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# *Willowmere Homeowners Association*

## *Rules, Regulations & Specifications*

### Managed by

Continental Property Management, Inc.  
975 Easton Road, Suite 102  
Warrington, PA 18976  
**215-343-1550**

**Willowmere Website:  
[www.Willowmerepa.org](http://www.Willowmerepa.org)**

### Emergency Phone Numbers

<b>Police &amp; Fire</b>	<b>Emergency</b>	<b>- 911-</b>
Police	Upper Dublin Twp	215-646-2101
Fire	Fort Washington	215-646-3100
Ambulance	County Dispatcher	215-643-4111

The names and telephone numbers of Association Officers, Committee Chair Persons and Management Company may be found in the current Willowmere Homeowners Directory which is updated every year.

Revised: June 2025

## INTRODUCTION

Willowmere is a 74-unit townhouse development situated on an 18-acre tract of land (formerly part of a large estate) in Upper Dublin Township. The site, containing a two-acre pond, stream, valley, slopes, plateau and wooded area, is covered with many unique specimen trees and site preservation is one of the principal goals of the community.

The townhouse architectural style is representative of 18<sup>th</sup> Century Philadelphia and authenticates the period in meticulous detail: meetinghouse-style shed garages are clustered in courts opposite the dwelling units. Brick sidewalks along the front of the dwelling make an attractive transition between the entry courtyards and the roads. All utilities are underground.

Willowmere's common area is maintained by the Willowmere Homeowners Association of which all residents are members. Homeowners are charged a fee for these services, payable quarterly.

Each home is owned in fee simple, therefore, each owner is responsible for his/her own home and lot maintenance.

Willowmere is as sensitive to the site as it is pleasing to the eye. The Montgomery County Planning Commission has recognized the care and perseverance needed to uphold the original concept and commitment to the environment by bestowing on Willowmere its Outstanding Land Development Award in 1982.

As a homeowner, you are subject to the Declaration of Easements, Conditions and Restrictions (dated May 17, 1979 as amended), the Bylaws and by all Policy Resolutions of the Association.

This booklet sets forth a few simple guidelines for the preservation and maintenance of Willowmere. These guidelines are meant to ensure the financial soundness of our Homeowners Association; to enhance and preserve the historically accurate appearance of our property and to assure consideration for all our residents.

Note: The Willowmere Rules, Regulations and Specifications is an evergreen document and may require updates from time to time as needed, but the Board will always have the most recent document available on the website. It is the responsibility of any homeowner to review the Rules, Regulations and Specifications from the Willowmere Homeowner's Association before submitting requests for modification so that the request is within the Rules, Regulations and Specifications.

## WILLOWMERE RULES & REGULATIONS

### SPEED LIMIT AND PARKING

**Speed Limit:** The speed limit is 15 miles per hour, maximum.

**Parking:** Willowmere has very limited parking for homeowners and visitors. To promote the safety of homeowners / residents and to preserve the aesthetic beauty of Willowmere, parking regulations are strictly enforced. Residents are required to ensure contractors and visitors are made aware of the Willowmere parking rules and regulations, for the safety of the community.

- No inoperable, un-registered, or un-inspected vehicles may be parked on the property except within an enclosed garage. Registration tags and inspection stickers must be clearly visible.
- No vehicles may be parked in such a way as to obstruct fire lanes, mailboxes, garages, and passage of emergency vehicles, construction equipment
- Homeowners / residents are not permitted to park in visitor/guest parking spaces on a continual basis. Willowmere's visitor parking is for visitors only.
- Cargo vans and trucks are not permitted to be parked in the parking spaces at Willowmere. Exempt from this rule are contractors performing repairs or maintenance vehicles that are on the property for a temporary period.
- Each residence is allocated only one garage and one numbered parking space. By definition, any household with more than two cars must make arrangements to either park off premises (example: Willow Avenue), or may make private arrangements with a Willowmere resident who may be willing to loan or rent available under-utilized assigned parking spaces. **Residents may not use a guest space to routinely park their cars.**
- The use of a guest space will be limited to a "guest" or contractor that is invited by a resident. A "guest" is an infrequent visitor with a **short duration stay of 48 – 72 hours or less**. Individuals (regardless of ownership or relationship status), who have need to utilize parking on a regular basis are prohibited from using a guest space.
- If you are planning a party:
  - Suggest parking cars on Willow Avenue, or Rose Valley Way (above or below the bridge), north side facing out of the property.
  - Notify your closest neighbors
  - If guests remain with their vehicles for more than one day, the homeowner should notify their closest neighbors and the Management Company

Willowmere Street Parking:

- Homeowners / residents are not permitted to park on Willowmere streets. **Willowmere streets are designated as fire lanes and curb parking is prohibited.** The North side of Rose Valley Way facing out of the property may be used by visitors for parking if no visitor spaces are available. However, this is for visitors only, and overnight parking is prohibited.
- Homeowners / residents are not permitted to park on any Street within Willowmere on a continual basis or overnight.

