

# **VILLAGE of YARDLEY**



## **RULES and REGULATIONS**

# Village of Yardley

## Rules and Regulations

Why Rules and Regulations? 'What a beautiful place to live' is the reaction of visitors—and residents—upon entering the gated community of Hershey's Mill and proceeding to Yardley Village. One reason is the uniformity and careful attention to appearance resulting from each homeowner's adherence to an agreed-upon set of Rules and Regulations based on the Declaration of Covenants and Easements for Yardley Village.

Third Edition

Reprinted September 2019

## Revisions to 3rd Edition of Rules & Regulations

<b>Date</b>	<b>Page #</b>	<b>Title</b>	<b>Notes</b>
9/21/2019	All	3rd Edition Reprint	Revised page #s
10/11/2019	A1-1 to A1-3	Appendix 1-Yardley R&R pages 11-14	Deck Rules & Colors
10/01/2020	15 & A1-2	(6.e) Privacy Dividers	Spec. update
10/01/2020	11-14 & A1 1-3	Exterior Building Modification Rules	Deck color approval
03/04/2021	17	Standby Natural Gas Generators	New Regulation
06/07/2023	14 & A1-2	Aluminum Railing and Balusters	New deck option with revised TOC and page #s
06/14/2023	1-2	TOC	Headers, Auto Generate TOC
06/27/2024	3	CSK Portal Registration	Links to Declaration Document
01/15/2025	7	Maintenance Responsibility	Exterior Faucets (Homeowner)
01/15/2025	8	Exterior Building Modification Rules	Door Locks, Awning Specs.(Mounting)
01/15/2-25	29	Re-sale Procedures	Buyer Capital contribution of Two-Quarter's Village dues payment

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## PART 1 – RULES & REGULATIONS OF YARDLEY VILLAGE

These rules are promulgated by the Council of the Village of Yardley pursuant to the powers given to the Council in Sections 2.3(b) of the revised and restated Declaration of Covenants and Easements for the Village of Yardley dated April 1, 2012, for the purpose of regulating the use of the Houses and Common Area (including any buildings and facilities thereon) for the mutual benefit of all Homeowners, bona fide residents of all Houses, and bona fide guests. This document is intended purely as an amplification of the Declaration of Covenants and Easements which shall be considered the binding document in all cases. All capitalized terms used herein have the meanings assigned thereto in the Declaration.

These Rules shall be binding upon all Homeowners, all tenants or residents of the Houses, all guests or employees of the Homeowners or persons invited onto the Village Land by a Homeowner for any reason, or any person coming onto the Village Land for any reason. *IT SHALL BE THE RESPONSIBILITY OF EACH HOMEOWNER* to see to it that the tenants or residents of his House and any guest, service *person*, employee, or other person invited onto the Village Land by such Homeowner adheres to the Rules.

**CSK Owner Portal Registration:**

<https://owner.topsoft.com/AdminTest/Account/Register?confirmationCode=41e8940c-d327-4fd5-a861-b8c06b8a662b>

**Registered Owner Sign In: :**

<https://owner.topsoft.com/AdminTest/Account/Login>

**Community Document Library:**

<https://owner.topsoft.com/AdminTest#/document-library>

**Yardley Village Declaration & Amendments**

[https://topsdovc.blob.core.windows.net/e61bd5a3-7be8-432e-81a7-308a5c34fe1c/DECLARATION%20&%20AMENDMENTS\\_52a47f7b-0058-42ae-bc4f-573ebf34f91b.pdf](https://topsdovc.blob.core.windows.net/e61bd5a3-7be8-432e-81a7-308a5c34fe1c/DECLARATION%20&%20AMENDMENTS_52a47f7b-0058-42ae-bc4f-573ebf34f91b.pdf)

Powers and Duties of the Village Council to Enforcement Rules stated on Page 10 Section 2.3 (e) Para VIII from the Yardley Village Declaration & Amendments via link above.

## A. RESIDENTIAL USE

### Residential use only

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 designed. Each House shall be used only as a residence for a single family.

### No Industry, Business or Trade

No industry, business, trade, occupation, or profession of any kind, commercial, religious, education or otherwise designed for profit, altruism, or otherwise, shall be conducted, maintained, or permitted on any part of the Village Land (except professional offices to the extent permitted by the Zoning Ordinance of East Goshen Township), nor shall any “For Sale,” “For Rent,” or “For Lease” signs or other window displays or advertising be maintained or permitted on any part of the Village Land or in or on any Residential Building or other building or improvement therein (hereinafter collectively referred to as “buildings”) nor shall any House be used or rented for transient, hotel, or motel purposes.

No House shall be rented by the homeowners thereof for transient or hotel purposes, which shall be defined as (a) rental for any period of less than 365 days; or (b) any rental if the occupants of the home are provided customary hotel services, such as room service for food and beverages, maid service, furnishing laundry or linen and bellboy service. No Home Owner may lease less than an entire House. All Home Owners shall have the right to lease Houses provided that the terms of the leases are subject to all provisions of the Master Declaration; Bylaws of the Association; the Rules and Regulations of the Association; ordinances of the Township of East Goshen; if applicable; and other laws of the Commonwealth of Pennsylvania, all of which shall automatically be considered to be incorporated into each lease. The foregoing shall include the “Restrictions on Use of Houses” of Section 4.3 of the Declaration. Copies of current leases need to be registered with the Managing Agent.

A Homeowner may erect one temporary “open house” sign in the immediate vicinity of his or her House on each Sunday and Tuesday (or such other day as the Village Council may determine from time to time based upon customary real estate open house days at the time of reference) that the House is available for sale.

**B. YARDLEY VILLAGE MAINTENANCE RESPONSIBILITIES**

Maintenance Of:	Association Responsibility	Homeowner Responsibility
<b>Exterior Walls:</b>		
Exterior walls from exterior frame surface out	X	
Stucco and stonework	X	
Painting of exterior	X	
<b>Interior Walls:</b>		
Insulation		X
Interior wall board		X
Interior trim		X
Interior painting		X
<b>Doors and Frames:</b>		
Front door, Trash door, Sliding door*		X
Front door, Trash door & Sliding door frames*	X	
Garage door & hardware		X
Garage door opening mechanism and hardware		X
Sliding doors screens		X
Weather-stripping for doors		X
Painting of exterior doors (garage, trash, front) in standard Yardley color (as scheduled)	X	
<b>Storm Doors</b>		
Doors		X
Glass		X
Screening		X
Hardware		X
Weather-stripping		X
<b>Exterior:</b>		
Decks, deck stairs, privacy screens		X
Staining deck/stairs/screens with approved colors		X
Mailboxes (replacement)	X	
Mailbox staining (with wood mailbox)		X
Concrete rear pads		X
Concrete front stoop		X
Concrete walkway	X	
Gates	X	



Maintenance Of:	Association Responsibility	Homeowner Responsibility
<b>Gutters and Downspouts:</b>		
Repair and replacement	X	
Removing leaves and/or obstructions	X	
<b>Asphalt:</b>		
Driveways	X	
Roads	X	
Common parking areas	X	
<b>Structural Elements Above the Wallboard of the Uppermost Floor:</b>		
Shingles and underlayment	X	
Sheathing	X	
Flashing	X	
Vent pipe seals	X	
Skylights—normal maintenance and repair		X
Skylight opening mechanism		X
Beams, trusses		X
<b>Interior and Title Line Walls:</b>		
Sub-flooring		X
Floor Joists		X
Beams		X
Columns		X
Foundation walls		X
Wall cracks		X
Water seepage or dampness		X
Concrete floor		X
Floor cracks		X
Water seepage or dampness		X
<b>Chimneys and Fireplaces:</b>		
Cleaning and repair		X
Periodic safety inspections		X
<b>Exterior Lighting:</b>		
House lights		X
Garage lights		X
Light sensors		X
Deck lights		X

Maintenance Of:	Association Responsibility	Homeowner Responsibility
<b>Exterior Faucets</b>		
Outdoor hose bibs—normal wear and tear		X
Irrigation systems		X
<b>Central Fire and Security Alarms:</b>		
Periodic testing per Association Schedule	X	
Repairs, including batteries		X
Additional testing		X
<b>Interior Plumbing:</b>		
Plumbing fixtures and drain pipes		X
<b>Interior Utility Wiring:</b>		
Electrical, telephone, TV, cable		X
<b>Dryer Vents</b>		X
<b>Radon Gas Pump System</b>		X
<b>Heating and Cooling System:</b>		
Periodic Inspections and repairs		X
Geothermal bore holes and underground piping		X
<b>Flagstone or Other Added Surface</b>		X
<b>Pests:</b>		
All wood-destroying insects, including wasps <i>and rodents</i> (outside)	X	
All pests inside the home		X
<b>Exterior Windows and Frames:</b>		
Windows*		X
Window frames*	X	
Glass		X

\*Note: If it becomes necessary to replace both the door frame and door or window frame and window sash at the same time, the cost of standard door frame and window frame which includes the door and window sash and installation of same shall be shared equally between the Homeowner Association and the Home Owner.

