
TANNERIE WOOD

<http://www.tanneriewood.com>

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Attachments: Exterior Modification Form
Request to Examine Records Form

Tannerie Wood Homeowners Association
P.O. Box 932
Fort Washington, PA 19034

Management Company
Felte Real Estate
5 N. York Road
Willow Grove, PA 19090
Phone: 215-657-2500 Fax: 215-784-0699

TANNERIE WOOD ASSOCIATION, INC.
ADMINISTRATIVE RESOLUTION #1
RULES AND REGULATIONS
AMENDMENT FOUR

Whereas: The Declaration, Article VI, Section 2 provides for restrictions imposed as a common scheme upon all lots, and

Whereas: The By-Laws of the Association, Article V, Section 2 provides the Board of Directors to have all powers necessary and proper to carry out its duties, that includes to adopt, amend, repeal and enforce Rules for the fair and equitable use and enjoyment of the Association; and

Whereas: The Declaration, Article VI, Section 2 outlines the use restrictions set forth in the founding documents, and takes precedence over this Resolution, and

Whereas: Article V, Section 4 (j) and (k) of the By-Laws provided by the 1988 Amendments adopted at the Annual General Association Meeting, June 1988, requires all owners to properly maintain their homes, lots and landscaping on the lots, and

Whereas: The Board of Directors wishes to set forth a clear definition of the Rules and Regulations.

THEREFORE be it resolved that:

A. GENERAL

1. A tank for storage of gas or liquids may be maintained on a lot only if it is hidden from external view and attached to a barbeque grill.
2. Children's recreational equipment must be placed on the lot so as not to be in view. If it cannot be placed as such, it must be tastefully hidden by shrubbery and with Board approval.
3. There can be no noxious or offensive activity in any private or common area so as to become a nuisance, disturbance or annoyance.
4. Landscape material should be as close as possible to indigenous species. The Association has the right to request the trimming of trees and shrubs to retain the view of other owners.

5. The only signs permitted are those required by legal proceedings, residential identification signs, security signs, contractor signs during authorized time, For Sale or For Rent signs. No sign may have a total face area of more than two square feet nor exceed a height of four feet from the ground. Panel signs are permitted to be displayed on vehicles between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, excluding holidays.
6. The only exterior fires permitted are in BBQ grills. Fire pits are not allowed.
7. Garage doors are to be kept closed at all times, except when entering, leaving or during door or garage maintenance work.
8. Exterior antennas are permitted following the federal guidelines and Resolution #2.
9. Home occupations must be located within the dwelling; total area employed not to exceed 25% of floor area and limited to 600 square feet and approved by the Board of Directors.
10. Owners shall be held responsible for actions of any tenants, guests, or contractors that they invite onto the property. Any damage to common area caused by these invitees is the responsibility of the owner.
11. The Board of Directors will approve no fences. Privacy screens may be approved after submission of plans to the Board.
12. All firewood is to be stacked neatly at the rear or side of the dwelling.

B. PETS

1. Housing of pets must be of a reasonable and usual number.
2. Pets must be on a leash or under adult control at all times if on the common area or other owner's lots.
3. Outdoor animal enclosures are not allowed.
4. Pet waste must be picked up immediately and disposed of within the residence where the pet lives.
5. Excessive barking must be within the guidelines of the UD Noise Ordinance...not before 7:00 a.m. nor after 10:00 p.m. In addition, UD has the following code and if not followed can be a Township violation:

“Any sound of such level and duration as to be or tend to be loud, unexpected, disagreeable or injurious to human health or welfare, or which would unreasonably interfere with the enjoyment of life or property throughout the township or in any portions thereof is in violation.”

C. TRASH

1. No refuse will be dumped on any lot or the common area.
2. Containers for trash (brown) have been supplied by the Township. No other containers are to be used for trash.
3. Recycling (blue) containers (supplied by Township) should also be put at curbside the same day as trash (Thursday).
4. Trash containers are to be placed at curbside no earlier than sunset the day prior to pick-up (Wednesday) and removed no later than the evening of pick-up (Thursday).
5. Yard waste is picked up on Monday morning. Twigs should be tied together; other yard waste could be put in bags or other containers.
6. When not set out for pickup, trash and recycling containers must be stored in garages or hidden from view of neighboring properties.
7. Arrangements for pick-up of bulk items must be made in advance through Upper Dublin Township for a charge. They are only allowed at curb side for 24 hours, from the time of placement to the time of pick up.
8. Homeowners who do not follow the above guidelines will be subject to an immediate \$25.00 fine with no warning letter.

D. VEHICLES

1. Trucks, trailers, mobile homes, truck campers, boats or commercial vehicles are not permitted/stored in Tannerie Wood.
2. Pick-up trucks that do not exceed three-quarter ton are permitted to be visible.
3. Parking, by order of the Fire Marshall, is not allowed on any street or cul-de-sac or around any planter. This is enforced by the Township Police.
4. Storage of vehicles – owners who store vehicles in the parking pads for 30 days or more will be fined \$25.00. After four weeks of fines at \$25.00 per week, the car will be towed by the Association at the expense of the owner.

E. MAINTENANCE

1. The owner shall maintain the land, home and all improvements at all times in good condition and repair.
2. The owner shall provide for the repainting, resurfacing and repair of all structures on the lot on a periodic basis.
3. Grass areas and landscaped beds are to be kept neat, relatively weed free and dead shrubs and trees must be removed.

F. ARCHITECTURAL CONTROL

1. No exterior changes can be made until the plans and specifications have been approved.
2. Changes to all storm doors, doors, garage doors, skylights and windows must be submitted for approval.
3. Full compliance with Resolution #4 is required.

