



Unit Owner and Resident House Rules Handbook

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SECTION I Introduction

The formal name of our community organization is the 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 the Unit Owner and Resident House Rules 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 frequently 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. Unit Owner and Resident House Rules 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 and responsibilities of the property to their tenants.

SECTION III Governance

General Rules

- For the safety of all, please observe the 25 MPH speed limit throughout the property and 15 MPH on Imperial Road.
- Extensive work, including dismantling or repairing motor vehicles, is not permitted on any Community or Residential Property.
- Outside antennas are not permitted without Architectural Control Committee (ACC) approval.
- Clothing and bedding may not be aired or dried outdoors on any Community or Residential Property.
- Trailers, boats, motorcycles of any kind, unlicensed vehicles, and those more than 5,000 pounds gross vehicle 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 or Residential Property that are objectionable or detrimental to the aesthetic values of the community.
- Firewood must be stored in a neat and orderly fashion at the rear of the unit and may only be covered with brown tarps. (No bright blue or green tarps may be used.)
- Trash and garbage must be placed in the dumpsters located in the dumpster blinds. For private residential property, where curbside pickup is available, bagged trash may be placed in a designated spot prior to pick up and only on the morning of pick up; otherwise, please use a foundation dumpster.
- Recyclables should be placed in the designated recycle dumpster located at the South Ridge Center.
- Homeowners are required to adequately maintain their property, including their lawns, to provide a neat and clean appearance.

Quiet Hours

No party (contractors, homeowners, renters, or guests) may engage in any construction related activity from the hours of 7 PM to 6 AM, Monday through Saturday, or at any time on Sunday without the express permission of the Foundation Office.

No party (homeowners, renters, or guests) may conduct any activity causing disruptive noise from the hours of 9 PM to 7 AM, Monday through Sunday. Parties and gatherings are as to be toned down no later than 11 PM as many homes are in close proximity and in some cases separated only by a common wall.

Architectural Control

All new construction and any exterior change, repair, addition, or alteration to any property must be approved by the Architectural Control Committee (ACC) **before** work begins. ACC Applications are available at the Foundation Office and on the website hvftoday.com under Manage My Home.

Unit Rental Policy

Homeowners renting their units have transferred their amenity rights to their tenants.

- Tenants are held to the same standards as homeowners and must abide by the Covenants, Bylaws, and policies of the Foundation. Tenants should be informed that the rental property is in a Homeowners Association.
- Homeowners will be held responsible for their tenant's actions, actions of their tenant's pets, and the actions of their tenant's guests
- Homeowners must make available the Foundation's Unit Owner and Resident House Rules Handbook for their tenant's use and fix the magnet guide to the basic rules on the refrigerator.
- It is recommended, but not required, that the unit owner have the tenant sign the form acknowledging receipt of the Handbook. The form is attached to the Unit Rental Policy. Alternatively, the obligation to adhere to the rules could be included in the rental agreement.
- If a tenant is determined to have violated any of the Foundation Rules and Regulations, the unit owner will be responsible for payment of all fines and penalties:
 - 1st Offense - \$250.00 fine
 - 2nd Offence - \$500.00 fine
 - 3rd offence, or any subsequent offence \$1000.00 fine and suspension of the right to rent for 30 days.
- Rental during the 30-day suspension will result in a \$1000.00 fine and homeowner access to the Foundation amenities, i.e., swimming pools, tennis and pickleball courts, pavilion, etc., will also be suspended.
- If the Pennsylvania State Police are called for any violation or misconduct, all fines will be increased by \$250.00.
- If a tenant is found to be engaged in criminal conduct of any kind, the Foundation and/or Security shall refer the matter to the Pennsylvania State Police. The unit owner will be notified and be required to terminate the rental agreement immediately

- If a unit owner has received a Notice of Violation from the Foundation for a property condition of any type, the unit cannot be rented until the condition is remedied.
- All keys relating to tenants and unit rentals must be managed directly by the homeowner or their agent. The Foundation office cannot issue keys to tenants.

Parking

- Condominiums and townhouses are limited to two unassigned parking spaces per unit in the common parking area.
- Single family homeowners are to park in their driveway.
- Parking is not permitted on the side of any road to allow for the clear and unobstructed flow of traffic.
- Overflow parking can be found throughout the Foundation property.

