

VILLAGE OF PRINCETON
HOME OWNERS ASSOCIATION

RULES AND REGULATIONS
REVISED JUNE 2018

A. Preface

1. In accordance with Article II, Section 2.3 (a) of the Declaration of Covenants and Easements for the Village of Princeton, the Village Council has the duty to promulgate and enforce Rules and Regulations for our Village.
2. In the case of any conflict between the Declaration of Covenants and Easements and the Rules and Regulations, the Declaration of Covenants and Easements shall control.
3. Resident and non-resident owners, tenants, house guests, and visitors are subject to these Rules and Regulations.
4. Enforcement of these Rules and Regulations will be in accordance with the Enforcements Procedure (Attachment 1) which derives from Article VI, Section 6.9 of the By-Laws of the Village of Princeton Homeowners Association.
5. These Rules and Regulations may be amended or revised by majority vote of the Village Council. Amendments or revisions will become effective when published and distributed to the Association members.
6. Definitions:
 - i. **VILLAGE COUNCIL:** A five-member group of Princeton Village residents elected to manage and conduct the business and governing activities of the Village. The Council consists of a President, Vice-President, Treasurer, Secretary, and Member-at-Large.
 - ii. **VILLAGE LAND:** All land, both developed and undeveloped, within the Princeton Village boundaries as specified by Hershey's Mill.
 - iii. **BUILDINGS:** Buildings are defined as the free standing, enclosed structures (residential structures and garages) within Princeton Village. Each residential building contains either three or four individual residences. The perimeter boundaries of residences are the exterior wall surfaces of each residence plus any patio or deck extending from the residence and a plane bisecting any wall separating adjoining residences. The residences have no upper or lower boundaries within such

perimeters. The perimeter boundaries of each garage are determined in the same manner. Title lines of each residence shall include stairs, decks, windows, door frames, chimneys, patios, stoops, and the like (but exclude walkways).

- iv. **RESIDENCE:** An individual home/unit within a building owned by a home owner.
- v. **COMMON AREAS:** All of the Village Land outside of the boundaries of the Buildings is Common Area. This includes mulched areas, lawns, wooded areas, interior roads, parking areas, walkways, and driveways.
- vi. **MANAGING AGENT:** The current managing agent of the Village of Princeton Homeowners Association.
- vii. **APPROVAL PROCEDURES:** The sequence or steps to be followed when requesting a change or addition to the exterior of any residence, garage, or Common Area.
- viii. **HOA:** Village of Princeton Homeowners Association consisting of all owners of residences.
- ix. **REQUEST FORM:** A Form to request changes or additions to residences, garages, and Common Areas. Forms are available for any and all exterior changes that require approval. The Forms are provided in Section 7 of this booklet and are on the Village website (Princetonvillage.net).

B. Residential Use

1. No part of the Village Land shall be used for other than residential purposes and related recreational and other purposes for which the Village Land was intended. Each house shall be used as residence for a single family.
2. Non-owner occupied units held for investment purposes cannot be leased for less than twelve-month periods. Copies of leases must be provided to the Managing Agent. Subletting of leases is not permitted.
3. No part of Village Land or the residences shall be used for transient or hotel purposes or for any industry, business, trade, occupational, or professional (except professional offices to the extent permitted by the zoning ordinance of East Goshen Township) or commercial, religious, educational, institutional, or non-residential use of any kind, whether or not intended for profit.
4. Activities which unreasonably disturb, annoy, or interfere with the rights, comfort, quiet enjoyment, and convenience of the other residents shall not be permitted.
5. All trash and other refuse shall be kept out of sight in containers in the garage storage areas. All recyclable trash shall be accumulated in

containers in the storage area designated for that purpose. Each Home Owner shall take steps to ensure that trash odors are contained. Items too large to fit in the trash areas may be left outside on the day of or night before bulk trash pickup.

6. Children shall not be permitted to play in Common Areas without adult supervision.
7. Automobiles and any other permitted vehicles shall be parked only within parking areas or in the designated garage, provided that assigned garages shall be utilized before outside parking spaces are used.

