

Hamlet HOA Rules and Regulations



*** Approved by HoA November 12, 2020 ***

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Introduction

The Hamlet Board of Directors will use a procedural approach for the promulgation of rules and regulations ensuring the proper governance of the Homeowners Association.

Purpose

In tandem with both the Declaration and Bylaws, the purpose of this document is to:

- Catalog all active rules and regulations for the Hamlet - these rules replace all prior rules written or verbally expressed by prior Boards;
- Inform the proper administration of the Association;
- Explain various individual criteria referenced in our governing documents;
- Help delineate each individual homeowner's responsibilities and outline the steps each property owner shall take to comply with our agreed upon governance;
- Clarify the community expectations while providing an on-going ability to tune our governance in a friendly, cooperative spirit while providing a safe, secure environment in which to call home.

Origins

The Hamlet has been designed to be what is known as New England Cottage Homes. Cottage housing dates back to the beginnings of the industrial revolution as workers moved to places of employment. Originally, the cottage dwellings created small villages and hamlets of workers and their families. The small plots of land provided for small farming and the use of hedges, wood picket fences, and stone walls to keep livestock away from the home structures and kitchen gardens. Gradually, the cottage design style became fashionable for all income levels, and a continuum of Cottage garden styles established ranging from formal plantings to more informal gardens with gnomes, mushrooms, and rabbits, in addition to native plantings of perennial herbs, vegetables, and fragrant shows of blooming roses and wildflowers in their meadows.

Open and Green Spaces

The original approved Final Landscape Plans included locations for 57 single family homes in 2007. Subsequent amendments in 2011 and 2016 removed 12 homes, leaving 45 home lots with 43 completed structures as of 2020, and allowing for two large green and open spaces: the original Gazebo park East of Madison Dr was established in the 2012 timeframe and in the 2016 four duplex units in the Southwest block were abandoned, leaving "open space" with continued development rights by the Declarant. Upon closure of the permit in 2023, the HOA will assume ownership of all common property in the single home portions of the subdivision. At that time, the HOA and community members will have control over all green spaces and horticultural control of the garden and landscaping design standards.

Article One

PROCEDURE ON THE RULE AND REGULATION CREATION PROCESS

Methodology

The Hamlet Board of Directors will use a procedural approach for the promulgation of rules and regulations ensuring the proper governance of the Homeowners Association.

1. Robert's Rules of Order captures the overall procedural guidance in the Hamlet.
2. The rules and regulations published here serve as a process to efficiently govern ourselves, so we are free to act on most things individually and collectively utilizing this simple framework.
3. Rules and Regulations can be changed over time, but require a specific motion by the Board of Directors in a called or standing Board or Community meeting.
4. Rules and Regulations Recording:
 - a. The HOA secretary and managing agent will be responsible for the recording and recall for this Rules and Regulations Manual.
 - b. The Secretary will establish the style of recording the manual with Board oversight and will maintain all approved motions of the Board or Homeowner meetings.
5. Procedural rules must be reviewed annually at the first opportunity giving Board members time to review.
6. Any homeowner may petition by offering a written motion to the Board to draft a rule to address a community concern and to be added to the new business agenda at the appropriately called homeowner meeting or by the Board of Directors in accordance with Hamlet Bylaws.
7. The Chair of the meeting may choose to add to the executive Board agenda for consideration.
8. The motion must pass by a simple majority vote of a quorum of meeting attendees except in specific prohibitive articles of the Declaration or Bylaws.

Article Two

ARCHITECTURAL DESIGN ELEMENTS AND STANDARDS

- **Siding /Trim**

- In dealing with color, the Board will consider the entire community as well as the individual house. For this reason, all homeowners should refer to the comprehensive approved DRB Final Plans of the Hamlet Community.

- If a homeowner wants to change the color of their home, and the Board approves, the homeowner is responsible for the cost of priming and painting.

- House Trim – white.

- **Garage Doors**

- Garage doors are white. Any alternate color and or style would need a simple majority vote by HOA membership present at a called meeting.

- **Exterior Doors**

- Exterior doors are to be black or blue with subsequent colors approved by the Board.