Snow Removal

- The Foundation will make every attempt to plow, salt and apply anti-skid material to all roads as needed to keep roads passable for vehicular traffic.
- Priority will be given to main roads, secondary roads, and parking lots, in that order.
- Parking lot areas will be plowed at six (6) or more inches of accumulated snow.
- Common area pathways and walking paths will be cleared as manpower permits after six (6) or more inches of accumulated snow.
- Ice will be managed at the discretion and direction of the Foundation.

Pet Control

- All pets must always be on a leash and under control at all times on Foundation property.
- On private property, pets must be secured by a lead, pen, or fence including an invisible fence.
- All dogs three months of age or older must have a license and current inoculations.
- **Dog owners must pick up and properly dispose of pet waste at the time of the incident.**
- Pet owners are responsible for any damages, including bodily injuries, that may be caused by their pet and indemnify the 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 strictly prohibited.

Sign Policy

- Posting of signs by owners in the Hidden Valley Foundation Community is not permitted.
- The two exceptions are official company security signs and temporary signs to direct guests to a private event with the permission of the Hidden Valley Foundation office.

Hunting, Firearms, Weapons and Fireworks Policy

The following are not permitted on all common and private property within the Hidden Valley Foundation Community:

- Discharge of firearms of any kind
- Use of explosives of any kind, including fireworks, and carries an immediate fine of \$250.00
- Hunting and recreational trapping

Pool Policy

The swimming pools at Hidden Valley are private pools maintained for the use of Hidden Valley owners and tenants and their guests. Individuals renting hotel rooms at Hidden Valley Resort’s Inn are not permitted to use the pools unless they are guests of a renter or unit owner. Rules for using the pools are extensive and can be found on the website hvftoday.com.

The following are the basics.

- Use of the pools is only permitted during the posted hours of operation and when a lifeguard is on duty.
- Entry into the premises of the Pools is conditional upon:
 - Signing the Foundation Waiver and Acknowledgement Form prior to entry
 - Signing the attendance sheet including the unit number of the property
 - Unit owners presenting their Foundation ID card
 - Renters obtaining a temporary pool pass from the pool staff by providing proof of a rental agreement
 - Children twelve (12) years and under must be accompanied by an adult (18 years or older)
 - **Limit of 10 people per unit**, including rental units. **Unit owners must inform renters of this limitation.**
- Owners and tenants must be present when their guests enter the pools and are responsible for their guests conduct.
- Individuals without full bladder and bowel control should use swim diapers. Diaper changing in the pool area is not permitted.
- All children twelve (12) years of age and under must have adult (someone over 18 years of age) supervision at all times.
- Individuals with health problems potentially detrimental to the health of themselves or others may be denied entry at the discretion of the pool management.
- Proper swimming attire is required. Street clothes are permitted in the pool area but not in the pool water.
- Everyone must exit the pool at closing or at the instruction of the lifeguards for weather related or any other conditions.
- The following are prohibited:
 - Harassment of the lifeguards and all other Foundation staff
 - Diving, flipping, and jumping backward into the pools
 - Running and dangerous play on the pool deck
 - Drug use, fighting, intoxication or indecent or immoral behavior will result in immediate dismissal
 - Smoking, smokeless tobacco products, vaping and chewing gum
 - Glass containers
 - Food or drinks within 3 feet of the pool
 - Sitting, standing, and hanging on pool lanes
 - Swallowing or spitting pool water
 - Intentional hyperventilation or other breath holding activities
 - Floatation devices and rafts. Only US Coast Guard approved flotation devices are permitted
 - Private parties
- Pool visitors are expected to keep the pool and deck areas clean by using the garbage cans provided.
- The Foundation will not be responsible for any money or property loss.
- All injuries must be reported immediately to the lifeguards.
- Pets are NOT permitted in the Pools or around the fenced pool area. Only a registered service animal is allowed on the Pools premises with proof of registration.
- Appropriate behavior is expected by all pool visitors. Violation of the rules may result in temporary or permanent loss of pool access.

Outdoor Fires

- Outdoor wood fires, or natural gas fire pits (open burning or open flames) of any type must not be ignited or conducted on any common areas or elements of the community. Outdoor fire pits or open flame devices on common property of the community shall be immediately removed. Common areas include the Highlands, South Ridge, Summit Village, and Summit Village Phase II Condominiums, the playgrounds at the South Ridge Center and the Highlands, the tennis courts and all other property not privately owned.

