

HERSHEY'S MILL HOMEOWNERS ASSOCIATION
Summary of Adopted BOD Policies
2005 – 2015

1. Maintenance and Improvement of Amenities – The annual budget and annually updated reserve budget are intended to support, maintain and replace as necessary those amenity facilities already in place. A group seeking an addition or improvement to an existing amenity, or the adding of a new amenity must provide the following:
 - a. Total estimated cost of the improvement.
 - b. Method(s) of providing needed funding.
 - c. Total increase in yearly operating expenses resulting from the improvement.
 - d. Amount of supplemental funding, if any, sought from the Master Association and provisions to be utilized in repayment of such requests.
 - e. Positive benefits anticipated from the enhancement.
 - f. Priority among other potential expenditures.
 - g. Current usage of the amenity by unit owners.

2. Guideline for submission of funding requests – Funding requests should be submitted through the Finance Committee's annual review process no later than August 1st for inclusion in the first draft of the subsequent year's MA budget. Requests for improvements received after August 1st will be tabled for the following year, unless needed on an emergency basis, or a source of funding other than the MA budget and reserves is identified.

3. Guideline on resident requests to improve MA controlled property – A resident seeking to improve/alter MA controlled property in the vicinity of their home must 1. Document the written support and approval of the village council; 2. Agree to assume all costs of initial landscape modification(s) as well as the on-going maintenance (if needed); and 3. the village council must agree to the on-going maintenance costs in the event the resident is unable or unwilling to continue to do so.

4. Policy for submission of items for inclusion on the monthly MA Agenda – All items recommended to the Board for inclusion in the monthly Master Association agenda must be submitted to the Board no later than the twenty-first of the month. This will allow the Board sufficient time to craft a recommendation on the proposal for the consideration of the Master Association. Items failing to 'meet this time frame will be held for consideration at the next scheduled meeting of the Board.
This policy does not preclude additional discussion by the members of the Master Association on items under either old or new business.
All requests should be submitted through the Hershey's Mil Homeowners Association (Master Association) Managing Agent and should include any backup information in support of the requested action item.

5. HM HOA Common Area Parking Regulations – The permanent/temporary parking or storage of boats, trailers, trucks, campers, recreational vehicles or commercial vehicles on MA property is

prohibited. Parking adjacent to amenities is limited to the temporary use of residents/guests participating in an event or using the associated amenity. The Hershey's Mill Security Staff has been authorized to post a notice of Parking Violation on any and all vehicles found violating these Regulations. Failure to remove vehicles following the posting of a violation notice will result in notification to the East GoshenWesttown Police Department to initiate actions preliminary to the towing and removal of offending vehicles. Residents and guests wishing to secure a temporary and short-term relaxation of these Regulations should contact Mr. Edward Mc Falls, Master Association Managing Agent, stating the reasons for the request. Mr. McFalls has been authorized by the Board of Directors to approve short-term parking requests.

6. Annual Village Alarm Testing – Villages/managing agents desiring to conduct alarm testing must contact the Security Department to schedule tests and identify the testing contractor. A testing date will be assigned to the village on a first come first served basis.
7. Advisory to Residents on medical emergencies – In all cases involving physical and/or health related issues, residents should FIRST call 911, and then follow up with a contact to the Security Center if necessary. Calling Security first simply delays appropriate response.
8. Advisory to Residents on Vandalism – periodically, all communities experience some vandalism, usually by youthful perpetrators in warmer months. The walls and fences at HM do not fully enclose the property, thus HM is not immune to outside individuals who might commit damage or theft.
 - a. Mailboxes with raised flags are tempting targets – avoid inserting out-going mail and raising the flag the night before pickup;
 - b. Cars should always be locked, and valuables should not be visible;
 - c. Garage doors should be closed when not being accessed;
 - d. Contact Security if you notice people unfamiliar to you loitering or acting suspicious in your village.
9. Policy on Lifting Assistance – Due to possibility of causing harm, or incurring injury to staff, the Security personnel will NOT respond to requests for lifting assistance, but will encourage residents to contact 911. Security personnel may respond to the location to assist the Emergency Services personnel.
10. Policy on Village Garage/Yard Sales – The MA/BOD cannot prevent a village from authorizing a garage or yard sale within its boundaries, but established the following guidelines:
 - a. Any and all signs advertising such events can only be displayed within the boundaries of the village where the event will occur, and in no case will signs be posted at the gates or on MA property;
 - b. HM Security should be notified of the date of the sale;
 - c. No parking will be permitted on the roadways outside the village;

