

# Pocono Springs Civic Association



Pocono Springs  
Civic Association  
At Home With Nature

## Complete PSCA Rules

### Section 1

- Rules and Regulations Revised May 2020

### Section 2

- Rules for Landlords Renting/Leasing their PSCA Property  
September 2017

**Note: Architectural Guidelines are contained in a separate document**

- Section 1

- Rules and Regulations Revised May 2020



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# **RULES and REGULATIONS**

The Rules and Regulations in this document dated May 2020:

- Supersede all previous Rules and Regulations documents.
- Have been reviewed and approved by the 2020 PSCA Board of Directors
- Please check the revision page for individual revision

**Revised on May 9, 2020**

**Pocono Springs Civic Association, Inc.**  
**Rules and Regulations**

## **Introduction**

And now, to wit, September 2017, the following rules and regulations are hereby enacted and adopted by the Board of Directors of Pocono Springs Civic Association (PSCA), Inc., pursuant to the powers provided to it by the community's "COVENANTS, CONDITIONS AND RESTRICTIONS," PSCA's "BY-LAWS" and Pennsylvania's Nonprofit Corporation Law and Uniform Planned Community Act.

The Rules and Regulations in this document apply to all members, their residents, and their guests. Members shall be held responsible for any and all infractions by themselves, their residents, and their guests. It is the Member's responsibility to inform them of the Covenants, By-laws, and Rules and Regulations of PSCA. Any fines imposed from these infractions will ultimately be the responsibility of the member/homeowner.

In addition to the rules in this document, all Federal, State, and local laws will be followed.

While this document covers most situations, not all situations can be represented. In the event of something that is not covered, it must be presented to the Board in writing for a final decision.

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## **DEFINITIONS:**

**Amenities:** Any and all of the common property, including, but not limited to roads, recreation facilities, green areas, including the lake and dam, administration and office facilities, owned and/or maintained by Pocono Springs Civic Association, Inc. This term may be used interchangeably with the term “Common Area.”

**PSCA:** Pocono Springs Civic Association (PSCA), Inc. A nonprofit corporation organized and existing under and by virtue of the corporation laws of the Commonwealth of Pennsylvania, and charged with the duty and authority of promulgating, enacting and enforcing rules and regulations, by-laws, covenants, conditions and restrictions in the development known as Pocono Springs.

**Board:** The Board of Directors of PSCA.

**Development:** The development, known as Pocono Spring Estates, is located in Sterling Township, Lehigh Township, and Dreher Township, Wayne County, Pennsylvania.

**Hearing Board:** A board designated by the Board of Directors of Pocono Springs Civic Association, Inc. to hear appeals of violations brought under these rules and regulations as outlined herein.

**Member:** The Member shall be identified as the person(s) whose name(s) appears on the deed of the property located in PSCA. The terms member and homeowner are interchangeable in this document.

**Member In Good Standing:** As defined in the Association By-laws. Section 4. A member in good standing shall be any person or entity who is in compliance with all rules, regulations, restrictive covenants and by-laws, including, but not limited to, the payment of dues, assessments, fines and other charges-to date pertaining to the Association.

**Public Safety Officer:** A person(s) that is employed, either as a direct employee or through a third-party vendor, hired by PSCA, to provide security coverage. This security protection shall consist of but not limited to, to staffing the front and rear gates and to routinely patrol the common areas, gates, and roadways of the development.

**Gate Fob & Stickers:** Gate fobs are an electronic device to be used by members in good standing for entry into PSCA. Stickers identify the vehicles, recreational vehicles, and watercraft owned by the Member and registered with PSCA.

**Recreational Vehicle:** Any motor vehicle (i.e., All-terrain Vehicle (ATV), go-cart, Utility Vehicle (UTV), dirt bike, snowmobile, etc.) specially designed or modified for recreational or pleasure use.

**Family Definition:** A group of individuals who share ties of blood, marriage, or adoption; a group residing together and consisting of parents, children, and other relatives by blood or marriage; a group of the individuals living together who have consented to an arrangement similar to ties of blood or marriage.

### **1. ALCOHOLIC BEVERAGES & ILLEGAL DRUGS:**

For fines for a violation of this section see the attached fine schedule.

ALL PSCA properties (both public and private) are controlled and regulated by provisions enacted by the Commonwealth of Pennsylvania. It is a violation of the rules and regulations for any person under the age of twenty-one (21) to purchase OR consume alcoholic beverages.

### **2. AMENITY USAGE:**

For fines for a violation of this section see the attached fine schedule

The PSCA recreation sites and facilities, (i.e., the pool, clubhouse, recreational island, lake, and other facilities), may be used by the PSCA members in good standing.

A current PSCA badge must be worn at all times while using any of the PSCA recreation sites. Badges shall be obtained and signed for, in person by the Member or with written authorization by their representative. PSCA shall issue six (6) badges for each improved lot and four (4) badges for each un-improved lot.

When as a member (in good standing) does not receive sufficient badges for the size of their family, additional badges may be purchased for \$25.00 for the summer season (Memorial Day thru Labor Day)

Any children age thirteen (13) and under must be accompanied by an adult at the pool.

Guest badges can be rented daily. All guest badges must be returned within 24 hours unless rented for a more extended period. The maximum number of badges that can be rented is six (6). They are to be returned to the office or security if the office is closed.

Smoking is prohibited where posted.

### **3. ANIMALS:**

For fines for a violation of this section see the attached fine schedule.

a) Maintenance of animals shall be as provided for under the applicable covenant, conditions, and restrictions of the Development.

Pets shall be inoculated and licensed as per Pennsylvania Law. c) Any property owner shall own no more than three (3) cats or dogs

Copies of inoculation(s) and licensing documentation shall be provided to PSCA upon request. The Owner is responsible for the behavior of his / her pet (s) at all times.

