

**SIGNAL HILL / HERITAGE PLACE**  
**CONDOMINIUM ASSOCIATION**  
**HANDBOOK OF RULES**  
**AND REGULATIONS**

5-25-16

**SIGNAL HILL HERITAGE RULES AND REGULATIONS IN ACCORDANCE WITH  
ARTICLE VII OF THE SIGNAL HILL CODE OF REGULATIONS**

**A. PARKING**

1. Parking will be on a first come first served basis. Parking is prohibited in any area which is not designated a parking area.
2. The speed limit is not to exceed 15 miles per hour.
3. Parking or driving of any vehicle on lawns and/or tended grounds of Signal Hill/Heritage Place is strictly prohibited.
4. Loading or unloading of moving vans, delivery vans, trucks or cars is restricted to parking area only. All costs of damage to common areas caused by a move shall be paid by the unit owner.
5. Parking of the following vehicles is permitted on Signal Hill/Heritage Place property but must meet the following requirements:
  - a. Passenger Car – a motor vehicle designed for carrying ten passengers or less primarily used for the transportation of persons. Station wagons are included.
  - b. Motorcycles – the vehicle code defines a motorcycle as a motor vehicle having a seat or saddle for the use of the rider and designed to travel with not more than three wheels on the ground. Motorcycles or motorbikes may use the parking areas and access roads for those purposes only. Parking or storing of motorcycle or motorbikes on any location other than designated parking areas are prohibited.
  - c. Van – the van must meet the following standards:
    - It has permanently installed full-size seating for at least the driver and three passengers.
    - It has windows on both sides and in the rear, separated by solid areas of not more than 12”.
    - It is not designed or adapted for use as an office or living quarters, and
    - It is not designed or used primarily for transporting property.
  - d. Truck – three quarter ton pickup trucks are the maximum size permitted and must not have any commercial lettering.
6. Overnight parking only of the following vehicles on Signal Hill/Heritage Place property is

not permitted without prior written approval of the Council. If such approval has been granted in writing, a copy of that written document shall be affixed to the vehicle or placed in the interior of said vehicle at a location which is readily visible to pedestrians walking upon the parking area. In the event that such approval is given, it shall amount to the giving of a privilege which may be freely revoked at any time by the Council. Upon revocation, the owner of the vehicle shall be given not more than two (2) days in which to remove the vehicle.

- a. Recreational Trailer – a recreational trailer is a trailer designed or adapted and used exclusively for recreational purposes. This class includes boat trailers, camping trailers, livestock trailers, house trailers, and semi-trailers.
  - b. Motor home- a motor home is a motor vehicle designed and adapted for use as a mobile dwelling or office, including permanently installed sleeping accommodation, carpeting, kitchen appliances, or office furniture.
  - c. Trailer – a vehicle designed to be towed by a motor vehicle.
7. Boats/Snowmobiles – are not permitted on the property.
8. Commercial Vehicle – commercial vehicles of any kind are not permitted and if parked on site overnight may be tagged with a ticket on the windshield which will indicate that the vehicle may be towed at any time at owner's expense.
9. Handicap Spaces – handicap parking must be approved by the Council and at the time the management office will mark the appropriate space. Owner is responsible for related costs.
10. Abandoned Vehicle - Signal Hill/Heritage Place reserves the right to have the following vehicle removed from the property at the expense of the owner. An abandoned vehicle is a vehicle that:
- a. is inoperable and left on the Signal Hill/Heritage Place property for more than 30 days.
  - b. has remained illegally on Signal Hill/Heritage Place property for more than 30 days.
  - c. does not have a valid registration plate, inspection sticker or title, and has been left unattended on or along Signal Hill/Heritage Place property.
11. Parking is permitted for residents and guests only. Long term parking, other than residents, must be registered with the management office. Failure to do so will result in towing.
12. Washing and cleaning, as well as, minor repairs or maintenance of automobiles or other vehicles shall be permitted on any of the Common Elements by residents only.
13. All vehicles will only be parked in indicated spaces and must be parked head-in only around building perimeter.

