

Rules and Regulations

Implementation of Standards

Greenwood village HOA



The Rules and Regulations of the Homeowners Association are intended as a practical guide and supplement to the Declaration and Bylaws. Please note that in all matters, the Declaration and Bylaws will supersede the Rules and Regulations to ensure consistency and stability in the governance of the community. The HOA Board reserves the right to make exceptions from time to time that are in the best interest of the entire community.

Note: All alterations approved prior to the establishment of this Board are grandfathered and may remain as originally approved. However, any future modifications or new alterations must comply with the current Rules and Regulations.

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- **Phase 1: Community Center & Pool**

(From Article IV: Common Property and Obligations – Section 4.5)

- Homeowners in **Phase 1** can **opt in or out** of using the community center and pool.
 - **If you opt in:** You **cannot opt out later** and must continue paying for upkeep (Common Expenses) as long as you own the home.
 - **If you opt out:** You won't have access and don't pay the costs.
- **First-time Phase 1 homebuyers who rent out their units** are **required to opt in** and pay their share.
- When a home is **sold**, the **new owner is automatically opted in**.
- All Phase 1 opt-ins, future Phase 1 buyers, and all future phases must pay and will have access.

- **Outside Maintenance Rules**

(From Article X: Use and Occupancy Restrictions – Section 10.1)

- **General Rules:**
 - No **laundry or items** may be hung where visible from the street.
 - No **construction materials or trash** may be stored unless during approved building.
 - No **temporary structures** like dog runs, sheds, or pools are allowed.
 - All **construction debris** must be removed **weekly**.
 - Must follow **PA DEP and County Conservation District** rules during construction.

- **Home & Lot Use**

(From Article X – Section 10.1 a-g, w)

- Homes must be used primarily as a **residence** for one person or family.
- No business or home industry allowed without **HOA Board approval**.
- No activities that are **loud, harmful, or annoying** to neighbors.
- **TV Antennas/Dishes:**
 - Only **small (≤40 inches)** dishes allowed.
 - Must be **least visible**, Board-approved, with **wires hidden** inside walls.
- **Yard Use**
 - **Gardens:**
 - Up to **150 sq ft** allowed.
 - Must follow HOA garden rules.
 - **Garden Fences:**
 - Max size: **150 sq ft enclosure**, height: **36" max**.
 - Must be **vinyl or aluminum picket**.
 - Owner is responsible for upkeep.
 - **Privacy Screens:**
 - Allowed up to **6 ft tall, 15 ft long**, behind your unit.
 - Must be **vinyl**.
 - **Hot Tubs/Spas:**
 - Max capacity: **6 people**, requires **Board approval**.
 - Must be placed **behind home**, max **15 ft away**.
- **Fencing**
 - Nothing (like fences, walls, or tall plants) that blocks drivers' view between **2 and 6 feet high** can be placed on **corner lots** near intersections.
 - **Fences are only allowed in backyards**, and must:
 - Be approved for **height and material** (no chain link).
 - Follow **local laws and codes**.

- **Lawn Maintenance**

(Article III: Controlled Elements & Obligations – Section 3.1 B1-3 to C)

- **HOA Responsibilities:**

- Maintain exterior areas:
 - Mowing/trimming front, side, and rear yards.
 - Annual mulching of originally landscaped areas.
 - Tree/shrub maintenance (not watering).
 - Plant/tree replacements as approved by the Board.

- **Homeowner Responsibilities:**

- Water lawns and plants.
- Pay for reseeding if grass dies due to neglect.

- **Property Access:**

- Must allow HOA access for maintenance.
- Damage must be repaired by whoever caused it.

- **Tree & Landscaping Rules:**

(Section 10.1 J + Article IV)

- No removing trees/plants without HOA approval.
- HOA maintains **Common Property landscaping**.

- **Garbage & Recycling**

(Article X – Section 10.1 M)

- Cans can be put out **after 3 PM** the day before pickup.
- Must be **out of sight by 9 PM** on pickup day.
- **Fines:**
 - Warning
 - \$25
 - \$25 + required cleanup/remediation

- **Parking & Vehicles**

(Article X – Section 10.1 H)

- No long-term outside storage of:
 - Trucks, motorcycles, RVs, boats, trailers, etc. (**7-day limit** without Board approval).
- No visible vehicle repairs/restorations.
- Must follow **all posted signage** and **laws pertaining to signage**
- **No overnight street parking.**
- **No street parking from 2 AM to 6 AM.**
- **No street parking during snowfall**
- **Fines:**
 - Warning
 - \$25
 - \$25 + required action

- **Snow Removal**

(Article IV – Section 4.2 A & B-3)

- HOA is responsible for:
 - Snow/ice removal from private roads and parking areas.
- **No street parking during snow events.**
- **Fines:**
 - Warning
 - \$25
 - \$25 + required action

- **Pets**

(Article X – Section 10.1 P & K)

