



Unit Owner and Resident House Rules Handbook

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Hidden Valley Foundation
Unit Owner and Resident House Rules Handbook
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SECTION I Introduction

The formal name of the Foundation is Hidden Valley Foundation, Inc. This may be referred to as “The Foundation or HVF” in this document and does apply to all the sub-associations as well.

The purpose of this Procedures and Regulations Handbook for HVF is to explain the responsibilities and rights of all unit owners, residents, and visitors to HVF and to detail the use and restrictions of the Foundation’s policies.

This handbook is designed both to serve as a quick reference guide to the most commonly-asked questions and to provide a synopsis of the Foundation’s Governing Documents. This document is not intended to be all-inclusive or exclusive, and it does not attempt to provide the level of detail found in the underlying policies or covenants.

The procedures and regulations set forth in this handbook are in addition to the guidelines set forth in the Governing Documents. Care has been taken to avoid any conflict; however, in the event of a conflict, the following hierarchy of authority will apply:

- Federal statutes, regulations and court decisions
- State statutes, including the Pennsylvania Condominium Act, the Uniformed Planned Community Act, and court decisions
- Somerset County and local statutes, regulations, and court decisions
- Hidden Valley Foundation, Inc. Recorded Declaration
- Hidden Valley Foundation, Inc. Recorded Bylaws
- Hidden Valley Foundation, Inc. Board of Directors General, Administrative and Policy Resolutions
- Hidden Valley Foundation, Inc. Owner and Resident Procedures and Regulations Handbook (this document)
- Procedures established by the Hidden Valley Foundation, Inc. Management Office

SECTION II Owner

Owner and Tenant Defined

- “**Owner**” shall mean and be the record owner, whether one or more persons or entities, of the fee simple title to any Residential Property situated within Hidden Valley.
- “**Tenant**” is a natural person lawfully occupying real estate for residential use.

Limitations of Use

- Absentee unit owners are deemed to have transferred all their amenity privileges of the property to their tenants.

SECTION III Amenities

Amenities in General

Hidden Valley residents have various amenities available for their collective or individual use. These amenity spaces include:

- South Ridge Center Great Room
- Tennis Court
- Basketball Court, Bocce Ball & Pickle Ball Equipment
- Two Playgrounds for Children
- Walking Trails
- Fitness Trails
- South Ridge Pool
- Highlands Pool (Owners only)
- Library (honor system)

Amenity Use

All amenities are limited to use by Hidden Valley residents and their guests, provided the guests are individually invited and have not paid a fee for entry. Hidden Valley residents' rights to use the amenities may be suspended by the Board of Directors pursuant to its authority set forth in Article 3, Section (5) of the Bylaws. If a Hidden Valley resident's use rights have been suspended, guests of that resident are not permitted to use the amenities either.

Amenities may not be used for advertising, political, commercial, educational, charitable, fund raising, religious, gambling, illicit, immoral, or public functions which have not been expressly approved in advance by the Board of Directors. All TV shows and DVDs played in the SRC Great Room must be appropriate for the expected audience.

Amenity Hours of Operation

- The Great Room can be booked in advance or can be used when available during the hours of 8:30 AM to Midnight. The room must be cleaned and everyone cleared from the building by Midnight. Garbage must be taken to the dumpster.
- The pools are available for use only during posted times and only when a lifeguard is present.
- Exceptions to the hours for use can be made by the Board of Directors only.

Amenity Use Guidelines

- All amenity areas are non-smoking.
- Except for Association-sponsored functions, no sound-amplifying devices may be brought in and used in any amenity area. Radios and similar sound-producing devices may only be used with earbuds so as to avoid disturbing others. Exceptions to this policy must be approved, in writing, by the Foundation Office.
- No Association equipment or furniture may be removed from or relocated within the amenity facilities without prior written approval.
- Sleeping in the amenity or common elements is prohibited.
- All users of common elements and amenity spaces will be civil toward and respectful of other residents and guests and Association staff and must monitor noise so as to not be disruptive.
- All users shall comply with the rules and regulations of the Association and shall adhere to all applicable laws when on the property.

Reservation of Amenities

The South Ridge Center Great Room may be reserved in advance, for a fee and on a first-come/first-served basis, by Hidden Valley residents in good standing. Good standing shall be defined as the absence of any outstanding financial obligation to the Association or any violation of the Governing Documents. The unit must be in good standing both at the time of making the reservation and at the time of the use, and neither former residents nor absentee unit owners may reserve or use the Great Room without advance, written permission from the Foundation Office. Reservation requests will not be approved for units that have had their privileges suspended by the Board of Directors.

