electrical supply boxes, or to disconnect, change or connect, or to make any changes in the water or sewer lines.

The Condo Association and homeowner agree to pay the charges for utility and services as follows:

<u>Charge or Service</u>	<u>Party Responsible for Payment</u>
Television Cable	Homeowner
Electric to Home	Homeowner
Telephone Service	Homeowner
Water	Homeowner
Sewer Fees	Homeowner
Liquid Propane Gas	Homeowner
Refuse Collection	Condo Association
Snow Removal	Condo Association
Lawn Maintenance	Condo Association

## **XXI. Heating and Air Conditioning**

All homes in the Village are equipped with a high-efficiency heat pump or natural gas furnace with air conditioning. Maintenance of these units is the responsibility of the homeowner.

Window or through-the-wall air conditioning units are not permitted.

Unless written approval is obtained by the Architectural Review Committee, no supplementary heating devices are permitted in any home, including but not limited to the following: 1) kerosene heaters; 2) wood stoves; 3) space heaters; 4) gas heaters; 5) electric heaters; 6) camp heaters. These heating devices and their fuel potentially constitute a grave fire hazard. Storage of any flammable substance within or about the home or in the Village is prohibited.

## **XXII. Television**

Underground cable TV service is available in the Village. Cable TV information is available from Comcast at 800-683-1000.

Exterior radio and TV antennas are not permitted. Any other type of receiving dishes must be approved in writing by the Architectural Review Committee after the submission of the



appropriate application. The application and guidelines are available from the Management Office.

## **XXIII. Trash/Garbage/Recycling**

New residents should contact Continental Real Estate Management, 814-238-1598, to begin to have their trash picked up and to obtain a recycling bin from Advanced Disposal.

### **Trash and Garbage**

Each homeowner is required to have at least one trash receptacle or can for the purpose of disposing of trash and garbage. Trash and garbage need not be separated. For health reasons, each can must be kept clean and lined with a plastic bag. Other than trash pickup days, all cans and carts must be kept in the homeowner's garage.

Advanced Disposal picks up trash and recycling on Fridays except when certain holidays—such as Memorial Day, July 4, Labor Day, Thanksgiving, Christmas, and New Year's—fall on a weekday. Then trash and recycling are picked up on Saturdays of that week. For an updated schedule of these days, visit the Benner Township website at [http://www.bennertownship.org/?page\\_id=810](http://www.bennertownship.org/?page_id=810), call the Township office at 814-355-1419, or email the office at [BENNERTWP@aol.com](mailto:BENNERTWP@aol.com).

Residents are asked to have their trash and recycling at curbside by 7:00 a.m. Do not place trash and recycling out before Friday morning, for safety reasons, possible inclement or windy weather overnight, and because of the possibility of attracting wildlife. All trash must be in securely tied bags to ensure easy pickup. Grocery bags containing trash will not be collected. Small items (for instance, flowerpots or plants) may be placed curbside for regular weekly collection, but they should be easy to pick up and this practice should be kept to a minimum.

For any large item pickup, contact Advanced Disposal to make arrangements. Bulk pickup days occur in the Spring and the Fall—normally in the middle of the months in May and October—and the bulk pickup occurs on the same day as the trash and recycling pickup on Fridays, with residents asked to have the items at curbside by 7:00 a.m. Bulk items eligible for pickup include old furniture, bedding, carpeting, appliances, and tires (with some restrictions). No metal or wood items longer than 5 feet can be accepted. For the schedule for bulk pickup and for questions about eligible items, go to the Benner Township website at [http://www.bennertownship.org/?page\\_id=810](http://www.bennertownship.org/?page_id=810), or call 814-237-3717.

### **Recycling**

Recycling will be picked up on the same day as trash and garbage. Benner Township supplies one red recycling container to each unit, with a second container available for a small fee. For general recycling questions or if you need a second container, call the Benner Township office at 814-238-7005 or send an email to [aschirf@centrecountyrecycles.org](mailto:aschirf@centrecountyrecycles.org).

Nittany Glen residents are encouraged to mark their recycling containers with their house numbers to ensure that containers are returned to the proper address if lost or displaced by high winds.

## **XXIV. Motor Vehicles**

### **Speed Limit**

A speed limit of fifteen miles per hour (15 mph) will be observed throughout the Village at all times. Reckless driving is prohibited.

### **Signs Posted**

Speed limit and stop signs must be obeyed at all times.

### **Operator's License**

No person may operate a motor vehicle in the Village without a valid operator's license.

### **Parking**

Two (2) off-street parking spaces are provided each house. The interior of the garage is considered one parking space. When parking on the streets, to facilitate traffic flow, parking is allowed only on the odd-numbered side of the street. Overnight parking on the streets is permitted, but such parking must adhere to all of the practices described within this section.

Parking of RVs, commercial vehicles, and snowmobiles is not permitted in the streets, driveways, or parking areas of the Village.

Parking of motor vehicles, motorcycles, RVs, and any like vehicles is not permitted on patios or lawns within the Village.

All homeowners, their family, agents, guests, or invitees must observe all parking regulations within the Village. Parking of vehicles in other than designated areas is prohibited. Homeowners will be held responsible for any failure to comply with the parking regulations.

Parking areas in the Village are for the use only by properly tagged, registered, functioning, and authorized motor vehicles.

Parking in the areas at the ends of Gravel Hill Road, Larch Lane, Rock Forge Road, and Fultons Run Road is strictly prohibited. These are turnaround areas for emergency vehicles.

When snow is expected, residents are asked to remove their vehicles from the streets and from driveways if possible, to facilitate snow removal, with overflow parking available at the Clubhouse parking lot and the lots on Thompson and Acer.

