



MASTHOPE MOUNTAIN COMMUNITY
RULES & REGULATIONS

RULES & REGULATIONS
ISSUE YEAR AND MONTH: 2021-06

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BOARD OF DIRECTORS
MASTHOPE MOUNTAIN PROPERTY OWNERS' COUNCIL
196 Karl Hope Boulevard, Lackawaxen, PA 18435

THE OFFICIAL AND MOST CURRENT VERSION OF THE MMC PROPERTY OWNER'S RULES & REGULATIONS CAN BE FOUND ONLINE AT www.masthope.org

Change Log: A list of the current and recent changes made to this handbook may be found on the last page of this document.

Also Included: Local & Regional Numbers of Interest
Fine Schedule
Revision Log

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Masthope Mountain Community Rules & Regulations

I. ADMINISTRATIVE POLICIES AND PROCEDURES

A. General Information Regarding Passes

1. Access to the amenities and facilities at Masthope is by means of a valid pass.
2. Passes are issued by the POC and are useable as long as a member is in good standing.
3. Passes are also issued to property owner guests and those legally renting a home from a property owner.
4. MMC management may, from time-to-time, use alternative means of property owner identification, including, but not limited to wrist bands and hand stamping.
5. Property owners are held responsible for the actions of their guests and renters.

B. Picture Passes

1. Passes will take the form of an ID card as approved by the Board of Directors.
2. Current picture passes are required to use all MMC facilities. A valid picture pass will permit the registered holder the use of all MMC facilities, subject to the established rules and regulations of each facility.
3. Authorized users shall have their picture passes with them at all times when using MMC facilities.
4. Picture passes will be required for any person two years old or older.
5. Picture passes are available at the POC office and must be picked up in person. Picture passes will not be issued or validated through the mail or any other delivery service.
6. Any outstanding assessments, citations and dues must be paid before picture passes can be issued.
7. All property owners applying for membership picture passes must provide the following forms of identification for all immediate family members, where applicable, to show proof of family relationship:
 - a. birth certificate
 - b. valid driver's license/passport
 - c. marriage certificate
 - d. adoption/court/foster papers
 - e. significant other – proof of living together for three years.
8. In the event that the member/property owner chooses not to pick up his/her passes, he/she may authorize a non-member to do so, but such authorization shall be in writing, and signed by the member.
9. All passes will remain the property of MMC.
10. Fines may be issued and passes may be invalidated by the POC due to misuse and rights of use of facilities revoked in accordance with the Bylaws and Rules and Regulations of the community.

C. Allocation of Passes for Single Family Owned Lots

1. Picture passes will be issued only to members in good standing, and only if all properties owned by the member are in good standing.

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2. Picture passes are not required for children under two, unless using the ski amenity.
3. Proof of identity shall be required to show immediate family relationship at the time of registration with the POC office.
4. The type of proof required to determine family members shall be at the discretion of the POC office.
5. Deeded designated immediate family members will be given a maximum of 12 picture passes.
6. Designated immediate family members are defined as: deeded property owner, deeded property owner's spouse, deeded property owner's children, deeded property owner's children's spouses, deeded property owner's parents, deeded property owner's grandparents, deeded property owner's great grandparents, deeded property owner's grandchildren and deeded property owner's great grandchildren.
7. All additional designated immediate family members who wish to obtain a picture pass shall pay a fee of **\$100.00** per pass/per fiscal year with a maximum of 4 available within the family lineage.
8. Each lot will receive four guest passes.
9. If a member has additional lots, he/she may receive four guest passes per additional lot at no cost, but will not receive additional picture passes.
10. Any other parties listed on the deed shall be classified as undesignated property owners.
11. Any individual or families that have established membership rights prior to May 22, 2004, will not be affected by these rule changes: they shall be "grandfathered". Upon sale/transfer of the "grandfathered" property the 12 pass per lot motion will apply.
12. For additional undesignated deeded property owners wishing to obtain a picture pass, the following rules apply.
 - a. Additional undesignated deeded families will be charged a full year's family dues for picture passes.
 - b. Immediate undesignated families will be issued a maximum of 12 picture passes.
 - c. Immediate undesignated family members are defined as: deeded property owner, deeded property owner's spouse, deeded property owner's children, deeded property owner's children's spouses, deeded property owner's parents, deeded property owner's grandparents, deeded property owner's great grandparents, deeded property owner's grandchildren and deeded property owner's great grandchildren.

