

WELCOME TO JEFFERSON VILLAGE!

Jefferson is the largest village in Hershey's Mill, with 146 homes. We are fortunate to be adjacent to many amenities of Hershey's Mill, like the half-mile walking path around the lagoon, the pool and sports complex, the garden plots, the woodshop, the Sullivan House, and the Community Center. When you receive your first Hershey's Mill Guide and Digest in the mail, you'll find lots more activities and events to keep you busy!

Our Welcoming Committee has compiled this manual to familiarize you with Hershey's Mill in general and our village in particular. We want you to feel welcome and become an active and vital part of our community! Please take the time to read through it.

The Jefferson Village By-Laws and Declarations are included in this manual, which explains many of the expectations and rules of living in a homeowner's association. These guidelines periodically may be amended during your residency. You can also refer to the Village Portal for more information, or contact Steve Erney, our PENCO property manager, for clarification.

Our Council Members are an excellent source for answers to questions you may have about the village. They are members of our community, elected by us to help with the management of the Village, and are willing to assist you with your concerns. See the chart on Page 9 for the current council members.

If you have questions, concerns, or need service on the exterior of your home, please contact Steve Erney from PENCO, the property manager for Jefferson Village, at 610-358-5580, or via email at: serney@pencomanagement.com. You can also submit a request through the Village Portal (see Page 8 for instructions). You can pay your quarterly HOA fee through the portal, or by check with a coupon provided by PENCO.

We encourage you to visit the Hershey's Mill website at www.hersheysmill.org, to find more community information, news, and activities. Be sure to check out the Jefferson Village page on the HM website by clicking the 'Villages' tab.

Again, welcome to Jefferson! We hope to get to know you soon!

Mary Kay Sam

Jefferson Village Welcoming Committee, on behalf of the Village Council
893 Jefferson Way

QUICK GUIDE TO LIVING IN JEFFERSON VILLAGE

Trash	Tuesday & Friday morning – serviced by A. J. Blosenski
Recycling	Wednesday morning – serviced by A. J. Blosenski
Hershey’ Mill E-mail list to receive info about events/activities	Contact Sherry & Bill Kane at bsfkane@gmail.com Provide the name of the last occupant of the home/previous homeowner; full name of each current resident; email address for each current resident; mailing address; landline phone number; mobile numbers for each resident (<i>This information will appear in the annual HM Resident Directory, mailed at the end of the year.</i>)
Gate access	Hershey’s Mill Security, 610-436-6403 HM Security provides electronic devices for homeowners to enter the property; additional cards may be purchased. The GPS address for the main gate is 1500 Greenhill Road; use this address for deliveries and guests.
Visitor Access	Guests should use the visitor entrances on Greenhill Road ; instruct them to enter your house number at the gate; the landline telephone will ring in your residence – answer it and press 9 on your phone to open the gate for the visitor.
In an emergency	For Medical or Life-Threatening emergency, call 911 First. Then press the panic button in your unit or call HM Security. HM security will dispatch an officer to your unit.
Dogs	A dog must be on a hand-held leash whenever it is outside of your home. You must clean up after your pet; there are 3 disposal stations around the Village, with a trash receptacle and extra bags.
Property issues – exterior maintenance	Contact Steve Erney, PENCO Property Management, 610-358-5580 or serney@pencomanagement.com for initial instructions.
Landscape	Common areas are maintained by the Jefferson Village HOA Landscaping Committee. If you have a request or concern about landscaping, send an email to: jeffersonvillagelandscaping@gmail.com . There is a landscape form available for any requested changes that a resident will be paying for directly.
Sports teams/use of athletic facilities	Dawn Kowalchuk
HM Golf Club	Contact General Manager Scott Martin, 610-436-8900, Option #5. New residents are offered one-year free social membership. Membership fees for golfing will be presented by Scott.
HM Website	https://hersheysmill.org for HM Community information, news and activities; find the Jefferson Village page under the “Villages” tab.
Community Garden	Jim DiCarlo, manager; garden plots are assigned as they become available; a waiting list is maintained if demand is high
Jefferson Lunch Bunch	Maryanne Atterton. Provide your email to be notified of monthly off-site lunch for Jefferson residents, at own expense.
HM Guide and Digest	Monthly publication mailed to all residents, lists activities, clubs, and events. Office located at 20 Hershey’s Drive
Telephone/Cable	Hershey’s Mill homes are serviced by Verizon under a special bulk agreement. For account/billing questions, call 800-501-1172; for tech support, call 888-553-1555. See Pages 31-32 for more information.

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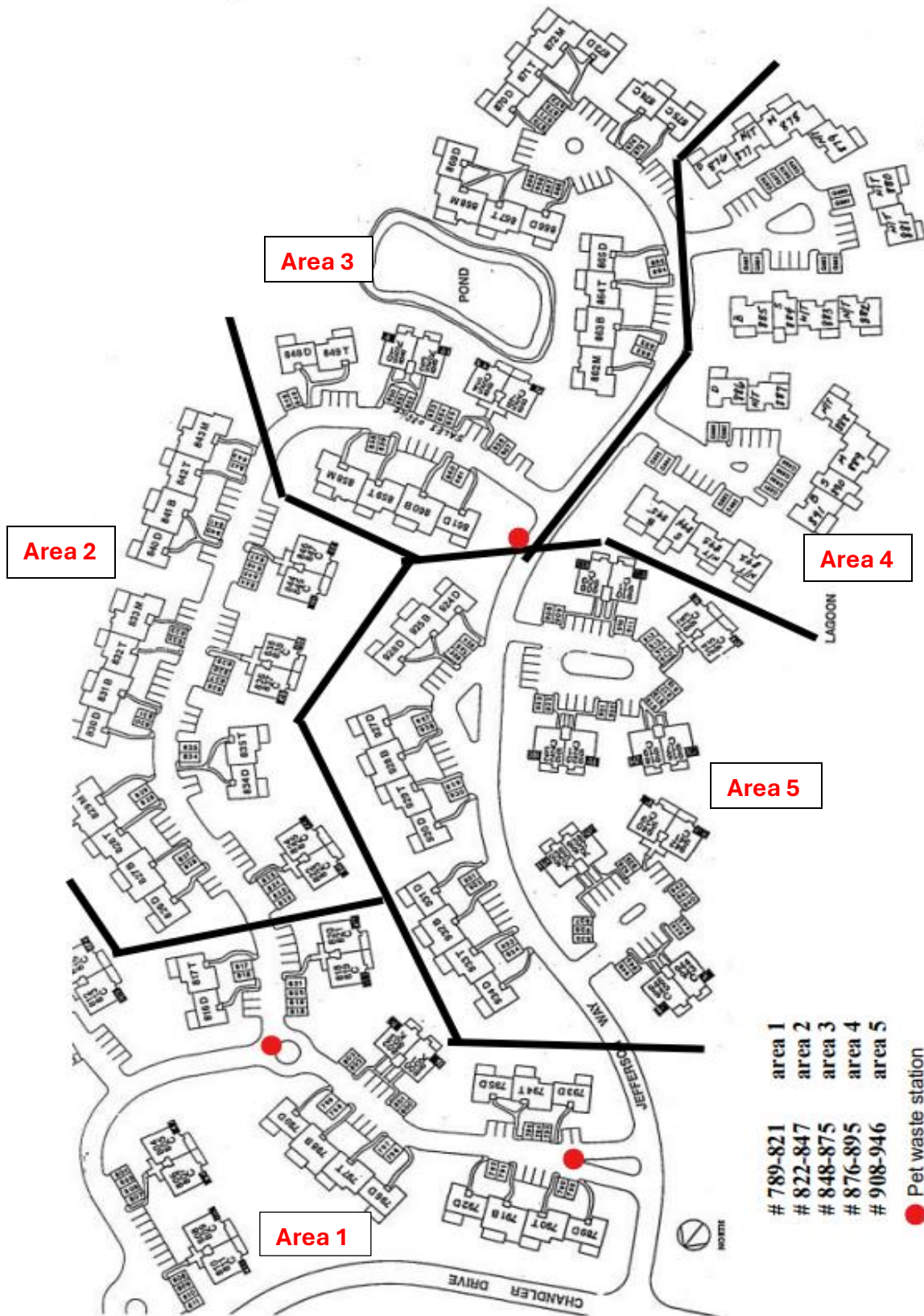
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JEFFERSON VILLAGE COUNCIL & VILLAGE MANAGEMENT

2025—2026

OFFICE	NAME	HOUSE NUMBER	EMAIL	TERM BEGAN	TERM EXPIRES	#TERM	UNITS REP.
PRESIDENT	Josephine Iacobacci	804	iacobaccijoslena@gmail.com	May 2024	May 2026	3rd	Area 1 789-815
VICE PRESIDENT	Jack Skowronski	911	jrsski46@gmail.com	May 2024	May 2026	1 st	Area 3 850-875
MEMBER AT LARGE	Mike Gibson	789	michaelgibson@gmail.com	July 2025	May 2026	Interim	Area 2 816-849
TREASURER	John Schwab	892	john.j.schwab@gmail.com	May 2025	May 2027	1st	Area 5 908-946
SECRETARY	Diane King	920	dking10@me.com	May 2025	May 2027	3rd	Area 4 876-895
PROPERTY MANAGER	Steve Erney		serney@pencomanagement.com				



Jefferson Village Zones

VILLAGE GOVERNANCE – COUNCIL

When you became a homeowner in Jefferson Village, you automatically became a member of the Jefferson Village Homeowners' Association as per the Governing Documents of the community. As a member, you are protected by, and have agreed to abide by the Covenants, Bylaws, and the Rules and Regulations of Jefferson Village. These documents are available to download from the Jefferson Village Community Portal (see below for instructions on how to access the portal).

Responsibility for making decisions on behalf of our Homeowners' Association (HOA) rests with the Jefferson Village Council, a volunteer group of five resident unit owners (or resident spouse of an owner), 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 Jefferson Village.

The Village Council generally meets on the third Wednesday of each month, generally at 9:00 am at the Sullivan House. The agenda is set by the Council in advance. If you have something you wish to discuss with the Council, contact the Council Member who represents your area to ask them to bring your issue to the Council or ask for time on an upcoming agenda.

The members of the Homeowners Association elect members of the Jefferson Village Council at the Spring Annual Meeting generally held in May in accordance with the Jefferson Village By-Laws (*Section V I, paragraphs 6.2 and 6.3*). Members are elected to two (2) year terms and may serve consecutive terms if elected. In the weeks leading up to the May meeting, a candidate nomination/volunteer form is mailed to each homeowner. Interested candidates must submit a completed form to the managing agent two weeks prior to the election date. Residents may vote by attending the May meeting, or by submitting an absentee ballot. Nominations are not accepted from the floor at the May meeting.

There are two meetings each year that the entire Village is encouraged to attend – the Annual Meeting in May for the election of officers, and the Budget Meeting in November, where financial information about the HOA is shared and the upcoming year's budget is discussed. You will receive a notice prior to each meeting of the date, time, and location where the meeting will be held.

PENCO Management, Inc., a professional managing agent, administers the day-to-day business of the Village. Mr. Steve Erney is the contact at PENCO for Jefferson Village.

Jefferson Village Community Portal (JVCP): Village resident owners have access to an online portal managed by PENCO. Information about the Village and requests for assistance can be obtained quickly through the portal, including the ability to track the progress of requested maintenance and repairs. The portal also allows residents to view their financial activity with the Village. Village By-Laws and monthly Council meeting minutes are posted to the portal. You will also find a directory of Jefferson residents with contact information on the portal.

To set up password protected access to your information on the JVCP, you will need **your Account Number** (used for billing the HOA dues). Contact Steve Erney to get/confirm your account number.

Then go to the PENCO website: <https://pencomanagement.com>

At the top of the webpage, click on the “**Resident Portal Access**” tab. When the next window opens, first time users should click the “**Create Login**” tab.

When the Registration page opens, **enter your account number and your email address**. Submit your registration, and then you will be asked to create **your own username and password** for future log-ins. Write it down and keep it handy.

Once you have established your username and password, you will use it every time you want to access the Jefferson Village Community Portal (JVCP). Simply click the “Resident Portal Access” tab on the PENCO website, and type in your username and password.

ALL REQUESTS FOR SERVICES, INQUIRIES, OR COMPLAINTS,

INCLUDING 24-HOUR EMERGENCY SERVICE,

MUST BE MADE TO PENCO MANAGEMENT, INC.