14. FOR SALE signs in vehicles are prohibited.

**B. CHRISTMAS DECORATIONS**

1. All Christmas decorations should be simple and quiet.
2. Candles with white lights in the windows together with Christmas greens are permitted.
3. Colored or flashing lights may not be used.
4. Lights may be put up after December 15 and removed no later than January 2.
5. Any shrubbery damaged as a result must be restored to its original state.

**C. PET POLICY**

1. Any dog or cat which will reside at Signal Hill/Heritage Place for more than seven days must be registered in the management office by its owner.
  - a. Registration information includes breed, description, current weight, Signal Hill/Heritage Place address and two telephone numbers at which the owner can be reached.
2. Pets “grandfathered” may not be replaced for any reason, nor can there be any addition to a unit of another pet unless the new situation conforms to the original ruling of one pet.
3. Residents moving into Signal Hill/Heritage Place after this resolution is passed who have an animal or animals that do not fall into the document regulation of one pet, will be fined \$25.00 per month until time of compliance.
4. All violations of any other rules and regulations concerning pets are subject to fines imposed by the Council.
5. Pets must be leashed and accompanied by their owners, at all times, in accordance with the Northampton Code.

**D. PETS ARE NOT TO BE LEFT OUT UNATTENDED**

1. All defecation from pets must be collected from pet walk area, bagged and disposed of in the owner’s trash.
2. There will be no cutting down or destroying trees, shrubbery or lawns. If a bush or shrub obstructs a view or entry, management is to be notified. Arrangements will be made for pruning.

## E. ALTERATIONS OR ADDITIONS TO BUILDINGS, GROUNDS, COMMON ELEMENTS

1. No exterior alteration, to include lighting fixtures (except holiday decorations which must be removed in a timely manner) construction, landscaping, addition to or removal of any part of any Condominium Unit or Common Area shall be commenced or conducted without written approval from the Council, except as provided for elsewhere in these Rules and Regulations.
2. Except for a single small non-illuminated name sign on the door to his unit, no Unit Owner May erect any sign including "FOR SALE" or "FOR RENT" on or in his Unit or on any Limited Common Area and visible from outside his Unit or from the Common Area. This provision is not intended to prevent the Executive Council from maintaining on the Common Areas a register of Unit occupants, or owners or both.
3. All exterior window coverings, such as shades, liners or draperies, shall be white or off-white.
4. Signal Hill/Heritage Place Condominium window treatments visible from the exterior shall be limited to the following:
  - a. Drapes or curtains
  - b. Blinds
  - c. Window Shades
  - d. Window Shutters

Coverings not mentioned above, shall not be permitted within the Condominium. Newly Occupied units will have 45 days to comply with the policy.

5. Failure to submit Architectural request form and gaining Council approval prior to making any exterior changes and/or additions to the common or limited elements **shall result in possible violations, fines and mandatory removal or other suitable corrective actions.** Examples: landscaping, storm doors, patio enclosures.....

## F. BUILDINGS

1. Storage of anything in hallways below the stairs is prohibited.
2. Balconies, patios and porches are for use not storage. Items permitted to remain on these areas are lawn furniture, a barbeque grill (not to exceed medium size) and potted plants. Storage of any other items is prohibited.
3. Draping or hanging of clothes, blankets or laundry on patios or balconies for drying or airing is prohibited.

4. Any damage to the buildings, common hallways, carpeting, railings, windows, light fixtures or siding shall be repaired at the expense of the Unit Owners.
5. Installation in or storage of any unit of freestanding wood, gas, kerosene or coal burning or other non-electric stove, heater or free standing fireplace device, (this includes storage of kerosene) is strictly prohibited. Gas grills must be placed out away from the building when in use and should not be left unattended. If on ground level, they must be placed at least 10' away from the building. Gas fire pits are only allowed on ground level and they also must be positioned at least 10' away from the building. No wood burning fire pits are allowed.
6. Drinking of alcoholic beverages is strictly prohibited in the common areas. This rule applies to owners, tenants and their guests.