Parking Violation Procedures:

- A Parking Violation Procedure is in place with fines that will be levied against homeowners / residents who continually abuse the parking regulations. First offenses will receive a warning letter. Second offenses receive a \$50 fine. Subsequent offenses receive a \$100 fine. Fines will be added to the quarterly assessment and carried on the individual accounts until paid.

- Complaints about parking must be submitted in writing to the Management Company.
- **Important:** If towing of vehicles is required, fees associated will be the responsibility of the vehicle owner.

## **EXTERIOR MAINTENANCE**

Willowmere Exterior Home Standards: In order to preserve the integrity of the 18<sup>th</sup> century Colonial Society Hill Philadelphia theme and charm within our community, every detail was and must continue to be meticulously managed and maintained. This is necessary to preserve the property, and the value of the homes for all residents, and for this reason, any planned changes / modifications to the exterior of the home must first be approved by the Board of Directors and the Architectural Committee.

The exterior maintenance of each home (brick walkways and walls, decks, courtyards, painting, roof care and repairs, shutters, gutters, downspouts and building surfaces) is the responsibility of the individual homeowner.

## **WILLOWMERE ARCHITECTURAL STANDARDS**

### **Windows, Door Frames, Screens, Storm Windows, Front & Storm Doors**

- Window frames, door frames, screen frames, storm window frames and exposed wood are painted the Independence Hall White (Sherwin Williams – custom color formulas for Willowmere, available at Springhouse Sherwin Williams store) **In all cases**, please consult with the Management Company for validation prior to any exterior painting project to ensure the paint formula is accurate. Request for exterior modification **for any change in paint color requires an Exterior Request for Modification Form** submitted to the Management Company. Large color boards for all approved colors can be obtained / borrowed from the architectural committee upon request.
- Storm doors must match the home trim color (Independence Hall White) or match the color of your front door.
- Storm doors / Screen doors must be Pella, full glass (plain, not etched). These doors are available through Lowes, and Pella's version of our trim color is called Poplar White.
- If replacing marble threshold, replacement must match original marble selection
- Front doors must match the color of the shutters, or
  - Be painted Independence Hall White to match the trim, or
  - If shutter color is Independence Hall White, front door may be a different color selected from the approved historic color selections
- Window Replacements must match existing, and must be Pella Reserve Series, Double-Hung with Integral Light Technology 7/8 inch OGEE grilles, and clad conforming to Independence Hall White. Pella's trim exterior color finish is Soft Linen (formerly poplar white), OGEE, OGEE Standard. Identical windowpane configuration must be followed. Note: "Cottage Style" windows are used on the second-floor windows throughout Willowmere. Residents are responsible to ensure the window installation matches the existing style with the supplier. Any deviation is subject to the approval by the Board.

## Replacement Sliding or French Patio Doors

Replacement of existing sliding or French patio doors requires prior approval, and can be purchased from Pella directly, or through Lowes, with the following specifications:

- **Pella Reserve Series** Endura-Clad Wood doors with 7/8-inch Traditional OGEE grill pattern, exterior trim color to be Soft Linen. Note: If selecting grilles between the glass, color selection of grille must be Soft Linen (custom) or ivory.
- Existing exterior molding (trim) surrounding the door must be the same 5 ½ inch wide by 1 ¾ deep trim with bead edge that exists throughout the community. If in need of repair, wood trim can be painted (Independence Hall White Paint), or a composite product, such as Fypon, can be used as long as it is identical to the style and size of the existing trim, and should also be painted Independence Hall White.
- Bottom rail of the Pella door style can be either traditional or contemporary.
- Alternatively, if replacing patio doors that face the rear view of the home, residents may select either the Pella Reserve Series (as shown above), or the **Pella Lifestyle Series** (for rear patio doors only). These doors must also have grilles, with trim to be Poplar White (as available), or Soft Linen and must adhere to the trim requirement as stated above. The bottom rail of these doors is only available in contemporary style. Note: If selecting grilles between the glass, color selection of grille must be Soft Linen, Poplar White (custom) or ivory.

## Shutters

- The Willowmere Shutter specification is as follows:
  - Timberlane, Inc is the sole approved Willowmere shutter manufacturer; Purchase of shutters from other sources requires approval by the Board of Directors
  - All replacement shutters must match existing style (raised panel), thickness (1 5/16 inch), panel configuration and size per specifications on file with the Management Company
  - Approval by the Architectural Committee and the Management Company is required prior to any work being performed
  - Shutter colors are listed under Approved Paint Colors within this document
- Shutter hardware must exactly match original black shutter hardware, when replacement is necessary
- In each grouping of 4 residences, the same shutter color cannot be used more than once. If you have an end unit, the shutter color must not be the same as the home on the adjacent side of the end unit residence. Example: Unit 1603 and unit 1700 should not have the same color shutters.
- Within Willowmere no one chosen shutter color will exceed 20% of the total units within the community (15 homes). For this reason, new requests to change shutter color to Black or Independence Hall White shutters cannot be approved at this time.
- Shutters should be either semi-gloss or satin exterior paint finish

## Front & Rear Gates

- Any change to an exterior gate (front or rear) requires and approved Exterior Modification Form prior to any work commencing and must meet Willowmere's architectural guidelines.