- **Storm Doors**

- All exterior storm doors shall be black or white aluminum. Full view glass storm doors are permitted on front of homes and must be black or white in color. The property manager will require prior notice to review door selection to insure its conformity to the existing installed base of storm doors. The installation and maintenance storm doors are the homeowner's sole responsibility.

- **Patios & Decks**

- This section governs patios and decks, but does not apply to walkways (ex. stepping stones connecting two locations) and stoops (ex. a few pavers outside a doorway).

- Maximum depth from home is 12 ft.

- Decks and patios are only permitted off the rear of homes.

- Deck/Patio shall not extend beyond the sides of the home (parallel to sides).

- New decks/patios should be "to scale" with the neighborhood and close to the dimensions of existing structures.

- The Association is not responsible for damages to decks/patios as a result of normal landscaping activities.

See Declaration Article 3 regarding Common Elements

- Patios:
 - Are to be constructed of natural stone or concrete pavers that are level to the ground, and may be installed with prior approval by the Board.
 - A permit from the Town of Williston is required if over 120 square feet. A permit must be filed if required.
 - Should use proper substrate below frost line to prevent heaving.
 - Must be water permeable.
- Decks:
 - Are allowed by the Town and the Hamlet HOA.
 - Permit must be filed before construction initiates
 - No bigger than (to be measured and decided upon)
 - Concrete piers required
 - Decks without concrete footings may not be transferred when selling the home.
 - Wire rodent screening skirt required

Mowing/weed whacking of patios could be done by landscaping contractors, but maintenance of the stones/patio structure should be the homeowner's responsibility. Subsequent homeowners need to take over responsibility or remove the patio and return to lawn.

- **Windows**

- Any new windows to be installed or replaced must have prior approval by the Board, and must be installed by the HOA approved contractor.
- Window boxes may be installed to the underside of 1st floor windows and must be white in color to match existing trim. Pre-approved materials are stained wood, faux wood and vinyl products. The box may not extend beyond the width of the window. Plants and window boxes are to be installed and maintained by the homeowner in such a manner that they may not cause damage to the sidings.

- **Trash**

- Trash, rubbish and recyclables bins must preferably be stored inside the unit garage until trash day; homeowners have the option to keep their rubbish and recyclables bins outside, on the side of the home, as long as it is tidy and secured from spill or overflow. On trash day, the bins should be placed near the curb, must not be on the roadway, and must not block sidewalks, should not be overpacked without being properly secured and must not exceed Casella volume restrictions.

Homeowners are responsible for immediate trash pickup should the unit's trash become scattered by wind or animals. Trash pick-up will be billed at the HOA contractor's rate.

- **Easements**

- Easements between housing is reserved for:
 - Adjacent homeowners.
 - All HOA officers.

- Approved contractors services.
- Utility service providers.
- State and local authorities.
- Fire department.
- Easements must be kept clear for emergency passage for all persons. Blocking easements places the cost of removal or damages upon the lot owner.

- **Fences**

- Are allowed to protect property from damage by wildlife, domestic animals, and pedestrians to maintain acceptable physical distance and protection as minimally required.
- Will use black aluminum standard style as identified by fencing contractor diStefano.
- Are a maximum height of 2 feet if street facing, 4 feet in the back of the house.
- Gates allowed using simple closing latches. Padlocks may/may not be used.
- Stone may be substituted or integrated as fencing components.
- Owner must maintain the interior of the fenced area if the landscaper cannot get to it.
- Fences will be the responsibility of the homeowner for installation and maintenance
- Rolled-wire fencing is non-conforming fencing and any already installed shall be removed when the house is sold. (Alternative: Any non-conforming fencing already installed shall be removed when the house is sold.)

- **Screened Porches**

- Screened porches require Board approval. The Board favors the use of:
 - Screenshot-style or equivalent aluminum screen systems at the back of the homes;
 - Retractable screens.
- Maintenance is the responsibility of the homeowner.

- **Arbors / Pergola**

- May be allowed but at this time no standard has been developed. Will require the petitioner to develop written standards at their expense and at the direction of the Board.

- **Storage**

- Porches, decks, or yards are not to be used for the storage of items such as boats, trailers, junk cars, structures, misc. items.