ATTEST:

/ Bernice Marinucci /
Bernice Marinucci, President

/ 11/19/11 /
Date

/ Carol Cohen /
Carol Cohen, Secretary

/ 11/18/11 /
Date

**TANNERIE WOOD ASSOCIATION, INC.
ADMINISTRATIVE RESOLUTION #2**

Satellite Dish Guidelines

Whereas: The Declaration, Article VI, Section 2 provides for restrictions imposed as a common scheme upon all lots; and

Whereas: The By-Laws of the Association, Article V, Section 2 provides the Board of Directors to have all powers necessary and proper to carry out its duties, that includes to adopt, amend, repeal and enforce rules for the fair and equitable use and enjoyment of the Association; and

Whereas: Article VI, Section 2 (o) of the Declaration, prohibits the installation of antenna, the Federal Communications Commission adoption of rules implementing Section 207 of the Telecommunications Act of 1996 allows for the installation of satellite dish and antenna. The same Section allows community associations to impose guidelines that will not impair receiving a quality signal nor at an unreasonable cost; and

Whereas: The Tannerie Wood Board of Directors wishes to clearly define the rules and regulations pertaining to the use of satellite dishes on the property.

THEREFORE be it resolved that:

General Guidelines:

1. Satellite dishes cannot be larger than 18" (inches) in diameter.
2. One of the following criteria must be met for application approval of the installation of the satellite dish. Dishes must be placed in the least obtrusive location possible. By order of preference, satellite dishes may be installed in/on:
 - a. The rear roof of a home below the highest point of the roof
 - b. Behind the home in a landscaped bed placed to the rear of the side foundation wall.
 - c. On the side of a home in a landscaped bed.
 - d. Within a landscaped bed in the front of the residence.

Application Process:

Satellite dish application must be submitted in writing to the Architectural Committee using the approved Exterior Modification Form.

1. The application must indicate by written word or drawing the position of the satellite dish to be installed, as well as a picture of the dish.
2. The highest preference for location must be chosen in which a clear signal can be obtained.
3. If an acceptable quality signal cannot be obtained at a reasonable installation cost at the locations listed above, an applicant may submit a location not specified above

with a letter from the installer stating this is the only possible location that a quality signal can be obtained.

The Architectural Committee will respond to applications received in completed form in 30 days.

ATTEST:

 / Harden Ervin /
Harden Ervin, President

 / 4/10/98 /
Date

 / Maria Rosen /
Maria Rosen, Secretary

 / 4/10/98 /
Date

TANNERIE WOOD ASSOCIATION, INC.
AMENDED RESOLUTION #3
RULES ENFORCEMENT PROCEDURE

Whereas: Article V, Section 2 (a) of the By-Laws of the Association provides the Board of Directors to have all powers necessary and proper to carry out its duties, that includes to adopt, amend, repeal, and enforce Rules for the fair and equitable use and enjoyment of the Association; and

Whereas: The Same Article and Section provides for (c) enforcement of parking and traffic rules, (d) establishment of fines and other penalties (e) establishment of resolution of disputes between members; and

Whereas: Article V, Section 4 (j) and (k) of the By-Laws provided by the 1988 Amendments adopted at the Annual General Association Meeting, June 1988, requires all owners to properly maintain their homes, lots and landscaping on the lots; and

Whereas: The Amendment to By-Laws effective June 16, 1992 provides for governing and procedure for non-assessment violations; and

Whereas: The Tannerie Wood Board wishes to clearly define the administrative procedures to carry out the enforcement of any such rules and regulations.

BE IT THEREFORE RESOLVED that the following procedures apply:

1. The Board has previously adopted and amended rules and regulations for the Tannerie Wood Association. Copies of those rules were distributed to the current owners at the time rules were adopted or amended.
2. The Board shall provide copies of future rules and regulations adopted or amended to Owners.
3. The Declaration contains certain Protective Covenants that also are to be enforced by the Board.
4. Owners who lease their home are responsible for their tenants' actions that may result in fines.
5. A violation of the rules, regulations, or restrictions will only be considered upon receipt of a signed, written complaint. The written complaint should name the violator and outline the facts in detail. This complaint should be sent to Management. Violations that are observed first-hand by the Association representative or a member of the Board of Directors can be processed as a complaint.

6. Management will address the matter on a confidential basis with a letter to the offending party. The letter will specify the nature of the violation, request correction within thirty (30) days (where appropriate) and notify them of the right to a hearing regarding the complaint.
7. The homeowner will be advised that if a violation is not corrected within thirty (30) days the Board will levy a fine beginning on the thirty-first (31st) day after the date of the notice in the sum of \$25.00 per week.
8. Bulk trash items – All bulk trash items including carpeting receives automatic fine of \$25.00 if left at curb side for more than 24 hours. There is no warning notice associated with this fine.
9. Owners who do not put out trash according to the guidelines listed in Amended Resolution #1 is subject to an immediate \$25.00 fine with no warning letter.
10. Owners who store vehicles in the Parking Pads – All vehicles stored in a parking pad for 30 days or more, will be fined \$25.00. After four weeks of fines at \$25.00 per week, the car will be towed by the Association at the expense of the owner.
11. Fines will continue to be assessed against the responsible party until the violation(s) have ended and any required corrective action has been taken.
12. All fines assessed and liens recorded shall be enforceable against the owner, including subsequent owner(s).
13. Any costs incurred by the Board, including but not limited to attorney's fees, in enforcing its rules or covenants will become the responsibility of the homeowner responsible for the violation.
14. The Board has the right to enforce, by any procedure of law or equity, all rules, regulations, restrictions or covenants contained in the governing documents or that it establishes within its power as provided by those documents.
15. The decision of the Board following an appeal hearing is final.