## C. EXTERIORS OF BUILDINGS

### 1. Sign or Display

No sign shall be displayed, or rug, laundry, aerial, fan, air conditioner, wires or other object allowed hanging or protruding from any window or door. All storm or screen doors, window screens, or screening not installed by the “Builder” shall be subject to the Council’s written approval prior to installation as to appearance, design, materials, and manner of installation. No shades, awnings, or window guards shall be used except with the Council’s prior approval.

### 2. Front / Entry Door Locks and Hardware

All entry door locks must be keyed to accept Hershey’s Mill Master Key. This is required for the safety and security of all residents. If you wish to change or re-key your lock, Advance Lock Security of Frazer (610-647-5042) must be utilized to ensure that the modified/new lock will be compatible with the HM Master Key System. HM Security is to be contacted to verify compatibility.

Polished brass hardware is preferred (not required) for exterior doors.

Electronic key pad entry is acceptable provided key entry is also included.

### 3. Storm Door Specifications

All storm doors must be approved by the Architecture Committee. They must be aluminum and the color must match the green color of the front door, and be full view clear glass. The door shall have no more than 4 inches at the top and sides and no more than 8 inches on the bottom that is metal.

### 4. Awning Specifications

All awnings must be approved by the Architecture Committee and conform to existing awnings in Yardley Village. All awnings, retractable or fixed / stationary are to be attached to a Header Board which is anchored directly to the building wall studs, covered to be weather-proof, and colored to match the current trim or siding. Colors permitted are Forest Green #4637, Linen #4633, Moss/Canvas block stripe #4917, and Black Forest Fancy #4923. The permitted color descriptions herein are currently available in the Sunbrella brand. The Dixon Co offers similar awning colors and styles. The Architecture Committee can make fabric samples available on loan to help in obtaining similar colors and stripes from other suppliers.

Awnings are permitted only on decks. Vertical flaps are permitted; the material must match the awning and may not have a drop/valance that exceeds 12” in length, and the valance/drop may be straight or scalloped at the bottom. Awnings that are not retractable must be removed by November 1 each year and may be reinstalled after April 1 each year. Support poles for canopy-type awnings need not be removed.

Requests for awnings must use the awning request form available from the Architectural Committee or Managing Agent.

## 5. Statuary, Ornamentation, Flower Pots/Planters

Not more than two decorative flowerpots may be placed on the walkway or driveway provided they do not interfere with access or landscape maintenance.

- A maximum of two flowerpots for each residence.
- The flowerpots shall not exceed 18 inches diameter (or side) by 18 inches high.
- The flowerpots can be in place from April until November.
- Large flowerpots such as between garages may remain throughout the year, but dead plants or plant parts should be removed or maintained.

Flowerpots are permitted on patios, decks, and on front door stoops as long as they do not interfere with maintenance. Flowerpots and flower boxes are permitted on the rails of the deck provided they are designed to fit securely to the rail. If not, they must be secured with nails or screws. Homeowners must accept all responsibility for anything that falls from their deck. Flower boxes may not be attached to windows.

No statues, benches, figurines, or other objects are permitted in common areas, landscaped areas, on sidewalks or in flowerbeds. They are permitted on decks, patios, on front door stoops, or areas between sidewalks and walls.

Bird feeders and birdbaths may be installed on deck or areas around deck but nowhere else in common area.

Hanging baskets suspended from a metal shepherd's hook are permitted on decks or in a flowerbed between the walkway and the house.

Exterior walls may not be penetrated in any way for any items such as planters, decorative devices, shields, etc. that would destroy the integrity of the wall.

## 6. Holiday Decorations

The foregoing shall not prohibit the display of customary holiday decorations, subject to such specific limitations on type, manner of display, and duration as the Council may from time to time fix and determine.

- 1) Holiday decorations may be put in place as early as the week before Thanksgiving, and should be removed by the second Saturday following the New Year.
- 2) Wreaths are permitted to be hung on garage lamps, or exterior doors to avoid making holes in building exterior walls.
- 3) Small non-flashing exterior white lights are permitted on trees and shrubs.
- 4) Plastic and outside ornaments are not permitted.

## 7. Use of Patios, Porches, Decks, and Outdoor Living Areas

No rugs shall be beaten on patios, porches/decks, or outdoor living areas, nor shall dust, rubbish, or litter be shaken, swept, or thrown from any window, door, patio, porch/deck, or outside living area. No laundry shall be aired from any patio, porch/deck, or on any other part of the Common Area.

## 8. Guest Parking

Yardley Village residents should not utilize guest parking spaces as their own. (Every Homeowner has a two-car garage and a driveway large enough for at least two cars, providing ample space for parking.)

The guest parking spaces are meant for guests, workmen, or occasional, temporary parking for residents when, for some reason, there is no room in their own driveway. Guest parking spaces are also common ground and are to be shared by ALL Homeowners and are NOT to be claimed by any one resident on a regular basis.

## 9. Personal Property on Patios, Porches and Decks

No bicycles, toys, tires, tools, ladders, or any other items of personal property shall be stored on any patio, on or under any porch/deck, or any part of the Common Area; except outdoor tables, chairs and grills may remain set-up on such patio, porch/deck, subject to such regulations as the Council may from time to time issue.

## 10. Objects Erected on Roof or Exterior Walls

Any sign, antenna, aerial, or other object erected or installed on the roof or exterior walls of any building or any other part of the Common Area without the Council's consent, in writing, is liable to removal without notice and at the cost of the Homeowner for whose benefit the installation was made. Homeowners who penetrated exterior walls prior to Revision 2 of these Rules & Regulations will be grand-fathered. However, if damage occurs to the exterior wall because of penetration, it is Homeowner's responsibility. Association does not take responsibility for walls penetrated by Homeowner.

### a) **Antennas or Satellite Dishes**

Homeowners do not have to seek permission to install a satellite dish/antenna within the boundary lines of their home (outer walls) or the boundary of the deck. Therefore a dish/antenna discretely sited on your roof is permissible. However, placement of a dish/antenna in any location in the common area will require the Council's consent.

### b) **Flags**

Display of flags (USA or decorative) in the front of homes is limited to flags that do not exceed 15 inches in the longest dimension located in mulched areas. Larger flags and decorative banners are permitted off decks and should not exceed 3 feet by 5 feet.

## 11. Exterior Building Modification Rules

### a) **Painting, Staining or Color Changes for exterior including decks**

There shall be no painting, staining, or color change to the exterior of any home, or any alteration or addition to any building (including but not limited to any exterior doors, fence, decks, or partition) **without the prior approval of the Architectural Committee and written consent of Council based on submitted plans with a color sample** (pursuant to Article IV of the Declaration).

#### Deck Maintenance

Deck maintenance is the responsibility of the unit owner. This includes power washing, sealing and replacing rotted or damaged wood. It is recommended that resealing be done at least every three years. Brown tones similar to the sample colors are acceptable with council's final approval. Sample colors are available from many different paint manufacturers including Sherwin Williams, Behr, Flood, etc. Various color references are shown in Appendix 1 on page A1-3 that must be reviewed for proper guidance.

**b) Outdoor Cooking Grills**

Outdoor cooking grills use is governed by the following Master Association Guidelines:

- All grills must be at least six (6) feet from any structure when in use, and must be attended at all times
- Keep a fully charged fire extinguisher or connected hose handy while grilling
- No cooking grills may be used under an awning.
- Gas grills may be used on patios or decks (whether of wood or concrete)
- Charcoal grills may be used in the same area but not on wood decks unless placed on fireproof material (sheet metal, slate or similar) at least twelve (12) inches wider than the base of the grill.
- Propane tanks must never be stored in any building. Tank valves should be turned off after each use; sealed with a plastic plug in non-season, as well as during transport to be refilled.

**c) Hoses**

Outdoor hoses must be removed from outside hose bibs by November 1 of each year to prevent freezing. Hoses shall be stored on reels or in hose containers when not in use.

**d) Deck Specifications**

– For contractor purposes please refer to Appendix 1 for a consolidation of all matters relating to decks including color samples

**Deck Extensions and Stairs**

Standard deck depth in Yardley Village is ten (10) feet from the back wall of each home (excluding stairs). A Homeowner desiring a deeper deck up to fifteen (15) feet shall notify, in writing, the Managing Agent, who will notify, in writing, the neighbors within one hundred (100) feet of the proposed extension. The Homeowner shall then appear in person before Council to request the extension and to present evidence to Council that the proposed deck extension shall not intrude upon any neighboring Homeowner's privacy. Neighboring Homeowners who object to the proposed deck extension may submit written a confidential recommendation to the Architectural Committee, for considered by Council when determining whether or not to approve deck extension.

Deck width (Including stairs) may not extend beyond boundaries of the house.

Deck width shall not restrict the maintenance of air conditioning units. An area of three (3) feet on all sides shall be maintained.

Plans for Stairs are subject to approval.