Per Declaration's Article 14.3:

Porch and deck/patio areas shall be kept in a clean and neat appearance and shall not be used for the storage of any personal property (including bicycles or other outdoor equipment or property), other than high quality patio furniture and a gas grill on a seasonal basis. No

clothes shall be hung from balcony railings and no clothes lines shall be strung along balconies, it being the intention of the Declarant that the building exteriors shall be neat, clean and uniform in appearance; that only a reasonable amount of seasonal patio furniture and a gas grill shall be left outside on the porches or deck/patio areas; and that patio furniture and gas grills will not be visually intrusive or out of character with the overall appearance of the Dwellings or other balconies. No patio furniture shall remain on the porches and decks between October 15 and April 1 of each year. Because improperly sited grills and/or grill types may be a fire hazard, the Association shall have the authority to require the immediate relocation of any grill which, in its opinion, is sited in a hazardous location.

- **Gas grills**

- Gas grills should be operated at least 10 ft away from the side of the home, unless the manufacturer guidelines say otherwise.

Article Three

HORTICULTURAL STANDARDS

Private Plantings and Gardens

Unless a new owner contracts to assume the responsibility, private gardens and plantings must be removed and the grounds returned to their original state before a unit is sold.

Vegetable Gardens / Contracted Allotments

- **Individual vegetable gardens** are permitted. Approval from the Board is required for design, materials and location.
 - No vegetation closer than 1 foot from the house to prevent damage to siding.
 - Beds / Containers made of architectural untreated wood are favored for their aesthetic quality and environmental impact.
- **Allotments:**
 - Board to establish allotment locations.
 - Must have a signed contract with the HoA.

Garden Maintenance

All grounds are the property of the Association and thus are subject to the Property Manager's supervision. Flowers/gardens planted anywhere by Owners are the Owner's responsibility. This will consist of all care & cost, including weeding and mulch. Questions regarding responsibility for maintenance can be addressed to the Property Manager.

- Regardless of the style of gardening, all plants and beds must:
 - Show evidence of regular attention by weeding, deadheading, harvesting, and watering;
 - Be in accordance with StormWater vegetation rules, Native wildflower standards, and the Hamlet plant list.
- All bushes and trees integrated within private gardens are the homeowner's responsibility to
 - a prune and/or shape neatly.
 - b They may not lean or brush up against buildings,
 - c nor should they interfere with lawn maintenance
 - d Mulching in private beds should be of the same color as used throughout the Common Areas. It must:
 - Be free of pesticides, invasive insect species;
 - Be weed/seed free;
 - Use sustainable organic material.

- No plantings should pose a liability issue:
 - a Illegal
 - b Toxic
 - c Punctures
 - d Invasive listing
- All garden waste must be properly disposed of (by law, it may not go in the trash), and left nowhere on Common Grounds.

Article Four

PROCESS FOR SUBMITTING AND OBTAINING APPROVAL OF ARCHITECTURAL AND HORTICULTURAL PROJECTS

All alterations or improvements outside of allowed architectural or horticultural activities and plant materials require the Board's written approval. Before any changes are made to the exterior of a home or to a Common area, Owners must follow and agree to processes listed below:

Caution

1. Any unapproved change to a building or landscaping risks having to be restored to its previous state at the Owner's expense and the issuance of a lien against the property.
2. No alterations or improvements may be made which would impair the structural integrity or mechanical systems or lessen the support of any portions of the property.
3. Any construction that is not part of the original building will remain the responsibility of the Owners. This applies to repairs, cosmetic maintenance, and insurance.
4. All financial costs associated with the application process, including costs of legal filings and architectural drawings, will be the responsibility of the owner.

Process

1. **Verify that all alterations to dwellings comply with all applicable Town and State codes, laws, ordinances, rules and regulations and obtain all relevant permits:**
 - a. **See Chapters 22 and 41 of the Town of Williston Unifies Development Bylaws**
 - b. **See chapters 4,5 and 6 in the Town Bylaws that explain when permits are required, and administrative versus discretionary permits**
2. **Verify that all alterations to dwellings comply with all applicable HoA rules and regulations, declarations and amendments.**
3. Request a Hamlet Design Review Request form from the Property Manager.
4. Submit the application and supporting documentation to the Board at least 14 days prior to the next Board meeting for the plan to be reviewed by the Board at that meeting.

