



HUNTERS' RIDGE CONDOMINIUM ASSOCIATION RULES and REGULATIONS UPDATED July 2020

Table of Contents

THE ASSOCIATION	1
THE BOARD OF DIRECTORS - HUNTERS' RIDGE CONDOMINIUM ASSOCIATION	1
COMMITTEES	1
MANAGEMENT	2
CONDOMINIUM FEES	2
INSURANCE	3
TRAFFIC PATTERN AND PARKING	3
MAINTENANCE	3
GUIDELINES FOR PREPARING YOUR HOME FOR WINTER, AND FOR LEAVING YOUR UNIT FOR AN EXTENDED PERIOD OF TIME	4
KEYS	4
CLUBHOUSE	5
CLUBHOUSE RULES	5
CLUBHOUSE AFTER-USE CHECKLIST	6
SWIMMING POOL	6
SWIMMING POOL RULES	6
NEWSLETTER	7
LIBRARY	7
FIRE AND POLICE and EMERGENCY INFORMATION FORM	7
TRASH AND RECYCLING SERVICE	7
LEASING and FINES	8
CURRENT BOARD of DIRECTORS and COMMITTEE MEMBERS	9

THE ASSOCIATION

On October 2, 1991 a Board of Directors was elected and the developer conveyed the responsibility of ownership to the Hunters' Ridge Condominium Association. All Unit Owners there-by are members of the Association and have voting privileges – one vote per unit. Condo Declarations, By Laws, and Rules and Regulations as established by the Pennsylvania Uniform Condominium Act are the basis of administering, operating and managing the Association. Rules and Regulations and By Laws are reviewed periodically.

THE BOARD OF DIRECTORS - HUNTERS' RIDGE CONDOMINIUM ASSOCIATION

The Board of Directors is composed of members of the Association who are elected by the Association at the Annual Meeting held each November for a term of three years. The Board meetings are scheduled for the third Monday of every other month in the Clubhouse with additional meetings called as needed. The monthly Newsletter lists dates of meetings. Representatives from the Management Company also attend these meetings. Residents with suggestions or problems related to the community are requested to submit these in writing to the Chair before the meeting date. For landscaping and maintenance questions, please contact the Physical Plant Chair, or the Management Company. The meetings are open to all residents to attend although without voting privileges. Board meeting minutes and monthly financial reports are filed in the notebooks on the desk in the office for residents to read at any time. Please do not remove these notebooks from the office.

COMMITTEES

Committee Members

Committee members are residents who volunteer for a committee of their choice. Each committee has a representative from the Board of Directors who is responsible for relaying information to and from the Board. Following is a list of Committees and goals and you are invited and encouraged to volunteer where you have an interest. To join a committee, simply contact any member of the Board of Directors or the committee chair.

Policies and Procedures Committee

Responsibility is to oversee the enforcement of the Rules and Regulations and By Laws of Hunters' Ridge Condominium Association. This committee can, if deemed necessary, recommend changes to the above documents, subject to Board of Directors' and Hunters' Ridge Association approval.

Social Committee

This Committee plans for and oversees the social events held at the Clubhouse which are intended for all residents. The monthly Newsletter reflects this planning.

The Social Committee maintains Clubhouse supplies used for Association events. Gatherings such as bingo/game/card parties, DVD movies, pool parties, holiday gatherings, and other events are planned for all residents. Other suggestions are welcome.

Physical Plant Committee

The common grounds, clubhouse, and exterior building surfaces of Hunters' Ridge are the concerns of this committee. The members work with the management company and the Board of Directors to hire persons or contractors to care for the landscaping, trees, pool, snow removal, streets and general maintenance of the common areas. Generally, the management company secures bids for the various processes. These bids are reviewed by the Board of Directors and decisions are then made. All decisions are subject to Board approval.

The committee maintains a list of persons responsible for the nightly security check of the clubhouse and pool. The committee sees to the security of the key box where keys to individual units may be kept if the unit owner so desires.

Contact Continental Real Estate regarding problems, questions, and concerns with the outside of your residence, also contact the Physical Plant Chair. All areas inside the unit are the responsibility of the unit owners.

