

ORCHARD PARK HOME OWNERS ASSOCIATION
Alteration Guidelines

Revised May 26, 2015

The purpose of this Alteration Guidelines document is to educate homeowners on the covenants relating to exterior improvements within the Orchard Park community. The guidelines outlined in this document are intended to ensure architectural harmony of home sites and safety of community residents. This document aids the Board of Directors in their review of exterior alteration proposals and provides consistency in enforcement between previous and current Boards.

Alteration Approval Application Procedures

1. **At least thirty (30) days prior to any alteration, addition or improvement to the property, the homeowner obtains a "Request for Approval" Application from the Management Company (contact information provided in Appendix B).**
2. **The application is completed and returned to the Management Company.**
3. **Each application, to be considered complete, should include: the alteration request form, land survey (if applicable), photos, and neighbors' signatures.**
4. **The 30-day review period begins from the date that a fully completed application is received by the Management Company.**
5. **The Board of Directors reviews the application and approves / disapproves **within fifteen (15) days**. The Management Company will notify the homeowner of the decision.**
6. **Approved work shall begin within sixty (60) days of approval unless specifically stated in the written approval notice issued to the homeowner and must be completed within sixty (60) days of project start unless specified on the application. Requests for an extension of time should be submitted in writing to the Community Manager.**
7. **All completed work shall in all respects conform to the specifications submitted with the application.**
8. **If the application is denied, the reasons for the denial will be stated in writing. The necessary steps needed to bring the application into compliance will be stated in detail. The homeowner may appeal the decision, in writing (with additional information and/or justification), to the Board of Directors. Appeal to the Board of Directors must be made within ten (10) days of the disapproval.**
9. **Should the property owner resubmit the application or submit additional information, the thirty (30) day process starts anew with each submittal.**
10. **Questions about the alteration approval process should be directed to the Management Company.**

General Requirements

1. The Declaration of Covenants, Conditions Reservations and Restrictions contains information concerning modifications to, and maintenance of buildings and grounds in Orchard Park. All home owners are responsible for adhering to the contents of that document.
2. Unless the Guidelines state, "No Application is required", **no exterior work shall be performed until the homeowner has an approval** in writing from the Board of Directors / Community Manager.
3. Orchard Park guidelines do not replace the necessity of adhering to Cranberry Township Building Codes. Any permits required by Cranberry Township are the responsibility of the homeowner. Any alteration done over utility easements is done so at the homeowner's risk. Cranberry Township and the HOA are within their rights to access such easements if necessary and are not responsible for repair or replacement of any alterations that the homeowner has done.
4. Any alteration that changes the grading on a lot must not impact any other properties.
5. Existing topography, landscaping, or structures on common areas shall not be disturbed without the written approval of the Board of Directors.
6. All contractors must be licensed and insured.
7. Each application shall be examined on its own merit.
8. No previously approved application or installation shall constitute establishing a precedent for approval.
9. Maintenance is the responsibility of the property owner (and all future owners).
10. **If an exterior alteration is not specifically addressed in the guidelines, it will need to be submitted for review by the Board of Directors.** A summary of items that require approval is as follows:
 - a. All decks and gazebos
 - b. All sheds
 - c. All fences
 - d. All patios
 - e. All play / recreational structures
 - f. All pools, spas, and hot tubs
 - g. Sports equipment / courts
 - h. Ponds
 - i. Rain barrels
 - j. Changes to exterior colors
 - k. Changes to exterior door colors
 - l. Replacement of street trees
 - m. Garden fences
 - n. Installation of a "living fence"
 - o. Replacement of lampposts
 - p. Replacement of mailboxes / posts
 - q. Major additions or alterations
 - r. All alterations that aren't in specific accordance with the guidelines outlined below

Please note: When the terms "rear yard" or "behind the house" are used in this document, this implies directly behind the dwelling, not extending beyond the sides of the house. When the term "side rear" is used, this implies any area behind the rear façade of the dwelling, including beyond the sides of the house.

Antennas/Satellite Dishes

The satellite dish or antenna should be 1 meter or less and located on the ground, as close to the house as practical and installed at the rear of the house. A satellite dish or antenna may also be located on a deck at the rear of the house, with minimal projection above the height of the deck railing or on the rear or side wall of the house, as low as is practical. **If the satellite is installed according to the above criteria, no application is required.**

If reception is not possible with the installation at the rear of the house, then an alteration request must be submitted that indicates the proposed location – keeping in mind that the preferred location is as close to the rear of the house as possible.