### **Repairs**

Repairs of motor vehicles in the Village is not permitted.

### **Vehicles**

With the exception of equipment operated for the maintenance and/or improvement of the Village, the following are not permitted at any time in the Village: 1) mini-bikes, 2) dirt bikes, 3)

dune buggies, 4) go-carts, 5) 3-wheelers, 6) 4-wheelers, 7) snowmobiles, 8) immobilized or disabled vehicles, vehicles over ¾-ton in gross vehicular weight, and 9) golf carts.

## **XXV. Sale of Home**

You may undertake the sale of your home yourself or you may use an outside source to sell your home, provided they are licensed in the state of Pennsylvania to sell residential homes.

You are required to notify the Continental Real Estate Management Office of your intent to sell your home and provide Continental with the selling agent prior to the posting of any “For Sale” sign on the homesite.

### **For Sale Signage**

Only one exterior professionally made “For Sale” sign, size not to exceed 24” x 30”, is permitted by you or any organization you select to sell your home.

This one sign will be positioned on your lawn and at no other location within the Village of Nittany Glen.

No signs will be permitted in windows or attached to the home.

“For Sale,” “Open House,” etc. signs are expressly prohibited at any other location within the Village of Nittany Glen as well as at the entry.

## **XXVI. Recreation Facilities**

Registered homeowner shall have the privilege to use all recreation facilities in the Village.

The use of the recreation facilities is restricted to times determined and established by the Condo Association Board. All residents and guests are expressly prohibited from using the Clubhouse, pool, or any other recreation facilities at any other time.

Recreation facilities including the Clubhouse and pool are provided for the use and enjoyment of all homeowners and their guests.

All persons using the recreation facilities do so at their own risk and sole responsibility. The Condo Association and Board do not assume responsibility for any accident, injury, loss, damage to personal property, or any other loss incurred in connection with such use.

Homeowners and their guests agree to hold the Condo Association and Board harmless from all liabilities and actions whatsoever by any other resident or guest(s) involving any Village facilities.

The Condo Association Board reserves the right to impose temporary or permanent suspension of use of Village facilities with the exception of violations of the clubhouse, pool or fob rules, to a homeowner and his/her guests after prior notification and warning of misconduct.

Consequences for Fob Loss or Misuse, clubhouse and/or pool violations are found in the Consequences for Fob Loss or Misuse, clubhouse and/or pool violations

Section below.

Homeowner is responsible for all guests/visitors/invitees and their actions.  
Guests/visitors/invitees must be accompanied by a homeowner at all times.

### **Nittany Glen Clubhouse Security System and Fob Guidelines**

The Nittany Glen Executive Board has contracted with Jon Mains Security to install six video cameras around the Clubhouse and a keypad system to be used by Nittany Glen residents to enhance and ensure the security of access to the Clubhouse and pool and the safety of Nittany Glen residents. As the community continues to grow, the Board has decided that this approach is necessary in light of past violations of residents and non-residents in relation to Clubhouse and pool use.

The six video cameras are motion-activated and their footage is stored and available for review by Mains Security or the Executive Board for at least 30 days as needed. The cameras are located as follows:

- (1) In the main room of the Clubhouse
- (2) In the Clubhouse hallway
- (3) Above the Clubhouse front exterior entry door
- (4) Above the Clubhouse front exterior driving circle
- (5) At the Clubhouse pool
- (6) At the Clubhouse parking lot

The keypads are mounted by the Clubhouse main door entrances and at the pool gate. Any resident who wishes to use the Clubhouse and pool must obtain a fob—which is a thin electronic device that can be attached to a keychain—following the guidelines detailed below.

### **Clubhouse Hours**

To accommodate residents with different work schedules, the Clubhouse is open 24 hours to those with key fob access.

### **How Fobs Work**

Fobs are programmed with a four-digit PIN (personal identification number). As with many modern security systems, you must have the fob with you when you enter your PIN in order to gain access. Entry is a two-step process and must be done in the following order:

- (1) Punch your four-digit PIN into the keypad.
- (2) Hold your fob up to the keypad.

After you complete this process, the red square on the keypad changes to green and the keypad emits a tone, signaling that the door or gate is unlocked and ready for entry.

You choose the four-digit PIN for your fob, and it is unique to you. This system will also allow Mains Security, if needed, to track when a particular individual enters the Clubhouse or pool.

### **Cost of Fobs, Who Needs Them, and Fob Holder Responsibilities**

Each resident, 18 years of age and older who wants a fob must pay a **\$25 deposit**, with that deposit returned to you when you move out of the community. Importantly, each resident must use an individual fob—so if two or more residents live at one address, they should obtain multiple fobs if multiple residents wish to have access to the pool or Clubhouse. In other words, in order to ensure security and personal accountability, you should not use someone else's fob. If

you don't wish to have access to the pool or Clubhouse, then there is no need for you to obtain a fob.

When you pick up your fob, you will be required to pay the \$25 deposit by way of cash or check, with the check made out to Continental Real Estate.

Fobs are not to be given to guests. All guests visiting the Clubhouse, fitness center, or pool must be accompanied by a resident, and the resident must remain with the guest while the guest is using any of these facilities.

### **Choosing a PIN and PIN Recordkeeping**

When you pick up and pay the deposit on your fob, you should also be ready to choose your four-digit PIN that you will remember and keep a record of in a safe place. Your PIN will also be recorded and kept in the Mains Security system so that the Nittany Glen Executive Board, Continental Real Estate, and Mains Security all have a record of your PIN and fob distribution.

