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SECTION 1: INTRODUCTORY MATERIAL

FOREWORD

The Inverness Village Council has compiled this booklet to provide a source of general information about Inverness Village. This information will acquaint you with the advantages, as well as the responsibilities, of living in Inverness Village and Hershey's Mill Adult Community. Further information or guidance is available from the Managing Agent's representative or any Council member.

Hershey's Mill is, as advertised, an "adult community." Hershey's Mill and each of its villages are governed by the Federal Housing Regulations as amended in 1986, which restrict ownership in "Adult Communities, not allowing children under eighteen years of age," to those 55 years and older, with an exception permitting ownership to those 42 years and older, as long as the number of such owners does not exceed 20%. (See Inverness Village Declaration of Covenants and Easements, Section 4.3, as amended March 28, 1994, the Second Amendment.)

When you became a homeowner in Inverness Village, you automatically became a member of the Inverness Village Homeowners' Association. As a member, you are protected by and have agreed to abide by the Covenants, Bylaws (Exhibit C in the Declaration of Covenants and Easements), and the Rules and Regulations of Inverness Village.

Responsibility for making decisions on behalf of our Homeowners' Association rests with the Inverness Village Council, a volunteer group of five resident unit owners elected by the Association membership. In ruling on requests, the Council follows the rules set forth in the Covenants, Bylaws and Rules and Regulations of Inverness Village. Request forms can be found in Section 10.

In this booklet, we try to answer questions that, eventually, each of us is likely to ask, questions regarding architectural additions or changes and landscaping – what you may or may not do, and how to go about it. Request forms can be found in Section 10.

The best way to get a sense of Inverness Village and Hershey's Mill is to get involved. There are many ways for you to share with the community the attributes and talents that make you a unique individual. By being part of what happens here you can make Hershey's Mill an even better place to live.

These Rules and Regulations are promulgated by the Council of the Inverness Village Homeowners' Association pursuant to Sections 2.3 (c) (i) and (x) of the Declaration of Covenants and Easements for the Village of Inverness dated May 15, 1985. They are for the purpose of regulating the use of houses and the common area for the mutual benefit of all homeowners. The Rules and Regulations may be amended by the elected Council of the Inverness Village Homeowners' Association from time to time following presentation of the proposed changes at an open meeting.

All homeowners, all tenants or residents of the houses, all guests or employees of the homeowners or persons invited onto Village property by a homeowner for any reason, or any person coming into the Village for any reason – all are bound by the Rules and Regulations.

Homeowners and residents who fail to comply with any of these Rules and Regulations will be notified of the infraction by the Managing Agent and will be given a specified, reasonable amount of time to comply. Enforcement procedures adopted by the Council are spelled out in the First Amendment to the Declarations.

Where specific permission of the Village Council is required in the application of these Rules, the homeowner must make a written application through the Managing Agent.

Information included here is current as of the publishing date, January 16, 2024.

INVERNESS VILLAGE COUNCIL

**ALL REQUESTS FOR SERVICES, INQUIRIES OR COMPLAINTS
MUST BE MADE TO
THE INVERNESS VILLAGE MANAGING AGENT.
(See page 8)**

Members of the Inverness Village Council are elected by the members of the Homeowners' Association at the Annual Meeting in May in accordance with the Inverness Village Bylaws, Section VI, paragraphs 6.2 and 6.3. Members are elected to two-year terms and may serve consecutive terms if elected.

Prior to the Spring/May election, the Managing Agent will mail a letter to all homeowners inviting volunteers to submit a Candidate Data Sheet for the expiring terms of current Council members, and then propose a slate of candidates. Homeowners may vote by attending the Spring/May election meeting or by submitting an absentee ballot prior to the election meeting. Voting is limited to one vote per household. Nominations are not accepted from the floor at the election meeting. Officers are chosen by members of Council immediately following the election.

Inverness Village Council

President:	Ed Isselmann 715 Inverness Drive West Chester, PA 19380	610-506-3286 ejisselmann@gmail.com
Vice President:	Penny Zimmerman 729 Inverness Drive West Chester, PA 19380	610-653-4584 pennyzimmerman01@gmail.com
Treasurer:	Richard Hammock 768 Inverness Drive West Chester PA 19380	484-995-2500 rhammock1@verizon.net
Council Coordinator:	Marilyn Foley 716 Inverness Drive West Chester PA 19380	908-310-9848 mzfoley716@gmail.com
Secretary	Theresa (Terry) Marran 741 Inverness Drive West Chester, PA 19380	610-701-1967 terry.marran@gmail.com

Present Council members are serving terms as follows:

MEMBER	SERVICE BEGAN	CURRENT TERM EXPIRES	TERM
Ed Isselmann, President	May, 2020	May, 2024	2nd
Penny Zimmerman, Vice President	May, 2021	May, 2025	2nd
Richard Hammock, Treasurer	May, 2021	May, 2025	2nd
Marilyn Foley, Council Coord.	May, 2020	May, 2024	2nd
Terry Marran, Secretary	May, 2022	May, 2024	1st

COMMITTEES OF INVERNESS VILLAGE**Architecture:**

Mary Cairns, (Chair)	610-299-1726
Barbara Atmore	610-883-1502
Judy Klanderman	484-888-0798

Finance:

Richard Hammock (Chair)	484-995-2500
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Holiday Decorations:

Barbara Harvey (Chair)	(C) 410-294-3102
Theresa DeCosta	(C) 484-459-0359
Mary Flanagan	(C) 610-304-7308
Becky Green	(C) 610-350-7412
Marianne Pavlovsky	(C) 610-936-7371
Winnie Spoons	(H) 610-701-8247
Pat Tunnell	(C) 484-995-1261
Tim Widdowson	(C) 484-885-4661
Bruce Yeager	(C) 610-468-5748

Landscaping:

Barbara Crispin (Chair)	410-353-2728
Roz Baker	610-692-8581
Louise Davidson	703-217-7700
Aileen Kennedy	610-620-3273
Mary Lanciano	484-639-8698
Mary Lou Perry	484-888-0922

(Long Range) Planning Committee: TBD

Maintenance:

Carl Griffin	610-918-0103
Louise DeNight	610-344-4802

New Neighbor Greeting:

Pat Aubry (Chair)	610-431-3071
Judy Klanderman	484-888-0798

Newsletter:

Jim Aubry	610-431-3071
Pat Aubry	610-431-3071
Louise Davidson	703-217-7700
Carol Ellis	610-431-7484
Mary Lou Perry	610-430-0320

Social:

Pat Aubry	610.431-3071
Marge Brolly	610-738-6984
Theresa Carrone (Treasurer)	610-696-6196
Bev Cella (Co-chair)	610-331-7684
Barbara Crispin	410-353-2728
Mary Flanagan	610-304-7308
Karen Hammock	484-995-5904
Barbara Harvey	410-294-3102
Judy Klanderman	610-436-5447
Marianne Pavlosky	610-936-7371
Barbara Podgorski	908-500-1873
B.J. Rodgers	484-999-8430
Mary Schreiner (Co-chair)	610-883-1592
Jim Seastone	804-874-8294

Sunshine Squad

Dodie Galbusera (Chair)	610-430-0120
Sandy Yeager	610-468-5748
Barbara Harvey	610-344-7236

Zone Delivery:

Eileen Isselmann (Chair)		
Units 692-704	Pat Aubry	610-431-3071
Units 772-781	Joanne O'Connor	610-918-3241
Units 705-714	Lydia Voigt	610-738-7004
Units 715-718	Eileen Isselmann	484-947-2519
Units 719-730	Brooke Hamilton	610-344-3902
Units 731-738	Eileen Isselmann	484-947-2519
Units 739-753	Jini Pettijohn	610-344-4878
Units 754-771	Tom Delaney	610-431-4644
Units 782-788	Heather McManus	610-675-5438
Substitutes:	Dodie Galbusera	610-430-0120
	Mary Lou Perry	610-430-0320
	JoAnn Kincade	484-947-5366

MANAGING AGENT FOR INVERNESS VILLAGE

Since May, 2017, the Managing Agent for Inverness Village has been CSK Management Inc.

CONTACT INFORMATION:**Managers for Inverness Village**

Janet Burgess
Caroline DeCray

Mailing Address

CSK Management, Inc.
1012 West Ninth Avenue, Suite 140
King of Prussia, PA 19406

Phone: 610-337-3500

Fax: 610-337-0900

Email: jburgess@cskmgmt.com or
cdecray@cskmgmt.com

CSK's managers act as advisors to the Council when their expertise and experience can add value. Their role as managers of the community makes them responsible for carrying out the directives of the Council. The Council may delegate the day-to-day operations of the association to CSK managers.

