



**WELCOME  
TO  
TROON VILLAGE  
AT HERSHEY'S MILL**

**GENERAL INFORMATION BOOK  
Information current as of 06/10/2019**

Important note:

This "Red Book" is a part of the residence.

It remains with the property at all times.

It remains with the home when ownership changes.

# **TABLE OF CONTENTS**

Table of Contents.....	2
Introduction: .....	3
Troon Village Council Members.....	4
Troon Village Committees and Members .....	5
Important Contact Information.....	6
Helpful Information—General .....	7
Rules of the Hershey’s Mill Master Association .....	9
Rules of the Village of Troon .....	12
Troon Village Committees.....	25
Maintenance Responsibilities Chart.....	32
Exterior Modification Request Form, Landscape Request Form And Guidelines, Action Request Forms, and Recycling.....	35

# **WELCOME TO THE VILLAGE OF TROON AT HERSHEY'S MILL**

**ESTABLISHED 1996**

## **Introduction**

The purpose of this book is to acquaint you with some of the responsibilities and advantages of living in the Village of Troon at Hershey's Mill. It also contains helpful general information. While some of this may be available from other sources, the Troon Village Council believes it is helpful to have everything in one place. Please take the time to become familiar with the content of this book. The book will be updated as needed.

When you signed the Agreement of Sale and Deed for your home, you automatically became a member of the Troon Village Homeowners Association. As a member, you are protected by, and have agreed to abide by, the Declaration of Covenants and Easements for the Village of Troon which was a document you received upon closing on the purchase of your Troon Village home.

The By-laws of the Troon Village Homeowners Association are found as Exhibit C of the Declaration of Covenants and Easements. Section 2.3 of the Declaration provides the Homeowners Association "the power to promulgate and enforce rules and regulations which the Homeowners Association may deem necessary or desirable." The Troon Village Council has promulgated such rules.

These rules may be changed from time to time, and are included in this book. When changes are made, you will receive updated pages.

Five resident volunteer homeowners comprise the Troon Village Council. They are elected before the Association membership at the Annual Meeting held each April/May, and serve for two year terms. The Council is dependent upon various Committees for recommendations and is ultimately responsible to make the business decisions on behalf of the Association. This book also contains descriptions of the committees. Please contact any of the Council or Committee members if you have any questions or suggestions concerning the operation of Troon Village, or would like to participate in any way.

**VILLAGE OF TROON**

**MEMBERS OF COUNCIL**

**AS OF MAY 2019**

		<b><u>Term Expiry</u></b>
President	Bill Mertz 610-430-3950	5/2021
Vice President	John Barsottini 484-947-5733	5/2021
Treasurer	Dick Haracz 610-436-0770	5/2020
Secretary	Mary Ellen Morris 610-430-1514	5/2020
At-Large	Carol Burke 610-436-6459	5/2020

**VILLAGE OF TROON**

**COMMITTEES AND COMMITTEE MEMBERS**

**AS OF MAY 2019**

Landscape	Walt Levengood Klida Shank Sandra Allison
Maintenance	Walt Levengood Dick Haracz
Architectural	Joan McIsaac
Social	Carol Burke Karen Barsottini
Decorating	Karen Barsottini Sandra Allison Sally McKnight
Rules	John Barsottini

## **IMPORTANT CONTACT INFORMATION**

Troon Village Managing Agent	CSK Management, Inc. 1012 West Ninth Ave, Ste. 10 King of Prussia, PA 19406 610-337-3500 Manager: Janet Burgess jburgess@cskmgmt.com
Hershey's Mill Director of Security	610-431-4006 Marc Frazer
Hershey's Mill Main Gate Security	610-436-6403
East Goshen Police	610-692-5100
Emergency	911

## **HELPFUL INFORMATION**

### **Hershey's Mill TV Channels 1970 and 1971**

Watch this TV channel regularly to stay aware of current news about Hershey's Mill. In addition to useful general information, there is an updated monthly schedule of events. The monthly schedule is published in a *Guide and Digest* which is mailed monthly to all Hershey's Mill residents.

### **Hershey's Mill and Troon Village on the Internet**

Hershey's Mill information can be found on the Internet. Go to [Hersheysmill.org](http://Hersheysmill.org) to get to the home page. The home page has tabs that will take you to links that provide a great deal of information about the Hershey's Mill Community.

The Villages tab of the Hershey's Mill website provides a link to the Troon Village information.

Or simply go to [hersheysmill.org/villages/s-to-z-villages/troon](http://hersheysmill.org/villages/s-to-z-villages/troon) to get directly to the Troon Village web pages.

### **Facilities Rentals**

Excellent facilities for meetings and receptions are available in the Hershey's Mill Community Center and the Cove Meeting Room in the Recreation Center (610-436-6019) and Sullivan House (610-696-0541). Call for requirements and fees.

### **Voting**

If you are not a registered voter in East Goshen Township, you may want to register as soon as possible. The Troon Village polling place is Hershey's Mill Golf Club.

### **Hershey's Mill Master Association**

The Hershey's Mill Home Owners Master Association is made up of the Presidents of each of the Hershey's Mill Villages. The Master Association has a Board of Directors consisting of five members elected from the Master Association's members. The Master Association members elect the members of the Board of Directors.

## **HELPFUL INFORMATION (Con't)**

The Master Association manages services and areas used by all of the individual Villages. These services include maintenance of Chandler and Mill Drives, the walking paths, the maintenance and management of Sullivan House, Hershey's Mill Community Center, Security, Hershey's Mill bus, swimming pool, Cable TV, water supply and sewage disposal. Each Village is assessed, on a per unit basis, an amount to cover all costs of the Master Association. Thus, a portion of the quarterly assessment of Troon Village homes is paid to the Master Association.

The Golf Club and the Club House are operated by the Wooldridge Organization, not the Master Association. Your HOA fees do not support these entities.

### **Troon Village Council - Open Council Meetings**

Open meetings of the Troon Village Council are held twice a year in the spring and fall in our Community Center. The dates and times of these meetings will be announced. You are urged to join with other Troon Village residents to receive reports, learn about new plans and vote on significant issues.

### **Insurance**

While the Master Association has insurance on common property, it is the responsibility of the homeowner to ensure that their dwelling has full building coverage on an HO-3 (or equivalent) insurance policy.



# **RULES OF THE HERSHEY'S MILL HOME OWNERS ASSOCIATION** **(THE MASTER ASSOCIATION)**

Rules that are applicable to Residents of all Hershey's Mill Villages:

## **Telephone Service**

An active telephone land line must be maintained at all times in every home, whether the residence is occupied, vacant, for sale, or the homeowner is on an extended vacation. The telephone line is the key to early fire detection and medical emergency response and transmits an alarm to the on-site Security Department's central station for immediate investigation and response. Disconnecting the telephone service prevents this communication and puts your residence and any occupants at risk of no response to a medical incident, and your neighbors at risk due to an unreported fire emergency.