ATTEST:

 / Maria Rosen /
Maria Rosen, President

 / 4/10/98 /
Date

 / Carole Witt /
Carole Witt, Secretary

 / 4/10/98 /
Date

TANNERIE WOOD ASSOCIATION, INC.
ADMINISTRATIVE RESOLUTION #4
EXTERIOR MODIFICATIONS
AMENDMENT FIVE

Whereas: Article VI, Section 1 of the Declaration establishes that no exterior modification be made to the owner's property except by approval by the Board of Directors of the Association, and

Whereas: the same Article and Section, provides the alteration be submitted in writing containing the nature, kind, shape, height, materials and location of the alteration, and

Whereas: Article VII, Section 2 of the same Declaration provides for the repair and maintenance of party walls; and

Whereas: Article VIII, Section 1 of the same Declaration provides the Association the right to enforce by any proceeding at law or in equity all restrictions, conditions, covenants, reservations of the documents, and

Whereas: Article X of the By Laws in Section 1 provides for the Architectural Review Committee as well as the Arbitration/Grievance Committee, and Section 4 of the same Article provides for the process of requests for exterior modification, and

Whereas: The Board of Directors wishes to set forth a clear definition of the Exterior Modification guidelines and process.

THEREFORE be it resolved that:

A. GENERAL PROCEDURES

1. All requests for exterior modifications must be submitted in writing and include:
 - a. A fully completed Exterior Modification Form
 - b. A plan which adequately sets forth the proposed modifications in sufficient detail to enable the Board of Directors or the Architectural Committee to review the application.
 - c. A plan that shows the nature, kind, shape, height, materials, and location of the modification.
 - d. A building permit where necessary.
2. No application will be considered by the Association if there are any outstanding assessments due or violations of the Association documents including these Board adopted Resolutions.
3. If applicable, the Architectural Review Committee will notify owners of the adjacent and across the street neighbors of the pending modification.

4. The Committee will either approve, with or without condition, or deny a request of the applicant within thirty (30) days after receipt of the request.
5. The applicant will be notified in writing of the decision of the Committee. If denied or approved with conditions, the applicant will be notified by Certified Mail.
6. If the Committee fails to give notice of its decision within thirty (30) days, the request will be deemed to be denied.
7. If the Committee denies the applicant's request, the applicant may appeal the decision to the Arbitration/Grievance Committee in writing within twenty (20) days from the date of the delivery of the decision.
8. In hearings before the Committee, all parties are entitled to be represented by counsel.
9. The Arbitration/Grievance Committee shall attempt to resolve the issue in the most informal manner possible. The Committee will submit their decision to the Board of Directors for approval.
10. The Committee will notify the owner, all members of the Architectural Review Committee, and all members of the Board of Directors in writing of its decision twenty (20) days after the last hearing on the matter.
11. Homeowners requesting exterior modifications are responsible (required) to comply with Upper Dublin Township Zoning and Building codes and Ordinances including obtaining a Building Permit.
12. Construction of the proposed exterior modifications cannot be considered or approved by the Association's Board of Directors' Architectural Committee until the requirements of the Township Codes have been obtained.
13. In the case of driveway extensions, privacy screens, balcony/deck modifications and home additions, the neighboring property owners will be notified.

B. ADDITIONS TO THE HOME

1. The following guidelines will be considered in the review of any application for an addition to the home:
 - The change enhances the looks of the development
 - The change does not detract from the aesthetics of the development

- The color chosen must be one of the approved colors
- The Committee submits the change to the homeowner of the adjoining properties and takes into consideration their views

C. BALCONIES/DECKS

1. Extensions of existing balconies must be of the same material, texture and color as the existing balcony.
2. All balcony wood that is visible must be stained Spicewood Brown (if it is pressure treated, it should weather for six months before staining) or painted Window Box. If a composite material is used it must be of similar and approved color (a sample should be submitted along with the EMF).
3. There will be no steps leading to the ground level from the original or extended balcony.
4. Balcony railings are of a 2" x 2" lumber spindle with a flat 5/4" x 6" lumber top stained the same color as the balcony.
5. In the case of metal spindle railing, the spindles will be black and the handrail Spicewood Brown.

D. DRIVEWAY EXTENSIONS

1. A homeowner wishing to extend their driveway must present a plan to the Board. The plan must include measurements of the existing driveway and the proposed extension and all construction details. It should also be accompanied by the contractor's drawings and specifications.
2. The square footage amount of the extension will be considered in relation to the square feet of the existing driveway. It is not to be out of proportion to the existing driveway, the lot or the home.
3. The extension must be constructed to the specifications or better of the existing driveway.
4. In any case, it is to consist of an appropriate stone bed, base layer of asphalt and a finished layer. Each layer is to be rolled separately.
5. The total asphalt surface of the lot is not to exceed any Township guidelines for required impervious surface coverage.

E. EXTERIOR LIGHTING

1. Exterior lighting shall refer to any lights on the exterior either attached to the building structure, balcony or planted in the ground.
2. The Committee will consider security and safety when reviewing applications for exterior lighting.
3. In addition, the Committee will review if the proposed fixtures, location and lumen output are in keeping with the aesthetics of the development.
4. A picture should be included along with the proposed location.

F. MAILBOXES

1. All replacement mailboxes should be standard size or slightly larger than standard size. In no case will an oversized mailbox be approved.
2. Mailboxes must be securely fastened to post and in good repair.
3. When replaced, mailboxes are to be brown or black in color.
4. Posts are to be made of wood or wood-like composite (stained Sherwin-Williams Spicewood Brown or painted Window Box).
5. The post should be 4" x 4" in an L shape with bracing bar.
6. Pressure treated wood should weather six months before staining or painting.
7. The post must be sturdy and in good condition.

