

Breezewood Forest

Homeowners' and Renters' Guide



An Informative Guide to Living
In Breezewood Forest Townhomes
State College, Pennsylvania

2017 Edition

<u>Executive Board Member Directory</u>		
		Term Expires
Charles Winslow	#335	2017
Lori Slagle	#303	2018
Chad Smith	#323	2017
JoAnn Parsons	#297	2018
Tim Jones	#305	2017

Prepared by the Executive Board, Breezewood Forest Homeowners' Association

General Information for Owners and Residents

Breezewood Forest Homeowners' Association

Homeowners' Association

Breezewood Forest is a planned community development of single-family townhomes that is regulated by the Bylaws and administered by the Homeowners' Association, a registered non-profit corporation in the Commonwealth of Pennsylvania. All homeowners are members of the Homeowners' Association and are automatically entitled to one vote per unit at the Annual meeting. **The homeowner owns the townhouse and the land upon which it is built.** Breezewood Forest is not a condominium complex. Per Patton Township ordinance, **no more than two unrelated people may live in any unit.**

Association Meetings

An annual meeting for all homeowners is held in the fall of each year to elect new members to the Executive Board, which is responsible for the business affairs of the Association (see Article III, section 3.1 of the Bylaws). Any homeowner is invited to serve on the Executive Board or on any committee as long as they are in good financial standing with the Association. Board members are volunteers and are not compensated for their time. Questions or concerns that you may have for the Board should be submitted in writing to Continental Real Estate Management either by phone, US mail, or e-mail for review by the Board. Special meetings may be held at any time throughout the year.

Property Management Company:

The overall management of the property is maintained by a property management company, which works at the direction of the board. The current property management company is listed below and should be contacted on all matters regarding the Breezewood Forest Complex.

Continental Real Estate Management
300 South Allen Street
State College, PA 16801
Phone: 814-238-1598
Fax: 814-238-2611
Email: mgmt@continentalrealestate.net

Covenants and Bylaws

The original rules and regulations were established by law when the development was first built in August 1985. These are found in the "Declaration of Protective Covenants" and the "Bylaws of Oakwood-Vairo Homeowners' Association". Every homeowner should have a copy of these documents. If you do not, have a copy, you may obtain one for a fee from Continental Real Estate Management. These are legally binding contracts that you accepted when purchasing your unit. **This guide does not replace the**

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Bylaws of the Oakwood-Vairo Owners' Association. It is only intended to provide a summary of general information of the development.

Monthly Dues

Monthly dues are paid by every homeowner in order to provide common services explained in this Guide. **Bills or reminder notices are not sent.** Payment of dues is required between the 1st and 10th of each month. Checks should be made out to Breezewood Forest Homeowners' Association and should be mailed to the Property Management Company listed above. Automatic electronic withdraw from a bank account can also be established by contacting the Property Management Company. Collection of unpaid dues will be filed after 180 days with the district magistrate, and filing fees will be assessed to the owner.

Current HOA Fee: **\$140.00** per month (reassessed annually)

Expenses Covered by Monthly Dues:

- 1) Water bill
- 2) Trash removal
- 3) Recycling pick-up
- 4) Insurance (common area property and liability - **not your unit**)
- 5) Lawn maintenance (does not include front flower beds)
- 6) Snow removal
- 7) Electric bill for common lighting
- 8) Management fees
- 9) Miscellaneous maintenance/improvement expenses for the common property at the discretion of the Executive Board.

- 1) **Water Bill.** There are two meters for the entire complex. The original construction of the property makes the cost of adding individual meters for each unit so prohibitive that this frequent suggestion is not possible. In the past, there have been some water leaks in connections from the main line to individual units. If you ever view a visible water leak, have unexplained water in your basement or have noisy pipes when your water is turned off, call Continental Real Estate Management **immediately** so that your unit may be checked for leaking pipes. The homeowner will be responsible for any break on their lateral line (smaller line between their house and the main line); the Association will be responsible for leaks in the main line. The party responsible for the water repair will also be responsible for restoring the asphalt and/or grass disturbed during excavation.
- 2) **Trash Removal.** Trash is collected each Friday except for the week of Memorial Day, Labor Day, Thanksgiving, and the week following Thanksgiving, when it is collected on Saturday. Fourth of July, Christmas and New Year's, if

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they fall on a week day, will also delay the pick-up to Saturdays. Place your trash on the sidewalk in front of or closest to your unit no earlier than the night before collection. Please use a covered trash can or sealed plastic trash bags to avoid problems caused by animals and/or high winds. You are responsible for cleaning up any mess resulting from your trash being opened or blown around and you may be billed for the cleanup.