Decks are allowed a single flight of stairs with a landing not to exceed three (3) feet wide by five (5) feet long. Handicap ramps will be considered as a special case.

River stones are the same type that were installed by the builder are required under all approved low-level deck extensions, steps and or landings. Low level means homes without walkout basements. High-level decks, extensions, steps, and/or landings may not require river stone or concrete extensions. Architectural Committee approval letter will identify requirement.

### **Composite Decking**

There are numerous companies producing composite decking on the market today. The offerings between and within each company differ in quality, features and cost. In most cases, there are colors offered by each that would be acceptable to use within Yardley Village. Rather than issue anything that designates any individual company, council has established specific requirements that must be incorporated regardless of brand.

These requirements are:

- (a) Posts are to be approximately 4" x 4" for 36" railings with sleeve skirts-composite or wood material.
- (b) Posts are to have flat post sleeve caps.
- (c) Balusters are to be approx. 1 ¼" square for 36" railing – composite material
- (d) Decking – composite material
- (e) All color of the above material is to be close to **Brown Tones**.

**Various color references are shown on page A1-3 that should be reviewed for proper guidance.**



### **Aluminum Railing and Balusters**

Effective February 2023 Yardley Architecture Committee and Council approved the installation of aluminum railings (EG. specifically American Series Aluminum Rail, [keylinkonline.com](http://keylinkonline.com) ) only in Textured Bronze color

(which is also approved by EGT / East Goshen Township).

- Aluminum railings are powder paint coated railing and balusters.
- Posts are to be 3.25 inches square with flat post caps for 36" height railings including 1" square aluminum balusters of the same color with plastic anti-rattle inserts.
- Posts are top mounted to decking using 1/4" X 4" exterior grade screws (EG GRK brand) which penetrate two layers of 2 X 6" pressure treated underlayment.
- "Textured Bronze" is the only approved color (from this manufacturer) although there may be other dark brown tone colors available. Black color is not approved. Lifetime Warranty for manufacturing defects with limitations.

**All plans, including a color sample, must be submitted for the approval of the Architectural Committee and Yardley Council before any commitment is made for purchase of any materials.**

**e) Privacy Dividers (updated 10/08/2020)**

1) Privacy dividers should not exceed six (6) feet in height above the deck surface. Wood must be pressure treated and stained to match the existing wood deck. Composite dividers must be the same Brown tone per samples for composite decking (page A1-3) and constructed with vertical composite deck boards or similar lighter weight (PVC) composite color matching board material. Style must be board - overlapping-board so that the board on one side of the divider covers the space on the other side of the divider, so that there is no see thru. Typically there is a ¼' to 2.5" space between vertical boards although spacing may be minimized provided there is no see-thru. This shadow box style is preferable so the divider looks the same on both sides. The boards on one side of the divider are installed so that the spaced boards cover the spaces on the other side.

2) Privacy dividers can extend from the house to no more than half the distance to the outside of the front deck railing. From that point the divider must end or be tapered down on an angle towards the front deck railing but can end anywhere on this line prior to the front deck railing. If your present divider does not meet the requirements as stated as of the date of this amended R&R statement consider your divider grandfathered as an exception. However, any new dividers or reconstructed dividers must adhere to these requirements. As previously stated all plans for decking construction including dividers must be submitted for approval of the Architectural Committee and Yardley Council before any action is taken.

**f) Front Step Railings or Ramps**

Exterior modification approval is required before a railing or ramp may be added.

Any homeowner wishing to finish a basement that was unfinished at time of purchase by original owner must conform to the East Goshen Township zoning law that requires an emergency escape and rescue opening. Exterior modification approval is required before an emergency escape and rescue opening may be installed.

**g) Exhaust fans**

In roof lines are permitted with Architectural Committee approval.

**h) House Numbers**

Numbers shall be displayed on mailboxes and over garage door headers. All numbers shall be reflective type, four (4) inches in height except as approved by the Architectural Committee.

**i) Skylights**

Skylights in rooflines are permitted with Architectural Committee approval. Based on mixed experience with skylight reliability, the skylight or sun tunnel must be supplied by a reputable manufacturer and installed by a certified installer. To minimize degradation of overall structural integrity, roof trusses and beams shall not be cut or changed in any way. A certificate of insurance from the installer must be received prior to commencement of work.

By installing a skylight, the Homeowner accepts responsibility for any damage to the roof including subsequent and consequential interior damage (including neighboring homes) that in the opinion of the Council can reasonably be attributed to the skylight installation. This obligation will transfer to the new owners on settlement of a re-sale via the 5407 Package.

**j) Replacement Windows**

All replacement windows must be approved by the Architecture Committee and conform in aesthetics and specification to the existing, originally installed windows. Since the maintenance of windows is the responsibility of the home owner and the maintenance of window frames is the responsibility of the Homeowner Association, the village will be responsible for window replacement.

The cost of conforming window replacement will only be shared equally by each party if there is a confirmed failure in a frame, double hung sash or picture window. After the cost to the HOA is established in this way, if the homeowner wishes to upgrade to a more costly, conforming window, then all additional cost above the equally shared portion will be borne exclusively by the homeowner.

**k) Standby Natural Gas Generators**

Natural gas generators for backup electrical power are permitted provided the placement, generator specifications, and installation comply with local Codes as well as manufacturer-distributor-installer requirements. A Generator spec sheet including sound levels produced at full load, a photo of the proposed location and a permit site plan drawing including clearances to windows, walls, air conditioner, and adjoining homes are to be submitted to the Architecture Committee for review and approval by the Yardley Council. A copy of the form "C", NEIGHBOR'S ACKNOWLEDGEMENTS, with signatures from all appropriate neighbors must be obtained and included. The homeowner must obtain Yardley Council approval and submit the approval document with the permit application. East Goshen Township approval and a building permit are required prior to installation. Generator location guidelines state that generators must be at least 3 feet minimum from the rear wall of the building and 5 feet from doors, windows, air conditioners, and fresh air intakes, keeping 3 feet in front of the generator for servicing room. If under a deck, elevation above the generator must be at least 5 feet. The generator must sit on a composite pad that sits directly on the soil, a prepared gravel bed, or a concrete pad as specified by the generator manufacturer. The operating generator sound level at full load may not exceed 67 dBA. Automatic routine required exercise of the generator must be scheduled between 11 AM and 2 PM. Shrubbery screening may be required based on the noise impact to an adjoining neighbor.

## 12. Visible Colors Allowed on Windows

All drapes, curtains, blinds, shades, screens, interior window shutters, decorative panels, and other types of window coverings or door coverings visible from outside the house will be a white, off-white, or neutral, natural colored or silver metallic reflective (e.g. verosol) material. The Council may require the removal of any interior window coverings or door coverings, which do not meet the above-specified criteria and which, in the opinion of the Council, are offensive or inappropriate when viewed from outside the house.

## 13. Procedures for Obtaining Architectural Change Approval

- a. Complete and submit an Architectural/Landscape Modification Request Package for desired changes or addition with a scale drawing to the Architectural Committee. All forms must be signed by the Homeowner and/or Outside Contractor as required. This package is available from the Chairperson or Approval Representative of the Architectural Committee or the Managing Agent.
- b. Supply a copy of a scale drawing or a drawing from the contractor of the proposed addition or changes. This should include location and type of change proposed and show its relationship to existing structures and common areas. Like items can be itemized on a single form.

- c. Supply the outside contractors' certificate of insurance using the Modification Request Package or certification of homeowner's insurance coverage if the homeowner is handling the modification directly.
- d. Managing Agent will notify neighbors in sight line of the proposed modification.
- e. Obtain a permit as required by East Goshen township regulations and comply with associated code and inspection requirements. Contractors must be licensed to work in East Goshen.
- f. Allow committee of volunteers the necessary time to meet and act on your requests.

## D. INTERIORS OF BUILDINGS

### 1. Signs or Notices on Buildings

No name, advertisement, sign, or notice shall be placed on any part of the buildings or the Common Area (except signs advertising professional services permitted under section A.2 herein which signs shall in any event be subject to prior approval of the Council).

### 2. Garbage

All garbage and other refuse shall be kept out of sight in waterproof trashcans. Each resident of the Village shall take all reasonable steps to prevent such containers and the contents thereof from emitting odors sufficient to annoy any other resident of the Village. All trash (not to include recycled material) must be in sealed plastic trash bags. All residents will make every effort to abide by the rules promulgated by East Goshen Township for recycling.

No dust or dirt shall be shaken, swept or otherwise dropped, or deposited in any Common Area. All damage to the Common Area caused by the moving or carrying of articles, and all need for unusual cleaning, shall be paid by the Homeowner responsible for causing such damage or need.

### 3. Noise and Odors

No noise or vibration shall be made, or cooking or other odor created, nor shall any work or other thing be done, which shall unreasonably disturb or annoy or interfere with the right, comfort, or convenience of other residents of the Village.

