

POCONO PINES COMMUNITY ASSOCIATION  
CODE OF CONDUCT  
Effective January 31, 2021

Lake Naomi and Timber Trails Communities are a haven for families seeking peace, tranquility, natural beauty and exceptional recreational opportunities. To preserve that environment, the general rule to follow is the Golden Rule – behave toward others as you would want them to behave toward you. We believe that you will find that the following more specific rules flow directly from that basic premise, that they do not restrict your enjoyment, but are sensible guidelines to ensure everyone's enjoyment of all that our Communities offer.

These rules are a supplement to, and do not supersede, the Deed Restrictions, the Architectural Standards and the Association By-Laws, all of which should be considered to be incorporated into this Code of Conduct and its enforcement. Taken together, all of them form the basis of good citizenship and well-balanced co-habitation by all residents in the Communities.

A. DEFINITIONS

“Club” means the Lake Naomi Club.

“Association” means the Pocono Pines Community Association, or PPCA.

“Associations” means the Pocono Pines Community Association, the Timber Trails Community Association, both together and individually.

“Communities” means all properties within the boundaries of or under the control of the Club or the Associations.

“Member” means any member of the Association, including all persons in the Member's family.

“Guest” means any person who is present in the Communities with the permission of the Member.

“Tenant” means any one or more persons for which the Member intends to lease the Member's property.

“Visitor” means any person who is present in the Communities with the permission of the Club, the Associations, or a Member.

“Member, Guest, Tenant, and Visitor” shall collectively be known as Person(s)

B. GENERAL CONDUCT STANDARDS

- 1) Every Person shall treat all other Persons and the staff of the Club and the Associations with courtesy and respect. Insulting, lewd, vulgar or impolite conduct and behavior are expressly prohibited.
- 2) Every Person shall treat the physical properties of the Club, the Associations and other Members with due care and respect and shall not knowingly cause damage to any of them.
- 3) In all matters involving safety of persons or property, or other emergency, every Person shall obey the instructions of the staff of the Club and the Associations.

- 4) Every Person shall follow and comply with the Association's and the Club's Bylaws, Deed Restrictions, and this Code of Conduct.
- 5) Every Member shall inform every Person of all provisions of this Code of Conduct and shall be responsible for any breach thereof by any Person under their sponsorship.
- 6) Any Member who is not a member of the Club shall not use any of the Club's amenities.

#### C. BEING A GOOD NEIGHBOR

- 1) The use of sound producing devices such as radios, televisions, music equipment, instruments and the noise from gatherings, such as parties, picnics, family gatherings or reunions, shall be monitored and restricted to avoid disturbing the tranquility and peace and enjoyment of other Members. A Person shall not cause or permit any noise that intrudes on the Member's neighbors after 10:00PM on weekdays or 11:00PM on weekends and holidays.
- 2) The use of any noise-generating equipment, including lawn mowers, chain saws, power washers, weed trimmers and blowers are prohibited weekdays between the hours of 7:00 PM and 8:00 AM and on weekends between the hours of 4:00 PM and 9:00 AM.
- 3) A constantly barking dog is a noise violation.
- 4) Any lighting devices on a Member's property shall be regulated and restricted so that the emitted light does not intrude onto the property of any of the Member's neighbors.

#### D. PROPERTY MAINTENANCE

- 1) No Person shall blow leaves or place debris or other refuse in drainage ditches and/or swales.
- 2) Dumping of garbage or debris, or littering in the Communities is not permitted. Littering is also against Pennsylvania State Law and additional fines may be assessed by State/Municipal/and County Laws.
- 3) Clearing a driveway of snow by plowing across the road (cross plowing) is not permitted
- 4) All Persons are to be conscious of natural debris on their property. Some natural debris is acceptable and even welcome as it provides habitat for woodland animals. However excessive debris on properties is not only aesthetically unpleasing but is a fire hazard.
- 5) Placing piles of debris by the roadside for any length of time is not permitted. Members must make prior arrangements to have debris mulched or removed.

#### E. FIRE PREVENTION

- 1) Open fires for recreational purposes must be properly contained within a rock pit or in a proper fire pit container. Fires must be attended to at all times by an adult with a working water hose or fire extinguisher. At no time should recreational burning be placed in the setback areas and consideration should be given to neighboring homes that can be affected by smoke.
- 2) All Persons must comply with all burn bans by the State, County, Township, Club and/or the Association.
- 3) Fireworks of any type are PROHIBITED in the Communities.
- 4) Burning garbage, rubbish, leaves or construction debris is not permitted.

#### F. HAZARDS

- 1) Any condition that is determined by the Chief Ranger or Association Manager to be a hazard to public health or safety must be immediately corrected by the Member or the Association can remediate the hazard and bill the Member for the cost.
- 2) Hunting and discharging any weapon is prohibited in the Communities. Carrying a firearm is prohibited in the common areas of the Communities.

- 3) A remote control aerial device (drone) cannot be operated from any property owned by the Club or the Associations without the written approval of the Club's management.