### **Consequences for Fob Loss or Misuse, clubhouse and/or pool violations**

If you lose your fob, you will need to get a replacement fob with a new \$25 deposit and new PIN, and the previous deposit will not be refunded. If you misuse the Clubhouse or pool or you misuse your fob—such as by giving it to another resident or non-resident to use and sharing your PIN—then your fob will be deactivated temporarily and a fine will be imposed, as follows:

First offense—a 1-week deactivation

Second offense—a 2-week deactivation and \$25 fine

Third offense—a 1-month deactivation and \$50 fine

Fourth offense—a 1-year deactivation and \$100 fine

### **Fob Pickup and Questions on Fob Use**

For those residents who do not yet have a fob or if you have any questions on fob use, send an email to [nittanyglenfob@gmail.com](mailto:nittanyglenfob@gmail.com). This email will go to all fob administrators at Nittany Glen to help ensure a timely response to your request.

### **Clubhouse Rules and Regulations**

- No guest shall be permitted in the Clubhouse unless accompanied by a resident at all times.
- No one under the age of 18 is permitted in the Clubhouse unless accompanied by an adult resident.
- All residents and/or guests are responsible for cleaning up their personal trash at all times.
- Please be advised that the facilities are under video surveillance for everyone's safety.
- If you are the only person in the building, please turn the lights and televisions off when you leave.
- A telephone is located in the kitchen for local or emergency calls. The number is 814-954-5157.
- With key fob access, the Clubhouse and Fitness Center are open 24 hours.

- The kitchen facilities are for your use and convenience. You are responsible to clean up after yourself. Please do not leave items in the refrigerator.
- There are board games and playing cards for the use of all residents in the Clubhouse. Feel free to use at any time and properly store when done.
- There is a television in the main room for the use of residents and guests accompanied by residents. Please be respectful of others when using the television. Make sure you turn the television off before leaving. If you are unsure how to operate the television, contact the Clubhouse Committee Chair for instructions.
- There is a pool table, ping pong table, and foosball table in the main room for the use of residents and guests accompanied by residents. The ping pong and foosball table can be used by any resident or guest but the pool table can only be used by those 18 and older. Always replace the leather cover on the table when not in use, place balls in table pockets, hang rack on hook, and return cue sticks to the wall holder.
- There is free Wi-Fi internet service in the Clubhouse. No password is required; just click on “club nittany.”

### **Fitness Center Rules**

- Any guest in the Fitness Center must be accompanied by a resident, and the resident must remain with the guest.
- Those under 18 using the Center require adult supervision.
- Wipe down all equipment, including weights, that you touch before or after use.
- Please limit your time on the equipment to 30 minutes if others are waiting
- For safety reasons, don't hang personal belongings such as coats or bags on the fitness equipment.
- Shirts must be worn and proper shoes are required. In inclement weather, change into dry shoes to work out.
- Eating is not permitted in the workout areas. Drink from appropriate containers such as sports bottles.
- For portable devices, use headphones or earbuds. If using the TV, ask others before changing the channel.
- Do not slam the machine weights—this damages pins.
- Always consult a physician before using any fitness equipment.
- Refer any questions on the Fitness Center to  
[jill@continentalrealestate.net](mailto:jill@continentalrealestate.net).

### **Pool Rules and Regulations**

- Enter the pool area and swim at your own risk. There is no lifeguard on duty.

- Do not give your key fob to guests or to children to go to the pool alone. Doing so will be treated as a misuse of the fob, resulting in temporary deactivation and a fine, as detailed in the “Security System and Fob Guidelines” section of the Nittany Glen handbook.
- No running, diving, horseplay, or throwing objects into the pool.
- No smoking or vaping in the pool area.
- Only 4 guests per household unless after 5:00 pm—then up to 5 guests are permitted.
- No food or beverages in pool water.
- No glass containers in pool or pool area.
- All guests **MUST** be accompanied by a resident.
- All children must be accompanied by an adult resident (over 18 years of age).
- All non-potty-trained children **MUST** wear a swim diaper.
- No intoxicated persons allowed in the pool or pool area.
- No spitting in the pool or inside the pool fence.
- No bicycles, scooters and/or skateboards in the pool area.
- Swimming with open sores, lesions, or known infections in the eyes, ears, or throat is prohibited.
- No offensive language.
- Please dry off completely before entering the Clubhouse.
- Shoes must also be worn in the Clubhouse.
- Please return umbrellas to the storage area when done and please close umbrellas when windy.
- **NO SWIMMING IN HEAVY RAINS OR WHEN THUNDER CAN BE HEARD OR LIGHTNING CAN BE SEEN.**
- Please clean up afterwards when exiting the pool area. Place garbage and other debris in proper containers.
- Beverages must be in closed containers. They may be used at picnic tables and on the lounge chairs.
- Modest bathing suits only—no thongs, cutoffs or shorts.
- Please make sure the gate is locked when you leave if you are the only one using the pool.
- Please use the door near the restrooms when entering the Clubhouse to use the restroom.
- Non-inflatable pool toys are allowed but please be mindful of others while using them in the pool.
- No metal objects in the pool.



- The pool is not available for private parties.
- No reserving of pool furniture.
- Pool hours are 9:00 am to sunset.

## **Clubhouse Reservations: Policy, Procedures, Reservation Forms, Rules, and Checklist**

### **Policy**

Nittany Glen residents may request use of the main room and kitchen of the Clubhouse.

The Clubhouse is available as follows:

- Nittany Glen Social Committee scheduled events have priority use.
- Nittany Glen Executive Board scheduled meetings have priority use.
- Nittany Glen residents' events after being approved by the Board only—i.e., the Clubhouse may not be reserved for use by outside organizations.