Summary of Services**Property Management**

- Maintain Association and property records by unit
- Respond to homeowners' requests or concerns
- Arrange for necessary repairs approved by Council
- Obtain bids and negotiate pricing for services from outside contractors, manage all contractor relationships and the RFP (Request for Proposal) process
- Prepare agenda and documents for, and attend monthly Council meetings
- Manage capital and operating budgets, and assist in developing the annual budget
- Prepare for and attend annual homeowners' meetings, assist with elections of Council members
- Administer the Association's rules and regulations; provide notice to homeowners whose property is out of compliance and work with the homeowner to resolve the issue; address delinquencies and attend court hearings
- Prepare 5407 Resale certificates to comply with UPCA

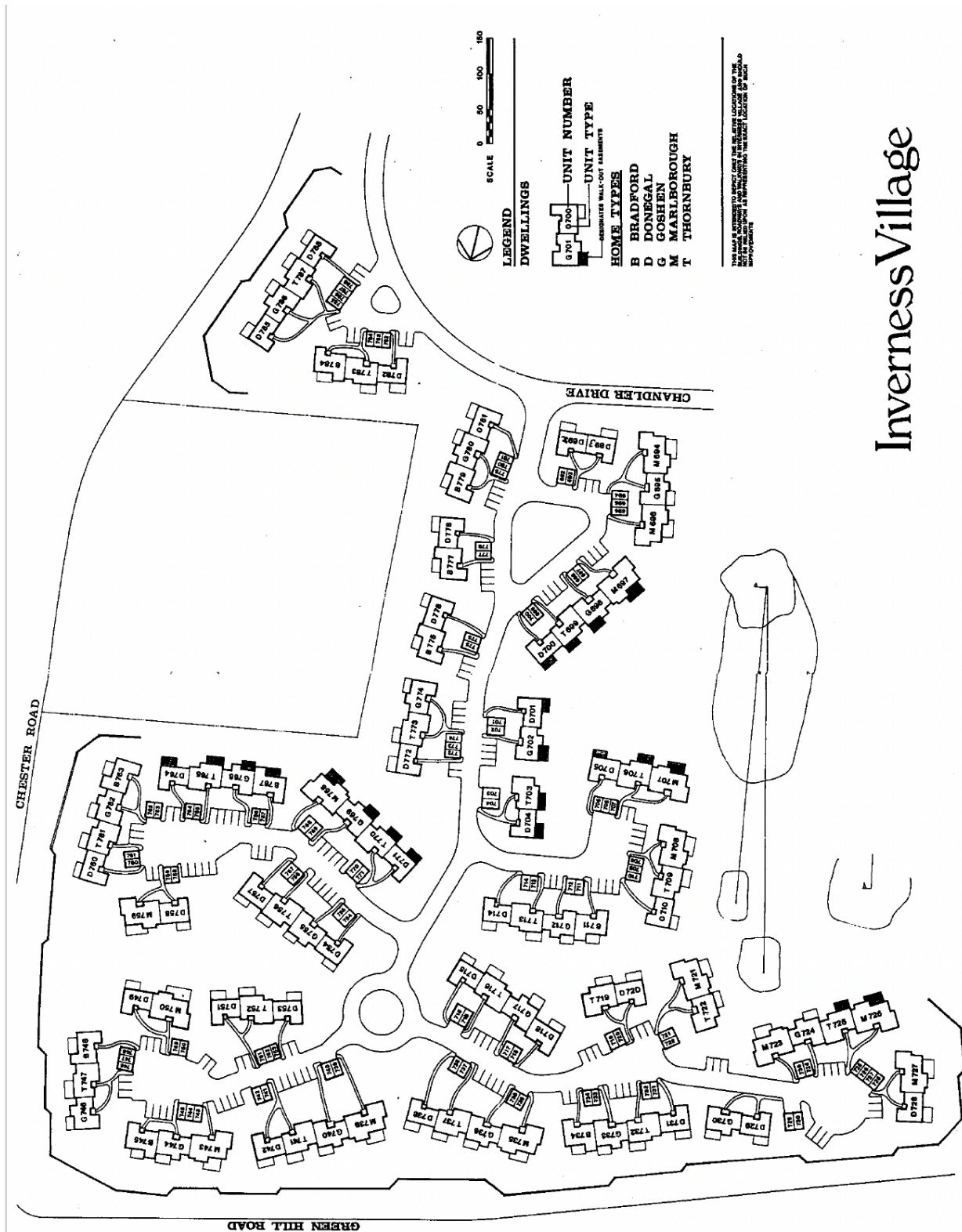
Financial

- Maintain bank accounts and pay authorized Association bills
- Prepare monthly financial statements
- Bill and collect assessments
- Prepare annual budgets, including recommendations and analysis for reserve funding, investments and capital expenditures
- Coordinate independent audit and Association tax preparation

Maintenance

- Provide 24/7 response to emergencies.
- Assist the Council in maintaining the overall appearance of the community in order to preserve the Association's property values.
- Provide regular site inspections of the property, present findings to the Council, and secure bids when maintenance work is needed.

MAP OF INVERNESS VILLAGE



[Source: <https://www.hersheysmill.org/HMupdates/Villages/maps/Map-Inverness.pdf>]

SECTION 2: GENERAL INFORMATION

[This section offers information about Hershey's Mill as well as about Inverness Village specifically.]

SECURITY SYSTEMS

LANDLINE TELEPHONE SERVICE MUST BE MAINTAINED

AT ALL TIMES IN EACH HOUSE.

**THIS ALLOWS THE ALARM PANEL TO "SEIZE" THE LINE TO DIAL SECURITY
IF THE PHONE IS BEING USED AT THE TIME OF AN EMERGENCY.**

The alarm systems use telephone lines to transmit signals to the Security Office. Discontinuing telephone service for any reason would disable the alarm system.

The alarm system consists of the alarm control panel, smoke detectors, wiring, and any other devices connected (wired, wireless, or otherwise) to the alarm control panel.

All components of the smoke alarm and panic button system inside the house must be maintained in good working order at all times. (Refer to the Maintenance Responsibilities Chart in Section 9 for security system maintenance responsibilities.)

Currently, the security system is tested periodically by a qualified contractor engaged by Inverness Council, in coordination with Hershey's Mill Security. Deficiencies found during inspections or at any other time must be reported to the Managing Agent. The home owner must contact a qualified electrician to make any necessary repairs to the system. After the repairs are completed, the technician should test the system.

FALSE ALARMS FROM SMOKE DETECTORS

Each alarm panel should have a sticker with the instructions on how to reset the alarm panel after an alarm.

If resetting doesn't silence the alarm, call Security at 610-436-6403. A Security Officer will respond and attempt to reset the alarm panel. If unsuccessful, the officer may attempt to take down the malfunctioning smoke detector or disconnect the alarm panel to silence the alarm system. The homeowner should then contact a Village-approved alarm technician to make the repairs. The homeowner is responsible for the cost of the repair.

Local available contractor:

- West Chester Security Systems (610-399-7986)

SMOKE DETECTOR BATTERIES

These should be replaced annually. If you have difficulty replacing the smoke detector battery and do not have a family member or friend you can call for assistance, *after* you have purchased the batteries, you can contact Penny Zimmerman, #729, at 610-653-4584. You must purchase the batteries before calling for assistance. The type of battery in most units in Inverness Village is a CR123A Industrial Lithium; these can be purchased locally or online.

OTHER INSPECTIONS

Because there are many services and risks shared by Inverness Village Homeowners, our safety and security dictate that certain periodic inspections, besides alarm testing, (such as inspections of fireplace chimneys, propane fireplace units, and plumbing fixtures) may necessarily require access to the interior of the house. When required, such access will be requested with regard for the privacy of each homeowner and with as much advance notice as possible. Chimney inspections for wood-burning fireplaces must be done every other year, and the cost of this cleaning/inspection is the **homeowner's responsibility**. Confirmation of the inspection must be provided to the Managing Agent upon their request. Failure to provide such documentation will result in a fine.

Dryer vents are inspected on a regular basis at the expense of the village.

GATE ACCESS

Contact HM Security at 610-436-6403 to get a windshield sticker, headlight sticker or an access card, which will work at all gates. The annual HM Resident Directory includes detailed information on access for guests, contractors, etc.

LOCKS AND MASTER KEY REQUIREMENTS

**ANY CHANGES IN LOCKS OR KEYS MUST GO THROUGH
ADVANCED LOCK & SECURITY, INC.
(FORMERLY A-1 SECURITY).**

To repair or replace locks and keys, the Security Department will advise you to contact **Advanced Lock & Security** at 610-647-5042. Advanced Lock and Security has the knowledge and information about the master keys used in Hershey's Mill.

**ALL KEYS MUST WORK WITH THE MASTER KEY SYSTEM.
THIS IS FOR YOUR PROTECTION IN CASE OF EMERGENCY.
WRONG KEYS HAVE DELAYED EMERGENCY SERVICES BY HOURS.**

Before purchasing a new door, contact Security regarding the master key process.