610-358-5580

YOUR CONTACT AGENT AT PENCO IS STEVE ERNEY.

serney@pencomanagement.com

FINANCE AND INSURANCE

Jefferson Village Council is required by our By-Laws to adopt an annual budget, which is presented to owners in November. The Council strives to keep fees in line, limit annual dues increases and assessments, and spend wisely, while fulfilling its obligation to maintain Village appearance and up-keep. The budget is comprised of an operating component representing day-to-day spending for the year, as well as replacement reserve funding and projections. Most of our expenses are fixed in nature, with the largest single line item being the fee paid to the HM Master Association (MA). The MA fee is the same for each home in HM, and covers some individual homeowner services, including Verizon (basic phone, internet, and cable), security, and the various amenities we all get to enjoy. Water is covered by each Village's HOA fees.

Jefferson Village HOA dues are payable quarterly at the beginning of the quarter unless other arrangements have been made with the Managing Agent.

Village Quarterly HOA Payments: To avoid penalties, payments must be received before the 10th of January, April, July and October. PENCO Management supplies coupon booklets, mailed to each owner every December. Residents are encouraged to pay by automatic bank withdrawal. You can sign up for auto withdrawal through the Jefferson Village Community Portal (JVCP).

INSURANCE

Jefferson Village is insured by Assured Partners. 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 Village Declaration of Covenants and Easements. Information can be found on the Jefferson Village Community Portal (JVCP).

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 seepage and/or flood 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 Steve Erney at PENCO, 610-358-5580, or your insurance agent.

JEFFERSON VILLAGE COMMITTEES

The best way to get a sense of Jefferson Village and Hershey's Mill is to get involved. There are scores of ways for you to share with the community the talents that make you unique. By being part of what happens here, you can make Hershey's Mill an even better place to live. Please contact the Chair of the committee you are most interested in joining!

EXTERIOR MAINTENANCE & LIGHT BULB REPLACEMENT COMMITTEE

Tom Brophy

FINANCAL COMMITTEE

John Schwab

LANDSCAPE COMMITTEE

Josephine Iacobacci

jeffersonvillagelandscape@gmail.com

LUNCH BUNCH COMMITTEE

Maryanne Atterton

SOCIAL COMMITTEE

Anne Foley

SPORTS GROUP LIAISON

Dawn Kowalchuk

VILLAGE ENTRANCE DECORATIONS

MaryLou Brophy

WELCOMING COMMITTEE

Mary Kay Sam

STANDARDS & REGULATIONS OF JEFFERSON VILLAGE & HERSHEY'S MILL

There are many benefits of belonging to a Homeowners Association (HOA). There are also a number of regulations imposed on our residents that help ensure the safety and comfort for all who live here, as well as maintaining the beauty of our buildings and grounds. Article II, Section 2.3 of the Declaration of Covenants and Easements for the Village of Jefferson grants to the Village Council the right and the duty to manage the affairs of the Homeowners Association, in accordance with the Declaration and the By-Laws of the Village.

Among the responsibilities cast upon the Village Council is the duty to operate and maintain the Common Area of the Village, and to promulgate and enforce rules and regulations deemed necessary or desirable to promote the mutual use and enjoyment of the Common Area by the Homeowners. The Village Council is also charged with the duty to repair, restore, and maintain the exterior walls of each Residence from the frame surface out, the roof surfaces of each unit. Under Article IV, Section 4.1, no modification, repair, renovation, reconstruction, or addition to any House in the Village may be undertaken without the approval of the Homeowners Association acting through the Village Council or approved Council Committees. The regulations may be amended by the elected Council of the Jefferson Village Homeowners Association from time to time.

These regulations are binding upon 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 upon any person coming into the Village for any reason.

Homeowners 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. Continued violations of the Village Rules and Regulations could lead to further action by the Village Council. 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.

PERMITTED USAGE – RESIDENTIAL USE ONLY

Village land shall not be used for anything other than residential, related recreational, and other purposes for which the Village land was designed. Each house shall be used as a residence for one family only.

Houses may be leased for a minimum of twelve months (unless a shorter term is approved by Council) and, if so leased, must be occupied by the lessee. No subletting is allowed.

No industry, business, trade, occupation, or profession of any kind is permitted to be operated on Village property. An exception is made for home offices for remote workers as permitted by the zoning ordinances of East Goshen Township, unless said professional offices interfere with or adversely affect the residential lifestyle of the Village.

Garages must not be used for the purpose of storing goods or materials of any kind used in the operation of a business. Insurance coverage could be affected by any violation of this regulation.

NOISE

Activities involving noise are to be kept to a minimum. Musical instruments or other devices such as stereos, televisions, radios, or sound amplifiers shall not be played or operated at a volume which disturbs or annoys other residents of the Village.

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. Monday through Saturday. (Emergency repairs may be done as needed.)

SECURITY SYSTEMS

ALARM SYSTEM / REQUIRED TELEPHONE CONNECTIONS

- 1. All alarm systems MUST BE connected to a hardwired, landline-based system, regardless of any other voice communication system in use in the unit, i.e. VOIP, cell phones, etc.**
- 2. At no time may this system, home phone, or electricity be disconnected, including during extended absences by the owner (seasonal or vacationing residents) or during the sale of the property (requires non-interruption transfer of service and billings to new owner).**

The homes in Jefferson Village have a smoke alarm system and panic buttons that use the telephone lines to transmit signals to the Security Office. Discontinuing telephone or electric service for any reason would disable the alarm system. Even with these systems in place, **if you find yourself or another person in your unit in a life-threatening situation, call 911 first.**

The security system in your unit was installed by Jefferson Village in June 2008. This includes the following necessary interconnections:

- CADDX NetworX NW-6V2 COMMUNICATION PANEL
- Two WTA-B-2 photoelectric smoke detectors
- A backup storage battery
- Two panic alarm buttons
- A connection to an in-service telephone line which can transmit the signal from the digital communicator board to the main security monitoring system.

These basic components of the smoke detectors and panic button system inside the house will be maintained in good working order by Jefferson Village. Vacuuming around the outside of your smoke detectors once a month is advisable, as dirt or spider webs can set off false alarms.

The security system self-tests itself every two weeks. The self-test checks the signal, dirt in sensors, battery, etc. Any deficiencies found during the self-test will be reported to the Managing Agent who will arrange for prompt service.

Additional detectors, panic pendants, high water sensors etc., and their maintenance can be added to the system at homeowner's expense, as permitted by East Goshen Township Fire Code.

RESETTING FALSE ALARMS

1. Reset the alarm panel equipment box located in the hall closet, or in the utility room in the Quads. Code 1-2-3-4 resets the system. Code *7 resets the smoke alarm.
2. If resetting doesn't silence the alarm, call Security at 610-436-6403. They will send a guard who will stop the alarm. He may pull a fuse or remove a defective smoke detector, as needed. This will be the end of Security's responsibility.
3. For any problems with the alarm system, you must notify PENCO Management (610-358-5580) who will contact a contractor for repair. You will be billed for the repairs that are not covered in the basic system.
4. Upon completion of repairs, the contractor will test the system with our Security Department.

Please note that in case of a general power outage, the alarm system will not operate. Jefferson Village strongly recommends each homeowner install a Battery Backup to power the alarms in case of an emergency during a power outage. The Battery Backup module is installed adjacent to the ONT box and may be ordered and installed by calling Verizon (800-501-1172).

ALARM PANEL SELF-TESTING PROTOCOL IS HIGHLY ENCOURAGED TWICE A YEAR. Residents may call Security to test the alarm panel, daily between 10 A.M. and Midnight.

Using your home phone line, call Security at: 610-436-6403

1. Give your name and address to Security.
2. Inform Security that you are testing your security system.
3. Push a red Panic Button while on the phone with Security. If working correctly, the alarm system will override the phone line, disconnecting the call, and Security will receive an alarm from your address.
4. Call Security back, 610-436-6403, for confirmation that the alarm has been received. If the alarm was received, the test worked, and no further work is required on your part.
- 5.

If the test fails, the alarm system failure must be addressed. Call PENCO for further instructions (610-358-5580). Maintaining a properly functioning Alarm System is the Homeowners' responsibility. Follow through. Make sure the proper steps are taken to have proper protection for your own personal safety.

OTHER INSPECTIONS

Because there are many services and risks shared by Jefferson Village Homeowners, safety, fire, and security considerations dictate that certain periodic inspections, other than alarm testing, (such as fireplace chimney inspections or testing of plumbing fixtures if the water metered for a group of houses indicates excessive usage) may necessarily require access to the interior of the house. When required, such access will be requested of each homeowner with as much advance notice as possible. Security also conducts front door lock tests to ensure that the master key system is functioning. It is important that front storm doors NOT be locked in order to permit this test.

GATE ACCESS

New residents must apply at the Security Office for gate access cards or stickers that open the gate at each of the four entrances to Hershey's Mill—Main Gate, East Gate, West Gate and North Gate. Additional cards may be purchased from Security as needed. Any lost or stolen card or gate opener must be reported to the Security Office at the Main Gate immediately at 610-436-6403. There is a charge for replacement. Upon moving out of Hershey's Mill, all gate access cards must be returned to Security.

LOCKS AND MASTER KEY REQUIREMENTS

**EXTERIOR DOOR LOCKS CAN ONLY BE CHANGED BY AN
APPROVED LOCKSMITH USING A LOCK COMPATIBLE
WITH THE MASTER KEY SYSTEM.**

As part of security within Hershey's Mill, the Security Office employs a Master Key system that allows officers access to any home during an emergency. All exterior door keys must work with the master key system. This is for your protection in case of emergency. The wrong type of lock/keys can delay emergency services by hours.

The current HM Master Key system is based on a front door lock being keyed to *BOTH* the original key that comes with the lock (the homeowner's key) *AND* the Hershey's Mill Master Key (Security's key) for that specific brand of lock. A resident wishing to change their lock can purchase a new one, install it, and contact A-1 Security Center, 610-647-5042, to come out to key the lock to the HM Master Key system. They can also repair or replace locks for you.

PLEASE NOTE: "Smart Key" lock systems are being adopted by many manufacturers, including Schlage, Quickset, Baldwin, but this technology generally allows a lock to be keyed to **only one key set**. Most "Smart Key" systems, by design, cannot be keyed to the HM Master Key system.

Therefore, residents who are interested in installing new front door locks **should not** purchase a "Smart Key" lock unless it can be keyed to a Master Key system. Ask the salesperson before you buy a new lockset to insure it can be keyed to a Master Key.

HERSHEY'S MILL SECURITY DEPARTMENT

The Hershey's Mill Security Department provides many services to residents, but there are some which the Master Association's policies prohibit the Department from providing. The following list of services **cannot** be provided to residents, per the Security Department's Operating Procedures Manual.

Change tires	Jump start cars
Push or tow cars	Close windows in homes
Check sump pump operation	Change light bulbs
Locate lost pets	Plunge toilets or other plumbing services
Adjust heating or A/C settings in residences	Move furniture or appliances
Unlock or attempt to enter locked garages	Mediate domestic disputes
Respond to incidents involving weapons - call 911	Any service outside Hershey's Mill
Respond to burglar alarms	
Transport residents in or around the community	
Receive packages, letters, or luggage at the gate for residents	
Remove deceased animals from common areas and roadways	

Seasonal Residents & those on long vacations: If you plan to be away during cold weather, follow standard practices for winterizing your home. You should file a vacation record (departure and return expectations) with the Security Office in case of emergencies.

The Security Office has a Customer Service Mailbox located at the exit of the Main Gate on Greenhill Road. You can leave a written message for Security in this mailbox.

EXTERIOR STANDARDS AND REGULATIONS

TRASH

Trash is collected every Tuesday and Friday. Recycling Pickup is every Wednesday.

All trash shall be kept out of sight in lidded waterproof containers located in trash bins by the garages. Food or trash of any other kind is not to be dumped into trash bins or containers without being bagged. The HOA does not provide homeowners with trash cans or recycling containers for the outdoor bins. All boxes should be broken down before putting them into the recycle bins.

Trash and recycling bins are not numbered, and **all may be used by any resident**. The Village will maintain all trash bins but trash cans and recycling containers are the homeowners' responsibility. Please be sure to pick up any trash on or near Village streets and put it into the nearest receptacle. Homeowners are responsible for keeping the trash enclosures clean and free of debris.

ANIMAL WASTE

Animal droppings must be securely sealed in a bag. There are three (3) waste collection units located along Jefferson Way. All residents and visitors who walk dogs on Village streets are encouraged to use these bins and the attached waste disposal bags. Utilizing these units helps to keep our trash bins cleaner.