Board Responsibilities

- If the plan is submitted less than 14 days prior to the next Board meeting, the plan will be reviewed at the *following* Board meeting.
- The Board will not review any project until all documentation is received 14 days prior to any

Board meeting.

- The Board may delay voting on a project until the next Board meeting if:
 - The Board requires more time to make an informed decision.
 - The Board needs the Homeowner to take necessary “next steps” as deemed appropriate for projects never attempted or completed successfully in the past
- The Board must set a date for the next Board meeting.
- The Board must respond according to bylaws in a reasonable time period; approval shall not be unreasonably withheld.

Record Keeping

All modifications from original construction will remain on file with the Property Manager.

All applications and supporting documentation will remain on file with the HoA's Secretary.

Article Five

Hamlet HOA Code Enforcement

Vermont's Uniform Common Interest Ownership Act (the "Act") provides that an association "after notice and a hearing, may impose reasonable fines for violations of the declaration, bylaws, and rules of the association." 27A V.S.A. § 3-102(a)(11).

Evidence required to submit a violation report should include, as applicable:

1. Photos and video with clear resolution.
2. Sworn, notarized witness statements.
3. Date of offense(s).
4. All parties involved.

Violations must either:

1. Be personally witnessed by the complainant who must complete a signed Violation Report and submit it to the Property Manager; or
2. Be publicly visible to the Board of Directors upon observation.

Violations of Hamlet Rules and Regulations:

Enforcement Options – Hamlet Amended Bylaws Section 3.2(i)

1. Dismiss in the best interests of the community.
2. Removal, repair, and/ or assessment per Board established fine schedule.
3. Obtainment of a foreclosure lien.

Notice to a Homeowner if a violation occurs will be delivered:

1. By ticket card taped to unit front door.
2. By letter, email, or phone-call from Property Manager

A Violation Report must:

1. Clearly state and cite the rule and/or regulation violated with the date of the offense, or if on-going, date of first observance;

2. Ask to correct the violation within 45 days; for situations presenting a safety risk the Property Manager may take immediate action at the direction of the Association's President.
3. Instruct the Property owner to request a hearing in front of the Board within ten (10) days if the complainant wishes to do so.

A Violation Hearing may convene and include the following associated actions:

1. Upon the Property Manager's receipt of a Violation Hearing request, the Board will add the relative items to the next meeting agenda.
2. Homeowner in violation will receive 10 days' notice of time, date, and place of the hearing.
3. Notice to include a copy of Violation Report and any supporting Documents.
4. Violation Report with all supporting documentation will be presented by the Property Manager to the Board.
5. Homeowners will be provided the opportunity to offer any defense and explanation of the event including any mitigating evidence or testimony.
6. Board may go into Executive Session to deliberate and make decisions to impose penalty or dismiss.

Penalty:

If a penalty is imposed:

1. The first violation will result in a \$250 charge issued by the Property Manager;
2. A second violation within one year of the first will result in a \$500 fine;
3. A third violation within eighteen months of the first will result in a \$750 fine;
4. Each subsequent violation thereafter within three (3) years of the first will result in a \$1,500 fine.

These charges are in addition to all other late fees and penalties, and do not include any costs incurred by the Association such as title searches or legal fees, including court costs and attorney fees incurred relative to enforcement of these Rules.

These charges are subject to the same rules at the Assessment Payment-Collection Policy (Article Six).