G. PAINT COLORS

1. The approved paint colors are as follows:

Front Entrance Door – Sherwin-Williams Casa Blanca, Latex, Semi Gloss #SW2060; Sherwin-Williams Firebrick, Latex, Semi Gloss #SW2713; Sherwin Williams Sedona Clay, Latex, Semi Gloss #SW2113; Sherwin-Williams Classy Red, Latex, Semi Gloss #SW2913; Sherwin-Williams Window Box, Latex, Gloss #2049.

Balcony – Wood that is visible must be stained Spicewood Brown or painted Window Box or Home Depot SC-105, Padre Brown; Railings must be same color as the balcony; Metal spindle railing must be black; handrail Spicewood Brown, Window Box or Padre Brown.

Stucco – Sherwin-Williams LOXON tinted with Casa Blanca #SW2060.

Storm/Screen Doors – Windows – Sliding Glass Doors – Medium to dark brown trim.

Privacy Screens – Spicewood Stain

Mailboxes – mailboxes: black or brown; posts: stained Spicewood Brown or painted Window Box or Padre Brown

Garage Door – Sherwin-Williams Casa Blanca, Latex, Satin or Flat #SW-2060

Trim – Sherwin-Williams Window Box, Latex, Satin or MAB Medium Brown, Latex Semi Gloss

Sherwin-Williams offers a discount to all Tannerie Wood homeowners. Any brand of paint may be used – if they MATCH the Sherwin-Williams color codes.

H. PRIVACY SCREENS

1. A Privacy Screen is a structure constructed between patio, yards, or balconies.
2. It should be a slanted louvered screen type or shadow box.
3. The balcony screen should be constructed of 1" x 6" lumber.
4. The balcony screen is to be 7' high or to the roof, and generally no deeper than the original balcony.
5. The patio screen is to rest on the concrete patio slab and extend upward to the balcony and no higher than 7'.
6. Spicewood stain or Window Box paint is the approved finish/color.

I. STORM AND SCREEN DOORS

1. The trim should be medium to dark brown in color on the outside.
2. The doors can be full view or mid-view and can be in several styles: screen storage and/or screen changing.
3. Etched or decorative glass is not permitted.

J. WINDOWS AND SLIDING GLASS DOORS

1. All windows are required to be of "casement" or "slider" type windows.
2. The trim color must be medium to dark brown

K. PATIO EXTENSIONS

1. All patio extensions must be concrete, brick face, slate, paver-bricks or flat stone.

L. RAILINGS

1. Railings installed at the front stairs are to be black wrought iron.

M. STUCCO

1. All stucco must be maintained and in good repair; with no stains, color deterioration or cracks.
2. All stucco repairs are to be tinted to match as close as possible to the existing stucco surface. If painting, the entire wall must be painted, not just the repaired section.
3. Painting of stucco should be done with LOXON tinted with Casa Blanca #2060 (Sherwin-Williams).

N. WALLS

1. Replacement walls on the property are to be replaced with the same type and materials of the replaced wall or of a material of better grade than is being replaced.

O. ROOFS

1. A sample shingle must be submitted along with the EMF form.
2. All roof replacements or repairs are to be done with a shingle that is as closely matched as possible in color, size and style to the existing roof.
3. The repair should use the exact shingle as is on the roof, if it is still made.
4. The new shingle should be compatible with adjoining roofs.
5. Architectural roofs are also acceptable for replacement.

P. AWNINGS

1. All awnings are to be of a retractable type, securely fastened to the building.
 - It is to have a rigid cover, so that when it is retracted the cover hides the awning roll. The cover must be brown or ivory.
 - Retractable awnings can be installed over sliding glass doors only.
 - They are not permitted over windows.
2. The awning material is to be canvas or a quality like "Sunbrella"
3. Colors are to be "Sunbrella" solid colors Natural (#4604), Linen Tweed (#4654) or Natural Brown (#4621). No stripes allowed.

Q. GARAGE DOORS

1. The door may need to be painted in order to conform to approved color standards. If so, it should be painted in the following color:

Sherwin-Williams Casa Blanca, Latex, Satin or Flat # SW2060 or similar color as approved by the Board of Directors.
2. The door should resemble the existing door (4 panels) OR have 16 raised panels (4 x 4).
3. Windows are not permitted.
4. Decorative hardware is not permitted.

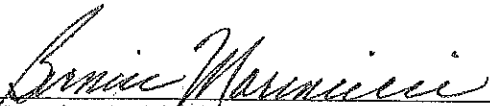
R. FRONT ENTRANCE DOOR

1. The door should be 6 or 8 panels with no decorative windows and medium to dark brown trim around the outside of the door.
2. The approved door colors are:
 - Sherwin-Williams Casa Blanca, Latex, Semi Gloss #SW2060
 - Sherwin-Williams Firebrick, Latex, Semi Gloss #SW2713
 - Sherwin Williams Sedona Clay, Latex, Semi Gloss #SW2113
 - Sherwin-Williams Classy Red, Latex, Semi Gloss #SW2913
 - Sherwin-Williams Window Box, Latex, Gloss #2049

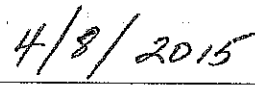
S. HOME GENERATORS

1. Home generators should be used only during power outage.
2. They cannot be located in front of home.
3. This does not apply to portable generators, which when used, must be placed away from home and stored indoors when not in use.
4. An EMF must be submitted and the board must approve the location of home generators.

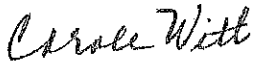
ATTEST:



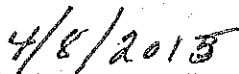
Bernice Marinucci, President



Date



Carole Witt, Vice President



Date

TANNERIE WOOD ASSOCIATION, INC.
ADMINISTRATIVE RESOLUTION #5
RECREATIONAL EQUIPMENT

Whereas: Article V, Section 2 (a) of the By-Laws of the Association provides for the Board of Directors to have all powers necessary and proper to carry out its duties, that includes to adopt, amend, repeal and enforce Rules for the fair and equitable use and enjoyment of the Association; and

Whereas: The Declaration Article VI, Section 2 outlines the use restrictions set forth in the founding documents, and takes precedence over this Resolution; and

Whereas: The same Article of the Declaration, Section 2 (e) outlines the use restriction concerning recreational equipment; and

Whereas: The Board of Directors wishes to represent all the owners at Tannerie Wood and set reasonable limits concerning this subsection (e) and clarify their interpretation of the section.