Awnings

All awnings will require approval.

Guidelines:

1. Fabric should blend with the color of house or surrounding landscape and foliage.
2. The awning material shall be fabric only.
3. The awning may be either retractable or stationary.
4. Any wood structure must be the same color as the house or the deck
5. Upon deterioration, the awning must be repaired, replaced, or removed.
6. The awning must be attached to the house, not free standing.

Information Required in Submittal:

1. Plot plan showing location of awning.
2. Elevation showing location of awning.
3. Description of material(s) to be used.

Basketball Backboards

The backboard should be located over the rear half of the driveway (pole mounted or portable). The pole should be made of metal with a galvanized finish or painted black, white, or grey. The backboard should be clear, white or painted a flat, muted color. **If the backboard and pole is installed according to the above criteria, no application is required. However, if a basketball court is desired, an application is required.**

Information Required in Submittal:

1. Plot plan showing location of the basketball goal.
2. Picture or description of item (including style and color).
3. Description and placement of any screening.

Clotheslines

Exterior clotheslines are prohibited.

Decks / Gazebos / Pergolas

All decks / gazebos / pergolas will require approval.

Decks / gazebos / pergolas should be located in the rear of the house. All components of the deck / gazebo / pergola should not be left to weather naturally (i.e. wood / metal components must be painted or stained a color that is complementary with the exterior colors of the house). If under deck screening is proposed, it should be appropriate with the architecture of the house and should be properly recessed and framed. Siding and shingle material for any roof should match that of the house. Decks / Gazebos / Pergolas that extend to the side rear of the dwelling will be considered based on the lot's size and location.

Information Required in Submittal:

1. Plot plan showing the location of the deck / gazebo / pergola in relationship to other structures and property lines.
2. Elevation drawing showing the style of the deck / gazebo / pergola.
3. Description of materials used, including samples of stain or paint, if applicable.
4. Include any landscape plans associated with the construction.

Doors

If you are re-painting or replacing with the same color or finish that exists or adding a kick plate, **no approval is required.** If you wish to change the color of the front door, **approval is required.**

Exterior Colors & Finishes

If you are re-painting or replacing with the same color or finish that exists and is approved for your home, **no application is required.** However, if you choose to change the color(s) scheme, **approval is required.**

Fencing

All fences will require approval applications, including the signatures of all neighbors whose property is contiguous to the applicant's property where fencing is to be installed.

Fencing installations shall be limited to side and rear of the house located not closer to the front street than the front corner of the residence or dwelling located upon the premises and shall not exceed a height of six (6) feet from grade. All components of the fence should not be left to weather naturally (i.e. wood / metal components must be painted or stained a color that is complementary with the exterior colors of the house). Non-clad or barbwire, chain link, split rail, vinyl mesh, or cyclone fences are not permitted. Ornamental walls are only permitted with the prior written approval of the Board of Directors. Fenced dog runs are not permitted.

Information Required in Submittal:

1. Plot plan showing location of fence in relationship to other structures and property lines.
2. Elevation drawing(s) showing the style of the fence, dimensions and gates.
3. Description of materials used.
4. Include any landscape plans associated with the construction.

Garden Plots and Compost Piles

Approval is required for any garden or compost pile location other than described below, or any deviation from the following guidelines.

1. Gardens and compost piles do not require approval if they are wholly located in the rear of the lot and a minimum of 3 feet from the side and rear lot lines.
2. Maintenance of the garden is required. Debris must be removed at the end of the gardening season and the yard returned to a natural state. This includes removal of stakes and any other structural additions required for growing or harvesting the garden.
3. The maximum size for a garden is 200 square feet.
4. If fencing or a retaining wall are installed with a garden plot or compost pile, then approval is required prior to installation. Note that maximum height for a garden fence is 30 inches tall.

Landscaping

The installation of flower beds with annuals, perennials and shrubs **does not** require an application **UNLESS** you are creating a "living fence" by installing a row of four or more trees or shrubs near your property line. Trees and shrubs should be planted at least 3 feet from public sidewalks and property lines. **If trees and shrubs are planted according to these guidelines, no application is required. Outside of landscaping beds, all yards must be planted with grass.**

Replacement of street trees requires approval.

Lighting

All exterior light fixtures attached to the house should be harmonious in design, lumens (brightness), dimensions and finish with the architecture of the house. All *landscape* lighting should be of low voltage or solar. All lights should be placed in a location so that the light is directed on the applicant's property only and not onto a neighbor's property. **If lighting is installed according to these guidelines, no application is required.**

All lampposts require approval.