Aluminum and or/ plastic or resin composite gates are not permitted in the front or rear of the property.

- Front gates must be wood, exact size and shape as the original plan gate. Independence Hall White can be used throughout Willowmere on any wooden gate, and particularly where there is Independence Hall White fencing attached to the property, or within close proximity, or may match the shutter color of the house
- Rear accent gates installed prior to 2022 have been grandfathered. Replacements of rear gates should match existing shape/size, and any alteration or change to the gate must be pre-approved prior to installation

### **Approved Paint Colors**

- Prior to any exterior painting project, please consult with the Management Company. The architectural committee has painted color boards for each approved paint color which can be provided to help you with your paint selection, and to ensure your paint store can duplicate the original color with accuracy. Exterior paint must be semi-gloss or satin finish.
- All paint colors below are from the original "Authentic Colors of Historic Philadelphia," brochure. **In all cases**, please consult with the Management Company for validation prior to any exterior painting project to ensure the paint formula is accurate.
- Battlefield Moss
- Sweetbriar Sand
- Constitution Tan
- Elfreth's Alley Brown
- Fort Mifflin Brown
- Belmont Blue
- Tower Stair Hall Blue
- Congress Hall Red
- Westtown Red
- Penn Red\*
- Flintlock Gray
- Quaker Gray
- Liberty Gray
- Franklin White
- Independence Hall White\*
- Independence Hall Quill
- Revolutionary Gold
- Tun Tavern Green
- Essex House Green
- Black (Tricorn Black)
- Exterior Stucco: Paint color will be specified at Sherwin Williams, under the Willowmere account

\*Note: The formula for Independence Hall White (for Willowmere) is available on file at Sherwin Williams in Springhouse. Efforts are underway to ensure this formula is made available at other

Sherwin Williams locations. \*Penn Red is no longer available, but if matched to a color board, it can be used to re-paint previously approved existing shutters/doors.



## **Exterior Lighting Fixtures**

- Original exterior house lighting was hand-crafted by a tinsmith to mirror period appropriate lighting fixtures.
- Every effort should be made to repair and maintain the historic heirloom fixtures on your home. If original exterior lighting fixtures cannot be repaired or replicated exactly, at a minimum the fixture must meet the following standards:
  - Closely resembles original lighting fixture within Willowmere (Note: efforts are under way to list examples of approved fixtures (make/model) and suppliers on the Willowmere Contractor Listing )
  - Clear (not frosted) glass, with 2 (minimum) to 4 candle lights
  - Clear light bulbs, or Warm White if LED (resembling incandescent lighting not to exceed wattage verbiage), 25 watt, or 2w LED
  - Fixture finish only in copper (that is weathered, or will patina), black, or dark bronze to match existing historic lantern themes
  - Complete and submit request exterior modification form, which requires Board approval prior to installation of ALL exterior lighting fixtures
  - Retain the original fixture (do not discard) as some of the parts may be useful to existing common area lighting. CPM will pick up the fixture, provided sufficient notification, and will retain the fixture
- In ground pathway exterior lights require prior approval. In ground lights are to be discrete (low) and not exceeding 11 inches total in height. The approved standard for visible pathway lighting is NUVO 76-632 Pagoda Pathway light in Old Bronze finish.
- Exterior Lamp Posts are maintained by the Willowmere HOA. Decorating the posts (lights, hanging baskets, decorations, etc.) is prohibited.
- Garage Lights and in-ground tree lights in common areas are managed and maintained by the Willowmere HOA and may not be altered. If bulbs require replacement, please contact CPM.

Note: The architectural committee will be providing pre-approved fixture selections from Denny Electric, 61 Butler Pike, Ambler PA, as well as other sources in the future. Denny may provide repairs to existing fixtures, see Stewart on-site, 215-628-8880.

This fixture has been successfully utilized at Willowmere and is available on-line or through Denny Electric: Livex Westover model 2281 – in black or charcoal

## **House Number Signage**

- Should be black colonial numbers (for consistency), affixed to the front gate (if applicable, and can be obtained through most hardware stores, or Knobs & Knockers in Lahaska)
- Can be to the left or right of front door, and should match uniformly the original colonial period house number signage plaques
- Requires final approval from the Board of Directors / Architectural Committee for any change / modification, or any signage being adhered to brickwork

## **Fence / Railings / Decks / Privacy or Decorative Enclosures**

- Fencing / screening must be wood picket style (not lattice) and painted Independence Hall White. Permits may be required by the township for fencing projects.

- Exterior railings must match existing Willowmere community railings, Flat top ledge, Basic Picket Rail, with Alternating Pickets, #SR2, which can be obtained through Anderson Ironworks in Oreland, PA. Deck railing height is to be 36 inches from the deck floor.
- Fence, railing and exterior enclosure projects must be approved by the Board of Directors /Architectural Committee
- Decks require an exterior modification form and must be pre-approved. Deck railings are to be wrought iron, same specification as the exterior railings above, and may not have decorative finials on or between the posts.
- Approved deck paint colors are Independence Hall White, Sequoia Red, or Brown (all colors must be pre-approved by the Management Company).
- Privacy trellis style should be either Chippendale, or Chinese Chippendale style. Any privacy screening and/or privacy trellis must be pre-approved by the Architectural Committee / Board of Directors.

