

**RULES AND REGULATIONS**  
**OF**  
**VILLAS OF ARDEN MILLS**

**REVISION: April 15, 2021**

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# RULES AND REGULATIONS OF VILLAS OF ARDEN MILLS

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#### Revision History:

- April 15, 2021
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- October 15, 2015
- November 30, 2014
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- October 28, 2010

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Specifically defined herein, the terms used in these Rules and Regulations shall have the same meanings as defined in the Declaration of Condominium of the property known as VILLAS OF ARDEN MILLS, a Condominium created under and subject to the Pennsylvania Uniform Condominium Act. All present and future owners, mortgagees, lessees and occupants of the Units and of the Common Elements and their agents, employees, guests, and any other person or entity who or which may use the facilities of the Property are subject to and bound by these rules and all amendments thereof.

### A. DEFINITIONS

1. "Association" is the Unit Owners' association of the Condominium which shall be known as the "VILLAS OF ARDEN MILLS CONDOMINIUM ASSOCIATION".
2. "Building" or "Buildings" refers to any building located on the Property.
3. "By-Laws" means By-Laws of the Condominium Association.
4. "Common Elements" are all portions of the Property except the Units.
5. "Declaration" is the Declaration of Condominium, as the same may be amended from time to time.
6. "Executive Board" is the Executive Board of the Association.
7. "Limited Common Elements" are any portions of the Common Elements which are (a) described as such in the Act, and/or (b) identified as such in the Declaration or amendments thereto, and or (c) identified as such in the Plats and Plans.
8. "Unit" is a Unit as described in the Declaration and shown in the Plats and Plans.

### B. GENERAL

1. These Rules and Regulations are adopted pursuant to the Declaration of Condominium and the By-Laws and may be enforced in accordance with those documents. **These Rules and Regulations will apply equally to Residents as well as Committees.**
2. The Executive Board reserves the right to amend these Rules and Regulations at any time from time to time.
3. The Units and Common Elements (including Limited Common Elements) shall be used only for the purposes set forth in the Declaration and By-Laws.
4. No resident and/or their guests shall make or permit any noise to be made that will disturb or annoy the occupants of any of the other Units in the Condominium development or do or permit anything to be done that will interfere with the rights, comfort, or convenience of other residents. This includes motorized vehicles, sound systems (radios, TV's, external speakers, etc.) fireworks, discharge of firearms, etc.
5. Unit Owners will be responsible for any property damage caused by their families, pets, guests or decorative items including among other things, wreaths, lights or other items used to decorate their Unit during holiday events.
6. Decorations installed with hooks or other hanging appliances, that require making a hole in the exterior components, are not permitted. Decorations that are applied by adhesives such as duct tape will remove paint when removed and are not permitted on painted surfaces.

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7. Unit Owners will be responsible for all damage to other Units or to the Common Elements resulting from such Unit Owner's failure or negligence to make any necessary repairs to their Unit.
8. Each Unit Owner is solely responsible for the proper care and maintenance of their Unit. All maintenance issues external to the Unit are to be reported to the management company.
8. The Association shall in no event be liable for the loss, destruction, theft or damage of personal property placed on any Common or Limited Common Elements.
9. Bicycle riding is permitted on paved areas only.
10. Playing games on driveways areas and streets is discouraged. Children must have adult supervision.

### C. AESTHETICS

1. All personal property shall be stored within the Units with the exception of patio furniture and grills only.
2. Window treatments visible from the exterior must be neutral in color. Drapes, liners, and blinds must be white, ivory, cream, or a neutral wood stain.
3. Only approved storm doors are permitted. See attached Exhibit A.
4. Reasonable front door decorations are permitted providing they do not detract from the general appearance of the Building. Holiday decorations must not be up for more than one month before and one month after a holiday.
5. Residents shall not hang laundry, towels, rugs, etc. outdoors on lines or on patio fences.
6. Signage:
  - a. Units facing the street may display a full size "For Sale" sign in the window of that unit. Units not facing the street can place a real estate "For Sale" sign furnished by a real estate agent in the mulch area visible from the street. This signage **is not to exceed 18" x 24" in size.**
  - b. On the day of the "Open House", real estate agents are permitted to place tent-type signage at the entrance to the community to identify the location of the listed property. It must be positioned so as not to obstruct the sightline of drivers entering or exiting the community.
  - c. Security System signage similar to those furnished by Guardian Security may be displayed in the mulch area visible from the street.
  - d. No other signage is permitted in the community without prior approval of the Executive Board.
7. Landscaping:
  - a. Common Areas: any planting must be done by the Grounds Committee or with their permission.
  - b. Grassed Areas may not be converted into mulched areas, and nothing is permitted to be planted in a grassed area.
  - c. Unit Owners' Mulch Areas may not be converted into a grassed area.
  - d. Annual flowers, herbaceous (non-woody) perennials and roses may be planted in mulch

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areas in the proximity of each Unit.

