# Melcome to

# COBBLECREEK MANOR

3296 Shellers Bend

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COBBLECREEK CRIER

# WELCOME TO COBBLECREEK MANOR

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Dear Neighbor,

Welcome to CobbleCreek Manor!

This package of information has been prepared to help you in your adjustment to living in CobbleCreek Manor and State College, Pennsylvania. The CobbleCreek Manor Board of Directors and your new Condominium family are pleased you have joined us.

If you have any questions about this material or anything else concerning CobbleCreek Manor, please do not hesitate to contact a Board member.

Sincerely,

The CobbleCreek Manor Board

# COBBLE CREEK MANOR

### A Letter From The Board

When we purchased our homes, each unit owner by acceptance of our deed of ownership has agreed to comply with the provisions as set forth in both the Declaration of Condominium and those of the By-Laws, and Rules and Regulations. The Condominium Documents establish some basic rules intended to maintain the overall appearance of the community, to provide safety, to promote harmony among unit owners, and to protect your investment in your home. In order to assure that these goals are met, the Board has an obligation to enforce the rules.

The rules for homeowner usage and restrictions are found throughout both the Declaration and the By-Laws. Some rules are redundant, some use legal terms, some rules were written to protect the Developer while he was still on site and are no longer relevant, and some rules and homeowner requirements are just hard to find. As a result, we have provided a general summary of the rules and regulations – hopefully, in a more understandable fashion.

The following summary of the rules and regulations is not intended to be a substitute for the Declaration of Condominium or the By-Laws, Rules, and Regulations. For more detailed information, the Board encourages all unit owners to read the original documents. If there is a conflict between the Declaration of Condominium and the By-Laws, Rules, and Regulations, the Declaration takes precedence. If you have any questions regarding these Documents, please contact the Board.

Your Association Board

# DECLARATION OF CONDOMINIUM ARTICLE IV USE, PURPOSE AND RESTRICTIONS

Section 3. Use with Care. No Unit owner shall do or permit any act which would jeopardize the soundness or safety of the Property.

Section 4. Leasing. A Unit may be rented for residential purposes by the Owner. There are however restrictions. Please refer to this section under Article IV for further restrictions and guidelines.

### Section 8. Use Restrictions.

- a. <u>Residential Use</u>. No Unit shall be used for any other purpose than as a residence. No Unit owner may permit anything to be done or kept upon the Property which will increase the rate of insurance on the Property.
- b. Aesthetics. Each unit owner shall maintain his Unit in good condition, order, and repair, at his expense. No Unit owner shall display, hang, store, or use anything whatsoever on his entryway or outside his Unit other than as may be permitted in accordance with the By- Laws, and Rules and Regulations established by the Executive Board for example our front door wreath policy, installing flag pole holders on the building and Holiday decoration guidelines. No Unit owner may paint, decorate, or otherwise alter or modify in any way the outside of his Unit, or install outside his Unit any canopy, awning, covering, radio or television antenna, including any satellite receiver, dish, or structure, or addition of any kind. The hanging of laundry outside the unit is not permitted.

Unit owners are not permitted to plant <u>anything</u> on the Common Property. Unit owners are not permitted to place any personal objects on the Common Property. This includes the placing of flower pots in the mulch beds, on the driveways, or on the cobble stones in front of your front stoop.

When placing objects on your front stoop and back patio, please use discretion. You are expected to maintain these areas in an aesthetically pleasing manner. Do not use either your front stoop or your back patio for storage. The exception is, that for the winter you may store your grill and patio furniture that you use for the summer on your back patio. Please remember, the back and front of your unit is also someone else's view.

c. <u>Sanitation</u>. Trash, garbage, and other waste shall be kept only in sanitary containers. On refuge pickup day, please put away your containers as soon as conveniently possible. If you plan to be away from your Unit, either place your trash out in disposable bags or arrange for a neighbor to take your containers in.

Unfortunially, we live in a rather windy area. If the contents of your trash during pickup day are accidentally dispersed onto the grounds, please clean it up. We do not employ a cleanup committee.

d. <u>Electricity</u>. No one may overload [or make alterations to] the electrical wiring in the building or operate any machinery, appliance, accessories, or equipment in such a manner as to cause, in the judgment of the Board any unreasonable disturbance. Do not set up your power equipment outside your Unit. This includes your driveway.