### **Procedure**

1. At least two weeks in advance of your event, check the calendar found under the Events tab on the Nittany Glen website (<https://nittanyglenhoa.wixsite.com/home>) to see if the time you want is available.
2. Complete the reservation form below, save it, and send a copy to [jill@continentalrealestate.net](mailto:jill@continentalrealestate.net) for the Board's approval. Paper copies are available in the Clubhouse if needed, which may be delivered to Cheryl Baney, Nittany Glen Executive Board Secretary, 211 Fultons Run Road.
3. If alcohol will be served at the event, sign and date the Clubhouse Reservation Alcohol Policy, available under the Members tab and the Governance, Rules, Policies section on the website. If alcohol will not be served, sign and date the Clubhouse Reservation Non-Alcohol Policy, also available at the same location on the website.
4. You will receive an email letting you know whether your event has been approved by the Board.
5. If your event is approved
  - a. Write a check for **\$125** made out to Nittany Glen COA and place it in the suggestion box in the clubhouse. After an inspection by a Clubhouse Committee representative verifies a successful cleanup, the check will be shredded.
  - b. Continental will bill the resident **\$25** via the Continental payment portal which will be retained as a donation to the Social Committee to offset the costs of supplies and maintenance.
6. On the day of your event, use the cleanup checklist below as a guide when cleaning up, fill it out and sign it, and leave it on counter
7. A Clubhouse Committee member will inspect the main room and kitchen areas after your event to ensure that they are clean and undamaged with furniture returned to its original location.

**Reservation Form** *(to be filled out by Nittany Glen resident hosting the event)*

Date and time of event (give exact date and hours):

\_\_\_\_\_

Nittany Glen resident:

\_\_\_\_\_

Nittany Glen resident address:

\_\_\_\_\_

Nittany Glen resident email:

\_\_\_\_\_

Nittany Glen resident phone number:

\_\_\_\_\_

Number of guests anticipated (including those under 18):

\_\_\_\_\_

Alcohol: Yes \_\_\_\_\_ (if yes, sign and date alcohol policy)

No \_\_\_\_\_ (if no, sign and date non-alcohol policy)

**Rules**

1. Upon entry, do not block open any doors.
2. Do not share the entry code with nonresidents.
3. Nonresidents may not be in the Clubhouse at any time unless accompanied by a resident.
4. Outside play setups such as bounce houses, slides, and wading pools are not permitted.
5. If decorations are used, they must be kept to a minimum, removed afterwards, and should not be secured to anything in a way that would cause damage. Glitter is forbidden.
6. The fitness room is off limits to guests during events.
7. Do not move the marble-top tables, the pool table, or the ping pong table. If furniture needs to be repositioned, do so by lifting and carrying rather than sliding or pushing to avoid floor damage.
8. Folding tables and chairs from the main room closet may be used, but they must be returned to their original location. Tables and chairs are kept in the unlocked closets in the main room.
9. Bring your own cleaning liquids and supplies and remove them after the event.
10. If the Clubhouse is found to be in unsanitary condition after your event, your deposit will not be returned, and Continental Management Company may follow up with you if further action is required.

**Resident Name and Date and Time of Event**

Resident: \_\_\_\_\_ Date and Time: \_\_\_\_\_

**Cleanup Checklist, Signature, and Date** *(to be filled out by Nittany Glen resident hosting the event)*

- ☐ Place chairs around tables.
- ☐ Return furniture to original locations.
- ☐ Vacuum or sweep all areas. A broom and vacuum are available in the unlocked hallway closet near the rest rooms.
- ☐ Clean all tables and counters with cleaner and a damp cloth. Dry with cloth or paper towels.
- ☐ Clean sink and sink area and wipe dry.
- ☐ If the coffeemaker is used, wash and dry coffee pots. Turn off and unplug coffeemaker.
- ☐ Turn off warmer oven if used.
- ☐ Remove all cleaning cloths that you brought with you for the event.
- ☐ Remove all trash from library, kitchen and bathrooms
- ☐ Take all recycling with you.
- ☐ Turn off all lights/fans.
- ☐ Make sure all restroom toilets are flushed and the faucets turned off.
- ☐ Make sure all windows and doors are closed and locked.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Pavilion Reservations: Policy, Procedures, Reservation Forms, and Rules**

### **Policy**

Nittany Glen residents may reserve the pavilion outside of the Clubhouse for an event any time of year, with no deposit or donation required for its use.

The pavilion is available as follows:

- Gatherings scheduled by the Executive Board or one of the Nittany Glen committees—such as an annual meeting or a “meet your neighbor” event—have first priority use.
- Events scheduled by residents and approved by the Clubhouse Committee have second priority.
- When not reserved, the pavilion is available to all residents and their guests on a “first-come, first-served” basis.
- The pavilion may not be reserved for use by outside organizations, and when it is used by non-residents, they must be accompanied by a resident.

### **Procedure**

1. At least two weeks in advance, check the calendar under the Events tab on the Nittany Glen website (<https://nittanyglenhoa.wixsite.com/home>) to see if the time you want is available.
2. Complete the reservation form below, save it, and send a copy to [jill@continentalrealestate.net](mailto:jill@continentalrealestate.net) for the Board’s approval. Paper copies are available in the Clubhouse if needed, which may be delivered to Cheryl Baney, Nittany Glen Executive Board Secretary, 211 Fultons Run Road.
3. If alcohol will be served at the event, sign and date the Pavilion Reservation Alcohol Policy, available under the Members tab and the Governance, Rules, Policies section on the website. If alcohol will not be served, sign and date the Pavilion Reservation Non-Alcohol Policy, also available at the same location on the website.
4. You will receive an email letting you know whether your event has been approved by the Board.
5. A Clubhouse Committee member will be in touch to confirm the event’s approval.