## **Electric Service**

Electric service must be maintained in each home, whether vacant or not, to provide protection to the structure and neighboring residences. Without electric service the security system will not function, putting your residence and its occupants as well as your neighbors at risk.

## **Hershey's Mill Security Systems**

The Security System is the basic system installed by the builder, and consists of two or more "panic" alarms and two or more smoke alarms. The hall closet is the usual location of the control panel housing the communication equipment and an audible alarm siren for the panel.

Never unplug the electric or telephone connections below the control panel or communication with the security office monitoring system will be lost and the system will not function. Label the circuit breaker for the alarm system and do not turn it off when winterizing a home for an extended absence.

The builder-installed panic and smoke alarm systems must be connected and monitored on site by the Hershey's Mill Security Department. All components of the smoke alarm and panic button system inside the house must be maintained in good working order at all times. The security system will be tested biannually by a designated inspector. These inspections are performed under the jurisdiction of the Hershey's Mill Security Department but paid for by the Village.

## **RULES OF THE HERSHEY'S MILL HOME OWNERS ASSOCIATION** **(THE MASTER ASSOCIATION) (con't)**

Electric service must be maintained in each home, whether vacant or not, to provide protection to the structure and neighboring residences. The security system back-up batteries only work for approximately four hours. Though rechargeable, these batteries must be replaced every three or four years. Each system is equipped with one rechargeable back-up battery located in the control panel.

Alarm Systems in need of repair must be reported to the Managing Agent by the homeowner. Cost of repairs is the responsibility of the homeowner. After repairs are completed, the system must be re-inspected by Security to confirm that repairs are complete.

Because there are many services and risks shared by Troon Village Homeowners, i.e., safety, fire and security, it is possible that there could be a necessity to gain access to the interior of the homes. When required, such access will be requested with regard to the privacy of each homeowner and with as much advanced notice given as is possible.

### **Speed Limits**

Because of the many walkers and bicyclers, the speed limit on roads is 27 miles per hour. STOP signs throughout Hershey's Mill mean a FULL STOP, not a pause or a rolling stop.

### **TV, Internet, and Phone**

*Fios by Verizon* is a 100% fiber-optic network. Fiber optics are capable of moving very large amounts of data at high speeds. 100% of Hershey's Mill TV, Internet, and phone services are powered by *Fios by Verizon*. Premium TV services not included in the Hershey's Mill package are available at resident expense.

**RULES OF THE HERSHEY'S MILL HOME OWNERS ASSOCIATION**  
**(THE MASTER ASSOCIATION) (con't)**

**Access to Hershey's Mill**

At the time of settlement, you should have received UPASS system gate entry devices (proximity cards) from the seller. These cards operate the gates at each of the four entrances to Hershey's Mill (Main Gate, East Gate, West Gate and North Gate). If your proximity card is lost or stolen, you must immediately report the situation to Security at the Main Gate (610-436-6403). There is a charge for replacements. In addition to proximity cards the UPASS system also operates with windshield tags and headlight tags. These can be purchased through the Hershey's Mill Security Department at the main gate. You are allowed a maximum number of 10 entrance devices (proximity cards, windshield tags, headlight tags).

**Master Key**

The Security Department of the Hershey's Mill Homeowners Association will retain a MASTER KEY to each house. This is for use in case of an emergency. No homeowner shall alter any lock or install a new lock on any door leading into the home without coordinating such a change with the Security Department. To ensure locks are keyed with the MASTER KEY changing or installing new locks must be done using the services of

A-1 Security Center  
13 Coffman Street  
Malvern, PA 19355  
610-647-5042

For security reasons, all lock changes shall be made at the homeowner's expense. The work shall be done by the locksmith noted above and designated by the Security Department.

# **RULES OF THE VILLAGE OF TROON**

## **Rules that are binding upon all Troon Village Homeowners, Tenants, or Residents of the Houses**

These Rules are promulgated by the Council of the Village of Troon pursuant to the powers given to the council in Sections 2.3 (c) (i) and (vii) of the Declarations of Covenants and Easements for the Village of Troon dated June 10, 1996, for the purpose of regulating the use of the Housed and Common Area (including any buildings and facilities thereon) for the mutual benefit of all Home Owners, bona fide residents of all houses and bona fide guests. All capitalized terms used herein have the meanings assigned thereto in the Declaration.

These Rules shall be binding upon all Home Owners, all tenants or residents of the houses, all guests or employees of the Home Owners or persons invited onto the Village land by a Home Owner for any reason, or any person coming onto the Village land for any reason. It shall be the responsibility of each Home Owner to see to it that the tenants or residents of his/her house and any guests, service man, employee or other person invited onto the Village land by such Home Owner obeys the Rules.

### **RESIDENTIAL USE ONLY**

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 designed. Each house shall be used only as a residence for a single family. For the purposes of these rules, the definition of “single family” shall be the same as contained in the Zoning Code of East Goshen Township.

2. 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 improvement therein

## **RULES OF THE VILLAGE OF TROON (con't)**

(hereinafter collectively referred to as “buildings”) nor shall any house be used or rented for transient, hotel or motel purposes.

### **A. Exteriors of Buildings**

1. No sign shall be displayed on any aerial, fan, air conditioner, wire or other object allowed to hang or protrude from any window or door. No sign, antenna, aerial or other object shall be erected on the exterior of any building or on any part of the Common Area without the council’s prior written approval. All storm or screen doors, windows, 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, material and manner of installation. No shades, awnings or window guards shall be used except with the Council’s prior approval.

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

2. No noticeable amount of dust, rubbish or litter shall be shaken, swept or thrown from any window, patio, or outdoor living area. Any rubbish and the like thrown outside of the houses must be removed immediately from the Common Area.

3. No bicycles, toys, tires, ladders, decorative objects or any other personal property shall be stored or left on any patio or deck or any part of the Common Area; except (a) outdoor tables and chairs may remain set up on such patios or decks; (b) decorative items may be displayed in mulched areas in conformity with Landscape Committee Guidelines and; (c) barbeque grills may be stored on the common area in a space immediately adjacent to a patio or deck.

4. Each Home Owner is required to receive “basic television, phone and internet service, therefore, the use of individual outside antennae or aerials is prohibited. 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 Home Owner for whose benefit the installation was made.

## **RULES OF THE VILLAGE OF TROON (con't)**

5. No plants, shrubbery, trees, flowers, vines or grass shall be planted on or removed from the Common Area without the prior written consent of the Council, except that a Home Owner may plant flowers (but not shrubs) in a bed adjacent to his/her patio, porch or deck, provided that such a bed does not extend more than 36 inches from the house, unless a request for a larger extension has been submitted to the Landscape Committee and approved by the Council. He/she may plant spring bulbs in the mulched bed near the front door. The Home Owner will be responsible for the maintenance of such bed, and if it is not properly maintained, the area will be reseeded at the Home Owner's expense.