As a courtesy to your neighbor [ and to ward off complaints], please inform your neighbor if you plan to run any power equipment in your unit—such as for remodeling or any other projects that you might be working on that might noisy.

e. <u>Uses and Structures</u>. No motor vehicles other than those utilized by the unit owner shall be <u>stored</u> or parked in the parking areas or parked on the Property. No unit owner shall have any additional motor vehicles on the premises for the purposes of maintenance or service or hobby such as tearing down or putting together motor vehicles. The changing of oil and the washing of your personal vehicle is permitted. There shall be no storing of any old or junked or hobby type vehicles on the premises, including trailers, pop-up campers, boats, motor homes, etc. No boats, trailers, tent, shack, or other such structure shall be located, or erected or used on any part of the Property, temporarily or permanently.

Unit owners should restrict the parking of their personal vehicles to their driveways or the designated parking areas located throughout the complex. If you must use the street for parking, please only use it on a temporary basis. During the winter time, do not leave cars on the street, as they hinder the removal of snow.

If you are entertaining a large number of guests, please have them park in your driveway or the designated parking areas. If your guests must use the street, please make sure that they do not block other unit owner's driveways or park in front of the mailboxes.

- f. <u>Signs</u>. No sign of any kind shall be displayed to the public view on any of the Units. The exception is, one temporary sign not more than four square feet, advertising the property for sale or rent may be place in front of your Unit. No such signs shall be illuminated.
- g. Animals. A dog, cat or other domesticated household pet may be kept, provided that it is not kept, bred, or maintained for any commercial purpose and provided that no more than two [2] such pets of not more than 40 pounds each or one [1] large dog not more than 75 pounds may be kept in any unit. The pet[s] must be housed indoors and leashed when outdoors, and conform to all local ordinances and regulations. The unit owner must "clean up" after the pet[s].

In no event are any wild or vicious animals, such as snakes, alligators, lizards or like reptiles, lions, tigers, attack trained dogs, elephants, or piranha fish are allowed in any unit or on the Property. Such wild or vicious animals are absolutely not permitted.

h. <u>Nuisances.</u> No noxious, offensive, or loud activity shall be carried on in any Unit, nor shall anything be done thereon or therein which may be or may become an annoyance or nuisance to the other unit owners in the quiet enjoyment of their unit.

We want every homeowner to enjoy the peace and the quite of their home. While the walls between the units have excellent sound proofing, some noises will travel-such as loud stereos. If you are experiencing any problems with any of the above activities, please try to work it out with your neighbor. If you can't resolve the problem, or feel uncomfortable handling the problem, please contact the Board.

- i. <u>Mailboxes</u>. Use only the designated mailboxes as provided by the Association. All other types of mailboxes are not permitted.
- i. Clotheslines. There shall be no outdoor clotheslines.
- k. <u>Fences.</u> There shall be no fence of any kind, wall, hedge, or similar structure erected or maintained anywhere on the Property.
- n. <u>Executive Board Maintenance and Repair</u>. Each unit owner shall be responsible for damage to any Unit and/or to any Common Elements caused intentionally, negligently, or failure to properly take care of his own Unit, whether or not the fault is him personally and/or in any other occupant or employee of his Unit.
- o. <u>No Obstruction</u>. The use and covering of the interior surfaces of windows, whether by draperies, shades, or other items visible on the exterior of the building, shall be subject to the rules and regulations of the Executive Board.
- p. <u>Insurance Rates</u>. Nothing shall be done or kept in any unit or on the Common Elements which will increase the rate of insurance on the property, or the contents, for residential use. No unit owner shall permit anything to be done or kept in his unit or on the Common Elements which will result in the cancellation of any insurance maintained by the Executive Board.
- q. <u>Displays</u>. No unit owner shall cause or permit anything to be hung or displayed on the outside of windows or placed on the outside of the building or on the property. No air-conditioning unit of whatever type other than those installed by the Developer may be installed.
- r. <u>Miscellaneous Displays</u>. No clothes, sheets, blankets, laundry, or other articles of any kind shall be hung out or exposed on any part of the Common Elements.