- d. Standard guest entry procedures will be employed (calls to home from gate phone to grant entry), i.e., no special procedures will be authorized;
- e. Sponsoring village must accept liability and financial responsibility for any mishaps or injuries to residents, guests or property resulting therefrom;

11. Event Sign Guidelines for advertising coming attractions with HM at entrance gates -

Signs will be:

- a. posted a maximum of 7 days in advance of the pending event;
- b. maximum size is 18" x 24";
- c. mounted on a separate post driven into the ground;
- d. specifically not be mounted on any fence, wall, or structure in the vicinity of the gates (see #5 for exception) and not on village grounds;
- e. mounted on the center island at the North gate and the center island inside the East Gate;
- f. specifically not be placed outside the main gate;
- g. removed immediately after the event, but no later than 24 hours later.

REALTOR signs will be put up no more than two (2) hours prior to the Open House and are to be removed immediately after the Open House closes.

No political signs may be displayed except outside the polling places on election day during the hours of voting.

Any sign erected in violation of these Guidelines will be removed by Security at the direction of the Board of Directors. Any requested departure from these Guidelines must be specifically approved by the Board of Directors in writing and may be granted or withheld in the sole discretion of the Board of Directors.

12. Board of Directors Security Directives:

- a. Security staff are authorized and encouraged to request assistance of the Westtown East Goshen Police Department in all instances where the actions of residents or guests indicate potential danger to the safety of the security officer or to other residents. At no time are security personnel to endanger their well-being when residents or guests refuse to acknowledge or conform to the legitimate demands of the security office in their fulfillment of the activities prescribed and approved by the Hershey's Mill Master Association.
- b. A monthly record is to be maintained by the Director of Security of all instances of complaints, verbal or physical abuse of security staff, and unwarranted or unreasonable resident actions. The monthly record is to be forwarded to the Board of Directors for final disposition and action.
- c. When authorized by the Board of Directors a formal notice of the infraction will be sent to the offending resident of their or their guest's malfeasance. The President of the Board of Directors will sign such letters. Cases of a particularly egregious nature should be immediately forwarded to the Board of Directors for appropriate action. Circumstances may demand that all members of the Board of Directors sign such Notice.

- d. The Board of Directors authorizes the Security Steering Group to determine the advisability and practicality of implementing resident sanctions for violations of established security policies.
 - e. All infraction notices sent to residents will be copied to the appropriate village president.
 - f. Board of Directors will initiate a broad based community educational program addressing all aspects of this issue.
13. Policy related to planting around ponds and stormwater management basins – Because of the damage to and soiling of village and MA lawn areas as well as the golf course, the MA joins HMGC is working to protect landscapes by endeavoring to promote and maintain “natural” planting barriers around the perimeters of bodies of water which work to inhibit the peaceful existence of Canada Geese and also absorb fertilizers before they reach the water.
14. Statement on the MA Reserve Analysis – The MA BOD and Finance Committee work to annually update a list of components of all MA facilities by tracking the expected life, estimated cost of repair and/or replacement, elapsed time since last attended to and needed accrued reserves to plan for future maintenance. The FC and BOD endeavor to ensure sufficient funds are available when needed, but does attempt to keep the reserves fully funded. Also, because a components useful life has elapsed does not automatically mean the MA will address that component at that time.
15. Policies regulating the financial administration of amenity committees:
- a. Bi-Annual financial status reports, January and July, will be submitted to the MA BOD through the managing agent indicating revenue/expenses and funds on hand as well as location and type of deposits. It is essential that the Master Association's Managing Agent be aware of all interest bearing accounts and thus the amount of interest income needing to be reported on the Master Association's tax return. Bi-Annual Financial Reports must also include amounts gathered from members' contributions and/or fees.
 - b. Purchase of Certificates of Deposit must be done in the name of the Hershey's Mill Master Association and be secured in the office of the Association's Managing Agent.
 - c. All funds accumulated and retained by an amenity committee must fall within the policy parameters established by the committee stipulating the specific intent of future accumulated fund usage as approved by the Board of Directors.
 - d. The BUD will require that all requests for additional funding of improvements will specifically indicate the total amount of accumulated reserves to be utilized in the funding for the requested improvement.
 - e. Amenity expenditures from accumulated income in excess of one thousand dollars (\$1,000.00) must be submitted to the Board of Directors for prior approval.