

RULES AND REGULATIONS OF  
CLEARBROOK COMMUNITY SERVICES ASSOCIATION  
ENVIRONMENTAL PROTECTION AND AESTHETIC REVIEW

REVISED - MAY 13, 2008

**CLEARBROOK COMMUNITY SERVICES ASSOCIATION**  
**ENVIRONMENTAL PROTECTION AND AESTHETIC REVIEW**  
**RULES AND REGULATIONS**

Pursuant to the mandate and authority contained in the Declaration of Covenants, Conditions and Restrictions as recorded in the Office of the Recorder of Deeds of Butler County, Pennsylvania at Vol. No. 1431, pp. 223, *et seq.*, and the authority conferred upon Clearbrook Community Services Association, Inc. ("CCSAI") pursuant to the Commonwealth of Pennsylvania's enactment of the Uniform Planned Community Act, 68 Pa. C.S.A. §§5101, *et seq.*, the Board of Directors of CCSAI herein adopt and approve the following Rules and Regulations regarding the improvement, construction, erection, remodeling, maintenance, landscaping, removal, change or alteration to any structure, lot, ground, tree, bush, shrub, or garden.

These Rules and Regulations shall be enforced by the Board of Directors of CCSAI, or by an Environmental Protection Board ("EPB") appointed by the Board of Directors of CCSAI.

The purpose of these Rules and Regulations is to ensure the harmonious blending of properties and residences in and within the Association.

These Rules and Regulations provide for a review of units, landscaping, building exteriors and aesthetics prior to any improvement, alteration, remodeling or construction being undertaken, and for the enforcement of these Rules and Regulations in the event of a violation.

These Rules and Regulations supersede the "Clearbrook Community Services Association Environmental Protection and Aesthetic Review Rules and Regulations - 2003 Edition" effective May 22, 2003.

All correspondence, notices, and submissions shall be sent to:

CCSAI/EPB  
P. O. Box 1417  
Cranberry Township, PA 16066-1417

**I. REQUESTS AND SUBMISSIONS**

No building, (including, but not limited to a storage shed, barn, maintenance shed or animal pen, etc.) fence (including but not limited to a privacy fence or the like), wall, deck, swimming pool, landscape or garden pond, gazebo, or other structure, shall be commenced, erected or maintained upon any lot, unit or home within Clearbrook, nor shall any exterior addition to or change or alteration of any of the foregoing (including any change in color or materials) be made until the plans and specifications showing the nature, kind, shape, color, height, materials, and location of same shall have been submitted to and

approved in writing as to harmony of external design, location and color in relation to the surrounding structures and topography by the Board of Directors of CCSAI, or by the EPB.

Many, if not most or all of these structures, additions and alterations require the issuance of a Building Permit from Cranberry Township. Before submission to the Board of CCSAI or the EPB, such a permit needs to be issued and approved by the Township. The issuance of the permit by the Township does not signify approval by the Board or the EPB, but the permit must be part of the submission or request.

Such submission shall be made and received by the Board of Directors of CCSAI or the EPB at least thirty (30) days prior to the scheduled date of commencement of the proposed construction or alteration.

In addition to submissions of the plans and specifications as cited above, the request and submission shall include a signed letter stating changes, construction or maintenance wished to be made, a copy of a survey of the lot and unit along with the changes placed upon the survey reflecting the location and measurement of the proposed changes.

In addition, the color and type of materials to be used should be included.

The submission can be presented to the Board of EPB by mail or by bringing the submission to the next board meeting. The meetings are held the second Monday of every month at 7 P.M. *in the Cranberry Municipal Building.*

The applicant shall have 10-15 minutes to present the submission and the Board may ask questions. The Board has 30 days to make a decision. ***IF THE SUBMISSION IS REJECTED, THE APPLICANT WILL BE NOTIFIED BY MAIL OF THAT REJECTION WITHIN THIRTY (30) DAYS OF THE SUBMISSION. IN THE EVENT THAT THE SUBMISSION IS APPROVED, THE APPLICANT MAY BE NOTIFIED BY REGULAR MAIL THROUGH THE UNITED STATES POSTAL SYSTEMS, ELECTRONIC (OR E-MAIL), FACSIMILE, VERBALLY, OR IN SUCH OTHER APPROPRIATE FORM OF COMMUNICATION.***

In the event said Board or EPB, or the respective designated committees of either fails to approve or disapprove such design and location within thirty (30) days after receipt of said plans and specifications, approval will not be required and the party so submitting the plans and specifications shall be deemed to have fully complied with these Rules and Regulations and the Declaration of Covenants, Conditions and Restrictions, (the "Declaration").