Pets, when off the Owner's Property, must be on a leash at all times and the pet must be under the control of the Owner.

No pet owner shall allow his / her pet (s) to engage in noise or conduct that may create a nuisance within the development. Pets are not permitted to roam unattended anywhere on PSCA property.

Pets, except service animals (i.e., Seeing Eye dogs, or those pets used in the assistance of disabled individuals) are not permitted on the grounds of the recreational island or where posted.

If the individual has been cited and/or fined by the Commonwealth of Pennsylvania, PSCA may also be cited and/or fined the individual.

#### **4. *ATV's, UTV's, GO KARTS, DIRT BIKES, SNOWMOBILES ETC. (aka Recreational Vehicles):***

For fines for a violation of this section, see the attached fine schedule.

Recreational vehicle operation is restricted to members in good standing\* and their guests, 12 years and older. The member must accompany guests at all times.

\*As defined in PSCA Bylaws Article 4 Dues and Assessments Section 4.

##### **A. Section A - Registration Guidelines**

- 1) All vehicles must register each year starting in March. ( PSCA may elect to adjust this date and will inform the membership)
- 2) All machines must have a current ATV PA Registration and adhere to PA sound requirements. Exempt from the registration requirements are ATVs owned by nonresidents covered by a valid registration in their state, province, or country that honors a Pennsylvania registration. Temporary registrations are available from registered ATV dealers.
- 3) A permanent license plate will be issued to each recreational vehicle, along with a flag. Each year, during the registration period, a sticker for the current year will be placed on the license plate in the designated area. The license plate must be attached to the rear of the unit and be completely visible at all times. The Public Safety patrol should be able to read the number clearly from a distance of no less than the lengths of two average passenger vehicles from the unit. The license plate is non-transferable, and the number on the license is how the vehicle is recorded in our system.
- 4) At no time is a recreational vehicle to operate on Association Property without the . License plate with a current year registration sticker visible. License and flag place. The registration only identifies that the owner has an ATV and is permitted to use the vehicle on Association property. The registration process does not inspect the vehicle for any operating or safety defects. The condition of the vehicle is the sole responsibility of the Property Owner.
- 5) All flags issued at the time of registration must be maintained and visible condition with an extended pole in an upright position. On every vehicle, the top of the flag will be kept 6' (six feet) from the ground. Damaged or lost flags must be replaced. Replacement costs will be the responsibility of the owner.
- 6) No person age 12 to 16 shall operate an ATV on the Association Property unless they have completed a prescribed ATV safety training course and received a certificate\*. Upon presenting the certificate to the Association office, a photo ID will be issued, a parent or legal guardian must be present. Contact the Administration office for more information. It is recommended, but not mandated,

that drivers conform to the manufacturer suggested ccs per age group. For information on a safety instructor near you, contact DCNR's Bureau of Forestry at (717) 783-7941.

**\*In 2020, it is a recommendation. Starting in 2021, it will be mandatory.**

- 7) All property owners who wish to operate a recreational vehicle must provide a copy for the file of liability insurance. It must show proof of coverage for operating any and all owned recreational vehicles at the time of registration and before being operated on PSCA roads. This insurance must be maintained for so long as said recreational vehicles are operated on PSCA property.
- 8) Signed waivers by the Owner of the Property are required to acknowledge acceptance of all rules and regulations and releasing the Pocono Springs Civic Association of all liability. Relatives, including the Owner's children, are not eligible to sign waivers.
- 9) There shall be no liability imposed on PSCA as a result of allowing the use of recreational vehicles within the community. Anyone driving or riding on a recreational vehicle does so assuming all risks of injury and/or death. The property owner accepts all responsibility for any and all person(s) knowingly or unknowingly operating their recreational vehicle with the Association.
- 10) Guests\*\* of members in good standing may be allowed to operate their personal ATV's in the Association only upon submission of proof of liability insurance and by signing a waiver. Upon furnishing this information and a twenty-dollar (\$20.00) fee, a visitor flag will be issued. This flag must be affixed to the recreational vehicle. Anyone found in violation will be fined.

**\*\*Rules for a person age 12 to 16 apply, see #6)**

## ***B. Operating Rules and regulations***

- 1) All the roads within the boundaries of the Association are the Property of PSCA. Thus, allowing the Association to establish and enforce a particular set of rules for those permitted to use these roads.
- 2) The PSCA Rules state that all traffic laws and rules of the road applicable in the Commonwealth of Pennsylvania shall also apply on the streets within PSCA. So too will the PA state regulations Title 17 Pa. Code Chapter 51 where applicable when it comes to the use of an all-terrain vehicle (ATV & UTV) on Association property.
- 3) You must stop when signaled by a Security Officer. Failure to do so could result in additional fines and loss of your recreational vehicle registration.
- 4) It is required that along with the valid recreational vehicle sticker and flag, the driver must also be visible on its person the current amenity badge. In the case of youth between 12 & 16, a valid photo ID must also be presented if requested,
- 5) There are to be no passengers on any recreational vehicle unless it is equipped to carry more than one person.