- s. <u>Personal Property</u>. No benches, chairs, or other personal property shall be left on, nor shall any play thing, lounging, parking of baby carriages, playpens, bicycles, wagons, toys, or vehicles be permitted on any part of the Common Elements. The storage of garden hoses on the lawn is not permitted.
- t. <u>Electrical Wiring</u>. No Unit Owner shall connect any machine, appliance, accessory, or equipment to the <u>heating system</u> or <u>plumbing system</u> without the prior written consent of the Executive Board. Installation, removal, reconstruction, or repair of any electrical lighting and power circuit or electrical outlet box or terminal device included in such outlet box, or any item of heating or air-conditioning equipment' any of which is located within the interior partition of any unit, may be undertaken by the unit owner of such unit only after application has been made to and written approval has been received from the Executive Board .Such approval shall be granted only if the work performed shall be of <u>similar or superior quality</u> to that present throughout the building or buildings, and <u>shall be preformed by qualified personnel</u>. The cost of such installation, removal, reconstruction, or repair, whether undertaken by the unit owner or by the Executive Board, shall be borne by the unit owner of the benefited thereby.

The above paragraph includes notification of [but is not limited to]such things as installing water softeners, hot water tanks, furnaces, radon fans [including roof penetration for the exhaust pipe], and any major electrical wiring which may be installed, or connected to the breaker box.

# BY-LAWS, RULES AND REGULATIONS Additions to Article 8

These are additional guidelines that have since been added by the Board to the By-Laws. They do not appear in the original documents. For a more detailed description regarding each guideline, please refer to the following Sections. If you have not received a copy of these regulations, please contact the Board.

- Section 8.16 <u>Guidelines for Holiday Decorations</u>. Please refer to this section for direction when decorating for the Holidays.
- Section 8.17 <u>Flagpole Holders.</u> A flagpole holder may be attached to the building, <u>but</u> only if the flagpole holder is provided and attached to the building by our management company. The unit owner is not permitted to attach any other holder whatsoever to the building. <u>Only the United States Flag can be displayed on the pole.</u> When displaying the flag, appropriate protocol should be followed.
- Section 8.18 <u>Door Wreaths</u>. A decorative wreath may be hung only on the front door by using a hanging bracket that is <u>not</u> permanently attached to the door. There are to be no other types of displays or objects of any kind to be hung from the door.

There are three items in the Declaration of Condominium and By-laws, Rules and Regulations that unit owners are required to provide to the Association. These items should be sent to our property manager at the following address:

Continental Real Estate Mgmt., Inc. 333 South Allen Street State College, PA. 16801

The items are:

**Declaration, Article X, Insurance, Section 4.** EACH UNIT OWNER SHOULD MAINTAIN HIS OWN LIABILITY INSURANCE FOR HIS OWN UNIT. Certificates of insurance shall be submitted by each condominium unit owner, to the condominium association.

By-Laws, Article 9, Roster of Unit Owners and Mortgagees, 9.1 Each unit owner shall file with the Association a copy of the deed or other documents showing this ownership [for example, a sales agreement]. Also a unit owner who mortgages his unit shall notify the Association of the name and address of his Mortgagees, and in event of fire and casualty coverage insurance, shall file the name of his insurance carrier and of the agent for the company.

### **COBBLECREEK MANOR**

# By-Laws Addition to Article 8

### 8.17 Flagpole Holders

The object is to provide residents the opportunity to display the United States flag by means of a flagpole holder attached to the building.

- 1. A flagpole holder may be attached to the building, <u>but</u> only if the flagpole holder is provided and attached to the building by our management company. The unit owner is not permitted to attach any other holder whatsoever to the building.
- 2. The cost of both the flagpole holder and the installation by the management company will be the responsibility of the unit owner.
- 2. Only the United States Flag can be displayed on the pole.
- 3. The flag should be displayed only during recognized national and state events and holidays. Flying the flag during national periods of mourning is permissible.
- 4. When displaying the flag, appropriate protocol should be followed.

# SUGGESTIONS WHEN TO DISPLAY THE FLAG

New Years Day [January 1] Inauguration Day [January 20] Lincoln's Birthday [February 12] Washington's Birthday [Third Monday in February] Mother's Day [Second Sunday in May] Armed forces Day [Third Saturday in May] Memorial Day [Last Monday in May] Flag Day [June 14] Father's Day [Third Sunday in June] Independence Day [July 4] Labor Day [First Monday in September] Citizenship Day [September 17] Columbus Day [Second Monday in October] Navy Day [October 27] Veterans Day [November 11] Thanksgiving Day [Fourth Thursday in November] Pearl Harbor Day [December 7] Christmas Day [December 25]

### ALSO:

September 11
State and Local Holidays
During periods of national mourning

### COBBLECREEK MANOR

### By-Laws Addition to Article 8

# 8.16 Guidelines for Holiday Decorations

The object is to provide residents the opportunity to decorate certain portions of the common property near their homes in a manner complimentary to the community.