#### G. TRASH

1. All trash must be placed in approved trash receptacles. Recyclables are to be loosely placed in the recycling barrel (no bags or boxes).
2. Management or the trash hauler must be notified prior to placing large items by the dumpsters.
3. Depositing cans, cartons, contents of automobiles, ash trays or litter of any kind onto the common areas **are forbidden and will result in violations and/or fines**. This rule applies to owners, tenants and their guests.

#### H. LEASES

1. A copy of a Lease/Tenant Addendum, Lease for approval as to form only, along with a processing fee check in the amount of \$100.00 for Heritage Place, \$100.00 for Signal Hill, must be sent to the Management office prior to tenant occupancy. If the above information is not received prior to tenant occupancy, a fine in the amount of \$100.00 will be imposed and recurring fines of \$100.00 monthly may occur until the Lease and Lease / Tenant Addendum has been submitted.  
(Revised by Council 12/13/07 and 7-29-13)

SIGNAL HILL OWNERS' ASSOCIATION

RULES AND REGULATIONS

SIGNAL HILL CONDOMINIUM  
PROCEDURES GOVERNING ENFORCEMENT OF THE DECLARATION OF CONDOMINIUM,  
CODE OF REGULATIONS AND RULES AND REGULATIONS  
(the "Condominium Association Documents and Rules")

I. No owner ("Owner") or member ("Member") or lawful resident under a lease approved by the Council ("Resident") shall have the right to object, challenge, commence any suit at law or in equity or take any other action under any act, power or authority now in force or hereafter to be enacted in connection with or arising out of that Member's or Resident's residency at Signal Hill Condominium except after having followed the procedure herein described to its fullest extent.

II. It shall be the function of the Council (or such committee the Council shall have the right to appoint for such purpose) to review grievances and complaints from any Member, Owner, or Resident to determine whether or not the Condominium Association should take action to deal with a violation of the condominium Association Documents and rules committed or being committed or otherwise rectify the situation which has given rise to the grievance or a complaint.

III. Any Member or Resident who has a grievance, objection or complaint arising out of his residence at Signal Hill Condominium, shall first make known his grievance, objection or complaint in writing of a form supplied by the Council for such use and direct such form to the Council stating with particularity the grievance, objection or complaint made and the relief, change or difference sought. Such written objection shall be signed legibly by the person objecting giving his, her, or their address, and be written in the English language. If specific Units, Members, Owners or Residents are involved, these shall be identified by name and address or with such sufficient particularity as to be easily capable of ascertainment. Completed forms should be delivered to the Condominium Association management office or to such other address as may be selected by the Council and set out on such forms. Upon the receipt by the condominium Association management office of such a completed form, a form will be sent to the objection or complaining Owner or Resident stating that an objection, complaint or grievance has been forwarded to the Council or its designated committee. A copy of the original complaint or grievance with any reference to the identity of the complaining part removed shall be sent to the alleged violator or violators.

IV. The Council shall review the grievance, objection or complaint submitted by the complaining Member, Owner or Resident and, after due consideration determine within thirty (30) days after the receipt by the Council of a completed form from the Condominium Association management office whether there is or has been a violation of the Condominium Association Documents and Rules.

