

# **MOUNTAINVIEW CONDOMINIUM ASSOCIATION**

## **RULES, REGULATIONS, & POLICIES**

**[www.MountainviewChesterbrook.com](http://www.MountainviewChesterbrook.com)**

**2021**

***CARDINAL REAL ESTATE LLC***

**1445 East Main Street Douglassville PA 19518**

**P: 610-326-9053 F: 610-953-3553**

**[Admin@CardinalRealEstateLLC.com](mailto:Admin@CardinalRealEstateLLC.com)**

Revised 11.23.21

# ANNUAL REQUIREMENTS OF ASSOCIATION

Below are listed items of information all Owners are required to provide the Association on an annual basis. Failure to provide this information may result in automatic fines and/or penalties. Please refer to Association Governing Documents.

---

- 1. INSURANCE:** All Owners shall have homeowner's insurance covering all portions of their Units in an amount not less than Fifty-Thousand Dollars (\$50,000.00) per occurrence; and each Unit Owner is required to provide the Association with proof of insurance on an annual basis within thirty (30) days of the time of renewal; Failure to provide the Association with proof of insurance as required shall result in the following fines:

RESOLUTION 8

1. \$50.00 after 30 days of renewal date.
2. \$75.00 after 60 days of renewal date, increasing \$25 thereafter for each additional 30 days proof has not been provided to the Association.

**2. LEASING:**

DECLARATIONS

Article VI

RESOLUTION 8

AND

RESOLUTION 10

Any Unit Owner who is presently leasing and/or intends to lease their Unit shall provide the Association prior to the commencement of the lease with:

1. A **copy of the lease** as required pursuant to Article 6, Section 6.2 of the Declaration along with the appropriate **leasing fee**, Mountainview **Lease Addendum**, and an updated **Emergency Contact Sheet** (form enclosed herein) including **all** Tenant information.
2. Owners shall make all necessary changes in their insurance policies to reflect Unit as an investment property which specifically covers all portions of the individual Unit of an amount sufficient to meet the Association deductible, as well as any and all improvements and betterments made by Owner or prior Owners, as well as any other requirements of the Governing Documents. Tenants/Occupants of Unit shall also be required to obtain and continuously maintain insurance coverage of an amount sufficient to meet the Association deductible, as well as any and all improvements and betterments made by Owner or prior Owners, as well as any other requirements of the Governing Documents. These policies shall provide at least \$10,000 of property insurance, and \$100,000 of liability insurance to protect Occupant, Occupant's property, and Occupant's guests who may be injured while on the property, and such insurance shall name the Owner, the Association, and the Community Manager (if any), as additional insureds on the policy.

**3. AC LINE MAINTENANCE:**

RESOLUTION 6

No later than May 15th of each year, each Unit Owner shall have the Air Conditioning Condensation Lines cleaned and forward proof of work to the Association. All costs in connection with the maintenance shall be borne by the owner. Any claim resulting from failure to comply by May 15<sup>th</sup> of each year shall result in a fine of not less than One Hundred Dollars (\$100.00) or more than Five Hundred Dollars (\$500.00). Any owner who fails to comply and sustains damages due to failure of the lines to drain properly will be liable for any increase in the Association's insurance premium resulting from their claim and will also be responsible to pay the insurance deductible and all other costs associated with the loss.

**4. DRYER VENTS:**

Every two years, Unit Owners are required to have their Dryer Vents cleaned by a professional contractor with experience in said work, and shall provide the Association with proof the vent was properly cleared. The Association may organize such services for the entire community in order to obtain better pricing for the membership and ensure all units are completed in a timely fashion. Failure to provide said proof may result in fines as directed by the Executive Board.