Requests for reservations can be made by completing the appropriate form obtained at the Foundation Office. Completed reservation and use forms are a contract between the resident and the Association and should be submitted to the Foundation Office for processing. Deposits and use fees are required to reserve an amenity for exclusive use and must be submitted with the reservation application and use form. Please note that checks provided for rental fees may be deposited at any time after submission.

The resident reserving the amenity is responsible for cleaning the amenity after the function has ended. Should the condition of the amenity be unacceptable after a resident's use, as determined by management, a cleaning charge of \$50 per hour. Damage repairs will be charged at actual costs. All such charges shall be assessed as a lien against the respective unit pursuant to Section 5315 of the Pennsylvania Uniform Planned Community Act and Article 3, Section (4) of the Bylaws and shall incur late fees, interest and other cost of collection charges like any other assessments.

Users of the Great Room may not tape or pin anything to the walls. Walls have been finished and painted, and charges will apply if damage is found to the surface. Helium balloons are prohibited.

Deposits for the amenity use will be used to pay any cleaning or repair charges. Any charges in excess of the deposit shall be due and payable immediately from the unit owner and shall be billed to the unit's assessment account.

Foundation amenities may not be reserved on behalf of non-residents (such as friends, associates or others) who would be the de facto hosts. The resident reserving the room must be present at the function for which the amenity is reserved. The resident reserving the room is responsible for the actions of his or her guests at all times while the guests are on the property, whether the resident is present or not. Unit owners are responsible for the actions of their tenants and their tenants' guests.

The resident reserving the party room must indicate his/her intent to serve alcoholic beverages. The resident may not, under any circumstance, charge for alcoholic beverages or collect money to cover or defray the cost of alcoholic beverages served. In the event that the Association's management staff or other designated representatives have cause to believe that under-age drinking is occurring or has occurred during a private event or that guests are drinking in excess, the Association's representatives may immediately terminate the event and cause all guests to vacate the premises and all residents to vacate the amenity areas, with a forfeiture of the security deposit and no refund of any fees paid to reserve the amenities. The Association may also request the assistance of appropriate law enforcement agencies in dealing with such incidents.

Any conflict with the use of and reservations of these facilities will be resolved according to the following order of priority:

- Scheduled meetings or functions of the Association, Board of Directors, Committees, sub-committees, and ad hoc groups
- Regularly scheduled recreational or club meetings
- Management meetings
- Private resident parties on a first-come/first-served basis

The Great room is not available for reservation on national holidays, Easter Sunday, Christmas Eve, Christmas Day, New Year's Eve, Super Bowl Sunday or at any time during any three-day weekend during the pool season. In addition, the Great room is unavailable for reservation within four hours of an Association function.

Reservation Deposits, Use Fees, and Reservation Application and Use Agreement

Inquire with management and/or the Association's website, www/hvftoday.com for current reservation rates and use fees, which shall be subject to modification from time to time by the Board of Directors.

In order to begin the process to reserve any of the amenities for private use, the resident must provide the Association with an executed Reservation Waiver.

Amenities are not reserved upon mere submission of the reservation application and use agreement form and payment; rather, reservations are complete only upon approval by management, communicated by email to the resident. Residents are encouraged to check with the concierge for availability of amenities but reminded that the concierge's determination of apparent availability is not the final word. Reservations are not complete until management approves the reservation and transmits approval to the resident.

Amenity Space Occupancy Limits

In accordance with Somerset County Fire Code Regulations, the following load capacity shall be observed:

<u>Amenity</u>	<u>Occupancy Limit</u>
South Ridge Center Great Room	50
South Ridge Pool	184
South Ridge Baby Pool	27
Highlands Pool	128

Liability

The use of all amenities, including the Great Room and pools are at the user's risk. Any person using or reserving any amenity is responsible for any cleaning costs, damage repair or replacement costs, and any additional expenses incurred due to their or their guests' use and shall indemnify and hold the Association, its members, officers, employees, guests and agents harmless from any and all liabilities, suits, judgments, costs and expenses, including attorneys' fees, of any type arising from the use of the facilities or from the serving of alcoholic beverages. Users of the amenities are liable for damages resulting from their abuse, misuse or negligent use, and unit owners are liable for damage caused by their tenants, their guests, and their tenants' guests.

SECTION IV Governance

Quiet Hours

No party (contractors, homeowners, renters, or guests) may conduct any activity causing disruptive noise from the hours of 7 PM to 6 AM, Monday through Saturday. Parties and gatherings are as to be

toned down no later than 11 PM as many homes are close in proximity and in some cases separated only by a common wall.