- e. Statues and decorations should be in mulch areas adjacent to the unit and should not exceed 4 feet with the exception of shepherd hooks.
  - f. Large decorative shrubs and trees must be compatible with the landscaping plan and may be planted only with prior written approval (Alteration Request). The Grounds Committee will assist the unit owner, if requested, in deciding the replacement shrub or tree on the approved list for planting in our community. Only trees and shrubs on the approved list may be planted.
8. Alterations Requests: An Alteration Request is required for **altering** a unit's interior (structure), exterior, or grounds (landscaping). The procedure is as follows:
- a. Obtain and complete in its entirety the "Request for Approval-Exterior Alterations to "Home or Land Area". The hard copy form may be obtained from the management company, in the Clubhouse, or downloaded from the VOAM website. (See attached Exhibit C.)
  - c. Submit completed form to the management company at the address provided on the form.
  - d. Upon appropriate committee's suggestions/recommendations being rendered, the request will be submitted to the Executive Board for final decision.
  - e. No work should commence until Board approval is given.
  - f. Upon Executive Board ruling written notification will be given to unit owner.
9. Artificial plants or flowers are not to be displayed anywhere around units except on front doors. Planters with live plants or flowers can be placed on patio, concrete and/or mulch areas. Only benches and planters containing live plants or flowers may be placed on driveway parking areas and should be limited to the sides of garage door entrances. These items must be positioned so as to prevent interference with snow removal equipment.
10. Driveways, sidewalks, patios and front door entry areas shall be kept free of trash, trash cans, recycle bins and other debris.
11. Only an approved radio or television antenna and/or satellite dish shall be erected or installed. See attached Exhibit B.
12. No resident is permitted to repair or restore any vehicle on Common or Limited Common Elements. Awnings are not permitted.

### **COURTYARD HOMES ONLY:**

Included within the Condominium may be Units which differ from other Units in that some Units may have appurtenant thereto an outside living area ("Courtyard") that is enclosed by a vinyl fence. Units which have Courtyards appurtenant thereto shall be known as "Courtyard Homes". Items 13 and 14 below shall apply to Courtyard Homes only.

- 13. Plantings and decorative items shall be permitted to be attached to the interior of the vinyl fence as long as there is no penetration to the exterior of the fence. Trees may be planted by the Unit Owner within the Courtyard, as long as they are of the size and variety so as not to interfere with the fence, the concrete or the Building.
- 14. Outdoor furniture, umbrellas, barbeque grills, patio heaters, chimneys and fire pits are permitted in accordance with the Rules and Regulations of the Condominium. Other than umbrellas, no coverings or tents or gazebos will be permitted.

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### **D. GARBAGE REGULATIONS**

1. Trash may not be placed at the curb until **after 5:00p.m. on the day prior to pick-up.**
2. Sanitary containers must be used for kitchen/household garbage. Plastic garbage bags may only be used for grass/shrubbery clippings/cleanup, etc. - i.e., no perishable items in plastic bags which could be torn open prior to pick-up,
3. Sanitary containers must be removed from the curb side the day of the pick-up.
4. Trash pick-up days are listed on the monthly calendar.

### **E. SAFETY / EMERGENCY**

1. Sidewalks and entrances to the Units shall not be obstructed.
2. Flammable or combustive material or any explosive or otherwise hazardous fluid material, chemicals or substance shall not be brought into or stored in any Unit except those in common use for ordinary household purposes.
3. Outdoor grills are permitted and are recommended to be operated at a distance of at least ten (10) feet from building structure.

#### EMERGENCY

In the event of a community wide, building, or individual unit emergency, it is imperative that the Executive Board members and the Emergency Committee have contact information for each resident of the Villas of Arden Mills.