**5. SNOW**

**REMOVAL:**



Snow Symbol  
Designated  
Snow Stacking  
Area

The snow removal contractor shall arrive on site at the earliest possible convenience to address ice and snow. Residents parked in designated snow stacking parking areas (indicated by signage and painted **snow symbols** on parking lot) during a snow event are subject to towing and fines. As the contractor works through the community, Residents shall move their vehicles to cleared areas, wait for the contractor to plow their area, then move their vehicles back to the recently plowed space. The contractor **will not** make repeated visits or idle trucks waiting for people to clear their cars. Cars may need to be moved more than once to facilitate plowing. If, for any reason, homeowners cannot clean and move their cars they must make arrangements for this to be done. Mountainview provides a snow removal service for a fee. See enclosed information. Residents shall not toss snow from vehicles onto walks. Buckets of ice melt are also placed throughout the community for residents to utilize in between storm events when walks, stairs, and lots may experience melt and refreezing. Snow left in parking spaces turns to ice and becomes a hazard for all.

# ASSESSMENTS

## RESOLUTION 1

Assessments and any outstanding balance are due the 1<sup>st</sup> of the month. Accounts with an outstanding balance as of the 10<sup>th</sup> of each month are delinquent and assessed an automatic fine of \$25.00 per month. Delinquencies in excess of 30 days receive one warning letter requesting full payment. 20 days thereafter, unpaid balances shall be turned over to legal counsel for collection, and may be subject to additional fees, including but not limited to: the delinquent balance, the entire balance of the current fiscal year's assessments as accelerated by the Board, late fees, interest charges at the annual rate of 12%, legal fees, and other expenses incurred by the Association in the collection of the delinquency, court costs, and other related fees.

Insurance Certification assessments, Trash assessments, and Delinquency assessment are **AUTOMATIC**.

Upon receipt of notice of delinquency, should an owner feel the assessment is unwarranted, they may appeal that assessment directly to the Board in writing within 10 days. The Board shall consider that request at the next Board meeting and the Board's decision shall be final.

# COMMUNICATION

The Association utilizes the services of Cardinal Real Estate for property management. Should an Owner need to contact the Association regarding any issue, please contact Cardinal by following the steps listed below:

1. **Emergencies** - Where the life, safety, and welfare of owners or residents are at stake call 911. Owners are required to provide the Association with all current contact information at all times (use enclosed form).
2. **Work Orders** – Please contact Cardinal **in writing** with your work order request. Letters, e-mails, and faxes are all acceptable means of correspondence. When sending e-mail, please request a "Delivery Receipt" to confirm the Association has received your correspondence. Failure to confirm receipt of an email may mean those emails were not received by the Association. Faxes also provide confirmation of receipt. For those who elect to call, please be sure to clearly leave your name, unit number, community, nature of the call, and a call back number. If you left a voice mail, and do not receive a call back, be sure to follow up to make sure your message was received.
3. **Rules Violations** – Violation reporting **MUST** be in writing, stating the date, time, the specifics of the violation, and sent to the management company. Pictures are most welcome. The identity of the complainant will remain confidential.
4. **Insurance/ HVAC Certifications** – When providing the Association with the annual proof of insurance or certification that HVAC condensate lines have been cleaned, it is the **owner's responsibility** to make certain the Association has received the information in a timely manner. After sending, you must either call or e-mail Cardinal Real Estate to confirm it has been received. Failure to do so may result in fines or late fees.
5. **Leasing- ALL** leases, including fees, addendums, and contact sheets **MUST** be sent to the Association for review in a timely basis as per the requirements of the Association. After sending, you must either call or e-mail Cardinal Real Estate to confirm it has been received. Failure to do so shall result in automatic fines and penalties.
6. **Account Inquiries** – Questions about account balances, charges, assessments or fees may be made via e-mail or by simply calling Cardinal. As above, if leaving a message, please clearly leave your name, unit number, association, nature of request, and contact information. If you leave a voice message and do not receive a return call within 2 business days, be sure to follow up to make sure your message was received.
7. **3407 and Questionnaires** – Re-sale documents or completed questionnaire requests must be in writing and received at least 10 days prior to settlement and may require a fee to prepare and provide. Please call Cardinal for instructions.

## Common, Limited Common, and Unit Elements (Declarations, Articles III, IV, V)

Common Elements are those elements within the community that are common to and benefit **ALL** units. The Association has both the maintenance and financial responsibility thereto (streets, walks, roofs, exterior brick, landscaping, lights).