### **Security Cameras**

- Camera should be compact in size, mounting location should be inconspicuous and match mounting surface color – example brown color for brick, and if affixing under the roof overhang, Independence Hall White to match the trim.

### **Exterior Signage**

- Resident and Guest parking spaces are clearly identified with white painted lettering / numbers. No additional signage (example: no parking, guest, etc.) shall be installed at the parking space, either in the ground or affixed to brick/stone walls.
- No signage of any kind (other than open house and for sale/rent signs specified in “For Sale / For Rent” section), shall be displayed on the home, property, or common area of Willowmere

### **Required Forms**

#### **CHANGES / ADDITIONS TO HOME & PROPERTY EXTERIOR**

No architectural changes / modifications shall be made to the exterior of a townhome or garage structures (not owned by homeowners), including painting, unless you have received the prior written consent of the Board of Directors of the Homeowners Association.

Examples of such changes include but are not limited to fences, brick walls, roofs, solariums, lighting, patios, house number signs, **or any other change to the exterior of your residence**. The procedure for obtaining approval of the Board of Directors is as follows:

1. A Request for Approval Form must be submitted to the Management Company along with drawings or plans and proof of insurance for the contractor doing the work. The insurance certificate must name the Willowmere Homeowner’s Association as additional insureds. Indicate if the request is for Exterior Modification, Architectural, Landscaping, or a Notice of Work (courtesy) nature. The request form can be found on the Willowmere Website, [www.Willowmerepa.org](http://www.Willowmerepa.org)
2. It is recommended that you notify your neighbors of the date and nature of the work to be done to avoid concerns on parking availability.
3. The Management Company will forward your request to the Architectural Review Committee
4. The Committee will present your request and their recommendation to the Board of Directors for a final decision

5. No work can begin until there is a written letter of approval from the Homeowner's Association, indicating board approval for your proposal. We recommend you plan ahead; Approvals will be provided within 30-days from the date of request submission.
6. After homeowner receives written approval and before work begins, all necessary permits and/or licenses must be obtained, and a copy submitted to the Management Company

Note: Should the common ground be damaged during construction of any exterior change by the resident, their guests, their contractors or sub-contractors, it is the responsibility of the homeowner to restore the grounds to its original condition, to the satisfaction of the Board of Directors.

No work may be performed in the parking lot in spaces between resident's parked cars. Residents are responsible to ensure their contractors follow the rules of Willowmere and clean up daily to ensure no debris is left behind.

### **VEHICLE CHARGING POLICY**

The garages at Willowmere are owned by the HOA. The existing garage infrastructure has limited accommodations. At this time, and based on safety analysis conducted, full EV vehicle charging is prohibited. Level 1 PHEV vehicle charging **may** only be approved on a case-by-case basis, based on garage conditions, and with an estimated annual fee to the homeowner. Before purchasing a vehicle that requires charging, please contact CPM.

### **GARAGES**

The garage structures are owned and managed by the Homeowners Association and are to be used to house vehicles. In addition to any car, any additional space within the garage may be used for storage but care must be taken to preclude damage to the garage structure. Any modifications intended to be made to the garage structure exterior or interior requires prior written approval of the Board.

A single exterior exception exists as outlined below, but will only be granted under the following conditions, and with prior written approval.

- Flower/plant baskets may be considered for the garage exterior, provided there is a dedicated volunteer / commitment to maintain the plantings and baskets for the entire street, on all garages (not just one), throughout all seasons.
- If baskets and plantings are not maintained or fall into disrepair, they will be removed, and the residents responsible will bear the cost of repairs to the exterior structure.
- No more than one basket (for 2 car garage structure) or 2 baskets (for 4 car garage structure) are to be placed on the garage exterior in the location specified on the approved request form.
- Costs of materials and seasonal plantings are the responsibility of the residents; no plastic flowers are permitted.
- Baskets must all match existing style/color/size (current examples on Rose Valley and Meissen)
- The option to display plant baskets on garages requires a vote approval by the residents on the street in question and is an "all or none" decision for consistent appearance.
- Nothing else of any kind (ornamentation) is permitted at any time to be attached to garages, strung on garages, or set in front of them
- Homeowners should test their emergency keys monthly to ensure they work.

- Homeowners are responsible for replacements of the lock for lost keys, any repairs or emergency calls to learn how to use their emergency keys/lock.

Vans, pick-up trucks or unconventional four-wheel drive vehicles, are to be kept in garages. No boats, motorcycles, commercial vans, trucks and vehicles, recreational vehicles or trailers may be kept on the property.

Garage doors must be kept closed when not in use. Obstructing or parking in garage entrances is prohibited. Homeowners / residents are responsible for their garage door keys and door opener and are encouraged to install emergency releases in their garage doors in case of electrical malfunction. Keeping an extra set of keys is recommended. The HOA will not reimburse residents for locksmith fees/lost keys.