- 6) PA and PSCA require drivers and passengers of recreational vehicles to wear a DOT-approved helmet. Failure for drivers or passengers to wear helmets will result in a citation. Drivers and passengers of UTV and Golf carts are excluded from the requirement to wear a helmet but may opt to choose the wearing of a helmet as a personal choice.
- 7) Usage is confined to established roads or other approved areas of access only. Anyone observed infringing on the common area. Private property would immediately have their privileges revoked.
- 8) The use of, recreational vehicles should be for point to point access and not as a general means of transportation in the neighborhood.
- 9) Riders must observe a 25-mph maximum speed limit except where posted otherwise. Riders should also respect and observe the rights of all others using PSCA roads.
- 10) Unlicensed drivers are permitted on community roads from 7:00 am until 10:00 pm.
- 11) All off-road vehicles are to safely pull to the side where space is available and give passenger vehicles and trucks the right of way.
- 12) Special effort should be made to ensure that no resident has cause for concern or complaint.
- 13) All recreational vehicles must be equipped with a stock exhaust system or an exhaust system that is no louder than a stock exhaust system. The muffler should be in good working order. Racing systems will not be permitted. PSCA will have a decibel meter that security personnel will be trained to use. If a security officer suspects an exhaust system is emitting excessive noise, then the vehicle will be tested. If said vehicle is found to have a reading in excess of the acceptable level, as defined by the current Pennsylvania Snowmobile and ATV guide, (the sound intensity produced by an ATV may not exceed 99dbA, or decibels when measured at 20 inches from the tailpipe), then a fine will be issued. The vehicle will be banned from the community roads until such time as a new exhaust system is installed and presented for testing by security.
- 14) A brake system capable of producing deceleration of 14 feet per second at a speed of 20 miles per hour
- 15) Only recreational vehicles equipped with lights can operate on PSCA roads after dusk. All and recreational vehicles operated during hours of darkness or when visibility is less than 500 feet must be equipped with an operating headlight and taillight. The headlight must produce a white light sufficient to reveal persons and vehicles at a distance of 100 feet. The taillight must produce a red light plainly visible during darkness from a distance of 500 feet
- 16) Anyone seen operating a recreational vehicle in an unsafe/destructive/ nuisance manner can be fine. These activities may include but not limited to,
  - Racing
  - Doing donuts.
  - Popping Wheelies
  - Destroying road shoulders
  - Riding at a rate of speed that is unreasonable or improper under existing conditions or in excess

- of the maximum limits posted for vehicular traffic
  - Riding carelessly so as to endanger the Person or Property of another
  - Riding while under the influence of alcohol, narcotics, or drugs.
  - Riding in an area not open to ATV use
  - Riding without a securely fastened helmet.
  - Drivers are not paying attention while they are driving—I.e., looking at their cell phones or texting while driving.
  - Holding small children by drivers, in their arms, or in front of them while driving a recreational vehicle. This is considered unsafe.
- 17) Two (2) operating citations in 30 days will result in a 30-day suspension of operating privileges, starting on the date of the second violation. Any operator who receives three (3) operating citations within any three hundred and sixty- five days (365) period will lose his/her operating privileges for one (1) year. This suspension will begin on the date of the third violation. The Board reserves the right to revoke this permission at any time.
- 18) **NOTE:** The current PSCA Rules and Regulations concerning recreational vehicles do not apply to recreational vehicles, which are exclusively driven or stored on the member's private property (with the exception of the noise and nuisance provisions).
- 19) No pocket bikes are allowed on the roads at any time under any circumstances.
- 20) The current PSCA Rules and Regulations concerning recreational vehicles do not apply to recreational vehicles, which are exclusively driven or stored on a member's private property (with the exception of the noise and nuisance provisions).
- 21) Please be advised PSCA shares information with law enforcement

## **5. BOATS:**

For fines for a violation of this section, see the attached fine schedule.

All watercraft used on PSCA lake shall be subject to the rules and regulations of the Pennsylvania Fish and Boat Commission.

- a) The use of watercraft powered by an internal combustion engine and boat-mounted combustion engine are not permitted on the lake.
- b) Electric trolling motors are permitted.
- c) All watercraft used on PSCA lake and/or boat racks must be registered with PSCA prior to use. All watercraft will be removed from the island and boat racks if a current sticker is not visible or up to date. A seventy-five (\$75.00) fine will be applied and forfeiture of your boat rack.
- d) All boats must be removed from the island, Canoe Harbor and from the 10-foot area around the lake on or before November 1st of each year.
- e) If boats are not removed by November 1st, PSCA and/or the Board reserves the right to remove the craft and to impose any and all reasonable charges.

- f) Boats may be returned to the island the day after the annual fish stocking's) If any abandoned boat is not claimed by its Owner by April 1st of the following calendar year, PSCA reserves the right to sell the boat. Any money obtained from the sale will be credited to any accumulated fines and/or administrative costs.
- g) Boats stored on the boat racks may stay there year-round
- h) Annual fees for boat rack rental must be paid by June 1<sup>st</sup> of each year. If the fee of thirty dollars (\$35.00) is not paid within 30 days of this date, PSCA reserves the right to treat the watercraft as if it were abandoned (see "g" above).
- i) Pocono Springs Civic Association is not responsible for damaged or missing watercraft left on the causeway or boat racks.

## **6. BURNING:**

For fines for a violation of this section, see the attached fine schedule.

- a) Prior to any, a permit must be burning obtained from the office. This does not include Bar-B-Ques and grills used exclusively for cooking purposes.
- b) PSCA may deny burning permits due to weather.
- c) All permits shall be subject to local municipal ordinances.
- d) Burning must be attended and the fire contained in an appropriate fireproof container or an appropriate contained area.
- e) Sufficient amounts of fire extinguishing materials must be on hand to extinguish the fire should it become necessary.
- f) Burning is restricted to routine maintenance, such as leaves, branches, untreated remnants, and recreational fires.
- g) Household garbage, toxic materials, such as, but not limited to, tires, pressure treated lumber, paints, solvents, etc. shall NOT be disposed of in this manner.

## **7. DISORDERLY CONDUCT:**

For fines for a violation of this section see the attached fine schedule.

- a) No person, with intent to cause, inconvenience, annoyance or alarm, or recklessly creating a risk thereof, may:
  1. Engage in fighting or threatening, or violent or tumultuous behavior.
  2. Make unreasonable noise.
  3. Use obscene language or make an obscene gesture.
  4. Create a hazardous or physically offensive condition by any act which serves no legitimate purpose.