1. Chartiers Township Police Department and Fire Department shall be given a copy of the Special Assistance List for their use in the event of an emergency in the community. This may also include a color coded map of the various residences requesting assistance. Colors will distinguish the reason for requesting assistance such as oxygen use, mobility problems, etc.
2. A new resident shall receive a copy of the Emergency Contact/Special Assistance Form with their Welcome packet. This form is also available in the wall rack located near the office in the Clubhouse, or on the VOAM website.
3. The new resident is requested to complete and return the form to the Emergency Committee within 1 (one) week. The Emergency Committee will update the Emergency List and Contact List. They will provide contact information via email to the Website Committee who in turn will update the Resident Directory.
  - a. The new resident will be contacted by an Emergency Committee member after one week if the document is not returned.
  - b. In the event that the form is still not returned, the new resident will be contacted by an Executive Board member after the contact by the Emergency Committee member.
4. All residents are responsible for keeping their Emergency Contact Information current and up to date. If a change occurs, the resident should notify the Emergency Committee or the Executive Board and provide them with the latest Information in a timely manner.
5. Residents are encouraged to participate in the "Vial of Life" program which is administered by the Welcome Committee.

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### **F. STRUCTURAL**

Any request listed below requires a Request for Approval-Exterior Alterations to "Home or Land Area" Form to be submitted (see attached Exhibit C). This form can be obtained from the management company on the VOAM website or in the wall rack near the office in the Clubhouse.

No exterior changes or alterations, including painting, can be made to the Building unless approved by the Executive Board.

1. No Common Elements shall be altered without the prior written consent of the Executive Board.
2. No Unit Owner shall make or permit any interior addition or alteration to his Unit which could or might affect the structural integrity of the building.

In addition, any structural alteration or addition within a Unit, or repair or replacement of the Limited Common Elements appurtenant to such Unit, requires prior written approval of the Executive Board. Such Limited Common Elements include, but are not limited to, driveways, sidewalks and stoops. See Sections 2.7 and 5.2 of the Declaration.

3. Unit owners are permitted to install the following provided they adhere to the approved attached guidelines:
  - Storm Doors - Exhibit A
  - Satellite Dish - Exhibit B
  - Patios - Exhibit D
  - Radon Mitigation - see Exhibit E
  - Replacement of the Unit Sidewalk - Exhibit F
  - Classic Series Wooden Fences Replacement and Maintenance-Exhibit I
4. Unit Owners are permitted to install sun tunnels after having provided sufficient information on the alteration request of an approved contractor being used. Unit Owner is responsible for any damage caused to unit's roof or to adjacent roofs due to sun tunnel installation.
5. Unit Owners are permitted to have approved roof heating tape to aid in the battle against snow and ice buildup that occurs during the winter months. This installation should be done during the warmer months when the roof shingles are more pliable and less subject to cracking or breaking. Unit Owner is responsible for any damage caused to roof shingles during installation.
6. Unit Owners are permitted to have approved Gutter Guard Products installed for prevention of leaf debris problems. Unit owner is responsible for any damage caused during installation to the gutter system.
7. Flag poles permanently anchored in the ground are not permitted. Only American flags may be displayed per unit. Flag pole should be installed in mulch area adjacent to unit only. Flag pole should fly flag no higher than gutter height. Flag must be maintained and in good condition.

Smaller flags in mulch area adjacent to unit are permitted. The flying of the American Flag must be displayed in a way that adheres to the US Flag Code Title 36 Chapter 10.

### **G. USE RESTRICTIONS**

1. The Units are to be used as single family units ONLY. See Section 5.1 (d) of the Declaration. No business, industry, trade or occupation, excepting only limited professional activities within a



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Unit as permitted by the Township of Chartiers and approved by the Executive Board, shall be conducted, maintained or permitted in any part of the Condominium.

2. No animals of any kind may be raised, bred or kept in the condominium except as stated in Section J "Pets".
3. No Unit Owner or occupier shall permit anything to be done or kept in his Unit or in the Common Elements which will violate any law, statute, ordinance or regulation of any governmental body.

### **H. LEASING**

1. No Unit Owner shall enter into a lease or other similar conveyance of his Unit, except in cases of undue hardship approved by the Executive Board.
2. An application is written by the Unit Owner to the Executive Board requesting an exception to the restriction on leasing and explaining the undue hardship.
3. A lease approved by the Executive Board under this provision shall comply with the following:
  - a. The lease shall not permit subleasing or assignments.
  - b. No unit may be leased for transient or hotel purposes or for any period less than (6) months unless approved by the Executive Board.
  - c. No unit may be leased without a written lease agreement on a form approved by the Executive Board.
  - d. No Unit shall be leased to other than a "family". (ref: Declaration 5.1.d)
  - e. A copy of the lease shall be furnished to the Executive Board within (10) days after execution thereof.
  - f. A breach of the Declaration, Bylaws or Rules and Regulation of the Condominium shall constitute a default under the lease and the lessee shall be bound by and subject to the declaration, bylaws and Rules and Regulation of the Condominium.
  - g. Unit Owners are fully responsible for their tenant's adherence to the Declaration, By-Laws, the Rules and Regulations and the Act.