### 4. Use of Water Drains

Sweepings, rubbish, rags, plastic bags, or any other improper articles shall not be thrown into any Common Area or caused to flow into any Common Area via drains, water closets, baths, showers, and the link in individual houses.

## 5. Garbage Disposals

Homeowners shall ensure that the output of their garbage disposals shall not have a detrimental impact on the Hershey's Mill sewer treatment facility. Plastic bags and other non-soluble items shall not be permitted to flow into the sewer system.

## 6. Musical Noise Curfew and Instruction

No musical instrument, stereo/hi-fidelity, television, radio, or sound amplifier shall be played or operated in such manner as to disturb or annoy other residents of the Village. All parties shall lower the volume of the foregoing as of 11:00 p.m. of each day. No vocal or instrumental instruction shall be permitted at any time if such activity can be heard beyond the house in which it is being conducted.

## 7. Contractors and Workmen Hours

Contractors or workmen employed by a Homeowner should do any work in any House (except for emergency repairs) Monday through Saturday during the hours of 8:00 a.m. to 6:00 p.m. Furniture, appliances, or other heavy or bulky materials should be delivered to or from any dwelling within the same time frame.

## 8. Security Department of Hershey's Mill

The Security Department of Hershey's Mill Homeowners Association will retain a master key to enable access to each House in case of an emergency. Homeowner's installing a new front door lock leading into his/her House must also use A-1 Security Locksmith, 13 Coffman Avenue, Malvern, PA 19355 (just off Lancaster Avenue between 202 and 352), 610-647-5042, to ensure the master key system for Yardley Village is properly managed and maintained. Storm doors must be left unlocked when the premises is not occupied. Homeowners may install inside chains, bolts, belts, or any device, which they might deem necessary for their protection when the House is occupied.

## E. GROUNDS AND WALKS

### 1. Lands and Plantings in the Common Area

The land or plantings in the Common Area shall not be filled, seeded, planted, cultivated, rolled, cut, trimmed, edged, fertilized, or otherwise treated. Walks shall not be salted, wetted, obstructed, or used other than for ingress and egress, except as may be otherwise permitted or directed by written instructions of the Council. Each resident of the Village shall use care to prevent littering of the Common Area. During dry periods, homeowners are requested to water trees, as needed, unless a ban on watering is in effect.

### 2. Procedures in Common Area

No signs, lampposts, fences, birdbaths, or other improvements or adornments shall be erected or placed upon the Common Area except pursuant to the Council's written permission. No existing fences or enclosures, walks or curbs shall be painted, written or drawn upon, used to mount a sign, removed, marked, or otherwise defaced. Lawn chairs, tables, barbecues, game equipment, toys, and other such items shall be placed upon the

Common Area only at such times and places as the Council may from time to time prescribe, and shall be removed from the grounds when not in use unless otherwise permitted in writing by the Council. No part of the Common Area shall be used for the storage of golf carts, bicycles, sleds, baby carriages, baby pens, lawn furniture, ladders, tools, toys, or any other articles without the consent of owners and occupants of all Houses from which such items and articles can be seen, and without the written permission of the Council.

3. No Refuse in Common Area

No refuse shall be carried through, over, or across any Common Area except in a water-tight bag or other container adequate to keep the refuse from offending the sensibilities of other residents of the Village and from soiling the Common Area.

4. Children

Children under 12 years old must be supervised on grounds or walks at all times.

## F. LANDSCAPING

Homeowners are allowed to plant in the following portions, defined as the Flower Border Area, of the Common Area without prior permission from Council:

- In any established bed bounded by sidewalk and foundation, including interior courtyards
- In an 18-inch bed adjacent to the foundation or gate wall
- In an 18-inch bed adjacent to the patio, rear concrete slab, or stone bed
- In the mulched beds around mailbox and any tree, including boulevard tree
- Beds within gated courtyards of inside units

Plantings that are allowed in above areas without prior written consent from Council:

- Flowers – annuals and perennials
- Bulbs

All other grounds in the Common Area require prior written consent from Council to be planted with any plant.

Any other plantings (shrubs, trees, grasses, etc.) Required prior written consent from Council.

The Planting of any kind that will climb/adhere to the surface of the external walls of the homes or grow into the rain gutters or other building parts are prohibited. (See, also, Section C (5) regarding “...no penetration of exterior walls.”)

## 1. Procedures for Obtaining Landscaping Approval

- a. Complete and submit the Architectural/Landscape Modification Request Package for desired plantings of either trees or shrubs with a scale drawing to the Landscape Committee. All forms must be signed by the Homeowner and/or Outside Contractor, as required. This package is available from the Chairperson or Approval Representative of the Landscape Committee or the Managing Agent.
- b. Supply a copy of a scale drawing or a drawing from the contractor of the proposed landscape changes. This should include location and type of change proposed in relation to existing structures and common areas, the dimensions of beds, footage from structures and names and location of plantings, the sizes of trees and shrubs being planted and approximate mature growth size.
- c. Supply the Outside Contractors' certificate of insurance with the Modification Request Package or certification of homeowner's insurance coverage if the homeowner is handling the modification directly.
- d. Notify immediate neighbors in sight line of the proposed modification and complete the Neighbors Acknowledgment form.
- e. Use the same type and color of mulching material as used by the Homeowner's Association Contractor. There should be a minimum of two (2) to three (3) inches of mulch.
- f. Locate new beds of plantings so as not to impede the work of the grass-cutting crew.
- g. Keep electric and gas meters, and dryer vents clear of all shrubbery.
- h. Requests for the installation of the following items must be submitted for approval Through the Modification Request Package. Submission should include placement, Type of material and color.
  - Freestanding frames and trellises
  - Sprinkler systems

## 2. Restrictions and Responsibilities

- a. Homeowner installed trees and shrubs become the property of the Yardley Village Common Area and cannot be removed without prior written approval from the Homeowners Association. Homeowner-planted areas will be maintained (mulched, weeded, and pruned of one season's growth) by the Homeowners Association Contractor.
- b. Homeowner is responsible for replacing flower border shrubs and plants or homeowner-installed trees or shrubs if they want them replaced; however, a new Landscape Modification Request Package must be submitted and approved before homeowner installed trees or shrubs can be changed or substituted.



- c. Homeowners will be responsible for the expense of removing non-approved plantings installed by the Homeowner.
- d. During dry periods, Homeowners are requested to water trees and shrubs, as needed, unless a ban on watering is in effect.
- e. No artificial flowers of any kind may be displayed in common ground areas.
- f. Growing of vegetables or herbs is prohibited in Common Areas because of the application of hazardous materials by Homeowners Association Contractor. Garden plots are available in Hershey's Mill for this purpose.
- g. Stepping-stones of flagstone or slate are permitted in mulched areas only.
- h. Hanging baskets are permitted in mulched areas around units, however, not in grass areas or in mulched areas around mailboxes and trees.
- i. Planting beds
  - Beds around mailbox and boulevard tree: Since these beds are mulched to protect the mailbox and the tree from maintenance damage, the Landscape Maintenance Contractor is not liable for damage to plantings
  - Landscape Maintenance Contractor will mulch all beds as part of their contract. Beds, planted by homeowner, must initially be mulched with the same type and color mulch as used by the Landscape Maintenance Contractor. Contractor may be contacted for information regarding the mulch.
  - Dead or dormant plants must be removed or cut back in a reasonable time period. Annuals must be removed in the fall.
  - Border materials or trenches must be installed to prevent mulch from spilling onto lawns or streets.
- j. Borders
  - Borders must be at grade level
  - Border materials to be used are limited to natural stone in earth tones (flagstone, Belgian blocks, pavers, etc.). No wood or plastic or red bricks may be used.

### 3) Tree Removal and Replacement Policy

#### a. Definitions

A "Boulevard" tree is defined as an existing tree in the front of buildings adjacent to Yardley Village roads. A "Border" tree is defined as an existing tree bordering Chandler Drive and the interior of the village walls adjacent to Greenhill Road and Boot Road.

#### b. Tree Removal

- Removal of trees planted by the Homeowner/Homeowner's contractors is the responsibility of the Homeowner.
- All other tree removal will be at the Homeowners Association's expense when removal is required, as approved by the Landscape Committee, the HOA Council, and certified by Hershey's Mill Landscaping, because of the following reasons:
  - a) Roots causing a structural problem to building foundations, driveways, pathways, or streets
  - b) Terminally diseased
  - c) Any other extenuating circumstances
- Homeowners who request removal of healthy trees will be responsible for all costs associated with the removal and replacement. The Landscape Committee and the HOA Council must approve the removal and replacement before any action is taken.

#### c. Tree Replacement

- Replacement of Boulevard and Border trees, when considered warranted at specific locations as determined by the Landscape Committee, and approved by the HOA Council, will be at the Homeowners Association's expense. Selection of replacement trees will be made by the Landscape Committee and approved by the HOA Council from an approved tree list as supplied by Hershey's Mill Landscaping. Request for alternative selection by the Homeowner will be considered by the Landscape Committee, but any cost differential must be paid by the Homeowner.
- Replacement of other trees planted by the Homeowner/Homeowner's contractor is the responsibility of the Homeowner. Replacement selection must be approved by the Landscape Committee and the HOA Council.