No person, with intent to harass, annoy or alarm another, may

1. Strike, shove, kick or otherwise subject another person to physical contact, or attempt or threaten to do the same;
2. Follows another person in or about the common areas;
3. Engage in the course of conduct or repeatedly commits acts which serve no legitimate purpose while on the common areas;

4. Communicate to or about another person any lewd, lascivious, threatening or obscene words, language, drawings or caricatures while on the common areas; or
5. Communicate to or about an Association volunteer or staff member any lewd, lascivious, threatening or obscene words, language, drawings or caricatures via any means, telephonic, electronic or otherwise.

All persons, while located upon the common areas, shall be required to identify themselves and provide proof of identity upon request of any Association staff member.

## **8. FIREARMS:**

For fines for a violation of this section, see the attached fine schedule.

- a) Within the confines of PSCA, no person shall discharge any firearm or any device capable of propelling a projectile of any kind with the exception of a B.B. gun used solely and entirely within the confines of one's own property.
- b) All Pennsylvania State laws pertaining to the carrying of firearms shall be observed within the confines of PSCA.

## **9. FIREWORKS:**

For fines for a violation of this section see the attached fine schedule.

Fireworks are prohibited within Pocono Springs in accordance with the laws governing same prescribed by the Commonwealth of Pennsylvania.

## **10. GARBAGE:**

For fines for a violation of this section, see the attached fine schedule.

- a) Trash Compactors:
  1. The PSCA maintains trash compactors. Use privileges are restricted to members who members in good standing. Only refuse generated in Pocono Springs is permitted to be placed in the compactors.
  2. PSCA shall post a list of items that cannot be disposed of in the compactors.
  3. Do not leave Oil, batteries, and paint used oil or other waste product outside the Maintenance Building. Maintenance can no longer assist with the disposal of these items at this time. You will need to seek other alternatives.
  4. Anyone leaving bulk items (electronics, items containing Freon, tires, etc.) at the compactors will be fined. For items containing Freon or electronics, see the list in security for disposal locations.
  5. Yard waste is prohibited in the trash dumpsters and subject to a fine.
- b) Bulk Trash Dumpsters:
  1. PSCA may provide receptacles at the Board's discretion for bulk trash that cannot be deposited in the compactors.
  2. PSCA will not accept and discarded tires.

3. Mattresses and box springs should be covered with plastic and taped securely before disposing of in the bulk trash.

c) Contractors:

The use of compactors by contractors is strictly prohibited. Contractors violating this rule and the owners who hire them will be subject to the fines listed in the attached fine schedule. Also, a ban will be established by PSCA that will deny the contractor the privilege of working in Pocono Springs until the fine and / or fines are paid in full.

## **11. HUNTING & FISHING**

For fines for a violation of this section see the attached fine schedule.

- a) Hunting is not permitted on or within the boundaries of Pocono Springs.
- b) Persons gaining access to state game lands from Pocono Springs must acquire express permission from the Member of the Property. The Member will be responsible for the actions of their guests, and the guest is required to obey all rules and regulations of PSCA.
- c) Pennsylvania Fishing license is required for fishing on Crystal Lake.
- d) Crystal Lake is a "catch and release" lake for all large and smallmouth bass. Anyone who does not release a bass will be subject to a fine per fish.
- e) The catching of all other species is subject to Pennsylvania state rules and regulations.

## **12. LITTERING**

For fines for a violation of this section see the attached fine schedule. Littering is prohibited on all Pocono Springs properties.

## **13. LOT AND / OR HOUSE MAINTENANCE AND IDENTIFICATION:**

For fines for a violation of this section see the attached fine schedule.

- a) Each homeowner and / or Member is responsible for the maintenance and repair of his/her property and to keep said premises in such a condition and appearance so as not to detract from the rest of the community.
- b) For emergency and identification purposes, each homeowner shall display his / her lot number (property address) in a manner that is clearly visible from the road. There shall be no outside storage of anything that is not necessary to the residential use of the property.
- c) There will be no unregistered vehicle parked in PSCA unless housed. Car cover may be allowed but must be approved and receive a permit. Certain restriction apply, please ceck with the office.
- d) The roadway may not be obstructed in any manner.
- e) If a home their home alarm system has false alarms, they will be cited with their first Offense after the third false alarm. When they have a fourth false alarm, the fine will be increased.

If the alarm is tripped inadvertently by the Member, they must call the alarm company immediately and notify security that it does not have to respond. – Note: This will not be considered a false alarm.

- f) External furnaces are prohibited.
- g) Trash garbage, rubbish or other waste shall be kept in containers and shall be removed for disposal in PSCA compactor in a timely fashion.
- h) No lot or any part thereof shall be used or maintained as a dumping ground for trash, garbage, rubbish or for any type of disposal.
- i) Maintenance will pick up bulk trash upon request, for a fee.
- j) Maintenance letters will be issue to home with unsightly conditions including but not limited to high grass. Letters will be mailed with a time period to correct the situation before a citation is issued.
- k) The use of outdoor lighting is limited to building access areas and low-level landscape illumination. Lighting fixtures must be shielded or diffused to prevent intrusion of light and glare onto neighboring properties and roads. Plans showing the location and type of fixtures for all exterior lighting shall be submitted and approved by the General Manager prior to the installation of the lighting. A permit is required.
  - a. The uses of high intensity discharge (HID) area lighting or similar general lighting is prohibited.
  - b. All lamps shall be frosted or coated, except for shielded LED and PAR lamp fixtures.
  - c. Lighting for paths and drives shall be low-wattage, low mount border fixtures.

Failure to comply with these measures can result in citations being issued.

#### **14. MOTOR VEHICLES, GATE FOBS & STICKERS:**

For fines for a violation of this section see the attached fine schedule.