Failure to abide by these notice and request requirements shall be deemed a violation and the Board shall proceed to enforce these Rules and Regulations accordingly.

## II. DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS

The Board of Directors of CCSAI hereby adopts ARTICLE VIII, Use Restrictions of the Declaration of Covenants, Conditions and Restrictions in their entirety, with the exception of subsection (d) to the extent that said subsection violates any provision of the Telecommunications Act of 1996 and the Rules promulgated by the Federal Communications Commission thereunder.

To the extent that any other provision of ARTICLE VIII of the Declaration shall be in contradiction of any specific provision contained in these Rules and Regulations, the Declaration shall govern.

## III. GENERAL RULES AND REGULATIONS

The General Rules and Regulations adopted by the Board of Directors on May 13, 2008 are incorporated herein in their entirety.

To the extent that any provision of the Rules and Regulations shall be in contradiction of any specific provision contained in these Rules and Regulations, these Environmental Protection and Aesthetic Review Rules and Regulations shall govern.

## IV. ENVIRONMENTAL PROTECTION AND AESTHETIC REVIEW RULES AND REGULATIONS

In order to assist members of Association and occupants within the Association in the approval process, the Rules and Regulations provided herein must be followed.

Strict compliance with these Rules and Regulations will not insure approval in the absence of the appropriate and timely Request and Submission of the alterations sought, nor in the event that circumstances dictate that such improvement or alteration cannot be made.

### A. Buildings and Structures:

#### (i) Townhouses:

To keep the harmony of the external design of the building and the topography of the surrounding areas as stated in the Declaration, exterior changes to the buildings and any new structure (i.e., storage barns/sheds) will not be permitted in the Townhouses units.

#### (ii) Single Family Homes:

Buildings and structures will generally be allowed if they meet all of the applicable building codes and they do not conflict with paragraphs (d) and (e) of ARTICLE VIII

in the Declaration. Exterior changes to buildings and structures are generally allowed provided the changes do not distract from the surrounding community (i.e., color and design) as decided by the Board or the EPB.

The building of storage barns/sheds shall not exceed 10' x 12' x 12' in overall size, wall height should not exceed eight (8) feet and total construction erected with wood frame and complement the home. The exterior may be constructed with wood or vinyl siding.

In addition, as composite material continues to be developed, such composite material may be considered by the Board for the exterior facade of the approved structure.

Under no circumstances shall steel or other metal exterior be approved.

No more than one (1) building or any other structure, other than the already existing home, may be constructed on any lot, unit or home within Clearbrook.

#### **B. Painting and Color Changes/Schemes:**

*THE SINGLE MOST FREQUENT VIOLATION OF CURRENT RULES AND REGULATIONS AND THE SINGLE MOST FREQUENT COMPLAINT RECEIVED BY CCSAI INVOLVES THE COLOR(S) USED BY RESIDENTS WHEN REPAINTING THEIR HOMES. AS SUCH, STRICT ADHERENCE TO THE RULES AND REGULATIONS RELATING TO PAINTING IS IMPERATIVE AND THESE RULES WILL BE STRICTLY ENFORCED.*

##### **(i) Townhouses:**

ALL TRIM, INCLUDING ALL WINDOW TRIM, DOOR AND STORM DOOR TRIM AND GARAGE DOOR TRIM MUST BE PAINTED WITH **WHITE** PAINT, OR IF VINYL, WHITE IN COLOR.

IN ADDITION, ALL GUTTERS, DOWN SPOUTS AND RAILINGS MUST ALSO BE PAINTED WITH **WHITE** PAINT, OR IF VINYL, WHITE IN COLOR.

All garage doors must be painted with the Ryan Color that matches the color of siding of your building. "Section 2 C. Ryan Colors" of the guidelines contains the color codes for all of the above colors. Any color and pattern will be considered for the painting of the front door in accordance with the Declaration.

It is requested that when a garage door is to be painted, all owners in that building group paint their garage door at the same time. This is to keep all doors the same shade of color (due to fading).

(ii) Single Family Homes:

Any color and pattern will be considered. Areas greater than one (100) hundred square feet will be reviewed in accordance with the Declaration.

Ryan color schemes, as they relate to surrounding homes, will also be considered in the review. (Houses of the same color must be separated by two lots on each side and houses across the street from each other must be of a different color).

ALL TRIM, INCLUDING ALL WINDOW TRIM, DOOR AND STORM DOOR TRIM AND GARAGE DOOR TRIM MUST BE PAINTED WITH **WHITE** PAINT, OR IF VINYL, WHITE IN COLOR.