- Tiki type torches or any similar open flame devices are prohibited under balconies or overhead structures.
- Outdoor wood fires on private property are prohibited when atmospheric conditions or local circumstances make such fires hazardous.
- In instances where the homeowner also owns grounds attached to their property, outdoor wood fires are permitted in outdoor fireplaces, contained fire pits (built or portable) and Chimeneas. Fire pit containers must be a minimum of 12 inches high but not greater than 24 inches. The diameter may not be greater than 3 feet.
- Wood burning devices must not be operated under any overhanging vegetation or within 10 feet of a structure. Portable fire pits or Chimeneas must be used with a fire screen.
- Only seasoned wood may be burned.
- Outdoor propane gas fires in fire pits cannot be operated within 5 feet of a structure.
- Outdoor fires of any type must always be attended. Portable fire extinguishers or some type of extinguishing agents must be available.
- Smoke and odors from outdoor fires should not prohibit neighboring residents from their right to peaceful enjoyment of their property.

Outdoor Grilling

- Grilling is ***not*** permitted on any community common property or element.
- Smoke and odors from grilling should not interfere with the peaceful enjoyment of property of other residents.
- For condominiums (Highlands, South Ridge, Summit Village, and Summit Village Phase II) grilling and the storage of grills is ***not*** permitted.
- For townhomes, grilling is not permitted under any overhangs. Grilling is not permitted within 3 feet of any structure. A fire-retardant mat should be placed under a grill when used on a wood or composite deck.
- For single family homes, grilling on decks and patios is at the discretion of the homeowner.

Uniform Enforcement Policy

- The Foundation has the right to enforce the governing documents including the Declaration of Conditions, Covenants and Restrictions (CC&R), Bylaws, Rules and Regulations and Policies.
- The Foundation Board of Directors adopted a Uniform Enforcement Policy on August 21, 2020. This policy established procedures for identifying violations and pursuing redress, and established fines for non-compliance by owners and tenants.

ATV, UTV, and Snowmobile Policy

- All-Terrain Vehicles, Dirt Bikes, Go-Carts, Snowmobiles and Utility Task Vehicles cannot be operated on any common area of the Hidden Valley Foundation.
- ATVs, UTVs, dirt bikes and other off-road vehicles may not be stored or parked on any property within Hidden Valley unless secured on a trailer with a valid temporary parking permit issued by the Foundation.
- Snowmobiles must be stored in an enclosed building. They can only be stored outside if on a trailer with a temporary valid parking permit issued by the Foundation.

Drone Policy

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

Tree Replacement and Removal Policy

- Tree maintenance on common property is solely the responsibility of the Hidden Valley Foundation.
- Removal of any tree larger than 3” diameter measured at a point 24” from the ground requires written consent of the Architectural Control Committee.
- Any homeowner found to have damaged or removed trees on either Foundation common property or on the homeowner’s private property without ACC approval will be subject to a \$1000 fine per occurrence.
- When an approved tree is removed, a replacement tree is required to be planted on the homeowner’s property within 6 months. Replacement trees must be an acceptable indigenous or native tree with a diameter of 2” measured 24” from ground level. If a tree is not replaced, the homeowner will donate \$250 per removed tree to the Foundation.

ACT 33 & 34

- All employees and volunteers who are responsible for programming and activities that require them to have “direct contact with children” must obtain and maintain a valid Act 33/34 clearances.
- All employees and volunteers shall be required to recertify their Act 33/34 clearance on an annual basis.

SECTION IV 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
- South Ridge Center Pavilion
- Tennis Court and Pickleball Courts
- Basketball Court, Bocce Ball & Pickle Ball Equipment
- Two Playgrounds for Children
- Walking Trails
- Fitness Trails
- South Ridge Lap Pool and Baby Pool
- Highlands Pool
- 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 movies played in the SRC Great Room must be appropriate for the expected audience.

Amenity Hours of Operation

- The Great Room and Pavilion must be booked in advance for private parties or functions as described below. They are available for official Hidden Valley sanctioned or sponsored meetings or functions.
- 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 Foundation-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 to avoid disturbing others. Exceptions to this policy must be approved, in writing, by the Foundation Office.
- No Foundation equipment or furniture may be removed from or relocated within the amenity facilities without prior written approval from the Foundation Office.
- 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 Foundation staff and must monitor noise to not be disruptive.
- All users shall comply with the rules and regulations of the Foundation and shall adhere to all applicable laws when on the property.