Limited Common Elements are elements for which the Association has the maintenance and replacement duties, but for which the unit owner has the financial responsibility to pay for the work. In other words, the Association will do the work and then assess the owner for the costs of said maintenance or replacement. These elements serve and benefit only specific units, not all units within the community (exterior entry and closet doors, patios, decks, shared electric meter boxes, vestibule entrances and all elements within, shared sewer and or water laterals).

Unit Elements are those fixtures that **serve only that unit**, and are both the maintenance and financial responsibilities of the Owner only (windows, skylights, solariums, HVAC equipment, plumbing and electrical fixtures and lines serving just that unit, interior painting, flooring, vents).

## Window Replacement

In order to maintain the aesthetic beauty of the community buildings, enhance resale value, and maintain uniformity amongst building appearances, the Association requires that Owners replace windows whose seals have failed. These windows are most recognizable by the tell-tale “fogged” or “stained” appearance. Failure to comply with this policy will result in fines until such time as the windows panes are replaced. This is not a requirement to replace the entire window. This is a requirement to replace the glass pane only.

### For Glass Replacement Only:

Pottstown Glass: 610-323-3178

C&R Glass: 610-384-3671

Chester County Glass, Inc. 610-918-9977

Berwyn Glass: 610-647-0357

# RULES AND REGULATIONS

These covenants apply to all unit owners & residents. Each owner and tenant is responsible for ensuring that their family, visitors, guests, employees, contractors and/ or assignees abide by all of the Governing Documents of the Association. Each unit owner is also responsible for ensuring that tenants are provided with a copy and agree to abide by the same.

In addition to the Rules listed below, please also review the Resolutions and Use Restrictions in the Declarations. If there are any contradictions in the governing documents, the governing documents shall control in the following order:

**Articles of Incorporation > Declarations > By Laws > Resolutions > Rules & Regulations**

**To report a violation, complaints MUST be submitted IN WRITING stating the date, time, the specifics of the violation, and sent to the management company. The identity of the complainant will remain confidential.**

## **A. GENERAL**

---

1. Units in the Condominium are restricted to residential use and may not be used for any other purpose by the unit owner. No commercial, industrial, recreational or professional business shall be carried on in any Unit at any time, nor shall any unit be used or rented for transient hotel/ motel purposes.
2. No owner/tenant shall use or store inflammable or combustible material in any unit or on the Common Elements.
3. All appliances used in the unit shall comply with the manufacturers' guidelines and regulations of the public authorities.
4. **No owner/tenant shall make or permit disturbing or excessive noises or behavior that will interfere with the rights, comfort, or convenience of other unit owners or residents.** No unit owner or resident may carry on any practice, or permit any practice to be carried on, that unreasonably interferes with the quiet enjoyment of the occupants of any other Unit.
5. **DOGS (with the exception of professionally certified guide dogs for the blind) BELONGING TO OWNERS AND VISITORS, ARE NOT PERMITTED ANYWHERE IN THE CONDOMINIUM OR ON THE CONDOMINIUM GROUNDS.** Limit of 2 domestic pets per unit, other than dogs- which are prohibited except as required by the Fair Housing Act, details attached as Appendix "A"
6. Water beds or other furniture filled with a liquid or semi-liquid solution are not permitted.
7. All units are required to have working smoke detectors and carbon monoxide detectors, including those located in common stairwells. Maintenance is the responsibility of the unit owner or tenant.
8. All units are required to install steel-jacketed hoses on all clothes washers. Any and all unit owners who have failed to install said hoses will be liable for any and all damages incurred by failing to comply with this rule, whether inside or beyond the unit, including common elements.
9. All units, including vacant units, must maintain a minimum heat level of 55 degrees Fahrenheit from October 1 to May 1 each year. This will require utility service to each unit to enable the furnace to function. Damages occurring from failure to abide by this regulation, whether to the owner's unit, a neighboring unit, and/or a common element, will be charged to the Owner. Residents leaving the unit unoccupied for more than three (3) weeks shall notify the management company with an emergency contact person.
10. **For all second and third floor units, carpet and padding must be on all floors except the kitchen, bath, and laundry areas.**
11. The owner of a Unit shall be responsible for maintaining such unit in good working order and repair, at the expense of such owner.