All lampposts must be black and self-illuminating and harmonious to the design of the house.

Mail Boxes

All mailboxes and posts will require approval.

All mailboxes and posts should match the style, size, and color of existing mailboxes and posts.

Guidelines:

1. Receptacles for newspapers or other publications are not permitted except as a part of the approved mailbox design.
2. Plantings around the base of the mailbox are allowed, if within guidelines for landscaping.
3. Mailbox covers, flags, signs, banners, etc. are not permitted.

Approved mailbox post available at HP Starr:

Brand: Gibraltar

Model: WP000W01

White, 57" high

Major Additions or Alterations

All major additions and alterations will require approval.

All major additions or alterations (i.e. room additions or extensions, sunrooms, porches, etc.) should be appropriate in location and size with the existing house and with the space available on the lot. The design should repeat significant architectural elements such as roof lines, trim details, materials and colors that already exist on the house.

Patios

All patios will require approval.

Patios should be located in the rear of the house and constructed of natural colored concrete, slate, flagstone, brick or aggregate material. Patios that extend to the side rear of the dwelling will be considered based on the Lot's size and location.

Information Required in Submittal:

1. Plot plan showing the location of patio in relationship to other structures and property lines.
2. Elevation drawing showing the style of the patio, including railing, steps, etc.
3. Description of materials used, including samples of stain or paint, if applicable.
4. Include any landscape plans associated with the construction.

Play / Recreational Equipment and/or Structures

All play equipment, recreational equipment, and playsets will require approval.

Play / recreational structures include: play forts, play houses, trampolines, swing sets, climbing apparatus, trampolines, skate ramps / rinks, other non-portable play structures or equipment, whether permanent or temporary.

The number of play structures allowed on any lot is dependent upon the lot size and impact to adjacent properties. Play structures that cause excessive negative impact on neighboring properties shall not be permitted (e.g. such as play structures that generate high levels of noise).

All play equipment shall utilize natural materials and muted earth tone colors. Metal play equipment is prohibited. Play structures should not be left to weather naturally (i.e. wood and other components must be painted or stained a color that is complementary with the exterior colors of the house).

Play equipment must be placed in the rear yard at least 3 feet from the property line. Its size shall be appropriate for a residential setting and in proportion with the space available on the lot.

Information Required in Submittal:

1. Plot plan showing the location of the play / recreational equipment or structure in relationship to other structures and property lines.
2. Description of materials used, including samples of stain or paint, if applicable.
3. Include any landscape plans associated with the construction.

Pools, Spas and Hot Tubs

All pools, spas, hot tubs will require approval.

Pools, Spas and Hot Tubs should be located at the rear of the property. No above ground pools are permitted.

Information Required in Submittal:

1. Plans and specifications showing the nature, kind, shape, height, materials, and location.
2. Plot showing the location of pool, spa or hot tub.
3. Plan for screening (fencing or live screening).

Ponds

All ponds will require approval.

Rain Barrels

All rain barrels will require approval.

Only Cranberry Township issued rain barrels are permitted in Orchard Park. These rain barrels must be installed at the rear of the house and against the house within 3 feet of the downspout. Rain barrels should not be visible from the street or from neighboring houses and should be shielded from view with decorative fencing or landscaping. All rain barrels will require approval prior to installation.

Information Required in Submittal:

1. Survey showing location of the rain barrel on the property.
2. Description of and/or picture of the collection system and downspouts for the rain barrel.
3. Description and location of landscaping and decorative fencing around the rain barrel.

Sheds

All sheds will require approval.

All sheds must be constructed of the exact same materials as the exterior finish of the house (i.e. same siding style and color, same trim, same roof shingles, etc.). Sheds should be located in the rear of the house and at least 3 feet from joint property lines and common grounds. Sheds should not exceed 150 square feet. Shed height should not exceed 12 feet.

Information Required in Submittal:

4. Survey showing lot boundaries, the existing building and the proposed shed.
5. Two elevations of the proposed construction showing the proximity to the residence and style of the shed.
6. Description of materials used.
7. Description and location of any trees to be removed.

Solar Panels / Solar Shingles

No solar panels or solar shingles shall be erected, placed or permitted on any property or structure. This excludes solar landscape lighting.

Storm/Screen Doors

All storm/screen doors must be a ¾ view or full-view design in a color that matches the door it encloses or the house trim color. If the door is installed according to the above criteria, no application is required.