Reservation of Amenities

Both the Great Room and the South Ridge Pavilion may be reserved for private functions only when a valid reservation is made through the Foundation Office. To secure your Facility Rental, the Hidden Valley Foundation (HVF) office must receive a signed facility rental agreement and rental fee of \$250 for the Great Room and \$325 for the Pavilion. Your payment will be deposited upon receipt. An additional \$100 deposit will be required at time of reservation; this is held until after the event and returned to the homeowner if all the terms of the facility rental agreement are met. Rentals may be cancelled or rescheduled by the renter with 7 days advance notice. No refunds will be issued for cancellations when less than 7 days' notice is given. The Hidden Valley Foundation reserves the right to cancel rentals in the event of emergency, utility outage, or unsafe weather conditions. Rentals cancelled by HVF will be refunded in full or given the option to reschedule on an available date.

Conditions of Use of Amenities

- This facility rental does not include the exclusive use of any Hidden Valley Foundation, Inc. amenities, or common area element areas such as pools, tennis courts, or play areas.
- Facility rentals 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.
- The individual renting the facility must be onsite for the duration of the event and shall be responsible for arranging to admit caterers or other suppliers delivering items prior to a private event.
- The Pavilion and Great Room are available from 8:30 a.m. until 10:00 p.m. No event bookings may be scheduled on nationally recognized holidays. Pavilion rental and water service is weather dependent.
- In general food must arrive on site fully prepared. No cooking or grilling is permitted within the facility rental space, or on any community property or element without prior approval from the Foundation Executive Director. Hot plates, chaffing dishes, roasters, and crockpots are permitted for heating fully prepared foods. All other appliances must be approved in advance.
- Posting signs is prohibited without prior permission from the Foundation Executive Director. All decorations must be within the facility rental space. Décor may be secured with tape or "stick-um". Any fasteners that make holes like staples or leave residue on the walls or wood are prohibited. All decorations must be removed and disposed of at the conclusion of the event.
- The following are expressly prohibited: smoking, sound systems, confetti, silly string, helium balloons or tanks, water balloons, food trailers, beer wagons, port-a-tents, kiddie train rides, petting zoos, live animal rides, dunk tanks, bounce houses.
- Setup, including but not limited to, the arrangement of furnishings, decorations, and catering is the sole responsibility of the renter. HVF staff members are not permitted to assist. Renter must supply their own plates, cups, napkins, etc.
- At the conclusion of the event, the renter is responsible for cleaning, sanitizing, and restoring the facility to its original condition. All tables and chairs returned to their original locations. All foodstuffs should be removed from the facility. All garbage/trash must be placed in Foundation supplied garbage bags and placed in a dumpster blind.

- If serving 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. Under-age drinking is expressly prohibited. The Foundation’s representatives may immediately terminate the event and cause all guests to vacate the premises in the event of under-age drinking.

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 Foundation, 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

Amenity Space Occupancy Limits

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

<u>Amenity</u>	<u>Occupancy Limit</u>
South Ridge Center Great Room	50
South Ridge Center Pavilion	100
South Ridge Pool – Bather Load	184
South Ridge Baby Pool – Bather Load	27
Highlands Pool – Bather Load	128

Liability

The use of all amenities, including but not limited to the Great Room, Pavilion, pools, tennis and pickleball courts, and basketball courts, 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 Foundation, its members, officers, employees, guests, and agents harmless from 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 V Contact Info

Important Phone Numbers

EMERGENCY – POLICE/FIRE/AMBULANCE	911
Hidden Valley Security	(412) 935-6770
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) 932-2373
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
HIDDEN VALLEY RESORT (Main)	(814) 443-8000
Restaurants:	
Clocktower	Ext. 7305
Glaciers	Ext. 7308
Sunrise / Sunset Cafe	Ext. 7305/7308
Mulligans	(814) 714-1000 Ext. 2
Season Passes & Ski Info / Customer Service	Ext. 7301/7302/7303
Ski/Ride School.....	Ext. 7324
Rentals	Ext. 7312/7313
Ticket Window	Ext. 7325
Ski Retail Shop	Ext. 7314
Ski Patrol	(582) 682-7311 Ext. 7311
Golf Course & Pro Shop	(814) 714-1000
Highlands Resort Realty	(800) 227-7502
HIDDEN VALLEY UTILITIES LP (water/sewer)	(814) 443-0825
Emergency	(877) 523-8181
VERIZON	New Service (800) 837-4966 Repairs (800) 483-1000
PENELEC	(800) 545-7741
ARMSTRONG CABLE	(877) 277-5711
PEOPLES GAS - Emergency	(800) 400-4271

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