MANAGEMENT

The Board of Directors is responsible to take bids and select a suitable management company to oversee the affairs of the Association. Since 1995 our management company has been and is:

Continental Real Estate Management Company
300 S. Allen Street, State College, PA 16801
Phone: 238-1598 FAX: 238-2611
E-mail: mgmt@continentalrealestate.net

CONDOMINIUM FEES

The monthly Condo Fee covers many expenses: insurance for exterior of buildings and the clubhouse interior (please note this insurance does not include personal contents of individual units nor individuals' personal liability); water; sewer; electricity for clubhouse and outside lighting; gas for clubhouse and grill, trash and recycling collection, upkeep of grounds, snow plowing, cable television (expanded basic), repair and upkeep to the outside of buildings, clubhouse and pool maintenance and chemicals. The fee is based on the Annual Budget which is adopted at the Annual Meeting and is sent to the management company on a monthly basis. Checks are payable to *Hunters' Ridge Condo Association*. You may also elect to have automatic withdrawal set up with your banking institution. Notify the management company of this choice. No billing will be sent to you but should you become delinquent in payment, the management company will send you a warning before adding a late fee. Condo fees are reviewed annually and any change in the fee requires a Board recommendation and a vote by the Association.

INSURANCE

The Master Policy for the Condo Association provides Property and Liability Coverage for the Common Areas including the clubhouse, the personal property owned in common (example – the clubhouse furniture) and the exterior of each building. In addition, the Master Policy provides Property Coverage for the interior building coverage of each unit including improvements. The Master Policy does not cover the unit owner's Liability for their unit or their Personal Property. Unit owners need their own policy to cover these.

The Master Policy has a \$2,500 Property Deductible which will be assessed to the unit owner(s) affected by the property loss. Please discuss this with your insurance agent to make sure your loss assessment coverage on your policy will provide coverage if you are assessed the deductible. You may also want to discuss adding Back Up of Sewers or Drains Coverage.

If you have a loss to your unit, take steps to protect your property, turn off your water if it is a water leak, dry out wet areas. If you need assistance removing the water, contact a service firm to come in and dry it out or you can contact Continental Real Estate for help. The claim must be reported to Continental Real Estate at 814-238-1598. They will take the steps to report it to the Master Policy insurance agent/company who will review the policy to see if coverage applies.

TRAFFIC PATTERN AND PARKING

Association Policies and Procedures establishes the traffic pattern on Hart Circle to be ONE WAY as indicated by arrows. Please observe this rule and remind your visitors and service workers to do so as well. Parking is on the right side of Hart Circle coming into the complex. Do not block driveways or mailboxes. It is helpful to not park directly across from a driveway if at all possible. Guests may park on Hart Circle for short periods of time. Each resident is requested to have not more than two cars, one in the garage and one just outside the garage. Extra cars should be parked elsewhere. Temporary parking located at the Clubhouse is allowed overnight but this is not to be used as a permanent situation. Since we have no sidewalks, please observe the 14 MPH speed limit for the safety of those walking in the circle drive.

MAINTENANCE

Contact Continental Real Estate regarding problems with the outside of your residence, i.e. lights, plantings, etc. All areas inside the unit are the responsibility of the owner. Your patio area is likewise owner's responsibility. Maintenance of the fence around unit patio is the association's responsibility. The gates on some fences were not a part of the original construction and have been added by owners, and are therefore the owner's responsibility. The color of house siding, fence and gate must be uniform to existing units, the paint is Pratt & Lambert "Stain Shield Tan", door color is Pratt & Lambert "Barn Red semi-gloss", both of these are available at Porter Paints under Hunters' Ridge. Small quantities of these paints are usually available for very small touch up jobs.

It is your responsibility to hire contractors/maintenance personnel i.e. painters, plumbers, appliance workers, etc., for the inside of your unit. Continental Management can supply a maintenance person for general items and is available for consultation and work – at the owner's expense. The management's maintenance person will tell you if it is a personal or Association expense.

If you wish to change the outside of your unit, such as installing new windows, approval from the Board of Directors is required to assure we maintain a unified appearance.

In installing new air conditioning units, the pipe outside must be painted to match the existing color (Stain Shield Tan). It is not necessary to seek Board approval to replace the air conditioning unit. Window units are not permitted. Furnace replacement does not require Board approval.

Adding a wrought iron hand railing at your entrance is permissible without further approval.

Because of the budget limitations, we have established the policy that if you wish to remove, trim, or replace any trees or shrubs in good health adjacent to your unit other than those within your patio fence, the work is to be done at owner's expense after securing approval of the Board. This approval must include the identification and approval of the replacement.

If it becomes necessary to seek permission from the Board for an action and a regularly scheduled Board meeting is not soon enough, you may contact the Board Chair or any member and the Board will be polled for approval.