- 1. Lighting should be of low intensity, smaller lights.
- 2. Lights should be placed only on stable, existing evergreen trees and bushes.
- 3. A flood or spotlight to illuminate the door is permitted.
- 4. Outdoor wiring must be used.
- 5. All items should be put up not earlier than Thanksgiving and removed by January 7<sup>th</sup>.
- 6. Owners are fully responsible for all aspects of the process and any damage.
- 7. Greens [wreaths or swags] may be hung on the three outside light fixtures and hung on the door by using a hanging bracket that is <u>not</u> permanently attached to the door.
- 8. No lights should be attached to the building.
- 9. No other decorations should be placed on common grounds.

### **COBBLECREEK MANOR**

# By-Laws Addition to Article 8

### 8.18 Door Wreath

The objective is to provide the residents the opportunity to hang a decorative wreath from their front door.

- 1. A decorative wreath may be hung only on the front door by using a hanging bracket that is <u>not</u> permanently attached to the door. There are to be no other types of displays or objects of any kind to be hung from the door.
- 2. Unit owners are fully responsible for all aspects of the process and any damage that may occur to the door.

# RULES AND REGULATIONS FOR THE COBBLE CREEK MANOR CLUBHOUSE

### General:

The Clubhouse is a private facility owned and operated by the Cobble Creek Manor Homeowner's Association. Only unit owners and their guests may use this facility. Guests must be accompanied by the unit owner at all times.

Please adhere to the following policies and procedures. Safety and enjoyment are the primary concerns of these guidelines. Private parties shall be scheduled for the Clubhouse as the social calendar permits. A private party occurs when the Clubhouse meeting room is closed to unit owners except those sponsoring or invited to the party. Activities which allow others to share the room are not private parties.

### Security:

The Clubhouse is to be locked at all times. Each unit owner has a key to the Clubhouse. Only a unit owner may use a key to enter the Clubhouse.

When a unit owner leaves he/she must:

- Turn off all equipment, fans, lights, and the fireplace (if used).
- Return the thermostat to the setting per posted instruction on it.
- Close, secure and lock all windows and doors opened or found open.

### Safety:

All children under the age of 16 must be under direct supervision of a unit owner at all times.

### Exercise Room:

Because of liability, exercise equipment is for exclusive use by unit owners and their guests. Please observe the following:

- Unit owners have priority over guests.
- You agree that use of exercise equipment shall be undertaken at your own risk and that
  you are in good physical condition with no pre-existing physical conditions preventing
  you from engaging in exercises or use of the facilities.
- Each unit owner should become familiar with the proper use and operation of the equipment. Check with those experienced on the machine or look for instructions posted in the room.
- It is recommended that equipment be used in the presence of others.
- Appropriate exercise attire and shoes should be worn on the equipment. No street shoes can be worn.
- The following individuals may not use the exercise equipment:
  - o Persons under the influence of alcohol, stimulants, or depressants.
  - o Children under the age of 16.
- If others are waiting please restrict time on the machines to a maximum of thirty (30) minutes per machine. Please be considerate.
- No food or drinks are permitted in the exercise room. Water in a non-spillable sport bottle

may be used.

- Do not lay any objects on the treadmill stand that may fall on the belt.
- Do not stand on the treadmill belt when starting the unit.
- You are responsible for cleaning the equipment after use (towels and a disinfectant spray are available in the room).
- Put away all weights after use.
- Report any unsafe conditions to the Clubhouse Committee.
- You agree to pay any charges for damages arising from any misuse of equipment by the unit owner or their guest.

### Meeting Room:

The meeting room is to be used for social functions of unit owners and their guests.

A calendar will be posted on the bulletin board in the Clubhouse for anyone who wishes to reserve the Clubhouse meeting room or any part of it (e.g., tables, kitchen). Private parties must be scheduled with and approved by designated members of the Clubhouse Committee. A minimum of 30 days in advance is recommended.

If your plans change and you find that you no longer need the reservation, please cancel immediately by contacting the Clubhouse Committee member and also deleting your entry on the reservation calendar.

Children under the age of 16 may NOT operate the TV, VCR/DVD or appliances. Running or jumping on the furniture is prohibited.

Removal (temporary or otherwise) of Clubhouse furniture or furnishings is not permitted.

The telephone is for local calls only.