- 3) **Recycling.** Recycling is collected following the same schedule as the trash listed above. Place allowable recyclables in the red recycling bin provided by the recycling authority. If you do not have a red bin, or need additional information, call the Recycling Center at 814-238-6649. Bins should not be stored in front of your unit and should be promptly removed from the curbside after collection. Refer to www.centrecountyrecycles.com for more information on what is collected curbside and what other recycling opportunities there are in the area.
- 4) **Insurance.** The Association's insurance policy covers the **common property** such as the road and the grassy areas in front of and behind the units. **Your home is NOT covered by the association policy** and you **must** have your own homeowners' insurance policy. Renters should have renter's insurance, which is separate from homeowners' insurance. All homeowners are required to provide Continental Real Estate Management a copy of the Declaration Sheet of their homeowners' insurance showing the full replacement cost coverage and naming Breezewood Forest Homeowners' Association as a loss payee. Your agent should send the Loss Payee copy to the Property Management Company's address. Note: Permanent play structures (sandbox and swing sets) are not permitted on common ground.
- 5) **Lawn Maintenance.** A contractor is hired on an annual basis to provide lawn care such as mowing, weeding and fertilizing. Keep toys, bicycles, hoses, etc. on your decks, not on grassy areas. The small garden area in front of each unit belongs to you and **must be maintained in good order**; the contractor does not care for it. **If weeding and pruning is not maintained, the Property Management Company listed on page 2 of this guide will hire the contractor to do the work and charge you the costs.** Owners who rent their property must make arrangements with their tenants about maintenance of these small areas. Weeds must be removed regularly and it is expected that you keep flowerbeds in good and presentable condition during the spring and summer. You may hire a landscaper to do this work.

Contact Continental Real Estate Management if you experience a problem. Please do not contact the Landscaper on any common areas matters. The lawn maintenance contractor will provide the following services for the **common areas**:

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Mow and Detail	Trim/Prune Shrubs
Mulch	Spring & Fall Clean Up
Deep Edging	Bed Weed Control
Turf Care (fertilization & weeding)	

Please be sure to have any of your personal things removed from the lawn area (toys, tables/chairs, hoses, landscape materials, etc.) and clean up after your pets.

- 6) **Leaf Removal.** The landscape contractor is hired to rake and dispose of the leaves in the fall and/or spring. This service is for the entire community; do not ask the landscapers to vary from their contracted duties. Remember that if you do it yourself, it is illegal to place leaves and grass clippings in your trash. Leaves must be placed along the edge of Oakwood Avenue; pickup will not take place within the development. Patton Township determines the dates for leaf collection and can be contacted for this information.
- 7) **Winter Snow Removal.** A contractor, hired by the Association will provide snow removal after two (2) inches of accumulation. Parking areas, driveways, walks and steps will be cleared at the end of each storm. Owners are requested to be alert and to move cars from parking stalls/driveways for plowing; otherwise, the parking stall/driveway will not be cleared. The contractor is aware of the need to have the road open for morning travel. Parking is not permitted along sidewalks or cul-de-sacs. Violators will be towed at the owner's expense. If you decide to shovel snow yourself, do not throw snow onto the road, the parking areas, or your neighbor's driveways. Instead, throw it onto the grassy areas, avoiding shrubs and bushes. Calcium chloride will be used for ice control in an effort to help minimize damage to shrubs, grass, or concrete. Contact Continental Real Estate Management if you experience a problem.
- 8) **Electric Bill for Common Lighting.** The lights on the common grounds are maintained by your monthly dues.
- 9) **Management Fees.** Continental Real Estate Management is contracted to provide daily management services such as general oversight of the common grounds and buildings, perform routine maintenance, advise the Executive Board, implement the Board's directives, and perform all accounting activities.
- 10) **Miscellaneous Expenses.** On occasion, the Association will authorize repairs or improvements to common property. Landscape upgrading and road repairs would be within this category. Any major repairs or upgrades will be decided by vote of the entire community and are discussed at the annual meeting or by special mailing

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Other Items of Importance to Residents

Property Improvements including Landscaping. If you want to build a new deck, expand an existing deck, paint your front door, replace windows, plant vegetation on common ground, make roofing replacement/repairs, or make any other changes to the outside structure of your unit that affects the value or aesthetics of the common structure or development, you must first obtain the Executive Board's approval. You must submit a written request, along with a drawing showing sufficient details to enable the Board to make a decision. Mail or e-mail your request to Continental Real Estate Management a minimum of thirty (30) days prior to planned work for the Board to review your request. Work may not begin without Board approval. In addition, if you make home improvements, you may be required by law to obtain, pay for, and publicly post a building permit for that work. Call the Centre Region Code Administration at 814-231-3056 and the Patton Township Zoning Office at 814-234-0271 for information and permits. The final decision on all improvements legally rests with the Executive Board.