Therefore be it resolved that:

1. The Declaration of Covenants and Easements state in Article VI, Section 2 (e) "no equipment intended for children's recreational use, such as swing sets and slides shall be placed within the private area in such a way as to be exposed to view from roads, common areas or other private areas unless said equipment is surrounded by fencing or shrubbery approved by the Board of Directors of the Association or its appointed committee. This paragraph is intended to shield from view in a practical and attractive way such installations and shall not be so construed as to exclude installations tastefully hidden among shrubbery, trees or rock outcroppings."
2. The Board of Directors takes into account the various needs of the diversified community that is Tannerie Wood and wishes to administer this rule in an equitable and reasonable fashion.
3. Recreational equipment may be placed on the lot either permanently or seasonally as long as it is not viewed by any neighbor, from any lot, any street or the common area.
4. Being covered by a tarp is not considered hidden from view, and that previous guideline, by this resolution, is rescinded.
5. Recreational equipment may be placed on the lot when it is in use, and then returned to the closed garage or inside the house. It cannot be left on the lot in view when it is not in use under any circumstances.

6. Balcony, patio, or deck storage is not considered adequate storage unless when stored on the balcony, patio or deck it cannot be seen from any home, from any other lot, any street or from the common area.
7. Basketball nets, portable, can be placed on the lot when they are in use. When they are not in use they must be placed inside the closed garage. They can be stored on the patio if they are not in view of any home, from any part of a lot, any street or from the common area.
8. The playing with a ball in connection with the use of the basketball net or any other ball play can occur from 9:00 a.m. to dusk. There is to be no play before or after that time. In addition, at no time can a ball be bounced off any other owner's property, be it wall, balcony, patio, deck or furnishings.
9. Intentional misuse as defined by the Board of Directors will be considered a violation, and be immediately assigned to the violation procedure.
10. The enforcement of this Resolution #5 will be in accordance with Administration Resolution #3, as enacted by the Board of Directors in April 1998.

ATTEST:

 / Harden Ervin /
Harden Ervin, President

 / 10/5/99 /
Date

 / Maria Rosen /
Maria Rosen, Secretary

 / 10/5/99 /
Date

**TANNERIE WOOD HOMEOWNERS ASSOCIATION
ADMINISTRATIVE RESOLUTION #6
CAPITAL IMPROVEMENT FEES**

Whereas: Tannerie Wood is a planned community, created by and operating pursuant to a Declaration of Covenants, Conditions and Restrictions which is recorded with the Recorder of Deeds of Montgomery County; and

Whereas: The Tannerie Wood Homeowners Association, acting by and through its Executive Board, has the duty and responsibility for the administration of the community, and the Executive Board has such powers as are conferred by the Declaration, the By-Laws of the Association and the Pennsylvania Uniform Planned Community Act, 68 Pa.C.S. §5101 et seq.; and

Whereas: The Act authorizes the Association to impose certain fees on the resale or transfer of units within the community and the Executive Board believes a capital improvement fee is in the best interest of the community.

NOW, THEREFORE, be it resolved as follows:

1. A capital improvement fee in the amount of the current yearly dues is hereby assessed upon every resale or transfer of a unit in Tannerie Wood (except as provided below). This capital improvement fee shall be disclosed on each Resale Certificate issued by the Association, and shall be payable on or before conveyance of the unit.
2. Capital improvement fees shall be maintained in a separate capital account.
3. Capital improvement fees shall be expended only for new capital improvements or replacement of existing common elements, and shall not be expended for operations, maintenance or any other purposes.
4. No capital improvement fee shall be required for any gratuitous transfer of a unit between any of the following family members: spouses, parent and child, sibling, grandparent and grandchild.
5. No capital improvement fee shall be required upon any person who acquires a unit consisting of unimproved real estate and signs and delivers to the Association at the time of such person's acquisition a sworn affidavit declaring the person's intention to reconvey such unit within 18 months of its acquisition and completes such reconveyance within such 18 months.

I certify that the foregoing Resolution was adopted by the Executive Board of the Tannerie Wood Homeowners Association at a meeting duly convened pursuant to the By-Laws of the Association on July 17, 2003.

ATTEST:

/ Maria C. Rosen /
Maria C. Rosen, President

/ 7/17/03 /
Date

/ Carol J. Witt /
Carole J. Witt, Secretary

/ 7/17/03 /
Date

**TANNERIE WOOD HOMEOWNERS ASSOCIATION
ADMINISTRATIVE RESOLUTION #7
ASSESSMENT COLLECTION PROCEDURE**

Whereas: Section 5302 (a) (11) Uniform Planned Community Act gives the Board of Directors the power to impose charges for late payments of assessments; and

Whereas: Article V Section 1 of the Declaration of Covenants and Easements provides for the payment of Annual Assessments, Special Assessments for capital improvements and provide for the collection of reasonable attorney's fees, costs and interest; and

Whereas: Article V Section 8 of the same Declaration states the effects and remedies for the non-payment of assessments; and

Whereas: The Board of Directors of Tannerie Wood wishes to clearly define the procedures it will utilize for the collection of delinquent assessments.

