

DUBLIN CROSSING COMMUNITY ASSOCIATION

Rules and Regulations

Occupancy

Each unit shall be used for single-family residential purposes only and occupied in accordance with the Association's governing documents as well as Borough ordinances. Home occupations are permitted if it is incidental to the use of the home, does not violate other restrictions, has no employees or customers, and has received prior approval from the Association.

Leasing

An owner may lease their unit for an initial term of not less than one year. Leases must be in writing and submitted to the Association within 10 days of execution. The leased unit must be used as a single household unit occupied by one family of related members. Only the entire unit may be leased and not portions thereof. Transient housing and short term leases, such as Airbnb and Vrbo, are strictly prohibited. All tenants are bound by the terms of the Declaration and any rules and regulations adopted by the Executive Board. Owners are required to submit the attached owner/tenant information form with the lease.

Use of Lot and Dwelling

Each unit shall be maintained by its owner or occupant in a safe, clean, and sanitary manner, maintaining good order and repair at all times. No resident shall carry on any practice which unreasonably interferes with the quiet enjoyment and proper use of another unit, or which creates a hazard or nuisance on the property.

Maintenance Responsibilities

Each owner is responsible for maintenance of all components of the dwelling including windows, doors, exterior façade, roof shingles, etc. All needed repairs are required to be completed within a timely fashion. The Association reserves the right to adopt additional rules and regulations as to satisfactory maintenance requirements.

Signs and Flags

Signs are prohibited except for a single For Sale sign placed in the window of a home or in a planting bed at the front of the home near the front door. A single flag may be mounted to the exterior of the home and be no larger than 15 square feet. Freestanding flagpoles are not permitted.

Trash Disposal

The Borough provides for weekly trash and recycling collection. Trash and recycling containers may be placed curbside the evening before the scheduled collection and removed from curbside prior to the end of collection day. All cans must be neatly stored against the house with lids closed or in the garage on days other than the scheduled pick-up. No portion of the property shall be used as a dumping ground for rubbish, trash, or other materials.

Vehicles and Parking

All vehicles must be in operating condition and currently registered and licensed. The driveways, streets, and parking areas on the property are to be used for four-wheeled passenger vehicles, motorcycles, bicycles, and motorized bicycles. Recreational vehicles, minibikes, snowmobiles, golf carts, ATVs, boats, and trailers may not be driven or stored on the property. Commercial vehicles are prohibited except when providing commercial services to the Association or a unit owner.

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Reasonable rules and regulations not in conflict with the Declaration or Bylaws may be adopted from time to time by the Board of Directors including enforcement procedures and fines schedules for non-compliance. Please refer to the attached Enforcement Procedures.

Exterior Storage

Personal items may not be stored on lawn areas that will prohibit grass mowing and lawn maintenance. Well maintained flowerpots are permitted on front porches and driveways.

Exterior Decorations

Wreaths or other appropriate decorative items such as name plates, welcome signs, holiday decorations, etc. are permitted on the front doors. Winter holiday decorations may be displayed from November 15th to January 15th each year. Flower boxes are permitted on deck railings. Temporary/seasonal (May 1 to October 1) flower boxes on the front of homes require prior approval. Plants in flower boxes must be properly maintained with dead plants promptly removed.

Exterior Lighting

Year-round decorative string lighting is permitted on deck railings. Clear lights are required except during seasonal holidays when colored lights may be used. String lights must only be on the deck railing, unless prior approval is given for an alternate installation.

Awnings

The installation of awnings over a deck requires Association approval. A fabric sample must be submitted for review. Allowable fabric will contain a stripe pattern with colors matching the siding and trim of the home.

Deck Fencing

Deck privacy fence panels are permitted on each side of deck in a design consistent with existing fence panels. The panels must be solid white vinyl, 6 feet high, and may extend the full depth of the deck.

Patios Under Decks

Prior approval is needed for the installation of patios under decks. Patios constructed of bricks, pavers or concrete would be considered. A Borough building permit must be acquired once Association approval is received.