Trash is to be placed neatly in front of garages but not until after 6:00 p.m. on the day before pick-up is scheduled and placed inside the garage on the same day the trash is picked up as a courtesy to neighbors and the community. Trash pick-up schedules will be posted on the Willowmere Community website.

### **COMMON GROUND**

No pruning or removal of plantings; no additions or construction of any kind or changes may be done on common ground without first submitting a letter and drawings to the Architectural or Landscaping Review Committee and securing written approval from the Board of Directors.

The common ground is for the pleasure and use of all homeowners and should be kept clean at all times. Any damage to the common ground must be repaired / restored at the expense of the homeowner involved.

Should a homeowner obtain permission from the Board to plant on common ground, an agreement must be passed on to the future owners for maintenance responsibility and upkeep.

The pond is one of Willowmere's most attractive assets. The Homeowners Association has the latent responsibility if trespassers or unaccompanied children or grandchildren of residents are injured on or around the pond. Children must be accompanied and supervised by an adult at all times. Trespassers should be reported to the Upper Dublin Township Police Department.

- No playground equipment shall be permitted
- No storage of items is permitted on common ground
- Flower / Plant pots may not be placed on common sidewalks or common lawn areas
- Outdoor furniture (chairs, etc) or fixtures of any kind (bird feeders, lighting, potted plants, etc) are not permitted on the lawns / grounds of common areas
- Community Events and/or private party events occurring on common ground MUST be coordinated in advance and require prior Board approval. Residents can use the standard approval form, located on our website.
- No Trespassing signage is posted at the front entrance to Willowmere. Fishing in the pond is only permitted for residents of Willowmere and their families. Trespassing on the property and use of common space or road ways by others should be reported to the police, by dialing 911.

### **LANDSCAPE INSPECTIONS**

In late Spring, the Architectural Committee, Landscape Chairperson and the Management Company will make an annual inspection of the landscaping and gardens, of each individual homeowner including those areas of the common ground that have become or have been approved as a homeowner's responsibility.

The purpose of the inspection is to assure that all necessary maintenance has been performed and that any weeds, dead or dying plants, trees or bushes and clutter be removed to preserve the appearance of our community and for the consideration for your neighbors.

Similar notice letters as with Architectural Inspections will be sent to the residents who are not in compliance.

### **ARCHITECTURAL INSPECTIONS**

The Architectural Committee and the Management Company will make an annual inspection of the exterior of all the individual units, including courtyards / patios / decks in the Spring. Residents will be notified of any suggested repairs or replacement items.

A second inspection will be made approximately 60 to 90 days later to re-inspect the units to confirm the suggested repairs or replacements have been made. Any other major issues on a homeowner's property may also be noted at that time, together with a reminder request to perform the original work.

If extraordinary circumstances prevent the homeowner from making the noted repairs or replacements, please submit a letter to the Management Company so that they may inform the Board of Directors accordingly.

If and when a contractor needs exterior access to another adjacent property, homeowners should request permission in advance, and in a cooperative spirit coordinate the work to be done. Homeowners are reminded that contractors are responsible for any damages and repairs should they occur.

Homeowners are reminded that under the terms of the Declaration, if the repairs or replacements continue to go uncorrected without any reasonable explanation by the homeowner, the Association after appropriate notice may enter onto the premises to perform the necessary work at the expense of the homeowner.

### **HOLIDAY DECORATIONS**

All holiday decorations should be simple and quiet. Candles with white lights in the windows together with Holiday greens are appropriate and in keeping with the 18<sup>th</sup> century atmosphere. Colored or flashing lights may not be used. Holiday decorations may not be placed on / strung on garages. All Holiday decorations must be removed two weeks after the holiday. All other seasonal decorations must be timely removed.

### **PRIVATE PROPERTY MAINTENANCE**

It is the responsibility of each homeowner to maintain the appearance of their lawn, shrubbery, patio, wall fence, deck, etcetera on their private property. Regular maintenance, (including but not limited

to raking and disposing of leaves, broom sweeping areas that could be slippery due to inclement weather, trimming and pruning of trees) should be done to maintain a safe well-kept exterior appearance. Larger trees should be trimmed back each season so that they do not become overgrown and problematic especially if affecting common walkways. Prior written authorization is required for removal and/or replacement of trees. Replacement of existing small shrubs (like for like) does not require prior authorization. Grass on private property is to be cut weekly from April through October inside your courtyard.

Special care is to be given to front and rear patio areas. Trash containers should not be stored in front patio (visible) or rear patio areas visible to neighboring units. In an effort to maintain Willowmere's Colonial Philadelphia era aesthetic, owners and tenants are prohibited from using artificial (silk or plastic) flowers when landscaping in their gardens. Plants placed on brick walls / decks must be maintained and not encroaching on neighboring home walls. Plastic containers are discouraged. Empty pots, mulch bags and gardening materials should be put away and kept out of sight when not in use.

Patios and decks should be neatly maintained, minimizing excess clutter and debris. Children's toys, bikes, etc. should be put away when not in use.