GUIDELINES FOR PREPARING YOUR HOME FOR WINTER, AND FOR LEAVING YOUR UNIT FOR AN EXTENDED PERIOD OF TIME

Remove garden hose from outside faucet and store indoors. After removing the hose, open the faucet for a brief period (30 seconds) allowing water to run on ground, then shut off the faucet. It will drip for a brief period but should stop completely shortly thereafter. If your unit does not have a shut off for your hose faucet, it is recommended that you install an insulated cover over the faucet.

If you leave town during the winter season DO NOT SHUT OFF YOUR HEAT! Set the thermostat no lower than 60 degrees. Leave cabinet doors containing plumbing pipes open for heat circulation. Leave bathroom doors open for the same reason. It is important to have someone come in on a regular basis to check plumbing fixtures and appliances for problems and to see that the furnace is functioning.

You may be responsible for the cost of any repairs resulting from frozen pipes caused by low temperatures in your unit. Remember, since we share walls, your problem can sometimes become your neighbor's problem as well.

KEYS

There is a double locked box in the Clubhouse which contains a key to your unit unless you have had it removed. Physical Plant Committee has a list of those few people who have access to this box should you lock yourself out. Ask the committee chair if you are not sure if you have a key.

CLUBHOUSE

You have full use of the Clubhouse with its TV with VCR and the equipment in the exercise room, the pool and the grill. Please treat it as an extension of your own home that just happens to be shared with residents of 43 other units. We all help support this building and its contents through our monthly Condo Fee. The social functions at the Clubhouse to which all residents are invited and encouraged to attend are planned by the Social Committee. If you have suggestions please contact a member of that committee. The Exercise room is for residents only. The Clubhouse is to be locked at all times to prevent vandalism and other unwanted happenings. Each household unit has one key which may not be duplicated. Only the unit owner/resident is entitled to use the key to enter the clubhouse and children under age 16 must be accompanied by an adult resident.

The Clubhouse great room may be used by Association members for private parties or meetings. To reserve a date, a master calendar is located on the bulletin board in the front entrance of the Clubhouse. Sign your name and time you wish to have the room reserved on the date you desire. Please do this by the 25th of the month in order that it may be published in the monthly newsletter. Reserving is on a first come, first served basis and is for the great room and kitchen only and does not include the exercise room or the pool, neither of which may be reserved.

CLUBHOUSE RULES

- Residents reserving the room MUST BE PRESENT ALL TIMES!
- The Great Room must be CLEANED AND VACATED BY 11:00pm
- Exercise Room is for RESIDENTS ONLY!
- No pets allowed in the Clubhouse.
- The Resident reserving the room is responsible to clean and restore the great room and kitchen to the condition to which it was found by following the guidelines listed below.
- The pool, office, and exercise room may not be reserved for private use. These areas are to remain open for use by residents as they wish.
- The unit owner or resident must be present and responsible when the Clubhouse is reserved. Please have consideration for your neighbor's privacy and do not enter the Great Room when it has been reserved and is in use.
- No Smoking in the Clubhouse
- Please follow the after use checklist when using the clubhouse.

CLUBHOUSE AFTER-USE CHECKLIST

1. Supply your own paper goods and trash bags
2. Clean counters, tables, sink and range if you use them.
3. Wash and return any utensils used to where they were found. Be sure coffee pots are

- emptied of grounds and liquid.
4. Vacuum the carpet.
 5. Do not leave anything in the refrigerator.
 6. Return furniture to their original place.
 7. Check bathrooms for cleanliness.
 8. Take trash and recycling with you, there is no trash/recycling collection.
 9. It is preferred that you not change the thermostat setting but if you do, please restore it to the original setting before leaving.
 10. Lock the doors and turn off lights not on timers.

SWIMMING POOL

The swimming pool is a private pool for the use of Hunters' Ridge residents, and is open from approximately Memorial Day weekend through the Labor Day weekend. State qualified persons test and treat the pool water. It is assumed that safety and courtesy for others will be observed at all time. Children under the age of 16 must be accompanied by an adult. All swimming is at your own risk since there is not a life guard present. Gates are to be closed, and locked at all times.

SWIMMING POOL RULES

- **Pool guests in reasonable numbers are welcome and must be accompanied by a resident.**
Pool gates must be closed and locked at all times.
- No unsupervised use of the pool by anyone under the age of 16.
- The Pool may not be reserved and must be vacated by 11:00pm
- No diving in the pool.
- Remove trash and recycling.
- Clean the gas barbecue after use.
- Lower umbrellas after use.
- No radios or sound systems without headphones.
- Dry off before entering the clubhouse and restrooms.
- No Smoking in the pool area.