IN ADDITION, ALL GUTTERS, DOWN SPOUTS AND RAILINGS MUST ALSO BE PAINTED WITH **WHITE** PAINT, OR IF VINYL, WHITE IN COLOR.

**C. Ryan Color Codes For Clearbrook:**

**1. Townhouse Garage Doors:**

10-16	Pin Oak Court	Almond
200-210	Clearbrook Court	Heritage Grey
236-242	Clearbrook Court	Amber Beige
244-250	Clearbrook Court	Sandstone
252-260	Clearbrook Court	Almond
262-268	Clearbrook Court	Heritage Grey
270-276	Clearbrook Court	Sandstone
201-207	Clearbrook Court	Almond
213-223	Clearbrook Court	Sandstone
225-235	Clearbrook Court	Almond
237-247	Clearbrook Court	Heritage Grey
249-259	Clearbrook Court	Amber Beige
602-612	Sarah Court	Heritage Gray
614-624	Sarah Court	Almond
626-636	Sarah Court	Amber Beige
619-625	Sarah Court	Almond
627-637	Sarah Court	Sandstone

**Formulas For the Townhouse Garage Doors:**

**Brand of Paint:** Lowe's Severe Vinyl & Aluminum Siding Colors

**By:** Valpar Semi-Gloss

**Almond:** Lowe's Color is Almond  
**Formula:** 101 O Y 9/48

107	O	Y	27/48
109	O	Y	0.5/48

**Heritage Gray:**

Lowe's Color is Thunder Cloud

Formula:	101	O	Y	31.5/48
	107	O	Y	7/48
	109	O	Y	1/48

**Amber Beige:**

Lowe's Color is French White

Formula:	101	O	Y	3.5/48
	107	O	Y	13/48

**Sandstone:**

Lowe's Color is Sandstone

Formula:	101	O	Y	6/48
	107	O	Y	12/48
	104	O	Y	20/48

These colors can only be purchased at a Lowe's. The formulas will not make sense to any other store

2. Ryan Colors and Formulas For The Exterior Of The Townhomes And Single Family Homes:  
(These Colors Can Not Be Used For The Townhome)  
(Garage Doors)

**Light Chocolat**

Colorant	OZ	48	96	
B Lamp Black	2	4		0
C Yellow Oxid	1	47		0
F Red Oxide	0	31		0
KX White	1	13		0

**Ashton Grey**

Colorant	OZ	48	96	
B Lamp Black	3	16	0	
C Yellow Oxid	2	30	0	
F Red Oxide	0	15	0	

**Dover Grey**

Colorant	OZ	48	96	
B Lamp Black	2	17	0	
C Yellow Oxid	0	14	0	
F Red Oxide	0	7	0	

**Benton Harbor**

Colorant	OZ	48	96	
B Lamp Black	1	21	0	
E Thalo Blue	1	31	0	
KX White	2	40	0	
V Magenta	0	3	0	

<b>Brussels Blue</b>	<b>Colorant</b>	<b>OZ</b>	<b>48</b>	<b>96</b>
	B Lamp Black	1	17	0
	C Yellow Oxid	0	5	0
	E Thalo Blue	2	36	0
<b>Olde Hunter</b>	<b>Colorant</b>	<b>OZ</b>	<b>48</b>	<b>96</b>
	AX Perm Yellow	5	12	0
	B Lamp Black	3	12	0
	D Thalo Green	4	16	0
	KX White	1	8	0
<b>Eucalyptus Tree</b>	<b>Colorant</b>	<b>OZ</b>	<b>48</b>	<b>96</b>
	AX Perm Yellow	0	44	0
	B Lamp Black	1	10	0
	C Yellow Oxid	0	8	0
	KX White	3	34	0
<b>Chemayo Sage</b>	<b>Colorant</b>	<b>OZ</b>	<b>48</b>	<b>96</b>
	B Lamp Black	1	16	0
	C Yellow Oxid	2	3	0
<b>Arabian Veil</b>	<b>Colorant</b>	<b>OZ</b>	<b>48</b>	<b>96</b>
	B Lamp Black	0	10	0
	C Yellow Oxid	0	6	0
	F Red Oxide	0	7	0
<b>Bavarian Creme</b>	<b>Colorant</b>	<b>OZ</b>	<b>48</b>	<b>96</b>
	B Lamp Black	0	4	0
	C Yellow Oxid	0	40	0
	F Red Oxide	0	2	0
<b>Colonial Red</b>	<b>Colorant</b>	<b>OZ</b>	<b>48</b>	<b>96</b>
	AX Perm Yellow	4	36	0
	B Lamp Black	0	14	0
	KX White	0	20	0
	V Magenta	9	8	0
<b>Classic Burgundy</b>	<b>Colorant</b>	<b>OZ</b>	<b>48</b>	<b>96</b>
	AX Perm Yellow	2	10	0
	B Lamp Black	0	10	0
	V Magenta	11	28	0
<b>Black</b>	<b>Colorant</b>	<b>OZ</b>	<b>48</b>	<b>96</b>
	B Lamp Black	15	0	0
	E Thalo Blue	0	0	0
	V Magenta	0	0	0