### **I. REGULATION OF TRAFFIC AND PARKING**

1. Only licensed motorized vehicles are permitted in driveways and streets of the Community.
2. When parking of vehicles on streets is necessary for visitors of residents during the period of the visit, for Association sponsored activities such as social events and rentals, parking should be on one side of street only for access and safety. When parking on the street it is suggested that you allow a car's length (~15 ft.) away from neighboring driveways, to allow a safe distance for neighbors entering and exiting their driveways.
3. No truck or van parking is permitted from the handicap sign to the mail house unless picking up or dropping off mail. These vehicles should be parked either in front or across from the clubhouse and is for only a limited period of time.

Limited special circumstances requesting parking for an extended period of time must be submitted and approved by the Executive Board, in writing and kept on file.

4. Commercial vehicles are only allowed if they are parked in the residents fully enclosed garage.

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For purposes of these Parking Policies, commercial vehicles shall be defined as:

- a. Any vehicle used to store or sell food.
  - b. Any vehicle used to store or sell food.
  - c. Any vehicle licensed for use as a common or contract carrier.
  - d. Vehicles for hire, such as limousines, hearses and taxis.
  - e. A private or public school bus.
  - f. Any vehicle with ladders, ladder racks and/or glass racks attached to or stored on the outside of the vehicle.
  - g. Any vehicle in or on which flammable liquids or hazardous materials are stored other than fuel used by the vehicle itself.
  - h. Any vehicle with construction equipment visibly stored.
  - i. Wreckers, tow trucks, flatbed trucks, and stake body trucks.
  - j. Any vehicles with uncovered exterior logos, signs, lettering, numbers, advertising or irregular and distinct coloring which creates the appearance of a commercial vehicle.
  - k. Any vehicle with commercial paraphernalia or equipment attached, strapped, or affixed to the exterior of the vehicle, including but not limited to storage containers or pipes.
  - l. Any vehicle with an excessive amount of commercial equipment or supplies within the interior of the vehicle which is in plain view from the sidewalk or street. Including but not limited to pesticide, paint, paint buckets propane, tanks, cabling, uncovered or unsecured tools or other supplies.
  - m. Any vehicle which, because of its irregular height, length, shape, or weight, is not a conventional passenger car or truck and is more suited for commercial purposes.
  - n. Any truck or van designated for the transport of furniture, equipment, animals, or scheduled transportation, such as moving vans.
  - o. Any agricultural, industrial, or similar machinery or equipment.
  - p. Any vehicle required by law to sound an alarm when the vehicle is operated in reverse.
  - q. Any vehicle with a commercial license plate.
5. No overnight or long term parking of Commercial vehicles is permitted in driveways or on the streets of the Community. Limited special circumstances must be submitted and approved by the Executive Board, in writing and kept on file.
  6. No vehicles shall be stored under protective coverings on driveways.
  7. Vehicles which are inoperative due to damage or mechanical failure, or those not bearing valid registration plates or current inspection stickers, will not be parked for more than seventy-two (72) hours on driveways. Such vehicles will be towed (at the owners expense) in accordance with the Schedule of Violations and Penalties set forth in these Rules and Regulations.
  8. Vehicles parked on drive lanes, especially during winter snow removal season, impede access to both drive lane and driveway. This slows down the plowing process and could result in damage to either the parked vehicle or the plowing equipment. In event that the contractor determines that a drive lane that contains a parked vehicle presents a safety issue, he is not required to plow/salt that drive lane or driveway.
  9. Many of the Units within the Community share a drive lane and have driveways adjacent to their neighbors. Care should be taken by the residents of these units when parking their vehicles so as not to intrude on their neighbor's driveway. Also, parking or driving vehicles on grass

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surfaces is strictly prohibited. Long term parking is NOT permitted on drive lanes and turnarounds.

