

LAUREL LANE DEVELOPMENT ASSOCIATION

[A Pennsylvania Property Owners Association, Inc 1983]

P.O. BOX 2, GREENTOWN, PA 18426

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WELCOME TO LAUREL LANE

We welcome you as a new member of the Laurel Lane Community. All property owners in the Development are automatically members of the Community and subject to all of the By-Laws. A copy of the current By-Laws is included with the initial mailing of this welcoming letter. These By-Laws, the Rules & Regulations, the Declaration of Restrictive Covenants, and your Deed restrictions establish the basis for the Community environment. In the event they are misplaced these documents may be viewed in the documents section on our website; please take the time to look at it!

There are approximately 160 properties in the community with 137 homes constructed to date. We have slightly over 3 miles of community owned roads, and are located in two Townships, Palmyra and Greene, both in Pike County. The community is served by its own central water system. Community responsibility for the water system goes to the point of connection between the main water line and the individual property water line. The sewage systems are the responsibility of each individual property owner. The system must be totally located on property owned by the user.

IT IS CRITICALLY IMPORTANT THAT AS A NEW MEMBER OF LLDA YOU CONTACT THE BOARD BY PHONE OR IN WRITING WITH YOUR NAME, ADDRESS AND PHONE NUMBER(S) IN ORDER TO UPDATE OUR MAILING DATABASE. AT LEAST TWO PHONE NUMBERS ON FILE ARE NECESSARY TO CONTACT HOME OWNERS IN CASE OF AN EMERGENCY (WATER LINE BREAK, FIRE, ETC.)

The following is some pertinent information about living in Laurel Lane.

MAIL DELIVERY

The Property Owner must make the arrangements with the Greentown Post Office (676-3790).

TRASH PICKUP

The Property Owner must make their own arrangements. They may utilize any Solid Waste Contractor licensed in the Township in which their property is located. Contact the Township office to obtain the names of the licensed pick-up contractors for that Township. The current waste contractors operating in Laurel Lane are: County Waste & Recycling (Monday pickup) and Waste Management (Wednesday pickup).

Trash must be put out in containers with secure covers to prevent animals / wind etc from strewing the contents about. This is a requirement of Township Ordinances and is enforced by the LLDA.

EMERGENCY INFORMATION 9-1-1

A 9-1-1 System exists in both Pike and Wayne Counties. All of the Laurel Lane Community is located in Pike County, however, the 689 Telephone Exchange that is used in Laurel Lane, is a Hamlin Exchange. Hamlin is in Wayne County, thus when you dial 9-1-1 you reach the Wayne County 9-1-1 Center. In order to minimize the possibility of delay, you should ask specifically for the **NEWFOUNDLAND AREA AMBULANCE (676-4121)** or the **GREENE-DREHER VOLUNTEER FIRE COMPANY (676-4121)** depending on the type of emergency.

ANNUAL DUES

The bills for the Association dues are mailed in late December and are payable January 1-March 31. Dues not received by March 31st will incur a \$50 per month penalty. If the dues are sufficiently in arrears to require that a notification letter to be sent, an additional penalty of \$10.00 is added for each letter sent. **Failure to receive notification of dues in the mail does NOT constitute a basis for not paying late penalties. If a dues letter is not received from the community by March 1, please notify LLDA.**

CAPITAL IMPROVEMENT FEE

A **capital improvement fee of an amount equal to the annual membership dues of an improved lot**, is required upon transfer of any LLDA property within 30 days. This Capital Improvement Fee will be waived for deed transfers between family members and for LLC's where 75% or more of the owners are the same.

COMMUNITY DOCKS

We have 4 dock areas, which when fully occupied, have a capacity of approximately 70 slips. It is possible to launch boats at dock area 4 our main dock area. To rent a slip, when available, a new member must pay a one-time fee plus the annual rental fee for that year. **Docks do not transfer with the property**; when a dock renter's property is sold, that particular slip is made available to the first name on the waiting list.

The docks and slips are the property of the Community and cannot be rented, leased, or sub-leased to non-members of the Community. This act is a violation of the Township and County Zoning Ordinances. Anyone violating this limitation will be liable for all costs, legal fees, incurred by themselves and the Community to resolve any conflict created by the violation. **The boat occupying the slip must be registered to the property owner with registration papers on file with the Association.**

RENTAL HOMES

Any property owner wishing to rent his house must wait two years initially and then file a Landlord Rental Registration Form, which is found in the LLDA Rules & Regulations document. **Property owners are responsible for any rules or regulations that are broken by renters.** Property owners will receive warnings and/or fines for renter violations. Please post pertinent rules in your homes and keep a security deposit as insurance against possible offenses.

OTHER PERTINENT RULES [excerpts from the LLDA Rules & Regulations]

Fireworks are prohibited. No swimming at the dock areas. Speed limit is 15 mph. Quiet hours are 11pm to 8am. Dogs must be leashed. Open "bonfires" are prohibited – burn only in appropriate containers. No alteration or overnight use of common grounds is allowed. ATV's must be registered with LLDA and have liability insurance coverage. No parking on LLDA roadways.