RECYCLING

Jefferson Village Recycles! Our current trash collection provider, A. J. Blosenski, also picks up the recycling. The company transfers the recycled items to a plant for processing. Recycled items can be co-mingled – that means you can throw plastic, glass, and metal in the same container. Paper and boxes should be kept clean and dry.

Please place your recycled materials **LOOSE** in the bins in the designated recycling space or bag them in paper bags (**NO PLASTIC BAGS**). It is suggested that you have a designated trash can in your home to gather your recycling and dispose of the contents into the outdoor container as needed.

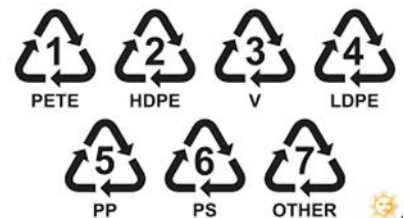
Please recycle:

ALL rigid plastics (numbers 1-7) of any color – rinse out residue

Clear and colored glass bottles – rinse out residue

Aluminum and metal cans – rinse out residue

Paper/boxes (break down flat)/magazines/junk mail - keep clean and dry



There are a few general recommendations when recycling:

- Remove labels if you can.
- Metal lids removed with a can opener should be thrown in trash, **not** recycled.
- Small plastic lids (those on milk jugs, drink bottles) should be thrown in trash, (or find a local Group that collects/recycles them).
- Larger plastic lids should be removed from the container (coffee creamer, tub margarine) both the lid and container can be recycled once they are separated.
- Rinse and recycle clear plastic carry-out containers and clear plastic ‘clam shell’ containers from fruit and vegetables.
- Medicine bottles are recyclable; remove the label and discard the lid.
- Break down cardboard boxes and remove as much plastic labeling and tape as you can.

Some things are **NOT** recyclable:

- Plastic food or shopping bags, even those that are labeled recyclable, plastic mailing envelopes.
- Plastic utensils, plates, cups
- **Styrofoam in any form:** cups, packing material, carryout boxes, egg cartons
- Aerosol cans, foil pie plates or pans, foil sheets
- Soiled food wrappers, soiled pizza boxes, plastic film on food packaging
- Light bulbs, broken glass, mirrors, drinking glasses
- **Containers from hazardous material** - motor oil cans/bottles, strong chemical bottles, oil paint cans – save these for the township or county hazardous waste events. Check their calendar for dates and locations.
- Foam egg cartons, ice cream & wax-coated dairy cartons, juice boxes, food tainted boxes.

NOTE: Individual Trash & Recycling enclosures are not unit specific. Should a particular enclosure be full, distribute trash/recycling to a nearby bin as available.

HOUSEHOLD HAZARDOUS WASTE

Household hazardous waste **does not** go out with the trash or recycling! The following words identify products considered hazardous and items marked as such should be disposed of accordingly:

- | | | |
|-------------|-------------|-----------|
| • Caution | Combustible | Corrosive |
| • Danger | Explosive | Flammable |
| • Hazardous | Poisonous | Reactive |
| • Toxic | Warning | Paint |

The Chester County Solid Waste Authority holds four (4) collection events each year of Household Hazardous Waste and lists other Southeastern PA collection events on their website. For more information or to register to drop off waste, to go:

<https://www.chestercountyswa.org/121/Upcoming-Household-Hazardous-Waste-Event>

ELECTRONICS DISPOSAL

Small electronic items (that would fit in your car) can be dropped off at Lanchester Landfill, 7224 Division Highway Narvon, PA 17555.

The list of items includes:

- | | |
|--|---|
| • Answering machines/telephone systems | • Anything with a plug or circuit board |
| • Blenders – no glass | • Blow dryers |
| • Calculators | • Cameras |
| • Coffee makers/Keurig – no glass | • Computer cables/wires |
| • Curling irons | • Disk drives |
| • Handheld computer devices | • MP3 players |
| • Projectors | • Radios |
| • Satellite receivers/descramblers | • Stereos |
| • Tape Recorders | • VCR/DVD/Blu-ray player |
| • Video Cameras | • Video game systems |

You may bring up to three (3) televisions to the Lanchester Landfill for recycling, but please note: there is no staff available to help you unload. You must be a resident of Chester County. Identification will be required. You do not need an appointment to drop off electronics.

The Lanchester Landfill does not accept small cooking appliances (crockpot, grills) or irons.

Many computers contain heavy metals such as lead, cadmium and mercury as well as other materials that are better kept out of the environment. To recycle computers or cell phones, check with local computer/phone retailers like Staples, Best Buy, Apple Store, or other electronic repair places, or contact the Chester County Solid Waste Authority for other options (610-273-3771).

BULK PICK UP

Bulk items can be collected on regular trash days by our trash collection provider, A. J. Blosenski. Residents may have **one (1) item per week** picked up for free. Do not place bulk items, or any trash too large for the trash bins, where they would block entrances to garages, ramps, or walkways.

Bulk and large items should be placed near trash bins **no earlier than the evening before trash day**. Such items should be clearly marked as trash. If for some reason Blosenski cannot take an item, please remove the item by the end of the trash day and find another option for disposal. Christmas trees can be put out for pickup as part of the regular service in January.

LANDSCAPE & COMMON GROUND

All roads, lawns, mulched areas, trees and plantings surrounding the houses and garages are part of the common area of Jefferson Village with ownership shared equally by all Jefferson homeowners through the Jefferson Village HOA.

The Jefferson Village Landscape Committee volunteers oversee landscaping in the Village, together with Council. Privacy provided by landscaping is not ensured for Jefferson Village residents. A resident's desire for privacy landscaping using trees or bushes does not override the need for landscaping improvements of the Village as determined by the Landscaping Committee. The land environment comes first with any necessary improvements.

Jefferson Village currently contracts with DiStefano Landscape Services to provide landscaping services, including but not limited to grass cutting, weed control, ground-level bush, plant, and tree maintenance, spring and fall clean-up, and mulching. These services are performed at the professional judgment of DiStefano Landscape Services. The Village also contracts with Rockwell Consultants, an arborist & forester company, for the maintenance of its tree population.

The land in the Jefferson Village common areas located outside of the mulched area adjacent to your unit may not be planted, fertilized, or otherwise treated by homeowners without prior written approval of Jefferson Village Council and Landscape Committee. Plants on common ground, whether in cultivated or natural areas, may not be removed, pruned or damaged by homeowners. No changes can be made to the size of the mulched areas or the grassy areas.

No bushes, shrubs, or trees can be planted without written permission from the Jefferson Village Council. Anyone found to be in violation by the Jefferson Village Council will be required to restore the damaged area at their expense and subject to a fine.

In addition to the Jefferson Village common ground, there are additional areas that are part of the Hershey's Mill Master Association (HMMA) common ground and subject to its control. These areas include, but are not limited to, the "retention basin" located between 848 and 868 Jefferson Way and its environs.

Homeowners may plant flowers and bulbs in existing mulched areas only, within 24 inches of their house, patio or deck, without prior approval of the Council, provided such plantings are low-growing varieties that do not exceed 30 inches in height at maturity and do not interfere with Village landscaping. The homeowner is responsible for the maintenance of such added plants and for removing all dead plant material seasonally. If homeowner plantings are not properly maintained, the area will be restored to its condition before the planting, at the homeowner's expense.

The homeowner may add mulch to the beds around their home; however, the same type of dark brown material used throughout Jefferson Village must be used.

The installation of retaining walls, pavers, landscape timbers, etc., requires the approval of the Jefferson Village Council via a Landscape Request Form (found at the rear of this manual).

Existing plantings may be removed at the discretion of the Landscape Committee or Jefferson Village Council. Regular inspections are carried out by the Landscape Committee to identify dead or damaged plants requiring remedial pruning or removal. The Committee also makes a recommendation to Council with respect to replacement of any trees or plants removed.

Residents may request additional plantings or replacement of removed plantings by submitting a Landscape Request Form, found at the end of this booklet, to the Managing Agent, or by contacting the Managing Agent's representative. Such requests will be considered by the Landscape Committee, which will make a recommendation to Council. Council approval is required. When requesting the addition of a new plant at the party line with a neighboring house, the homeowner should obtain the consent of the neighboring homeowner. The Landscape Committee operates with a limited budget, and desirable work may need to be deferred for that reason.

Residents also have the option, at their expense, to request additional landscaping, including plantings or replacement of removed plantings in the area surrounding their home, by directly hiring a landscape contractor suitable for the project. The proposed work should be submitted to Council for approval using the process previously described above. By contacting or hiring a landscape company, it is assumed that the Homeowner has the intent to pay. Under no circumstances should a homeowner contact a landscape company directly on behalf of the Village.

Exterior faucets may be used by Residents to water plants, shrubs, flower beds, and lawns. Faucets must be completely closed, and all hoses and sprinklers stored away when not in use.

Growing vegetables and herbs on the common area is prohibited. For information concerning garden plots, see the Community Garden Information on Page 2.

Council is trying to reduce the tree population within the Village. However, requests for tree plantings will be considered if the request is consistent with the Arborist's recommendation for replacement and consistent with the type of tree to be planted. The request will be decided within the following guidelines:

- a) In a high traffic common area (JV Village Entrance & Islands) - based on Council's judgment of need. *Common expense.*
- b) In the vicinity or for the benefit of several houses - based on Council's judgment of need. *Common expense or Homeowner expense.*
- c) In the vicinity or for the benefit of one house - based on Council's judgment of need. *Common expense or Homeowner expense.*

EXTERIORS AND COMMON AREAS

"Common ground" is any area outside the foundation walls of homes and garages.

1. Homeowners may not extend decks, stairways or patios onto or over common ground without the specific written approval of the Village Council in advance of the project. No gate, fence, lattice or trellis may be installed on common ground. Fencing around propane storage tanks is permitted with approval.
2. 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. Monday-Saturday. Emergency repairs may be done as needed.
3. No laundry or towels shall be aired from any deck or patio.
4. Signs or advertising displays of any nature are not permitted in the Village, including signs advertising houses or vehicles for sale, including political signs and banners.
 - a. EXCEPTION #1: Signs advertising OPEN HOUSES may be posted no more than two (2) hours in advance of the open house and must be taken down immediately (*within 1 hour*) of the conclusion of the open house.
 - b. EXCEPTION #2: Council approved Village event signs of professional quality may be displayed two (2) weeks prior to the event and removed the day after the event.
5. Customary outdoor holiday decorations may be displayed. White light bulbs that do not blink are preferred. Geometric lines of the house structure, including windows and doors, may not be outlined with lights. Lights that are deemed offensive by Council shall be removed immediately.
6. Only the American flag (maximum size 3' x 5') may be displayed. No other banners or flags may be displayed outdoors in the Village.
7. Garden Lights (solar) are allowed in mulched landscape beds, set back 8". Walkway lights are permitted along front walkways for safety purposes. Permanent lights are not permitted on decks. Stair lights may be installed for safety provided they are controlled by a motion sensor. Installation of low voltage electric lights requires Council approval.

8. No item of any kind may be placed in areas that would interfere with mowing or lawn maintenance. Items such as ornamental iron figures, statuary, decorative items made of concrete, wood, ceramic, etc. shall be no larger than 12” in height and are limited to three (3) items on mulched areas only. Residents must apply to the Landscape Committee for any item over 12” in height.
9. Residents should be considerate of their neighbors before displaying any items. The Village Council reserves the right to require any item to be removed if determined to be in poor taste or offensive to the neighbors, or which violates any other Village restrictions or rules. Any resident who wants to place an item on common ground must make a proper application to Village Council.
10. Items of personal property shall not be stored on any patio or on or under any deck, stairway, or common area. Outdoor tables and chairs may remain set up on decks and patios.
11. Outdoor cooking grills may be used on wooden decks only with a fireproof underlayment extending 12 inches beyond the grill on all sides. Fire extinguishers or a garden hose *must* be immediately available. Grills may not be used under awnings or trees, or in screened porches. Charcoal ashes *must not* be placed in trash containers. *Cold* ashes only should be sifted onto the lawn away from the house. Propane tanks, whose maximum size should not exceed 20 pounds, must not be stored in a garage or storage shed. They should be placed on the deck or patio a minimum of 10 feet from any wall, in accordance with the Township code. *The tank valve must always be in the OFF position when not in use.*
12. Firewood may be stored in garages, storage sheds, or under decks. It must be stored neatly and must not exceed one-half cord.
13. Damage to a common area caused by a homeowner 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.
14. Private garage sales and other such money-raising events are prohibited.
15. Residents shall NOT feed deer, fox, squirrels, or other wildlife.

