

# **Skyview Terrace**

## **Rules, Regulations and Guidelines for homeowners and residents**

**1. Background:** Rules and regulations for the operation of Skyview Terrace were established through the Declaration of the Condominium and the Bylaws of the Skyview Terrace Condominium Association dated the 26<sup>th</sup> of August, 2005. Both of these documents are available on the Skyview Terrace Portal (see item 5 below). The Declaration (Article IV, Section 13) specifies that 'Additional reasonable Rules and Regulation, not in conflict with the provisions of (the) Declaration, concerning the use and enjoyment of the Units and the Common Elements, may be promulgated from time to time by the Executive Board, subject to the right of sixteen (16) out of twenty-four (24) Unit Owners to change such Rules and Regulations.' Article XI of the Declaration requires compliance by all Unit Owners, tenants and occupants of units with the provisions of the Declaration, Bylaws, and duly promulgated Rules and Regulations adopted by the Executive Board and with all amendments of the same. The Bylaws assign the Executive Board (see item 4 below) the power to enforce the rules (Article IV, Section 2c). This document sets out some of the applicable rules and regulations established in 2005 and additional rules and regulations approved subsequently by the Board. It also provides additional information and guidelines for Unit Owners relating to the maintenance of the Skyview Terrace property.

**2. Responsibilities:** The Skyview Condominium Association is responsible for the maintenance and repair of common elements of the Skyview Terrace property (grounds, driveways, access road, sidewalks etc.) and the external features of the individual buildings (siding and roofs etc.). Homeowners are responsible for the maintenance of all internal fixtures, as well as doors and windows, decks, terraces and privacy screens associated with their units.

**3. Repairs:** All outside changes to your condo (building, decks, patios, common ground) must be pre-approved, in writing, by the Skyview Terrace Board of Directors (item 4 below) prior to making the change. This applies to changes to be paid for by the owner, resident, or the Association. Generally, proposed changes/actions will be reviewed at the first monthly Skyview Board of Directors' meeting following receipt of a written request for approval. **Emergency requests, where following this procedure may lead to condo damage, are an exception and will be fast tracked.** Contact any member of the Board directly (item 4 below) with details of an urgent problem that

needs to be addressed.

**4. Skyview Terrace Condo Association Board of Directors:**

The Board of Directors handles the day-to-day business of the Association in partnership with Continental Real Estate Management (CREM). Current members of the Board are:

Colette Orlandi, President, [cmorlandi@comcast.net](mailto:cmorlandi@comcast.net)

David Blandford, Vice President, [blandford.david@yahoo.com](mailto:blandford.david@yahoo.com)

Richard Catherman, [rcatherman1@gmail.com](mailto:rcatherman1@gmail.com)

**5. Skyview Terrace Portal:** Access to The Skyview Terrace Portal (<https://www.continentalrealestate.net/coa/hoa-portal-access>) is available to all Skyview Terrace unit owners. The portal provides access to association bylaws, minutes of board and homeowner association meetings and Declarations and By-Laws for the Skyview Condo Association. Contact Continental through their website (using the link above) to register for access to the Association portal.

**6. Continental Real Estate Management:** The contact person is the Skyview association manager at 814-238-1598.

**7. Board of Directors' meetings:** Board meetings are held monthly. The first 15 minutes are set aside for association property owners and residents to address the board. For information regarding the time and location of the next meeting, contact any member of The Skyview Terrace Board of Directors (item 4).

**8. Property insurance deductible:** The insurance deductible for The Skyview Terrace Homeowners' Association insurance policy is \$10,000. If you have not informed your insurance agent about this fact, and adjusted your insurance policy to cover this deductible, you should do so immediately. If damage occurs to your condo through a water leak or other hazard, without proper insurance coverage, you will be personally responsible for the first \$10,000 in repairs. The good news is that the cost of adjusting your homeowner's insurance policy to cover the first \$10,000 in damages is typically low cost.

**9. Water pressure regulators:** Due to occasional high-pressure surges in water lines in our area, all units are required to have a pressure regulator valve on the water line just after it enters the unit. If your condodoes not have

a pressure regulator installed on the water line, contact a qualified plumber to have one installed. The installation and maintenance of the regulator is the responsibility of the condo owner.

**10. Maintenance of decks and privacy screens:** Owners are responsible for the maintenance of their deck and privacy screens between properties. Wooden decks and privacy screens are required to be re-stained every second or third year. The Association arranges for a contractor to do this work and individual owners are billed for the cost. If an owner has had their deck stained within one year of a scheduled re-staining, a request for an exemption may be made to the Board, otherwise the owner will be billed for staining. The Board can also provide contact information for contractors who repair decks. Whenever possible, repairs to decks and privacy fence structures should be completed before scheduled staining.