10. Speeding: the posted speed limit of 22 mph must be observed within community.

### **J. PETS**

1. Subject to the restriction on types of pets, weight and number set forth in Paragraph 2 below, pets may be maintained in a Unit so long as it or they are not a nuisance. Actions that will constitute a nuisance include, but are not limited to, abnormal or unreasonable crying, barking, scratching, offensive hygiene or odor, or an unreasonable number of pets. No pets may be maintained outside the Unit.
2. In general, pets may be maintained in a Unit so long as they are not a nuisance. Each Unit Owner may have no more than one (1) dog, not to exceed fifty (50) pounds in weight; provided, however, a Unit may retain an extra dog if owned at the purchase of the Unit.
3. All pets must be registered and inoculated as required by law.
4. Each Unit Owner shall indemnify and hold harmless the Association from any claims made as a result of the action of their (or their tenant's, guest's, etc.) pets.
5. Pets must be leashed and accompanied by a responsible adult at all times. Leashes, including retractable leashes, may not exceed six (6) feet in length. Unit Owner must maintain control of the pet at all times.
6. No pet may be tied, staked, attached to run or be allowed outside the Unit unattended in any other way.
7. Unit Owners must comply with all ordinances of the Township of Chartiers governing pets.
8. Unit Owners must protect the property of others from damage by their pets and will be liable for any damages caused by their pets.
9. Unit Owners must promptly clean up their pets' droppings.
10. The Association may require the permanent removal of any pet violating these rules upon written notice to the Unit Owner.

### **K. RECREATIONAL FACILITIES**

1. All persons using any of the recreational facilities do so at their own risk and sole responsibility. The Association does not assume any responsibility for any occurrence, accident or injury in connection with such use. No Unit Owner shall make any claim against the Association, its servants, agents, or employees, for or on account of any loss or damage to life, limb or property sustained as a result of or in connection with any such use of any of the recreational facilities. Each Unit Owner shall hold the Association harmless from any and all liabilities and any action of whatsoever nature by the tenants, guests, invitees, or licensees of such Unit Owner growing out of the use of the recreational facilities, except where such loss, injury or damage can be clearly proved to have resulted from and been proximately caused by direct negligence of the Association or its agents, servants or employees in the operation, care or maintenance of such facilities.
2. In addition to all other rights which the Executive Board has for nonpayment of assessments, the Executive Board shall have the right to bar the use by a Unit Owner of any of the

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recreational facilities for failure to make payment of any assessments or fees due.

3. The Executive Board shall have the right to suspend any Unit Owner from the privilege to use the recreational facilities for abusing the privilege to use same or for violation of the Rules and Regulations. (See Schedule of Violations and Penalties)
4. At the election of the Unit Owner, his lessee in possession of a Unit, and the members of the family of such lessee residing in the Unit, may use the recreational activities in the place of such Owner and his family and such lessee shall be entitled to all the rights and be subject to all the restrictions that the Owner of such Unit would possess or bear; provided, however, that such Unit Owner and such lessee shall be jointly and severally liable for, and shall indemnify and hold harmless the Association of, from and against any damage or injury suffered by reason of such use. Notwithstanding the foregoing, use of recreational activities by the lessee in possession of a Unit may be prohibited by the Executive Board (at its election) if and when the Executive Board receives written notice from either such lessee or such Unit Owner that the person giving such notice refuses to accept the liability and duty of indemnification described in the immediately preceding sentence.

### L. SWIMMING POOL

The pool is for the exclusive use of the residents and their guests. Violation of rules may result in loss of pool privileges.

1. **There is no life guard on duty.** All persons using the pool and pool facility do so at their own risk.
2. Any guest who is not accompanied by a resident will be asked to leave the pool area.
3. It is the responsibility of the resident to monitor the behavior of their guests to ensure they adhere to the pool rules. If this responsibility is not assumed, the management company will be notified and a notice will be sent to the resident. If a resident recognizes an infraction, they should alert the management company by sending an email with the specific infraction, name of the person, date and time.
4. All children under age 18 must be accompanied by an adult resident age 18 or older.
5. PROHIBITED IN THE POOL AREA:
  - Pets or animals
  - Glass or breakable items
  - Running, jumping, diving, throwing objects, splashing or other disruptive behavior
  - Excessive noise or radios without headphones
  - Electrical devices
  - Private pool parties
  - Adult rafts or body floats (noodles/arm floats are permitted)
6. Swimming is permitted only in garments sold as swimwear.
7. Infants must have diapers approved for swimming under their swimsuit.
8. Cover your lounge/chair with a towel when using suntan lotion.
9. Wet swimwear is not permitted in the clubhouse areas. EXCEPTION: after towel drying, use of the restrooms from the poolside entrance is permitted.