EXTERIOR ARCHITECTURE

ALL REQUESTS FOR ARCHITECTURAL ADDITIONS AND/OR CHANGES MUST BE SUBMITTED TO COUNCIL USING ONE OF THE FORMS FOUND IN THE BACK OF THIS HANDBOOK.

1. There shall be no alterations, replacements, or additions to the exterior of any building without the prior written approval of the Council.
2. Installation and/or replacement of exterior doors, windows, awnings, skylights, attic ventilators, or screening requires the homeowner to obtain prior written approval from the Council, using one of the appropriate forms in the back of this handbook.

3. Exterior light fixtures must comply with Village standards. See Pages 25.
4. No items, exclusive of door knockers, name plates or holiday decorations, may be attached to the front door.
5. Owners are responsible for all maintenance and upkeep for screened rooms, decks, deck stairs, handrails, and patios. All surfaces must be waterproofed or stained with one of the colors on the table located on Page 24.
6. 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.
7. All draperies, curtains, blinds, shades, or other types of window coverings visible from outside the house shall have a subdued white, off-white, or neutral color.
8. Decoration of any entryway shall not result in a hazardous condition or obstruct entry to the house. House numbers must always be visible.
9. Garden hoses may be coiled on the ground in garden or mulched areas. They must be disconnected by October 15th and stored in the garage over the winter.
10. Exterior Standards – Replacement of all exterior elements requires Council approval via an Architectural Request Form. The table on Page 25 lists all the approved exterior elements, including doors, windows, deck materials and finishes, handrails, railings, awnings, exterior door lights and other exterior elements. For items not listed, contact Council prior to making any changes. Failure to do so will result in removal and replacement at the owner's expense.

Siding and Trim: Information is listed for reference only and changes to material or color of siding or trim are not permitted by homeowners.

Deck Materials: Synthetic deck materials are approved as noted. When using synthetic decking, the railings and handrails must be of the same material. Manufactures other than those shown are permitted, but the color must match that shown and must be approved by Council.

Deck Colors: For simplicity, the deck colors shown are all BEHR colors and are available at Home Depot. Other manufactures materials are acceptable, but the colors must match those listed and be approved by Council prior to applying. A sample color board is available for your review by contacting any Council Member.

Front Door Colors: Door colors are listed as supplied by Sherwin Williams; other manufacture's paints are acceptable, but the colors must match those listed and be approved by Council prior to applying.

Jefferson Village residents who wish to install a new door may purchase any brand from any distributor, so long as it matches one of the styles shown on Page 25. Style 2 may have dentil molding under the glass.

Council approval is required prior to installation by submitting the appropriate request form in advance.

Railings, handrails, and other deck components: Wood and synthetic railing materials are permitted. Deck fascia boards may be either wood or synthetic. Decking and railings must be the same color. Other decking manufacturers may be used, but color must be similar and prior approval must be given by the Council.

Railing designs may be a traditional or contemporary design, which must be submitted to the Village Council for approval prior to installation.

Top rails may be a traditional design or a flat design. Balusters may be a simple square design matching the deck material or may be square, black metal. Post caps are permitted but must match the railing color. Handrails must match the deck color.

Safety lighting is permitted on deck stairs but must be controlled by motion sensors.

JEFFERSON VILLAGE EXTERIOR STANDARDS		
	<u>Manufacturer</u>	<u>Color</u>
Siding/Vinyl	Royal Woodlands	Brownstone
Trim Vinyl	Royal Woodlands	Wicker
Trim/Vinyl Paint match	Sherwin Williams – custom made for Jefferson Village/registered with SW	SW siding paint – Jefferson Village custom color: Brownstone
Trim/Vinyl Paint match	Sherwin Williams – custom made for Jefferson Village/registered with SW	SW trim paint – Jefferson Village custom color: Wicker
Front Door color (1)	Sherwin Williams standard color	SW #7598 Sierra Redwood
Front Door color (2)	Sherwin Williams – custom made for Jefferson Village/registered with SW	SW trim paint – Jefferson Village custom color: Wicker
Garage Door	Sherwin Williams -- custom made for Jefferson Village/registered with SW	SW paint – Jefferson Village custom color: Wicker
Windows		Anderson Terratone
Skylights		To be approved by Council
Roofing Shingles	GAF	Timberline HDZ Weathered Wood
Patio Doors		To be approved by Council
Front Door Style (1)	See image on Page 25	Six Panel style door
Front Door Style (2)	See image on Page 25	Mission-style Door
Front Door Light (1)	See image on Page 25 - Hinkley	#1800 OZ Oiled Rubbed Bronze
Front Door Light (2)	See image on Page 25 - Progress	#607131 Antique Bronze
Awning	Manufacturer: EW Brown Contact Charle Brown	Tresco Linen Chocolate Chip Fancy Colonade Redwood
Deck Colors	Behr-Home Depot: solid Behr- Home Depot Semi-transparent	Sable SC 135 Sable ST 135
	Behr-Home Depot: solid Behr-Home Depot semi-transparent	Tugboat SC 141 Boothill Grey ST 159
	Behr-Home Depot: solid Behr- Home Depot: semi-transparent	Taupe SC 153 Tugboat ST 141

TimberTek/AZEK	Brownstone	Synthetic deck color to be matched
TimberTek/AZEK	Morado	Synthetic deck color to be matched



The two exterior lighting fixtures are shown below.



Progress #6077131 Antique Bronze 12" H



Hinkley #1800 OZ Rubbed Bronze 12" high

AWNING POLICY

All new awning installations, both fixed and retractable, must conform to the following rules of Jefferson Village. **Prior approval of the Jefferson Village Council must be received before installation.** An application for permission to install awnings (Pages 50-51 should be made by submitting a architectural request to PENCO.

Awnings must be canvas only and may be installed over existing rear patios or decks.

Either of two (2) types of awnings are permissible, permanent rigid pipe framing or the roll-up, or retractable type.

The Request Form must be filled out completely before returning to PENCO. All points of attachments to the house or roof must be specified.

You may only choose from the approved colors. See Page 24.

Installation may not start until the resident receives an approval from the Council. Complete the form by filling in the required information and return to PENCO Management.

A contractor may be chosen from a list of approved firms. Currently there are three approved to install awnings in Jefferson. A ny new contractor may contact PENCO to be put on the approved list. All contractors must be familiar with and abide by the Jefferson Awning Policy.

Piping, tubing or support brackets may not be fastened to the shingled roof area until the unit owner and the contractor have completed the “Roof Attachment” form and have received written approval from Council. There can be no attachments of any kind that extend into the common area.

The canvas portion of the frame style awning may be in place any time during the period from April 1st through October 15th of each year. The canvas portion must then be taken down and stored until the next season. The roll-up or retractable type may remain in place throughout the year.

The canvas portion of the awning may not, at any time, be spread out, cleaned, or dried on the macadam roadway, cul-de-sac or any paved area in addition to the lawn area of the Village (common area). Furthermore, it cannot be hung over a deck railing, car, van, or truck to be dried.

If the retractable type is electrically operated, any wiring that would be exposed must be in Electrical Metallic Tubing (EMT) or conduit using watertight connectors or in PVC tubing Schedule 40 with all joints cemented.

After the installation is complete Council may inspect and advise if anything fails to comply. If anything needs to be corrected and correction is not accomplished within 60 days of notification, the Council may get another contractor to make the corrections and bill the homeowner.

Council may take up to 60 days to approve or deny the request, although requests are generally handled in a much shorter period of time.

If you have an awning pipe structure which is no longer being used, the structure shall be removed and any necessary building repairs shall be made.

Quad Ramps & Ice Melt

Quad porches, ramps and bridges are constructed with a wood/plastic composite material called “AZEK”. Please make note of the following rules for the care of these surfaces:

- The only snow or ice melting product to be used is an encapsulated-calcium chloride/magnesium-acetate mix called ASCMA. Use of any other products will damage the Azek surfaces.
- Free ASCMA ice melt is available to all residents for use on walkways and steps. It is located in a container on the ramp leading to each quad building, and in containers located at each mailbox kiosk.
- Ramps may become slippery from frost or when wet. Residents are encouraged to use this ice-melt to prevent slippery conditions. Notify management if an ice melt refill is needed.
- Only plastic shovels may be used on ramps and porches. No metal edged shovels or ice chippers may be used.
- Leaf blowers may be used for light snow
- Unit owners will be held responsible for any damage associated with using improper ice melt products on Azek surfaces.

Heat Pump

After a heavy snowfall you should check your compressor and remove accumulated snow and ice if necessary. 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. Check list of recommended contractors.

GENERATORS & ELECTRIC CAR CHARGING STATIONS

Gas or liquid fueled generators have caused noise and pollution complaints from residents. Village Council may require such generators not be used. Village Council, along with the Hershey’s Mill Technology Committee, is looking into emerging developments in battery backup advancements. It is Council’s hope to have updated information to share with residents in the near future.

Electric powered automobiles are becoming more popular. Residents may install charging equipment within their garage. There are no plans for charging stations on Hershey’s Mill common areas.

MOTOR VEHICLE REGULATIONS

**SPEED LIMITS: Chandler Drive and Mill Road - 27 mph
Jefferson Village and all other Villages - 15 mph
Come to a complete stop at every stop sign!
There are no sidewalks in Jefferson Village - motorists must use
extreme care when passing walkers!**

HERSHEY'S MILL MASTER ASSOCIATION PARKING REGULATIONS

The Hershey's Mill Board of Director and Jefferson Village Council wish to reiterate its long-standing policy prohibiting the permanent/temporary parking or storage of Boats, Trailers, Trucks, Campers, Recreational Vehicles and all Commercial Vehicles in Master Association-controlled areas adjacent to or part of the physical amenities of Hershey's Mill.

Parking areas adjacent to physical amenities are for the exclusive and temporary use of residents and guests participating in or enjoying approved activities sponsored by recognized amenity committees in conformance with Master Association guidelines.

The areas referenced above include but are not limited to The Community Center parking lots, Sullivan House parking areas, and the parking areas adjacent to the Tennis Courts and Swimming Pool.

The Hershey's Mill Security Staff has been authorized to post a notice of Parking Violation on any vehicle found violating these Regulations. Failure to remove vehicles following the posting of a violation notice will result in notification to the East Goshen-Westtown Police Department to initiate actions preliminary to the towing and removal of offending vehicles.

All previously approved requests for permanent/temporary parking are hereby rescinded and must be resubmitted for approval by the Board of Directors/Village Council.

Vehicles identified as in violation of these Regulations will continue to be in violation under the terms of the original notice even if moved by the owner to another area on Master Association Common Ground.

Residents and guests wishing to secure a temporary and short-term relaxation of these Regulations should contact Mr. Edward McFalls, Master Association Managing Agent, stating the reasons for the request. Mr. McFalls has been authorized by the Board of Directors to approve short-term parking requests.

Motor Vehicles on Jefferson Village Streets

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.

Automobiles of residents shall be parked in the residents' garage or in nearby parking areas. **Space**

in an assigned garage MUST be used for an automobile before outside parking is used.

The garage must not be used for storage if such storage makes automobile parking 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 safety and to allow full access for emergency vehicles to all homes, parking in front of garage doors, sidewalks, ramps, at the entrances to cul-de-sacs or around the island in cul-de-sacs is strictly prohibited. No vehicle, whether belonging to residents, visitors, or contractors shall be parked so it impedes or prevents ready access to and from walks or ramps, other vehicles, mailboxes, or parking spaces. Visitors should be asked to park in other available parking areas.

NO INOPERABLE OR UNLICENSED VEHICLE SHALL BE PARKED WITHIN JEFFERSON VILLAGE.

All resident vehicles must be registered with Security.

Vehicles shall not be mechanically serviced (except for emergencies), washed or polished on Village land. Arrangements may be made with the Wood Shop for washing vehicles.

Moving Vans and Delivery Trucks

Residents are reminded that when moving in or moving out, moving vans are not permitted to be left parked anywhere in the village overnight. 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.

Moving Vans and Large Trucks are permitted in Jefferson Village only during daylight hours. Homeowners are responsible for any damage to Village Property caused by your Moving Company. It is suggested that the Homeowners supervise the arrival and departure of these trucks.

Residents should notify neighbors of the date of scheduled move to allow them to move their vehicles.