Brick and stucco exterior walls should be maintained / kept clean, with occasional gentle power washing as needed.. Brick repairs must exactly match existing brick selection, which in many cases is Glen-Gery Brick (available through your contractor, or directly from Landis Block in Souderton, PA). Masonry contractors are listed on the contractor list, available on the website.

No medallions or plaques may be placed on brick exteriors. Plaques installed prior to 2024 are grandfathered.

## **FIREPLACES AND FIREWOOD**

Firewood should be stored, neatly stacked, in an inconspicuous place (not in the front or side yard). Chimneys should be inspected yearly and cleaned regularly to prevent chimney fires. Given the age of these structures, it is strongly recommended that your chimney inspection be performed by a certified inspector which includes a camera check of the chimney and liners. Cracks in the ceramic liner can expand and become a contributing factor to a chimney fire. Recommended chimney inspection vendors can be provided by Continental Property Management.

Since the wood shingle roofs could be a fire hazard, only seasoned hardwood should be used in your fireplace. Avoid soft woods such as pine or fruitwood, or synthetic logs. In addition, chimney caps or spark screens are strongly recommended.

## **HEATING AND COOLING EQUIPMENT**

Heating and cooling units should be inspected twice annually. Noisy units can be an annoyance to neighbors.

When heat pumps must be replaced, they must be replaced "in kind," in the same location, and must be camouflaged with greenery or screened with materials pre-approved by the Architectural Committee and the Board. Picket fencing painted Independence Hall White is the recommended standard for screening of exterior equipment, including propane tanks (if applicable), that are visible from the street view. An approved request for exterior modification is required for replacements, and

for any requests to convert to propane for cooking/fireplace applications.

## **GUTTERS, DOWNSPOUTS AND EXTERIOR VENTS**

Since Willowmere is full of beautiful, mature trees, the gutters and downspouts are exposed to leaf clogging and therefore should be cleaned twice a year; once in the Spring and once in the Fall, after the tree leaves have fallen. Cleaning in the Fall will minimize ice damming. Downspouts must be maintained in either copper (preferred installation), or painted an all-surface enamel satin paint (Sherwin Williams Turkish Coffee, SW 6076, formerly Sherwin Williams SW 6006, black bean)

Downspouts running against the brickwork on the exterior of the home must be uniform in shape (tubular). Corrugated downspouts are not to be installed. Exhaust vents (laundry, cooking, etc) should be painted to match the brickwork color.

## **ROOFS**

Roof installations require a notice of work form prior to the work commencing. The following specifications must be met and referenced on your vendor's quote:

- 18" Taper Sawn Cedar Shakes with 7/8th thickness and 7.5" exposure
- Stainless steel nails are to be used
- All specifications will be done to the Cedar Bureau recommendations, requirements and guidelines
- Copper gutters and flashing

A listing of roofing specialists who have worked at Willowmere previously with acceptable results are available through the management company. **Important:** Any deviation from the approved community specification, will require re-work at the homeowner's expense to meet the specifications as stated above.

## **AWNINGS & UMBRELLAS**

A retractable lateral arm awning may be permitted over decks or patios in the back (not front) of townhouses. The approved awning is one neutral solid color (no patterns or stripes). New awnings or awning replacements must be approved in writing (architectural or request for modification) by the Architectural Review Committee. The awning must be kept clean and in good order by the homeowner to maintain the aesthetics within the community. NOTE: Tresco Linen by Sunbrella is a pre-approved fabric color which has been used successfully at Willowmere.

Patio umbrellas are permitted in the rear deck/patio areas (not in front visible areas), should be a solid neutral color, kept clean and in good condition. Patio umbrellas are to be collapsed when not in use during the summer season, and must be removed from the patio area by October 15 each year, and stored in the garage or indoors for the winter.

## **WINDOWS / DORMERS**

All shades, curtains or drapery linings are to be white or off-white to present uniform appearance from the street. Interior shutters or blinds are also acceptable and should be off-white, or white.

Replacement windows are to be Pella Reserve Series Double-Hung windows, exterior color/finish is Enduraclad Soft Linen (formerly poplar white), sash panel OGEE, OGEE standard, with Integral Light Technology 7/8 inch OGEE grilles ~~with grids~~ and clad conforming to Independence Hall White (see Architectural Standards section). The window style and pane count must be “like for like” replacements. All others are subject to approval by the Board. All windows, including replacements, must have mullions and must be approved as an exterior modification prior to installation. Important Note: Throughout Willowmere “Cottage” style windows are in place typically used on the second floor level. This style must be replicated if replacing windows. Homeowners are encouraged to carefully check the proposal for window replacements to ensure exact style replacements. Lowes is an authorized supplier of Pella window and door products, or residents may purchase directly from Pella (see contractor listing information on our website).

Dormer painting/siding must confirm to Willowmere standards, 3/4 inch bevel Williamsburg Bead siding. Exact specification and contractor referral information is on file with CPM. Before beginning siding replacement, homeowners are to ensure their contractor is aware of the requirements, and that an exterior request form is provided in advance.

## **TRASH COLLECTION**

Trash and recycling collection is made early on Mondays.