D. Corporate, LLC & LLP Passes

1. Corporations will be assigned four picture passes and four guest passes.
2. The four picture passes will be determined by the corporation as to who their four primary individuals will be.
3. No additional annual passes will be available for properties owned by Corporations.

E. Replacing Passes

1. In the event a picture pass is lost or stolen, the member will be able to replace the lost or stolen picture pass at a cost of **\$10.00** for the first occurrence and **\$25.00** each subsequent occurrence per card.
2. Property owners will be entitled to a day paper pass, once, after that all fees will be enforced.
3. Paper passes will not be issued between the Friday after Thanksgiving and the Sunday after St. Patrick's Weekend.
4. Only deeded members can replace lost picture passes or secure paper passes.

F. Members in Arrears

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1. Any member, or family member of a member in arrears, with dues or any other payment due to the POC, shall not be allowed to use any of the amenities, or facilities, with any form of pass until such time that the arrears are settled.
2. Members who are in arrears may be allowed to use the bar and restaurant.
3. Members in arrears may also ski at Big Bear providing that they pay full pass fees with no discounts allowed.
4. An administrative fee will be charged for anyone in arrears for dues.

G. Passes for Skiing/Snowboarding

1. The MMC property owner picture pass(s) must be updated annually, with a ski sticker, to allow it to be used for skiing/snowboarding.
2. The MMC property owner picture pass must be properly displayed at all times while skiing/snowboarding.
3. The MMC property owner picture pass is not transferable and is not to be used by anyone other than the cardholder.
4. Passes are not required for children under two, unless using the ski amenity. Proof of identity shall be required to show immediate family relationship.
5. Paper Passes are not issued during ski season.

H. Guest Passes

1. Guests of members must carry a guest pass, and follow any other identification policies at all times when using facilities.
2. A member with a picture pass must accompany their guests at each amenity.
3. Members will be responsible for the actions of their guests, tenants and invitees at all times.
4. Allocation of guest passes is defined in section V.D.8.
5. The use of one or all of the allocated guest passes will entitle the user to all of the amenities with the exception of skiing, horseback rides and the use of the Fitness Center which will incur an additional fee.
 - a. Each guest who wishes to ski will receive a **25%** discount for lift tickets.
 - b. For each guest who wishes to take a horseback ride:
 - i. Trail rides cost will be **\$22.00** per person/per one hour.
 - ii. Arena rides cost **\$11.00** per person/per half hour ride.
 - iii. Arena lead rides cost **\$6.00** per person for six loops
 - c. For each guest who wishes to use the Fitness Center, the cost will be **\$7.00** per day.
6. If a property owner wishes to purchase additional passes over the allotted four the cost will be as follows:
7. Daily amenities fee will be **\$5.00** per person.
8. Weekly amenities fee (seven consecutive days) will be **\$25.00** per person.
9. Monthly amenities fee will be **\$75.00** per person.
10. Additional passes will not be issued Memorial Day Weekend, Fourth of July Weekend and Labor Day Weekend.

I. Renter's Passes (See Section II)

II. RENTING/LEASING YOUR HOME

In its May 22, 2021 meeting, the Board approved a new rental policy which aligns with the Lackawaxen Township Short-term Rental Ordinance Nr. 114. The effective date of the new policy will be coordinated with the effective date of the township ordinance. When the policy becomes effective, Sections II A. through II G. will become invalid and will be replaced with a new Section, currently labeled Section III.

A. General Information

Property Owners in good standing who own an “improved lot” only and wish to rent their homes may do so. Property owners not in “good standing” pursuant to the bylaws and covenants are not permitted to rent/lease their property. The following represent the rules that apply and the fees involved with renting homes at Masthope:

1. Renters must be registered with the POC Office 7 days in advance.
2. Failure to register renters 7 days in advance will result in a **\$25.00** additional administrative fee assessed to the property owner.
3. All known non-owner occupants of improved properties within the community, except designated immediate family and their guests, shall be considered subject to this policy, regardless of whether any actual consideration is paid to the owner of the property.
4. Unimproved lots may not be rented or leased.