Parking for Recreational Vehicles

Recreational vehicles (RVs) including mobile homes, campers, house trailers, boats and any type of trailer may not be parked within Jefferson Village. Contact Hershey's Mill Security at 610-436-6403 to arrange parking in a designated area.

Golf Carts

- Privately owned golf carts shall be similar in color, make, and style to those used by the Hershey's Mill Golf Club. They must be equipped with two headlights, two taillights and a rear-view mirror.
- 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.
- Golf carts are restricted to use on the Hershey's Mill golf course (by Golf Club members and guests only) and on Hershey's Mill streets. Carts may not be driven over Jefferson Village

common areas.

- Golf carts shall be housed in garages only, but not so as to interfere with the parking of the resident's automobile.
- 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.
- The owner of a golf cart must maintain liability insurance coverage on the operation of the golf cart of not less than \$300,000.

EXPLOSIVES/FLAMMABLE MATERIALS

No flammable or corrosive material shall be stored in any house or garage except for those materials sold for ordinary household purposes.

Nothing may be done or kept in any house or on the common areas which could cause cancellation, reduction of coverage, or increase of premium of any of the insurance policies maintained by the Homeowners Association, or which is in violation of any applicable law, ordinance, or regulation.

No fireworks or explosives of any kind, including sparklers, may 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.

PETS

Dogs must be licensed in Chester County. Applications are available at the Security Office. Every effort must be made to ensure that the pet(s) do not annoy neighbors. The owner of the house where any animal is kept shall be responsible for any loss or liability to persons or property arising out of the presence of such animal. Up to two (2) domestic pets are allowed per household.

Domestic pets must always be on a hand-held leash when outside the house.

Exercising pets on Hershey's Mill Golf Club property is NOT permitted.

Domestic pets shall be kept a respectful distance from shrubs, mulch beds, automobiles and other dwellings. Solid waste must be promptly picked up and properly disposed. There are 3 waste disposal stations in Jefferson Village (see map p6 for locations). Residents and visitors are encouraged to use them. Waste disposal bags are available at each location.

The Council has the right to require that any potentially dangerous pet be removed from the Village.

Every effort MUST be made to ensure that pets DO NOT cause a nuisance, disturbance or threat to other unit owners and their guests. Pets that persistently cause an unreasonable disturbance to neighbors with noise and/or unsocial behavior as determined solely by Village Council are subject to sanctions. These may include warning notices, fines and/or requirements to remove pet

permanently from the property. Pets that cause physical harm or present a danger to persons, other pets, or personal property will be required solely at Council discretion to be removed from the property immediately and permanently.

Verizon Instructions: When Moving In or Out of Hershey's Mill

HOMEOWNERS ARE REQUIRED TO PROVIDE HOME TELEPHONE SERVICE FOR ALARM PURPOSES THROUGH SETTLEMENT DAY. NEW HOMEOWNERS ARE REQUIRED TO ARRANGE FOR TELEPHONE SERVICE NO LATER THAN THE DAY AFTER SETTLEMENT DAY.

Please read this carefully. Arrangements have been made with Verizon to keep phone service on when there is a change of ownership or when any home is unoccupied for any reason. Phone service is included in our Verizon Bulk Plan and is paid by the HMMA from our quarterly dues. However, there must be an account in someone's name.

Before the sale of a home is completed: Homeowners whose homes are up for sale and who no longer reside in their HM home are still responsible for active phone service through Settlement Day. An owner or surviving family member, Executor or Estate Attorney may cancel all other Verizon services, except phone service, and may return equipment (HD Set Top Boxes, Digital Adapters, Routers, DVR's). All other equipment that is wall or ceiling mounted (such as the ONT box, Transformer and Battery Back Up/Power Reserve) stay with the home. There is no extra cost incurred.

- 1) **Installing the phone the day after settlement is required. Installing the TV and Internet the day after move-in-day is recommended.** (Telephone installations cannot be scheduled on settlement day as too many appointments have been missed.)
- 2) **To have telephone service installed before move-in, call to order a phone line with a 'new' number. Weekend installations are also available.** You will need to be present for the entire installation. Allow 4 to 5 hours for the entire process, just in case the technicians run into any problems. Otherwise, it should take less than three hours.
- 3) **14 days before move-in day, call the Call Center again and order the TV and Internet services desired. During this call, have your current telephone number 'ported' or brought over, if desired, and the 'new' telephone number cancelled on installation day. IMPORTANT: Verizon will not install on Move In Day** and will leave if movers are present and all equipment is not set in place, plugged in ready for their installation process. So, make the installation appointment for the day after move in. Plan to spend the day available for the installation, so if the technicians run into any issues, you are not feeling pressured to leave. If the technicians have to return to install any Verizon equipment for personal equipment that was not available, there will likely be an installation charge for the return visit. Be certain you will be fully prepared for the technicians with all equipment set in place and plugged in before scheduling your installation appointment. **NOTE:** If you are moving in the day after settlement day, all services may be installed on the same day, as long as it is after move-in-day.
- 4) **Follow the Alarm Panel Test procedures with the technicians after the telephone installation. This test is required to ensure your Alarm Panel is functioning properly. Directions are in the document titled "Alarm Panel Tests".**

- 5) **Provide your ‘new’ phone number to the Security Office as soon as it is installed, that very day.** This is critical so if a Smoke Alarm triggers an Alarm Panel signal to Security, they know which address it is coming from. It is also important because the phone number has to be programmed into our Security system to open the guest gates. For the same reason, any change in phone number must be reported to Security as well.

Every home in Hershey’s Mill should already have an ONT and a Transformer installed. The majority will have a Battery Back Up/Power Reserve installed. If there is no Battery Back up in your new home, it is recommended that you order one. If an ONT and Transformer is not installed, Verizon will install one as part of the Bulk Plan.

The Call Center Number to call to set up or make any changes to Verizon services within Hershey’s Mill and specifically for phone service is 1-800-501-1172. If the person calling to set up phone service only speaks with a Call Center Agent who says ‘phone only ’is not available, ask to speak to a Supervisor. Phone only is available under the HM Bulk Plan.

NOTE: Hershey’s Mill Bulk Plan is different than any other Bulk Plan nationwide. The Call Center Agents may not be familiar with all of the provisions in our Bulk Plan. It is important to read the entire document titled “Move Ins” to be certain you are receiving all that is provided for in the HM Bulk Plan.

NOTE: IF YOU CHOOSE TO HAVE YOUR CELL PHONE RELEASE THE GATE FOR VISITOR ENTRY, CONTACT MARC FRAZER.

INSTRUCTIONS FOR VERIZON TELECOMMUNICATIONS EXISTING ACCOUNTS

Should you need to contact Verizon for any reason DO NOT CALL 1-800-VERIZON

All Hershey's Mill residences are covered by a special bulk agreement.

For Account and Billing questions call 1-800-501-1172. This includes any requests for upgrades, downgrades, or changes in equipment or services. If you do not feel that the Agent understands what you need or how to deal with your concern, ask to speak to a supervisor.

For Tech Support call 1-888-553-1555 (When you call this number, after verifying which telephone number is associated with your account, ask for Agent or Rep until a live person comes on the line.) The best way to solve any technical issue is to call this number. The Verizon Techs can send a signal through to your home, determine the problem and walk you to a solution or repair step by step over the phone. They can access your account to see if a setting is wrong and correct it if necessary.

On-Line Account Access call 1-866-326-7937 to set up access to your account, choosing or changing passwords, etc.

For Verizon and FiOS Tips, go on the web to www.Hersheysmill.org and scroll down to FiOS for links to the latest updates and tips with solutions to common issues, with instructions and hints on how to get the most out of your Verizon services.

To Connect a new computer, tablet or smart phone to your Wi-Fi:

- a. Locate the wireless network name and password on the side of your router.
- b. Open the Wi-Fi (network) application on your device.
- c. Select your network name from the list of networks. Enter your Wi-Fi password and select Connect.
- d. For additional information watch a video at www.Verizon.com/wifivideo

To Set Up FiOS Caller ID on your television

- On the TV Remote Control: press 'Menu'
- Scroll to 'Settings', press OK
- On the remote, Scroll to 'Caller ID', press OK; Scroll to 'Check Availability', press OK; Scroll to 'Alert Display', press OK; Scroll to 'Enable', press OK; Scroll to 'Alert Duration', press OK
- Scroll to the Number of Seconds desired, press OK.
- Press Exit on the remote control to leave the menu.

Hershey's Mill TV has two channels: 970 and 971

A menu of shows is published in the Hershey's Mill Guide and Digest each month.

For Additional Instructions

- On Your TV Remote, Depress Menu, Scroll to Customer Support, Depress the OK Button and Explore all the Information available there.
- My Dashboard has a great deal of helpful information on your TV, Internet and phone service. You may also go to Channel 131 on your TV for How To Videos on several topics.

OUTDOOR SATELLITE DISH

As previously noted, the Jefferson Village Council has the duty to operate and maintain the common areas of the Village, as well as the duty to repair, restore, and maintain the exterior walls and roof of the each residence.

The Federal Communications Commission (FCC) rules on restrictions on the placement of consumer-owned satellite dishes and other types of antennas (Over-the Air-Reception Devices, or “OTARD” Rules) prohibit local governments, landlords, community associations, or similar groups from restricting a resident from installing and using an antenna covered by the OTARD Rules. A satellite dish is covered by these rules.

A Homeowners Association can, consistent with FCC rulings, regulate the installation of satellite dishes, as long as the Association’s rules do not: (1) unreasonably delay or prevent installation, maintenance or use of the satellite dish; (2) unreasonable increase the cost of installation, maintenance or use of the satellite dish; or (3) preclude the reception of an acceptable quality signal. The FCC also has ruled that Homeowners Associations can adopt reasonable screening requirements, can require residents to paint their dishes to match the building (unless the resident can prove that the paint will interfere with the satellite signal), and can restrict the size of the dish.

We must recognize that any satellite dish must be installed with a clear line of sight pointing south in order to receive a reasonable signal.

Jefferson Village Satellite Dish Rules

Consistent with the provisions of the Covenants and Rules of Jefferson Village, and within the discretionary limits allowed by FCC Rules, Jefferson Village will impose the following rules and procedures for the installation of satellite dishes:

- Satellite dishes may not be installed in any Common Area.
- Satellite dishes installed in or on residential units may not be more than 18 inches in diameter.
- Satellite dishes must be located in the least obtrusive location possible. The following locations must be explored in the order listed: a) Inside the attic or other indoor portions of the home; b) In landscaped beds to the rear of home; c) Within landscaped bed to the side of home; d) Within landscaped beds in the front of home; e) On the rear side of the roof, provided that the dish is located below the peak of the roof.

- Satellite dishes must be located a minimum of ten (10) feet from any adjoining house, deck, or patio.
- Satellite dishes must match the color of the house structure if placed at or near the ground, or the color of the roof, if mounted on the roof.
- Satellite dishes must be for the personal use of the homeowner and is limited to one satellite dish per home.
- All wiring to the house from an outdoor dish installation must be buried underground, and wiring from a deck or other installation must not run through the air.
- If a signal of acceptable quality cannot be obtained under the standards set out above, the homeowner may submit a request for an alternate installation location, along with an explanation of why an alternate location would be required.

Application Process and Requirements

- Any homeowner wishing to install a satellite dish must first submit a written Application for approval. The application may be submitted to the Managing Agent (currently PENCO Management Co.) on a form provided for the purpose. The Application will be subject to the approval of the Village Council or its designee.
- 1) The Application shall include a diagram and all necessary specifications for the proposed installation.
 - 2) Jefferson Village will require a waiver by the homeowner for any claims for damages or leakage to the roof of the house, in the case of a roof installation.
 - 3) The dish must be installed only by a duly qualified and licensed contractor. The contractor shall furnish a Certificate of Insurance satisfactory to the Jefferson Village Council, demonstrating that the contractor carries adequate worker's compensation and public liability insurance. The contractor may also be required to have the Jefferson Village Homeowners Association named as an Additional Insured on such policy or policies.
 - 4) Damage to any Common Area resulting from the dish installation shall be the responsibility of the requesting homeowner.
- If applicable FCC or other Federal regulations change in the future, Jefferson Village Council reserves the right to require that the homeowner remove the satellite dish, at the homeowner's sole expense.

JEFFERSON VILLAGE ELEVATORS

The following Jefferson Village “Quad” units contain elevators: 805, 807, 809, 811, 813, 815, 819, 821, 823, 825, 839, 845, 847, 855, 857, 909, 911, 913, 915, 917, 919, 921, 923, 939, 941, 943, and 945.