V. In the event the Council determines that a violation has been or is being committed, the Council shall issue a Notice of Violation by certified or registered mail to the party or parties found to be committing or have committed a violation. A copy of such Notice of Violation issued by the

Council shall be sent to the complaining Member, Owner or Resident, provided however that if no Notice of Violation is issued by the Council, the Council shall advise the complaining Member, Owner, or Resident as well as the alleged violation(s) of the resulting disposition of the matter. Such Notice of Violation shall set forth the relevant provisions of the Condominium Association Documents and Rules which have been found to be or have been violated, a statement of the basis for the charge of a violation, as for any violation which is still continuing a statement ordering the Member, Owner or Resident to cease and desist from such violation, and a statement describing the penalty or penalties that the Council has determined to impose against such Member, Owner or Resident or such other action which the Council will take in connection with such violation. Any continuing of recurring penalty shall begin to run from a date five (5) days\* after the date of the issuance by the Council of the Notice of Violation (the "Penalty Commencement Date"), provided however, the imposition of such penalty shall be suspended during the pendency of appeal proceedings before the Grievance Committee but shall be deemed to have commenced on the penalty Commencement Date in the event the Grievance Committee rejects the appeal and upholds the action of the Council. Any monetary penalty shall, until fully paid, constitute a charge against the Member's, Owner's or Resident's Unit which shall be enforceable as provided in the Declaration of Condominium and Code of Regulations and applicable law as to assessments.

VI. Any Member, Owner or Resident against whom the Council has issued a cease and desist order or has imposed a penalty for a violation of the Condominium Association Documents and Rules shall have the right to appeal such order or penalty to the Grievance Committee comprised of the committee chairpersons and the elected members of the Council by filing with the Condominium Association management office a Notice of Appeal on a form provided by the Council within thirty ( 30 ) days from the date the Notice of Violation was issued , along with a copy of the Notice of Violation issued by the Council. Such Member, Owner or Resident shall also have the right, upon written request made to the Council, to be advised as the identity of the complaining party.

A hearing shall be held before the Grievance Committee within forty-five (45) days after it's receipt of the Notice of Appeal. Such Member, Owner or Resident shall have the right to attend such hearing before the Grievance Committee and produce any statement, evidence and/or witnesses on his behalf. The parties to such hearing, including the Council and/or the Grievance Committee may be represented by legal counsel. The prevailing party shall bear the cost of the proceedings and reasonable attorney's fees of both the Member, Owner of Resident and the Council and/or Grievance Committee, provided that the Condominium Association, Council or Grievance Committee shall not be libel for attorney's fees unless deemed to have acted in bad faith.

VII. After consideration of the evidence presented at such hearing the Grievance Committee shall issue its decision in writing to both the Council and the Member, Owner or Resident. Such decision shall be issued in writing within ten (10) days after the conclusion of such hearing.



IX. The schedule of fines which may be imposed by the Council is as follows:

<u>Category</u>	<u>1<sup>st</sup> Offense</u>	<u>2<sup>nd</sup></u>	<u>3<sup>rd</sup></u>	<u>4<sup>th</sup> &amp; Subsequent</u>
A.	\$25.00	\$50.00	\$75.00	\$100.00
B.	\$50.00	\$100.00	\$150.00	\$200.00
C.	\$100.00	\$200.00	\$300.00	\$400.00
D.	\$100.00	\$250.00	\$500.00	\$500.00

Violations of association rules and regulations are categorized as to severity of offense. The Council shall determine the degree of severity of the offense except where a rule or regulation designates the category of fine, the amount of fine, if any. The imposition of a fine by the Council shall not be deemed to limit any other claim or remedy which the Council may wish to assert or obtain with respect to a violation including, but not limited to, actions at law or in equity.