**Reservation Form** *(to be filled out by Nittany Glen resident hosting the event)*

Date and time of event (give exact date and hours):

\_\_\_\_\_

Nittany Glen resident:

\_\_\_\_\_

Nittany Glen resident address:

\_\_\_\_\_

Nittany Glen resident email:

\_\_\_\_\_

Nittany Glen resident phone number:

\_\_\_\_\_

Number of guests anticipated (including those under 18):

\_\_\_\_\_

Alcohol: Yes \_\_\_\_\_ (if yes, sign and date alcohol policy)

No \_\_\_\_\_ (if no, sign and date non-alcohol policy)

**Rules**

- Guests may use the Clubhouse restrooms, but residents must accompany any guest to the Clubhouse to gain access. To ensure security, do not share your key fob or PIN with anyone.
- Clean up thoroughly after the event and take all food, garbage, and recyclables with you.
- The charcoal grill at the pavilion may be used, but the grill should be cleaned and the coals should be placed in the provided pail and the lid secured after the coals are sufficiently cooled.

## **XXVII. Clubhouse and Pavilion Alcohol/Non-Alcohol and Liability Policies**

With the year-round reservation of the Clubhouse and pavilion, numerous policies are needed from a standpoint of accountability and liability for the protection of both Nittany Glen residents and the Village of Nittany Glen Condominium Association. These policies are printed in the pages that follow for reference, available for download on the Nittany Glen website, and available in hard copy at the Clubhouse.

Nittany Glen residents who wish to reserve the Clubhouse or pavilion for an event approved by the Board should review these policies carefully and must follow the procedures and sign the appropriate forms before holding the events. Note that the reservation process for an event involves filling out *two* forms—one to reserve the space, chosen based on whether you are reserving the Clubhouse or pavilion, and one as a waiver of liability, chosen based on whether or not alcohol will be served.

**NITTANY GLEN CONDOMINIUM ASSOCIATION**

**NITTANY GLEN CLUBHOUSE**

**ALCOHOL POLICY AND RELEASE OF LIABILITY FORM**

**I. ALCOHOL POLICY**

A Member or Members of the Association who wish to use and/or reserve the Clubhouse for private use (hereinafter User Member) shall be subject to the following policy with respect to alcoholic beverages:

1. User Members who bring alcoholic beverages to the Clubhouse, or whose guests bring alcoholic beverages to the Clubhouse, agree that they are solely responsible for its use, and that they shall hold the Association harmless and indemnify the Association with respect to any injuries or property damage sustained by persons, directly or indirectly, as a result of the consumption of alcoholic beverages while at the Clubhouse during the time of the User Members' period of usage.
2. The User Member or Members reserving or using the Clubhouse, where such User Members and/or their guests are bringing alcoholic beverages to the Clubhouse, must execute the attached release of liability form.
3. No alcohol shall be served to minors.
4. No alcohol shall be served to visibly intoxicated persons.

**II. RELEASE FORM:**

**RELEASE OF LIABILITY FORM**

I, \_\_\_\_\_, acknowledge that I have received and I am aware of the Nittany Glen Clubhouse Alcohol Policy and Release of



Liability Form. I have read and I accept the terms, conditions, and requirements of that policy. I hereby waive and release any and all claims from any persons as a result of personal injury or property damage arising from the use of alcohol that I or my guests have brought or that I have allowed to be brought to the Clubhouse during my use of that facility.

I hereby release and indemnify Nittany Glen Condominium Association, its members, agents, and employees, from all liability to me and to my heirs and assigns, for any and all claims, demands, losses, or damages on account of any injury, death, or damaged property, arising out of the use of the Clubhouse by me and the use of the Clubhouse by my guests during an event at which alcohol is served and/or consumed by me and/or my guests.

I also hereby agree to indemnify and hold harmless the Association from any claim or demand on account of injury or property damage brought on behalf of any third party caused directly or indirectly by the service of alcohol to members of my event at the Clubhouse during which time alcohol is served. I understand that this release, waiver, and agreement to indemnify and hold harmless includes, but is not limited to, damages which are caused, or alleged to be caused, in whole or in part by the negligence of myself or others who were at the event.

I have read the above agreement and release of waiver and liability and I understand that by signing it I have given up substantial rights. I sign this agreement voluntarily.

Signature: \_\_\_\_\_

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

**NITTANY GLEN CONDOMINIUM ASSOCIATION**

**NITTANY GLEN CLUBHOUSE RESERVATION**

**NON-ALCOHOL POLICY AND RELEASE OF LIABILITY FORM**

**I. NON-ALCOHOL POLICY**

A Member or Members of the Association who wish to use and/or reserve the Clubhouse for private use (hereinafter User Member) and do not request permission to serve alcohol shall be subject to the following policy:

1. User Members agree that no alcohol will be served or consumed during the scheduled event.
2. User Members agree that they are solely responsible for the use of the facility, and that they shall hold the Association harmless and indemnify the Association with respect to any injuries or property damage sustained by persons, directly or indirectly, while at the Clubhouse during the time of the User Members' period of usage.
3. The User Member or Members reserving or using the Clubhouse must execute the attached release of liability form.

**II. RELEASE FORM:**

**RELEASE OF LIABILITY FORM**

I, \_\_\_\_\_, acknowledge that I have received and I am aware of the Non-Alcohol Policy and Release of Liability Form. I have read and I accept the terms, conditions, and requirements of that policy. I hereby waive and release any and all claims from any persons as a result of personal injury or property damage during my use of that facility.