B. Prior Approval Process and Property Owner’s Responsibility

1. Rentals in excess of ninety days are considered long-term rentals and are covered by the rules pertaining to Long Term Rentals (LTR).
2. Prior approval from the MMC POC is required as to whether there are any outstanding violations or complaints against said lessee.
3. The POC reserves the right to withhold approval, of any LTR application if there are outstanding violations or complaints against the lessee.
4. Long-term leases extending beyond one year shall be reviewed for approval on an annual basis.
5. Property owners shall be responsible for any and all legal, administrative and collection costs incurred by MMC in connection with above.
6. Property owners are responsible for informing lessee(s) of all rules governing MMC.
7. The owner and the lessee shall be jointly and severally liable for damages caused by the lessee(s) and their guests to any community owned property, and they shall be responsible for payment of all fines and assessments imposed for violation of community rules and regulations, by-laws and/or restrictive covenants.
8. No leasing arrangement shall relieve a property owner from his/her obligations to the community, and the owner shall remain responsible, at all times, for the lessee(s) failure to comply with the provisions of the aforesaid documents.
9. Landlords must use an MMC approved lease addendum. The lease must contain the transferring of all amenities to renters and shall not provide for individual amenity usage, such as trash disposal, etc.
10. Lessee(s) cannot allow any property owner, guest or other lessee(s) not in good standing the use of any of their amenity passes.
11. Amenities cannot be used by property owners and/or their guests, if the property owners have leased their property (except skiing privileges during ski season. See ski rules)

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12. Good standing shall include being current on maintenance fees, installment payments and/or overdue unpaid fines.
13. The lease may not be assigned or subleased by the lessee(s) and shall provide that the lessee(s) shall abide by the aforesaid documents.
14. Failure of the owner or lessee to pay charges and/or fines, within the time indicated at the time of notification of such charges/fines, will result in charges/fines being satisfied by the community by the following process:
 - a. 30 days after notification of charges/fines, they will be posted to the property owner's account, with voting/amenity pass privileges being withheld, until charges are paid in full.
 - b. 30 days after charges have been posted to the property owner's account and have still not been satisfied; the community will transfer the required amount from the security deposit.
 - c. If, as a result of such action, the security deposit is reduced, then the owner, within 30 days of notification of balance of security deposit, will restore the deposit to its original **\$150.00** or **\$300.00**; as applicable.
15. If the charges/fines are not satisfied by the 30-day time period, the community will take legal action as defined in the bylaws and covenants of the community.
16. The lessee(s) acknowledges that the lease for the property is in writing and requires the lessee(s) to comply with all the bylaws, rules and regulations, restrictive covenants and the rental policy of the community, and may be sanctioned for any infractions stipulated in the aforementioned documents.
17. The MMC POC reserves the right to demand eviction of any lessee(s) who refuses to follow the aforesaid documents.
18. The Property owner or his agent must inform the POC in writing, within one week, of any extension or termination of lease.

C. Renter's Passes

1. All renters shall be entitled to eight rental passes based on the information submitted by the property owner renting the property.
2. If needed, the renter shall be entitled to a maximum of four more passes at the cost of:
 - \$5.00** per day for each pass.
 - \$25.00** per week for each pass (seven consecutive days)
 - \$75.00** per month for each pass
3. Each renter who wishes to use the stables will be charged the following fees:
 - Horseback trail ride, cost **\$22.00** per person/per one-hour trail ride.
 - Indoor or outdoor arena rides cost **\$11.00** per person/ per half hour ride.
 - Pony rides cost **\$6.00** for six loops.

D. Long Term Leasing Information (90 days or more)

1. The owner will be assessed an administrative charge of **\$100.00** for 90 days or more each time said owner arranges for amenity usage passes for lessee.
2. Each renter's lease must include a signed MMC confirmation of receipt of the MMC Long-Term lease Addendum.
3. Lessee(s) are required to provide three non-family letters of recommendation.
4. Lessee(s) (listed on lease) get picture passes (subject to the same rights as guest passes).
5. Lessee will acquire the property's guest passes from property owner.
6. The property owner's ID cards will be put on hold for the period of the lease.