### Housekeeping:

Immediately after each use, the unit owner is responsible to:

- Return all furniture and equipment to its original position or state.
- Remove all personal belongings immediately after the event ends
- Clean up any trash and dispose of it at the unit owner's residence.
- Make sure the rest rooms are clean and stocked with toilet paper, paper towels, and soap which can be found in the storage cabinet.
- In case of failure to clean up, or if there is damage to the facility and its contents, the unit owner will be assessed the amount required to restore facility to its original condition.

### Kitchen Facilities:

If you use the kitchen facilities, you are responsible for leaving the area as clean or cleaner than you found it. This includes but is not limited to:

- Turning off all kitchen appliances (except the refrigerator).
- Washing and putting away all cooking and eating utensils.
- Cleaning countertop, sink, stove, and other areas used.
- Removing the trash.
- Getting rid of personal food or beverages in the refrigerator, freezer, cupboards or

counter

Removing all alcohol from the premises.

### Rest Rooms:

- Flush toilets after each use
- Do NOT put paper towels, tampons or sanitary napkins in the toilets. Use the trash can provided.

### Smoking, Alcohol and Pets:

Do NOT smoke or bring pets into the facility out of respect for other unit owners.

Alcohol may be served with the understanding that the unit owner sponsoring the event is responsible for any liability whatsoever.

Sponsoring an event in the Clubhouse should be viewed as if it were in the owner's home as far as that type of liability coverage is concerned. Therefore, it is recommended that unit owners sponsoring a private party in the Clubhouse should be sure that their liability policies have coverage for alcohol use at an event.

### Lost Keys:

There is a \$5.00 charge for replacing a lost key. Do not duplicate the key.

### Lost or Stolen Items:

You acknowledge that the Homeowner's Association shall not be held responsible for any damaged, lost or stolen personal property taken to the Clubhouse.

### Violations:

Violations of the above rules and other approved practices will be dealt with by the Executive Board of the Homeowner's Association.

### Parking:

Unit owners should make arrangements for guest parking. Shellers Bend may be used for temporary overflow, but leave room for emergency vehicle access. Do not use other unit owners' driveways without their consent or block any driveways. Parking is only allowed on the curb side of the street.

### Liability:

You agree that all exercising, cooking and other use of the Clubhouse facilities shall be undertaken at your own risk and that the Association shall not be liable for any claims, demands, injuries, damages, actions or causes, whatsoever, to you or your property arising out of, or connected with, the use of any of

the services and/or facilities of the Clubhouse, and you hereby expressly forever release and discharge the Association or its officers for all such claims, demands, injuries, damages or causes of actions.

### Right to amend:

The Homeowner's Association reserves the right to amend or add to these Rules and Regulations and to adapt to new Rules and Regulations as the Executive Board may deem necessary for the proper management of the Clubhouse.

### Owner's responsibility:

Each unit owner is responsible for ensuring that you and your guests are aware of, and follow, these rules and regulations and that you take full responsibility for the actions of you and your guests while in and/or using the Clubhouse.

# CCM BOARD MEMBERS 2006

# Peter A. Rohrer - President

Unit 120 238-8095 peterohrer@businesstechniques.net

# Tom Magnani – Vice President/Secretary

Unit 111 861-2119 mdpathdoc@aol.com

# Chuck Naspinsky - Treasurer/Finance

Unit 103 238-3802 CWN1@psu.edu

# Ernie Erdeky - Rules and Regulations

Unit 123 237-0838 eerdeky@adelphia.net

# Kim Austin - Clubhouse

Unit 145 861-3189 kimaustin58@aol.com

# Chuck Markham - Landscaping/Grounds

Unit 141 237-8723 gpachuck@aol.com

# **Roy Willis – Buildings**

Unit 125 237-8175 Rfw4@psu.edu

# WHO TO CALL

General Information – Pete Rohrer or Ernie Erdeky

Emergencies - Non-Medical - Pete Rohrer or Ernie Erdeky

Buildings – Roy Willis or Ernie Erdeky

Landscaping/Grounds - Chuck Markham or Pete Rohrer

Clubhouse - Kim Austin or Pete Rohrer

Rules/Regulation - Ernie Erdeky or Pete Rohrer

Snow Removal - Chuck Markham or Pete Rohrer

Grass Cutting – Chuck Markham or Pete Rohrer

Interior Modifications – Ernie Erdeky or Pete Rohrer

# OTHER CCM INFORMATION

# Condominium Fee

Amount

\$230 (2006)

Due

First of every month

Paid to

Make checks payable to CCM

Mail to

Continental Real Estate Management Co.