Normal Periodic Maintenance, repair/upgrade-replacement of the elevator in its entirety is the responsibility of the unit owner.

Telephones are not installed as standard equipment in the elevator. Each elevator is equipped with a panic button. When a panic alarm is received from one of the above residences, Hershey’s Mill Security is immediately notified and will respond to the unit to determine if someone may be trapped in the elevator.

Please be aware that Hershey’s Mill Security will respond to the residence even if they know that someone answered the resident’s phone. There have been times when residents do not know that their spouse has returned home and they would have no idea that someone in the elevator may have been the one who pushed the panic button.

The elevators have exterior panel doors (upper-level entrance foyer and lower-level hallway) that automatically lock when the elevator is operating or waiting at the other door. **Both the exterior door and the interior metal cage door must be closed for the elevator to operate.**

Trapped Persons Response

The following is the response protocol Hershey’s Mill Security will use after receiving a panic alarm notification from an elevator:

Hershey’s Mill Security will CALL 911 and immediately attempt to establish communication with any trapped persons and see if medical assistance is necessary. Upon arrival, the first emergency responder will go to the upper-level landing and remove the access panel in the ceiling.

In order to safely evaluate the situation Security will need access to your electric circuit panel:

IF THE ELECTRIC IS ON, they will open the circuit breaker panel; and check the two circuit breakers marked “D” (representing “DOWN”) and “U” (representing “UP”). These switches will override all safety devices. They will push and hold the “D” or “U” breaker to make the elevator go down or up depending on which way best serves the current situation.

IF THE ELECTRIC IS OFF or during a power failure they will use a manual crank, located on the top left of the elevator in the elevator shaft, to move the elevator to the lower or upper level depending on which way best serves the current situation.

IN EITHER CASE, once the elevator has come to rest in the “Up” or “Down” position, the door will open. Once the situation has been rectified, the resident will need to contact elevator repairman to fix the elevator.

For Elevator Service and Repair: ARDENT ELEVATOR CO. (610) 430-6075

FIREPLACES

The design and construction of fireplaces mandates that they be fueled with natural firewood only. Manufactured logs, paper, trash or other combustibles, including Christmas tree boughs, may not be burned in any home fireplace.

Fireplace logs or auxiliary heaters fueled by butane or kerosene are prohibited. Storage of these materials in garages or storage bins is strictly prohibited.

Propane fueled fireplace inserts are permitted only in existing fireplaces.

(SUBMIT THE ARCHITECTURAL FORM.)

RADON

The following information was gathered at the Web site “Radon.com.” By visiting this web site, as well as other sources, you can obtain extensive amounts of information regarding testing procedures and how to combat the problem if it exists in your home. Here are some of the highlights that you will find regarding Radon.

WHAT IS RADON?

Radon is a carcinogenic radioactive gas. You cannot see, smell or taste radon but it may be a problem in your home. The Surgeon General has warned that radon is the second leading cause of lung cancer in the United States. If you smoke and your home has high radon levels, your risk of lung cancer is especially high. Tests resulting in readings below 4.0 pCi/L, do not usually carry a recommendation to install a system to reduce the radon levels. Follow the advice that you receive when your test results come back to you.

In tests conducted in 1999, Pennsylvania had the highest average levels of radon per unit tested in the continental United States, with South Dakota second highest. Naturally, some areas have higher levels of radon than others. Chester County is an area that is “considered to be a likely area for high radon levels. Remember, being in the red zone does not mean everyone is going to have a reading above 4.0. One building may have high levels while at the same time nearby buildings may have lower readings. The only way to be sure of the radon level in your own home is to test. If your test reveals a high level, take action to remediate the situation. The decision to test for radon is up to the homeowner, as are the costs of remediation.

Skylights

New roofs were installed in Jefferson Village during the summer of 2023. At that time, homeowners had the option to replace skylights at their own expense. Previously, many leaks believed to be roof leaks proved to be leaks in older skylights. The approach to solving this problem was discussed with the manufacturer’s representative, who came on-site to show members of Council and the roofing contractor the correct method to fix the problem. The correction involves removing six (6) top screws from the skylight frame and filling the hole with GEOCEL® sealant, then replacing the screws with a slightly larger screw. Finally, the screw heads are sealed with GEOCEL® Sealant. For replacement or service for skylights, you may contact: **LB Home Improvement & Repairs**

(Leroy Beiler) (717) 989-5261.

Windows

The manufacturer of the original windows in Jefferson Village was BILT BEST® Windows and Patio Doors, which is no longer in business. Window cranks, window repairs, and weatherstripping may be available by contacting Wahl. Payment for these services is made directly to him.

Replacing a window with a new model/style is subject to Council approval by submitting an Architectural Request Form.

UTILITIES

All utility fees (water, sewer, telephone landline, cable, etc.), other than electric service, are paid by the Jefferson Village and Hershey's Mill HOA and are a portion of your monthly HOA dues.

Electric: All internal wiring is the responsibility of the homeowner. External wiring and power transmission are the responsibility of PECO. For any information regarding power failures contact PECO at 1- 800-841-4141. Gasoline or kerosene generators are not permitted. Contact the managing agent or Council regarding permissible battery backup systems.

Water and Sewer: All internal water and sewer lines are the homeowner's responsibility. All water mains leading to homes and sewer lines outside the foundation walls of homes are maintained by your HOA and the Hershey's Mill HOA.

NOTE: Currently the HOA pays for all residential water use. It is incumbent upon each resident to ensure that there are no leaking pipes, toilets or faucets in their home. The HOA reserves the right to inspect interior plumbing if leaks due to poorly maintained plumbing are suspected. Contact PENCO Management for assistance in identifying or locating any suspected exterior leaks.

Home Telephone: Every home is required to have a working hardwired phone line for security reasons. Security must be informed immediately of any changes in phone number or service. Basic phone line costs are covered in your monthly HOA fees. Additional lines may be ordered from Verizon at the homeowner's expense.

Cable TV and Internet: Basic cable TV and High Speed Internet are included in your monthly HOA fees. Upgrades and additional equipment may be ordered from Verizon at the homeowner's expense.

JEFFERSON VILLAGE MAINTENANCE CHARTS

The following charts indicate what is and what is not covered by the Jefferson Village Homeowners' Association and paid for in the annual budget and the capital reserve fund. Each homeowner shares all Village expenses through the quarterly payments that fund the operating budget and the capital reserve fund.

Our maintenance budget is based on past experience. The Council reviews the capital reserve fund every year, A reserve study is also conducted every 4-5 years by qualified engineers. 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. Every dollar spent to maintain the Village is a shared expense for each resident.

*Priority Categories for Maintenance are as follows:

- A By end of next working day
- B Within 5 working days
- C Within 10 working days
- S Will be put on Scheduled Maintenance

COMPONENT	PRIORITY	HOA	OWNER
Door hinges, kick plates, knockers, other hardware			X
Front/back storage shed doors - repair/replace			X
Front/back storage shed doors - repaint exterior	S	X	
All door latches and locks			X
Garage Door - repaint exterior	S	X	
Garage Door - repair/replace			X
Garage Door opener (track, switches, remotes			X
Patio/Basement doors and locks			X
Screen/storm doors			X
Decks/railings/deck steps/patio/stoop repair/replace			X
Decks/railings/steps reseal/re-stain			X
Screen room reseal/re-stain; repair/replace screens			X
Quads: ramps/railings/front entrance deck	C	X	
Quads: entryway skylight	C	X	
Quads: sidewalk/ramps to face of building	C	X	
Exerior basement (including leaks) maintenance			X
Chimney flues - repair/clean			X
Fireplace/hearth - repair/replace			X
Interior components - repair/replace			X
Plumbing, electrical, other utilities in a single unit			X
Elevators - repair/replace			X
Slab/foundations/internal structure			X
Mailboxes - maintain/replace	B	X	
Storm drains -repair/replace	C	X	
Roads/driveways - repair/replace	C	X	
Exterior lights controlled inside unit ¹ - repair/replace			X
Exterior lights installed by Village - repair/replace	B	X	
Site lighting - maintain/replace	C	X	
Termite treatment - exterior only	C	X	
Other insects/pests/animals			X
Village planted turf/trees/shrubs/other maintain/replace	C	X	
Owner added plantings - maintain/replace			X
Roof shingles/underlayment/flashing - repair/replace	B	X	
Gutters, downspouts - repair/replace	C	X	
Gutter cleaning		X	

¹ Replacement exterior light fixtures must be approved by Council; see page – for replacement fixtures

Security systems (basic, incl. battery) ² repair/replace	B	x	
Internal Telephone wiring - repair/replace			x
Other Security components - smoke detector	B		x
COMPONENT	PRIORITY	HOA	OWNER
ONT Box - maintain/replace batteries as needed			x
Windows/Skylights - repair/replace			x
Window frame & glass - repair/replace			x
Dryer Vent - HOA inspects every 3 yrs.		x	
Dryer Vent - cleaned annually/repair/replace as needed			x
Heat Pump - repair/replace			x
Masonry supporting heat pump - repair/replace			x
Exterior stone/stucco - repair/replace	C	x	
Exterior Walls/siding, trim, soffits - repair/replace/repaint	C	x	
Retaining walls - maintain/replace	C	x	

² Basic System covers the control panel, two detectors, two panic alarm buttons, and the battery. **All alarm system problems must be reported to the Managing Agent.**

CONTRACTORS LIST

NOTE: This contractors list is only provided as a convenience to residents. Always obtain recommendations from prior customers or other sources. Neither Council nor PENCO accept liability for the performance of listed service providers.

Awning Installations	E. W. Brown, Inc.	302-652-6612
Removal & Seasonal Storage	H. A. Harper Sons, Inc.	610-485-4776
	A. L. Sereni & Co., Inc.	610-557-3196
Cable TV/Broadband	Verizon	1-800-501-1172
Deck Restoration	Hurricane Powerwash	610-436-4556
	The Deck Guy	610-436-6360
Dryer Vents	Ups-N-Downs Service	610-842-1296
Electrical	Dylan Keesey	484-868-5448
Elevator Repair	Ardent Elevator	610-430-6075
Garage Doors	Smoker Door	717-442-5070
Home Improvements	LB Home Improvements & Repair (Leroy Beiler)	717-989-5261
	Chester County Home Services (Deborah Shur)	484-880-6602
Home Inspection/Resale	Green Valley Group	610-347-0620
Lock replacement & Repairs	A-1 Security (ONLY)	610-647-5042
Painting-Paperhanging	Richard Egan Painting	610-353-3570
	White Painters (Melissa)	484-326-0372
	McKinley Cockerham Painting	610-696-6123
Pest Extermination	Tri-County	610-558-3234
Plumbing/Heating and AC	Horn Plumbing	610-363-4200
	Mattioni	610-269-0884

Plumbing/Heating & A/C (continued)	Wesley Wood/Service Experts	610-431-2626
Skylights	LB Homes Improvements (Leroy Beiler)	717-989-5261
Smoke Detector Repairs	West Chester Security	610-399-7986
Telephone Wiring Repairs	Bob Jarman	610-544-6311
	Tom Saulino	484-467-9328
Trash & Recycling	A.J. Blosenski	610-942-2707

Communication Resources

Local Government Offices

Hershey's Mill is located in East Goshen Township, Chester County, PA.

East Goshen Township 1580 Paoli Pike, West Chester

The building is open Monday-Friday, 8:00 am – 4:30 pm.

Phone: 610-692-7171 website: www.eastgoshen.org

Chester County 313 West Market Street, West Chester.