INSURANCE INFORMATION

Inverness Village maintains insurance on Village property with an A-rated (or better) insurance company.

Our units are insured for “guaranteed replacement cost.” This allows for recovery of a loss at whatever the replacement cost is at the time of loss. This includes ordinance or law coverage, which provides for any additional costs due to changes in building codes; demolition costs, and contingent liability, which covers costs associated with the undamaged portion of the building.

The policy is “all risk,” which means that all risks are covered with the exception of named items that the policy does not cover, such as flood, earthquake, war, underwater or water seepage damage.

The deductible on the village policy is \$10,000. Refer to the Inverness Village Declaration of Covenants and Easements and the 8th Amendment.

Each homeowner should have his/her own “HO-6” condominium policy. These policies usually cover the village deductible.

Most HO-6 policies do not cover seepage or flood damage. Check with your insurance carrier if you feel the need for this coverage.

General liability coverage is \$1 million per occurrence.

Insurance is complex, and the above covers just the highlights. For answers to your specific questions on insurance coverage, contact your insurance agent. If the agent has additional questions, your agent may contact the Managing Agent with questions about the Master HOA policy.

PETS

The Master Association has established guidelines for pets in Hershey’s Mill; these apply to all of Hershey’s Mill, including Inverness Village:

1. Dog licenses are required, and applications are available through the County. See www.chesco.org/1112/Dog-License.
2. All domestic dogs and cats must have current rabies vaccinations.
3. No more than two domestic pets may be kept in the home of any resident.
4. Pets must be on a hand-held leash at all times when outside the house. No pet may be left unattended “tied out” or in cages on decks, patios or common areas. Invisible/electric fences are not permitted.
5. Walking of pets on Hershey’s Mill Golf Club property is not permitted at any time.

6. Pets shall be kept a respectful distance from shrubs, mulch beds, buildings and automobiles.
7. Solid waste must be promptly picked up, bagged and disposed of properly in the pet owner's home trash cans. Waste shall not be put in storm water inlets.
8. Every effort must be made to ensure that pet(s) do not cause a nuisance with noise or unsocial behavior, disturbance or threat to neighbors or other pets.
9. Pets that persistently cause an unreasonable disturbance to neighbors with noise and/or unsociable behavior are subject to action by Village Council and/or the HM HOA, which may include a warning, fines or the pet's removal from Hershey's Mill.
10. Pets that cause physical harm or endangerment to persons, other pets, or real, common or personal property will be required to be removed immediately and permanently from Hershey's Mill. Owners are responsible for any loss or liability to persons or property arising out of the presence of such animal.

In addition,

Do not feed wild animals, including deer, geese, etc.

REQUESTS FOR ACTION: PROCESS FOR CHANGES

-- Exterior Architecture, Landscaping, Maintenance

Changes to the exterior may be made only with the prior approval of Council, after review by the appropriate committee. If a contractor is to be engaged, the homeowner must have the contractor submit a certificate of General Liability Insurance. In addition, the contractor must be advised of, and agree to, certain village requirements so that other residents are not inconvenienced.

The process starts with a notification to the Managing Agent. Urgent maintenance issues will be responded to immediately, 24/7.

As a courtesy to your neighbors, before undertaking any changes that may impact them (common ground, line of sight, visibility, privacy, shade...), please discuss the proposed change with those who may be impacted.

Details about the process and the required forms are in Section 10.

MISCELLANEOUS INFORMATION AND RESOURCES

Trash Pick-up: Trash is usually picked up on Tuesdays and Fridays. You may not bring in trash from outside the Village to put into trash bins. For bulk item pick-up, contact A. J. Blozenski at 610-942-2707 or online at: <https://www.ajblozenski.com/residential-services/trash-and-recycling-collection/>

Trash bins are shared among residents in each building group, as associated with unit numbers on garages. Food or trash of any other kind is not to be dumped into the trash bins or containers without being bagged.

Recycling: On each garage building there are separate bins for trash and recyclables. There is one recycle bin per building group, as associated with unit numbers on garages. The recycling bins are indicated with a painted triangle. Cans, glass, paper, and some plastics are to be placed in the appropriate containers in the recycling compartment. A list of items acceptable for recycling can be found at <https://www.ajblosenski.com/about/bdsi-recycling-center>. Recycling pick-ups are usually on Wednesdays.

Voting and Voter Services: Inverness Village is in Precinct 250, 8th Ward of East Goshen Township. Our polling place is the Community Center. To register to vote, contact the Chester County Voter Services at 610-344-6410, or online at <https://www.vote.pa.gov/Register-to-Vote/Pages/default.aspx>

Heat Pump Recommendation: After a heavy snowfall you should clean around your compressor for efficiency. It is normal for the heat exchange coils to occasionally frost over. When this happens, the heat pump will automatically go into a defrost mode. We recommend that you have your system inspected at least annually.

Community Garden Plots: For information on securing a plot in the community garden, use the site <https://hersheysmill.org/activities/garden-information/>. Scroll to the bottom to the paragraph beginning “To obtain a plot...”

Parking for Recreational Vehicles: Mobile homes, house trailers or boats may not be parked within Inverness Village. Contact Hershey’s Mill Security at 610-436-6403 to arrange temporary parking in a designated area.

Extended Absence / Snowbirds: If you plan to be away during cold weather, follow the instructions given on Channel 970 or 971 for winterizing your home. You should file a vacation record with the Security Office so you can be reached in case of emergencies. **Telephone service to your home must be maintained during your absence.**

Any complaints regarding the maintenance and condition of the Village and or the actions of the Council or its officers, agent, employees or independent contractors, any homeowner or any family members, guests, or invitees shall be made in writing to the Council or its Managing Agent, using Exhibit G in Section 10. Except in emergencies, Council and the Managing Agent shall be afforded a reasonable time in which to study and act upon the complaint before any other action is taken by the complainant.

No homeowner or resident of the Village of Inverness shall attempt to direct, supervise or in any manner attempt to assert any control over the employees of the Homeowners' Association, the Council, the Council's Managing Agent or any persons working under contract with the Inverness Homeowners' Association. No employee shall be used to perform any function or service except that for which said employee is engaged.

The Council may delegate certain of its responsibilities listed within this document to its Managing Agent.

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

The Council may amend these Rules from time to time.

SECTION 3: RESIDENTIAL USE AND INTERIOR AREAS***RESIDENTIAL USE ONLY***

1. Village land shall be used only for residential and related recreational purposes. Each house shall be used as a residence for one family only, and not for commercial purposes.
2. No house shall be used or rented for transient hotel or motel purposes.
3. Houses may be leased for a minimum of twelve months and, if so leased, must be occupied by the lessee. All such leases require the prior approval of the Village Council. No subletting by lessee is permitted.
4. Any person residing in Inverness Village as an owner, renter or guest/relative of the resident is required to follow all Village and Hershey's Mill rules. These include, but are not limited to regulations regarding age, minor children, etc.
5. All renters and resident guests must leave an address and phone number where they may be reached with the Managing Agent upon moving into the Village.
6. No industry, business, trade, occupation or profession of any kind – commercial, religious, educational or otherwise – is permitted to be conducted or maintained on any part of Village land other than a "home occupation" as defined in The Code of the Township of East Goshen. Such home occupation must be totally confined to the inside of a housing unit with no outward sign thereof. Garages must NOT be used for the purpose of storing goods or materials used in the operation of a business. The primary purpose of the garage is for parking of your vehicle.

INTERIOR AREAS

1. Please be sensitive to the rights, comfort and convenience of other residents with respect to noise, vibrations, odors, and activity which unreasonably disturbs or interferes with others.
2. Drains, toilets, baths, showers and the like shall not be used for any purpose other than that for which designed, nor shall any sweepings, rubbish, rags or similar articles be thrown into same or onto the Common Area. Any repairs necessitated by the misuse of such facilities will be charged to the offending homeowner.
3. Kitchen garbage disposals shall be utilized only for the disposal of waste for which they are designed.
4. Water shall not be left running for an unreasonable or unnecessary length of time in any house.
5. All trash and other refuse shall be kept out of sight in tightly covered, waterproof containers located in trash bins by the garages. Disposal of animal droppings is the responsibility of the owner, and must be in securely sealed plastic bags or containers. Food or trash of any other kind is not to be dumped into the trash bins or containers without being bagged.

6. Recyclable trash shall be separated from other trash and accumulated in the containers designated for that purpose and located in the designated recycle trash bin in the garages.
7. No musical instrument or other device such as CD player, television, radio or amplifiers shall be played or operated at a volume which disturbs or annoys other residents of the Village. All parties shall lower the volume of the foregoing at 11:00 p.m.
8. Workmen employed by a homeowner are permitted to do internal work on any house or garage only between the hours of 8:00 a.m. and 6:00 p.m. Emergency repairs may be done as needed. No furniture, appliances or other heavy or bulky materials shall be delivered to or from any house between the hours of 8:00 pm and 8:00 am.
9. Homeowners
10. Propane-fueled fireplaces are permitted only after approval of the propane tank as described in Section 8.