## **B. GROUNDS AND WALKS**

1. The Common Elements shall be used for the respective purpose for which intended. No Unit Owner or Resident may obstruct the Common Elements or the Limited Common Elements in any way. Except as otherwise provided in the Declarations, or herein, no Unit owner or resident may store anything in or on the Common Elements or Limited Common Elements without the prior written consent of the Executive Board.
2. **No signs, including but not limited to, FOR SALE, FOR RENT, SOLD, or LEASED signs, political signs, shall be placed on the Common Elements, Limited Common Elements, or in the windows of individual units.**
3. **No plantings of any kind shall be planted or removed from the Common Elements without prior written consent of the Executive Board.** Any plantings approved by the Board must be maintained (including but not limited to weeding, trimming, and the removal of dead plants) throughout the year. Management will give notice of unsatisfactory garden conditions. Gardens not maintained will be removed by Management and the owner will be billed for this expense.
4. No Individual, except as authorized by the Executive Board, may go at any time upon the roof of any portion of the Building, except in an emergency.
5. Children shall not play in parking lots or drives. Sidewalks and stairways are to remain clear of any toys or equipment.
6. **Due to the damage to the buildings by squirrels and other rodents, the unauthorized feeding of wildlife anywhere on the premises is strictly forbidden. The following fines will be imposed for the violation of this rule:**

<b>First violation: Warning notice</b>	<b>Second Violation: \$25.00 Fine</b>
<b>Third Violation: \$50.00 Fine</b>	<b>Fourth Violation: \$75.00 Fine</b>
<b>Every subsequent violation will increase the fine by \$25.00.</b>	
7. Remodeling or construction work taking place within the Unit Boundaries shall be between 8AM- 5PM M-F and 8:30AM-4:30PM Sat. No work shall be done on Sundays. No work pertaining to elements within a unit boundaries shall be performed on the common elements. All construction material and debris shall be removed by the contractor immediately (no trash containers or dumpsters are permitted). See Declarations for additional restrictions concerning alterations or changes to Units.

## **C. PATIOS AND BALCONIES (Unit Exteriors)**

1. In order to maintain the aesthetics and with respect to uniformity in the exterior appearance of the buildings, **NO CHANGES MAY BE MADE TO THE EXTERIOR OF THE BUILDINGS.** No owner/tenant shall paint, decorate, or alter any portion of their unit visible from the exterior of their unit.
2. No personal property shall be stored on any balcony or patio: i.e. bicycles, toys, hammocks, lights, tiki torches, tires, etc. with the exception of patio furniture and electric grills. The use of charcoal and propane grills are prohibited. Electric grills are permitted. Grills must be stored away, out of site, after cooled off.
3. No clothes, sheets, blankets, laundry, or other articles of any kind, shall be placed on the balconies, windows or doors.
4. No exterior shades, awnings, window guards, or fans shall be used outside the buildings.
5. Drapes or any window coverings visible from the exterior side must be backed with white or off-white liners.
6. With the exception of unit numbers on doorbells, no names or any attachments to any entry shall be installed.
7. No radio or television aerial shall be attached to any part of the Common Elements without prior approval of the Board submitted on an Architectural Request form.
8. No window boxes shall be placed upon window sills or balcony railings. Decorative objects may not be affixed to the balcony or furniture. Planter boxes, hanging baskets, and ornaments must be placed inside the balcony railings by not less than 24". No wind chimes. Owners are liable for any damage or injury caused by any object falling from their balcony or patio area.
9. Holiday decorations are permitted on windows & doors, not to exceed 15 days after the holiday.