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7. Property owners will continue to have free ski privileges.
8. An MMC approved lease must be used for short and long-term leases.
9. Property owners should state in their lease the party responsible for payment for lessee to have amenity usage.
10. The owner is required to post a security deposit with the association as follows:
 - a. 90 days or more lease: **\$300.00** - deposits to be held in an interest-bearing account.
 - b. Deposit will be returned upon:
 - i. A written request from property owner
 - ii. After passing an ECC inspection of property

E. Long Term Renting Summary

	Admin Fee	Security Deposit	POC Approval	Picture Passes	Guest Passes	Ski Privileges
Owner	\$100 Included in lease	\$300	Needed before occupancy	Put on hold	To lessee	Retains
Lessee				Only those listed on lease	4 from lessor	25% off

F. Short Term Leasing Information (Less than 90 days)

1. Effective May 1, 2016, the owner/landlord will be assessed an administrative charge each time said owner/landlord arranges for amenity usage passes for the lessee as follows: \$100.00 administrative fee per rental.
2. Each short-term rental must include a signed MMC “Rental Registration/Renewal Form” with the signature of the renter confirming they have read and understand the MMC rules regarding short-term rentals.
3. The property owner ID cards and guest passes will be de-activated for the period of a short-term lease.
4. Renter’s passes will be issued with one designated renter being named as the primary renter.
5. The primary renter will receive a picture pass for use at the compactor and other facilities. All other family members will receive a non-picture pass that must be used at all amenities and facilities.
6. There will be a \$25.00 deposit required to pick up the passes from the POC administrative office, with the deposit being returned upon the return of the passes and the property owner ID cards/guest passes will be re-activated.
7. Registered renters may use MMC amenities such as the beach, pool, courts (tennis, basketball, handball, etc.), boats & River Park at no cost. There are fees charged at the Fitness Center, Stables and Ski Area.
8. The owner is required to post a security deposit of \$150.00 to the association for a lease 90 days or less.
9. Deposits are to be held in an interest-bearing account, and will be returned upon:
 - a. A written request from Property Owner
 - b. After passing an ECC inspection of the property

G. Short Term Renting Summary

	Admin Fee	Security Deposit	POC Approval	Picture Passes	Guest Passes	Daily Passes	Ski Privileges
Owner	\$100	\$150	Needed before occupancy	Put on hold	Put on hold	N/A	Retains

III. RULES FOR RENTING / LEASING YOUR HOME

In its May 22, 2021 meeting, the Board approved a new rental policy which aligns with the Lackawaxen Township Short-term Rental Ordinance Nr. 114. The effective date of the new policy will be coordinated with the effective date of the township ordinance. When the policy becomes effective, Sections II A. through II G. will become invalid and will be replaced with a new Section, currently labeled Section III.

A. Scope

1. The provisions of this Policy constitute requirements in addition to those of the Short-Term Rental Ordinance of Lackawaxen Township (“STR Ordinance”), and all provisions of the STR Ordinance are incorporated by reference as if set forth at length.
2. The provisions of this Policy shall apply to all residential “Dwelling Units” within Masthope Mountain Community (Masthope). The owner of the subject property shall be responsible for compliance with the provisions of this Policy and the failure of an owner, agency, managing agency, Local Contact Person (as defined in the STR Ordinance), or Rental occupants to comply with the provisions of this Policy shall be deemed noncompliance by the owner.
3. This Policy defines the rental provisions in effect between the property owner leasing their property and Masthope Mountain Community Property Owners Council (Association). None of these provisions shall establish a relationship between the Association and the lessees who shall retain any private cause(s) of actions they may have against the landlord/owner.

B. Interpretation

This Policy is not intended to, and does not, excuse any property owner from compliance with the Association’s governing documents and all applicable laws and local ordinances. Whenever possible, this Policy, the governing documents, and applicable laws should be construed and interpreted as being consistent, and not in conflict.