## G. PETS

### 1. Conditions under which Pets Allowed in Homes

Dogs, cats, or other animal pets may be kept in the House; provided, however, that the presence of such animals does not disturb or interfere unreasonably with the rights, comfort, or convenience of any other resident of the Village or cause injury to property. The owner of the House where any animal is kept or harbored or whose invitee brings any animal upon the Village Land shall be responsible for and shall indemnify and hold harmless the Council, the Homeowners Association, and each other Homeowner from and against any loss or liability to person or property of any kind arising out of the presence of such animal on the Village Land.

### 2. Leash, Noise, and Waste Procedures for all Pets

No animal, insect, fish, or reptile of any kind shall be bred in any House over the objection of any other resident of the Village; and in no event shall more than two (2) dogs, cats, or other ambulatory pets be kept in any House. Dogs, cats, *or other domestic animals* shall, when not on a leash, be kept within their owner's House, and shall not be tied on the porch, deck, patio, or Common Area. All pets must be on a leash outside of resident's home. No dog, cat, or other domestic animal should be permitted to relieve itself on the lawn area or object immediately surrounding a house or houses. Any solid waste left on any Common Area shall be the responsibility of the owner to promptly place the refuse in a bag and put in the pet owner's refuse container. Every pet owner shall take all reasonable steps to prevent noise, waste, or odors of his pet from annoying other residents of the Village. In the event of a breach of the Rule, the Council or its agent may require the removal of such pet from the Village Land.

## H. VEHICLES

### 1. Types, Storage and Location of Permitted Vehicles

Automobiles and other permitted vehicles, including passenger mini-vans, full-size passenger vans, or sport/utility vehicles for passenger use, shall be parked only within the driveway or in the garage, provided that garages shall be utilized before available outside parking space. Residents shall not routinely and regularly park in guest parking spaces. Pickup trucks with non-commercial license plates used exclusively or primarily for passenger transport will be considered as passenger vehicles and are subject to the same rules as passenger vehicles.

Guests should utilize designated guest parking spaces in the immediate area before parking along the shoulder of village streets. Parking on the street should be cleared with Hershey's Mill Security. Overnight parking along the shoulder of village streets is prohibited. No vehicle shall park, stop, or stand along the side or in the middle of any driveway or within a parking area so as to impede or prevent ready access to and from any other vehicle or parking space. No motorcycle, commercial van/truck, pickup truck with commercial license plates, or other non-passenger vehicle shall be parked on the Village Land, other

than for purposes of loading and unloading, unless parked wholly within a garage. No inoperable or unlicensed vehicle shall be parked within the Village Land for more than forty-eight (48) hours. The Council shall have the right to cause any vehicle not conforming with these regulations to be moved or towed away, as necessary, at the expense of the responsible Homeowner, and without liability for damage caused to the moved or towed vehicle.

2. Traffic Regulations

All parking regulations, speed limits, and other traffic regulations posted shall be strictly obeyed.

3. Horn Blowing

No blowing of any horn or screeching of any tires shall be permitted, approaching or upon any of the driveways or parking areas upon the Village Land, except as may be required for the safe operation of the vehicle.

4. Mechanical Repair of Vehicles

Except in emergency no vehicle shall be repaired, tuned, or otherwise mechanically serviced. *Cars may be washed, polished, waxed, vacuumed, or otherwise cleaned no earlier than 8:00 a.m. using biodegradable detergent in driveway. Cars may be washed using the facility at the Wood Shop (Wood Shop members may use available hose; others must supply own hose). Residents are encouraged to use commercial carwashes, which recycle water.*

5. Storage of Boats, Trailers, RVs, etc.

No boats, trailers, RVs, or any vehicles other than automobiles shall be stored or left unattended on the Common Ground except in such areas as may be designated by the Council and no commercial vehicles shall be left or stored on the Common Ground.

## I. EQUIPMENT AND INSTALLATION

1. Tampering or Interfering with Electrical, Water, Cable, etc.  
No tampering or interference with, attempt to repair, alter, or make a connection with any exterior electrical, telephone, cable TV, water, sewer, or other utility cable, pipeline, apparatus, or equipment by any person other than a qualified contractor shall be permitted without the prior written permission of the Council.
2. Only Contractor on Roof  
No person shall go upon the roof of the Residential Houses without the prior written permission of the Council.
3. UL Approved and Fire Underwriters Appliance Only  
All radio, television, stereo/hi-fidelity, audio, or other electrical equipment of any kind, and all appliances of every kind, however powered, such as washers, dryers. Space heaters, sun lamps and the like, installed or used in the House shall comply with all rules, requirements, and recommendations of all public authorities and boards of fire underwriters having jurisdiction.
4. Working Telephone Land Line  
A working telephone land line must be maintained in every home in the Village in order that the alarm/security system in the home will signal through to the Hershey's Mill Security Department in the event there is a fire or an emergency (through use of the panic button) in the home. This requirement exists at all times including if/when it is rented or vacant. This is necessary to protect the neighbors and their homes in the event of a fire in a home which is vacant at the time. If for some reason the existing telephone line is not communicating correctly with the Hershey's Mill Security Department or there is no active telephone line, a notice will be sent to the homeowner requesting that they address this problem with the Village management company. If no action is taken after notification of such problems, the homeowner will be subject to a fine of \$10.00 PER DAY, which will begin 15 days after delivery of a notice by certified mail notifying the Homeowner of their failure to address this non-compliance and the commencement of above-stated fine.
5. New Air-conditioners/HVAC Units  
New air-conditioners/HVAC units must be installed in the same location as the one it is replacing.

## J. WATER AND PLUMBING

### 1. Control of Water

The Village Council has no control over usage of the water because each Homeowner pays individually for water consumption.

### 2. Repair Costs to Common Pipes due to Negligence

Toilets and drains shall be used for no other purpose than that for which they were designed. No sweepings, rubbish, rags, papers, ashes, or other substances shall be deposited therein. Any repairs to common water and/or sewage pipes necessitated by the misuse of such facilities shall be charged to the offending Homeowner.

## K. EXPLOSIVES AND INFLAMMABLES

### 1. Inflammable and Combustive Material

No inflammable or combustive material or any explosive or otherwise extra-hazardous fluid, material, chemical, or substance shall be brought into or stored in any House or garage except those in common use for ordinary household purposes.

### 2 Cause to Cancel or Increase Cost of Village Insurance

Nothing shall be done or kept in any House or in the Common Area which will cause the cancellation or reduction of coverage, or increase the premium of any of the insurance maintained by the Council pursuant to the Declaration, or which would violate any law, ordinance, or regulation.

## L. MISCELLANEOUS

### 1. Complaints

Any complaints regarding the maintenance and condition of the Village Land or the actions of the Council or its officers, agent, employees, or independent contractors, or of any Homeowner 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, which shall be permitted (except in emergencies) a reasonable time, or 15 days in the event of a complaint against a Homeowner, in which to study and act upon the complaint before any other action is taken by the complainant.

### 2. Consent Revoked

Any consent or approval given by the Council or its Managing Agent under these Rules may be revoked or modified at any time.

### 3. Amending of Rules

The Council may amend these Rules from time to time as required.

### 4. Supervision of Contractors or Employees of Association

No Homeowner or resident of the Village of Yardley shall attempt to direct, supervise, or in any manner attempt to assert control over the employees of the Homeowners Association, the Council, or the Council's Managing Agent. No employee shall be used to perform any function or service except that for which a said employee is employed.

5. Delegation of Responsibility

The Council may delegate any of its responsibilities hereunder to a standing committee and/or its Managing Agent, except that only the Council may amend the Rules.

6. Notification of Rule Changes

The foregoing rules remain in effect until notification of any changes. Notification will be in writing by specific memo *and may also be* in the Yardley Village Newsletter.

## PART 2 - RE-SALE PROCEDURES

**Note: All cost numbers in this section are for illustration only, and will vary with *Managing Agent* and calendar time.**

1. Once the seller has an agreement of sale – the seller must provide a complete copy of the Association's documents for the buyer to review.
2. The buyer has five (5) days to review the documents (without penalty) and decide whether or not to move forward with the sale.
3. If the seller does not have a copy of the documents, he/she may order a set through Managing Agent, at a cost of \$50.00.
4. Upon completion of the Agreement of Sale, which indicates the settlement dates, the seller's agent is required by law to request a 5407 Resale Package through Managing Agent. The cost of the package is \$100.00.
5. The Managing Agent has ten (10) days from the date of the request to process and send the 5407 Package.
6. The 5407 Resale Package includes details that must be disclosed to the buyer at settlement.
7. The 5407 Package includes the following information:
  - a. Settlement Work Sheet is provided by Managing Agent for an overview at a glance of outstanding charges. The work sheet shows:
    - i. The seller is responsible for assessment payments up to the settlement date, the cost of the resale package, the cost of the documents (if needed) and any other outstanding charges such as fines, late fees, special assessments, etc.