10. The owner of a Unit shall be responsible for the cleanliness of any Limited Common Element appurtenant to such unit.

#### **D. VEHICLES**

---

1. No vehicle shall be repaired, washed, or left standing in a parking lot in a non-operative condition.
2. All parking, speed limits, and traffic regulations shall be observed and shall be strictly enforced.
3. No boats, trailers, campers, motorcycles, commercial vehicles, and/or trucks shall be stored or left unattended on parking lots and common areas.
4. **All motor vehicles belonging to residents must have legal current license plates, registrations, and inspection stickers, and be in proper working order, including but not limited to fluid leaks, flat tires, and missing auto body parts. Vehicles failing to meet these requirements shall be towed at owner's expense.**
5. Electric Vehicles (EV) shall not use Association electricity under any circumstance. Violators shall receive an automatic fine of \$25 for a first offense; every subsequent violation will increase the fine by \$25.00. EV owners shall not run extension cords from units to EVs as they are a hazard to pedestrians.
6. If you will not be using your car for an extended period of time, it is requested you park your vehicles along the Chesterbrook Blvd Wall; as parking is at a premium in the community. Please extend this courtesy to your neighbors.

#### **E. TRASH**

---

1. **Trash removal services are provided on MONDAY and THURSDAY.** Should a legal holiday fall on either of these days, trash will be removed on the **NEXT DAY**. This means DO NOT put your trash out on or before a holiday pick up day.
2. All trash must be placed in tightly secured plastic bags and set outside in the appropriate area **AFTER DUSK ON THE PRECEDING DAY THROUGH 7:00AM on the SCHEDULED TRASH DAYS ONLY (Sunday Dusk- Monday 7AM & Wednesday Dusk – Thursday 7AM).** Trash found on the property at any other time is a trash violation, which carries an automatic fine as outlined in ADMINISTRATIVE RESOLUTION #5 ENFORCEMENT PROCEDURE.
3. Bulk pick-up **MUST** be scheduled and paid for by Residents directly with Waste Management- 800-869-5566. No construction material, furniture, or landscaping material is permitted as part of regular trash pickup.
4. Christmas Tree Pickups are typically scheduled for the 2<sup>nd</sup> and 3<sup>rd</sup> Mondays in January. Only trees 6 feet or less will be picked up. If your tree is greater than 6 feet, it must be cut into pieces less than 6 feet.
5. Trash shall be kept out of sight in tightly secured plastic bags. **Trash and recycling bins must be kept out of sight in the storage locker or in your unit.**

#### **Recycling**

6. The removal of recyclables - metal, glass, and newsprint, and cardboard boxes will be provided on **MONDAY** only. **All recycling bins should be placed on the property AFTER DUSK ON THE PRECEDING DAY THROUGH 7:00AM Monday.** All bins should be removed by the residents as soon as possible after pick up.

---

**ANY CONSENT OR APPROVAL GIVEN UNDER THESE COMMUNITY RULES AND REGULATIONS BY THE EXECUTIVE BOARD SHALL BE REVOCABLE AT ANY TIME. THESE RULES AND REGULATIONS MAY BE AMENDED OR CHANGED AT ANY TIME UPON FAVORABLE PASSAGE OF MOTION OR RESOLUTION BY THE BOARD.**

---

The Fair Housing Act requires a housing provider to allow a reasonable accommodation involving an assistance animal in situations that meet all the following conditions: 1)A request was made to the housing provider by or for a person with a disability. 2)The request was supported by reliable disability-related information, if the disability and the disability-related need for the animal were not apparent and the housing provider requested such information, and the housing provider has not demonstrated that: a) granting the request would impose an undue financial and administrative burden on the housing provider, b) the request would fundamentally alter the essential nature of the housing provider's operations, c) the specific assistance animal in question would pose a direct threat to the health or safety of others despite any other reasonable accommodations that could eliminate or reduce the threat, d) the request would not result in significant physical damage to the property of others despite any other reasonable accommodations that could eliminate or reduce the physical damage.