I hereby release and indemnify Nittany Glen Condominium Association, its members, agents, and employees, from all liability to me and to my heirs and assigns, for any and all claims, demands, losses, or damages on account of any injury, death, or damaged property, arising out of the use of the Clubhouse by me and the use of the Clubhouse by my guests during an event.

I also hereby agree to indemnify and hold harmless the Association from any claim or demand on account of injury or property damage brought on behalf of any third party caused directly or indirectly to members of my event at the Clubhouse. I understand that this release, waiver, and agreement to indemnify and hold harmless includes, but is not limited to, damages which are caused, or alleged to be caused, in whole or in part by the negligence of myself or others who were at the event.

I have read the above agreement and release of waiver and liability and I understand that by signing it I have given up substantial rights. I sign this agreement voluntarily.

Signature: \_\_\_\_\_

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

**NITTANY GLEN CONDOMINIUM ASSOCIATION**

**NITTANY GLEN PAVILION**

**ALCOHOL POLICY AND RELEASE OF LIABILITY FORM**

**III. ALCOHOL POLICY**

A Member or Members of the Association who wish to use and/or reserve the pavilion for private use (hereinafter User Member) shall be subject to the following policy with respect to alcoholic beverages:

1. User Members who bring alcoholic beverages to the pavilion, or whose guests bring alcoholic beverages to the pavilion, agree that they are solely responsible for its use, and that they shall hold the Association harmless and indemnify the Association with respect to any injuries or property damage sustained by persons, directly or indirectly, as a result of the consumption of alcoholic beverages while at the pavilion or the Clubhouse restrooms during the time of the User Members' period of usage.
2. The User Member or Members reserving or using the pavilion, where such User Members and/or their guests are bringing alcoholic beverages to the pavilion or the Clubhouse restrooms, must execute the attached release of liability form.
3. No alcohol shall be served to minors.
4. No alcohol shall be served to visibly intoxicated persons.

**IV. RELEASE FORM:**

**RELEASE OF LIABILITY FORM**

I, \_\_\_\_\_, acknowledge that I have received and I am aware of the Nittany Glen Pavilion Alcohol Policy and Release of Liability

Form. I have read and I accept the terms, conditions, and requirements of that policy. I hereby waive and release any and all claims from any persons as a result of personal injury or property damage arising from the use of alcohol that I or my guests have brought or that I have allowed to be brought to the pavilion or the Clubhouse restrooms during use of these facilities.

I hereby release and indemnify Nittany Glen Condominium Association, its members, agents, and employees, from all liability to me and to my heirs and assigns, for any and all claims, demands, losses, or damages on account of any injury, death, or damaged property, arising out of the use of the pavilion or the Clubhouse restrooms by me and the use of the pavilion or the Clubhouse restrooms by my guests during an event at which alcohol is served and/or consumed by me and/or my guests.

I also hereby agree to indemnify and hold harmless the Association from any claim or demand on account of injury or property damage brought on behalf of any third party caused directly or indirectly by the service of alcohol to members of my event at the pavilion or the Clubhouse restrooms during which time alcohol is served. I understand that this release, waiver, and agreement to indemnify and hold harmless includes, but is not limited to, damages which are caused, or alleged to be caused, in whole or in part by the negligence of myself or others who were at the event.

I have read the above agreement and release of waiver and liability and I understand that by signing it I have given up substantial rights. I sign this agreement voluntarily.

Signature: \_\_\_\_\_

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

**NITTANY GLEN CONDOMINIUM ASSOCIATION**

**NITTANY GLEN PAVILION RESERVATION**

**NON-ALCOHOL POLICY AND RELEASE OF LIABILITY FORM**

**III. NON-ALCOHOL POLICY**

A Member or Members of the Association who wish to use and/or reserve the pavilion for private use (hereinafter User Member) and do not request permission to serve alcohol shall be subject to the following policy:

1. User Members agree that no alcohol will be served or consumed during the scheduled event.
2. User Members agree that they are solely responsible for the use of the pavilion and the Clubhouse restrooms, and that they shall hold the Association harmless and indemnify the Association with respect to any injuries or property damage sustained by persons, directly or indirectly, while at the pavilion or the Clubhouse restrooms during the time of the User Members' period of usage.
3. The User Member or Members reserving or using the pavilion must execute the attached release of liability form.

**IV. RELEASE FORM:**

**RELEASE OF LIABILITY FORM**

I, \_\_\_\_\_, acknowledge that I have received and I am aware of the Non-Alcohol Policy and Release of Liability Form. I have read and I accept the terms, conditions, and requirements of that policy. I hereby waive and release any and all claims from any persons as a result of personal injury or property damage during use of the pavilion or the Clubhouse restrooms during an event.

I hereby release and indemnify Nittany Glen Condominium Association, its members, agents, and employees, from all liability to me and to my heirs and assigns, for any and all claims, demands, losses, or damages on account of any injury, death, or damaged property, arising out of the use of the pavilion and Clubhouse restrooms by me and the use of the pavilion and Clubhouse restrooms by my guests during an event.

I also hereby agree to indemnify and hold harmless the Association from any claim or demand on account of injury or property damage brought on behalf of any third party caused directly or indirectly to members of my event at the pavilion. I understand that this release, waiver, and agreement to indemnify and hold harmless includes, but is not limited to, damages which are caused, or alleged to be caused, in whole or in part by the negligence of myself or others who were at the event.

I have read the above agreement and release of waiver and liability and I understand that by signing it I have given up substantial rights. I sign this agreement voluntarily.

