

PINE RIDGE HOMEOWNERS ASSOCIATION

P.O Box 913, Jonestown, PA, 17038-0913

Website: www.pineridgevillagehoa.com

Email: pineridgevillagehoa@gmail.com

**CONGRATULATIONS ON THE PURCHASE OF YOUR NEW HOME AND
WELCOME TO THE PINE RIDGE VILLAGE COMMUNITY!**



Below you will find general information new homeowners ask when they are looking at buying a home within the Pine Ridge Village community. The first point of reference should be the governing documents which can be found on the HOA website. Please take the time to familiarize yourself with them.

Management & Responsibility of the Association

- As of January 1, 2017, the Association is being managed by the governing board of directors of the HOA.
- The role and function of the self-managing board is to handle administrative tasks. These include but are not limited to the collection of annual dues, responding and resolving complaints or inquiries from homeowners/third parties, to enforce all bylaws, amendments, rules & regulations governing the association by whatever legal means necessary in accordance with the uniform planned community act.
- There are a few ways to contact the board. One way is via email at pineridgevillagehoa@gmail.com or through the contact us link on the website which is www.pineridgevillagehoa.com
- All HOA and board member information can be found on the HOA website listed above
- The Association is responsible for maintaining all common elements within the development. This includes the 3 basins and the immediate area surround them (4th basin at the end of Sweetbriar is homeowner responsibility). This includes the snow removal, lawncare, and other ongoing maintenance for them.

Fees & Assessments

- Annual dues are due by Jan 31st of every year. If payment is not received by that date a late fee of \$25.00 will be applied to the total outstanding bill monthly until paid. The association will take all legal action available to recover unpaid dues.
- Annual statements are mailed at the beginning of December for the following year. Payments are to be made via check or money order payable to pine ridge village hoa and mailed to the P.O box listed above.
- Other fees:
 - Current annual dues: \$230.00 (subject to change annually)
 - Monthly late fee for unpaid balances: \$25.00
 - Returned check fee: \$35.00
 - Initial Contribution Deposit: \$100.00
 - Re-Sale Certificate: \$150.00
 - Use of invalid Resale Certificate or failure to obtain prior to settlement: \$350.00
 - Violation fines: TBD
- Violation fines will be applied if issue is not rectified by compliance date on violation letter. Compliance with steps to correct issue must be followed up to and including the removal of structure/item along with fine unless otherwise indicated from the board of directors. Late fees will be applied to all outstanding balances past due date.

- If you wish to dispute a violation, please do so via email or written mail within 10 days of the date on the violation letter. For faster processing time submit this request via email to the address listed above. The board will notify you once request has been received and will then meet to discuss the appeal. A notice of the board's decision will be forwarded to you via emailed response.
- The association will follow all legal routes to collect unpaid assessments and fines. Please be aware that should an account have the need to start legal proceedings, all costs associated with the collections will be charged back to the unit account for which fees were incurred. The association will exhaust all options for collection of outstanding dues in accordance with the Governing Documents of the Association as well as with the Uniform Planned Community Act.
- The board of directors is more than happy to discuss payment arrangements to minimize cost to the association and unit owners. However, there may be stipulations on arrangements that may incur additional fees, court costs, etc. Each unit will be looked at on an individual basis and a decision made accordingly to the governing documents.

Home Owner Maintenance/Landscape Responsibility

- Homeowners are responsible for their own property maintenance. This includes any sidewalk/curbing attached to the property.
- Landscaping of a homeowner's property is their responsibility. This includes the aesthetic appearance of your property (lawn care).
- Snow removal for individual lots (driveways and sidewalk) is the responsibility of the homeowner. Until the development is 100% complete, Berks is responsible for snow removal from all streets. Once complete, the township will take over this responsibility.
- Per Swatara Township, snow removal MUST be completed 24 hours after cessation of snow. Please contact the township directly with related concerns. Their link can be found on the HOA website. Their phone# is 717-865-4803

Architectural or Landscape Changes to Exterior of Home

- If a homeowner wishes to make ANY changes to the exterior of their home or property they must submit an architectural landscaping request to the board. The change must be approved BEFORE construction begins. Proper permits are required and a copy should be submitted to the board to go with the request once obtained. It will be filed in the file associated with said property.
- All requests may be emailed to pineridgevillagehoa@gmail.com or mailed to the Association's P.O Box
- Failure to abide by association bylaws dictating approval from the board before project begins may result in a fine and or removal of project at the homeowner's expense. This is in addition to any township fines that may be incurred for not having appropriate approved permits.

Board Meetings

The Annual Association Meeting open to all homeowners takes place every November. A notice is sent out in early October to all homeowners via letter mail and emails to the specific date, time, and location. This information will also be posted on the website.

Quarterly and special board meetings are not open to homeowners unless prior arrangements are made. The board members meet in their respective homes and cannot accommodate open meetings. If you wish to attend a meeting, submit a request via email to the address above. Owners in attendance will be excused when the meeting is called into executive session to discuss resident specific issues for privacy reasons. All board members and homeowners are expected to conduct themselves in a respectful manner.

General Information

- Parking on the street is allowed provided the vehicle complies with the Association's Covenant & Restrictions and is facing the correct direction as per traffic laws. Trailer parking is not allowed. Moving vans shall be parked no longer than 72 hours for the purposes of loading or unloading only.
- Pets must be kept on a leash when outside the home if they are not behind a fence or similar enclosure. Please refer to the Covenants & Restrictions pertaining to allowable pets in the neighborhood.
- The Association has negotiated a discounted trash removal rate with TNT company. It is still the responsibility of the homeowner to arrange for their trash removal. A homeowner may use any company they desire. No trash or recycle bins may be stored in-front of a home nor put out for pick up further than 24 hours in advance. Information for TNT can be found on the association's website.

Re-Sale of Homes

- Pennsylvania law requires sellers of property in a planned community (HOA) to provide a copy of the declaration, bylaws, the rules & regulations of the HOA, and a clean resale certificate to the purchaser of the unit.
- The resale certificate must be obtained BEFORE settling and can be requested from the board through the link on the website or by sending an email. This is usually done when an agreement of sale is signed.
- The cost for the resale certificate is to be paid by the seller to the Association before its issuance and should be submitted in the form of a bank check or money order. No personal checks are accepted.
- The certificate of resale contains certain information about the property and the homeowners' association. The specifics of which are outlined in section 5407 of the Pennsylvania Planned Communities Act. Anyone selling their property needs to obtain a copy of these documents, and in turn provide them to the purchaser of the unit.
- The statute allows the HOA 10 days from the date the documents are requested to provide them to the seller. Sellers should order this certificate when an agreement of sale has been signed by both parties.
- There is an initial contribution fee of \$100.00 to be paid by the buyer to the association at the time of settlement.

Development Information Total # of home sites: 113

Date of transition of Declarant from Berks to HOA Board: 11/04/2013

Type of Homes: Single Family

Year Built: 2006-Present

Builder/Developer is Berks Homes/Parkside Homes (Previously Red School LLC)