There are no assigned parking spaces.

Guests may and should park in any available space in the parking areas. As an exception to the above, when parking areas are full, parking on the road is permitted on one side only in order to assure access for emergency vehicles. However, parking opposite to, or in front of garages is prohibited. If a large number of guests is planned, they should use the Hershey's Mill parking area at the swimming pool with Home Owner arranged transportation from there to his/her home. Boats, motor homes, RVs, commercial vehicles, or trailers may NOT be parked on Village Land.

No vehicle shall be repaired, tuned, or otherwise mechanically serviced (except for emergencies) on Village Land. Inoperable vehicles or those which are unregistered or do not have a valid inspection will not be parked on Village Land.

8. Private golf carts are to be stored in the home owner's garage; however storage of a golf cart shall not force the automobile normally housed in that garage to be moved outside.
9. Firearms, bows and arrows, fireworks, or explosive materials are not to be discharged on Village Land. No flammable, corrosive, combustible, or hazardous substance shall be brought into or stored in any House or garage except those sold for ordinary household purposes and packaged in the manufacturer's original containers.
10. Landline telephone service must be maintained at all times in each residence to ensure that the alarm system transmits signals to the Hershey's Mill Security Department as required. Security will perform periodic testing of your system.
11. No bicycles, toys, tires, tools, ladders, decorative objects, or any other item of personal property shall be stored on any deck, stoop, patio or any part of the Common Area. Outdoor tables, chairs, and grills may remain

set up on such decks and patios, subject to such regulations as the Council may from time to time issue.

12. No grill shall be used within six (6) feet of the side of a House or under a wooden structure or be used under an awning or tree. Grills shall be attended at all times when in use, and a fire extinguisher or hose kept accessible. (Accessible means a fire extinguisher charged and immediately available or an available source of water such as a hose connected to a spigot with water on.) Use of a charcoal grill is not permitted on wooden decks unless a fireproof material, (sheet metal, slate, or similar material) of an area at least twelve (12) inches larger on all sides than the largest dimension of the grill is placed underneath the grill to catch the grease drippings and the charcoal embers. Grilling is not permitted in Common Areas.
13. Nothing shall be done or kept in any Building or on Common Area which could cause the cancellation, reduction, or coverage or increase the premium of any insurance policies maintained by Council pursuant to the Declaration of which would violate any law, ordinance, or regulation.
14. Pets must be controlled by leash at all times when outside. Any litter deposited by pets in the Common Area must be removed immediately. Pets are not permitted to be tied to trees, stakes, or the exterior of buildings in the Common Areas. Pet owners are to ensure that their pets do not disturb or interfere with the rights, comfort or convenience of other residents. The number of animals per residence, i.e. dogs and/or cats, shall not exceed two.
15. No home owner shall erect any sign of any kind on any part of the Residential Buildings or Common Area or install or erect any fixture upon any part of the Buildings or Common Areas without Council approval.
16. All drapes, curtains, blinds, shades, screens, decorative panels, and other types of interior window coverings or door coverings visible from outside the House will be backed on the exterior side with a white, off-white, or other neutral or natural color liner. The Council may require the removal of any interior window or door coverings which, in the sole opinion of the Council, are offensive or inappropriate when viewed from the outside of the Building.
17. The flag of the United States may be flown at any time. Flags of other nations significant to the home owner may be flown for a brief period on annual holidays (for example, Saint Patrick's Day.) Any flag displayed must be attached to the Building.
18. During December/January Holidays, trees in the Common Area may be lighted. Steady white or colored lights are acceptable; blinking lights are not. No other decorations on the trees or lawn are acceptable. Electric

candle lights, menorahs, and wreaths may be displayed in windows. Evergreen decorations or swags with bows mounted under windows are acceptable. Wreaths may be displayed on Buildings. No other dimensional holiday décor (for example, Santa Claus, reindeer, etc.) is permitted.