Signature: \_\_\_\_\_

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

## **NITTANY GLEN CONDOMINIUM ASSOCIATION ARCHITECTURAL GUIDELINES AND REVIEW PROCESS IN ACCORDANCE WITH NITTANY GLEN DECLARATION**

Given that the Declaration of Covenants, Conditions and Restrictions of Nittany Glen allows for the Executive Board to adopt Rules and Regulations, and given that the Declaration of Covenants, Conditions and Restrictions states all proposed new construction, modifications to existing construction and landscaping shall first be submitted by formal application to the Nittany Glen Architectural Review Committee (NGARC) for review and approval in accordance with the requirements of the review process as listed below.

The Owner shall submit to the Architectural Review Committee plans, specifications, elevations, materials and color descriptions and a narrative description of the proposed alteration, all in sufficient detail to depict and describe the style, size, height and proposed location of the proposed improvement or alteration and the exterior materials and colors to be used in connections therewith.

Given that, the Executive Board deems it in the best interest of the community to implement Architectural Guidelines and Review process to protect the residents' property value, limit exposure to liability for unsafe construction, and maintain a quality community.

Now, therefore, the Executive Board resolves that the following Architectural Guideline and Review process be adopted by the Nittany Glen Condominium Association. This policy shall supersede all previous polices and guidelines.

Failure to adhere to these Rules and Regulations could result in a fine or other action by the Executive Board.

### **Fences**

No fences are permitted in Nittany Glen.

### **Modifications Not Requiring an Application**

- Installation of storm doors (half-glass or full-glass) which are white or trim color or front door color.
- Landscape plantings and pruning which are deemed maintenance or replacement of existing plantings.
- Hand rails, located on front steps. Materials should match existing railings.
- "In kind" repairs and maintenance—that is, in the same fashion as the original—to sidewalks, walkways, and driveways. Replacing missing or damaged stone, trim, shutters, roofing, or siding with "in kind" color and materials. Repainting doors, shutters, trim, or foundation in a matching color.
- Replacement of windows with similar size, color, and style.



## **Modifications Requiring an Application**

### *Decks*

Installation of decks on rear of homes may be permitted with an approved application. Decks must not extend into rear lot setback lines (5 feet) or go beyond the sides of the living unit. Installation of decks on the side of homes may be permitted with an approved application. Decks may not extend beyond the side setback lines of the lot. Colors and materials must match and be consistent with style of home. Decks shall be constructed using composite decking.

Any deck expansion requiring installation of new footings, altering the footprint of the deck, requires a new application.

### *Exterior Colors and Materials*

Painting and replacing doors, garage doors, trim, siding, porches, steps, foundations, shutters, gutters, lamp posts, etc., with a different color or material than the original requires an application.

### *Handicapped Ramps*

Installation of ramps at front entrances may be permitted with an approved application. The design, color and materials should be consistent with the design of the home.

### *Landscaping*

Owners are encouraged to provide and maintain attractive landscaping for their lots. No application or approval is necessary for routine plantings that do not involve changes in grade, or reshaping the terrain of the lot, hardscaping or permanently installed design features other than plant materials. If any changes are proposed to the size and scope of the landscaping then an application and approval are required.

### *Major Renovations*

Major exterior renovations, additions, or reconstruction after a casualty loss all require application and approval. Reconstruction after casualty loss must be completed within 9 months of occurrence.

### *Patios*

Patios may be permitted, with an approved application, and must be within the boundary of the required lot setback requirements.

### *Retaining Walls*

Retaining walls associated with landscaping projects should be addressed in the landscaping application.

### *Sidewalks, Walkways, and Driveways*

Changes in materials (e.g., concrete to pavers) may be considered with an application, provided the finished appearance is consistent with community standards and intent. Use of asphalt will not be considered for sidewalks and walkways.

### *Windows*

Modification of window size, type, or color requires a full application.

# APPLICATION

**Architectural Review Committee (ARC)  
Nittany Glen Condominium Association**

## **CONTINENTAL REAL ESTATE OFFICE USE ONLY**

*Date Received at Continental Real Estate Management (CREM):* \_\_\_\_\_

*Application Number:* \_\_\_\_\_

*Final Action Date:* \_\_\_\_\_

## **TO BE COMPLETED BY NITTANY GLEN RESIDENT (APPLICANT)**

The preferred method to submit an ARC application is by way of the CREM Online Portal at <https://www.continentalrealestate.net/coa/hoa-portal-access>. A secondary way to submit an ARC application is to mail the completed application, along with all supporting information, to the following address:

Continental Real Estate Management  
Nittany Glen Managing Agent  
300 South Allen Street  
State College, PA 16801

Your application will not be considered to be complete or be reviewed until all required information has been submitted to Continental Real Estate Management. Any questions can be directed to Continental Real Estate at 814-238-1598.

For guidance on completing this application, refer to the Nittany Glen Architectural Review Guidelines. Failure to adhere to these guidelines could result in a fine or other action by the Nittany Glen Executive Board.

Applicants should not apply for required local building permits until after receiving application approval from the Nittany Glen Architectural Review Committee (ARC)/CREM.

Do not begin construction until an application is approved. Approval is valid for one year, after which a new application and approval is required.

An applicant may appeal an ARC decision in writing within 14 days to the Nittany Glen Executive Board.

*Application Date:* \_\_\_\_\_

*Lot Number:* \_\_\_\_\_

**Applicant Information** (application may only be made by the owner or owners of record)

Name of Applicant: \_\_\_\_\_

Names of all Property Owners of Record: \_\_\_\_\_

Address of Property for Which Application is Being Made: \_\_\_\_\_

Mailing Address of Applicant: \_\_\_\_\_

Telephone Number of Applicant: \_\_\_\_\_

Email Address of Applicant: \_\_\_\_\_

**Description of Change Requested**

In the space below, briefly describe the nature of the change requested. Attach additional descriptions if necessary. Attach all appropriate supporting information—for example, color and material samples. If detailed drawings are needed, they should include the project’s relationship to the home with specific measurements to home and lot lines, such as layouts, sketches, diagrams, plot plans, specifications, etc. Sketches and drawings should be on 8 1/2 x 11 paper.