Phone: 610-344-6000; website: www.chesco.org

Jefferson Village

- **Jefferson Village Community Portal (JVCP)** – View/update homeowner/account info, compliance violations, maintenance issues, association documents and Village directory through the portal. Instructions on how to create an account on the JVCP are found on Page 8 or on the Hershey's Mill website at <https://hersheysmill.org/wp-content/uploads/2024/03/Portal-Instructions.pdf>
- **PENCO** will periodically send all residents important Village information or notifications via email. Be sure to open and read these, as they may impact your daily activities.
- **HOA Open Meetings**: – Held in the Community Center, notifications for the budget, elections and meetings will be sent by mail. All residents are encouraged to attend.
- **Jefferson Village Webpage**—<https://hersheysmill.org/villages/villages-g-to-l/jefferson/>

Hershey's Mill

- **HM News Email**: This is the most timely and important source of updated Hershey's Mill activities information. Instructions on how to add your contact information can be found on Page 8. Email the HM Tech Committee at hmtechcomm@hmhoa.com with any changes or updates.
- **HM Guide and Digest** : This magazine is mailed monthly. Includes activities, articles and HM news items. The HM Activities Calendar is published with dates/times, locations/rooms and other information to encourage participation. Contacts for each activity and sport can be found in the magazine.
- **The HM Resident Directory**: This address/phone book of all Hershey's Mill residents is mailed annually to each home address. Monthly updates are published in the HM Guide and Digest. New residents may pick up a copy at the HMCTV and Guide Office. Additional copies can be purchased.
- **HM Website**: www.hersheysmill.org This is the one stop source for any information about Hershey's Mill. It also has a link to the online scheduling/reservation system, Skedda, that you can use to reserve sports courts, meeting rooms, and the dog exercise area.
<https://hersheysmillhoa.skedda.com/booking>
- **Hershey's Mill Television HMCTV**: operates Hershey's Mill's television stations, channel 970 and 971, on Verizon FiOS. Locally produced original programs and movies air on Channel 970, with Bulletin Board announcements appearing between programs. A 24-hours Bulletin Board appears on Channel 971.

COMMUNITY SERVICES

Chester County Department of Aging: For people over the age of 60, this agency offers referrals and information concerning a variety of problems. Call 610-344-6353.

Hershey's Mill Facilities Rentals: Excellent facilities for meetings and receptions are available in The Community Center 610-436-6019, Sullivan House 610-696-0541 and the Golf Club 610-431-1600. Call for requirements and fees.

Goshen Fire Company: In addition to providing fire protection, the Goshen Fire Company also provides ambulance service. Call 610-436-4700 for information. **For emergencies dial 911.**

Hershey's Mill Bus: This 36-passenger bus is used for cultural tours and special events. Information about upcoming bus trips is published in the monthly Hershey's Mill TV Guide and Digest.

Meals on Wheels: A hot lunch and cold dinner service can be provided Monday through Friday at a nominal cost by calling 610-383-5722.

U. S. Post Office: The Exton Post Office is located at 430 Exton Square Parkway, Exton. 1-800-275-8777. This facility is open weekdays / 8 a.m. to 5:00 p.m.; Saturdays / 9:00 a.m. to 3:00 p.m. and closed on Sunday.

Trash: Trash pickup every Tuesday and Friday; Recycling Pickup every Wednesday. Please see Pages 15-18 for Recycling regulations.

United Parcel Service: The UPS Customer Center is located at Brandywine Industrial Park, 1200 Ward Avenue, off Airport Road. Call for hours 800-742-5877. A local UPS Store is located in Goshen Village, 1554 Paoli Pike (near the intersection of Paoli Pike and Boot Road) 610-692-6076.

Transportation: ROVER: If you are 65 or over, you may present proof of age at the Rover office at 1002 South Chestnut Street, Downingtown, to get the Senior Citizen Identification Card that entitles you to low-cost transportation service subsidized by the Pennsylvania State Lottery. Call 484-696-3854 or visit their web site at www.riderover.com for details. **CHESTER COUNTY PARATRANSIT:** Low-cost door-to-door transportation service is available to those 65 or older on weekdays. It is subsidized by the Pennsylvania Lottery Fund. You must apply for your Paratransit identification card. Call 610-344-6350 for details.

Westtown/East Goshen Police (WEGO): 1041 Wilmington Pike, West Chester PA 19382. Non-emergency calls 610-692-9600. **EMERGENCY CALLS—DIAL 911**

Automobile License & Registration: If you are moving to Pennsylvania from out of state, you must apply for a Pennsylvania driver's license and register your vehicle(s). Information concerning Pennsylvania's licensing procedure is available at the Driver Exam Center, Lincoln Court Shopping Center, Route 30 at Malin Road, Frazer 610-640-2934. This Center is open Tuesday through Saturday, 8:30 a.m. to 4:15 p.m. For a new registration, you must take your automobile title and proof of insurance coverage to a Notary Public, AAA, or auto tag agency and complete the required forms.

Voting: Jefferson Village is in Precinct 250, 8th Ward of East Goshen Township. Your polling place is The Community Center. To register to vote or apply for an Absentee Ballot Application, contact the Chester County Voter Service at 610-344-6410.

JEFFERSON VILLAGE HOMEOWNERS ASSOCIATION—RENTAL POLICY

Terms and Conditions

Rentals are permitted in Jefferson Village providing the following terms and conditions are met:

The Tenant must sign a lease agreement for a minimum initial term of one year.

The lease must specify the following:

- a. The Tenant agrees to use the premises solely as a personal residence.
- b. The premises may be occupied only by members of the tenant's immediate family and others whose names are specified in the lease agreement.
- c. The Lease must be signed by all adult occupants of the premises.
- d. Neither the Tenant nor Landlord may sublet or assign the leased premises or any portion of the leased premises.
- e. The Tenant agrees to provide access to the premises to the Homeowners Association or its agents at reasonable times, upon request, for the purpose of maintenance, repair, or replacement of common elements as described in the Jefferson Village Declaration of Easements, Covenants, and Restrictions, and for enforcement of any provisions of the Jefferson Village Rules and Regulations.
- f. The Tenant agrees to comply with all rules and regulations set forth by the Hershey's Mill Master Documents as well as with the Jefferson Village Declaration of Easements, Covenants and Restrictions and Village Rules & Regulations.
- g. The Tenant(s) must comply with the age-restricted nature of the community as described in the Village Declaration of Easements, Covenants, and Restrictions as Amended July 23, 1990 Section

The Landlord must provide the Tenant with copies of the Jefferson Village Handbook and the Jefferson Village Declaration of Easements, Covenants and Restrictions prior to the Tenant occupying the premises and the Tenant has acknowledged receipt of these documents no less than seven (7) business days prior to the Tenant occupying the premises.

Copies of these documents can be obtained from the managing agent. No less than seven (7) business days prior to the Tenant occupying the premises, the Landlord must provide the Homeowners Association with copies of the following documents, both of which must be signed by both the Landlord and the Tenant:

A Rental Information and Acknowledgement Sheet, which is attached to this Rental Policy.

A lease, which is in compliance with Section 1a and b above.

In the event that the Landlord and the Tenant agree to extend the lease after its expiration, the Landlord must provide the homeowners association with a copy of the new lease no less than seven (7) business days prior to expiration of the old lease, signed by both the Landlord and the Tenant. The lease renewal must comply with Section 1b above.

Rules Violations

The homeowner (Landlord) is responsible for ensuring compliance with all Jefferson Village Rules and Regulations and the Jefferson Village Declaration of Easements, Covenants and Restrictions. In the event of a rules violation by a Tenant, the homeowners association will send a rules violation letter to both the Landlord and the Tenant. The Homeowners Association will strictly enforce the Rental Policy, as defined above. Failure of any homeowner to follow the Rental Policy will be considered a rules violation. The Board of Directors reserves the right to assess fines on homeowners who do not comply with this Rental Policy.

Agent—The Jefferson Village Homeowners Association has designated as its agent, PENCO Management. All documents specified in this document and the Rental Information Form (page 41) must be submitted to PENCO Management, P. O. Box 1119, Chadds Ford, PA 19317

JEFFERSON VILLAGE HOMEOWNERS ASSOCIATION

RENTAL INFORMATION AND ACKNOWLEDGEMENT SHEET

(Must Be Provided to the Homeowners Association No Later Than 7 Business Days Prior to Occupancy)

Rental Address: _____

Homeowner (Landlord) Name(s): _____

Homeowner (Landlord) Current Address: _____

Homeowner (Landlord) Home Phone Number: _____

(Landlord) Cell Phone Number: _____

Homeowner (Landlord) Work Phone Number: _____

Lease Term Dates (Minimum One Year):

Lease Start Date: _____ Lease End Date: _____ Occupancy Date: _____

Renewal Options (If Any): _____

Adult Renter Name(s): _____

Renter Children Name(s) and Age(s): _____

Renter Automobiles, Make, and Year: _____ Renter Automobile License # _____

Renter Work Phone Numbers: _____

Renter Cell phone Numbers: _____

Renter Email Address(s): _____

RENTER ACKNOWLEDGMENT:

I/we have received, read, understand, and agree to comply with The Jefferson Village Rules and Regulations and The Jefferson Village Declaration of Easements, Covenants and Restrictions.

Renter Signatures:

All adult occupants of the rental property must sign this acknowledgement and their names must appear on the lease.

Date Signed: _____

Homeowner Signature _____

**JEFFERSON VILLAGE HOMEOWNERS ASSOCIATION
REQUEST FOR ACTION**

Please complete this form and return it to PENCO Management, Inc., P.O. Box 1119, Chadds Ford, PA 19317. Include any attachments, such as plans or sketches that clarify your request.

ADDRESS: _____ Jefferson Way NAME _____

_____ Landscape/Trees/Shrubs _____ Rules & Regulations Violations

_____ Maintenance _____ Other Suggestions

Please be as specific as possible:

Owner's Signature

Address

Date

Telephone Number

For PENCO Management Use:

Refer To:

Date:

Village Council

Architectural Committee

Landscape Committee

Maintenance Committee

Reply Required

Further Action

Copy to Contractor

ARCHITECTURAL MODIFICATION REQUEST FORM

Submitted by: Name _____ 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 contractor must be approved and registered with the managing agent. As part of the approval, the contractor must submit a certificate of liability insurance before work commences. Please provide the following description and specifications:

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 to include all elevations and a plan view plus typical sections.

Scale of plans: $\frac{1}{4}'' = 1'$ Scale of sections: $\frac{1}{2}'' = 1'$

Plans to include all electrical, plumbing, heating, ventilation and air conditioning details.

Specifications to include descriptive literature and brochures on all mechanical, electrical and plumbing items.

Please Note: Design and construction must match and conform to the existing Jefferson Village Buildings. The Architectural Committee has 60 days from date of receipt to recommend or reject this request. This request will be valid for 90 days from date of approval; if work is not started within that time, a request for extension of time without change must be requested. If an extension is not granted and work has not started within 90 days, a new request must be submitted. No work may be started before notice of approval is received. A building permit must be obtained from East Goshen Township. The contractor will keep all vehicles and equipment on paved areas within the Village, unless special permission is obtained from the managing agent. The contractor is responsible for any damage to the common areas, buildings, wires, poles, pipes, lights, etc. and clean up of the job site. The Plans and Specifications must include the Seal and Signature of a Registered Professional Architect if any one of the following is a part of the modification:

Roof lines or angles are changed.

Roof area is increased.

Load on footings and foundations are increased.

Footings and foundation area are increased

All improvements shall maintain the integrity of the drainage plan as approved by the Township at original construction; and any subsequent problems with adjoining properties, down-slope residences and/or common areas caused by runoff water shown to be a result of the project shall be remedied by the homeowner or at the homeowner's expense, including investigation.

OWNERS ACKNOWLEDGMENT:

As owner of Unit # _____, I/We agree to be totally responsible for the entire installation, maintenance, and upkeep (replacement, insurance, etc.) of the above change or addition, if approved. The plan and this agreement will be made part of any Agreement of Sale that I/We may enter into for the unit mentioned above.

Signature: _____ Date _____

Signature: _____ Date _____

In order to insure timely consideration of this request, it should be submitted to the HOA Office by the 1st day of the month in which you would like approval.

COMMITTEE RECOMMENDATION COUNCIL DISPOSITION

Recommended _____ Approved _____ Date _____

Presiding Officer

Not Recommended _____ Not Approved _____ Date _____

Presiding Officer

Decision and copy to Homeowner; Date: _____

FINAL INSPECTION Approved: _____ Date _____ Corrections Required: _____

**APPLICATION TO INSTALL
AWNING ATTACHMENT—NON-RETRACTABLE**

Address: _____ Jefferson Way

Approval by Village Council required before any work is started..

Part A—To be completed by owner

1. This is an application for approval to install a permanent attached awning over patio/deck (circle one).

Note: Awning installation may not encroach upon common ground.

2. Awning Materials are by Sunbrella® of Glen Raven Mills, Inc. YES/NO (circle one).

3. Color selection. (Indicate your selection.)

#5760 Beige/White, 6 Bar

#4620 Beige

#4936 Sand Graduated Stripe

#4796 Beige/White with Scalloped Edge

#4859 Silica Dune

Owner(s): _____

(Signature / Date)

(Signature / Date)

Part B—To be completed by Contractor:

1. Contractor must be approved by Jefferson Village HOA. Contact PENCO Management for further information (610-358-5580). All contractors must meet minimum requirements for liability and vehicular insurance.