SECTION 4: EXTERIOR AND COMMON AREAS

ALL EXTERIOR ALTERATIONS MUST BE SUBMITTED TO THE MANAGING AGENT, FOR REVIEW BY THE ARCHITECTURE OR LANDSCAPING COMMITTEE AND APPROVAL BY COUNCIL. COPIES OF THE FORMS FOR ALL REQUESTS (ARCHITECTURE, LANDSCAPING, AND MAINTENANCE) ARE FOUND IN SECTION 10 OF THIS DOCUMENT.

1. Signs or advertising displays of any nature shall not be permitted in the Village, including signs advertising houses or vehicles for sale, rent or lease.
2. Outdoor holiday decorations in the common area are limited to lights on existing shrubbery. Light bulbs shall be tastefully arranged. Extra bright lights are not permitted. Holiday decorations must be down by January 15th.
3. No rug, laundry, fan, air conditioner, or other object shall be allowed to hang or protrude from any window or door.
4. Items of personal property shall not be stored or left on any common area. Outdoor tables and chairs may remain set up on decks and patios. Barbecue sets may be stored on patios or decks. A limited number of decorative objects in good taste may be placed on the front stoop, or in the mulched beds adjacent to the resident's unit.
5. Outdoor cooking grills shall not be used on wooden decks unless a fire extinguisher or a connected garden hose is readily accessible. Grills shall not be used under awnings or trees, or in screened porches. *Cold* charcoal ashes may be placed in trash containers *only* if they are in a sealed bag.
6. Firewood may be stored in garages, on patios or under decks. Firewood may be stored in the front entry alcove only if in a firewood rack and if it does not impede entry.
7. The flag of The United States of America may be flown at any time. Flags should be limited to a maximum of 3 x 5 feet, and must be kept in good condition. No political flags may be flown. No flag may be attached or tacked to the face or side of a house; it must be displayed on a standard residential pole which is attached to the house or garage.
8. Lawn chairs, tables, grills, game equipment, and other such items may be used in the Common Area provided they are removed when not in use.
9. No part of the common area shall be used for storage of golf carts or any other personal property.
10. No outside wood-burning fires shall be caused or permitted.
11. No guns, firearms of any type, bows and arrows or any projectile-launching device shall be discharged within or adjacent to Inverness Village.
12. Unsupervised children shall not be permitted to loiter or play upon the walks or in the parking areas or driveways.

13. No refuse shall be carried through, over or across any Common Area except in a watertight bag or other sealed container.
14. Damage to a common area caused by a homeowner or their guest by any means shall be repaired or replaced at the expense of the homeowner who caused the damage. The Master Association of Hershey's Mill has ruled that any resident who, without permission, encroaches on Master Association common area by removing plants, trees, bushes, etc. shall be made to bear the cost of restoration of the encroached area with like kind of approved materials, together with a possible fine.
15. Private garage sales and other similar money-raising events are prohibited.
16. Homeowners may not extend decks, stairways or patios onto or over common ground without prior approval, as described in the box above. No gate or fence may be installed on Village land.
17. Workmen employed by a homeowner are permitted to do external work on any house or garage only between the hours of 8:00 a.m. and 6:00 p.m. Emergency repairs may be done as needed.
18. All residents who wish to have a dumpster and/or POD (Portable On Demand Storage or similar unit) placed on Common Ground for personal use must, prior to the delivery of the unit, submit a written request to the Managing Agent using the form in Section 10. The request must identify the contracted hours or days, and must adhere to the following regulations:
 - a. Maximum dumpster size is limited to 10 cubic yards. The dumpster or POD must fit into one parking spot.
 - b. The dumpster or POD must be placed in a location where it does not interfere with trash removal, snow removal, emergency vehicles of any kind and usual traffic flow.
 - c. All adjacent and potentially affected homeowners must be notified prior to the delivery of the dumpster or POD.
 - d. The dumpster or POD must be placed on plywood and/or planks so that it does not come into contact with any blacktop surfaces.
 - e. All dumpsters must be covered on a daily basis in order to prevent debris from becoming dislodged.
 - f. The dumpster or POD must be removed within 48 hours of delivery unless otherwise approved. Failure to remove the dumpster or POD within 48 hours will result in the Association arranging for the removal at the homeowner's expense.

SECTION 5: LANDSCAPING

REQUESTS FOR ALL LANDSCAPING CHANGES MUST BE SUBMITTED TO THE MANAGING AGENT FOR REVIEW BY THE LANDSCAPING COMMITTEE AND APPROVAL BY COUNCIL. COPIES OF THE FORM FOR ALL REQUESTS (ARCHITECTURE, LANDSCAPING, AND MAINTENANCE) ARE FOUND IN SECTION 10 OF THIS DOCUMENT.

1. All lawns, mulched areas and other plantings surrounding the houses and garages are part of the common area of Inverness Village with ownership shared equally by all Inverness homeowners through the Inverness Village HOA. Plants on common ground, not adjacent to the homeowner's unit, whether in cultivated or natural areas, may not be added to, removed, relocated, pruned or otherwise treated by homeowners except in accordance with appropriate Landscaping Committee and Council permission. The homeowner may add mulch to the beds around his or her home; however, the same type and color of material used throughout Inverness Village must be used. Mulch is applied Village-wide as contracted.
2. The land in the Common Area shall not be filled, seeded, fertilized, trimmed, edged or otherwise treated by homeowners except in accordance with appropriate Landscaping Committee and Council permission, as described above.
3. Without prior approval, a homeowner may plant flowers, **but not trees or shrubbery**, in mulched areas and/or in a bed adjacent to a patio that does not extend more than 24 inches from the patio provided they are low growing varieties that do not exceed 36 inches in height at maturity or interfere with Village plantings. The homeowner shall be responsible for the maintenance of such plantings, including removal of overgrowth on walkways, and removal of all dead plant material in a timely manner. Extending flowerbeds into existing turf is prohibited.

The Landscaping Committee encourages homeowners to use native plants in their existing mulched areas and flowerpots as desired replacements of existing ground cover and shrubs. The native plant list recommended by the Hershey's Mill Nature Group includes ground covers, perennials, grasses, ferns, shrubs and ornamental trees, and can be found on the HM Nature Group website:

<https://hersheysmill.org/wp-content/uploads/2022/05/HMNG-Native-Plants-5-11-22.pdf>.

4. If the homeowner desires to add trees or shrubbery in a mulched bed, Council approval is required. Once planted in common ground, such shrubs and trees become property of the Village for pruning and removal when dead. Replacement of a dead shrub or tree after the term of any installation warranty is at the discretion of the Landscaping Committee.
5. Before planting perennials, grasses, or shrubs at the base of the deck, a homeowner must submit a plan and obtain approval, as described in Section 10. Since decks vary in height, consideration of scale and proportion are important in deciding plant selection.
6. Use of water for shrubs, flower beds and lawn care shall be subject to regulations and limitations of the Council.

7. Existing plantings may be removed at the discretion of the Landscaping Committee. Regular inspections are carried out by the Committee to identify dead, damaged or overcrowded plants requiring remedial pruning or removal. Branches rubbing against a roof or siding must be removed. A homeowner who notices this situation should contact the Managing Agent to request removal of the problem branches.
8. No climbing plants are permitted on awnings or decks. Climbing plants, including English ivy and decorative vinca may not be used as ground cover or on trellises, around houses, garages or trees/shrubs. Any replacement of ground cover must be approved following the Request for Action process defined in Section 10. It is the homeowner's responsibility to remove any decorative vinca or English ivy from seasonal planters before trailing vines become established in the ground.
9. Residents may request additional plantings or replacement of removed plantings by submitting a landscaping plan to the Managing Agent (See the Request for Action Form, Exhibit F in Section 10.) The following guidelines apply to such plant installations:
 - a. New planting areas must be compatible with existing plantings in the area and enhance the beauty of the setting. The suitability of any landscape design is the prerogative of Council.
 - b. New planting areas must be mulched to a depth of two inches with a mulch consistent in color and texture with that of the existing mulched beds in the Village. Mulch should not cover the root collar of tree trunks. (No "mulch volcanoes.")
 - c. When requesting the addition of a new plant at the party line with a neighboring house, the homeowner shall consult with the neighboring homeowner.
 - d. No plants included in the PA-DCNR Invasive/Noxious Weed List will be approved. The list can be found at this website:
<https://www.dcnr.pa.gov/Conservation/WildPlants/InvasivePlants/InvasivePlantFactSheets/Pages/default.aspx>
10. Invasive plantings like English ivy, vinca, and pachysandra are prohibited. (The removal of these is in progress and will be accomplished over time.)
11. Growing of vegetables and invasive herbs on the common area is prohibited. (For information concerning garden plots, see hersheysmill.org, and put "garden" in the Search field.)
12. Flower pots holding dead plants or soil only, or empty pots may not be placed or stored around garages or houses or on mulched areas.
13. The watering of plants in mulched areas or common ground must not exceed the amount of water the ground can absorb at time of watering. All watering must cease if any water runoff beyond the target area occurs.
14. All summer annuals must be removed by October 31. All perennial plants must be cut back by December 1.
15. Residents who have a landscaping concern should email the Managing Agent or the Landscaping Committee chair. Do not call the Landscaping contractor directly.