1. Trash and recyclables should be placed outside **after 6 p.m. the night before trash pick-up**, in secured trash containers (preferred) or tightly sealed tied plastic bags
2. Disposal of oil or paint cans must be disposed in conformance with state or local environmental regulations
3. Empty trash containers should be put away as soon as possible, on the same day trash is picked up. Trash containers may not be stored in evidence at the front, rear, or the side of your property, visible to neighbors and guests.
4. Form the habit of retrieving spilled or stray trash whenever possible anywhere within Willowmere.
5. Recyclable cardboard must be broken down (flattened), and must not be soiled or wet

## **MISCELLANEOUS**

- No outside cable wires or exposed antennae are permitted
- Positively no satellite dishes are permitted on the exterior of the building
- No laundry is to be hung outdoors
- Outdoor children’s toys, strollers, etc. must be taken inside when not in use, and cannot be left out on patios and/or decks overnight
- Patios and decks must be kept orderly, and free of clutter / excess debris, remaining out of sight, and not visible from community property / neighboring units.
- Private events on common ground must be pre-approved in advance (see Common Space above)

## **PETS**

- Pet owners must comply with all township pet ordinances



- When outdoors, pets must be **controlled and on a leash at all times** and must be under the supervision of their owners
- **Owners must pick up immediately after their pets;** even on their own property. Pet owners are responsible for properly and promptly disposing of pet waste using their own trash containers.
- No animals are to be left alone outdoors, for long periods of time.

Violations for any of the above offenses will be fined as follows:

\$50 – first offense

\$100 – second and subsequent offenses

Fines will be added to the quarterly assessment and carried on the individual accounts until paid.

## **RENTALS**

The Willowmere Homeowners Association has very specific rules and regulations about the rental / leasing of homes that are detailed in the Association's "Leasing of Dwelling Units" Resolution available from the Management Company. There are significant fines for failure to follow these rules and regulations, including but not limited to:

- Unit owner must provide a copy of the written lease to the Management Company 10 days prior to tenant occupancy
- Lease must be in writing and for a term of not less than one year
- Unit owner and tenant must execute a "Lease Addendum" and all other related documents as called for in the Policy Resolution.
- As part of the lease agreement, tenant may not have more than 2 vehicles on Willowmere property.
- Lease renewals are subject to the same guidelines as listed above

Unit owner is responsible for providing a complete set of Association Documents to the tenant. Tenant must abide by all documents. If tenant does not, the homeowner shall be responsible (attached copy of Documents to be submitted). The homeowner / landlord shall not be released or relieved from the responsibility for the payment of any charges or assessments levied by the Association, nor shall homeowner landlord be released or relieved from compliance with all terms and conditions of the Association Documents.

## **RESALE OF HOMES**

Pennsylvania law requires that a Resale Certificate be given to the potential buyer purchasing into the Homeowners Association. Sellers or sellers agent is responsible for purchasing a resale package from the Management Company.

Written notice of the sale of any home shall be given to the Management Company as soon as an agreement of sale has been reached. Upon request of a Resale Certificate form the seller or its agent, the Management Company has legally ten days to produce the documentation for settlement purposes.

## **OPEN HOUSE**

Guidelines for conducting an "Open House" at Willowmere:

- Realtor must contact the Management Company one week prior to the anticipated Open House
- Directional signs may be permitted for "Open Houses"
- Sign must be removed by 4:00 p.m. of the same day of the Open House
- No balloons, please

### **"FOR SALE" OR "FOR RENT" SIGNS**

One sign, no larger than four square feet, shall be permitted to be installed in the window of a unit to show the unit "For Sale" or "For Rent."

One sign shall be permitted to be installed in the front yard of a unit or the wall or gate to those the unit "For Sale" or "For Rent."

No signs are permitted on common ground or at the entrance of the property.

An "OPEN" shingle may be hung from a "For Sale" sign on a townhouse participating in an Open House.

### **HOMEOWNER EMERGENCY CALL NUMBERS**

The Management Company maintains a list of telephone numbers to be called in an event of an emergency when the homeowner is not available. All residents (including tenants) are urged to supply the Management Company with a number or numbers to contact in the event of such an occurrence.

### **GENERAL VIOLATIONS**

In the event of continual violations of the Documents, Rules and Regulations of the Association, the Board, after providing a warning notice to the offending homeowner to correct the offense, will impose a fine of \$50 for the offense, and \$100 for any subsequent offenses.