The Landscape Committee, with the approval of the Troon Council, instituted a policy regarding requests for removal, replacements or new plantings around your home: This removal, replacement, or new plantings will now be at the expense of the homeowner. The one exception being if there is an emergency, or act of nature (storm damage) requiring immediate action. In the case of an emergency, the owner will not be charged for removal, and the Village will pay half of the charge for replacement. In addition, any new plantings done by HMLD that die within one year of planting would still be covered by warranty. This new policy puts us in line with most of the Villages throughout Hershey's Mill.

6. The following rules apply to the exterior of the buildings:

(a) There shall be no painting, staining or color change of the exterior of any building or any alteration or addition to any building (including but not limited to any exterior doors, fence, lattice on or below the decks, deck railings or partition) without the consent of the Council pursuant to Article IV of the Declaration. Prior written consent of the Council shall not be required for the application of earth tone shades of stain to any decks, provided that the stain applied is one of the shades identified as acceptable by the Council.

(b) Outside cooking grills shall not be used under an awning, inside a screened or winterized porch or within six feet of any wooden structure other than the deck on which they are used. Charcoal grills shall not be used on wooden decks.

## **RULES OF THE VILLAGE OF TROON (con't)**

(c) All water hoses must be removed from outside hose bibs by November 1<sup>st</sup> of each year and stored elsewhere.

(d) Awnings must be removed by November 1<sup>st</sup>. This does not apply to motorized awnings.

(e) No articles which might prove potentially hazardous, such as window boxes, shall be placed upon the window sills of any house. Window boxes may be placed on deck railings provided that they are secured in a manner approved by Council. Safety and insurance considerations dictate that no one shall be allowed to sit or lie on deck rails or roof structures.

7. All drapes, curtains, blinds, shades, screens, shutters, decorative panels and other types of window coverings or door coverings visible from the outside of the house will be white, off-white, or other neutral, natural colored or silver metallic reflective (e.g. verosol) material, or in the case of interior shutters, will be painted in or stained white, off-white or earth tone color (i.e. beige). The Council may require the removal of any interior window covering which do not meet the above criteria, and which in the opinion of the Council, are offensive or inappropriate when viewed from the outside. All shutters installed on the exterior of houses in conformity with Council rules, will be painted the same color as the front door of the house on which they are installed.

8. All entrances and exits shall be kept free of all objects whatsoever. Only decorative items, such as benches or small planters, may be kept at the entrances and exits of the building, provided that these would not interfere with the ability of emergency personnel to gain access to the building.

9. All garbage and other refuse shall be kept within the trash enclosures in tightly covered, waterproof containers. 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. No trash shall be placed curbside. All residents will make every effort to abide by the rules promulgated by East Goshen Township for recycling.

## **RULES OF THE VILLAGE OF TROON (con't)**

10. Trash Collection and Recycling. Trash collection in Troon Village is on Mondays and Thursdays. Recycled materials are picked up on Wednesdays. All garbage and refuse shall be kept in large plastic bags and placed in containers located in the trash enclosures at each unit. No trash should be placed curbside. Arrangements for the pickup of large items that are considered bulk are as follows:

If a resident requires a bulk pick up, except items that contain Freon, they can put that item out on the regularly scheduled trash day and just clearly mark the item as "Trash" or "Bulk". There will be no charge for this service. If an item contains Freon, the bulk pickup needs to be called into the Republic Services customer service team. A separate truck will have to be dispatched and the item will have to go to a different disposal site. There will be a charge for an item with Freon.

11. 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 Home Owner responsible for causing such damage or need.

### **B. Interior of Buildings**

1. No noise or vibration shall be made, or odors created, nor shall any work be done, which shall unreasonably disturb or annoy or interfere with the rights, comfort or convenience of other residents of the Village.

2. Drains, water closets, baths, showers and the like shall not be used for any purpose other than that for which it is designed.

3. Disposals shall be utilized for, and shall only be utilized for, the disposal of all garbage for which suited. All other garbage and refuse shall be deposited only in the containers required for that purpose and only at such times and in such manner as the Council shall direct.



## **RULES OF THE VILLAGE OF TROON (con't)**

4. No musical instrument, stereo/ hi-fidelity, television, radio or sound amplifier shall be played, or operated in such a manner as to disturb or annoy other residents in the Village. All parties shall lower the volume of any such sounds which can be heard beyond their houses whenever requested by neighboring Home Owners, and in particular will reduce the foregoing as of 11 PM 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.

5. Contractors or workmen employed by the Home Owner shall not be permitted to do any work in any house (except for emergency repairs) during hours when such work might interfere with the comfort of the residents of the Village. No furniture, appliances or other heavy or bulky materials shall be delivered to or from any dwelling between the hours of 6:00 PM and 8:00 AM.

### **C. Grounds and Walks**

1. The land and plantings in the Common Area shall not be filled, seeded, planted, cultivated, rolled, cut, trimmed, edged, fertilized or otherwise treated, except in accordance with written instructions issued from time to time by the Council, or, in the absence of applicable instructions, except with the Council's written permission. Home Owners may water the portions of the Common Area adjacent to their homes, provided that they do not create a hazardous condition or damage to plants in the common Area. 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 permission of the Council.

This is not intended to prohibit wetting of walks for cleaning purposes as needed. In addition, walks or driveways may be salted with materials approved by the Council while home owners are waiting for the services of contractors employed by the Council for snow and ice removal from walks, porches, and driveways.

Each resident of the Village shall use care to prevent littering of the Common Area.

## **RULES OF THE VILLAGE OF TROON (con't)**

2. 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, barbeques, game equipment, toys and other such items may be placed upon the Common Area adjacent to their houses by Home Owners and their guests while being used for normal purposes between the hours of 8:00 AM and 8:00 PM, provided that their use does not create an unreasonable disturbance to other houses, 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 playpens, lawn furniture, ladders, tools, toys, or any other articles of whatever nature, without the consent of owners or occupants of all Houses from which such items and articles can be seen, and without the written permission of Council.

3. No fires shall be caused or permitted except for outdoor cooking grills permitted under paragraph A. 6 (b) above, or wood in fireplaces.

4. 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.

### **D. Pets**

1. Dogs, cats, or other pets may be kept in the House provided, however, as long as the presence of such animal 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 a 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 Home Owner 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.