- a) All automobiles and or motor vehicles belonging to homeowner, members, residents and / or renters shall have affixed to their vehicle the current identification stickers as prescribed by PSCA. All stickers must be affixed to the upper passenger side corner of the windshield. All unregistered vehicles will be subject to a fine. **Upon termination of PSCA membership, or selling of the vehicle, the identification stickers must be returned to PSCA office.**
- b) Also, all other vehicles must visibly display a Pocono Springs visitor or contractor pass.
- c) PSCA member(s) shall receive two (2) key fobs & stickers per developed lot. Member(s) with the undeveloped lot(s) will receive one (1) key fob per undeveloped lot. There will be a limit of five (5) member key fobs.
- d) PSCA visitor Fobs and stickers will be limited to 5 per lot at a cost of \$30.00 to any member in good standing. Replacement fee for a Fob/Sticker combination will be \$50.00. Visitor Fob/Sticker must renew Annually.
- e) Key fobs will be distributed when the vehicle is registered with security at the main gate.)

- f) When the Member gets rid of a vehicle (sold, traded, or otherwise disposed of), they must turn in the key fob.
- g) If a PSCA member loses/damages their key fob or needs more key fobs, they may purchase them at the cost of \$30 per fob.
- h) In order to receive annual PSCA vehicle sticker, members must show proof of current insurance and registration to security.
- i) Members shall not give/loan their gate fobs to anyone. **Any member using a Gate fob must have a current PSCA sticker on their vehicle.** Gate fobs cannot be used for any other vehicle than the one it has been assigned.
- j) Members not in good standing Must escort their guests from the gate to their home each time.

## **15. PARKING:**

For fines for a violation of this section see the attached fine schedule.

- a) No motor vehicle, motorcycle or recreational vehicle shall be parked on any PSCA road without the approval of PSCA.
- b) No person shall park or leave an unattended vehicle on any private property without the consent of the Member or another person in control or possession of the property. In the event a motor vehicle becomes inoperable for any reason, on any PSCA road, it is the responsibility of the Owner to notify security and to have the vehicle removed as soon as possible.
- c) No person shall park in a designated disabled parking area without displaying a valid disabled parking placard, sticker or license plate.
- d) No commercial vehicle over 8,000 pounds' gross vehicle weight may be parked overnight in Pocono Springs unless garaged, except for PSCA vehicles and contractor's vehicles that have been contracted by Pocono Springs to do work on the property
- e) Any vehicle in violation of this section may be removed by PSCA without any liability thereof and with the cost of said removal to be borne by the Owner of the same. Any charges shall be immediately billed to the motor vehicle owner, and the same shall be remitted to PSCA within thirty (30) days thereof. If the same is not remitted within this time period, the amount due shall be added to the Member's account and collected as delinquent dues and / or assessments and penalties.

## **16. RENTING:**

For fines for a violation of this section see the attached fine schedule.

Members who wish to rent their homes should refer to the PSCA document titled "Rules for Property Owners Renting/Leasing Their PSCA Property."

- a) All tenants and occupants are subject to PSCA's Covenants and Rules and Regulations.
- b) No home within the Pocono Springs Estates planned community shall be rented to, occupied, or resided in by a person who has been convicted of a Tier III sex offense.
- c) Subletting is not permitted.
- d) No home shall be leased or occupied by more than one family unit.

- e) The tenant and occupants of the home are the guests of the Member and may not sit on the PSCA Board of Directors or any committees.
- f) All tenants must acquire a gate fob and renter sticker from security. If more than one (1) Gate fob and sticker is needed, the tenant must purchase them from PSCA. There is a non-refundable charge of seventy-five (\$75.00) dollars for each additional Gate fob/sticker combination.

**17. SNOW REMOVAL:**

For fines for a violation of this section see attached fine schedule

No property owner shall intentionally plow or shovel snow back onto any PSCA road

**18. STRUCTURES:**

For fines for a violation of this section see the attached fine schedule.

- a) No building or structure of any type shall be erected or brought upon a lot in Pocono Springs without first obtaining the approval of PSCA.
- b) No structure of a temporary nature (trailer, basement, tent, shack, garage, barn, boats, RV's or other building) shall be used on any lot at any time as a residence, either temporarily or permanently.
- c) There will be no property fences erected. Dog run and garden fences will be permitted subject to approval. Area's may not be larger than 20 X 20 feet
- d) Building permit requirements are covered in the Architectural Rules.
- e) Applicants for building permits shall make proper application to PSCA and shall abide by any and all of the Architectural Rules and Regulations then in effect.
- f) Permits will only be issued to owners in good standing.
- g) The color chart, which is posted in the office, will be used as a guide for approved exterior colors.
- h) No portable sports equipment (i.e., basketball hoops, soccer nets, hockey nets, skate ramps, etc.) may be set-up on any main or secondary road. On all other roads, all portable sports equipment (i.e., soccer nets, hockey nets, skate ramps, etc.) must be removed when not in use and must be removed by dusk.
- i) All portable sports equipment (i.e., basketball hoops, soccer nets, hockey nets, skate ramps, etc.) on all roads must be removed between November 1st and April 1st to allow for snow plowing. PSCA is not liable for any damage to equipment not removed between these dates.

**19. TRAFFIC LAWS:**

For fines for a violation of this section see the attached fine schedule.

- a) All traffic laws and rules of the road applicable in the Commonwealth of Pennsylvania shall also apply within Pocono Springs Estates.

- b) The speed limit on all Pocono Springs roads shall be twenty-five (25) miles per hour, except where posted otherwise.
- c) All traffic signs and devices within the community must be observed and followed.

## **20. TREES:**

For fines for a violation of this section see the attached fine schedule.