19. Bird feeders and bird houses may not be attached to Buildings with the exception of the deck. Bird houses and bird feeders may be placed in woodlands and mulch beds, but not on the common grass or lawn areas. The rear of homes is the preferred location for birdhouses, but they may be placed in front with Council approval. Lucite bird feeders and outside thermometers on windows are acceptable if not overly conspicuous

C. Architectural

1. No modification, renovation, or addition (including painting or staining) shall be undertaken to any Building (other than non-structural work on the interior and within the title lines) by any home owner except in accordance with the plans and specifications which have first been submitted to and approved by the Village Council. Submittal is made to the Architectural Chair using an Architectural Request Form (ARF).
2. If a home owner proceeds with a non-approved change, the expense of removing this violation and returning everything to its original state will be at the home owner's expense, including all legal fees required.
3. The Hershey's Mill Security Department retains a pass key to each residence for use in case of emergency. When lock changes are made, the residence lock must conform to existing locks in use by the Security Department. A-1 Security is the authorized representative throughout Hershey's Mill and can be contacted at (610) 647-5042. All lock changes incurred are at the owner's expense.
4. Decks must be painted, stained, or sealed on a regular basis. Refer to the Architectural Guidelines to obtain the current color to be used and procedures to be followed.
5. Standard specifications have been prepared for common improvements such as awnings, storm doors, deck stain colors, deck railings, front stoops, etc. This information is available in Section 4, Architectural Information, of the Guidelines and Information Directory and from the Managing Agent. The contracting and cost associated with these items are the responsibility of each home owner.
6. No tampering or interfering with, attempt to repair, alter, or make a connection to any exterior electrical, telephone, cable, TV, water, sewer, other utility cable, pipeline, or such equipment by any person other than a qualified contractor is permitted without the prior written approval of

the Council, and subject to any inspections required by East Goshen Township.

7. Attaching hooks, brackets, or other objects into stucco walls is prohibited. Residents who damage the stucco assume all costs of restoring the stucco and repairing any damage to walls behind the stucco.
8. Propane can be used as an alternative energy source. There are restrictions on the size and placement of tanks as specified in the Architectural Guidelines. All approval requests for installation of propane tanks must include plans for the screening of tanks with appropriate types and sizes of bushes/shrubs. All request forms will be coordinated with the Landscape Committee Chair to insure plantings are adequate.

D. Landscape

1. Landscape Guidelines outline the process for making changes around Buildings and Common Areas.
2. Home owners may not plant, relocate, or remove any woody plants in the Common Area without Landscape Committee approval. Necessary forms are found in the Landscape Guidelines.
3. Home owners may plant annual and non-woody plants in beds near their home entrance in foundation beds and borders. Residents are responsible for the care of the plants and the removal of debris. The committee may determine to have plantings removed if they are not cared for or deemed unsightly. Be aware that utility companies will cut back plants blocking their access to work at boxes and transformers.
4. The growing of vegetables or edible herbs in Common Areas is prohibited.
5. No ornaments such as sculptures, statues, birdbaths, fountains, freestanding fences, or lights may be placed by the home owner in any common area. Stepping stones are permitted, but only in beds and borders.
6. The use of trellises and the plants to be grown thereon require approval through a Landscape Request Form. Attaching the trellis or espaliering directly to buildings is prohibited.
7. Home owners adjoining undeveloped areas shall submit a Landscape Request Form to plant or otherwise enhance the appearance of such

areas. This should be done only in conjunction with neighbors. Proper plant selection is critical in these wooded areas to maintain a natural appearance and for the survival of the plants.

8. An 18-inch border may be planted around a patio or deck. Plants invading the grass area will be mowed. Owners are responsible for weeding and removing these plantings. Borders must be at grade level and have edges parallel to the patio or deck.
9. An 18-inch maintenance walkway must be kept around residence walls and allowed for when planning shrubs and borders.
11. Flower boxes and planters may be placed on decks and stoops, but may not be attached to a building, including windowsills. Flower boxes may be placed on the top rail of decks provided that: the box is no larger than six inches wide, six inches high, and 42 inches long; the box is stained to match the deck or building siding color, or has a natural bark finish; and the box is firmly secured to the railing so that it cannot be accidentally dislodged. No statues, ornaments, castings, or kinetic moving devices are allowed on deck railings. Flower planters on garages between doors are acceptable.
12. Sculptures, e.g. rabbits, frogs, planters, etc., may be placed only on concrete patios, decks or stoops.