---



---

## RESOLUTION - LEASING POLICY

---

ALL Owners shall submit to the Association in writing the following:

- 1) Name and Address of Unit to be leased (see enclosed contact sheet)
- 2) Name of Tenant; current address; phone; email; and make, model, license plate of tenant vehicles (see enclosed contact sheet)
- 3) Copy of the executed Lease and Lease Addendum (enclosed)  
(Please be sure that the Lease accurately reflects that no promises are made by the Owner to the Tenant that violate the governing documents of the Association)
- 4) Lease Commencement Date
- 5) Lease Termination Date
- 6) Check in the Amount(s) noted below Payable to the Mountain View Condominium Association

Fee for each Lease at any given Unit due and payable at the time the lease and lease addendum (enclosed) are provided to the Association as directed under the Declaration:

\$ 250.00
-----------

Copies of the current Governing Documents are to be provided to all Tenants/Occupants by the Owner(s) of a Unit. Fee for copies obtained from the Association:

\$ 50.00
----------

Failure to comply with the Leasing Policy results in an automatic fine in an amount equal to three times (3x) the Lease Fee. Said fine shall escalate \$25/month until such time as the Owner and Occupant are in full compliance with the Leasing Policy and is in addition to any and all other costs incurred by the Association that may be charged to the Owner in the enforcement of the Governing Documents.

\$ 750.00
-----------

***The completed Contact Form, Executed Lease, Executed Original Lease Addendum, and the Lease Policy Fee MUST be returned to the Association by the Unit Owner.*** To the extent these provisions are not met, said lease will be considered void and invalid and the Owner of the Unit will be considered in violation of the Governing Documents and subject to fine and enforcement procedures.

*It can be mailed to:*

**Mountain View Condominium Association c/o  
*Cardinal Real Estate LLC***

1445 East Main Street, Douglassville PA 19518 610-326-9090 Fax: 610-953-3553

[Admin@CardinalRealEstateLLC.com](mailto:Admin@CardinalRealEstateLLC.com)

---



# MOUNTAINVIEW

## AT CHESTERBROOK

---

# LEASING ADDENDUM

PER THE DECLARATION

---

All unit owners who wish to lease a Unit shall use a Lease Agreement with this Addendum and shall within five (5) days of lease signing and before tenant occupancy, provide to the Association a complete copy of the written lease agreement which includes the terms as outlined below. Failure to do so will result in a Fine to the Owner for violating the Governing Documents of the Association:

- 1) **TERMS:** Leases and any renewal or extension term thereof shall not be for a term of less than one (1) year. Owner shall not lease less than the entire Unit as applicable and use must be for residential purposes only. Sublets and assignments of leases are not permitted.
- 2) **OCCUPANCY:** The maximum number of unrelated persons who may occupy a unit shall not be more than the maximum number of persons permitted by any applicable federal, state, or local statute, regulation (health or otherwise) or ordinance.
- 3) **COMPLIANCE:** Every Tenant, including members of the tenant's family, and their guests and invitees, is deemed to be an Occupant by reason of their acceptance of the lease, and their enjoyment and use of the Unit and Common areas shall be obligated to comply with all provisions of the Governing Documents throughout the term of the lease and or their occupancy of the Unit.
- 4) **DELIVERY OF DOCUMENTS:** Each Owner shall, at the Owner's expense, provide their tenant(s) with a full and complete copy of the current Governing Documents of the Association at the same time that the Owner and the tenant(s) enter into a lease. Owners may obtain copies of the Governing Documents from the Association at a cost established by the Board. Owner shall also provide tenant with all Association notices pertaining to the daily operation or maintenance of the community.
- 5) **OCCUPANT ACKNOWLEDGEMENT:** By their signatures below, the tenant(s) affirm they have received from the unit owner current copies of the Governing Documents of the Association (Declaration, By-Laws, Rules and Regulations, etc.) and agree to be bound by, and comply with, these Governing Documents throughout their occupancy of the Lot.
- 6) **DELIVERY OF LEASE:** Any Owner who has entered into a lease shall provide the Community Manager with a full and complete copy of the signed lease, as well as a signed original of any required addendum to the lease, within five (5) days of the date on which the tenant signs the lease, together with a check in an amount as determined by the Board in order to defray the Association's administrative costs related to the lease with the tenant. Without regard to the foregoing, the Owner must provide the Community Manager with a copy of the signed lease and addendum to the lease BEFORE any tenant is permitted to occupy the Unit and Lot.
- 7) **PAYMENT AND COLLECTION OF ASSESSMENTS:** The Owner shall remain responsible to continue to perform all maintenance obligations, and to make timely payment of all assessments, fees, fines, costs, expenses, and charges due under the Governing Documents, throughout the term of the lease. If an Owner shall fail to pay any assessment, lien assessment, fee, fine, interest, cost, expense, or charge due under the Governing Documents, then the Association, upon ten (10) days notice to the Owner and Occupant, may collect delinquent assessments, lien assessments and any other fees,