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10. For safety, an adult should accompany all children to the restroom.
11. Music is for the enjoyment of all residents. The receiver is located in the clubhouse kitchen closet. The agreed upon volume is a setting no higher than 10 on the dial.
12. The gas grill is to be operated by only an adult resident and is to be cleaned and covered after each use.
13. Adult volleyball is permitted, but must be discontinued when it restricts the use of the pool by other residents who do not wish to play. COURTESY MUST BE OBSERVED AT ALL TIMES.
14. Any activity that requires the use of the swimming pool as a scheduled event for a group of residents requires approval of the Swimming Pool Committee and the Executive Board. (i.e. water aerobics class).
15. There is an additional refrigerator located in the utility room for all pool users. It is suggested that you take all your food or beverages home when you leave.
16. Clean up trash/belongings before leaving the pool area.
17. Umbrellas should be closed and tied when leaving the pool area. Lounges/chairs should be repositioned in the order they were found.
18. The last resident using the pool should verify that the clubhouse is locked including the restrooms, back door, etc., and ensure the gate is completely closed when leaving the pool area.
19. For the safety of all residents, good judgment should be used relating to the pool rules and use of the pool equipment.
20. Alcoholic beverages brought to the swimming pool MUST be removed from the pool area when you leave. NO ALCOHOL OF ANY TYPE will be allowed to be kept in any of the refrigerators or in the Clubhouse overnight.

### M. COMMUNITY CENTER (CLUBHOUSE)

#### GENERAL

1. The Clubhouse Committee is responsible for the overall budget, rental of and maintenance for the Community Center. It also includes oversight of the Exercise Room equipment, the Book Nook and Office.
2. Alcoholic beverages brought to the Clubhouse MUST be removed from the clubhouse when you leave. NO ALCOHOL OF ANY TYPE will be allowed to be kept in any of the refrigerators or in the Clubhouse overnight.
3. The Clubhouse is available for use by residents and their guests except during an Executive **Board** meeting, Committee meeting, rental or committee sponsored social events. Regularly scheduled calendar activities (cards, pool, etc.) do NOT preclude other uses of the facility. However, all users must be respectful of others, keeping noise at a minimum so that no one is prevented from enjoying the use of the Clubhouse. Guests are allowed at a committee sponsored social event as long as it does not preclude a resident from attending that event. The use of the sign-up sheet will monitor this situation.
4. The last resident leaving the Clubhouse must ensure that all doors are locked.
5. The Clubhouse Committee is responsible for the bulletin board, i.e. posting the newsletters, calendars and Board meeting minutes.

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6. Extra parking during a Clubhouse event is allowed on the Clubhouse side of the street only.

### CLUBHOUSE RENTALS

1. There will be a non-refundable \$75.00 usage fee as well as a \$175.00 security deposit. Both checks should be made payable to "Villas of Arden Mills Condominium Association" and submitted with the "Clubhouse Reservation Request" form (see attached Exhibit "G") to The management company which will in turn forward the written rental request to the Clubhouse Committee. Your reservation will be confirmed upon receipt of these checks.

The renting resident must be in good standing with the Association. This means that all fees must be current with no outstanding violations. Please refer to Section K of this document for the liability rules that apply to your rental of the Clubhouse.

The rental is restricted to the Clubhouse party/meeting room, kitchen, foyer and restrooms. All rules of the Clubhouse *must* be observed at all times. The renting resident and his/her invited guests may *not* use the pool, pool area\*\*, and exercise room, office or shoot pool during the rental event. The swimming pool may *not* be reserved for any party.

\*\*After the pool has closed for the season, the poolside area may be permitted for use by adults only for evening events with prior approval of the Clubhouse Committee and the Executive Board. Food and drink may be taken outside the Clubhouse for this event only.

2. The Clubhouse is available to residents and committees for functions generally intended for personal enjoyment of the renting resident and his/her family and/or invited guests. Examples of this type of activity are holiday parties, birthday parties, wedding receptions, wedding anniversaries, showers and family reunions. Unsupervised parties for children and teenagers are prohibited. The renting resident acknowledges and understands that he/she must personally use and be in attendance during the entire requested time that the Clubhouse is being reserved. The Executive Board has approved a recommendation by the Clubhouse Committee to waive the rental and security deposit fees of a rental of the clubhouse for a bereavement service/luncheon in the event of a resident's death. The standard rental procedure of contacting the management company and submitting the rental reservation form as well as pre and post inspections must still be followed. However in instances where contacting the management company in a timely manner is not feasible, such as weekends or holidays, any member of the Clubhouse Committee may be contacted to expedite the process. Waiver of the security deposit does not relieve the renting resident from being responsible for charges related to cleaning, damage, loss or excess cleaning due to misuse or carelessness.
3. Fund-raising events may be held in the Clubhouse during a rental. Committees are excluded from paying a rental fee when having a fund raiser.
4. The Clubhouse cannot be rented by a resident for the purpose of reserving or leasing to an outside/third party.
5. A pre-inspection of the Clubhouse by the renting resident is required. A Pre-Inspection Check List, a Resident Clean Up Check List, with the names of the Clubhouse Committee members, and a copy of Helpful Hints for Cleaning and Care of the Clubhouse are posted in the kitchen area for the convenience of the renting resident.