**11. Common Ground:** The grass area adjacent to your patio and/or deck, at the back of your building, is classified at "Common Ground" (Ground to be shared by all residents.). However, this area may be utilized by the home occupant as a picnic area, play area, etc. **Any items used in conjunction with the activity should be cleared of the "Common Ground" area when not being actively used.** This assures access to the area for our landscape contractors, and avoids the possibility of a tripping or falling accident by someone walking through the Common Ground area. Any multi-day use of Common Ground areas must be pre-approved by the Skyview Terrace Board of Directors.

**12. Rental and leasing of condos:** The minimum length of time permitted for renting or leasing a Skyview Terrace condo is one year. A copy of the rental/leasing agreement must be filed with our management company (Continental Real Estate Management – see contact information in item 6 above) at least 5 business days before a tenant takes possession of the property. The homeowner is responsible for the enforcement of condo rules by tenants and their guests.

**13. Trees and shrubs:** The planting or removal of trees and shrubs requires pre-approval by the Skyview Terrace Board of Directors.

**14. Outside fires and grills:** Because of the close proximity of neighbors, outside fires are restricted to patio and deck areas, and are limited to natural gas or propane operated fire pits or heaters and barbecue grills or to charcoal

barbecue grills. In order to reduce fire risk, homeowners/occupants should operate charcoal grills only on their stone or concrete terraces. Fires or grills etc. should not be used close to units in order to avoid potential damage to the siding. Owners are responsible for covering the costs of repairing such damage. Residents must have access to a fire extinguisher in case of emergency. The use of wood fires and fireworks is strictly prohibited on Skyview property.

**15. Flags and signs:** With the exception of the American Flag, a maximum of one small garden decoration sign is permitted in the perimeter mulch bed area of each property in addition to a real estate "for sale" sign. A small directional sign may also be placed between the sidewalk and the curb on Stonecrest Drive, at the intersection of Skyview Drive, when a unit is for sale. The display of flags, political signs, and signs promoting a personal position on issues is prohibited.

**16. Pets:** All pets must be confined to the condo interior. When outside, pets must be leashed and attended **at all times. All animal waste must be collected immediately.** Domestic pets kept on the property are limited to a maximum weight of 80 pounds.

**17. Dryer Vent Cleaning:** Owners are responsible for dryer vent cleaning. The buildup of lint in dryer vents is a significant fire risk. For this reason, the Association arranges for the cleaning of vents every three years. The Association schedules a contractor to do the work and individual owners are billed for the cost. Building owners/occupants must provide access for the contractors, when requested, to carry out the work.

**18. Natural Gas:** All condos are equipped with natural gas. Homeowners who do not wish to keep their gas service must contact Columbia Gas to have the gas line to their unit capped. Homeowners should be aware, however, that gas service to their unit will have to be restored before the unit can be sold. This can be an expensive proposition. Consequently, owners are strongly advised to maintain the gas service to their unit.

**19. HVAC and Plumbing:** Owners are encouraged to change the filters on their furnaces every six months. HVAC units should be inspected at least once per year, with the cost being borne by homeowners. The Association arranges for a contractor to perform inspections but homeowners are also free to engage a company of their choice. All

plumbing repairs or replacements relating to an individual condo are the responsibility of the condo owner.

**20. Garage Door service:** The maintenance of garage doors in the responsibility of owners. Local companies that work on garage doors include: Milroy Door, Inc. 717-667-3460 or 717-363-0758 and the Overhead Door Company of the Nittany Valley 800-677-0462.

**21. Fireplace service:** Maintenance of the gas fireplace is the responsibility of the homeowner. One company that can perform gas fire maintenance and repair is RCC Mechanical, Electric and HVAC/R 570-962-0084.

**22. Snow removal:** Our roads, driveways, and sidewalks are **not** serviced by Spring Township. Snow removal is provided by a private contractor. The procedure is activated whenever we receive 2" or more of frozen precipitation. While priority is given to our development, as with any private snow removal company, on occasion, due to timing and/or length of a storm or manpower availability, we may experience a delay. It is suggested that all owners and residents maintain an emergency supply of ice pellets and snow removal tools to use when frozen precipitation is less than 2 inches, or when awaiting the arrival of the contract workers.