- a) The cutting of standing trees is not permitted except with a PSCA permit.
- b) The only exception being that, for emergency purpose, standing trees or parts thereof may be cut and or removed immediately by the Member with subsequent notice to PSCA. See the Architectural Rules regarding trees.

## **21. TRESPASSING:**

For fines for a violation of this section see the attached fine schedule.

- a) No one may trespass on another person's property without permission from the Owner
- b) No earth, sand, rock, stone or any inert material shall be removed from any lot without the consent of the Owner.

## **22. VANDALISM:**

For fines for a violation of this section see the attached fine schedule.

- a) Damages to PSCA property (unintentional)

When a property owner unintentionally causes damage to PSCA property, in addition to any replacement fees a twenty-five (\$25.00) per hour labor fee will be charged.

- b) Any person doing vandalism to PSCA property shall be fined and reimburse PSCA for the damage.
- c) Anyone doing vandalism to private property shall be subject to fines plus court expenses.
- d) A reward may be offered for the arrest and conviction for acts of vandalism.

## **23. ENFORCEMENT:**

- a) All members' privileges shall be suspended until any and all fines imposed herein are paid in full.
- b) Fines must be paid within 30 days of citations.
- c) Upon notification of any violation of any of the rules and regulations herein, a member shall have thirty (30) days following the date of the notification of the violation to request a hearing before a Hearing Board designated by the Board of Directors.
- d) The Hearing Board shall determine the disposition of the case, whether to uphold or dismiss the case, within ten (10) days of the hearing.
- e) All individuals found guilty of violating the rule or regulation shall have the right to appeal the Board of Directors of PSCA and exercise their right to a hearing before said, Board. Such appeal must be affected within thirty (30) days after the date of the finding of the initial Hearing Board.

- f) If any fine is not paid within the time periods set forth above, the amount of the fine plus any and all costs, including attorney fees and costs shall be added to the Member's dues and assessments account and shall be collected under the same terms, conditions, and fashion as PSCA collects dues and assessments.
- g) As provided for herein, continued violation of the rules and regulations described herein shall be considered a separate and distinct violation on each subsequent day and occurrence.
- h) Each successive violation of each particular section of the aforesaid Rules and Regulations (i.e. burning, traffic, etc.) occurring within a twelve (12) month period will result in a fine of the next higher class as listed on the attached fine schedule being imposed on the Member. If the Member remains violation free for a period of twelve (12) consecutive months, the record will be cleared, and the Member will begin again at the lowest fine.
- i) PSCA, in addition to the fine provided herein, shall have the right to seek equitable relief in any state or federal court for a violation hereof and in furtherance of enforcement of the Rules and Regulations, By-laws and Covenants, Conditions and Restrictions of Pocono Spring.
- j) No soliciting of any kind.

## 24. Pocono Springs Civic Association, Inc. (PSCA) Fine Schedule

Rule #	Action	Level of Fine
<b>2</b>	<b>Amenity Usage</b>	
	Failure to have and or wear on person a valid Amenity Badge	Tier 1
	Transferring and use of an amenity badge to another person.	Tier 3
<b>3</b>	<b>Animals</b>	
	Loose dogs	
	If Registered with Public Safety	Tier 1
	If Not Registered	Tier 2
	Leash requirement	
	Not on a leash with the Owner	Tier 2
	On Leash but not control By Owner or responsible person	Tier 1
	On recreation Island	Tier 2
	Failure to have pet(s) inoculated and licensed as per County & PA Law	Tier 3
	Owning more than three (3) cats or dogs	Tier 1
	Failure to properly disposing of animal feces.	Tier 1
	Excessive barking, howling or making loud noises,	Tier 2
	<i>An hour during Daylight hours or more than one-half hour after dark shall be deemed excessive</i>	
	Dog Bite	
	Injures another animal	Tier 3
	Attack a person	Tier 4
	To abandon or attempt to abandon any dog/cat	Tier 3
<b>4</b>	<b>Recreation vehicles</b>	
	Violations under the Register Guidelines	Tier 1
	Violations under the Operating guidelines	Tier 1
	Attempting to elude a Public Safety Officer	Tier 3

<b>Rule #</b>	<b>Action</b>	<b>Level of Fine</b>
<b>5</b>	<b>Boats</b>	
	Unregistered with PSCA	Tier 1
	Use of Non-Electric motor.	Tier 5
	Unauthorize use of boat rack	Tier 2
	Left on Common area (Post Season)	Tier 2
<b>6</b>	<b>Burning</b>	
	With permit but unattended and/or without proper precautions	Tier 1
	No permit	Tier 2
	During burn ban	Tier 3
<b>7</b>	<b>Harassment/Disorderly</b>	
	Verbal harassment	Tier 3
	Physical harassment	Tier 5
	Disorderly Conduct - That results in a citation	Tier 3
	Disorderly Residence	Tier 4
	An excessive amount of responses shall be defined as three or more consecutive times in a one (1) month period.	
<b>8</b>	<b>Firearms</b>	
	Usage	Tier 5
	Bows and arrows, slingshots, blowguns, paintball guns	Tier 4
<b>9</b>	<b>Fireworks</b>	
	Use of Aerial devices, such as bottle rockets, missiles or Roman candles	Tier 2
	Use of any explosive devices commonly referred to as M-80's, cherry bombs, blockbusters, or quarter sticks, et al. are illegal to sell and possess at all times.	Tier 3
	Use of during burn ban	Tier 4