SECTION 6: EXTERIOR ARCHITECTURE

ALL ARCHITECTURAL ADDITIONS AND/OR CHANGES MUST BE SUBMITTED TO THE MANAGING AGENT FOR REVIEW BY THE ARCHITECTURE COMMITTEE AND APPROVAL BY COUNCIL. COPIES OF THE FORMS FOR ALL REQUESTS (ARCHITECTURE, LANDSCAPING, AND MAINTENANCE) ARE FOUND IN SECTION 10 OF THIS DOCUMENT.

THE LIST OF INVERNESS PAINT COLORS AND PHOTOS OF SAMPLE AWNING FABRIC CHOICES ARE AT THE END OF THIS SECTION.

Installation of structural modifications, including exterior doors, windows, awnings, skylights, attic ventilators, door hardware, or screening requires the homeowner to obtain prior approval from the Village Council after recommendation by the Architecture Committee. See Section 10.

WINDOWS, DOORS, GARAGE DOORS, EXTERIOR LIGHTS

1. Windows

New or replacement windows shall match Inverness' single or multiple casement-style windows. They may be vinyl, fiberglass, or aluminum clad. Outside wood trim color must be SW-7017 (Dorian Gray). Residents who choose to repaint the window casings (next to the glass) should use SW-6075 (Garret Gray). Muntin bars (grilles) are not acceptable. Glass must be clear and double-paned.

2. Doors

A replacement front entrance door must be approved by the process described in the box above. Its external color must match as closely as possible one of the options at the end of this section.

Any new replacement front storm & screen door must match as closely as possible the color of the entrance door, and must be approved by the process described above.

Door hardware requires approval through the process described in the box above because a new lock must work with the current Master Key system. Installation of a new lock requires the homeowner to arrange with Advanced Lock and Security, Malvern, (610-647-5042) or at www.yoursecuritycenter.com. (Advanced Lock and Security was formerly A-1 Security; the website gives 610-935-3901 as the phone number; both phone numbers go to the same office.)

Doors may have a centered peep-hole viewer and/or knocker.

New or replacement patio, deck or porch sliding doors must match as closely as possible current Inverness color (SW-6075, Garret Gray), and must be approved through the process described in the box above. Glass must be clear, double-paned safety glass.

3. Garage Doors

Replacement garage doors and their hardware are to match the appearance of existing garage doors that are in place throughout the Village. The doors will consist of four plain, horizontal panels with a simulated-wood surface. Replacements of the door and the opener are the responsibility of the homeowner.

The keypad on each garage requires a 9-volt battery, which needs periodic replacement by the homeowner.

4. Exterior Light Fixtures

Replacement exterior light fixtures shall match as closely as possible those on the garages, with a black finish. They must be installed in accordance with current UL codes.

5. Walkway Lighting

Low voltage walkway lighting may be installed for safety and/or security purposes. Installation must be in accordance with the manufacturer's instructions and applicable codes. Lighting must be directed downward. Its installation must have the approval of Council as described above, and also have the approval of neighbors where there is a shared walkway.

SHADES, AWNINGS, ETC.

All draperies, curtains, blinds, shades, screens or other types of window or door coverings visible from outside the house shall have a subdued white, off-white or ivory lining when viewed from outside. Fixed stained glass on windows is not allowed.

No exterior shades, awnings or window guards shall be installed without approval through the process described in the box above.

Non-retractable awning frames must be made of industry-recommended piping approved by the Architecture Committee. Requests for both retractable and non-retractable awning frames must be approved through the process described in the box above.

Fabric for new or replacement awnings shall be approved by the Architectural Committee following the process described above. Darker patterns typically minimize sun glare the most, while lighter fabrics will keep the area under the awning brighter. Samples are at the end of this section.

SIGNS, ANTENNAS

House numbers must be visible at all times.

No sign, antenna or other object shall be erected on the exterior of any building or on the Common Area without prior approval as described above. Any such object installed without approval is liable to removal without notice. The cost of removal and repair of

any damage to a house or other structure shall be assessed against the homeowner(s) for whose benefit the installation was originally made.

STOOPS AND PATIOS

Concrete stoops and patios may be covered with rectangular or irregular slate, tile or flagstones with prior approval by Council as described above; this is the responsibility of the homeowner.

HANDRAILS FOR WALKWAY AND/OR STEPS

Baluster style walkway handrails are the most common in Inverness and best conform to the architectural style of the Village. Only pressure treated lumber may be used throughout for any handrail project, whether new, repair, renewal or modified. The top surface of the 2x6 railing should be 33" to 36" above the ground and follow the grade of the walk and/or steps.

The entire hand-rail structure must meet current Township code. Current code requires a round or oval hand rail (whose cross section is no more than 2" for round or 2 ¼" for oval) to be attached to the 2x4 under the top 2x6 rail.

The entire hand-rail structure must be primed and painted after a period of weathering but no longer than six months. Color must be SW-7017 (Dorian Gray).

DECKS, SCREENED PATIOS and SUNROOMS

Owners are responsible for all maintenance and upkeep for screened rooms, sunrooms, rear decks, rear steps and rear handrails.

1. Decks

Decks have limited load capacity, and nothing may be placed on the deck that would exceed this capacity and cause weakening or collapse of the structure. This includes heavy furniture, heavy plantings in containers and/or an excessive number of people on the deck.

Replacement elements (e.g., decking planks) must be installed according to IBC codes. They must be of pressure-treated lumber or a similar composite material and must be stained after a period of weathering not longer than six months.

Stains for decks, deck railings, and stairs, whether initial application, renovation or refinishing, must be of neutral/natural tone and in harmony with similar adjacent installations. Under-deck lattice should be stained or painted to match the deck woodwork.

No statues, ornaments, castings or kinetic moving devices may be placed on or attached to deck railings.

Installation of invisible wire mesh inside the deck railings may be permitted through the process described in the box at the top of this section. It must be installed according to the manufacturer's instructions.

2. Screened Patios and Sunrooms

Structures for Supporting Porch Screens and Roofs: New or replacement exterior structural ("2x4") members and their screen-sustaining trim covers are to be installed according to IBC codes. They must be of pressure treated lumber. They must be painted SW-7029 (Agreeable Gray) after a period of weathering.

Siding must be cement board.

Exterior trim on the windows must be painted SW-7029 (Agreeable Gray).

External telephone and power entry boxes must be painted with the Inverness color of the siding, SW-7017 (Dorian Gray).

ADDITIONS: ROOFING

All additions must be approved, as described above and in Section 10. Any new or replacement roofing encompassed by an addition project is to be installed in accordance with the current procedures set forth by the National Roofing Contractors Association (NRCA). Roof shingles must be GAF Timberline architectural shingles, "Weathered Wood," or their equivalent in style, quality and life; color is to be Georgetown Gray. They must be warranted to last at least 30 years. Roof Pitch: Rise/run for the Village is either 4/12 or 9/12.

PRIVACY BARRIERS

Privacy barriers are permitted between adjoining units within a single block, with approval according the process described in the box above. A privacy barrier for a deck or patio must conform to the general architectural style of the Village, and requires approval according to the process described above. For both decks and patios, panels may not extend more than 8 feet from the exterior wall of the house, and may not be more than 6 feet high.

OUTDOOR ORNAMENTS

Live or artificial flowers may be hung on garages, and if used, must be maintained.

No signs, antennas, lampposts or fences shall be erected or placed upon the Common Area.

No more than a total of two bird feeders, birdbaths, and/or other adornments may be placed in the front Common Area.

No fences, enclosures, walks or curbs shall be painted, written upon, used to mount a sign or otherwise defaced. No sign, antenna or other object shall be erected on the exterior of any building without approval through the process described in the box above.

Any item, including garden items, window or door covering displayed where it is visible to any resident or visitor should be consistent with these rules, in good taste and inoffensive. The definition of acceptability is at the discretion of the Council upon recommendation of the Architecture Committee.

Garden hoses may be coiled on the ground in garden or mulched areas or hung on brackets attached to the house. They must be removed by October 31 and stored through March 15.

WALKWAYS

Nothing shall be placed in any entryway or walkway that will result in a hazardous condition or obstruct emergency entry to the house.