**23. Pest control:** General Pest Control for the outside perimeter space of buildings is applied three times per year. Carpenter Bee spraying is done on an "as needed" basis. If you wish to opt out of the pest control service, please contact any member of The Skyview Terrace Board of Directors (item 4 above).

**24. Parking:** Parking is limited. Parking priorities are recommended in the following order: Personal garage... 1st choice, personal driveway... 2nd choice, overflow parking lot... 3rd choice, even numbered side of the street... 4th choice. To maintain easy access for emergency vehicles, parking is not permitted on the odd numbered side of the street. Please **do not** park with your tires on the grass between the curb and the sidewalk. Residents are responsible for grass damage and will be charged for repairs. All vehicles parked at Skyview Terrace must be licensed, registered, and insured. Recreational vehicles and commercial vehicles (large trucks, boats, campers, etc.) must be parked elsewhere.

**25. Outside lights:** Outside lights intended for pedestrian safety (pole light, sconces next to the front door and next to the garage door) should use a white bulb since this provides the best illumination. **Holiday lights** may vary in color. Use of holiday lights is restricted to one month before the holiday and two weeks after the holiday.

**26. Condo perimeter mulch bed annual plants:** If you wish to plant annual flowers in the mulch bed around the perimeter of your residence, it is recommended that this be done before mulching is scheduled. In years when this applies, the landscapers will spread the mulch as soon after Memorial Day as their schedule permits. Planting flowers in the mulch beds after the mulch has been spread will reduce the overall mulch coverage, resulting in increased weed growth. As a result, owners and residents who plant after mulching has been completed are responsible for re-mulching the affected area with black mulch. Vegetables may be planted in the building perimeter mulch bed area **at the rear of the unit only**.

**27. Fall clean-up:** In preparation for winter, fall cleanup of the grounds is scheduled for mid to late November. The late fall timing of this procedure allows ample time for our trees to shed their leaves. Cleanup includes the cutting back of plants in the mulch beds. Since one person's weed might be considered a flower by another, if you would prefer to limit or opt out of this service, you may contact any member of the Skyview Terrace Board of Directors (item 4).

**28. Spring cleanup:** Depending upon the arrival of spring, a spring cleanup is performed to remove any fallen tree branches or trash on Skyview property.

**29. Mid-summer shrub trimming:** Due to fast growth of some shrubs in sidewalk and front porch areas, a mid-summer trimming is performed.

**30. Weeding of mulch beds:** During the growing season, the landscaping company will periodically spray a chemical weed killer in mulch beds. If you would prefer not to receive this service, please notify any member of the Skyview Terrace Board of Directors (item 4). Please note that because of high cost, hand weeding cannot be provided commercially by the Association, leaving the responsibility for hand weeding to the owner or resident. Residents, who are able to do so, are encouraged to weed their mulch beds.

**31. EIFS and Siding:** Plants can damage the Exterior Insulation Finishing

System (EIFS) cladding or the siding on the units if they are allowed to attach themselves to these surfaces. Residents wanting vertical plant growth near to the surfaces are asked to place a trellis next to the wall for the plants to climb and to keep them confined to this structure. In addition, for EIFS and siding drainage, dirt or mulch should be kept below the EIFS or siding.

**32. Plant, tree and shrub watering:** The Skyview Terrace property has over \$100,000 invested in trees and shrubs. These add to the value of each unit as well as providing privacy between buildings and streets. It is recommended that during the hottest part of the summer, watering trees and shrubs in the mulch area be undertaken by the owner or resident of each property.

**33. Trash pick-up:** Residents are free to choose their trash hauler but virtually all residents utilize Waste Management ([www.wm.com](http://www.wm.com)). Centre County picks up recyclables the same day (Friday) as WM collects the trash. This avoids having trash out on the Condo property more than one day per week. Residents are asked to place their trash at the curb no earlier than 4:00 PM the day before pickup. Due to high winds, an occasional hungry bear, and birds that can see through white trash bags (and tear them apart), residents are requested to use a trash container with a secure lid and/or extra heavy duty "contractor" grade trash bags.

**34. Enforcement of Rules and Regulations:** As indicated under item 1 of this document the responsibility for enforcing the rules and regulations of the Association is assigned to the Skyview Board of Directors (item 4). At its meeting of July 20<sup>th</sup>, 2022 the Board voted to provide, at its discretion, for the imposition of a fine of \$25 per day on Unit Owners for non-compliance with the rules and regulations set out in the Declaration of the Condominium, (Article V, Section 5), as amended by this document.

**35. Document approval:** This document was approved by the Skyview Board of Directors for distribution to homeowners on July 20<sup>th</sup>, 2022.