**White**

**CAN USE WHATEVER IS ON SHELF**

PLEASE NOTE THAT THESE FOURTEEN (14) RYAN COLORS WITH THEIR FORMULAS ARE AVAILABLE, AT ANY STORE OF YOUR CHOICE. YOU MUST USE THESE FORMULAS OR THE COLORS WILL NOT MATCH AND YOU WILL BE OUT OF EPB COMPLIANCE. YOU CAN USE ANY BRAND OF PAINT THAT YOU CHOOSE, AS LONG AS YOU USE THIS COLOR FORMULA. THESE FOURTEEN (14) COLORS ARE TO BE USED ON SHUTTERS AND FRONT DOORS OF THE TOWNHOUSES AND THE SINGLE FAMILY HOMES. THESE FOURTEEN (14) COLORS OR WHITE CAN ONLY BE USED ON THE GARAGE DOORS OF THE SINGLE FAMILY HOMES. THE GARAGE DOORS OF THE TOWNHOUSES HAVE DIFFERENT COLORS THAT MUST BE USED.

**D. Walls:**

Due to the diverse nature of materials that can comprise walls, it is impossible to offer succinct guidelines. It is therefore imperative that all walls that are to be erected in the community for the purpose of privacy or as a retaining wall, must have plans submitted to the Board or the EPB for review and approval. No retaining wall may be constructed which would change the natural flow of drain off water.

**E. Decks and Additions:**

All decks must have a building permit from the appropriate governmental authority. It is recommended that the deck be made of treated wood, cedar or redwood. The use of composite material and vinyl will be considered.

All deck additions must have a building permit. The color and design must ensure the harmonious blending of properties and residences in the plan.

**F. Fences:**

(i) Townhouses:

To keep the harmony of the external design of the building and the topography of the surrounding areas as stated in the Declaration, fences will not be permitted in the Townhouses.

(ii) Single Family Homes:

No fences shall be permitted in the front of a single family home.

All fences permitted on the property shall be of a sturdy treated wood, vinyl, composite material, or approved wrought iron construction. Height restrictions are six (6) feet for wooden fences and four (4) feet for metal fences. In addition, the finished side of the fence shall face outward.

It is strictly prohibited to erect wire mesh or chicken wire fences, except on a temporary basis around a garden, provided the fence does not exceed two (2) feet in height.

**G. Wires, Poles and Antennas:**

ARTICLE VIII paragraph (d) of the Declaration shall be interpreted as written, except to the extent same is in conflict with the Telecommunications Act of 1996, and for the following:

The installation of Satellite dishes, not exceeding one meter (39") in diameter, may not be prohibited by CCSAI. However, the dishes should not be installed on common property or in such a location as to deleteriously effect the aesthetics of the plan or interfere with any adjoining lot or unit's right to an unobstructed or nonintrusive possession.

Electric lines for bug killers, low voltage lighting and holiday lighting (all seasonal lighting must be removed within a reasonable time period), provided they meet township ordinances.

Poles not used for the transmission of electricity, telephone messages and the like (such as poles used for bird feeders, bird houses, bug killers, clotheslines, dog runs, etc.) should be wooden.

**H. Drainage and drainage pipes:**

ARTICLE VIII paragraph (l) of the Declaration shall be interpreted as written. Drain piping from down spouts will be interpreted to be included in this paragraph.

**I. Landscaping, Landscaping Neglect and Gardens:**

As a general guideline, all landscaping and landscaping maintenance, including but not limited to lawns, trees, bushes, shrubs and flower and vegetable gardens, should add to the overall appearance and value of the home and the community, not detract from it.

Grass should not exceed six (6) inches in height. Grass should not impede onto driveways and walkways.

Trees, bushes and shrubs should be maintained/pruned so as to keep their shape and size in perspective to the lawn and house.

No parking of any motor vehicles on any grass, private or common ground, is permissible.

As a general guideline it should be remembered that Clearbrook is a residential community not an agricultural one. Vegetable gardens are fine as long as they are proportionately sized for the lot.