- Dogs must be:
 - **Leashed** in common areas.
 - **Cleaned up after.**
 - **Licensed** with Washington County Animal Services.
- No tying dogs outside unless owner is present.
- Only **household pets** allowed (no livestock/poultry).
- Pets may not be kept for **commercial purposes.**
- **Fines (video proof required):**
 - \$100
 - \$200
 - \$350 (*per PA law*)

- **Outside Decorations**

- Holiday lights/decor may be hung **no more than 45 days before** a holiday.
- Must be **removed within 30 days after**.
- **Fines:**
 - Warning
 - \$25
 - \$25 + required removal

- **For Sale Signs**

(Article X – Section 10.1 I)

- Only one **“For Sale” or “For Rent”** sign allowed:
- Max size: **4 sq ft**
- Must be placed **inside window**, visible to street.
- Time limit: **120 days**
- Restrictions do **not apply to builder/developer**.
- **Fines:**
 - 1st: Warning + **14 days to remove sign**
 - After 14 days: **\$25/day**

- **Leasing Rules**

(Article XI – Section 11.1)

- You **may rent your entire unit**, if:
 - Lease is for **90+ days**.
 - You use a **written lease**.
 - A **copy is given to the HOA within 10 days**.
 - Tenants **must follow all HOA rules**.
 - Renters **do not** pay HOA fees, **owners still do**.
- A **\$400/year leasing fee** applies.
- **Names of renters must be provided** to HOA at all times.
- **First-time Phase 1 homebuyers who rent their unit must opt into the community center/pool** and pay their share.

- **Collection Policy & Procedure**

- FIRST NOTICE

- Sent to any homeowner who has not paid their assessment by the end of the month it is due.
 - Late payments will incur:
 - \$25 late fee per month
 - \$25 collection fee per notice

- SECOND NOTICE

- Sent to homeowners who are 60 days past due.
 - An additional \$25 collection fee will apply.

- FINAL NOTICE

- Sent to homeowners who are 90 days past due, via Certified Mail.
 - The cost of certified mailing will be added to the homeowner's balance.
 - An additional \$25 collection fee will apply.

- ATTORNEY NOTICE

- Sent after Board review to homeowners who are 120 days delinquent.
 - A final request for full payment will be made. If not paid within 30 days, legal action may be taken without further notice.
 - Sent by the Association's attorney, homeowner is responsible for legal fees.

- FORECLOSURE

- If a judgment is issued in favor of the Association, the Board may authorize legal enforcement, including foreclosure, as outlined in the community's governing documents.

- **Access to Clubhouse & Pool Area**
 - Always **lock the clubhouse** when you leave.
 - The pool and fitness center are for **residents and their guests only**.
 - **Homeowners must be present** when their guests use the pool or gym.
 - All use is **at your own risk** — the HOA is **not liable for accidents or injuries**.
- **Reserving the Clubhouse**
 - The **clubhouse (main room and kitchen)** may be reserved by homeowners for private events.
 - The **pool cannot be reserved** and remain open to all residents, even during your event.
 - No party guests are allowed in the fitness center
 - Restrooms may still be accessed by other residents during a reservation.
 - The homeowner must be present for the entire event and is responsible for:
 - Any damage or mess
 - Removing trash and placing it in the outdoor clubhouse bins
 - Cleaning and restoring the clubhouse to its original condition
 - Decorations:
 - Only use painter's tape to hang decorations — no nails or adhesives
 - Fees:
 - \$100 rental fee
 - \$250 security deposit (separate check)
 - Security deposit will be voided/refunded if no damage or mess is found
 - It is **recommended** that you take before and after photos of your rental for your own proof. If there is any damage prior to renting, please contact the board **immediately**, so you don't get charged for the damage.
 - Timing:
 - The clubhouse must be cleaned and restored by end of rental
 - During pool season:
 - Your guests may use the pool, but must follow all pool rules
 - Reminder: No lifeguard on duty — swim at your own risk

- **Current Board Members & Contact Info**

- Jenna Forrester- President
- Kayln Ward- Vice President
- Ken Chapel- Treasurer
- Auna Havens- Secretary
- Rachel Vant'Veer- Member at Large

If you have any questions, comments, concerns, or ideas please email the HOA board at:

info@cranberryhoa@gmail.com

Custom Community Management- contact information

- If you are a Homeowner: Please call our office at 724-799-5152 or email info@cranberrypm.com. Our dedicated Customer Service team will process your request.
- If you have an Architectural Alteration or Request, please submit to the ARC Department: arc@cranberrypm.com. Please be advised that most ARC requests have a 30-day timeframe. CCM staff will notify you when there is a status change.
- To rent a Clubhouse, please email: clubhouserentals@cranberrypm.com
- For Accounts Receivable or any questions regarding ACH, payments or dues: info@cranberrypm.com
- For Accounts Payable: accountspayable@cranberrypm.com
- For Resales or any questions relating to a real-estate transaction: katie@cranberrypm.com
- For all other requests and inquiries, please email info@cranberrypm.com
- Olivia Mawhinney- Property Manager
 - olivia@cranberrypm.com