- ii. The buyer is responsible for assessment payments after settlement, capital contribution of Two-Quarter's Village dues payment (as of 4/01/2025), name change fee of \$10.00, and mortgage questionnaire fee (if applicable) at a charge of \$5.00 per page. Costs are subject to change per Industry Standards.
  - b. Copy of the 5407 Certificate – this certificate is based on the Pennsylvania Uniform Condominium Act, Act No. 1980-82, July 2, 1980. The yellow copy of the certificate must be returned to Managing Agent for the files.
    - i. This document lists the required information that must be forwarded to the buyer such as – all charges, address, name of seller, name of Association, and other very detailed information. This certificate is filled out by Managing Agent on behalf of the Association and contains all required information.
  - c. Documents/By-Laws/Rules & Regulations Form provided by Managing Agent and must be signed by the buyer and returned to Managing Agent – this shows proof the buyer received the documents of the Association.
  - d. Notice to the settlement Clerk – this form states the address of the sale, the due date of the Quarterly Assessment payment, late fee policy, and ensures the clerk contacts Managing Agent the day of settlement for updated figures on the account.
  - e. Contact Information Sheet – provided by Managing Agent in order to receive accurate information on the buyers to enter information into Managing Agent's computer system. Form must be returned to Managing Agent.
  - f. The most recent copy of the Association's Audit – required by PA law to be provided to the buyer.
  - g. Copy of the current budget – required by PA law to be provided to the buyer.
  - h. Copy of the Association's current Insurance Policy – required by PA law to be provided to the buyer.
- 8. Managing Agent also encloses the following information:**
- a. List of the current Council members
  - b. Rules and Regulations of the Association
  - c. Architectural and Landscape Guidelines/Request Forms
  - d. Trash Removal Procedures and pick up days



## PART 3 – FORMS & INSTRUCTIONS FOR REQUESTING MODIFICATIONS

Forms A through E follow

### ARCHITECTURE OR LANDSCAPE MODIFICATION REQUEST PACKAGE

- 1) REVIEW THE APPROPRIATE GUIDELINES.
- 2) COMPLETE THIS PACKAGE, MAKING CERTAIN THAT YOU UNDERSTAND AND CAN COMPLY WITH ALL PORTIONS, PRIOR TO SIGNING AND SUBMITTING. PROVIDE AS MUCH COMPLETE AND DETAILED INFORMATION AS POSSIBLE.
- 3) ATTACH A COPY OF A SCALE DRAWING OR A DRAWING FROM THE CONTRACTOR OF THE PROPOSED CHANGES. THIS DRAWING SHOULD INCLUDE LOCATION AND TYPE OF CHANGE PROPOSED IN RELATION TO EXISTING STRUCTURES AND COMMON AREAS. FOR LANDSCAPE REQUESTS INCLUDE THE DIMENSIONS OF NEW BEDS, FOOTAGE FROM STRUCTURES AND NAMES AND LOCATION OF PLANTINGS, THE SIZES OF TREES AND SHRUBS BEING PLANTED AND APPROXIMATE SIZE AT MATURITY.
- 4) THE HOMEOWNER IS RESPONSIBLE FOR SECURING AND PAYING FOR ANY COMMONWEALTH OR LOCAL BUILDING PERMITS WHICH MAY BE APPLICABLE TO THIS REQUEST.
- 5) ATTACH A CERTIFICATE OF THE CONTRACTOR'S INSURANCE COVERAGE.
- 6) ATTACH A CERTIFICATION OF HOMEOWNER'S INSURANCE IF THE HOMEOWNER IS HANDLING THE WORK DIRECTLY.
- 7) ATTACH A RESPONSIBILITY ACKNOWLEDGEMENT FORM SIGNED BY THE CONTRACTOR OR HOMEOWNER **IF THE HOMEOWNER IS HANDLING THE WORK DIRECTLY.**
- 8) OBTAIN SIGNATURES OF IMMEDIATE NEIGHBORS ACKNOWLEDGEMENT AND ATTACH FORM.
- 9) FORWARD YOU'RE REQUEST, WITH ALL ATTACHMENTS, TO THE CHAIRPERSON OF THE APPROPRIATE COMMITTEE OR THE APPROVAL REPRESENTATIVE OF THAT COMMITTEE.

**VILLAGE OF YARDLEY  
ARCHITECTURE OR LANDSCAPE MODIFICATION REQUEST**

**Owner's Name(s):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone # (H)** \_\_\_\_\_ **Other** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_ **Fax #** \_\_\_\_\_

**I (We) have read the requirements as outlined in the Modification Package Instructions and this request form. In the event this request is approved, I (We) agree to and shall abide by all the following:**

All expenses related to this work, including any resulting damage to the Common Elements or Limited Common Elements or to other units is my responsibility. I (We) agree to hold the Association and its Council members harmless from any and all liability with regard to this modification and any approval of same;

That I (We) do permit members of the appropriate Committee and/or the Council and its appropriate agents to make reasonable inspections related to this proposal;

That by signing this, I (We) have assumed all responsibility in assuring that any related state or local laws, permit requirements, and/or building codes are being followed;

**That I (We) realize that no actual work can begin until I (We) receive a signed copy of the Disposition of Modification Request form indicating approval by the Village Homeowners Association Council.**

Owner(s)

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**INFORMATION:** The appropriate Committee will review this request and make a recommendation to the Council. The Council will consider the request at their next scheduled meeting for final decision. If disapproved, you have the right to file a written appeal within thirty (30) days to the Yardley Village Homeowners Association Council. Their decision upon appeal is final.

**Modification Request #** \_\_\_\_\_ **(for Committee Use)**

**A) ARCHITECTURE OR LANDSCAPE MODIFICATION  
REQUEST**

## B) RESPONSIBILITY ACKNOWLEDGEMENT

### FOR CONTRACTOR OR HOMEOWNER INSTALLED MODIFICATION

**Owner's Name(s):** \_\_\_\_\_

**Address:** \_\_\_\_\_

1. The Contractor shall contact Pennsylvania One Call System, Inc. (1-800-242-1776) before digging in order to locate any underground utilities.
2. No vehicles will be driven off the paved areas of the Community.
3. All debris and leftover material shall be removed by Outside Contractor or homeowner. Neither the Yardley Village H.O. Association nor the H.O. Association Contractor will remove or collect any construction material.
4. Contractor will not dispose of any debris on Hershey's Mill property or in any dumpster belonging to the Yardley Village H.O. Association.
5. Any damage done to the Common Area, including pipes, electric, and telephone or television cables will be the total responsibility of the Outside Contractor or homeowner to repair.
6. All planting around electric transformers will conform to measurements in the Hershey's Mill landscape guidelines. Adequate space should be left near electric meters to facilitate meter reading.
7. No work will begin without the written approval of the Yardley Village H.O. Association Council.
8. The Outside Contractor must file a Certificate of Insurance with this request to the appropriate Committee before work begins.

**I have read and understand this Acknowledgement Form and agree to comply with all of the above requirements:**

**Contractor (Signed)** \_\_\_\_\_ **Date** \_\_\_\_\_  
**(Homeowner if self-installed)**

**Modification Request #** \_\_\_\_\_ **(for Committee Use)**

**(B)**

**VILLAGE OF YARDLEY**  
**C) NEIGHBOR’S ACKNOWLEDGEMENTS**

**Owner’s Name(s):** \_\_\_\_\_

**Address:** \_\_\_\_\_

The signatures of all appropriate neighbors does not imply either approval or disapproval, but merely that they have been informed of the request by the Homeowner. Neighbors may receive a copy of the request from the appropriate Committee upon written request.

Any homeowner wishing to comment on the request must do so in writing, forwarding comments to the Committee or Council Secretary prior to the next monthly H.O. Association Council meeting.

(1) \_\_\_\_\_ House # \_\_\_\_\_

(2) \_\_\_\_\_ House # \_\_\_\_\_

(3) \_\_\_\_\_ House # \_\_\_\_\_

(4) \_\_\_\_\_ House # \_\_\_\_\_

(5) \_\_\_\_\_ House # \_\_\_\_\_

(6) \_\_\_\_\_ House # \_\_\_\_\_

(7) \_\_\_\_\_ House # \_\_\_\_\_

(8) \_\_\_\_\_ House # \_\_\_\_\_

**Modification Request #** \_\_\_\_\_ **(for Committee Use)**

**VILLAGE OF YARDLEY**  
**D) DISPOSITION OF ARCHITECTURE OR**  
**LANDSCAPE MODIFICATION REQUEST**

**Owner's Name(s):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Committee Level**

Date Received \_\_\_\_\_ Date Reviewed \_\_\_\_\_

Recommendation of Committee:   Recommended \_\_\_\_\_

Not Recommended \_\_\_\_\_

Comments regarding recommendation: \_\_\_\_\_

\_\_\_\_\_

Chairperson's Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_

**H.O. Association Council Level**

Date Received \_\_\_\_\_ Date Reviewed \_\_\_\_\_

Decision of Council:                   Approved \_\_\_\_\_

Not Approved \_\_\_\_\_

Comments regarding disposition: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Council Member's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Modification Request #** \_\_\_\_\_ **(for Committee Use)**

# E) DECK AWNING REQUEST FORM

## YARDLEY VILLAGE DECK AWNING REQUEST FORM

Homeowner's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

All awnings must conform with existing awnings in Yardley Village.