## **RULES OF THE VILLAGE OF TROON (con't)**

2. No animal, insect, fish or reptile of any kind shall be bred or raised in a house over the objection of any other resident of the Village; and in no event shall more than two dogs, cats or other ambulatory pets be kept in any house. All ambulatory pets shall, when not on a leash, be kept within the owner's house, or fenced deck or patio, provided they do not create a noise or unreasonable disturbance to other Home Owners and shall not be tied on the Common Area. No dog, cat, or other animal shall be allowed to enter the Common Area except under leash by their owners. No dog, cat, or other animal shall be permitted to relieve itself on any shrub, fence, or car. Any solid waste left on any Common Area shall be promptly placed in a bag and put in the pet owner's refuse container. Under no circumstances shall solid waste, in a plastic bag, be disposed of in the toilet of the Home Owner's house, or any sanitary sewer. Any Home Owner observing violations of this Rule should report such violations to the Council's Managing Agent. The council shall have the right to require that any potentially dangerous or habitually diseased, infested, unclean or noisy animal, reptile, fish or insect, be removed from the Village Land. In the event of the breach of the Rule, the Council or its Agent, in the sole discretion of the Council or its Agent, may require of the owner of such pet or animal that it be permanently removed from the Village Land.

### **E. Vehicles**

1. Automobiles and other permitted vehicles, including passenger mini-vans, full size passenger vans, or sport utility vehicles for passenger uses, shall be parked only within the garage of each house, the driveway adjacent to the garage, or the parking areas in the Common Area. No vehicle shall park, stop, or stand along the side or in the middle of any entrance or exit 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, pickup truck or other non-passenger vehicle shall be parked on the Village Land, other than for purposes of loading or unloading, unless parked wholly within a garage. Inoperable or unlicensed vehicles not conforming to these regulations will be moved or towed away, as necessary, at the expense of the responsible Home Owner, and without liability for damage caused to the moved or towed vehicle.

## **RULES OF THE VILLAGE OF TROON (con't)**

2. All parking regulations, speed limits, and other traffic regulations posted or promulgated by the Council from time to time shall be strictly obeyed.
3. 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. No vehicle shall be repaired, tuned, or otherwise mechanically serviced or attended (except for changing a flat tire), on any of the driveways or parking areas upon the Village Land.
5. No boats, trailers or any other vehicles other than automobiles shall be stored or left unattended on the Village Land. No commercial vehicles shall be left or stored on the Village Land.

### **F. Equipment**

1. No tampering or interference with, attempt to repair, alter or make a connection with any 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. No person other than a qualified contractor shall go upon the roof of the Residential Buildings, garages or other buildings without prior written permission of the Council.

### **G. Water and Plumbing**

1. Use of water for shrubs and lawn care, or any purpose other than necessary human consumption shall be subject to regulations and limitation by governmental restrictions that may apply from time to time.

## **RULES OF THE VILLAGE OF TROON (con't)**

2. Storm drains in the Common Area 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 necessitated by the misuse of such facilities shall be charged to the offending Home Owner.

### **H. Explosives and Inflammables**

1. No inflammables or combustive materials, or any explosives or otherwise hazardous fluids, materials, chemicals or substances shall be brought into, or stored, in any House except those used for common use for ordinary household purposes. Toilets and drains shall be used for no other purpose than that for which they were designed.

2. 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.

### **I. Miscellaneous**

1. 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 Home Owner or any members of his family, guests, invitees, employees or independent contractors with regard to these Rules shall be made in writing, signed by the complainant, and sent to the Council or its Managing Agent as provided in Section 2.3 (f) of the Troon Village Declaration, which the Council shall be permitted (except in emergencies) a reasonable time in which to study and act upon the complaint before any other action is taken by the complainant.

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

## **RULES OF THE VILLAGE OF TROON (con't)**

3. The Council may amend these Rules from time to time, giving consideration to recommendations of the Rules Committee and other input from the Home Owners.
4. No Home Owner or resident of the Village of Troon shall attempt to direct, supervise, or in any manner attempt to assert any 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 said employee is employed.
5. The Council may delegate any of its responsibilities hereunder to its Managing Agent, except that only the Council may amend these rules.
6. When moving, the seller must leave the garage door opener, the "red book" and the house keys. The TV "Box(es)" must be returned to the provider by the seller. It is also important that the seller leave any and all gate openers that you may have. The buyer must then register these openers with the Security Guard. If the seller takes them with him, they will automatically be discontinued. If that occurs, the buyer must go to the Security building at the main gate and obtain new ones.
7. The Architectural Committee and Troon Village Council approved, for Homeowners that have the kitchen window over the sink, replacing said window with a casement window that imitates a double hung window from the outside.
8. Holiday decorations may not be lighted until November 15<sup>th</sup>. They must be taken down before January 8<sup>th</sup>. Please be careful as to what you have on your front lawn and back decks. We do not want to offend other residents.
9. Troon Village does not have any underground sprinkler system(s). Residents, therefore, must assume responsibility for and must water any plantings which the Council has arranged to be planted in the common area near their residence. This is the only way to insure new plantings will survive after they are planted.

## **RULES OF THE VILLAGE OF TROON (con't)**

### **J. Late Payment of Fees and Assessments**

The Declaration of Covenants and Easements for the Village of Troon, Under Section 3.2 Budget and Assessments, states that:

1. Any Home Owner who fails to pay any Assessment within 10 days of the date when the same is payable as above set forth shall be subject to a late charge of 4% of the amount due to reimburse the Homeowner's Association for the cost of collection.
2. Assessments shall, until fully paid, together with interest thereon at 18% per annum (or the highest rate allowed by law, if lower) from the 30th day following the date of such notice, constitute a charge on the House of each Home Owner assessed, and shall be a continuing lien upon such House subject to the prior lien of certain mortgages, as provided in subsection 3.2(b) below. Each such Assessment, together with such interest thereon and cost of collection thereof as hereinafter provided, shall also be the personal obligation of the person who was Home Owner at the time when the Assessment fell due."

### **K. Fines**

1. Per the Declaration of Covenants and Easements for the Village of Troon, Article II, Section 2.3 (f):
2. Fines may be assessed if a unit owner or resident does not abide by the Village of Troon Homeowner Association's Rules and Regulations noted in the "Troon Village General Information Book" (also known as THE RED BOOK).
3. Fines may vary in amount and frequency, depending upon the infraction.

## **RULES OF THE VILLAGE OF TROON (con't)**

4. An initial letter of “warning” and a time frame for compliance of an infraction will be sent. If the infraction is not corrected within a specified time-frame, a subsequent letter will be sent as notification that a fine for non-compliance has been applied to the homeowner’s account. A first-time offense is \$25.00, unless it is determined that the offense warrants a more severe penalty. Should an offense not be corrected in the given time frame (determined by Council), or there is continued lack of compliance, the Council has the right to escalate the fines by specified time frames until compliance is reached.
5. When there is a significant offense that could affect safety and/or welfare of neighbors and the Association, a PER DAY fine may be implemented. The PER DAY fine can vary in amount, also depending on severity.
6. Fines are not meant to be used as income to the Village, but are applied only when notifications of violations are not corrected timely.
7. Homeowners have the right to dispute a fine and many do so by bringing the issue to Council for resolution at a scheduled meeting.