Rental Policy

- Homeowners renting their units have transferred their amenity rights to their tenants.
- All keys relating to tenants and unit rentals must be managed directly by the home owner or their agent. The Foundation office cannot issue keys to tenants.
- Homeowners must submit tenant contact info with lease start and end dates to the Foundation office.
- Homeowners are held responsible for their tenant's actions, actions of their tenant's pets, and the actions of their tenant's guests.
- Tenants are held to the same standards as home owners and must abide by the Covenants, Bylaws, and policies of the Foundation.
- Homeowners must make available the Foundation's: Rules Handbook for their tenant's use.

Outdoor Fireplaces and Grills

Outdoor Fireplaces and Grills in the common areas are prohibited.

Townhomes/Zero Lot Line homes, any outdoor grill or fireplace which can produce hot ashes, hot embers or hot oil may not be placed under an overhead structure and must also have the following:

1. A fire-resistant pad underneath the grill or fireplace extending a minimum of 12 inches out from the grill or fireplace in all directions if used on a wood deck.
2. A device to contain the ashes, embers or oil.
3. A device cannot be placed within three (3) feet of an overhang or the structure.

Grills on decks and any outdoor cooking are prohibited in the Condominium Associations.

For single family homes, any grill or fireplace which can produce hot ashes, hot embers or hot oil must have a device to contain the ashes, embers or oil.

Pet Control

All pets must be under control. This means that when your pet is not on your property, it must be under reasonable control of you or a handler. The best way to control your dog is with a leash.

- All dogs three months of age or older must be licensed and have current inoculations.
- **Dog owners are responsible for cleaning up after their dog.**
- Pet owners are responsible for any damages, including bodily injuries, that may be caused by their pet, and indemnify Hidden Valley Foundation against all claims for damages and cost of expenses and attorney fees.
- Act 46 of 1990, known as the Pennsylvania "Dangerous Dog Law" overrides all local regulations relating to dangerous dogs.
- Feeding feral cats is prohibited.

Parking

Condos and townhouses are limited to two unassigned parking spaces per unit in the common area parking. Single family homes are to park at their home. All homeowners are asked not to park or have

their guests park on the side of the main roads or finger roads in order to keep traffic clear and unobstructed.

General Rules of Conduct

- For the safety of all, please observe the 25 MPH speed limit throughout the property, 15 MPH in the Conference Center area.
- Extensive work, including dismantling or repairing motor vehicles is not permitted on Community or Residential Property.
- Outside antennas are not permitted without ACC approval.
- Clothing and bedding may not be aired outdoors on the Community or any Residential Property.
- Trailers, boats, motorcycles of any kind, unlicensed vehicles and those in excess of 5,000 lbs. gross weight may not remain on any of the Community or Residential Properties overnight.
- Materials, equipment, trash receptacles, etc. may not be stored or maintained on the Community Property or another Private Residence that are objectionable or detrimental to the aesthetic values of the community.
- Signs of any kind, including “For Rent” and “For Sale” signs are not permitted on any of the Community or Private Property.
- Unless a central location has been provided, firewood must be stored in a neat and orderly fashion at the rear of the unit.
- Trash and garbage must be placed in central trash locations. Where curbside pick up is available for Private Residences, bagged trash may be placed outdoors before pick up on Monday morning only; otherwise, please use a Foundation dumpster.
- Private Dwellings must be reasonably maintained so as to provide a neat and clean appearance, including lawn areas.

Architectural Control

All new construction, as well as any exterior change, repair, addition, or alteration to your property must be reviewed and approved by the Architectural Control Committee (ACC) before any work begins. Property improvement request forms are available at the Foundation Office.

Please submit plans and specifications showing the nature, kind, shape, heights, materials, color and location of all items and obtain approval in advance before constructing, altering, adding or removing any of the following:

New residence
Room additions
Garages
Exterior light fixtures House numbers and/or posts
Trees, shrubs, landscaping
Decks, fences or railings
Paving or resurfacing driveways
Gutters
Downspouts
Rain diverters
Exterior paint colors
Any exterior change or repair including painting
All shingle/roof replacement must first be approved by the committee.

Design approval by the ACC does not constitute approval on the correctness of location, structural design, suitability of water flow or drainage, location of available utilities, etc. Owners are responsible for damage to neighboring properties and may be required to restore any property altered without ACC approval to its original condition.