General Maintenance

It is the primary responsibility of each homeowner to maintain his property in a way that does not detract from the overall beauty of the Community, and to prevent and correct unclean or unsightly conditions of buildings or lots.

All lots shall be kept clean and free of garbage, junk, trash, debris, non-operable vehicles and apparatus, and any condition, health hazard or the breeding and habitation of snakes, rats, or insects. The owners of lots shall see to the mowing of their lawn as needed, ensure that it is kept weed-free in accordance with our covenants document, ensure that all landscaping and mulch beds are well maintained, ensure proper lot drainage so as to prevent soil erosion, and ensure the proper maintenance of the home and other structures and improvements located on said lot so as to ensure their good condition and appearance.

No offensive or noxious activity shall be carried on upon any lot, nor shall anything be done thereon tending to cause embarrassment, discomfort, annoyance or nuisance to other residents.

There shall not be maintained any plant, animal, structure, device or thing of any sort whose activity or existence is in any way obnoxious, loud, dangerous, unsightly, unpleasant or of a nature as may diminish or destroy the enjoyment of the neighborhood by the owners thereof.

Following is a list of areas that should be reviewed on a regular basis to ensure your home is in good repair and within guidelines:

- Mulching of street trees
- Mulching of landscape beds
- Shrubbery, Trees, and Lawns
- Driveways and Sidewalks
- Decks
- Fences
- Play Equipment
- Roofing
- Siding & Trim
- Wood
- Garbage Can Storage
- Vehicle Parking and Storage
- Paint and Stain

APPENDIX A: Alteration Request Form

**ORCHARD PARK HOMEOWNERS ASSOCIATION
REQUEST FOR APPROVAL TO MAKE EXTERIOR ALTERATIONS**

1. _____ (Approximate Date)
Name of Owner Requesting Approval To Begin Alteration
 2. _____ (Approximate Date)
Address of Unit where Alteration will occur Completion of Alteration
 3. _____
Home Phone Number of Applicant Work/Cell Phone Number of Applicant
 4. _____
Mailing Address of Unit Owner (if other than address in #2)
 5. Type of Alteration: _____ Landscape _____ Building Exterior _____ Other
(If other, please explain): _____
 6. Location of Alteration in respect to nearest unit: _____ Front _____ Side _____ Rear
Other (please explain): _____
 7. Scope of Alteration:
Please explain in detail what you are requesting permission to do - include approximate dimensions if appropriate: _____

 8. Materials to be Used:
Describe the type of materials (or shrubs) to be installed and/or removed and quantities of each material:

 9. Signature of nearest owners (residing there) to the right and left of your home to signify they have been made aware of this alteration: (Not necessary for like-kind replacement requests)
Note to Neighbors: Your signature indicates you have been notified of this proposed alteration. If you object to this alteration, please contact either the management office, or a Board or EPB Member at once!
Name/Signature of Neighbor _____ Name/Signature of Neighbor _____
Address _____ Address _____
 10. Additional Information:
Please attach a drawing depicting the proposed alteration. Include a site/plot plan, material sample, photographs, manufacturers literature and color chips (if applicable) to help illustrate your modification.
 11. In order for this review and approval to be considered, the following conditions must be agreed upon by you:
Association representative(s) (Board or Committee member, managing agent, etc.) reserves the right to enter upon or access your property without notice for the purposes of inspection prior to, during, and after completion of the proposed alteration you are requesting.
Notes: _____

- Owner Signature _____ Date _____

ORCHARD PARK HOMEOWNERS ASSOCIATION

c/o Acri Commercial Realty, Inc.

290 Perry Highway

Pittsburgh, PA 15229

www.orchardparkhoa.net

LANDSCAPE SPECIFICATION AND REQUIREMENTS

SPRING CLEANUP TO BE COMPLETED BY MEMORIAL DAY

Conduct a general spring clean up of grounds to include:

1. Remove all tree and shrub branches lying on the grounds.
2. Cut off any tree and shrub branches broken and hanging from trees or shrubs.
3. Remove collected winter litter from grounds and shrub beds.
4. Remove all leaves from lawn and shrub beds.
5. Remove all expired vegetation.
6. Cut down expired weeds within 2 feet from the perimeter of the property and within 2 feet from the grass line and remove from property.
7. Edge all mulch beds, driveways, and side walk areas- minimum 2 times during the mowing season.
8. Mulch all beds- minimum every other year. (Mulch should be 2 inches deep to prevent weeds)

MAINTAIN ALL LAWN AREAS TO INCLUDE:

1. All litter (bottles, cans, paper, etc., encountered during the landscape season shall be picked up and properly disposed of.
2. Cut all lawn areas each week, between April and December. Mow lawn to depth of 3-4 inches to prevent grass burning and dying out.
3. Line trim all grass, that cannot be cut with a mower, around shrub beds, trees, buildings, sidewalks, curbs, streets, parking areas, lamp posts, mailboxes, air conditioning units and any other obstructions within the grounds each time the lawn is cut. This includes grass growing between sidewalk slabs and cracks in the asphalt.
4. All sidewalks, driveways, mulch beds, etc., must be re-edged a minimum 2 times per mowing season- see above.
5. All grass clippings are to be removed from the walks, patios, roads, curbs, and all other non-lawn or shrub bed surfaces.

PLANTING AND TREE BEDS:

1. All beds are to be weeded on a weekly basis to maintain all beds free of creeping weeds or vertical weeds.

FALL CLEAN UP TO INCLUDE:

1. All leaves must be raked and removed from the lawns, shrub beds, sidewalks, driveways and roads, three times during the fall season, once during early November, once in late November, and once in early December.
2. Remove all expired vegetation.
3. Remove any items lying on the ground, lawns or beds that could damage the same by remaining over the winter.
4. Remove all trash or garbage on lawn areas or in shrub beds.

PRUNE SHRUBS TO INCLUDE:

1. Pruning of shrubs when needed seasonally at the proper time for each variety of hedge or shrub.
2. All clippings must be removed from the hedges, shrubs, beds and property the day of the pruning.
3. Street trees should be pruned to 6' per Township Ordinance.

LAWN FERTILIZATION RECOMMENDATIONS:

1. Fertilizer, weed and crabgrass control during March-May time frame.
2. Grub control treatment during April-June time frame.
3. Fertilizer, weed and surface insect application during May-July time frame.
4. Granular fertilizer with spot weed control during July-September time frame.
5. Fertilizer and weed control during September-November time frame.
6. Lime application during September-November time frame.
7. Late fall fertilization through November-December.

LAWN RECOMMENDATIONS:

1. In the fall September-November aerate all lawns and over seed in fall for maximum new growth in the spring.

ORCHARD PARK HOA
Clubhouse General Use RULES

1. There will be a \$5.00 key replacement fee for any lost keys.
2. The exercise room will be available for use 24 hrs/day, including during a private function being held in the community room.
3. The community room will be available for rental from 8AM – 12:00AM daily.
4. Children under 16 are not permitted in the clubhouse without adult supervision.
5. Be courteous and clean up after yourself, this will keep the cleaning costs down for all homeowners.
6. Please replace empty rolls of toilet paper.
7. Clubhouse doors are to be kept closed when the air conditioning or heat is on.
8. No dogs, cats or other domestic pets are permitted in the clubhouse at any time.
9. Under no circumstances are minors permitted to consume alcohol in the clubhouse.
10. Only one set of keys will be issued per Residence. Keys may not be duplicated. The HOA has the option to change the keys on a yearly basis, or as needed, and notify members of the change.
11. Please LOCK all doors when leaving (if you are the last one).

ORCHARD PARK HOA Exercise Room RULES

1. ALL THOSE USING THE EXERCISE ROOM DO SO AT THEIR OWN RISK. THE ASSOCIATION IS NOT RESPONSIBLE FOR INJURIES OR ACCIDENTS.
2. Members over the age of 18 may use all equipment without supervision. Children over the age of 12 are must be accompanied at all times by an adult who is at least 18 years old.
3. Children under 12 are not permitted to use the exercise equipment.
4. Please wipe down the equipment with provided cleaning materials when you are finished exercising.
5. No pets are allowed in the exercise room for any reason.
6. No breakable containers are allowed in the exercise room.
7. No food is allowed in the exercise room.
8. All members are responsible for cleaning up after themselves. Any items left in the exercise room may be discarded by the HOA. This includes towels, water bottles, clothing, etc.
9. Proper attire is required at all times.
10. Common sense and safety practices shall be used by all exercisers.
11. LOCK door to the exercise room and clubhouse when leaving.

ORCHARD PARK HOA Swimming Pool RULES

The pool at Orchard Park is available for the relaxation and enjoyment of the residents and their guests. However, for liability and safety reasons, the following rules adopted by the Board of Directors shall apply. All residents who use the pool are required to read and abide by these rules.