<b>Rule #</b>	<b>Action</b>	<b>Level of Fine</b>
<b>10</b>	<b>Trash/Garbage</b>	
	Placing items other than household trash/garbage/rubbish in Trash compactors	Tier 1
	Placing items alongside and/or in front of the compactor	Tier 1
<b>12</b>	Littering on any common area or Owner's Property, amenity sites, parking lots, or roadways.	Tier 1
	Illegal dumping anywhere within the boundaries of PSCA	Tier 3
	Contractor (prohibited)	Tier 5
<b>11</b>	<b>Hunting &amp; Fishing</b>	
	Hunting within the grounds of the Association or from the grounds	Tier 5
	Fishing	
	Failure visibly wear an Amenity Badge and have a PA license	Tier 1
	Failure to comply with a request to show require a license and Amenity Badge	Tier 1
	Allowing Non-Members access to fish PSCA (Member is to be with guest)	Tier 3
	Failure to release any caught Bass	Tier 1
<b>13</b>	<b>Lot maintenance</b>	
	Unsightly Property	Tier 3
	High grass	Tier 2
	Unregistered vehicle parked in PSCA unless housed.	Tier 2
	False alarms	Tier 3
<b>14</b>	<b>Motor vehicles</b>	
	Illegal use of gate fob's	Tier 1
	Use to permit guest in without checking in with Public Safety	Tier 2
	Use to allow access to an unknown person	Tier 3
	Transferring the use of fob to another vehicle	Tier 1
	Transferring the use of fob to unauthorize person (Family member)	Tier 2
	Transferring the use of fob to unauthorize person (Non-Family member)	<b>Tier 3</b>

<b>Rule #</b>	<b>Action</b>	<b>Level of Fine</b>
<b>15</b>	<b>Parking</b>	
	Illegal parking	
	No roadside parking	Tier 1
	No parking on private property without permission	Tier 1
	Parking is designated handicapped parking without valid credentials	Tier 2
	Parked on road and blocking snowplows	Tier 2
	Unregistered vehicles (PSCA sticker)	Tier 1
	Vehicles that are inoperable or in disrepair on Owner's Property.	
	Damage to gate – accidental	Tier 2
	Damage to gate – intentional	Tier 3
<b>16</b>	<b>Unapproved renting property</b>	Tier 4
<b>17</b>	<b>Snow removal</b>	Tier 1
<b>19</b>	<b>Traffic laws</b>	
	Citation other than speeding	Tier 1
	Moving Violation	
	Speeding - 26 to 39 MPH, or 1 – 14 MPH over the posted speed limit	<b>Speeding Rates</b> On page 21
	Careless driving - 40 to 49 MPH or 15 – 24 MPH over the posted speed limit.	
	Reckless driving - 50+ MPH or 25 MPH or more over the posted speed limit	
	Passing a School Bus that is flashing Red Stop	Tier 5
	The operation of a motor vehicle on PSCA roadways by an unlicensed driver is prohibited.	Tier 3
	Attempting to elude a Public Safety Officer	Tier 3

<b>Rule</b>	<b>Action</b>	<b>Level of Fine</b>
<b>20</b>	Illegal cutting down trees - Special rates Per Tree	
<b>21</b>	<b>Trespassing</b>	
	Property Owners Property	Tier 3
	Association Common Property	Tier 4
<b>22</b>	<b>Vandalism</b>	
	Damage to Association property	Tier 4
	Damage to Property Owner property	Tier 3

<b>Moving Violation Fines</b>			
	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense &amp; Loss of Privileges</b>
Speeding - 26 to 39 MPH, or 1 – 14 MPH over posted speed limit	\$75.00	\$125.00	\$175.00
Careless driving - 40 to 49 MPH or 15 – 24 MPH over posted speed limit.	\$150.00	\$200.00	\$250.00
Reckless driving - 50+ MPH or 25 MPH or more over posted speed limit	\$325.00	\$400.00	\$475.00

**C. NOTES:**

- 1) The first offense will result in a citation of a set amount, listed above, and based on the specific Tier assigned. All fines are to be paid within thirty days of receipt.
- 2) An appeal process is available, but the Fines must be paid within thirty days of receipt. Appeal processes must, in writing within the first thirty (30) days of the offense.
- 3) Fines not paid after thirty days will receive notice to pay within fifteen (15) days of receipt of the notice or a second offense citation will, for the same incident.
- 4) Failure to pay after (15) days after the receipt of the notice a second citation for the same offense for the same fine due to lack of payment will be issued.
- 5) Failure to pay after thirty (30) days after the receipt of the notice a second citation will result in the issuing of a third citation for the same offense and a loss of privileges, including the deactivation of gate fobs.
- 6) Note: Citation not given in person will be mailed by certified mail with return receipt.

- 7) PSCA has the authority to charge a processing fee for each citation and include the cost in citation amount.
- 8) \*In the case of Tier 1 and 2 violations, a second offense will be applied if the specific violation sections occur within six (6) months of the first Offense. Day one, after the six months from a violation and no violation under that section of the rules, the violator will receive a first offense. For example, if a person gets a citation for going through a stop sign without stopping and three months later receives a speeding violation, the speeding violation is a 2nd offense. If the second violation is a loose dog and there are no other loose dog violations on record, then it would be the first offense under section three.
- 9) The rules and fines apply to the boundaries of the Pocono Springs Civic Association. The Property Owner of the record is ultimately responsible for the payment of any fines resulting from a citation received by a household member, guests, contractors, and tenant(s) who are within the Association boundaries as a result of their connection to a specific property.
- 10) This Fine schedule is subject to change with board approval.
- 11) Warnings are at the discretion of the Public Safety Officer. They are not listed on the Fine schedule because a warning is not guaranteed, and there are offenses that a warning is not permitted. The Public Safety Officer Fine schedule is more defined with a corresponding instruction sheet that details each violation.
- 12) A Public Safety Officer can issue a warning where an option is indicated when a property owner is respectful and cooperative. The second item to verify is the member has no other citations open or on record within the six (6) month window. Finally, if the member is not in good standing with the Association, the privilege of a warning is not available. Verify the records, and the status can all be done by contacting dispatch. Also, Property Owners should only receive one (1) warning for a specific infraction in a six (6) month period.