Repairs to the existing walkways are the responsibilities of the Village. Alterations to existing walkways, including ramps for wheelchair access, are the homeowner's responsibility. All requests must be submitted through the process described in the box at the top of this section.

RADON EMISSION SYSTEM

If required, a radon elimination system must be installed according to IBC and UL codes. This is the responsibility of the owner. All efforts must be taken to ensure that the noises of the radon system do not interfere with the quiet and peace of neighbors in their own homes or on porches, decks or patios.

All components of the system must be entirely within the perimeter boundaries of the house. The preferred exit point is through the roof. It is recommended that pumps and blowers be joined to piping through flexible (vibration- and sound-absorbing) couplings. Piping shall be fastened to the interior framework of the house through flexible (vibration and sound absorbing) connectors.

Any exposed portion of the roof-penetrating radon piping must be painted to match the coloring of the roof's shingles. A system where exhaust elimination is approved to go from the attic area through the exterior siding must be painted Inverness color(s) matching the penetrated exterior. In extraordinary installations wherein external radon system piping and/or appurtenances are approved, system components must be painted to match the Inverness color of the adjacent trim, siding or foundation against which it stands.

INVERNESS PAINT COLORS

All are Sherwin-Williams colors, and can be seen on www.sherwin-williams.com

SIDING

SW-7017 Dorian Gray

TRIM

SW-7029 Agreeable Gray

WINDOW FRAMES

SW-6075 Garret Gray

For exterior frame casing for windows and for doors to patio and deck, including sliding glass doors.

DOOR COLORS

Front doors may be one of these approved colors:

Sherwin Williams

SW-7018 Dovetail Gray (gray)

SW-7592 Crabby Apple Red (red)

SW-9185 Marea Baja (blue)

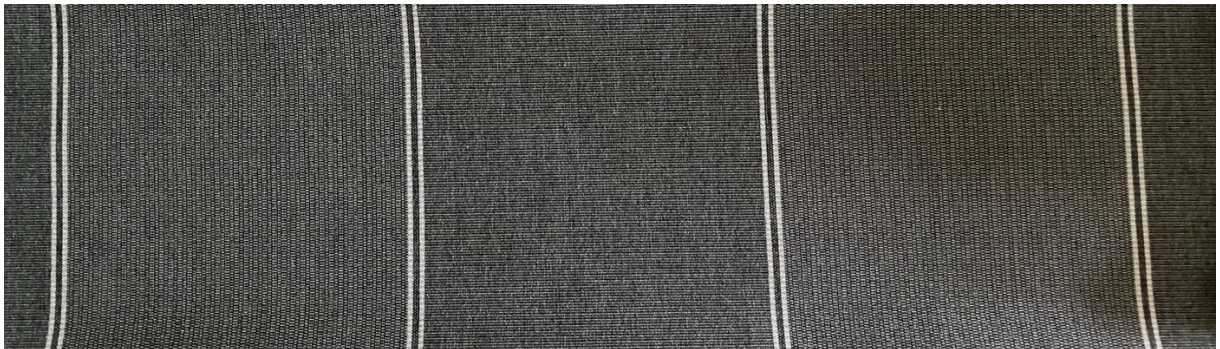
INVERNESS AWNING FABRIC CHOICES

Current examples. Stripes or solids are recommended.

Platinum Gray



Winter Gray Harmony



SECTION 7: EQUIPMENT AND VEHICLES

UTILITIES, EQUIPMENT AND INSTALLATION

1. No tampering or interfering with, attempting to repair, alter or make a connection to any interior or 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 prior approval through the process defined in Section 10.
2. No person other than a qualified contractor shall go on the roof of the residential buildings, garages or other buildings.
3. All audio-visual and other electrical equipment of any kind and all appliances of every kind however powered, installed or used in a house shall comply with all rules, requirements and recommendations of all public authorities and boards of fire underwriters having jurisdiction.

MOTOR VEHICLES

1. All parking regulations, posted speed limits, stop signs and other traffic regulations shall be strictly obeyed. Homeowners have the obligation to impress upon guests and service people the necessity to comply. The speed limit on Chandler and Mill Drives is 27 mph; within Inverness Village it is 15 mph.
2. Residents are reminded that when moving in or moving out, moving vans are not permitted to be left parked anywhere in the village overnight without permission. If there is a need for the van to be here more than one day, special arrangements must be made with Hershey's Mill Security for a location where the van may be parked overnight.
3. Automobiles of residents shall be parked in the resident's garage or in nearby parking areas. Space in the assigned garage must be used for a vehicle before outside parking is used. The garage must not be used for storage if such storage makes automobile parking inside impossible. Outdoor parking spaces are not assigned. Courtesy dictates that neighbors share parking spaces in a manner that is most considerate for all concerned. For safety and security reasons and Village aesthetics, garage doors should be kept closed. For the same reasons parking in front of garage doors is prohibited.
4. No vehicle, whether belonging to residents or visitors, shall be parked so as to impede or prevent ready access to and from walks or ramps, other vehicles, mailboxes or parking spaces. For safety and in order to allow full access for emergency vehicles to all homes, parking in front of garage doors, sidewalks, ramps or at the entrances to cul-de-sacs is strictly prohibited. Visitors should be asked to park in other available parking areas.
5. No inoperable or unlicensed vehicle shall be parked within Inverness Village for more than 48 hours.
6. In consideration of residents, no screeching of tires or loud revving of engine shall be permitted. No blowing of any horn, except as may be required for safe operation of the vehicle, shall be permitted.

7. Vehicles shall not be mechanically serviced (except for emergencies), washed or polished on Village land. Homeowners may use the hose at the Wood Shop for washing vehicles; only Wood Shop members may use the other cleaning items; others must supply their own materials.
8. Car tarps shall not be allowed unless specific permission is granted by Council. Boats, trailers, trucks, campers, or commercial vehicles shall not be stored or left unattended on Village land.
9. The Council shall have the right to cause any vehicle not conforming to 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.

GOLF CARTS

1. Privately owned golf carts must be equipped with two headlights, two taillights and a rear-view mirror.
2. Each golf cart must be clearly marked with the owner's house number in numbers 3 inches high on the rear bumper of the cart.
3. Golf carts are restricted to use on the Hershey's Mill golf course (by Golf Club members and guests only) and on paved Inverness and Hershey's Mill streets. Carts shall not be driven over Inverness Village common areas.
4. Golf carts shall be housed in garages only, but not so as to interfere with the parking of the resident's automobile.
5. The driver of a golf cart must be licensed as a motor vehicle operator and must obey all parking, speed limits, traffic signs and other regulations applying to any other motor vehicle within Hershey's Mill.
6. The owner of a golf cart must maintain liability insurance coverage on the operation of the golf cart.

EXPLOSIVES, FLAMMABLE MATERIALS, AND WEAPONS

1. No flammable, corrosive or combustible material and no explosive or otherwise hazardous substance shall be stored in any house or garage except for those materials sold for ordinary household purposes and packaged in the manufacturer's original containers.
2. Nothing may be done in violation of any applicable law, ordinance or regulation or kept in any house or on the Common Areas so as not to cause cancellation, reduction of coverage, or increase of premium of any of the insurance policies maintained by the Homeowners' Association.
3. Containers of LPG (propane or butane) shall not be stored inside houses, garages or storage sheds. An extra propane tank for a gas grill may be neatly stored under or beside the grill.

4. No fireworks or explosives of any kind shall be brought into, stored or detonated within the Village. No firearms of any type, bows and arrows or projectile launching devices shall be discharged within the Village.
5. Gas Fireplaces and Propane Tanks may be installed only after following the requirements detailed in Section 8.

SECTION 8: SPECIAL SITUATIONS

GAS FIREPLACES AND PROPANE TANKS

THESE REQUIREMENTS APPLY TO THE INSTALLATION OF FREE-STANDING FIREPLACES OR THE CONVERSION OF EXISTING WOOD-BURNING FIREPLACES TO GAS LOGS.

1. Homeowner may purchase fireplace inserts and accessories from any certified gas fireplace dealer.
2. Basic requirements:
 - a. All units must be Industry certified.
 - b. All units must have a Safety Pilot Valve
 - c. Units may be vented or unvented.
 - d. All piping must be industry standard.
 - e. A certified installer must perform any and all parts of the installation in accordance with industry standards.
3. Propane tanks may be no smaller than 40 gallons and no greater than 120 gallons. The tanks must be located outside no less than 10 feet from the nearest power source, such as a heat pump, and no less than 3 feet in any direction from any operable window or door in accordance with industry standards.
 - a. Propane tanks must set on solid blocks to avoid movement/shifting during weather and climate changes.
 - b. Propane tanks must remain white in color and surrounded by sufficient landscaping or other approved screening if the site for the tank is such that landscaping cannot be planted there.
 - c. Propane tanks should be screened with landscaping, or fencing where the ground is not suitable for planting.
4. As with all architectural modifications, propane tank installations require prior recommendation by the Architecture and Landscape Committees and approval by Council by submitting Exhibits C, F, and H to the Managing Agent. See Section 10.