If there are any pre-existing problems, bring them to the attention of a Clubhouse Committee member or the Management Company during the pre-inspection or prior to the event. This will insure that you are not held responsible for any pre-existing problems. A resident directory,

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with committee members' phone numbers, is located in the kitchen drawer.

6. Your security deposit will be returned to you by the management company upon a *favorable* clubhouse post-inspection by a Clubhouse Committee member. If an *unfavorable* post inspection occurs, the renting resident will be called and will be informed that a portion of the security deposit will be forfeited. The deposit of \$175.00 will be refunded after the renting date less charges for cleaning, damage, loss, excess cleaning due to misuse or carelessness, or failure to follow rental policies and procedures stated in the rental agreement. The amount of the deposit to be forfeited shall be determined by Villas of Arden Mills Executive Board or its designee in their sole discretion, upon the recommendation of the Clubhouse Committee and a review of the circumstances. If repairs for damages exceed the deposit, the renting resident will be billed for the difference.

7. The renting resident reserving the clubhouse is responsible for their invited guests until they leave the property of Villas of Arden Mills. The renting resident is responsible for the conduct of their guests, the parking of their guest's automobiles, for the clean-up of the Clubhouse, and trash removal following the rental. They are also responsible for damages to the facility and the grounds.

Please read carefully the Resident Clean Up Check List and Helpful Hints for Cleaning and Care of the Clubhouse enclosed in your Reservation Request packet.

8. As a courtesy to community residents, guest parking is limited to one side of the street and must not block a community resident's driveway.
9. The use of alcoholic beverages shall be in accordance of the state and Chartiers Township laws. Use of recreational drugs is strictly prohibited. The ingestion of alcohol by a person under the legal age of an adult (21), with or without the knowledge of the renting resident would constitute a violation of the agreement which will result in forfeiture of all or a portion of the deposit.

The violation of this and other Clubhouse rules may result in a one (1) year suspension of the Clubhouse renting privileges. Any resident may petition the Executive Board for review of a suspension at the next regularly scheduled Board meeting.

10. During the rental event, all tables must be covered with the padded tablecloths located in the kitchen cabinet under the counter directly to the right of the stove. The padded tablecloths should then be covered with tablecloths supplied by the renting resident. The leaf extensions in the tables must not be removed at any time.

The pool table may be used as a serving table. If hot items are used for the event, the sheet of plywood located in the storage closet will be required in addition to the table coverings. Do not move the pool table at any time because of leveling and balancing expenses.

11. The renting resident is responsible for seeing that all functions are held in an orderly manner, so as not to disturb other residents. Noise levels, especially live or recorded music, must be kept at a reasonable level. Community residents should not be annoyed by any activities pertaining to the rental function. Any noise or activity by the renting resident or his/her invited guests which disturbs the neighbors within the community will not be tolerated, and will be in violation of the terms of the Agreement, which will result in forfeiture of all or a portion of the deposit and immediate termination of the rental for cause.

Also, any violation described above, may result in the closing down of the event by local authorities.

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12. There will be no decorations of any type permitted on walls, ceilings, curtains or any other painted areas within the Clubhouse. Hanging of any objects with the use of tape, tacks, staples or nails is also prohibited. No candles, except for birthday candles, are allowed in the Clubhouse. No confetti, PLEASE!
13. NO SMOKING OR TOBACCO usage of any kind is permitted in the Clubhouse, and when smoking outside, cigarette and cigar products *must* be disposed of in the proper containers. The outside ashtrays is located at the side entrance. Spitting is prohibited.
14. Board meetings, fixed Social Committee events/activities which have been pre-approved by the Board, and social functions i.e., games, poker, cards and pool will have priority over all private reservations. Daytime rentals will be available Monday through Friday from 10 am to 5 pm. A request for any date other than those listed here will be reviewed and approved by the Clubhouse Committee.
15. Any request for the rental of the clubhouse on the above listed blacked-out dates must be submitted by a resident to the Executive Board for approval.