333S. Allen St.

State College, Pa, 16801

Note:

Continental Real Estate will make arrangements for

direct payment from your checking account, if you prefer

# **Limited Common Elements**

Please see the Declaration of Condominium Document Page 3, Section 4 and Section 5

# **Parking**

Please do not park on the street except for temporary needs.

Please do not use the Clubhouse for long term parking.

# Pets/Animals

Please see the Declaration of Condominium Document Page 19, Section8, paragraph g.

# **Planting**

Please see the Declaration of Condominium Document Page 3, Section 4.

# Clubhouse

- The calendar in the lobby is used to track Clubhouse use. Please see the Clubhouse Rules and Regulations for using the Clubhouse for private parties.
- Every Thursday night from 5:00 P.M. to 8:00 P.M. is set-aside for our CCM Happy Hour.
- All Owners meeting are held in the Clubhouse. Please bring your own chair to sit on.

# Window Cleaners

- o In order to protect the outside of our building, it is important to use Window Cleaners that are bonded and are insured.
- o The recommended Window Cleaners are:

ServiceMaster Custom Services State College, Pa. 16801 814-231-0812

ServiceMaster of State College 2630 Clyde St. State College, Pa. 16801 814-867-5467

Superior Windows 150 Reubens Place Port Matilda, Pa. 16870 814-692-4020

# **COMMUNITY INFORMATION**

# 1. Voting

Voting is done at the Ferguson Township Building Located at 3147 Research Drive 238-4651

# 2. Tax Authority

- a. Ferguson Township at 3147 Research Drive 238-4651
- b. State College at 243 S. Allen St. 234-7120
- c. Centre County at Willowbank Building in Bellefonte 355-6805

# 3. Post Office

237 Fraser St. 800-275-8777

# 4. Library

211 S. Allen St. 237-6236

# 5. Public Transportation

Centre Area Transportation Authority (CATA) 2081 W. Whitehall Road 238-2282

# 6. Airport

University Park Air Port 2535 Fox Hill Road 865-5511

# 7. Emergency – Medical

NOTE: WHEN CALLING ABOUT AN EMERGENCY, IDENTIFY THAT YOU LIVE AT 3296 SHELLERS BEND UNIT # ----. DO NOT SAY THAT LIVE IN COBBLECREEK MANOR. THERE IS TWO OF THEM AND IT CONFUSES THE RESPONDERS AND DELAYS THE RESPONSE TIME.

- a. Mount Nittany Medical Center 1800 E. Park Ave. 231-7000
- b. Centre Life Link EMS 125 Puddintown Road 237-8163

# 8. Ferguson Township Police

- a. 3147 Research Drive 237 1172
- b. Emergency 911
- c. Non-Emergency 800-478-0050 & 800-479-0050

# 9. Fire Department

NOTE: WHEN CALLING ABOUT AN EMERGENCY, IDENTIFY THAT YOU LIVE AT 3296 SHELLERS BEND UNIT # ----. DO NOT SAY THAT LIVE IN COBBLECREEK MANOR. THERE IS TWO OF THEM AND IT CONFUSES THE RESPONDERS AND DELAYS THE RESPONSE TIME.

- a. Emergency 911
- b. Non-emergency 800-479-0050

# 10. Ambulance Service

Centre Life Link EMS 125 Puddintown Road 237-8163

# 11. Hospital

Mount Nittany Medical Center 1800 E. Park Ave. 231-4651

# 12. Ferguson Township Building Location

3147 Research Drive 238-4651

# 13. Utilities

- a. Telephone 1-800-660-2215
- b. Gas Columbia Gas of Pa. 888-460-4332
- c. Electric Allegheny Power 800-255-3443
- d. Cable Adelphia Cable 1155 Benner Pike 238-3096
- e. Waste
  - i. Curbside Recycling Rules See the last page of the Phone Book
  - ii. Collection day is Thursday

# 14. Newspaper

Centre Daily Times 3400 E. College Ave Delivery 888-237-3801

# **OUR MANAGEMENT COMPANY**

# 1. Continental Real Estate Management Company

S. Allen St. 238-1598

# 2. Function

- a. Continental supports the CCM Board in all activities as a full partner in our responsibilities.
- b. Continental collects all fees and maintains our financial books

# 3. General and Emergency repairs

Call Continental 238-1598 for repairs to the interior of your unit.