NEWSLETTER

The Hunters' Ridge Newsletter is emailed monthly, and includes information about Association. Dates that have been reserved for Clubhouse use by the association or residents, are included in the Newsletter. If you wish to reserve the Clubhouse, please put your name on the calendar in the Clubhouse by 25th of the month to be included in the Newsletter.

LIBRARY

A circulating library is located in the office of the Clubhouse. The books and DVDs have been donated by residents. If you wish to donate books, please leave them in the office. This service is offered through the generosity of the residents. Please return books and DVDs when you have finished with them.

FIRE AND POLICE and EMERGENCY INFORMATION FORM

Call 911 in an emergency. The fire department, ambulance and police department have a map of Hunters' Ridge with unit numbers should their services be needed. Residents are asked to provide names and phone numbers of close relatives or friends to call on your behalf in case of an emergency. Please fill out the Emergency Information Form and make sure it is on file in the office. Keep this form current by changing when necessary or filling out a new form. Forms are available on the desk in the Clubhouse office.

TRASH AND RECYCLING SERVICE

Trash is picked up on Tuesdays by the State College Borough municipal pickup. The new trash containers are provided by the Borough and are automatically lifted into the truck. When putting them on the curb, they ask the opening be to the front, leaving room between containers for the "arms" to grab each one. Please do not put the containers near the mailboxes. Black lid containers are for trash, green lid containers are for compostable materials. Call the Borough office if you need information. Trash and recycling containers are to be kept in your garage until placed on the curb for pickup or outside your garage door for door pickup.

You may opt to have trash picked up outside your garage door for an extra fee paid to the Borough through Continental Management. Fill out the form provided for this from the management company. Those with physical disabilities who are unable to get the refuse to the curb may request an exemption. Contact the Department of Public Works, 234-7140, to request a form. If an exemption is granted, refuse will be collected from the garage area at no additional cost.

To maintain the appearance of our neighborhood, please do not put trash and recycling out until Monday evening or early Tuesday morning and take in as soon as possible after pickup.

Contact the Borough office at 234-7135 to arrange for pickup of brush and riff raff, (appliances, furniture, etc). Electronics such as TVs and computers will not be picked up.

LEASING

Leasing is not permitted.

FINES

The board has established a procedure for levying fines for violations of the Hunters Ridge Declarations, By-Laws and Rules & Regulations. The fine will be twenty-five (\$25) dollars per day until the violation(s) is/are abated. If a violation occurs, and the owner has not agreed to end the violation, the procedure will be as follows:

A first letter will be sent informing the owner that the violation exists and will ask the owner to cure the violation within five (5) days. The letter will mention that if the owner does not cure the violation, he or she could be subject to fines levied by the Association Board. If the violation continues beyond the five day date in the first letter, a second letter will be sent informing the owner that if the violation continues for another five days, he or she will be subject to a \$25 per day fine.

If the violation is not cured within the ten days specified in the first two letters, a third letter will be sent informing the owner that he or she is now being fined \$25 per day retroactive back to the date specified in the second letter.

Once an owner has been informed that a violation has occurred, and the same violation occurs again in the future, that owner will be fined \$25 per day immediately, without prior notice.

The board will only use this procedure when all other attempts to cure a violation have failed. Letters will be sent via email when possible, will be hand posted on the unit (if necessary), and via US Mail.

CURRENT BOARD of DIRECTORS and COMMITTEE MEMBERS

Board of Directors

	<u>Phone</u>	<u>Email</u>
Lisa Coleman Chair	440-610-2140	bonz6@aol.com
Tom McElhaney Vice Chair	238-2764	tmcelhaney3@gmail.com
Bob McCool	404-1904	mccool.robert@comcast.net
Nancy Heeman	237-2297	nheeman@aol.com
Mary McClellan	861-0749	fredmccl@aol.com

Donna Nassry

484-639-3428

dnassry@gmail.com

Policies and Procedures Committee:

Tom McElhaney - Board Representative and Chair

Physical Plant Committee

Rob Tawse – Chair robtawse@hotmail.com

Lisa Coleman – Board Representative

Social Committee

Mary McClellan – Chair and Board Representative

Newsletter

Lisa Coleman - Board Representative and Chair