fines, interest, costs, expenses, and or charges due under the Governing Documents from the Occupant, from month-to-month, in an amount not in excess of the monthly rental due to the Owner from the Occupant, until all sums due from the Owner to the Association are paid in full. The Occupant shall receive a rental credit from the Owner to the extent of all amounts paid to the Association by the Occupant, on account of the delinquent assessments, lien assessments, fees, fines, interests, costs, expenses, and or charges due to the Association from the Owner.

- 8) **OWNER OBLIGATION TO ENFORCE COMPLIANCE:** The Owner shall be obligated, at the Owner’s sole cost and expense, to enforce the Occupant’s full compliance with the Governing Documents throughout the term of the Lease.
- 9) **ENFORCEMENT OF GOVERNING DOCUMENTS:** The Association may bring an action at law or equity against the Owner and or Occupant of a Unit to enforce the Declaration and any leasing Rules and Regulations. The Association may also pursue any remedy against the Owner available to it under the Governing Documents until the Owner and or Occupant fully comply. All costs, fees, fines, and expenses incurred by the Association to enforce this Article or the Rules and Regulations against an Owner and or Occupant, including by not limited to, attorneys fees, management expenses, and court costs, shall be levied as an assessment against the unit and collectible in the same manner as any unpaid assessment.
- 10) **LEASE CONFLICTS WITH GOVERNING DOCUMENTS:** Such terms and conditions of a lease and lease addendum, if any, as may be in conflict with the terms, conditions, and provisions of the Governing Documents shall be void as between the Association and the Owner and Occupant. By their use and enjoyment of Unit the Owner and Occupant shall be deemed to covenant and agree that the terms, conditions, covenants, and provisions of the Governing Documents shall control over conflicting provisions, if any, of the lease and the lease addendum.
- 11) **LEASING RULES AND REGULATIONS:** The Board shall have the power and authority to adopt, amend, and withdraw such leasing Rules and Regulations as the Board may from time-to-time deem necessary and appropriate to the circumstances of the Property.

<div> <div>President, Mountain View Condominium Association</div> <div>Date</div> </div>	<div> <div>Unit Owner</div> <div>Date</div> </div>
<div> <div>Property Manager</div> <div>Date</div> </div>	<div> <div>Tenant/ Occupant</div> <div>Date</div> </div>
	<div> <div>Tenant/ Occupant</div> <div>Date</div> </div>

# Emergency Contact Sheet



## Owner Information:

Unit Address: \_\_\_\_\_  
Owner Name(s): \_\_\_\_\_  
Billing Address: \_\_\_\_\_  
Home Phone: \_\_\_\_\_  
Work Phone: \_\_\_\_\_  
Mobile Phone: \_\_\_\_\_  
e-mail: \_\_\_\_\_

## Emergency Contact:

Name: (1) \_\_\_\_\_ (2) \_\_\_\_\_  
Phone: \_\_\_\_\_  
Alt Phone: \_\_\_\_\_  
Key to Unit: YES NO YES NO

## Auto Information (only of residents/tenants occupying unit):

Year: \_\_\_\_\_  
Make: \_\_\_\_\_  
Model: \_\_\_\_\_  
Plate #: \_\_\_\_\_  
State: \_\_\_\_\_