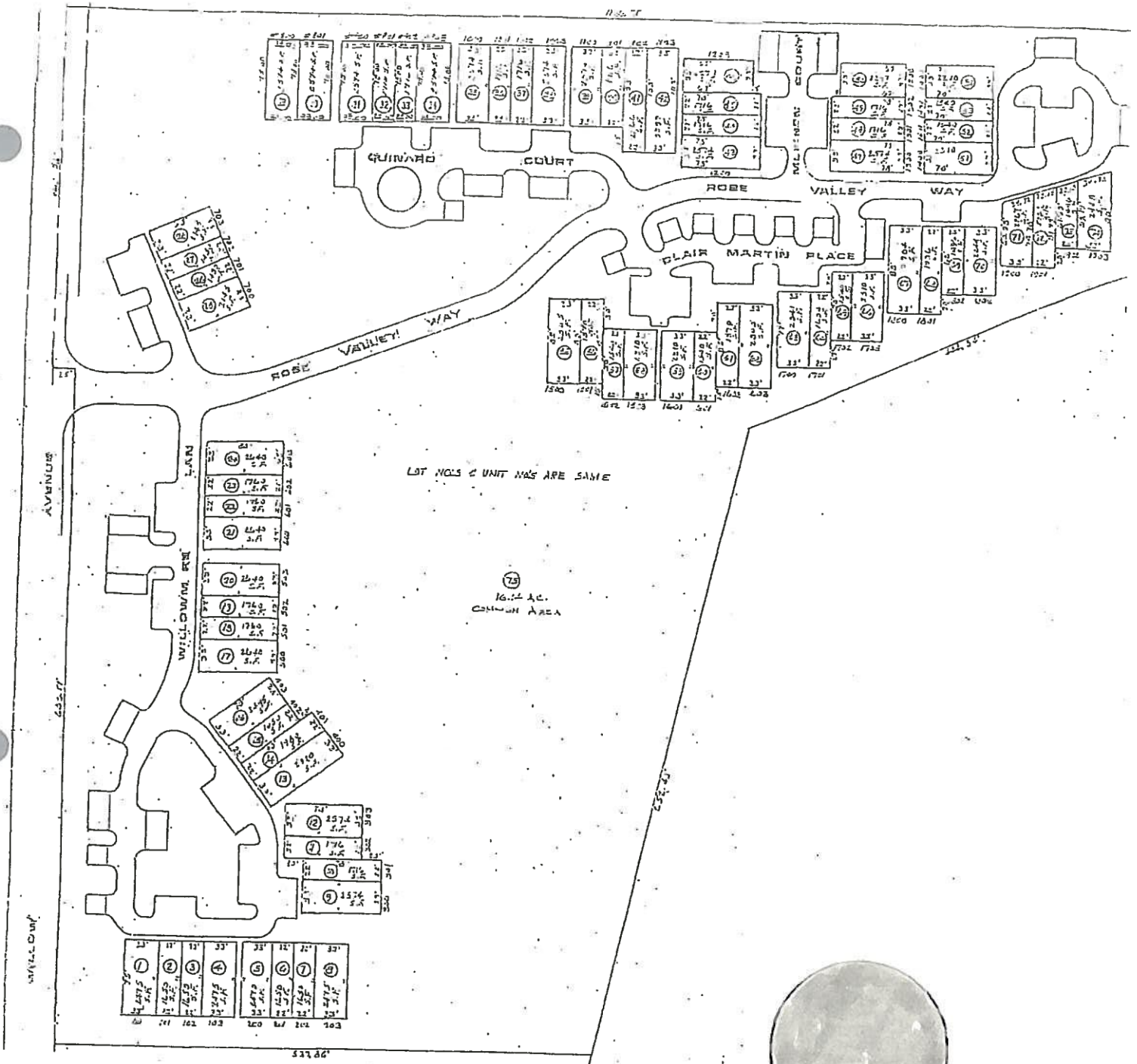
- a. In the event that non-compliance is not corrected and/or the fine is not paid, the Board of Directors may take legal action to obtain payment of the fine and/or compliance with the regulation. The following costs will be assessed: enforcement costs, including the court costs, attorney's fees, etc.
- b. A judgment awarded by the Court which remains unpaid constitutes a lien on the property.

### **MANAGEMENT COMPANY**

Continental Property Management, Inc. can be reached at 215.343.1550, or by email: [c.oliveira@cpm975.com](mailto:c.oliveira@cpm975.com)

These community guidelines may be revised from time to time.





Willowmere

GUEST  
PARKING

WILLOW

WILLOW

605.17

25'

75'	11'	11'	21'	33'	13'	21'	21'	33'
①	②	③	④	⑤	⑥	⑦	⑧	
2475 S.F.	1650 S.F.	1650 S.F.	2475 S.F.	2475 S.F.	1650 S.F.	1650 S.F.	2475 S.F.	
100	101	102	103	200	201	202	203	

78'	33'	33'
⑨	⑩	⑪
2574 S.F.	1716 S.F.	1716 S.F.
300	300	300

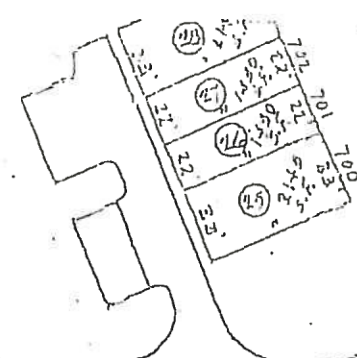
75'	33'	33'
⑫	⑬	⑭
2475 S.F.	1650 S.F.	1650 S.F.
400	400	400

33'	33'	33'
⑮	⑯	⑰
2640 S.F.	1760 S.F.	1760 S.F.
500	501	501

33'	33'	33'
⑱	⑲	⑳
2640 S.F.	1760 S.F.	1760 S.F.
500	501	501

LOT NO'S 1

WILLOW VALLEY







11064-71