**Examples of Violations**

- |   |        |
|---|--------|
| 1. Abandoned cars- subject to being ticketed and towed at any time at owner's expense   | Towing |
| 2. Commercial vehicles on site overnight- are subject to being ticketed and towed at any time at owner's expense                                    | Towing |
| 3. No parking on East Village Road  | A.     |
| 4. Disregarding Pet Policy  | A.     |
| 5. Cutting down a live tree   | C.     |
| 6. Signs of any kind in windows or patio  | A.     |
| 7. Storage of anything in halls or below the stairs   | A.     |
| 8. Damage to common hallways, including carpeting, and other Sections of building (inside or outside)   | C.     |
| 9. Clothes, blankets or laundry hung on patios or balcony for drying or airing  | B.     |
| 10. Violation of policy covering property permitted on patio or balcony. (only a Barbeque, lawn furniture, and flower pots or shrub boxes)          | A.     |
| 11. All trash must be placed in dumpster  | B.     |
| 12. Failure to submit lease and executed lease/tenant addendum for approval of the Council prior to tenant moving in. (Revised by Council 03/01/84) | D.     |

13. Installation in any unit of freestanding wood, gas, kerosene or coal burning or other non-electric stove, heater or fireplace device, this includes storage of kerosene. These devices may not be stored on the patio. A.  
(Revised by Council 03/01/85)

14. Depositing cans, cartons, contents of automobiles, ash trays or litter of any kind onto the common areas. This rule applies to owners, tenants and their guests. (Revised by Council 04/24/85) B.

15. Drinking of alcoholic beverages is strictly prohibited in the common areas. This rule applies to owners, tenants, and their guests. C.

16. Signal Hill Condominium window treatments visible from the exterior, shall be limited to the following:

- a. Drapes and/or curtains
- b. Blinds
- c. Window Shades
- d. Window Shutters

Coverings not mentioned above shall not be permitted within the Condominium. Newly occupied units will have 45 days to comply with the policy. A.  
(Revised by the Council 09/12/90)

17. Only one (1) domestic pet is permitted per unit in Signal Hill/Heritage Place. A.  
(Revised by Council 09/12/90).

18. Failure to submit Architectural request form and gaining Council approval prior to making any exterior changes and/or additions to the common or limited elements. Examples: Landscaping, storm doors. B.

**SIGNAL HILL HERITAGE CONDOMINIUM ASSOCIATION  
RESOLUTION RE RULES AND REGULATIONS**

**WHEREAS**, Signal Hill/Heritage Condominium Association, by and through its Executive Board, the Signal Hill Council, is charged with the responsibility for the administration of the Signal Hill/Heritage Condominium Association consisting of the 4 Signal Hill towers as well as the 5 Heritage Place buildings, for the common benefit of the owners of units in the Signal Hill/Heritage Condominium Association; and

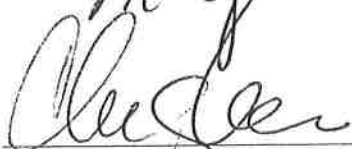
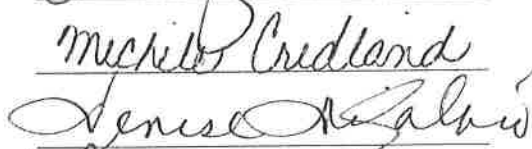



**WHEREAS**, the Pennsylvania Uniform Condominium act, the Declaration of Condominium and the Code of Regulations of the Association authorize the Signal Hill Council to adopt, implement and enforce rules and regulations governing the condominium property; and

**WHEREAS**, the Signal Hill Council wishes to amend, restate and consolidate the Rules and Regulations of the Signal Hill/Heritage Condominium Association;

**NOW, THEREFORE**, be it resolved:

1. All Rules and/or Regulations heretofore adopted are rescinded.
2. The Rules and Regulations attached to this Resolution are adopted, and shall hereafter be in full force and effect.
3. Notice of the adoption of these Handbook of Rules and Regulations shall be given to all unit owners and residents of the Signal Hill Condominium, and The Handbook of Rules and Regulations shall be published and made available upon request.

This Resolution is adopted by the Signal Hill Council of the Signal Hill/Heritage Condominium Association this 25 th day of May, 2016.

  
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Michelle Credland  
  
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Denise Magalini  
  
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Linda Dettrick  
  
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Duhan  
  
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Florence Coleman