Type requested: \_\_\_\_\_ Retractable \_\_\_\_\_ Motorized Retractable \_\_\_\_\_ Canopy

Materials: \_\_\_\_\_ Forest Green #4637 \_\_\_\_\_ Linen #4633  
\_\_\_\_\_ Moss/Canvas block stripe #4917 \_\_\_\_\_ Black Forest Fancy #4923

All galvanized frame (poles and fittings), support poles on canopy type must be removable; 12" valance/flap, straight or scalloped bottom. Sunbrella Material. Glen Raven Mills.

Coverage: May cover entire deck.

Vertical Flaps: Length of drop on flaps/valance not to exceed 12 inches in length. Material must match awning.

Completion date: All work must be completed within 180 days of date of approval.

Certificate of Insurance: A certificate of insurance from the contractor must be filed with the Yardley Village Architectural Committee *before* work begins.

**Note: Awnings and poles must be removed by November 1; may be reinstalled April 1 each year**

As owner of \_\_\_\_\_ I/we agree to assume responsibility for the entire installation, maintenance, appearance, replacement and insurance of the awning listed above.

We understand and agree that the Council reserves the right to maintain the proper appearance of this awning at my/our expense should I/we fail to do so. This agreement will be made part of any Agreement of Sale that I/we enter into for the above mentioned property.

Signature (s) \_\_\_\_\_ Date \_\_\_\_\_

Note: To insure timely consideration of this request, submit it to the Yardley Village Architectural Committee by the first day of the month.

Committee Disposition: \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Date: \_\_\_\_\_

Council Disposition: \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Date: \_\_\_\_\_

Homeowner Notification: Date: \_\_\_\_\_

Final Committee Inspection: \_\_\_\_\_ Approved \_\_\_\_\_ Date \_\_\_\_\_

Revised 3/2003

## Part 4 - GENERAL INFORMATION

### A) MAIN GATE AND NORTH GATE GUEST PHONES

The primary, and easiest means by which a resident's guest can gain entry into Hershey's Mill is by using the guest phone boxes located at the North and Main Gate entrances. **These are new phones using a color, touch-screen display.** While instructions are provided at each of the guest phone boxes, residents should also:

1. Make sure their guest knows the house (address) number they are visiting.
2. Provide their guest with directions on how to use the guest phone box:
  1. Press "Phone Call"
  2. Then choose "Directory Code" and enter the resident's 4-digit house #.  
If less than 4 digits, add 0's at the beginning to make it a 4-digit number...for example, house number 91 would be entered as "0091").
  3. The guest also has the choice to press "Search By Name." Choosing this allows them to begin typing the resident's first or last name, and they can simply press the resident's name once it pops up on the screen.

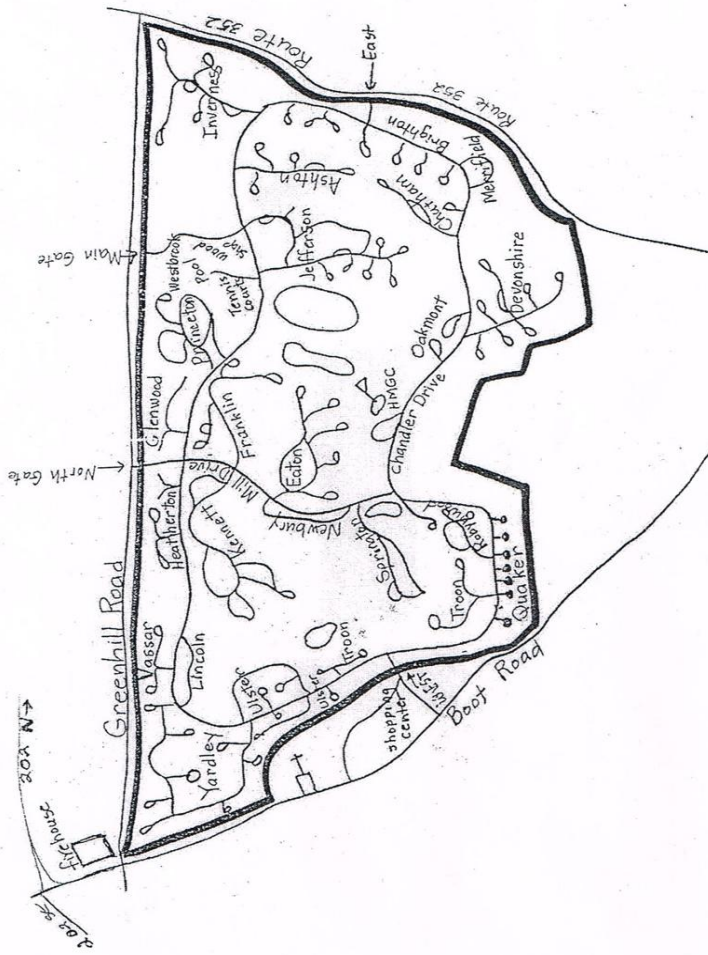
\*\*\*We highly recommend that residents operate the guest phones themselves, to better understand the procedure.

3. Verify that the guest is calling them from a guest phone box, rather than from the guest's cell phone.

\*\*\* The gate will only open when receiving a command from the guest phone box. Calling from a cellular phone will not allow the gate to open.

4. Press "9" on their phone several times to open the gate. When the gate goes up, you will hear a ring to signify that the gate opened for your guest.

## B) LOCATION OF VILLAGES

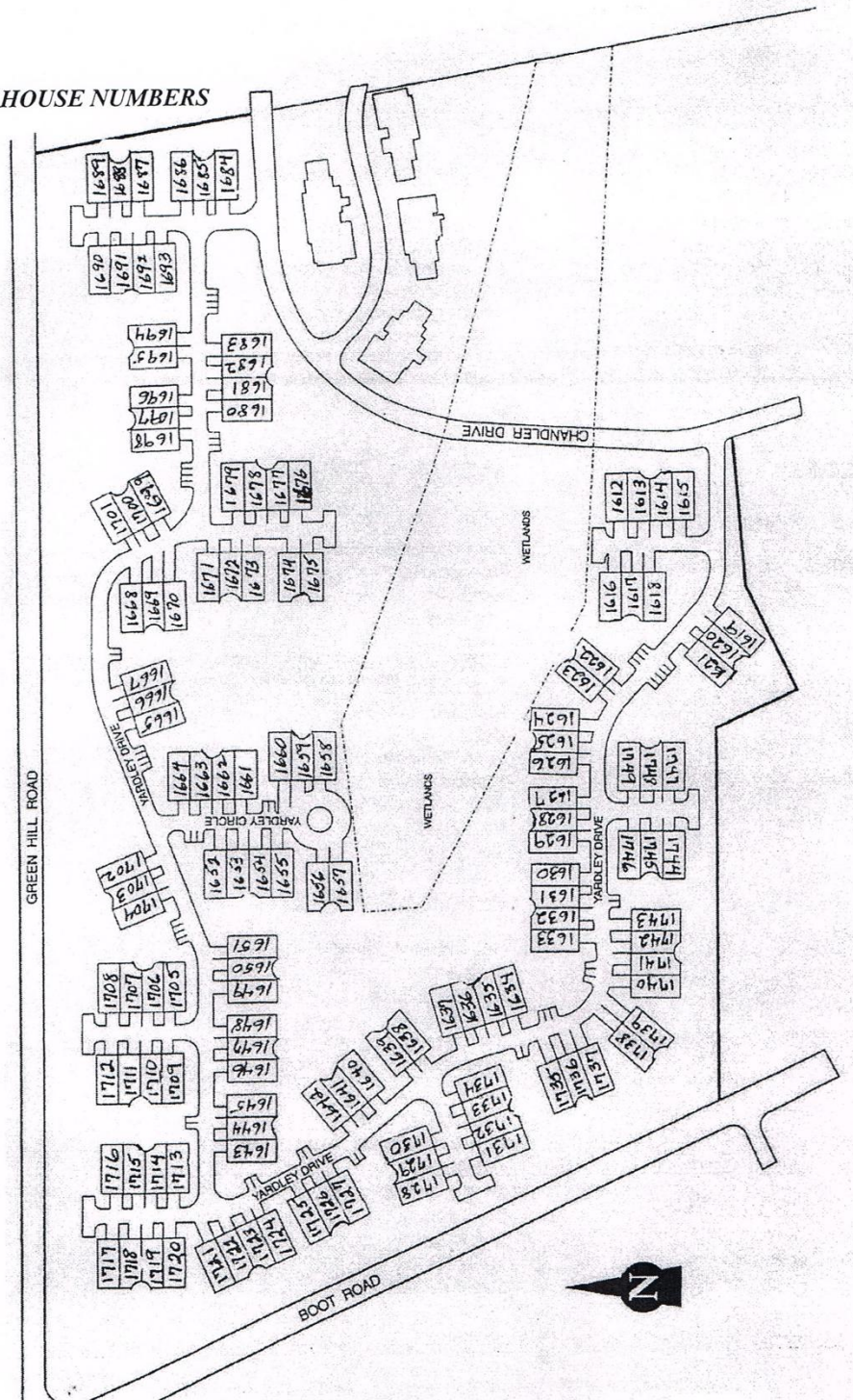
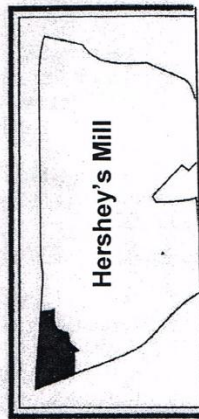