# **VILLAGE OF TROON HOMEOWNERS ASSOCIATION**

## **VILLAGE COMMITTEES DESCRIPTIONS**

### **Architectural Committee:**

The Council President shall select as many concurring Village homeowners as he /she feels necessary to perform the functions of the Committee. Terms of service of the Committee are open-ended.

The Architectural Committee is responsible for examining all resident requests for exterior modifications to the homes of Troon Village.

The Committee makes a recommendation to approve or not approve exterior modification requests and passes the requests along with their recommendation to the Troon Village Council for final approval.

The Committee monitors completed work to ensure that the work described is in accordance with the specifications in the request.

### **Landscape Committee:**

The Council President shall select one Village homeowner, with their agreement, to Chair the Committee. The Chairperson may select as many concurring Village homeowners as he/she feels necessary to perform the functions of the Committee. Terms of service of the Committee are open ended.

The Landscape Committee is responsible for examining all resident requests for Landscape modifications at the homes of Troon Village and for inspecting the village landscape to identify problem areas.

The Landscape Committee will prepare written Landscape Guidelines (Included with the Landscape Request Form) to establish what types of plants, trees and shrubs may and may not be considered for planting in the Village. Consideration will be given to need for maintenance, rate of growth, effect, if any, on buildings and walkways and effect on the aesthetics of the Village.

## **VILLAGE COMMITTEES DESCRIPTIONS (Con't)**

Committee will receive, review for completeness, and comment on all homeowner Landscape Request Forms. Pass endorsed requests to Council for approval. Return disapproved requests to homeowner with written reasons for non-approval and, if appropriate, proposed alternative(s).

Conduct Spring and fall inspection of the Village with the Managing Agent and Landscape Contractor to identify problem areas (actual or potential) and propose corrective action and estimated cost.

Conduct periodic inspections of the Village with the Managing Agent to identify landscape violations of the Village Rules. Prepare written report of violations and proposed corrective action to Council.

Monitor Village entrance planting areas and other common area planting beds.

Coordinate with Maintenance Committee any activity on common ground that has an effect on homeowner units, i.e. drainage grading, infringement of plantings on units, walks, garages.

Monitor for compliance to written agreements, all work by landscape contractors and report to Council.

Make written recommendations to Council for changes to Village planting areas.

Make written recommendations to Council for changes to Village Landscape Guidelines. Prepare annual Village landscape budget.

## **VILLAGE COMMITTEES DESCRIPTIONS (Cont'd)**

### **Maintenance Committee:**

The Council President shall select one Village homeowner, with their agreement, to Chair the Committee. The Chairperson may select as many concurring Village homeowners as he/she feels necessary to perform the functions of the Committee. Terms of service of the Committee are open ended.

The Maintenance Committee is responsible for recommending projects necessitated by the provisions of the Declaration of Covenants and Easements for the Village of Troon, Article 2, Section 2.3 (iv) and for conducting at least an annual inspection of the Village with the Managing Agent for the purpose of identifying obvious dwelling, garage, drives and walkway maintenance problems or the potential for such problems.

All findings of the Maintenance Committee will be sent to the Village Council for approval to have identified work performed. Maintenance work will then be scheduled through the Managing Agent.

When requested by homeowner, supply helpful information relating to the homeowner's maintenance responsibilities.

When requested assists homeowners with preparation of the Troon Village Homeowners Association Action Request Form. The form requires, in writing, the specific work requested and is sent by the homeowner to the Managing Agent. The Managing Agent will take appropriate action depending on the nature of the request.

### **Social Committee:**

The Social Committee is responsible for organizing social events for the residents of Troon Village. The purpose of these events is to provide opportunities for all residents to become better acquainted with their neighbors. Events have included a Village Picnic and a Village Holiday Party. Volunteers are always welcome.

## **VILLAGE COMMITTEES DESCRIPTIONS (Cont'd)**

### **Decorating Committee:**

The Decorating Committee provides suitable decorations for the Village Common Area for major holidays. Volunteers are always welcome.

### **Rules Committee:**

The Council President shall select one Village homeowner who has agreed to serve as the Chairperson of the Rules Committee. The Chairperson may select as many additional qualified, concurring Village residents as he or she considers necessary to perform the functions of the Committee. The members of the Committee will serve without a fixed term.

The function of the Rules Committee is to review the Rules of the Village of Troon with regard to questions which may be raised by any homeowners and as directed by the Council. The Committee will consider the need for additional rules or revisions to existing rules and make recommendations to the Council concerning any possible changes. The final decision regarding any changes in the Rules will be made by the Troon Village Council. The Committee will be guided in any review of the Rules and its recommendations by its interpretation of the intent of the original rules, the Declaration and the By-Laws of the Village of Troon, and the comparable rules of other villages of Hershey's Mill.

Recommendations of the Rules Committee to the Council will include a discussion of the reason for any changes in the Rules, and may include a minority recommendation if all of the Committee members are not in unanimous agreement concerning the changes.

## **VILLAGE COMMITTEES DESCRIPTIONS (Cont'd)**

### **Long-Range Planning Committee:**

The Council President shall select one Village homeowner who has agreed to serve as the Chairperson of the Long-Range Planning Committee. The Chairperson may select as many additional qualified, concurring Village residents as he or she considers necessary to perform the functions of the Committee.

The function of the Long-Range Planning Committee is to develop, cost, maintain, and interpret the Long-Range Plan of Troon Village. The Long-Range Plan is the tool for the implementation of the policy of the Troon Village Council regarding the funding of the replacement costs of the assets included in the Common Area of Troon Village, as identified in Section 2.3, paragraphs (c) (iii) and (c) (v) of the Troon Village Declaration of Covenants and Easements (Declaration). The components of the function noted above are defined as follows:

The Committee will identify Troon Village Common Area Expenses referenced in the Declaration which are the responsibility of the Troon Village HOA to maintain or replace, in time frames greater than three (3) years. Maintenance periods of less than three (3) years will be considered routine maintenance, and must be anticipated in the annual operating expense budget of Troon HOA. Items to be considered for inclusion in the Long-Range Plan include:

- A. Exterior walls of the houses from the exterior frame surface out, including door and window frames but excluding the doors and window sashes;
- B. Roof surfaces (including shingles and underlayment, but excluding beams, trusses).
- C. Any gutters or downspouts;
- D. Painted surfaces of exterior doors and window frames, but excepting all glass and screening (including that screening appurtenant to enclosed porches, if any);
- E. Driveway and parking area surfaces;
- F. Surfaces of all streets and walkways within the Common Area which are not otherwise the responsibility of the Master Association of Hershey's Mill;
- G. Electric lighting fixtures within the Common Area

## **VILLAGE COMMITTEES DESCRIPTIONS (Cont'd)**

**Cost:** Following the identification of items to be included in the Long-Range Plan, a then-current replacement cost and remaining useful life expectancy will be determined. Prior to January 1, 2015, assumptions made by the Committee with regard to the replacement costs and life expectancies may be based on information provided by the Community Builder, the HOA's property manager, other vendors or contractors, or other informed sources. After January 1, 2015, such information will be determined periodically from professional sources, at the expense of Troon Village HOA. The Committee will combine the assumptions regarding current replacement costs and remaining useful life expectancies with assumptions concerning future inflation in replacement costs and earnings rates on invested funds (based on consultation with the Finance Committee) to develop annual funding contributions required to accumulate the funds needed to replace the designated items at the end of their useful life expectancies. These annual contributions will be proposed to the Troon Council for inclusion in the annual budgets of the Troon HOA, and the funds resulting from their collection shall be accumulated in the Capital Reserve Fund.

**Maintain:** Annually, prior to the preparation of the succeeding year's operating expense budget, the Committee will review the individual components of the Long-Range Plan and update the annual funding requirements based on available information concerning replacement costs, life expectancies, inflation, and earnings. After January 1, 2015, information concerning replacement costs and remaining useful lifetimes will be obtained from professional sources no less frequently than once every five (5) years. The cost of obtaining such professional advice will be an expense of the Troon Village HOA. This annual review should also include a consideration of the components of the Long-Range Plan and the Common Area Expenses of the Troon HOA to determine whether any assets should be added to or removed from the Plan. The funding effect of any such additions or deletions must be evaluated by the Committee. The Committee will consult with the Finance Committee regarding the investment assumptions to be included in the projection of funding requirements. The Committee will provide recommendations based on this review to the Troon Village Council for contributions to the Capital Reserve Fund to be included in the succeeding year's budget.

**Interpret:** The Committee shall provide information to the Council to understand the costing of the Long-Range Plan as membership of the Council changes. The Committee will also provide other information as the Council may request, including illustrations of the impact of alternative funding assumptions on contribution requirements and cash flows.

# **TROON VILLAGE MAINTENANCE RESPONSIBILITIES**

## **CHART OF RESPONSIBILITY**

<b><u>Component</u></b>	<b><u>Village</u></b>	<b><u>Owner</u></b>
<b><u>Doors and Locks:</u></b>		
Knockers, hardware	none	repair/replace
Door hinges, kick-plate	none	repair/replace
Door jambs and frames	none	repair/replace
Front and back door	repaint outside	repair/replace
*Latches and locks	none	repair/replace
Patio/basement doors/locks	none	repair/replace
<b>*Door locks must be kept on Master Key System with HM Security</b>		
<b><u>Garage Doors and Related:</u></b>		
Garage doors	none	repair/replace
Garage door gaskets/seals	none	repair/replace
*Garage door opener	none	repair/replace
<b>*Including all switches, remote controls, tracks, and safety cables</b>		
<b><u>Entrance and Back Areas:</u></b>		
Screen/storm doors	none	repair/replace
Door jambs and frames	none	repair/replace
Decks/railings/steps	none	repair/replace
Patio steps/porch/front entrance	none	repair/replace
Sidewalks and driveway to front step	repair/maintain	none
<b><u>Interiors:</u></b>		
Basements	none	maintenance
Foundation/Slab	none	maintenance
Internal structural elements	none	maintenance
Electrical/plumbing/other utilities	none	repair/replace
Fireplace interior parts	none	repair/replace



<b><u>Component</u></b>	<b><u>Village</u></b>	<b><u>Owner</u></b>
<b><u>Exteriors:</u></b>		
Shutters on front of house	repaint/repair/replace	none
Shutters on side or back	none	repaint/repair/replace
Chimney flue	none	repair/clean
Fireplace hearth	none	repair/replace
Foundation/Slab	none	maintenance
Internal structural elements	none	maintenance
Vinyl siding	repair/replace	clean (power wash)
<b><u>Common Area:</u></b>		
Mailboxes	maintain/replace	none
Storm drains	maintain/replace	none
Roadways/curbs/driveways	maintain/replace	none
Trash enclosures	maintain/replace	none
<b><u>Lighting:</u></b>		
Village street lights	maintain/repair/replace	none
Resident controlled exterior lights	none	repair/replace
Natural gas lamps, including gas line	none	maintain/replace
Sidewalk lighting	none	maintain/replace
<b><u>Pests:</u></b>		
Termites	none	treatment
Insects/pests/animals	none	maintenance
<b><u>Plantings:</u></b>		
Owner added plantings	none	maintain/replace
Common area	maintain	none
Seeding/mulching/weeding	maintain	none
Watering	none	water seed, grass, plants
<b><u>Roofs and Gutters:</u></b>		
Roof shingles/underlay/flashing	repair/replace	none
Gutters/downspouts	repair/replace	none
Clean gutters/downspouts	cleaning 2x/yr (spring/fall)	additional cleanings

<b><u>Component</u></b>	<b><u>Village</u></b>	<b><u>Owner</u></b>
-------------------------	-----------------------	---------------------

**Security:**

*Security system	repair/replace	repair/replace
*Village repairs/replaces from land line out, including battery		
*Owner repairs/replaces from land line in, including smoke alarms and panic buttons		

**Skylights and Windows:**

Skylight glass	none	repair/seal/replace
Skylights on roof of unit	repair/replace	none
Skylight roof flashing	repair/replace	none
Window frames	repair/replace	none
Window glass/screens/sash	none	repair/seal/replace
Egress	none	repair/replace

**Vents and Heat:**

Dryer vent	none	repair/replace
Air conditioner pad	none	repair/replace

**Walls:**

Exterior stone	repair	none
Exterior wall/siding	repair/replace	none
Exterior trim/soffits	repair/replace/repaint	none
Retaining walls	maintain/replace	none

## **FORMS**

EXTERIOR MODIFICATION REQUEST FORM

LANDSCAPE REQUEST FORM AND LANDSCAPE GUIDELINES

ACTION REQUEST FORM

RECYCLING GUIDELINES

**EXTERIOR MODIFICATION REQUEST FORM – Page 1**

**Village of Troon Homeowner Association**

**Owners Name(s):** \_\_\_\_\_

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

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

**INFORMATION**

The Village of Troon Homeowners Association Board has legal authority over all Common Elements and United Common Elements, including all building exteriors within the community. The Village Council requires that any proposed modification to the common Elements or the exterior of any home (decks, patios, fences, windows, storm doors, awnings, etc.) be submitted in writing to the Troon Village's Managing Agent, currently CSK Management, before requests will be considered for approval:

CSK Management, Inc.  
1012 West Ninth Ave, Ste. 10  
King of Prussia, PA 19406  
Attn: Janet Burgess

This form will be reviewed by the Architectural Committee and a recommendation made to Council. The Council will consider the request for final disposition. You must receive a response in writing before beginning any work. If disapproved, you have the right to file a written appeal within thirty (30) days to the Village Council. Their decision upon appeal is final.