Article Six

THE HAMLET – ASSESSMENT PAYMENT-COLLECTION POLICY

1. Payment is due the first day of each month. The payment process takes up to 7-10 days from the time you either send a personal check or request a payment from your online banking service. There are NO electronic transfers between your bank and the Bank of Omaha lockbox for the association payments. Your bank cuts a physical check for your payment; it is then mailed via the USPS and received by the Bank of Omaha lockbox in Phoenix, Arizona. Please make sure that your account information is included in your online banking profile so that payments are applied automatically and correctly. Any checks without the correct account information must be manually verified which delays the processing of your payment. Also, you may pay directly to the Omaha bank by signing up and using Omaha Bank payment site, MutualPayPropertypay.com

2. Checks should be made payable to The Hamlet HOA. The address for your payment is:

The Hamlet HOA
c/o Appletree Bay Property Management
PO Box
64983 Phoenix, AZ 85082-4983

3. If payment is not received by the 15th of the month, or the first business day thereafter, the account is considered overdue. You will receive an Owner's ledger from the accountant showing your balance at the time of the ledger and serves as notice that payments have not been received.

4. 45 days after the issuance of the invoice, an 18% late fee will be added to the amount due.

5. If an assessment remains unpaid after 60 days (measured from the original due date, the first of the month), you will receive a letter from the Hamlet legal counsel stating that you have 30 days to pay all amounts due or accept a payment plan before foreclosure proceedings begin. There will be a \$250 charge for this letter. The balance of that year's assessment will become immediately payable in addition to the previously outstanding amounts and interest (18%) begins to accrue on the entire outstanding amount.

6. After 90 days, in addition to the measures set forth in paragraph 5, a foreclosure action will be filed by the Hamlet legal counsel and all legal costs and fees incurred will be added to your account for payment.

7. As noted above, for delinquent payers, the first legal notice will result in a \$250 charge, in addition to all other late fees and penalties. This charge may be waived by the Board upon

petition of the Owner if circumstances so warrant. For repeat offenders, a second legal notice within one year of the first notice will result in a \$500 charge in addition to all other late fees and penalties. A third legal notice within eighteen months of the first notice will result in a \$750 charge, in addition to all other late fees and penalties. Each legal notice thereafter that within three years of the first notice will result in a \$1,500, in addition to all other late fees and penalties. These charges do not include any costs incurred by the Association such as title searches or filing fees for which an Owner will remain liable.

Article Seven

Hamlet HOA RULES AND REGULATIONS

The Declaration only allows modification of Section 14 by the Executive Board. Other Sections of Declaration and Bylaws require homeowner approval.

FIRE SAFETY POLICY

Motion 1: to prohibit the use of outdoor wood burning appliances in the Hamlet as provided by the Hamlet Declaration Articles 14.14 No Hazardous Use or Damage.

Emergency Declaration of Policy by the Hamlet Homeowners Association Board, February 6, 2020.

LEASING POLICY (*complement to Declaration Article 14, Section 14.13: Leasing*)

Process:

A homeowner seeking to lease shall first verify that the following qualifications are met, and notify the Board of Directors and Property Manager in writing of their intent to lease. Once a leasing request is received, the Board of Directors and Property Manager are committed to providing an approval decision to the homeowner within 3 business days.

Preliminary Qualifications:

- Owner must have owned home for \geq 12 months;
- Owner must be in good standing (no outstanding dues, compliance with governing documents);
- \leq 15 homes are currently leased or approved for leasing.

Exemptions:

- Family members;
- House-sitting, meaning:
 - The home cannot be the caretaker's primary residence, and
 - The homeowner has a scheduled return date.
- **In either case, emergency contact information must be provided to the Property Manager (see Resident Information Form on website).**

The following are **not** permitted:

- Subletting;
- Multiple concurrent leases (renting rooms).

Qualifications at Lease Start:

A homeowner having requested in writing to begin leasing and gained approval to lease, shall provide the Property Manager with a **Hamlet Leasing Form** (available on the Hamlet website)

signed by renter and homeowner, within 5 business days of the lease start date. The form includes:

- Acknowledgement that the renter received a copy of our governing documents (Declaration, By-Laws and Rules & Regulations) ;
- Acknowledgement of the rules enforcement process as stated in the governing documents;
- Acknowledgement that the Homeowner is liable for the actions of the renter;
- Lease Start and End dates;
- Acknowledgement that a Resident Information Form will be filed with the Association;
- Acknowledgement that any management fees incurred as a result of the leasing process of the unit will be passed on to the owner;
- Agreement to comply if the Property Manager and/or a Board of Director appointee (such as Secretary) requests a copy of the lease at any time if circumstances require it.