1. **The Orchard Park Homeowner's Association provides no lifeguard supervision. All persons using the pool do so at their own risk.**
2. **DIVING AND RUNNING ARE PROHIBITED**
3. The pool will be open daily 9:00 am to dusk, Memorial Day weekend through Labor Day. Pool hours are subject to change without notice.
4. The pool is for residents. All guests must be accompanied by a resident. The resident is responsible for the safe and appropriate behavior of his or her guest(s).
5. All youth, age 14 and under, must be accompanied by an adult (age 18 & over). Parents/Guardians are responsible for the safety and behavior of their children.
6. The Orchard Park HOA is not responsible for any valuables or personal property brought into pool area.
7. Disposable diapers are prohibited in the pool. Children not toilet trained are required to wear leak proof pants or swim diapers in the pool.
8. No glass containers or tobacco products are permitted in the pool area. Chewing gum is not permitted in the pool.
9. All pets are prohibited in the pool area.
10. When entering the clubhouse after swimming, please dry off before sitting on the furniture.
11. Please dispose of your trash when you leave the pool area.
12. Please leave the pool area at the first sign of an electrical storm. You may return once the storm has passed.
13. In case of problems other than emergency – i.e. failure of equipment or other conditions, which may jeopardize the health or safety of any user, contact Brittney at Acri (412-459-0111 X128) or e-mail Kiley at Acri (Kiley_shively@acrirly.com).
14. Unauthorized use of the pool will be deemed a trespass of private property and will be reported to the local police department for prosecution.
15. Please LOCK all doors, including clubhouse back door, and pool gates when leaving (if you are the last one).

IN CASE OF EMERGENCY, CALL 911, POLICE OR AMBULANCE

All accidents must be reported to the Acri. Contact Britney (412-459-0111 X128) or e-mail Kiley (Kiley_shively@acrirly.com).

ORCHARD PARK HOMEOWNER'S ASSOCIATION

**RESOLUTION REGARDING PROCEDURES DESCRIBING
THE FILING OF COMPLAINTS AND THE LEVYING OF FINES
FOR VIOLATION OF GOVERNING DOCUMENTS**

1. All complaints or violations of covenants and/or architectural guidelines/rules must be made in writing by the unit owner and submitted to the management office. Complaint/Action may also be initiated by the Board of Directors or the Community Manager.
2. The complaint/report must state the following:
 - a) The nature of the complaint/violation.
 - b) The date and approximate time of the violation.
 - c) The approximate location of the violation.
 - d) The name and unit address of the offending party.
 - e) The name and address of the person reporting the violation.
 - f) A statement that the reporting person actually observed the violation (if applicable).
 - g) Any other information that may aid the Board of Directors in resolving the complaint/ violation.
3. The sequence of events in requesting rules/covenant compliance shall be as follows:
 - A. The Board of Directors or its authorized representative shall send a letter to the unit owner requesting compliance with said request. Regarding violations, if in the opinion of the Board of Directors or its authorized representatives, the reported violation does not immediately endanger other residents or common property and can best be cured by a warning, the Board of Directors or its authorized representatives shall send a letter to the offending party describing the violation and demanding (1) that any such violation cease immediately and (2) (if applicable) any common areas damaged by the violation be restored.
 - B. If the party does not respond or comply within fourteen (14) days, a second notice will be sent; informing the party that continued non-compliance will result in the levying of a fine of \$10.00 per day until resolved.
 - C. If the party does not comply with the above warning letter within fourteen (14) days from the date of the letter, a third and final notice will be sent imposing a fine of \$10.00, and a \$10.00 a day fine until the issue is resolved (retroactive from the date of the first/initial letter), and the fine paid.
 - D. At any time, the party may request a hearing with the Board of Directors to resolve the matter. However, this request must be made not later than ten (10) days after the date of the final notice letter. A notice will be sent to the party stating the date, time and place of the hearing.
 - E. If the violation or non-compliance continues, the matter will be turned over to the Association's Attorney.
 - F. If the Association Attorney must be secured to enforce the rule and/or to collect the fine, all court costs and attorney's fees and miscellaneous costs of enforcement or collection will be charged to the offending unit owner as an additional assessment to that unit or as a lien against the unit.

Adopted this 16 day of May, 2016.

Orchard Park Homeowner's Association

By:

Shawn Weis
Shawn Weis, President

Amie Corby
Amie Corby

Stacy Markle
Stacy Markle, Vice President

Patrick Mondy
Patrick Mondy, Secretary

Bill Hauck
Bill Hauck, Treasurer

Bill Hockenberry
Bill Hockenberry, Director