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**Contractor Information**

Supply the name, business address, and full contact information for the contractor who will be hired to complete the work. This information is required in all cases where a contractor will be performing the work or when the code requires the work to be done by a licensed contractor. Attach a copy of the contractor’s business license (or a W-9 tax form) and verification of liability insurance coverage from the contractor.

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**Certification Statement and Signature by the Applicant**

I certify that all the information in this application is accurate and correct to the best of my knowledge at the time of submittal and that if any of the conditions change that would have a bearing on this application, I will immediately advise the Architectural Review Committee of such change first by phone via the managing agent and then with a follow-up in writing. I certify that I am responsible to ensure that the contractor maintains a safe working area and conducts prompt cleanup of any debris, etc., upon completion of the work.

*Applicant Signature:* \_\_\_\_\_

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

**APPLICANTS SHOULD ATTACH ANY ADDITIONAL DOCUMENTATION THAT  
WOULD AID THE ARCHITECTURAL REVIEW COMMITTEE IN ITS DECISION**

## **XXIX. General Rules**

All residents must be in good standing and abide by the rules set forth in this document and the Declaration and Bylaws of the Village of Nittany Glen.

Each homeowner's site is private property and may not be used as a thoroughfare from one site to another.

In order to protect the safety, comfort, and convenience of the Village, the following are not permitted:

- Loud TVs, radios, and other similar disturbing noise.
- The discharge of bows and arrows, BB guns, pellet guns, rifles, or any other similar weapons.
- Fireworks.

Loud parties must conclude by 10:00 pm.

Exterior clotheslines are not permitted.

Fences on or around your homesite are not permitted.

No swimming pools or hot tubs of any kind are permitted on the homeowner's site.

Exterior fuel storage tanks with the exception of approved propane tanks are prohibited.

Seasonal decorations are permitted subject to a time prior of thirty (30) days prior to and thirty (30) days following a holiday.

Burning of leaves, trash, garbage, and other refuse is not permitted in the Village.

Solicitation is not permitted in the Village of Nittany Glen.

Homeowners are permitted to invite to their homes such vendors as tradesman, deliverymen, or suppliers of various good and services and to purchase goods and services from a vendor of the homeowner's own choosing. The posting of signs by vendors or contractors is prohibited in the Village of Nittany Glen.

Residents assume all responsibility of any kind associated with their personal property to person(s) in connection with occupancy.

The Condo Association or Board is not responsible for damage, injury, or loss due to fire, theft, windstorm, flood, or other forms of casualty to the home, autos, or other personal property belonging to Village of Nittany Glen residents.

No unauthorized advertising or commercial signs are permitted in the Village.

Homeowners will be held responsible for all actions of their guests. Homeowner shall be liable for all damage to property of the Village caused by the homeowners, homeowner's family, contractors, or guests.

Nothing other than well-maintained patio furniture is permitted on porches/patios.

Although yard sales are not permitted in the Village of Nittany Glen, there is one exception to this rule annually. On the first Saturday of May, a community-wide yard sale will take place, during hours to be determined by the Executive Board each year. Items for sale can be set up in a

resident's yard, porch, driveway, or garage, but should not be set up in community spaces, parking lots, or at the Clubhouse. Items that remain unsold must not be left in the resident's yard. Instead, they can be disposed of as part of the bulk spring pick-up by Advanced Disposal that typically takes place in mid-May.

Only fireplaces that are factory-installed are permitted in the home. Only propane fire pits are permitted on decks or patios. No wood burning fire pits are permitted in Nittany Glen.

Exterior cooking grills are not permitted to be stored on front porches. Charcoal and/or propane gas grills are not permitted to be used on covered porches. No wood burning fire pits. Propane fire pits only.

No playground equipment, sandboxes, or basketball hoops are permitted.

No signs or plaques are to be placed on the exterior of a unit or visible from the outside of a unit without prior approval of the Board.

If any term, covenant, condition, or provision of these rules shall to any extent be deemed invalid or unenforceable, the remainder of these Rules shall not be affected thereby, and each term, covenant, condition, and provision of these Rules shall be valid and enforceable to the fullest extent permitted by law.

### **XXX. Changes to Rules and Regulations**

The preceding Guidelines have been established in order to create and maintain an enjoyable, harmonious living environment for residents of the Village of Nittany Glen. Such an environment is dependent upon each and every homeowner acting in compliance with both the letter and spirit of these Guidelines.

The Nittany Glen Condominium Association Board of Directors reserves the right at any time to rescind, alter, or waive any of the preceding Guidelines when, in the Board's judgement, it is deemed such action is necessary, desirable, or proper for the best interest of the homeowners in the Village of Nittany Glen. Homeowners will be advised of any changes in the Guidelines at least thirty (30) days in advance thereof. No alteration or waiver of any Guideline in favor of one homeowner shall operate as a waiver in favor of any other homeowner.

If at any time you have any questions or concerns regarding the Village of Nittany Glen please contact the Condominium Association Board of Directors.

The Condo Association Board of Directors shall, from time to time, have the right to make reasonable changes and additions to the rules and regulations herein. All changes to the rules and regulations must be made in writing and distributed to all homeowners. Such changes shall be effective 30 days after distribution to all homeowners.