SKYLIGHTS

New or replacement skylights must be installed in accordance with current International Building Code (IBC) and National Roofing Contractors Association (NRCA) procedures.

In appearance, color should closely match that of the roof's shingles. They may not be light in color (e.g., white) or shiny metallic.

Skylights are the responsibility of the homeowner, including consequent damage to the roof, siding or grounds.

Exhibits A and H must be submitted to the Managing Agent.

CHARGING STATIONS FOR ELECTRIC VEHICLES

As with other Exterior Architecture modifications, installation of a charging station for electric vehicles (EVs) requires an application to the Managing Agent, evaluation by the Architecture Committee and approval by Council. All expenses associated with the installation and use of the EV charging system are the responsibility of the homeowner.

The charging station must be in the interior of the garage and the position of the car while charging may not interfere with neighbors' access to their garages.

As with other modifications, electricians must provide evidence that they are licensed and insured, are authorized to work in East Goshen Township, and have obtained the required permits.

Exhibits A and H must be submitted to the Managing Agent.

SATELLITE DISHES

With today's streaming technology, satellite dishes add little to the functionality of existing services and are not economically or aesthetically desirable. If a resident sees a compelling need for such a device, he may make an application to the Managing Agent using Exhibits A and H in Section 10.

SECTION 9: CHART OF MAINTENANCE RESPONSIBILITIES

The following chart indicates what is covered by the Inverness Village Homeowners' Association and paid for in the annual budget and capital reserve fund, and what is the responsibility of each homeowner.

Each homeowner shares all village expenses through the quarterly payments that fund the operating budget and the capital reserve fund.

The maintenance budget is based on past experience. The capital reserve fund is reviewed every year by the Finance Committee. Consideration is given to the expected life of the various components of the village, and the amount of money projected for the reserve fund for each year.

It should be understood that every dollar spent to maintain the village is a shared expense for each resident, and further, that all interior maintenance issues are the responsibility of each homeowner.

<u>COMPONENT</u>	RESPONSIBILITY	
	<u>VILLAGE</u>	<u>HOMEOWNER</u>
Doors and Locks		
Front and back doors, patio doors, including thresholds	Repaint exterior	Repair/Replace
Screen/storm doors	None	Repair/Replace
Door hinges, kick plates, knockers and other hardware	None	Repair/Replace
Door latches and locks ¹	None	Repair/Replace
Garage door	Repaint exterior	Repair/Replace
Garage door opener (tracks, all switches, and remote controls)	None	Repair/Replace
Entrances, Decks, Patios, Screened Porches, and Multi-Season Rooms		
Decks, railings, deck steps, patios, stoops	None	Repair/Replace Reseal/Re-stain
Screened porch-interior	None	All maintenance
Screened porch-(original) exterior	Repaint/Repair	None
Sunroom/multi-season room	Repaint/Repair Exterior	All interior walls
Walkways from road to stoop or face of building	Repair/Maintain	None
Walkway railings ²	Repaint	Repair/Replace
Handicap ramps	None	Repair/Replace
Interior		
Basement (including leaks)	None	All maintenance
Chimney flues ³	None	Inspect/Repair/Clean/Replace
Fireplaces/hearths	None	Repair/Replace
Propane equipment and tanks	None	Repair/Replace
Interior components	None	Repair/Replace
Plumbing/electrical/other utilities servicing a single unit	None	Repair/Replace
Slab/foundation/internal structural components	None	All maintenance
Common Facilities		
Mailboxes	Maintain/Replace	None
Storm drains	Repair/Replace	None
Roadway/driveway	Repair/Replace	None
Stormwater management	Maintain/Replace	None
Retaining walls	Maintain/Replace	None

¹ All locks must conform to the Master Key system, see Section 2.

² Units with four or more consecutive steps are required by township building code to have handrails; therefore the HOA is responsible to repair and maintain those railings.

³ Homeowner is responsible to have chimney flues inspected every other year. (See Section 2.) If a unit is sold in the year with no inspection, the homeowner is responsible for inspection as required.

<u>COMPONENT</u>	RESPONSIBILITY	
	<u>VILLAGE</u>	<u>HOMEOWNER</u>
Lighting		
Exterior lights installed by Village and controlled by sensor	Repair/Replace	None
Exterior lights controlled from inside unit ⁴	None	Repair/Replace
Site lighting	Maintain/Replace	None
Pest Control		
Termites, carpenter ants	Repair/Exterior only	Treatment
Carpenter bees	Treatment/Repair	None
Other insects/pests/animals	None	All responsibility
Plantings		
Builder- or Village-planted turf and trees, shrubs and other plantings	Maintain/Replace	Water as needed
Owner-added plantings	None	Maintain/Replace
Roofs and Gutters		
Roof shingles/ underlayment/ flashing	Repair/Replace	None
Gutters/downspouts	Repair/Replace	None
Security		
Security alarms ⁵	Inspect	Repair/Replace (including batteries)
Windows/Skylights		
Window frame and glass	None	Repair/Replace
Skylight frame and glass	None	Repair/Replace
Screens, Screened rooms	None	Repair/Replace
Heating System and Vents		
Heat pump	None	Repair/Replace
Masonry supporting heat pump	None	Repair/Replace
Dryer vent	None	Repair/Replace
Dryer vent inspection (interior and exterior)	Inspect/Clean	Repair/Replace
Walls		
Exterior stone/stucco	Repair/Replace	None
Exterior walls/siding/trim/soffits	Repair/Replace/ Repaint	None
Interior Title Line Walls (except interior finish)	Repair/Replace	None

⁴ Replacement must be approved by Council and must match or be similar in design to existing fixtures.

⁵ All alarm problems must be reported to the Managing Agent.

SECTION 10: REQUEST FORMS

REQUESTS FOR ALL ARCHITECTURAL AND LANDSCAPING CHANGES MUST BE SUBMITTED TO THE MANAGING AGENT FOR REVIEW BY THE APPROPRIATE COMMITTEE AND APPROVAL BY COUNCIL. COPIES OF THE FORM FOR ALL REQUESTS (ARCHITECTURE, LANDSCAPING, AND MAINTENANCE) ARE FOUND HERE.

This section contains request forms for

Exterior Architecture Modification	
General – for any exterior modification, change, or addition	Exhibit A
Or	
Awning Attachment	Exhibit B
Installation of Propane Tank	Exhibit C
Exterior Door, Storm or Screen Door Application	Exhibit D
Stone or Slate Patio or Stoop Installation	Exhibit E
Landscaping / Trees / Shrubs	Exhibit F
General - for Maintenance and for other topics to be brought to the attention of Council	Exhibit G
Contractor’s Acknowledgement of Responsibility	Exhibit H
When a contractor is engaged for exterior work, the homeowner must have the contractor provide this form.	

The Request for Action form must be accompanied by all necessary specifications and documents when the application is submitted to the Managing Agent. The request will be reviewed by the appropriate Committee (Architecture, Landscaping, Maintenance) and the Council at their next scheduled meeting. Results of their decision will be sent, in writing, to the homeowner within forty-five (45) days of receipt of such request.

Applications, with all accompanying documentation, may be sent to the Managing Agent by US Mail, by fax, or by email. It is recommended that you make a copy of the form, retaining the original in the binder.

Digital copies of each exhibit above are on the Inverness Village page of www.hersheysmill.org. If you choose to send your application by email, you can download the appropriate form, **save it on your computer, using your house number and your name** in front of the Exhibit in the file name, complete the form and email it to the Managing Agent. For example, for the

installation of a propane tank, you would download Exhibit C for the propane tank and Exhibit H for the Contractor's Acknowledgement of Responsibility, and save them as

7XX-YOURNAME-Exhibit C.pdf

7XX-YOURNAME-Exhibit H.pdf

The Managing Agent forwards requests to the appropriate committee upon receipt. For urgent maintenance situations (e.g., a leaking roof), the Managing Agent responds to calls 24/7.

INVERNESS VILLAGE HOMEOWNERS ASSOCIATION

APPLICATION FOR ARCHITECTURAL MODIFICATION

Exhibit A

(Required for Patio Enclosures, Railings, Ramps, and for any exterior modification, change, or addition that does not have a specific form, Exhibits B through E.)

Homeowner: _____

Unit # _____ Telephone _____ Date _____

Recommendation by the Architectural Committee and approval by the Village Council must be obtained in advance for all proposed changes or additions to the exterior of the residential buildings.

The homeowner must have the contractor provide a signed Contractor's Acknowledgement of Responsibility (Exhibit H, in Section 10) and a certificate of liability insurance as part of the approval process. If required, a building permit must be obtained from East Goshen Township.