BE IT THEREFORE RESOLVED that effective immediately these procedures will be followed:

1. The assessment for common expenses shall be due annually on January 1st.
2. Any outstanding balance not received by January 31st shall be deemed delinquent.
3. An automatic open balance fee of \$50.00 shall be assessed on February 1st and at the beginning of each month thereafter.
4. A warning letter shall be sent to the unit owner from the Board of Directors with a request to pay in full 30 days. Included in the mailing will be:
 - a. A copy of this resolution
 - b. Information on who the unit owner may contact to obtain further information and have questions answered.
 - c. Request for payment in full within (30) days.
5. If the fee is not paid 60 days after the due date (that would be March 1st) and no payment arrangements have been made with the Board the account may be turned over to the Board's attorney for collection.
6. As provided by the Declaration, all related charges for collection of any delinquent account shall be the responsibility of the unit owner. Included in these are: court and legal costs, late fees, interest, management firm's fees, as well as the delinquent homeowner's fees. All related bank charges for returned checks will be assessed.
7. The delinquent unit may not have any association voting privileges, nor run for or serve on the Board or any of its committees for as long as the delinquent account remains.

8. Legal action on a delinquent account may result in any of the following steps as is required to collect amounts due.

- a. Placing and enforcing a lien on the property, which must be satisfied at resale or re-mortgage of the unit.
- b. Sheriff's sale of personal property.
- c. Any remedy permitted by law and its decision is final.

ATTEST:

 / Maria Rosen /
Maria Rosen, President

 / 5/27/04 /
Date

 / Carole J. Witt /
Carole Witt, Secretary

 / 5/29/04 /
Date

**TANNERIE WOOD HOMEOWNERS ASSOCIATION
ADMINISTRATIVE RESOLUTION #8
ASSOCIATION DOCUMENTS**

BACKGROUND

- A. As the administrative and governing body for the Community, the Board of Directors believes that the Tannerie Wood Homeowners Association should comply with its governing documents and all applicable laws in a manner which is consistent with the interests of the community as a whole. In so doing, the Association strives to consider and respect many diverse people and interests.
- B. The Board understands that the Association should maintain certain records in order to conduct its affairs and that there are legal obligations to maintain certain records. The Association can and should maintain a register of its members, books and records of account and records of the proceedings of the Members, the Board and other bodies, and the By-Laws of the Association require such records.
- C. The Association maintains many other records and other information, such as unit owner files, correspondence, registration forms, violation notices and legal documents that can and should be maintained in confidence and privacy to the fullest extent allowable under the law.
- D. The Board understands that Members of the Association can and should have the right to examine and/or make copies or extracts of the membership register, the books and records of account, the records of the proceedings of the Members, Directors and other bodies. The Board also understands that the financial and other records of the Association should be reasonably available for inspection by Members of the Association.
- E. Based on the experience of the Board in maintaining the Association's records and in responding to requests for documents and/or information by Members, the Board believes it is in the best interest of the Association to define the documents and information maintained by the Association and to establish guidelines and procedures for making such documents and information available to Members of the Association.

THEREFORE, the Board adopts the following policies and procedures:

1. Maintenance of Records: It is the policy of the Tannerie Wood Homeowners Association to maintain complete and accurate records of its affairs, and to comply with the Declaration and By-Laws of the Association and all applicable laws with

respect to maintaining such records and members' rights to examine or copy such records.

2. Confidentiality: It is the policy of the Tannerie Wood Homeowners Association that, whenever possible, the Association should respect and protect the privacy of its members and residents and that all information with respect to an individual member or resident be treated as confidential. Members of the Board of Directors, committee members and management personnel are expected to keep all information which they receive in the course of their activities and duties for the Association in strictest confidence, and may be asked to sign a statement acknowledging the Association's policies.
3. Definitions: For purposes of the Association's records and documents:
 - 3.1 *Membership Register* shall mean a list of all of the unit owners and the address to which notices to unit owners (and holders of mortgages, if required) shall be sent.
 - 3.2 *Books and Records of Account* shall mean (a) the general ledger report, (b) the annual audit report, and (c) any other periodic financial statement which is regularly prepared by the Association's accountant.
 - 3.3 *Records of Proceedings* shall mean the Minutes of the meetings of the Members and the Board and its committees, and the Declaration, the By-Laws, Resolutions and Rules and Regulations of the Association.
 - 3.4 *Primary Records* shall mean the Membership Register, Books and Records of Account and the Records of Proceedings.
 - 3.5 *Authorized Agents* shall mean such persons as may be designated by a member as their attorney-in-fact in Designation of Authorized Agent.
 - 3.6 *Protected Records* shall mean all unit owner files, delinquency records, personnel records, minutes of the Executive Session(s) of the Board, any documents which relate to litigation involving the Association and any other records designated as confidential by the Board.
4. Access to Records: The records of the Association shall be available for examination by Members and their authorized Agents only, according to the following procedures. Any request for information or documents which does not comply with these procedures will not be accepted by the Association, the Board or the Community Manager.

- 4.1 Members of the Association and their Authorized Agents may submit a written Request to Examine Records (on the form designated by the Association), setting forth the records desired and the purpose of the examination. The Community Manager shall review the Request promptly to determine if it complies with the Association's policies and, if so, shall notify the Member of (a) the date and time at which Primary Records will be made available for inspection, or (b) that the Request has been referred to the Board.
- 4.2 Primary Records will generally be made available for examination at the Association's office during regular business hours, on at least one week's advance notice. During such examination, the Member may make copies or extracts of the records, at the Member's own expense. The Primary Records may not be removed from the Association office
- 4.3 A request to examine records other than Primary Records will be referred to the Board for consideration at its next regularly scheduled meeting. Other records of the Association may be made available for examination (but not copied) at the Association's office if the Board determines that there is a reasonable Association purpose for the request and it is clear and free from doubt that considerations of privacy, confidentiality or privilege do not outweigh such purpose.
- 4.4 Protected Records will be made available for examination only in extraordinary circumstances.
- 4.5 The Association will make reasonable efforts to respond to each Request to Examine Records within a reasonable time following the next regularly scheduled board meeting after such request is submitted.