## Lease Information

Tenant(s): \_\_\_\_\_  
Home Phone: \_\_\_\_\_  
Work Phone: \_\_\_\_\_  
Mobile Phone: \_\_\_\_\_  
e-mail: \_\_\_\_\_

Lease Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Expiration Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

COPY OF CURRENT LEASE REQUIRED (Resolution #8)

ENCLOSED N/A

PROOF OF HOME OWNER'S INSURANCE REQUIRED (Resolution #8)

ENCLOSED SENT

PROOF OF HVAC CONDENSATE LINE CLEANING (RESOLUTION #6)

ENCLOSED SENT

Return this form to: Cardinal Real Estate, LLC, 1445 East Main St., Douglassville PA 19518

[Admin@CardinalRealEstateLLC.com](mailto:Admin@CardinalRealEstateLLC.com)

## Appendix A



### COMMONWEALTH OF PENNSYLVANIA HUMAN RELATIONS COMMISSION

## **FAIR HOUSING PRACTICES ARE GUARANTEED BY THE PENNSYLVANIA HUMAN RELATIONS ACT**

**According to this Act it is unlawful, because of any person's:**

**RACE, RELIGION, ANCESTRY, DISABILITY, AGE, COLOR, SEX, NATIONAL ORIGIN OR FAMILIAL STATUS**

**TO:**

refuse to sell, lease, finance or otherwise withhold housing or commercial property or discriminate in the terms or conditions of selling, leasing, financing, or in providing facilities, services or privileges in connection with the ownership, occupancy or use of any housing or commercial property or print or otherwise circulate any statement indicating a preference or limitation, or make any inquiry or record in connection with the sale, lease or financing of any housing or commercial property

**OR, BECAUSE OF:**

any person's use of a guide or support animal due to blindness, deafness or physical disability or because the user is a handler or trainer of such animals, or the disability of an individual with whom the person is known to have a relationship or association

**TO:**

refuse to lease or finance, or discriminate in the terms of selling or leasing, or in providing facilities, services or privileges in connection with the ownership, occupancy or use of any housing or commercial property, or print or otherwise circulate any statement indicating a preference or limitation, or make any inquiry or record in connection with the lease of any housing or commercial property, engage in practices which attempt to induce the listing, sale or other transaction, or discourage the purchase or lease of housing or commercial property by making direct or indirect references to the present or future composition of the neighborhood in which such a facility is located with respect to race, color, religion, sex, ancestry, national origin, disability or guide or support animal dependency age or familial status.

**IT IS ALSO UNLAWFUL FOR:**

any person to retaliate against an individual because the individual has filed a complaint with the Commission, or has otherwise participated in any Commission proceeding, or for any person to aid or abet any unlawful discriminatory practice under the Human Relations Act.

**Complaints must be filed within 180 days of the alleged act of discrimination.**

Prominent posting of this notice in a well-lighted, easily accessible place in the office, model home, sample apartment or other places of business where negotiations or agreements are customarily made for the renting or purchasing of housing accommodations is required under the Pennsylvania Human Relations Act (Act of October 27, 1995, P.L. 744, as amended).

**WARNING: Removing, defacing, covering up or destroying this notice is a violation of the Pennsylvania Crimes Code and may subject you to fine or imprisonment.**

For further information, write, phone or visit the Pennsylvania Human Relations Commission:

**Executive Offices:** 333 Market Street, 8th Floor • Harrisburg, PA 17126  
(717) 787-4410 • (717) 787- 7279 (TTY) or visit us at [www.phrc.state.pa.us](http://www.phrc.state.pa.us)

**To file a complaint, contact the Regional Office nearest you:**

#### **Pittsburgh**

301 5th Ave., Suite 390  
Piatt Place  
Pittsburgh, PA 15222  
(412) 565-5395  
(412) 565-5711 (TTY)

#### **Harrisburg**

333 Market Street, 8th Floor  
Harrisburg, PA 17126  
(717) 787-9780  
(717) 787-7279 (TTY)