Please provide the following description and specifications for the project:

1. A concise description of the proposed changes in relation to the existing structure.
2. Approximate date of completion
3. A set of plans and specifications
 - Plans should include all elevations and a plan view plus typical sections
 - Scale of plans: 1/4" = 1'
 - Scale of sections: 1/2" = 1'
 - Plans must include all electrical plumbing, heating, ventilation, and air conditioning details.
 - Specifications must include descriptive literature and brochures on all mechanical, electrical and plumbing items.

PLEASE NOTE

- Design and construction must match and conform to the existing Inverness Village buildings.
- The Architectural Committee and Council have 45 days from the date of receipt to recommend or reject this request.
- Once approved, any changes or modifications must also be approved.
- No work may be started before notice of approval is received.
- The contractor will keep all vehicles and equipment on pave areas within the Village, unless special permission is obtained from the Managing Agent.

If a dumpster is needed, the homeowner is responsible to comply with the requirements in Section 4.

Committee Recommendation: _____ Date _____

Council Decision: _____ Date _____

INVERNESS VILLAGE HOMEOWNERS ASSOCIATION

APPLICATION TO INSTALL
AWNING ATTACHMENT**Exhibit B**

Homeowner: _____

Unit # _____ Telephone _____ Date _____

Recommendation by the Architectural Committee and approval by the Village Council must be obtained in advance for all proposed changes or additions to the exterior of the residential buildings.

The homeowner must have the contractor provide a signed Contractor's Acknowledgement of Responsibility (Exhibit H, in Section 10) and a certificate of liability insurance as part of the approval process. If required, a building permit must be obtained from East Goshen Township.

This is an application for approval to install an awning over my

_____ Rear patio _____ rear deck.

_____ Retractable _____ Permanent

Awning materials are _____

Color/pattern selection _____

Note: Awning installation may not encroach upon common ground.

Committee Recommendation: _____ Date _____

Council Decision: _____ Date _____

INVERNESS VILLAGE HOMEOWNERS ASSOCIATION

REQUEST FOR INSTALLATION OF PROPANE TANKS

Exhibit C

Homeowner: _____

Unit # _____ Telephone _____ Date _____

This is an application to install propane tank(s) for _____ (purpose).

Recommendation by the Architectural and Landscape Committees and approval by the Village Council must be obtained in advance for all proposed changes or additions to the exterior of the residential buildings.

The homeowner is required to adhere to the specifications below on this form.

The homeowner agrees to maintain the propane tank at his/her expense.

In the event the home is sold, the homeowner agrees either to remove the tank or to have the purchaser(s) execute a new request form prior to settlement, indicating that the purchaser(s) will maintain the tank at their expense.

Landscape plan: The tank will be located as shown on the attached sketch, and be shielded by the following planting(s):

Installation: The installation of the tank will be done by this contractor:

The Contractor's Acknowledgement of Responsibility (Exhibit H) must also be submitted.

Committee Recommendation: _____ Date _____

Council Decision: _____ Date _____

INVERNESS VILLAGE HOMEOWNERS ASSOCIATION

APPLICATION FOR INSTALLATION OF AN EXTERIOR DOOR,
Or SCREEN / STORM DOOR**Exhibit D**

Homeowner(s): _____

Unit # _____ Telephone _____ Date _____

Recommendation by the Architectural Committee and approval by the Village Council must be obtained in advance for all proposed changes or additions to the exterior of the residential buildings.

All requests for this installation must be submitted to the Managing Agent for approval by Inverness Village Council. Installation may not begin until signed approval is received.

This is an application for approval to install _____
(Location and type of door)

The homeowner must have the contractor provide a signed Contractor's Acknowledgement of Responsibility (Exhibit H, in Section 10) and a certificate of liability insurance as part of the approval process. If required, a building permit must be obtained from East Goshen Township.

The homeowner is responsible for the entire installation, maintenance, appearance and upkeep of the door requested above, and acknowledge that repairs and replacement are the sole responsibility of the owner. This agreement will be made part of any Agreement of Sale entered into on the above-mentioned property.

Committee Recommendation: _____ Date _____
Council Decision: _____ Date _____

INVERNESS VILLAGE HOMEOWNERS ASSOCIATION

APPLICATION FOR INSTALLATION OF
STONE OR SLATE PATIO OR STOOP**Exhibit E**

Homeowner: _____

Unit # _____ Telephone _____ Date _____

Recommendation by the Architectural Committee and approval by the Village Council must be obtained in advance for all proposed changes or additions to the exterior of the residential buildings.

All requests for the installation of stone, slate or brick for patios or stoops must be submitted to the Managing Agent for approval by Inverness Village Council. Installation may not begin until approval is received.

The homeowner will be responsible for the entire installation, maintenance, appearance, upkeep or replacement as requested in this application.

The homeowner must have the contractor provide a signed Contractor's Acknowledgement of Responsibility (Exhibit H, in Section 10) and a certificate of liability insurance as part of the approval process. If required, a building permit must be obtained from East Goshen Township.

Trucks used for installation are prohibited on common ground; they must stay on the macadam area only. Concrete must be moved in a wheelbarrow to the patio or stoop.

Any changes to the patio or stoop must be detailed in a sketch attached to this request.

AREA TO BE PAVED: _____ FRONT STOOP _____ REAR PATIO

MATERIAL TO BE USED: _____ SLATE _____ STONE

_____ BRICK _____ CONCRETE

Committee Recommendation: _____ Date _____

Council Decision: _____ Date _____

INVERNESS VILLAGE HOMEOWNERS ASSOCIATION
APPLICATION FOR LANDSCAPE CHANGES OR ADDITIONS

Exhibit F

Homeowner: _____

Unit # _____ Telephone _____ Date _____

Any proposed change (removal or addition) to the landscaping in the common area around the homeowner's unit must conform to the Village's landscape guidelines in Section 5, and must be approved by Village Council.

Submit this form to the Managing Agent at least two weeks before the date of the Council meeting in the month you anticipate work to begin. Council will decide, and the Managing Agent will notify you of the decision, including a reason if the request is denied. A response will be provided within 45 days from submission.

AND

If a contractor will be engaged to do the work, Exhibit H, Contractor's Acknowledgement of Responsibility must also be submitted.

NO WORK MAY BEGIN UNTIL NOTICE OF APPROVAL IS RECEIVED.

A plant list and a scale drawing of the proposed installation must be submitted as an attachment to this request.

Committee Recommendation: _____ Date _____
Council Decision: _____ Date _____

INVERNESS VILLAGE HOMEOWNERS ASSOCIATION

MAINTENANCE / GENERAL REQUEST FOR ACTION

Exhibit G

Please complete this form and send it to the Managing Agent

Homeowner: _____

Unit # _____ Telephone _____ Date _____

The Inverness Rules and Regulations document includes specific forms (Exhibits A through F) for Exterior Architecture and Landscaping Modifications.

For Maintenance and for other topics to be brought to the attention of Council, please use this form, and be as specific as possible.

Homeowner's Signature: _____

Committee Recommendation: _____ Date _____

Council Decision: _____ Date _____

INVERNESS VILLAGE HOMEOWNERS ASSOCIATION

Homeowner: _____

Unit # _____ Telephone _____ Date _____

CONTRACTOR'S ACKNOWLEDGEMENT OF RESPONSIBILITY**Exhibit H**

1. If any digging is involved:
The contractor shall contact Pennsylvania One Call System, Inc (1-800-242-1776) before any excavation, to locate all underground utilities.
Enter the Utility Inspection Number here: _____
2. No vehicle shall be driven off paved areas.
3. The contractor may not operate vehicles on golf-cart or walking paths. The contractor may not use the Hershey's Mill Golf Course for access to village property.
4. All debris and left-over material will be removed by the contractor. The Homeowners' Association and Hershey's Mill Landscape Division will not remove any construction waste. Construction waste and debris may not be disposed of in resident trash receptacles.
5. Contractor will not dispose of any debris on Hershey's Mill property or in any dumpster belonging to the Homeowners' Association or to any other contractor retained by the Inverness Village HOA or its residents.
6. Any damage done to the common area, including but not limited to water pipes, drain pipes, utility cables (electric, telephone, television), structures or barriers, shall be the total responsibility of the contractor.
7. All planting around electric transformers shall conform to PECO planting guidelines. Adequate space shall be left near electric meters to facilitate access.
8. No work shall begin without full prior approval of Village Council.
9. Contractor must submit a copy of his license and valid Certificates of Insurance to the Managing Agent before any work begins.

I have read and understand this Acknowledgement and have been advised of the requirements of the policy on residents' use of a dumpster/POD in Section 4, and will comply with all of the above.

Date: _____ Contractor's Signature: _____

CONTRACTOR COMPANY NAME: _____

ADDRESS: _____

TELEPHONE: _____