**J. Tree Removal:**

No trees having a diameter of six (6) inches or more (measured from a point two (2) feet above ground level) shall be removed from any lot without the express, written

authorization of the Board or EPB or unless properly authorized by an appropriate governmental authority. The Board or EPB, in its discretion, may adopt and promulgate rules and regulations regarding the preservation of trees and other natural resources and wild life upon the Properties. If it shall deem it appropriate, the Board or EPB may mark certain trees, regardless of size, as not removable without written authorization.

**K. Storage of Trailers, Boats and House Trailers:**

No boat, boat trailer, house trailer, trailer, recreational vehicle ("RV") or similar items or vehicles shall be stored in the open on any Unit, lot or parking areas for a period exceeding seventy-two (72) hours.

**L. Storage of Supplies and Garage:**

Building materials, lumber or bulk materials may only be stored in a garage or other enclosed structure except if they are currently being used for construction on the lot.

No lumber, materials, bulk materials, refuse or trash shall be kept, stored, or allowed to accumulate on any Lot except building materials during the course of construction of any approved structure. Trash, garbage or other waste shall not be kept except in sanitary containers. All incinerators or other equipment for the storage or disposal of such materials shall be kept in a clean and sanitary condition.

**M. Trash Receptacles**

All receptacles for rubbish, garbage, trash, lawn and garden material, and recyclable products cannot be brought out to or placed upon the curb or other pick up location abutting to or in proximity with the Unit until 6:00 p.m. on the day before the scheduled pick up of such material. All such receptacles must be removed no later than 7:30 p.m. on the day of the pick up. In addition, all such receptacles must be stored out of the plain front street view of the Unit and preferably be stored in the Unit's garage.

**N. Signs:**

No sign of any kind shall be displayed to the public view on any Lot except one sign of not more than five (5) square feet advertising the Lot or Living Unit for sale or rent, subject to the rights of any member under the First Amendment of the Constitution of the United States of America, or subject to the concerns for the protection and safety of the residents and neighbors.

Temporary signs (signs advertising yard sales, open house, etc.) should be removed as soon as possible.

**V. MISCELLANEOUS:**

Nothing in these Rules and Regulations shall be construed to limit in any way the rights and powers of the Board or EPB to approve or disapprove the erection of buildings, fences, walls or other structures, or of changes or alterations to the properties that may effect the harmonious blending of the properties in the Clearbrook Community.

Compliance with and adherence to these Rules and Regulations does not rest solely with the Board or EPB. They are every resident's responsibility to keep our community as clean and beautiful as possible.

Infractions of these Rules and Regulations will result in letters being sent out requesting correction of the infraction by the lot or unit owner. Fines and/or charges may be levied for certain violations. If Board action is required to correct the deficiency and/or violation, as set forth in ARTICLE V and ARTICLE VI of the Declaration, all costs associated with the Board action including legal fees as permitted under the Declaration and/or the Uniform Planned Community Act, 68 Pa.C.S.A. §§ 5101, et seq., shall be borne by the offending lot or unit owner. The costs of any such action, repairs, maintenance and/or restoration shall be added to and become part of the assessment to which such lot, lot owner, unit or unit owner is subject and enforcement of the right to recover these assessments shall be had in like manner.

**ANY SUCH FINE OR COST OF LAWSUITS, INCLUDING REASONABLE ATTORNEYS' FEES, IS CONSIDERED A COMMON EXPENSE TO BE LEVIED AGAINST THE INDIVIDUAL UNIT OWNER INVOLVED. COLLECTION AND ENFORCEMENT BY THE BOARD OF DIRECTORS SHALL BE IN THE SAME MANNER AS THE BOARD OF DIRECTORS IS ENTITLED TO ENFORCE COLLECTION OF ASSESSMENTS AND REPAIR, MAINTENANCE AND/OR RESTORATION COSTS AS SET FORTH IN ARTICLES IV, V AND VI OF THE DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS, AND THE UNIFORM PLANNED COMMUNITY ACT AS ADOPTED BY THE COMMONWEALTH OF PENNSYLVANIA AND ENACTED AT 68 PA.C.S.A §§ 5101, ET SEQ.**

IN WITNESS WHEREOF, we, being all the Directors of CLEARBROOK COMMUNITY SERVICE ASSOCIATION, INC. have hereby adopted these Rules and Regulations and have hereunto set our hands this 13 day of May, 2008.

Kenneth Wagner - President  
Robert Wagner - V-Pres.  
Amy Braung - Secretary  
Robert Wagner - Treasurer.

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