2. Location of all attachments to the property must be identified with this application.

3. All fasteners must be described (length and diameter) with this application.

**THIS APPLICATION MUST BE SIGNED AND APPROVED BY JEFFERSON VILLAGE COUNCIL
BEFORE ANY WORK IS STARTED.**

The Jefferson Village Architectural Committee will inspect after installation to insure that all requirements are met and refer findings to Council.

Contractor Company Name: _____

Address : _____

Signature & Date: _____

Part C—To be completed by Jefferson Village Council:

Council action recorded in the Minutes dated _____

Approved: _____
(Signature of Presiding Officer)

**COMPLETED FORM TO BE SUBMITTED TO PENCO MANAGEMENT. IF THIS APPLICATION IS
NOT APPROVED, AN EXPLANATION WILL BE PROVIDED UNDER SEPARATE COVER.**

APPLICATION TO INSTALL RETRACTABLE AWNING with ROOF ATTACHMENT

Address: _____ Jefferson Way

This application must be approved and signed by Jefferson Village Council before any work is started..

Part A—To be completed by owner

1. This is an application for approval to install the necessary attachments to the shingled roof of my residence to support a SUNFLEXX® retractable awning.
NOTE: ATTACHMENTS TO THE ROOF FOR ANY OTHER PURPOSE ARE NOT PERMITTED.
2. As a condition of approval by the Jefferson Village HOA for this installation, I hereby accept responsibility for any roof damage and/or water leaks caused by the awning attachment, at any time.
3. Color selection. (Indicate your selection.)
#5760 Beige/White, 6 Bar #4620 Beige
#4936 Sand Graduated Stripe #4796 Beige/White with Scalloped Edge
#4859 Silica Dune

Owner(s): _____
(Signature/Date)

(Signature/Date)

Part B—To be completed by Contractor:

1. Contractor must be approved by Jefferson Village HOA. Contact PENCO Management for further information (Steve Erney 610-358-5580). All contractors must meet minimum requirements for liability and vehicular insurance.
2. Location of all attachments to the property must be identified with this application.
3. Bracket design, including material and finish, must be provided with this application, and is subject to approval of the Council. All materials (brackets and lags) must be rustproof.
4. Brackets may only be attached by first drilling pilot holes into the roof rafters, then filling them with GEOCEL® sealant (do not substitute). Bracket will be attached to the roof using lag bolts that measure not less than 3" in length by 3/8" diameter. Heavier bolts may be used if required.
5. Electrical work must be done by a certified electrician and must meet all the requirements of the electrical code and any other requirements of the Township of East Goshen.

THIS APPLICATION MUST BE SIGNED AND APPROVED BY JEFFERSON VILLAGE COUNCIL BEFORE ANY WORK IS STARTED.

The Jefferson Village Architectural Committee will inspect after installation to insure that all requirements are met and refer findings to Council.

Contractor company name: _____

Address: _____

Telephone #: _____ Signature/Date _____

Part C—To be completed by Jefferson Village Council:

Council action recorded in the Minutes dated _____

Approved _____ Signature of Presiding Officer _____

COMPLETED FORM TO BE SUBMITTED TO PENCO MANAGEMENT. IF THIS APPLICATION IS NOT APPROVED, AN EXPLANATION WILL BE PROVIDED UNDER SEPARATE COVER.

JEFFERSON VILLAGE LANDSCAPE REQUEST FORM

Submitted by: _____ ADDRESS: _____ Jefferson Way

Approval for any proposed change or addition to the landscaping in the common area around the homeowner's unit must conform to the Village Landscape Guidelines, and must be obtained from the Village Council in advance by submitting this form at least two weeks before the date of the Council meeting in the month you want to receive approval.

NO WORK MAY BEGIN UNTIL WRITTEN NOTICE OF APPROVAL IS RECEIVED.

A scale drawing of the proposed installation must be submitted as an attachment to this request. The drawing should include location and type of change proposed in relation to existing structures and common elements; dimensions of existing bed(s) and any enlargement or new bed; names and location of plants to be used and their height and width at maturity. (For example: Juniper, Blue rug; height 8"; width spreading up to 6'.

Mulch must be the same type currently being used in Jefferson Village. Homeowner will be solely responsible to mulch, water, weed, trim, edge, and fertilize the added plants following installation. Homeowner will ALWAYS be responsible for replacing any dead plants in the installation.

All improvements shall maintain the integrity of the drainage plan as approved by the township at original construction; and any subsequent problems with adjoining properties, down-slope residences and/or common areas caused by runoff water shown to be a result of the project shall be remediated by the homeowner or at the homeowner's expense, including investigation.

Approval is valid for 180 days after date of approval. If work is postponed past the expiration date, or changed in any way, a new approval must be obtained.

NAME OF CONTRACTOR: _____

Contractor must submit Certificate of Insurance and signed Contractor's Responsibility Acknowledgment form to the HOA office before work begins. Contractor hereby agrees to accept responsibility for any damage to common areas, buildings, wires, pipes, etc. caused during the work. Contractor will keep all equipment on paved areas within the Village unless special permission is granted through the HOA Office. If the homeowner intends to do the planting, the signed Acknowledgment of Responsibility form must be signed by the homeowner and submitted before beginning.

As the owner(s) of _____ Jefferson Way, I/We agree to be totally responsible for the entire installation, maintenance, appearance, upkeep, and replacement of the above change or addition, if approved, as stipulated above. This agreement will be made part of any Agreement of Sale that I/We may enter into for the unit mentioned above.

Owner(s):

(Signature/Date)

(Signature/Date)

Copy to Homeowner sent: _____

Final Committee Inspection: _____

APPROVE ☐

NOT APPROVED ☐

COMPLETED FORM TO BE SUBMITTED TO PENCO MANAGEMENT. IF THIS APPLICATION IS NOT APPROVED, AN EXPLANATION WILL BE PROVIDED UNDER SEPARATE COVER.

JEFFERSON VILLAGE SCREEN/STORM DOOR APPLICATION

Submitted By: _____

Address: _____ Jefferson Way

Signed prior approval must be received from Jefferson Village Council for any proposed changes to the exterior of the residential buildings.

This is an application for approval to install a screen/storm door at the:

FRONT DOOR

REAR DOOR

BOTH

Please fill out this form and return to the Managing Agent. As part of the approval process, the contractor must submit a valid Insurance Certificate of Liability before starting work.

If approved, I/we agree to be totally responsible for the entire installation, maintenance, appearance and upkeep of the door requested above, and acknowledges that repairs and replacement along with the expense of repainting failing paint surfaces on the entry doors due to heat build-up are the sole responsibility of the owner. This agreement will be made part of any Agreement of Sale that I/we may enter into on the above-mentioned property.

**Suggested Make & Models: LARSON Tradewinds – Full View Glass – “Screen Away” Retractable
Screen-Storm Door – Brown Frame -- Brushed Nickel ANDERSON 3000 Series
Lowes Retractable**

The Village requires the use of U/V reflective glass on all storm doors to minimize heat build-up.

The contractor who will install the door is:

Lowes

Home Depot

Other: Provide name of contractor, address, and telephone number below.

Owner(s):

(Signature/Date)

(Signature/Date)

Jefferson Village Council:

Presiding Officer _____

Date _____



APPROVED



NOT APPROVED

JEFFERSON VILLAGE PROPANE GAS FIREPLACE INSERT APPLICATION

Submitted by: _____ Date: _____

Address: _____ Jefferson Way Telephone #: _____

Signed prior approval must be received from Jefferson Village Council for any proposed propane fireplace insert and the installation of a propane tank.

This is an application for approval to install:

PROPANE GAS FIREPLACE INSERT

☐

PROPANE GAS TANK

☐

Please fill out this form and return to PENCO Management. As part of the approval process, the contractor for the installation of the propane gas fireplace insert must submit a valid Insurance Certificate of Liability before starting work. The contractor and propane supply company must comply with all terms of the Propane Gas Fireplace Insert Installation Regulations (attached to this application).

Approved contractors for propane fireplace inserts:

Malvern Hearth and Home, Malvern, PA 484-318-7846

Gas Works, Frazer, PA 610-816-0372

Homeowner may choose to retain other contractors than those listed above. The above names are provided as a convenience to homeowners only. Residents may purchase fireplace inserts and accessories from any certified dealer.

The propane supplier who will install the propane gas tank (which is not to exceed 60 lbs.) is:

Name: _____ Telephone #: _____

Please provide the following description and specifications to this application:

1. A description and drawing of the proposed location for the propane tank installation which must be in compliance with the National Fire Protection Association (NFPA) and industry standards.
2. A description and drawing of the type of plants and/or fencing to be used to provide a visual screen for the propane tank.
3. Chimney cleaning certification (with cleaning to have been completed within the past 12 months).
4. **Proof of installer and propane provider's insurance, license and proposed propane lease.**

Please Note—The Architectural Committee has 60 days from date of receipt to recommend or reject this request.

This request will be valid for 90 days from date of approval; if work is not started within that time, a request for extension of time without change must be requested. If an extension is not granted and work has not started within 90 days, a new request must be submitted. No work may be started before notice of approval is received. Landscaping shall be installed within 30 days of the installation of the propane tank, weather permitting. In the event the timing of the installation of the propane tank is not during an appropriate "planting season" then **Council will accept a pre-paid landscape contract, with installation of landscaping to be completed within 30 days of the appropriate planting season.** The contractor for the propane gas fireplace insert and propane tank installer will keep all vehicles on paved areas within the Village, unless special permission is obtained from the managing agent. The propane tank installer is responsible for any damage to the common areas, buildings, wires, poles, pipes, lights, etc. and cleanup of the installation site.

OWNERS ACKNOWLEDGMENT:

As owner of Unit # _____, I/We agree to be totally responsible for the entire installation, maintenance, and upkeep of the propane gas tank and any required landscaping and acknowledges that replacement of any landscaping along with the expense of replacing any failed plants are the sole responsibility of the owner. This agreement will be made part of any Agreement of Sale that I/we may enter into on the above-mentioned property of the above change or addition, if approved. The plan and this agreement will be made part of any Agreement of Sale that I/We may enter into for the unit mentioned above.

OWNERS: _____
(Signature/Date) (Signature/Date)

Jefferson Village Council: Presiding Office _____ Date _____

APPLICATION FOR STONE, SLATE, OR RED BRICK PATIO OR STOOP INSTALLATION

Submitted by: _____

Address: _____ Jefferson Way

All requests for the installation of stone, slate, or red brick for patios or stoops must be submitted to PENCO Management using this application. No such installation may be commenced until after the signed approval is received from Council.

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

All contractors must be pre-approved by Council and must submit proof of insurance coverage in amounts specified by the HOA.

All installations on patios or stoops must be in a bed of cement (bed of sand is not acceptable). 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.

No portion of the vinyl siding may be covered by the slate/stone or brick overlay. Vinyl siding must be removed and cut to reduced height and re-attached above overlay leaving a 1/2" gap between overlay and bottom of the vinyl siding.

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 ☐ RED BRICK ☐ CONCRETE ☐

CONTRACTOR HEREBY AGREES TO BE RESPONSIBLE FOR ANY DAMAGE TO THE COMMON AREA IN THE COURSE OF HIS WORK.

Contractor Company Name: _____

Address: _____

Telephone # _____ SIGNATURE/DATE: _____

OWNER(S):

I/We agree to be totally responsible for the entire installation, maintenance, appearance, upkeep, and replacement of the work requested in this application.

(Signature/Date)

(Signature/Date)

HOME OWNERS OR CONTRACTORS RESPONSIBILITY ACKNOWLEDGMENT FORM

1. 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 of paved areas.
3. Contractors may not operate vehicles on golf-cart or walking paths. Contractors may not use the Hershey Mill Golf Course for access to Village property.
4. All debris and leftover material will be removed by contractors. 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, Wooldridge Construction Company, Hovnanian Construction company, or any other contractor contracted by the Jefferson Village HOA or its residents.
6. Any damage done to the common area, including but not limited to water pipes, drainpipes, electric, telephone, television cables, structures or barriers, shall be the total responsibility of the contractor.
7. All planting around electric transformers shall conform to PECO Energy Co.'s planting guidelines. Adequate space shall be left near electric meters to facilitate access.
8. No work shall begin without full prior approval of the Village Council.
9. Contractor must submit a valid Certificate of Insurance to the Homeowners Association Office before and work begins.

I have read and understand this Acknowledgment and will comply with all of the above.

Signature

Date