Irrigation Systems

Individual irrigation systems may be installed with prior written approval from the association. The irrigation system may only be installed in the area immediately in front, behind or the side of the owner's unit. It may not extend to an area in front, behind or the side of an adjoining unit. Plans must be submitted for review showing the location of all piping to be installed in relation to the home. The owner will be responsible for damage to any portion of the property as a result of the installation or use of the system. The association and its contractor will not be liable for any damage to the system, including sprinkler heads, due to providing community services. The association will not alter the community mowing schedule to address high growth where systems have been installed.

DUBLIN CROSSING COMMUNITY ASSOCIATION
ENFORCEMENT PROCEDURES

EACH OWNER, THE RESIDENTS, GUESTS AND TENANTS OF THEIR UNIT SHALL COMPLY WITH THE TERMS OF THE ACT, DECLARATION, BYLAWS AND RULES AND REGULATIONS OF THE ASSOCIATION. VIOLATIONS OF ANY OF THE PROVISIONS OF THESE DOCUMENTS WILL BE HANDLED IN ACCORDANCE WITH THE BELOW PROCEDURE.

NOTICE OF VIOLATION:

Written notice of any alleged violation shall be provided to the owner and shall provide a minimum of thirty (30) days to cure the violation unless an alternate timeframe is determined by the Executive Board.

FINES FOR NON-COMPLIANCE:

Fines and/or penalties may be assessed to an owner for failure to comply with the terms of a violation notice. Fines and penalties will be determined by the Executive Board and may be assessed per incident or per day based on the nature or continuation of the violation.

HEARING PROCEDURE:

Owners have the right to a hearing to review a violation with the Executive Board or a designated committee. Any request for a hearing must be submitted in writing within ten (10) days of the issuance of a violation notice. Hearings shall be held within thirty (30) days of the request. Any final decision rendered by the Executive Board will be submitted in writing within ten (10) days after the conclusion of the hearing. All parties are entitled to be represented by counsel at such hearing.

**DUBLIN CROSSING COMMUNITY ASSOCIATION
OWNER/TENANT CONTACT FORM**

ASSOCIATION UNIT ADDRESS _____

UNIT OWNER(S):

NAME(S) _____

ADDRESS _____

PHONE# (HOME) _____ **(cell)** _____

EMAIL(S) _____

TENANT(S):

NAME(S) _____

ADDRESS _____

PHONE#(HOME) _____ **(cell)** _____

EMAIL(S) _____

LEASE START DATE _____ **LEASE END DATE** _____

AUTOMATIC RENEWAL **YES** _____ **NO** _____

The unit owner is obligated to return this form to the Association along with the copy of the lease within 10 days of execution.

As the Landlord/Owner of the above referenced unit in the Dublin Crossing Community Association, I verify that the above information is correct, and I have provided a copy of all necessary Association Rules/Regulations/Restrictions to my tenant. As the Landlord/Owner I am responsible for the actions of my tenant and any guests or occupants of the unit. **I have attached a copy of my written lease agreement as required by the Association's Rules and Regulations.**

Owner's Signature _____ **Date** _____

**DUBLIN CROSSING
COMMUNITY ASSOCIATION**

Architectural Request Application

Name: _____

Date: _____

Address: _____

Phone: _____

Email: _____

Any change or addition to the exterior of the house or lot must have PRIOR written approval of the Board of Directors before any work is started or committed to. Please refer to Article XVI of the Association's Declaration for detailed information. Please include the following information with your request:

- Plot plan drawing to scale. The plan will show your home and proposed addition or change on the plan, including distances from the house, roads and property lines.
- Style, type, color and materials.
- Proposed sketch of the finished project.
- Plans for structural changes and additions.

Project: _____

Anticipated Completion Date: _____

Your completed application as well as all plans and attachments should be submitted to the Association care of the address below.

Signature of Owner

Signature of Owner

Mail to:
Dublin Crossing Community Association
975 Easton Road, Suite 102
Warrington, PA 18976
Email: k.martyn@cpm975.com