**INSTRUCTIONS**

1. Complete this form, using a thick black pen, making certain that you understand and can comply with all portions prior to signing. Provide as much complete and detailed information as possible
  
2. Note that even if you are just replacing an existing structural element and keeping all of the aspects the same (color, materials, etc.), you must still restate all of the specifics requested on the form.

## EXTERIOR MODIFICATION REQUEST FORM – Page 2

Owners Name(s): \_\_\_\_\_

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

### PROPOSED EXTERIOR MODIFICATION

1. Description

- a. Location:
- b. Dimensions:
- c. Shape:
- d. Color:
- e. Materials:
- f. Drainage Provisions (If appropriate):

2. Name and address of contractor who will be installing modification (where applicable):

3. Obtain and provide a **Certificate of Insurance** from Contractor's Insurance carrier. Certification of Contractor's insurance coverage (Liability, Workman's Compensation, etc.) Certificate must include name of insurance carriers), type, limits and dates of coverage. Your contractor must provide a Certificate of Liability of Insurance (Acord Form 25) showing the dates of the contractor's insurance policy, the description of the work to be performed and naming you as the certificate holder.

4. Certification of owner's insurance coverage (Liability and Fire) during and after completion if the homeowner is handling the modification directly.

5. Include photos, a sketch, written description and other information that will permit the committee and Council to render a decision. A brochure with specification details would be helpful. Sketches must be signed by the preparer.

6. Any other relevant information (attach additional sheets if necessary).

## EXTERIOR MODIFICATION REQUEST FORM – Page 3

**Owners Name(s):** \_\_\_\_\_

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

I /WE HAVE READ THE REQUIREMENTS AS OUTLINED IN THE EXTERIOR MODIFICATION PROCEDURES AND GUIDELINES AND THIS REQUEST FORM AND, IN THE EVENT THAT THE ABOVE REQUEST IS APPROVED, I/WE AGREE TO AND SHALL ABIDE BY ALL OF THE FOLLOWING:

That all expenses related to this work, including any resulting damage to the Common Elements or Limited Common Elements or to other units is my/our 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 assume all related costs of maintenance and insurance connected with this work; That I/We do permit members of the Architectural Committee and/or the Council and its appropriate agents to make reasonable inspections related to this proposal;

That I/We do permit members of the Council and/or Its appropriate agents to take pictures of the work when the exterior modification entails the installation of skylights. I/We understand that these pictures will need to be obtained when the approved contractor has the ceiling opened and before the sheet rock is installed;

That prior to the sale of this unit I/We will Inform any future buyers of any maintenance responsibilities connected with this modification, if any, and will include these conditions in the Agreement of Sale as a disclosure;

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;

## EXTERIOR MODIFICATION REQUEST FORM – Page 4

**Owners Name(s):** \_\_\_\_\_

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

That I/We realize that no actual work can begin until I/We receive a signed copy of this Form Indicating approval by the Troon Village Council.

**OWNER(S):**

SIGNED: \_\_\_\_\_

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_

Please use the space provided for any sketch (or attach same to this form).

**EXTERIOR MODIFICATION REQUEST FORM – Page 5**

**Owners Name(s):** \_\_\_\_\_

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

**ACTION TAKEN ON COMMON ELEMENTS EXTERIOR  
MODIFICATION REQUEST FOR ADDRESS** \_\_\_\_\_

**COMMITTEE LEVEL:**

Date Received: \_\_\_\_\_

Date Reviewed: \_\_\_\_\_

Recommendation of Committee:

Comments regarding recommendation:

Chairperson's Signature: \_\_\_\_\_

**COUNCIL LEVEL:**

Date Received: \_\_\_\_\_

Date Reviewed: \_\_\_\_\_

Approved \_\_\_\_\_

NOT Approved \_\_\_\_\_

Comments:

Council Member Signature: \_\_\_\_\_ Date Received: \_\_\_\_\_



**TROON VILLAGE LANDSCAPE REQUEST FORM - Page 1**

This form is to be used for any landscape changes. Example: Removal or replacement of a dead shrub or tree, or a request to add new trees or shrubbery or flower beds. Your description should also include the variety of plantings, as well as location and their height and width at maturity.

NAME: \_\_\_\_\_

ADDRESS:  
\_\_\_\_\_

I/WE REQUEST THE FOLLOWING CHANGE:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NEIGHBOR ACKNOWLEDGEMENTS:**

- (1) \_\_\_\_\_ of house# \_\_\_\_\_
- (2) \_\_\_\_\_ of house# \_\_\_\_\_
- (3) \_\_\_\_\_ of house # \_\_\_\_\_

The Signatures of the above neighbors do 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 and plan from the Managing Agent. Any homeowner wishing to comment on the request may do so in writing, forwarding comments to the Managing Agent as soon as possible prior to the scheduled Committee and council meetings.

\_\_\_\_\_  
I have read and understand the guidelines and agree to comply with all of the above requirements.

**TROON VILLAGE LANDSCAPE REQUEST FORM - Page 2**

NAME AND ADDRESS OF CONTRACTOR:

---

DATE: \_\_\_\_\_ HOMEOWNER'S SIGNATURE: \_\_\_\_\_

LANDSCAPE COMMITTEE RECOMMENDATION:

Approve \_\_\_ Disapprove \_\_\_ Date: \_\_\_\_\_

COUNCIL DECISION:

Approve \_\_\_ Disapprove \_\_\_ Date: \_\_\_\_\_

Approval is valid for 90 days after date of signed approval by Council. Work must be completed within this period. After this period, a new approval must be obtained.

## TROON VILLAGE LANDSCAPE REQUEST FORM - Page 3

### LANDSCAPE REQUEST PROCEDURE, RESPONSIBILITIES AND ACKNOWLEDGEMENT DOCUMENT

To help you and the contractor understand the system used to approve your Landscape request, please read the following steps:

- 1.) Obtain Landscape Request Form, as well as a Form for Contractor if needed.
- 2.) Contact your Contractor to obtain a scaled drawing and a cost for your proposed work, including all removal of leftover materials and debris. Any damage done to the common area, including pipes, electric, and gas, telephone or TV cables will be the total responsibility of the Contractor to repair.