BOARD OF DIRECTORS / MEETINGS

Meetings of the Board of Directors are held on the third Sunday of most months, unless otherwise determined by the Board. The meetings start at 10 am at a board member's home. Please call the LLDA phone number to request directions to any meeting you wish to attend. The meetings are open to any member of the Community. There is not a board meeting every month, especially during the winter.

The Annual Property Owners Meeting is held on the Saturday of Labor Day weekend. These meetings convene at 10 am at Well House #1. A key item of this meeting is the announcement and basis for setting the dues/fees for the following year. The election of Board Members is also held at this meeting. All are encouraged to attend.

If you are interested in running for a Board Member seat, please advise us & review our LLDA election procedures. Five or six slots are up for election each year; it is a 2-year term. Additionally, it is sometimes necessary to replace a member that resigned mid-year due to personal reasons. In this case the Board can appoint someone to serve until the next election.

The following is a list of the current Board of Directors for the Community. Included is their specific additional responsibility, where applicable. Feel free to call to have any questions answered or to initiate action to resolve any problems.

MARK CYKOSKY, President
JIM HEALY, Dock Committee Chairman
GREG LUND, Treasurer
EDWARD WIERSIELIS
PATTI HANNON
TED BRUNELLE
JANET HOLLINGSHEAD
BRIAN WARD
WILLIAM LYNCH, Building Committee Chairman
JON UHRIN
MARK SWARTLEY, Nominations Committee Chairman
JOSEPH McMURTRIE, Road Committee Chairman
WILLIAM HALL, Water Committee Chairman

CONSTRUCTION / EXCAVATION [excerpts from the LLDA Rules and Regulations]

It is not uncommon for a new member to embark upon projects such as home building, additions, septic system work, grading, etc. The following information is provided for guidance to ensure that all required procedures are complied with.

THE LLDA MEMBER HAS THE FULL RESPONSIBILITY FOR INSURING THAT ALL CONTRACTORS, CONTRACTOR PERSONNEL, SUB-CONTRACTORS, AND SUB-CONTRACTOR PERSONNEL ARE INSURED AND AWARE OF THE RULES AND COMPLY WITH THE RULES! Fines are assessed against the LLDA Member for any violations. Any damage to LLDA common property or roads occurring during construction must be repaired or paid for by the property owner.

WORK DAYS / HOURS – No work can be performed by a contractor on a Sunday or a Holiday. Work by a contractor cannot begin prior to 8:00 am and must be ceased by 6:00 pm on the allowable workdays.

HOME CONSTRUCTION – A building permit must be obtained from the cognizant Township, Greene or Palmyra, and made available to the LLDA Building Committee. The owner must also submit a completed “LLDA Building Application/Permit” form to the LLDA Building Committee along with the documents as specified in the application. These include:

One set of plans for the home or addition. The home must have a minimum of eight hundred (800) square feet of living space. Homes of the A-FRAME design are not allowed. There must also be a site plan showing the placement of the home on the lot and also a detailed design of the Road Encroachment where the proposed driveway will intersect the LLDA Road. This document shall clearly show that the driveway will not discharge water into the LLDA roadway and will not restrict the existing drainage along the roadway. After review of the house design, road encroachment, and site layout, the homeowner will be notified of approval or reason why plans were not approved. At that point modifications should be made and plans resubmitted to meet deficiencies.

The LLDA Building Permit will not be issued until the Township permit is approved and all LLDA fees are paid. Proof of contractor insurance is also required.

PERMIT FEE – A clerical fee of \$100.00 is required to process the review and approval of the plans and issuance of a building permit.

WATER CONNECTION FEE – There is a \$350.00 water connection fee to hook up an individual water line to the main. Water connections to the LLDA mains are only allowed during the period from April 1 to November 15 inclusive. Three days advance notice must be provided to the LLDA Licensed Water Operator to allow for him to be at the site for inspection of the connection and related work. The Licensed Operator charges a fee for this service. This fee is negotiated between the Property Owner / Builder and the Operator.

SEPTIC SYSTEM WORK / REPAIR – Work on Septic Systems generally requires a permit from the township Sewage Enforcement Officer (SEO). The property owner is responsible for ensuring that they or the contractor obtain the proper permits from the correct township you are located in (Palmyra or Greene).

Weekly Office Schedule:

Greene Township SEO: (570) 676-9974
Wednesday 8:00 am-noon

Palmyra Township (570) 226-2230 ext. 104
Tuesday 8:00 am-noon
Thursday 8:00 am-noon

KEY TELEPHONE NUMBERS:

PA STATE POLICE, Blooming Grove Barracks	(570) 226-5718
GREENE TOWNSHIP OFFICE	(570) 676-9325
PALMYRA TOWNSHIP	(570) 226-2230