HERSHEY'S MILL



### C) YARDLEY VILLAGE HOUSE NUMBERS

C. YARDLEY VILLAGE HOUSE NUMBERS



## D) KEY CONTACTS

- ***CSK Management, Inc.***  
Janet Burgess, Manager  
(Yardley Village Managing Agent)  
1012 West 9<sup>th</sup> Avenue, Suite 10  
King of Prussia, PA 19406  
610-337-3500  
FAX: 610-337-0900  
Email: [jburgess@cskmgmt.com](mailto:jburgess@cskmgmt.com)  
[cdecray@cskmgmt.com](mailto:cdecray@cskmgmt.com)
- **Yardley Village News**  
A Monthly Newsletter is published monthly and delivered by email and on the Village web
- **Yardley Village Web Site:** [www.yardleyvillage.com](http://www.yardleyvillage.com)
- **Main Gate and North Gate Guest Phones**  
(See Part 4.A)  
Two additional gates exist but entry accommodates only gate opener devices – One off Rte. 352 (East Gate) and one at Hershey Mill Shopping Center (Giant Super Market) (West Gate)
- **House Alarms (“Panic” Buttons, Smoke Alarms, and anything that sets alarm off)**  
Alarm panels (in many residences, this is located in coat closet near front door) can be silenced after an alarm “event” by pressing “1-2-3-4” on the keypad. Alarm may be reactivated by pressing “##” to reset.

## APPENDIX

### Exterior Building Modification Rules (Modified 10/01/2020)

- a) Painting, Staining or Color Changes for exterior including decks  
There shall be no painting, staining, or color change to the exterior of any home, or any alteration or addition to any building (including but not limited to any exterior doors, fence, decks, or partition) **without the prior approval of the Architectural Committee and written consent of Council based on submitted plans with a color sample** (pursuant to Article IV of the Declaration).
- b) Deck Maintenance: Deck maintenance is the responsibility of the unit owner. This includes power washing, sealing and replacing rotted or damaged wood. It is recommended that resealing be done at least every three years. **Brown tones** similar to the sample colors are acceptable with council's final approval. Sample colors are available from many different paint manufacturers including Sherwin Williams, Behr, Flood, etc. **Various color references are shown in Appendix 1 on page A1-3 that must be reviewed for proper guidance.**
- c) Paragraph from main document not related to decks
- d) Decks Specifications – **For contractor purposes please refer to Appendix 1 for a consolidation of all matters relating to decks including color samples**
- (1) Deck Extensions and Stairs  
Standard deck depth in Yardley Village is ten (10) feet from the back wall of each home (excluding stairs). A Homeowner desiring a deeper deck up to fifteen (15) feet shall notify, in writing, the Managing Agent, who will notify, in writing, the neighbors within one hundred (100) feet of the proposed extension. The Homeowner shall then appear in person before Council to request the extension and to present evidence to Council that the proposed deck extension shall not intrude upon any neighboring Homeowner's privacy. Neighboring Homeowners who object to the proposed deck extension may submit written a confidential recommendation to the Architectural Committee, for considered by Council when determining whether or not to approve deck extension.
- (2) Deck width (including stairs) may not extend beyond boundaries of the house.
- (3) Deck width shall not restrict the maintenance of air conditioning units. An area of three (3) feet on all sides shall be maintained.
- (4) Plans for Stairs are subject to approval. Decks are allowed a single flight of stairs with a landing not to exceed three (3) feet wide by five (5) feet long. Handicap ramps will be considered as a special case.
- (5) River stones (the same type that was installed by the builder) are required under all approved low-level deck extensions, steps and or landings. Low level means homes without walkout basements. High-level decks, extensions, steps, and/or

landings may not require river stone or concrete extensions. Architectural Committee approval letter will identify requirement.

**(6) Composite Decking**

There are numerous companies producing composite decking on the market today. The offerings between and within each company differ in quality, features and cost. In most cases, there are colors offered by each that would be acceptable to use within Yardley Village. Rather than issue anything that designates any individual company, council has established specific requirements that must be incorporated regardless of brand.

These requirements are:

- (f) Posts are to be approximately 4" x 4" for 36" railings with sleeve skirts-composite or wood material.
- (g) Posts are to have flat post sleeve caps.
- (h) Balusters are to be approx. 1 ¼" square for 36" railing – composite material
- (i) Decking – composite material
- (j) All color of the above material is to be close to **Brown Tones**.

**Various color references are shown on page A1-3 that should be reviewed for proper guidance.**

**(7) Aluminum Railing and Balusters**

Effective February 2023 Yardley Architecture Committee and Council approved the installation of aluminum railings (EG. specifically American Series Aluminum Rail, keylinkonline.com ) only in Textured Bronze color (which is also approved by EGT / East Goshen Township).

- Aluminum railings are powder paint coated railing and balusters.
- Posts are to be 3.25 inches square with flat post caps for 36" height railings including 1" square aluminum balusters of the same color with plastic anti-rattle inserts.
- Posts are top mounted to decking using ¼" X 4" exterior grade screws (EG GRK brand) which penetrate two layers of 2 X 6" pressure treated underlayment.
- "Textured Bronze" is the only approved color (from this manufacturer) although there may be other dark brown tone colors available. Black color is not approved. Lifetime Warranty for manufacturing defects with limitations.

**All plans, including a color sample, must be submitted for the approval of the Architectural Committee and Yardley Council before any commitment is made for purchase of any material.**

e) Privacy Dividers (updated 10/01/2020)

- 1) Privacy dividers should not exceed six (6) feet in height above the deck surface. Wood must be pressure treated and stained to match the existing wood deck.

Composite dividers must be the same Brown tone per samples for composite decking (page A1-3) and constructed with vertical composite deck boards or similar lighter weight (PVC) composite color matching board material. Style must be board - overlapping-board so that the board on one side of the divider covers the space on the other side of the divider, so that there is no see thru. Typically there is a ¼' to 2.5" space between vertical boards although spacing may be minimized provided there is no see-thru. This shadow box style is preferable so the divider looks the same on both sides. The boards on one side of the divider are installed so that the spaced boards cover the spaces on the other side.

2) Privacy dividers can extend from the house to no more than half the distance to the outside of the front deck railing. From that point the divider must end or be tapered down on an angle towards the front deck railing but can end anywhere on this line prior to the front deck railing. If your present divider does not meet the requirements as stated as of the date of this amended R&R statement consider your divider grandfathered as an exception. However, any new dividers or reconstructed dividers must adhere to these requirements. As previously stated all plans for decking construction including dividers must be submitted for approval of the Architectural Committee and Yardley Council before any action is taken.

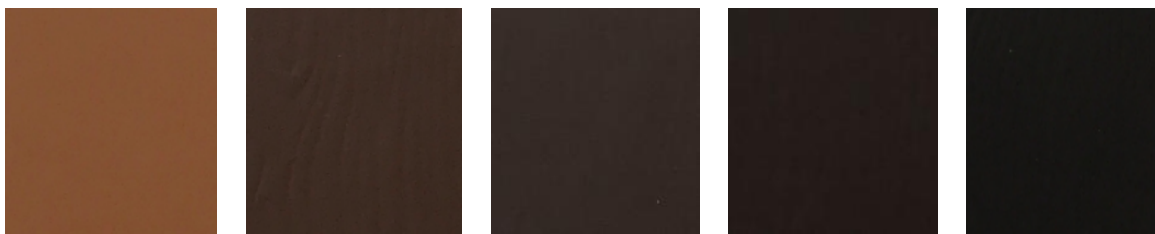
## Decking Color Samples

Displayed colors are samples that indicate compliance. Final chosen color chip to be submitted to Architectural Committee for Council approval prior to starting work

### Wood Decking Semi-Transparent Stain chip samples



### Wood Decking Solid chip Stain samples



### Composite Decking chip samples



**All plans, including a color chip, must be submitted for the approval of the Architectural Committee and Yardley Council before any commitment is made for purchase of stain and/or materials.**