Contractor must file a Certificate of Insurance and sign below with the Troon Village Landscape Committee before work begins.

Before any digging, call Pennsylvania One Call System 1-800-242-1776 in order to locate and mark underground utilities.

Enter Utility Inspection Number here: \_\_\_\_\_

- 3.) Return the completed form and scale drawing to:

CSK Management, Inc.  
1012 West Ninth Ave, Ste. 10  
King of Prussia, PA 19406  
Attn: Janet Burgess

- 4.) The Landscape Committee will provide their recommendation to the Council for their final approval or disapproval at their next scheduled Council meeting.
- 5.) The Troon Managing Agent, CSK Management, Inc. will notify you of the Council's decision.
- 6.) If approved, contact your Contractor to schedule your work and the agreement will then be made part of any agreement of sale that the Homeowner enters into.
- 7.) Do not do any landscaping or planting until you receive a signed approval form!! (Except flowers in mulched area near the house).

Signature of Contractor: \_\_\_\_\_ Date: \_\_\_\_\_

**The Contractor must file a Certificate of Insurance and signed Responsibility Acknowledgement, (above) BEFORE work begins. Contractor is responsible for any damage of Common Areas, Buildings, Wires, etc. The Contractor will keep all equipment in paved areas within the village unless special permission to place it elsewhere is granted through the Landscape Committee/Council.**

## **TROON VILLAGE LANDSCAPE REQUEST FORM - Page 4**

### **LANDSCAPE GUIDELINES**

1. a. Definition of Common Area: All lawns, mulched areas, all plantings which surround houses, garages, patios, and decks.  
  
b. Within the Common Area, no shrubs, trees, branches, flowers or other plants may be cut, relocated, planted or removed without prior written consent of Council.
2. The land in the Common Area shall not be filled, seeded, planted, rolled, cut, trimmed, edged, fertilized or otherwise treated except in accordance with written instructions issued from time to time by the Council or the designated landscape company. In the absence of applicable instructions, the Council's written permission is required.
3. A Homeowner without prior existing approval may plant low growing flowers and bulbs but not trees and shrubbery in the mulched area. The Homeowner will be responsible for the maintenance of such plantings, and in timely manner will remove all dead plant material, latest by the fall. Artificial flowers and artificial plants in Common Areas are not permitted.
4. If a Homeowner has areas of landscaping that he/she prefers that the designated Troon Village landscaping company not maintain, he/she may make arrangements through the Managing Agent's office to obtain necessary tags to identify the areas. Homeowner then becomes responsible for maintenance of these areas in an acceptable manner.
5. Growing of vegetables and herbs in any area is prohibited. An important reason for this is possible contamination from the use of landscape chemicals.
6. a. A Homeowner may request new plantings of trees or shrubs, as well as new flowerbeds, provided a plan is submitted for evaluation by the Landscape Committee and approved by Council. Owner will then be responsible for removal and replacement of dead trees, shrubs, or flowers.

## **TROON VILLAGE LANDSCAPE REQUEST FORM - Page 5**

### **LANDSCAPE GUIDELINES (Cont'd)**

- b. New flowerbeds on the perimeter of the houses must conform to size and curvature of existing beds and plans for these new beds must be submitted for evaluation by Landscape Committee and approval by Council.
  - c. If a new tree or shrub is requested, it should not obstruct the view of your neighbor, and neighbor should agree with the new plantings.
  - d. Shrubs and trees must be located so that at maturity there will be at least two (2) feet of clearance between the tree and the house or garage.
7. New planting areas must be mulched to a depth of two to three inches with hardwood mulch consistent in color and texture with that of the existing mulched beds in the Village.
8. New beds of plantings shall be located so as not to impede the work of the grass cutting crews. At least five feet of clearance between adjacent beds must be maintained.
9. Landscaping plans submitted to the Landscape Committee must designate the size of bed and footage from house.
10. Landscaping plans and all forms must be submitted in duplicate.
11. No more than three statues or sculptures and not taller than 18 inches may be displayed in mulched areas close to the house. No fences, trellises, fountains, birdbaths, or lawn edgings of any type may be installed on the Common Areas and/or around patios or decks. No more than two birdfeeders are permitted in mulched areas close to houses. The mulched areas close to the house and/or porches/patios cannot be used for storage of any kind. Containers, bird seeds or plastic bags with contents must be stored in garage or house.

## **TROON VILLAGE LANDSCAPE REQUEST FORM - Page 6**

### **LANDSCAPE GUIDELINES (Con't)**

12. Following the rule of the Hershey's Mill Landscape Company, planting of any kind of IVY is prohibited.
13. Only the display of one American flag is allowed. All other flags are prohibited. Small American flags **may** be displayed in mulched areas on appropriate holidays.
14. Electric and gas meters must be clear of all shrubbery.
15. Planters or other decorative items must be removed from the end of the driveway no later than the end of November,
16. Warning! Be aware of pesticide flags used by landscaper after application of hazardous materials, especially if children and pets are nearby.
17. The Landscape Committee, with the approval of the Troon Council, instituted a policy regarding requests for removal, replacements or new plantings around your home: This removal, replacement, or new plantings will now be at the expense of the homeowner. The one exception being if there is an emergency, or act of nature (storm damage) requiring immediate action. In the case of an emergency, the owner will not be charged for removal, and the Village will pay half of the charge for replacement. In addition, any new plantings done by HMLD that die within one year of planting would still be covered by warranty. This new policy puts us in line with most of the Villages throughout Hershey's Mill.

**TROON VILLAGE HOMEOWNERS ASSOCIATION**  
**ACTION REQUEST FORM**

Please take a moment to complete this form and return it to the Managing Agent with any requests or comments.

My requests/comments are relating to:

\_\_\_\_\_Landscape/Trees/Shrubs

\_\_\_\_\_Rules and Regulations

\_\_\_\_\_Maintenance

\_\_\_\_\_Other Suggestions

Please be as specific as possible:

---

---

---

Owner's

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

Phone # \_\_\_\_\_ Date \_\_\_\_\_

-----

**TROON VILLAGE HOMEOWNERS ASSOCIATION**

**ACTION REQUEST FORM – Page 2**

For Management Use:

Refer To:

Date:

\_\_\_\_\_ Village Council

\_\_\_\_\_

\_\_\_\_\_ Architectural Control Committee

\_\_\_\_\_

\_\_\_\_\_ Landscape Committee

\_\_\_\_\_

\_\_\_\_\_ Maintenance Committee

\_\_\_\_\_

\_\_\_\_\_ Reply Required

\_\_\_\_\_

\_\_\_\_\_ Further Action

\_\_\_\_\_

\_\_\_\_\_ Copy to Contractor

\_\_\_\_\_