Every unit owner must promptly perform all maintenance and repair work within his or her own unit, which if omitted would affect the common elements of the Foundation, Sub-associations, or other units. This requirement specifically includes, but is not limited to, maintaining heat within the unit to protect against freezing pipes.

Snow Removal

Snow removal will take place according to the following guidelines:

AREAS COMMON TO THE ENTIRE COMMUNITY

The Foundation will:

- Plow and salt/anti-skid all roads as needed to keep roads passable for vehicular traffic.
- Plow parking areas at six (6) or more inches of accumulated snow.
- Priority will be given to main roads, secondary roads, and parking lots, in that order.
- Common area pathways (walking pathways adjacent to roads) will be shoveled as time and manpower permit.

SINGLE FAMILY HOMES

- Single family homes receive no snow removal service.

TOWNHOUSES AND ZERO LOT LINE HOMES

The Foundation will:

- Shovel one path up the driveway in order to access the sidewalk, once daily, when snow accumulates to six (6) inches or more.
- Shovel sidewalks, once daily, when snow accumulates to six (6) inches or more.
- Driveways will not be plowed.

CONDOMINIUMS

The Foundation will:

- Shovel sidewalks, once daily, when snow accumulates to six (6) inches or more.

Snow shoveling will occur any time from Monday to Sunday between the hours of 7a.m. to 7p.m. on a rotation basis.

Ends of driveways will be opened as time and manpower permit.

Ice will be handled at the discretion of the Foundation.

SNOW REMOVAL FROM SIDEWALKS AND DRIVEWAYS ON PROPERTY OWNED BY DISABLED HOMEOWNERS:

In addition to the snow removal practices stated above, the Foundation will, following receipt of a reasonable written or telephone request from a “disabled” homeowner, remove the snow and ice from the sidewalks and from the driveway path serving that “disabled” homeowner’s property. A “disabled” homeowner is one who has a “disability” as defined in The Americans with Disabilities Act – ADA and

other applicable state and local civil rights laws. The snow removal shall occur within a commercially reasonable period of time following the disabled homeowner's request, and also as close as reasonably possible to the time when the disabled homeowner intends to use the sidewalk and driveway path. **The Foundation reserves the right to make an independent determination as to whether or not a homeowner is "disabled" as defined by the aforementioned laws.** A disabled individual may expedite the aforementioned determination of disability by filing proof of said statutory disability with the Foundation prior to his/her request for services.

Drone Policy

- For the privacy and safety of all residents, recreational drone use by any guest or member of the public is prohibited on all Hidden Valley Foundation property. Commercial use is also prohibited unless conducted by Foundation staff.

Section V Contact Info

Important Phone Numbers

EMERGENCY – POLICE/FIRE/AMBULANCE	911
Hidden Valley Security	(814) 233-7056
Ambulance Service	(814) 445-4133
Bakersville Fire Department	(814) 445-8385
Jefferson Township	(814) 443-4089
Jefferson Township Tax Collector	(814) 445-8159
Pennsylvania State Police	(814) 445-4104
Somerset County Sheriff.....	(814) 445-1502
Somerset County Emergency Management Agency	(814) 445-1515
Dog Warden	(814) 754-1050
Somerset Humane Society	(814) 443-2121
Poison Control Center	(800) 222-1222 or (412) 681-6669
American Red Cross	(800) 542-5663

HOSPITALS

Somerset Hospital	(814) 443-5000
Somerset Med Express	(814) 443-4740
Conemaugh Health (Level 1 Trauma-Johnstown)	(814) 534-9000
Frick Hospital (Mt. Pleasant)	(724) 547-1500
Shaker Urgent Care (Donegal)	(724) 593-4321

HIDDEN VALLEY RESORT (Main)	(814) 443-8000
Trillium Spa	Ext.273
Restaurants & Catering	Ext. 345 & 346
Clocktower	Ext. 200
Glaciers	Ext. 333
Sunrise / Sunset Cafe	Ext. 204
Mulligans	Ext. 353
Season Passes & Ski Info / Customer Service	Ext. 300
Ski Retail Shop	Ext. 322

Golf Course & Pro Shop Ext. 350
Function & Event Bookings Ext. 252
Lodging Ext. 271
Condo/Townhome Rentals Ext. 276
Highlands Resort Realty Ext. 9

HIDDEN VALLEY UTILITIES LP (water/sewer)(814) 443-0825
Emergency (877) 523-8181
VERIZON New Service (88) 720-9944 Repairs (800) 483-1000
PENELEC (800) 545-7741
ARMSTRONG CABLE (877) 277-5711
DOMINION PEOPLES GAS - Emergency (800) 400-4271

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