Alternatively, the homeowner may provide a copy of the lease or other document as long as it includes all the signed acknowledgements found in the Hamlet Leasing Form.

Note: Background checks are encouraged.

Enforcement:

- The Property Manager and/or Board of Director appointee may check-in with the owner when a lease expires as part of maintaining an accurate record of leases and emergency contacts for the Association;
- The Property Manager and/or Board of Directors will conduct routine reviews of the leased homes list with regards to:
 - Up-to-date documentation;
 - No outstanding dues;
 - Renters compliance with governing documents.
- The Board of Directors may, at end of current lease term, revoke a homeowner's lease allocation due to non compliance by the renter or the homeowner after notice and hearing (Article 5 of the Rules and Regulations (Violations Process) applies).

Waitlist:

In the case where the maximum number of permitted leases has been reached, a homeowner seeking to lease may ask to be added to a waitlist:

- The waitlist will be managed by the Secretary and Property Manager, and will be published on the Hamlet's website;
- If the owner has not established a new lease after 90 days from the previous lease expiring, the Association reserves the right to offer that slot to the homeowner next in line on the waitlist;
- Once a slot opens:
 - The Board of Directors and Property Manager are committed to contacting the next-in-line homeowner within 3 business days;
 - The Board of Directors and Property Manager will move to offering the lease allocation to the next-in-line if:
 - The homeowner declines or fails to respond within 3 business days, or

- Lease does not occur within 90 days.
- Declining or failing to lease as described above does not impact seniority within the list when the next slot becomes available.