E. Building Maintenance

1. The Declaration of Covenants and Easements for the Village of Princeton requires the Home Owners Association to maintain certain parts of our Buildings. It is important that home owners remain informed and are aware of the kinds of maintenance that are the Association's responsibility and those that are the responsibility of the home owner.
2. If your residence requires maintenance, repair, or reconstruction, you must contact the Managing Agent and identify the problem. The Managing Agent should be able to assess at the time of the contact whether the repair is the Association's or the home owner's responsibility. However, if the Association's contractor performs the work and later it is determined that it is the home owner's responsibility, the home owner will be billed for the work performed. The Maintenance Guidelines list common maintenance items. This list is NOT meant to be all-inclusive. A home owner will not be reimbursed for any work contracted directly by the home owner.

F. General

1. Any complaints regarding the maintenance and condition of the Village Land or the actions of the Council or its officers, agents, employees, or independent contractors, or of any home owner or any members of his/her family, guests, invitees, employees, or independent contractors, shall be made in writing to the Council or its Managing Agent. Except in emergencies, the complainant will allow a reasonable time in which to study and act upon the complaint before other action is taken. See Enforcement Procedure (Attachment 1).
2. No home owner or resident of the Village shall attempt to direct, supervise, or in any manner attempt to assert any control over the contractors of the Home Owners Association, the Council or the Council's Managing Agent. No contractors shall be used to perform any function or service except that for which said contractor is employed.

Village of Princeton Home Owners Association

Enforcement Procedure

Step 1 Any Home Owner may submit a complaint to the Village Council through the Managing Agent alleging a violation by a Home Owner of the Village Governing Documents or Village Rules. A complaint must be submitted in writing, be signed by the complainant, specify the Village Governing Document/Rule allegedly violated and set forth in reasonable detail the facts constituting the violation.

Step 2 The Managing Agent and/or a Council member shall, before the next Council meeting, informally interview the complainant and the alleged violator and, without revealing the identity of the complainant to the violator, endeavor to resolve the problem.

Step 3 If the problem is not resolved, Council shall review the complaint no later than the next Council meeting and determine (by majority vote) if a violation of the Village Governing Documents or the Village Rules may have occurred. If it is decided that a violation has occurred, the Council will invite the alleged violator to an informal hearing. The Home Owner may appear in person and present witnesses or respond by letter. If verification of the violation depends solely on the statement of the complainant, then he/she must identify himself/herself at this time or the complaint will be dropped. Furthermore, if either the complainant or the alleged violator is a member of the Council, he/she shall not participate in the Council's deliberations. Upon conclusion, the Council will decide (by majority vote) if the Home Owner is in violation based on the evidence presented.

Step 4 If the violation is upheld, a Notice of Violation will then be issued by Certified Mail, return receipt requested, requiring the Home Owner to remedy the situation within a specified period of time and stating the assessment, fine, or action that the Association may impose on the Home Owner.

Step 5 If the Home Owner still disputes the violation, he/she may notify the Council, within 15 days following receipt of the Notice of Violation that he/she desires to attempt dispute resolution through mediation. The Council and the violator will then mutually agree upon a mediator to be chosen outside Princeton Village. If this is a paid mediator, costs will be shared equally by both parties. The procedure will be informal. Evidence and witnesses may be presented, and each party, at its own cost, may be represented by legal counsel. If an agreement is reached, a Memorandum of Understanding describing the terms and conditions will be drafted. Both parties will sign the document acknowledging acceptance.

Step 6 In the event that mediation fails, the original Village Council determination will be upheld.