### **N. EXERCISE EQUIPMENT**

1. The fitness center is for use by adult residents and residents' adult guests who are not part of a Clubhouse rental event. These adult guests must be accompanied by an adult resident.
2. Residents use the fitness equipment at their own risk.
3. No use is permitted by children under eighteen (18).
4. Make sure all equipment is wiped down; television, lights and fans are turned off before you leave the exercise **room**.
5. Residents should always consult a physician before beginning any exercise program.

### **O. POOL TABLE AND EQUIPMENT**

1. Adult residents and their guests 13 years and older are permitted to use the pool table under a resident's supervision. Pool playing is not permitted during a rental.
2. An adult resident must be present to supervise the proper use of the pool table and its equipment.
3. When finished playing pool, cover the pool table with the padded cover and put all equipment in its proper place.
4. Any damage done to the pool table is the responsibility of the adult resident.

### **P. SOCIAL ACTIVITIES**

1. Social activities are planned and created solely for the enjoyment of residents. These activities are created by the Social Committee.
2. Any others who intend to create a social activity must have prior approval of the Executive Board.
3. The Social Committee creates an annual calendar of events which is approved by the Executive Board and issued to residents.



## **RULES AND REGULATIONS OF VILLAS OF ARDEN MILLS**

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- 4.** Residents attending social activities that involve the Clubhouse or Swimming Pool must comply with all Rules and Regulations associated with those entities.
- 5.** Residents attending a social activity/event—may bring guests - unless capacity has been exceeded. The use of a sign-up sheet will determine the number of participants allowed for any given event; a cut-off date will be identified and residents will list if they will be bringing a guest. A reasonable number of guests will be permitted as long as capacity has not been exceeded. Should this situation arise, residents will be contacted (in reverse order of sign up) about their ability to bring their listed guest. Additional monies may be collected for the guest to cover costs. In all situations common sense and courtesy is expected.

<b>CATEGORY / VIOLATION</b>	<b>1ST NOTICE</b>	<b>2ND NOTICE</b>	<b>3RD NOTICE</b>
<b>Structural and Architectural Grounds</b>	Written request for compliance within 14 days and notice of consequences of function	After 14 days a \$25.00 fine will be imposed	After 30 days a contractor will be hired by the Association to correct at Unit Owner's expense
<b>Garbage</b>	Written request for compliance within 14 days and notice of consequences of repeat violation	A \$25.00 fine will be imposed for a second violation	A \$35.00 fine will be imposed for each subsequent violation
<b>Pets (general)</b>	Written request to pet owner for compliance and notice of consequences of repeat violations	A \$25.00 fine will be imposed for a second violation	A \$35.00 fine will be imposed for each subsequent violation
<b>Pets (damage to lawn and shrubs)</b>	Written request to pet owner for damage repair within 30 days and notice of consequences for inaction	A \$25.00 fine will be imposed and owner will be billed for the costs of repair	A \$35.00 fine and costs will be imposed
<b>Lease Violation (copy not filed with VoAM)</b>	Written request for signed copy within 30 days	After 30 days, fine of \$25.00 per month until the lease is received	
<b>Vehicle Parking (on lawn)</b>	Written request for compliance and notice of consequences for inaction	\$25.00 per day fine plus costs will be imposed	
<b>Commercial vehicles, Motor Homes, Boats and Trailers</b>	Written request for compliance within 7 days and notice of consequences for inaction	After 7 days a \$25.00 per day fine will be imposed	
<b>Stored / unmoved vehicle</b>	Written request for compliance within 7 days and notice of consequences for inaction	After 7 days Municipality Police will be notified to tow and vehicle owner will be billed	
<b>Undrivable vehicle</b>	Vehicle ticketed and/or written request for compliance within 72 hours	After 72 hours Municipality Police will be notified to tow and vehicle owner will be billed	
<b>Recreational Facilities</b>	Written warning, request for compliance and notice of consequences of repeated violations	30 day suspension of privilege to use recreational facilities	6 month suspension of privilege to use recreational facilities
<b>Clubhouse - unfavorable post inspection</b>	Forfeiture of all / part of security deposit depending on amount of damage, loss, cleanliness, etc.		
<b>Clubhouse - abuse of alcohol</b>	May result in a one (1) year suspension of the Clubhouse renting privileges.		
<b>Traffic : Not observing stops</b>	Written warning, request for compliance and notice of consequences of repeated violations		