5. Document Retention Policy

- 5.1 The Association shall retain copies of the following documents forever:
 - 5.1.1 IRS Filings
 - 5.1.2 Fiscal Statements and Audits
 - 5.1.3 Minutes of Board Meetings
 - 5.1.4 Leadership Listing
 - 5.1.5 Declaration
 - 5.1.6 Covenants & Easements
 - 5.1.7 By-Laws
 - 5.1.8 Resolutions
 - 5.1.9 Unit Owner Files
 - 5.1.10 Legal Documents

5.2 The Association shall retain copies of the following documents for five years:

5.2.1 Contracts

5.2.2 Insurance Policies

The foregoing Resolution has been adopted by the unanimous written consent of the Board of Directors this 16th day of February 2005.

ATTEST:

/ David Mallin /

David Mallin, President

/ 2/16/05 /

Date

/ Carole Witt /

Carole Witt, Secretary

/ 2/16/05 /

Date

TANNERIE WOOD ASSOCIATION, INC.
ADMINISTRATIVE RESOLUTION #9, Rev. #1
GUIDELINE FOR PET OWNERS

WHEREAS, Tannerie Wood is a planned community, created by and operating pursuant to a Declaration of Covenants, Conditions and Restrictions which is recorded with the Recorder of Deeds of Montgomery County, and

WHEREAS, Tannerie Wood Homeowners Association, acting by and through its Executive Board, has the duty and responsibility for the administration of the community, and the Executive Board has such powers as are conferred by the Declaration, the Bylaws of the Association and the Pennsylvania Uniform Planned Community Act, 68 Pa. C.S. §5101 et seq.; and

WHEREAS, the Tannerie Wood Board of Directors wishes to clearly define the rules and regulations pertaining to the guidelines for Pets.

THEREFORE, be it resolved that effective immediately these procedures would be followed:

1. In accordance with Township and Association Rules and Regulations homeowners shall not keep in any residence animals, wildlife, or reptiles, other than domesticated household birds and fish, domesticated house dogs or domesticated house cats.
2. Pet owners shall carry with them at all times while walking their pets off of their own properties, a method for removing solid waste. All fecal animal waste shall be discarded in the owner's township waste receptacle. No pet shall be permitted to urinate or defecate on another homeowner's property or in the common area. Dog owners should use the dog walk on Monroe Lane whenever possible.
3. Pets shall not be permitted to run loose or uncontrolled on their property or other homeowners' property or on common ground.

4. All pets whether fenced (invisible) or leashed outdoors on their property or common ground, shall be supervised by a responsible person who remains outdoors with the pet.
5. The pet owner is responsible for property damage, injury or disturbances caused or inflicted by their pet. No pet shall be permitted to disturb a neighbor's rest or peaceful enjoyment of their property.
6. If any homeowner's or guest's pet becomes obnoxious to another homeowner or guest by barking or attacking or otherwise interfering with the freedom of movement of persons and other pets, the pet owning homeowner shall be in violation of the Rules and Regulations and shall be subject to fines according to the policy of the Rules and Regulations of the Tannerie Wood Homeowners Association.
7. Every homeowner shall be responsible for making sure that their pets do not violate the Upper Dublin Noise Ordinance then in effect. Excessive animal noise is prohibited by the Upper Dublin Township Noise Ordinance and is prohibited before 7:00 a.m. and after 10:00 p.m. Continuous noise for 10 minutes or intermittently for 30 minutes is in violation of the UD Ordinance and should be reported to the UD Police Department.
8. Subject to approval of the Board of Directors, electric underground fences may be permitted.
9. Homeowners who do not follow the above guidelines will be subject to an immediate \$25.00 fine with no warning letter.

I certify that the foregoing Resolution was adopted by the Executive Board of the Tannerie Wood Homeowners Association at a meeting duly convened pursuant to the Bylaws of the Association on April 23, 2013.

ATTEST:

____/ *Bernice Marinucci* /_____
 Bernice Marinucci, President

____/ 6/12/2014 /_____
 Date

____/ *Carole W. Witt* /_____
 Carole W. Witt, Secretary

____/ 6/11/2014 /_____
 Date

TANNERIE WOOD ASSOCIATION, INC.
ADMINISTRATIVE RESOLUTION #10
HOMEOWNER'S INSURANCE

WHEREAS, Tannerie Wood is a planned community, created by and operating pursuant to a Declaration of Covenants, Conditions and Restriction which is recorded with the Recorder of Deeds of Montgomery County, and

WHEREAS, Tannerie Wood Homeowners Association, acting by and through its Executive Board, has the duty and responsibility for the administration of the community, and the Executive Board has such powers as are conferred by the Declaration, the Bylaws of the Association and the Pennsylvania Uniform Planned Community Act, 68 Pa. C.S. §5101 et seq.; and

WHEREAS, the Tannerie Wood Board of Directors wishes to clearly establish and define the rules and regulations pertaining to the insurance requirements for each unit, including premises liability and fire insurance.

THEREFORE, be it resolved that effective immediately these procedures will be placed in effect:

1. Each unit owner shall have in effect Homeowner's Insurance, valid in the Commonwealth of Pennsylvania with an insurance company licensed to provide insurance in Pennsylvania.
2. The policy of insurance will be for fire and premises liability and have minimum coverage for bodily injury as permitted by law of \$10,000.00. All fire insurance policies shall be for a minimum of replacement value of the premises.

I certify that the foregoing Resolution was adopted by the Executive Board of the Tannerie Wood Homeowners Association at a meeting duly convened pursuant to the Bylaws of the Association.