#### G. TRAFFIC, VEHICLES & PARKING

- 1) Persons who are operating a vehicle in the Communities must obey the posted speed limits and be extremely cautious of those walking and biking.
- 2) Pedestrians and wildlife always have the right of way.
- 3) Pedestrians must walk on the left side of the streets, facing oncoming traffic.
- 4) All vehicles operated in the Communities must comply with Local and State Laws.
- 5) Parking on the roads in the Communities is not permitted, except with the prior approval of the Chief Ranger of the Club or the Association Manager. Vehicles may be towed at the Member's expense.
- 6) Passing a Lake Naomi Club Bus while it is stopped with its four-way lights flashing is not permitted.

#### H. SANITATION/TRASH REMOVAL

- 1) Persons are responsible for collecting, recycling, and removing their trash and garbage either by themselves or by a licensed trash collection service in compliance with the Community's trash guidelines. All garbage must be properly contained in a bear/animal resistant container and cans shall be placed in a wooden trash container when not in use. The use of Club amenity trash receptacles for dumping of personal household garbage is prohibited.
- 2) Permanent dumpsters for personal use are NOT permitted in the Communities. Temporary dumpsters for home building, home renovation or short clean up periods are allowed with the prior approval of the Association Manager.

#### I. PETS

- 1) All pets must be properly licensed according to State, County or Municipal laws.
- 2) It is the responsibility of the handler to pick up and properly dispose of all dog feces.
- 3) All dogs must be on a leash under 8 feet in length and under the control of their handler at all times when not on the Member's property.

#### J. WILDLIFE

- 1) Feeding wildlife is prohibited except for feeding birds using pole or tree mounted bird feeders.

#### K. RENTALS

- 1) Any Member who intends to lease their property is required to do the following prior to execution of the lease and at least 7 days prior to the Tenant's arrival:
  - a. Submit an application and the required fee to the Association's Manager.
  - b. Provide the PPCA with a copy of the lease and a list of the names of ALL those who will occupy the home during the term of the lease.
  - c. Provide Tenant a copy of the PPCA Deed Restrictions, PPCA Bylaws, this Code of Conduct, a Code of Conduct Acceptance form, and a signed certification by the Tenant that they have received and reviewed all of them and that no occupant is a person who is prohibited by Paragraph 14 of the Deed Restrictions. Such Member shall also sign the Code of Conduct Acceptance form at which time all intended occupants will be checked against the National Registry of Tier Three Sex Offender for compliance with the PPCA deed restrictions.

- d. A copy of the executed lease must be submitted to the Association.
  - e. Until all of the above is approved by the PPCA, the proposed Tenant shall not occupy the Member's property.
- 2) Failure to provide the above information to the PPCA will result in a fine in the amount of \$1,000.
  - 3) If a Member is not a member of the Club, the Member's Tenants, Guests, and Visitors do not qualify for the Club Temporary Membership. The Member must warn and prohibit their Tenants, Guests, and Visitors from using those amenities. A Member's Tenants, Guests, and Visitors found trespassing on the Club's Amenities shall result in a Code of Conduct violation to the Member.
  - 4) For those 2021 leases that have been executed prior to the Code of Conduct effective date of January 31, 2021, the Member is required to provide the PPCA a list of all the occupants that are intended to occupy the property during the term of the lease. This information is due on or before February 28, 2021.

#### L. ENFORCEMENT OF THE CODE OF CONDUCT

Member's Tenants, Guests, and Visitors are the Member's responsibility. Any activity deemed prohibited or inappropriate under this Code of Conduct, PPCA Deed Restrictions and Bylaws will result in a fine assessed against the Member. Any fines assessed will be considered an additional assessment against the Member's property and collectible as a lien against the Member's property as per the PPCA Bylaws.

Enforcement of these rules will be by the Association Manager, Codes Enforcement Officer and the Chief Ranger of the Club who will have the responsibility and authority to issue notices and warnings, require compliance, and impose fines for violations. If the Member wishes to challenge the action, the Association Board or a hearing committee of not less than three (3) residents appointed by that Board, shall hold a hearing in executive session, affording the Member a reasonable opportunity to be heard. The hearing shall be set a reasonable time and date. The Board shall send the Member notice of the time, date and place of the hearing and invite the Member and any alleged violator, to attend the hearing and produce any statements, evidence and witnesses. Without the consent of the alleged violator, the date of the hearing shall not be less than twenty (20) days from the date of the notice. The minutes of the meeting shall contain a written statement and the results of the hearing.

Fines will be assessed in the following manner:

First Offense – Written warning and up to a \$250 fine as determined by the Chief Ranger and the Association Manager.

Second Offense - \$500 fine.

Third Offense - \$1,000 fine.

Additional violation fines increase by \$500 per violation.

Violations taking place within three years of a previous violation shall be considered an additional violation and punishable according to the foregoing schedule of fines. Fines that are issued to any Person shall be issued to the Member and shall be the responsibility of the Member. Fines shall be considered as an assessment against the property and an automatic property lien, collectible as stated in the Bylaws of the Pocono Pines Community Association.

M. This Code of Conduct may be amended by a majority of the Board of the PPCA.