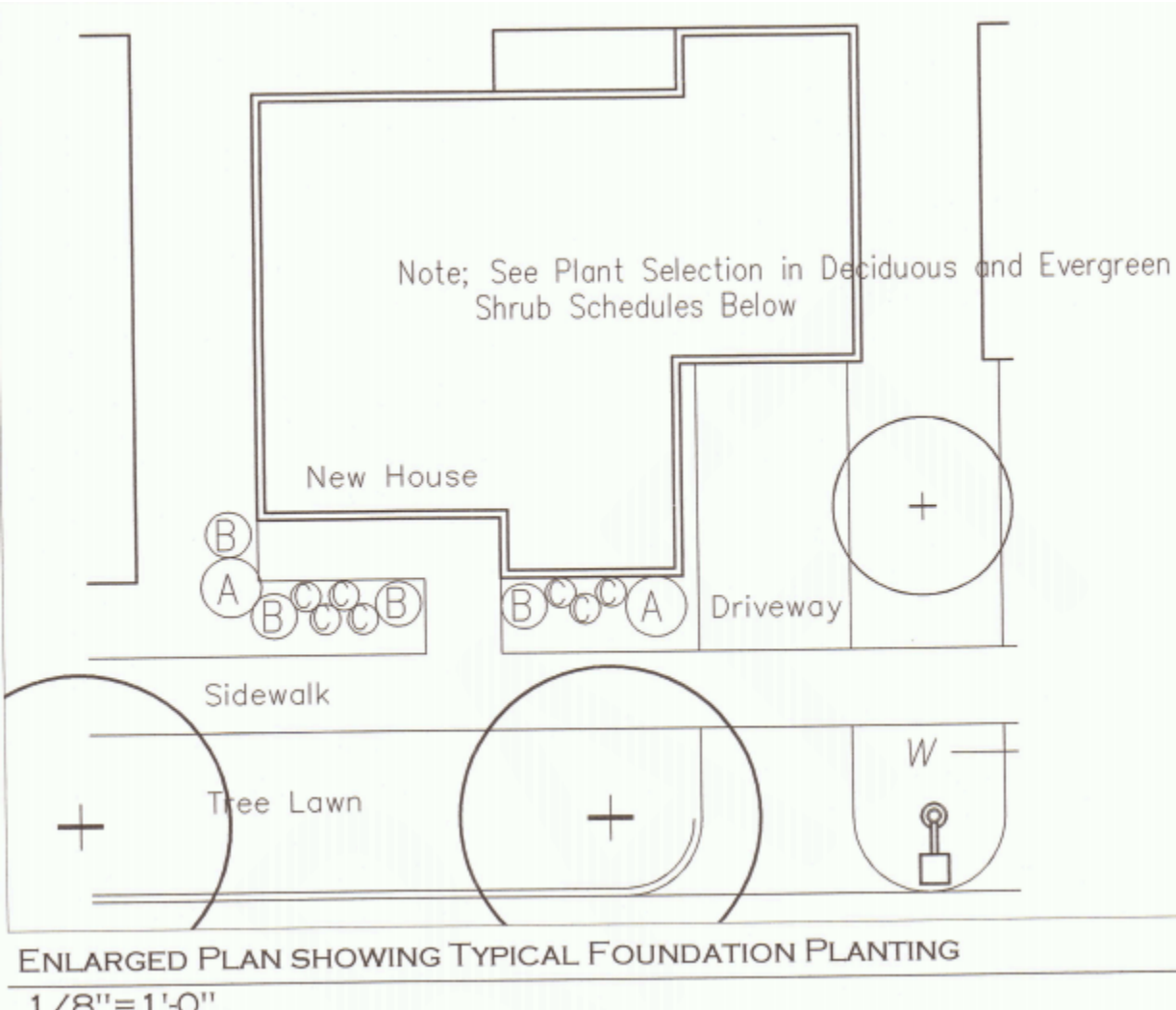
Article Eight

MAINTENANCE REQUEST PROTOCOL (*INCLUDES WILDLIFE CONTROL)

1. Maintenance must be in the current budget or special reserve account for maintenance to be scheduled.
2. Log of requests maintained by Property Manager with:
 - a. Date of request
 - b. Ranked priority assignment by PM
 - c. FIFO
3. The ranking priorities are:
 - a. Immediate / Safety concern
 - b. Urgent / Risk of further damage
 - c. Essential function impairment or decreases property value
 - d. Cosmetic or non-essential function impairment
 - e. Not the HoA responsibility
 - f. Contracted
4. Each paying and current homeowner account may request 1/43 of account balance ranked and prioritized as above.
5. Board will review at quarterly meeting to commit funds for next quarter's use
6. The Board votes to confirm and accept budget expenditure upon Treasurer and Property Manager recommendations
7. The Board may assess payment of Maintenance work to the requesting Lot Owner upon the commitment of the lot's portion of the annual maintenance budget and the lot's percentage contribution to the Hamlet Reserve Accounts since 2007.
8. Upon determination of the Board of a need for immediate repair as the result of a ranking of #1 by the property management team.

References

Typical Foundation Planting



Plant List

PLANT LIST

STREET, SHADE & EVERGREEN TREES

KEY	QUAN	SCIENTIFIC NAME	COMMON NAME	SIZE & SPEC.
ACAB	17	<i>Acer x freemanii</i> 'Autumn Blaze'	Autumn Blaze Maple	2.5 - 3' cal., B#B
ACJR	12	<i>Acer x freemanii</i> 'Jeffers Red'	Jeffers Maple	2.5 - 3' cal., B#B
ACMO	6	<i>Acer x freemanii</i> 'Morgan'	Morgan Maple	2.5 - 3' cal., B#B
ACSA	6	<i>Acer saccharum</i> 'Legacy'	Legacy Sugar Maple	2.5 - 3' cal., B#B
AEHB	1	<i>Aesculus hippocastanum</i> 'Baumanni'	Double Flowering Horsechestnut	2.5 - 3' cal., B#B
CEOC	1	<i>Celtis occidentalis</i>	Common Hackberry	2.5 - 3' cal., B#B
FRAA	14	<i>Fraxinus americana</i> 'Autumn Applause'	Autumn Applause White Ash	2.5 - 3' cal., B#B
FRAP	15	<i>Fraxinus americana</i> 'Autumn Purple'	Autumn Purple White Ash	2.5 - 3' cal., B#B
FRCC	2	<i>Fraxinus americana</i> 'Champaign County'	Champaign County White Ash	2.5 - 3' cal., B#B
GIBI	14	<i>Ginkgo biloba</i> 'Magyar'	Magyar Ginkgo	2.5 - 3' cal. Male
GIBP	15	<i>Ginkgo biloba</i> 'Princeton Sentry'	Princeton Sentry Ginkgo	2.5 - 3' cal. Male
PICF	4	<i>Picea pungens</i> 'Fat Albert'	Fat Albert Spruce	4-5', B#B
PINC	13	<i>Pinus cembra</i>	Swiss Stone Pine	4-5', B#B
PINI	11	<i>Pinus nigra</i>	Austrian Pine	6-8', B#B sheared specimen
PIST	36	<i>Pinus strobus</i>	Eastern White Pine	6-8', B#B sheared specimen
PYCC	11	<i>Pyrus calleryana</i> 'Chanticleer'	Chanticleer Pear	2.5 - 3' cal.
THOT	66	<i>Thuja occidentalis</i> 'Techny'	Techny Arborvitae	4-5', B#B
TITO	25	<i>Tilia tomentosa</i> 'Green Mountain'	Green Mountain Silver Linden	2.5 - 3' cal., B#B

