

Aspen Village Phase II Welcome Packet

Welcome to Aspen Village! We, your new neighbors, have created this Welcome Packet to help ease your transition into our community. The following items are included:

1. A summary of the Homeowners' Association Fees
2. A list of the Homeowners' Association's officers and directors
3. A sheet containing emergency telephone numbers and the telephone numbers of the local utilities.
4. Bylaws are on our website www.aspenvillage2.com

Resolution number 2 has been voted on and is being incorporating into the bylaws. Regarding rental units.

- o Prior to leasing a unit, owner must live in the unita for one year.
 - o No lease term may be for less than a year.
 - o No more 6 persons in leased unit
 - o No more than 5 units can be rented at one time, prior board authorization must be obtained before a lease can be signed.
 - o Rental must be registered with the board, including renter contact information and copies of the lease must be turned in to the board 10 days after lease is signed.
 - o It's the lessor's responsibility to provide the renters with copies of the bylaws.
5. Please keep in mind if you are going to subscribe to DishNetwork or DirecTV, a EPB request form must be completed and submitted to the board prior to the installation. EPB request forms can be located on our website.
 6. Any revision to your backyard deck must also have approval from the board prior to construction. EPB request forms can be located on our website.

Aspen Village Phase II Homeowners' Association Fees

Owners of townhomes within Aspen Village Phase II are assessed a monthly Homeowners' Association Fee (the "Fee") of \$85.00 for the calendar year. The Fee is used to finance numerous ongoing services provided by the Homeowners' Association, including grass cutting, snow removal, gutter cleaning, the pressure washing of building exteriors, exterior painting, and mulching.

The Fee is due on the first day of each month; a \$5.00 late charge will be assessed on all Fees which remain unpaid by the first day of the following month. (the "Grace Period"). You will not be invoiced for the Fee unless you fail to pay the Fee within the Grace Period. Late charges will continue to accrue in the amount of \$5.00 per month each month the fee is not paid. For example, January fees are due January 1st. If they are not paid by February 1st, a \$5.00 late fee is charged. If the January and February dues are not paid by March 1st, a \$15.00 late fee is charged (\$10.00 for January and \$5.00 for February). Continuous failure to pay fees will result in the initiation of an action against the Homeowner at the local magistrate, and the placement of a lien on your property by the Association.

Please make sure your address is noted on your check as well as the month that the fees should be applied.

Checks should be made payable to **Aspen Village Phase II Plan of Lots** and dropped into the black dropbox next to the mailboxes on the right hand side of Aspen Circle (when driving towards Wildflower Court) or mailed to Aspen Village Phase II Plan, 319 Wildflower Court, Pittsburgh PA 15202.

Aspen Village Phase II Administration

Aspen Village Phase II is governed by an elected Board of Directors (the "Board"). The Board consists of five members, each who serve a two-year term. The board selects three of its five members to serve as officers.

The Association also selects an Environmental Protection Board President, who serves to ensure that residents do not alter their property or common areas in a manner detrimental to the community.

The current administration of the Association is as follows:

Aspen Village Phase Two Plan 319 Wildflower Court Pittsburgh, PA 15202 www.aspenvillage2.com	Toby Venar President 422 Redwood Court Pittsburgh, PA 15202 (412) 732-0574	Daniel Schollenberger 206 Ashton Court Pittsburgh, PA 15202 (412) 612-0442
Eric Wortzman 203 Ashton Court Pittsburgh, PA 15202 (412) 415-1026	Glenn Lechner Secretary 416 Redwood Court Pittsburgh, PA 15202 (412) 498-5679	

The Board typically meets during the second week of each month. The date, time and location of each particular meeting is posted several days in advance near the community mailboxes and emailed to each resident as part of the meeting minutes. All residents are invited (and encouraged) to attend.

Local Utilities and Emergency Phone Numbers

<u>TV, Phone & Internet:</u> Comcast 1-888-262-6300	<u>Electricity:</u> Pennsylvania Electric Choice Program & Duquense Light 1-888-756-0887	<u>Water:</u> West View Water 412-931-3292
<u>TV, Phone & Internet:</u> Verizon Fios 1-800-822-2646	<u>Post Office (Bellevue)</u> 412-761-4259	<u>Natural Gas:</u> Peoples Gas 412-395-3050
<u>Garbage Collection:</u> Waste Management 800-866-4660	<u>Police:</u> Ross Township Police (412) 931-6248	<u>Fire:</u> Fairview Fire Department (412) 761-3371