## **25. Revisions**

The current By-laws of the Pocono Springs Civic Association give the Board of Directors the authority to make and enforce All Rules and Regulations of the Association. This can be found in the By-laws under Article IX, Section 1, Part (K). Below the following date is a list of dates that these rules and regulations were revised. The date that is listed last shall be considered the current enforceable rules and regulations. That version shall supersede any and all documents titled as Pocono Springs Civic Association “Rules and Regulation.”. Starting with 2019, PSCA combined all rules and regulations into one copy. So there are now three sections, the PSCA General Rules and Regulations, Architectural Rules & Regulations, and the Rules for Landlords Renting/Leasing their PSCA Property.

The revision date will include which of the sections were revised.

- September 2017.
- April 29, 2019 - only the PSCA General Rules and Regulations.
- May 09, 2019- only the PSCA General Rules and Regulations.
- June 16, 2021 – Rule #4 part A and Rule #13 Part C

- Section 2
  - Rules for Landlords Renting/Leasing their PSCA Property  
September 2017

# POCONO SPRINGS CIVIC ASSOCIATION



Pocono Springs  
Civic Association

At Home With Nature

## **Rules For Landlords Renting/Leasing Their PSCA Property**

This document "Rules For Landlords Renting/Leasing Their PSCA Property" Dated September 2017 Supersedes all previous versions of the Renter's Rules and Regulations And has been reviewed and approved by the 2017 Board of Directors

Refer to Pocono Springs Community Association Rules & Regulations for additional information.

While this document covers most situations, not all situations can be represented. In the event of something that is not covered, it must be presented to the Board in writing for a final decision.

**Tenant** - a person that pays to use another person's property. Someone who rents or leases a house from a landlord.

**Landlord** - a person who owns a house and rents it to another.

**It is the landlord's responsibility to ensure that their tenant(s) are aware of all PSCA rules and regulations.**

1. Members not in good standing shall not have the right to lease or rent their property.
2. Homeowners shall be held responsible for any and all infractions caused by tenants, their family members, and their guests. It is the homeowner's duty to inform any tenant, their family members, and their guests of the Covenants, Bylaws and Rules and Regulations of Pocono Springs. It shall be considered a violation of this policy if the homeowner fails to do so.
3. Tenants may purchase badges from the office. The number of badges a tenant may purchase is limited to the number of persons listed on the lease.
4. Homes may not be rented as boarding or rooming houses. Only entire homes may be rented, and only one rental agreement may be in effect for any home during a given time.
5. All tenants and occupants are subject to PSCA's Covenants and Rules and Regulations.
6. No home within the Pocono Springs Estates planned community shall be rented to, occupied or resided in by a person who has been convicted of a Tier III sex offense.
7. No home shall be rented for transient or hotel type occupancy. Any rental exceeding sixty (60) days must be made by a written lease that is acceptable to PSCA in form and content and includes:
  - a) A clause whereby all occupants agree to be bound by PSCA's governing documents, including, but not limited to, all Rules and Regulations and
  - b) A Crime Free Lease Addendum in such form as provided by the PSCA.
8. No later than seven days prior to any tenant's occupancy, the owner(s) must provide the PSCA, Inc. Office with:
  - a) The full name(s) of all tenant(s) and occupants (including children);
  - b) The permanent address and emergency telephone number of the owner(s)
  - c) Registration information, as prescribed by PSCA, for all pets along with copies of licenses and shot records;
  - d) A copy of any written rental agreement; and
  - e) A nationwide criminal background check on all prospective tenants and occupants from a professional company, approved by PSCA, specializing in providing such services.
9. No home shall be leased or occupied by more than one family.

10. A \$375.00 security deposit is payable to PSCA for each home being rented. In return, the owner will be provided with one (1) tenant gate fob and sticker. \$25 of the \$375.00 is non-refundable for administration fees. At the end of each rental period, \$350.00 of the deposit money shall be returned less any outstanding fines or costs related to violations of these or any other rules and regulations of PSCA, Inc.
11. In the event the balance of the above-referenced security deposit falls below \$300.00, it must be replenished to the \$300.00 amount within ten days.
12. The homeowner is always responsible for PSCA assessments, insurance deductibles or any other charge the Board of Directors may direct to the home.
13. The tenant and occupants of the home are the guests of the homeowner(s) and may not sit on the Board of Directors or any committees.
14. Homeowners are responsible for any badges issued to tenants. If for any reason a tenant fails to return a badge, that badge will only be replaced under the policy then in effect for the replacement of lost badges as established by the Board of Directors.
15. All tenants must acquire a gate fob and sticker. If more than one (1) gate fob and sticker is needed, the tenant must purchase them from PSCA. An additional non-refundable security deposit of \$75.00 will be charged for each additional gate fob/sticker combination.
16. Any violation of this rental policy will subject the homeowner(s) to a fine as established by PSCA's Board of Directors. Additionally, PSCA may, without notice, institute a suit in equity for an injunction to restrain any violation or threatened violation of any right, rule, regulation, restriction, Bylaw provision, Covenant or condition. The exercise by PSCA of any right, power, or remedy provided for herein or in any other rule or regulation, the Bylaws, the Covenants or the Articles of Incorporation, now or hereafter existing at law or in equity, shall not preclude the simultaneous or later exercise by PSCA of any or all other rights, powers or remedies.
17. Each successive violation of these Tennant's Rules and Regulations will result in a fine of the next higher class being imposed on the Property Owner as follows:
 

x	First Offense	\$150.00
x	Second Offense	\$300.00
x	Third Offense	\$450.00
18. In no event, shall it be determined that a landlord/tenant relationship exists between PSCA and any unit's tenant.