FLOWERING TREES

KEY	QUAN	SCIENTIFIC NAME	COMMON NAME	SIZE & SPEC.
AMAA	10	<i>Amelanchier arborea</i> 'Princess Diana'	Princess Diana Serviceberry	1.5-1.75 in.
AMXL	7	<i>Amelanchier x laevis</i>	Allegheny Serviceberry	1.5-1.75 in.
ACGI	13	<i>Acer ginnala</i>	Amur Maple	1.5-2 in.
ACPS	5	<i>Acer pseudosieboldianum</i>	Korean Maple	5-6 ft., 7 gal.
ACTA	4	<i>Acer tatanicum</i>	Tatarian Maple	2 - 2.5 in., B#B
CHVI	20	<i>Chionanthus virginicus</i>	White Fringetree	4 - 5 ft.
COAL	23	<i>Cornus alternifolia</i>	Pagoda Dogwood	5 - 6' ft.
MASC	8	<i>Magnolia stellata</i> 'Centennial'	Centennial Star Magnolia	4 - 5 ft.
MASG	5	<i>Magnolia stellata</i> 'Gold Star'	Gold Star Magnolia	4 - 5 ft.
MASR	5	<i>Magnolia stellata</i> 'Royal'	Royal Star Magnolia	5 - 6' ft.
MAAD	5	<i>Magnolia acuminata</i> x den, 'Elizabeth'	Elizabeth Magnolia	2 - 2.5 in., B#B
MAXL	8	<i>Magnolia x loebneri</i> 'Merrill'	Merrill Magnolia	5 - 6' ft.
MASA	4	<i>Malus sargentii</i>	Sargent Crabapple	1.75 - 2 in., B#B
MAZC	23	<i>Malus zumi</i> 'Calocarpa'	Zumi Crabapple	2 - 2.5 in., B#B
PYFW	8	<i>Pyrus faunel</i> 'Westwood'	Westwood Flowering Pear	1.25 - 1.5 in.
SYRE	7	<i>Syringa reticulata</i>	Japanese Tree Lilac	1.5-1.75 in.
SYRI	18	<i>Syringa reticulata</i> 'Ivory Silk'	Japanese Ivory Silk Tree Lilac	2.5 - 3' cal., B#B

Revision History

<u>Date</u>	<u>Name</u>	<u>Paragraph(s) changed</u>	<u>Change description</u>
10/01/20	Isabelle Doris		1st Release - Approved at BoD meeting
11/12/20	Isabelle Doris	Article 2: Trash Article 5: Zoning Violations	Incorporation of Amendments voted at the 2020 Annual Meeting: 1. Allow homeowners the option to keep their rubbish and recycling bins outside/side of the home. 2. Give people a warning before any fines are incurred/charged to the homeowner.
1/14/21	Isabelle Doris	Article 2: Trash	Rewording after review at Jan. 14, 2021 BoD meeting
2/11/21	Isabelle Doris	Article 7: Leasing Policy	Incorporation of new policy around leasing voted at Feb. 11, 2021 Special BoD meeting
4/22/21	Isabelle Doris	Article 5: Violations	New title, re-wording after review by Attorney Pelcher
4/22/21	Isabelle Doris	Plant List	New species added