Parking/Speed Limit. All homeowners in good financial standing are entitled to the uses of the common grounds parking areas in accordance with the Declarations and Bylaws of the Association. ***Please be courteous of your neighbors in using available parking.*** Overflow parking and parking for short-term guests is available along Oakwood Park on Oakwood Avenue and around the upper cul-de-sac. Please make use of individual parking stalls before parking around the upper cul-de-sac and do not park in this area during snow events so that snow plows are able to get through. Parking is **not** permitted in the lower cul-de-sac. This area is intended as a turn-around for emergency and utility vehicles. Parking is also **not** permitted along or on sidewalks/curbs or on grassy areas. You will be assessed for any damage caused in the area by you or your guests. Non-operating vehicles may not be parked in any of the common grounds parking areas. Vehicles parked in any restricted area will be towed at the owner's expense. The posted speed limit in the complex is 5 miles per hour.

Porch Lights. Each unit must have a light in front that goes on automatically at sunset and remains on until sunrise. **This lighting is required by Patton Township law** and is in lieu of streetlights or other lighting in the common areas. All units should be fitted with photoelectric cells, which will automatically turn on your light each evening and turn it off each morning. If Continental Real Estate Management receives any reports of your unit light not working properly, you will be given a 48-hour notice to replace the light bulb. After this time, they will replace the bulb and you will be billed for the work (charges include a minimum of one (1) hour of labor and the cost of the bulb.)

Pets. By law, **pets (dogs and cats) are to be leashed at all times and may not be allowed to run free.** Pets may not be left unattended on common ground. If you walk your dog through the development, you must clean up all droppings immediately. Violators of the Patton Township "pooper scooper" law will be charged by the Association for clean up. Should landscapers report failure to clean up droppings, charges may be

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issued for clean-up. If your pet damages common ground, you will be held financially responsible. Enjoy your pet, but be in control at all times.

Noise. Each homeowner and resident has the right to privacy, peace and quiet. In case your neighbor or their pet makes too much noise, please go directly to the source and politely request that they stop the disturbance. Do not call the members of the Executive Board for help; it is not their job to police the development. Instead, call the Patton Township Police Department at 814-234-0271 to file a nuisance complaint if the issue cannot be settled amicably. The Board urges you to make every effort first to resolve the problem with diplomacy – we must all live together.

Composting. Composting is discouraged unless you can have your composting bin located a reasonable distance away from the units and kept properly maintained. Compost bins are not permitted behind decks or in visible areas.

Controlled Fires. Chimineas and metal fire pits are discouraged in Breezewood Forest. If their use poses a safety or health issue, or is a nuisance to neighbors, the Board may restrict their use. Leaf burning, open fire pits, and fire rings are prohibited in accordance with Patton Township Ordinance.

Services Not Covered by the Monthly Dues (for information only):

- **Sewage Bill.** You will receive a quarterly sewage bill from the University Area Joint Authority. Billing or payment questions should be directed to their office at 814-238-9662.
- **Cable Television and/or Internet.** The Centre Region is serviced by Comcast and can be contacted at 1-800-689-6015.
- **Land-Line Telephone Service.** Local service is provided by Verizon and can be contacted at 1-800-660-7111 (within PA) and 1-888-387-3800 (outside PA).
- **Electricity.** West Penn Power is the local provider and can be contacted at 1-800-255-3443.
- **Mail Delivery.** Your mail will be delivered to one of the four delivery boxes located in the development. You should have received two keys to the property mailbox when you purchased (or rented) your townhouse. If you do not have at least one key, or you do not know which box to use, visit or call the State College Post Office, 237 South Fraser Street, State College. Telephone: 814-238-2435. A mail drop is provided for your convenience on boxes in front of units 241 and 263.

Patton Township Office:

100 Patton Plaza
State College, PA 16803
Phone: 814-234-0271

<http://patton.centreconnect.org/patton.htm>