ATTEST:

Bernice Marinucci, President

Date

Carole Witt, Vice President

Date

TANNERIE WOOD ASSOCIATION, INC.
ADMINISTRATIVE RESOLUTION #11
GUIDELINE FOR LEASING

WHEREAS, Tannerie Wood is a planned community, created by and operating pursuant to a Declaration of Covenants, Conditions and Restrictions which is recorded with the Recorder of Deeds of Montgomery County, and

WHEREAS, Tannerie Wood Homeowners Association, acting by and through its Executive Board, has the duty and responsibility for the administration of the community, and the Executive Board has such powers as are conferred by the Declaration, the Bylaws of the Association and the Pennsylvania Uniform Planned Community Act, 68 Pa. C.S. §5101 et seq.; and

WHEREAS, the Tannerie Wood Board of Directors wishes to clearly define the rules and regulations pertaining to the guidelines for Leasing.

THEREFORE, be it resolved that effective immediately these procedures would be followed:

1. Any property that is leased must be leased for a period no shorter than 1 year, after which said Lease may continue on a Month-to-Month status.
2. Homeowner must supply Management Company with their current address and phone number.
3. In accordance with Upper Dublin Township, all Homeowners wishing to Lease their property must be registered with the Township for Leasing, and comply with all Township regulations.
4. The Lease must specify that the Lessee must abide by the Tannerie Wood Homeowners Association Declarations, By-Laws, and Rules and Regulations.
5. A fully executed copy of the lease must be supplied to the Management Company within Ten (10) days of the execution of the document.
6. Homeowners must provide the Name, Phone number, and email (if available) of each Tenant of the Property.
7. Homeowner shall be responsible for any violations and or fines caused by Tenants in accordance with the Tannerie Wood Homeowners Association Amended Resolution #3, Rules Enforcement Procedure, and Article V, Section 2(d) of the By-Laws – Establishment of Fines and Other Penalties.

I certify that the foregoing Resolution was adopted by the Executive Board of the Tannerie Wood Homeowners Association at a meeting duly convened pursuant to the Bylaws of the Association on March 26, 2015.

ATTEST:

Bernice Marinucci 4/8/2015
Bernice Marinucci, President Date

Carole J. Witt 4/8/2015
Carole J. Witt, Vice President Date

TANNERIE WOOD HOMEOWNERS ASSOCIATION

REQUEST TO EXAMINE RECORDS

Name: _____

Address: _____ Telephone: _____

Date of Requested Examination: _____

Specify Records to be examined:

State Purpose of Examination:

Unit Owner

Date

Unit Owner

Date

**TANNERIE WOOD HOMEOWNERS ASSOCIATION
EXTERIOR MODIFICATION FORM**

NAME _____ DATE _____

ADDRESS _____ PHONE _____

OWNER'S SIGNATURE _____

EXTERIOR MODIFICATION REQUEST _____

PLEASE DO THE FOLLOWING:

1. Attach a detailed plan as outlined on the back. Please include pictures/brochure and color samples.
2. Submit this form to:
Carol Cohen, 2100 Grant Mews Court, Ambler, PA 19002

**THE BOARD HAS 30 DAYS TO GIVE APPROVAL AFTER RECEIPT OF ALL THE NECESSARY
INFORMATION.**

ASSOCIATION APPROVAL AND DATE: _____

ASSOCIATION APPROVAL with the following stipulations or exceptions _____

ASSOCIATION DENIAL AND DATE _____

Board approval of the EMF indicates that the proposed modification conforms to the Association's Covenants & Easements, By-Laws and Resolutions.

Homeowner is responsible for ensuring that the modification conforms to all Township building regulations, and that a Building Permit is obtained if appropriate.

Homeowner acknowledgement & date: _____

Please include all details when submitting a request, including plans, materials to be used, samples and location of the modification.

Owners are required to receive Association approval prior to implementing the Modification.

TANNERIE WOOD EXTERIOR MODIFICATION REQUEST PROCEDURE

A. General Procedures

- All requests for exterior modifications must be submitted in writing and include:
 - a. A fully completed Exterior Modification Form. This form should be sent to Carol Cohen, 2100 Grant Mews Court, and will be presented at the next Board meeting.
 - b. A plan which adequately sets forth the proposed modifications in sufficient detail to enable the Board of Directors or the Architectural Committee to review the application.
 - c. A plan that shows the nature, kind, shape, height, materials and location of the modification.
- No application will be considered by the Association if there are any outstanding assessments due or violations of the Association documents including the Board adopted Resolutions.
- If applicable the Architectural Review Committee or Board of Directors will notify owners of the adjacent and across-the-street neighbors of the pending modification.
- The Committee or Board will either approve, with or without condition, or deny a request of the applicant within thirty (30) days after receipt of the request in its completed form.
- The applicant will be notified in writing of the decision of the Committee. If denied, the applicant will be notified by Certified Mail.
- The homeowner should not proceed with the project until he/she is notified, in writing, that the EMF is approved.
- If the Committee or the Board denies the applicant's request, the applicant may appeal the decision to the Arbitration/Grievance Committee in writing within twenty (20) days from the date of the delivery of the decision.
- In hearings before the Committee or the Board, all parties are entitled to be represented by counsel.
- The Arbitration/Grievance Committee shall attempt to resolve the issue in the most informal manner possible. The Committee will submit their decision to the Board of Directors for approval.
- The Committee will notify the owner, all members of the Architectural Review Committee and all members of the Board of Directors in writing of its decision twenty (20) days after the last hearing on the matter.
- Homeowners requesting exterior modifications are responsible (required) to comply with Upper Dublin Township Zoning and Building codes and Ordinances including obtaining a Building Permit as required.
 - a. Approved EMF should be submitted to township with any Building Permit Request.
 - b. Questions regarding Building Permits should be directed to Township Code Enforcement office.