C. Definitions

Definitions of the STR Ordinance apply to this document. In addition to, and for the purposes of this Policy, the following words and terms shall have the meanings stated:

MEMBER IN GOOD STANDING – As defined in the Bylaws, a Property Owner who, for all properties owned, is in full compliance with the Declaration, Articles of Incorporation, Bylaws, and Rules and Regulations of the Association, and who has, among other things, paid all dues, assessments and other charges levied by the Association. The definition given in the Bylaws shall govern.

RENTAL – Any Short-Term or Long-Term Rental.

SHORT-TERM RENTAL – Any dwelling unit within a residential dwelling structure rented for overnight lodging for a period of not less than two (2) consecutive overnight stays, and not more than thirty (30) days.

LONG-TERM RENTAL – Any Dwelling Unit utilized as a single-family residence, rented for the purpose of overnight lodging for a period of thirty-one (31) days or longer.

RENTAL PERMIT – Annually renewable written permission granted by Masthope to utilize a Dwelling Unit for rental use.

RENTAL REGISTRATION – Application filed each time a Dwelling Unit is rented.

D. Masthope Rental Permits

1. Permits Required

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- a. No owner of any property in Masthope shall operate a Rental in Masthope without first obtaining a short-term rental license issued by Lackawaxen Township.
- b. No owner of any property in Masthope shall operate a Rental in Masthope without first obtaining a Masthope Rental Permit. Permits are issued by the Masthope Office to property owners who are Members in Good Standing, and who meet the requirements of this Policy.
- c. The issuance of a Masthope Rental Permit is not a warranty that the premises is lawful, safe, habitable, or in compliance with this Policy.
- d. Permits need to be approved by the Masthope Environmental Control Officer.
- e. Operation of a Rental without a Masthope Rental Permit is a violation of this Policy.
- f. An active Masthope Rental Permit may be revoked if a property owner is no longer a Member in Good Standing.
- g. Any rental agreements existing at the time a property changes ownership can continue under a valid Rental Permit. A new Rental Permit is required for any new rental agreements.

2. Permit Requirements

- a. Masthope Rental Permit applications shall contain all of the following information:
 - i. The name, address, telephone number, lot number, and email address of the property owner. If the property owner does not have a managing agency, agent, or Local Contact Person, then the property owner shall provide a 24-hour telephone number. If the property owner uses a managing agency, agent, or Local Contact Person, then that managing agency, agent, or Local Contact Person shall have written authorization to act for and receive all communications for the owner.
 - ii. The name, address, and 24-hour telephone number of the managing agency, agent, or Local Contact Person.
 - iii. The total number of bedrooms and maximum number of overnight guests as permitted by the STR Ordinance.
 - iv. A diagram or photograph showing the location and number of all available on-site parking spaces.
 - v. Signatures of both the property owner and the local managing agent or Local Contact Person, if applicable.
 - vi. Copy of the current recorded deed for the property establishing ownership.
 - vii. Copy of the short-term rental license issued by Lackawaxen Township.
- b. Masthope Rental Permit shall be issued only to the property owner of the Rental property, provided the owner is a Member in Good Standing at the time of issuance.
 - i. A separate Masthope Rental Permit is required for each property.
 - ii. A Masthope Rental Permit is effective for a period of one (1) year, or until any of the conditions of the Rental which are governed by this Policy are changed, whichever shall first occur. A Masthope Rental Permit must be renewed annually and also when any of the conditions of the Rental which are governed by this Policy are changed. Changing the managing agency, agent, or Local Contact Person does not constitute a change of conditions of the Rental.
 - iii. An expired Masthope Rental Permit is a Permit that has not been renewed or has become no longer effective under Requirement 2.b above. No property in Masthope is allowed to be operated as a Rental under an expired Masthope Rental Permit.
 - iv. Any application for a Masthope Rental Permit is considered a new application, and not a renewal, if the previous Masthope Rental Permit has not been continuously renewed per the requirements in section 2.b above.
 - v. Masthope will prescribe forms and procedures for the processing of Masthope Permit Applications under this Policy.
- c. The Association must be notified, in writing, within fourteen (14) days if there is a change in the identity of the managing agency, agent or Local Contact Person.
- d. Masthope Rental Permit renewal applications shall contain information regarding any changes from the immediately preceding application with respect to matters governed by this Policy.
- e. The owner is required to post a security deposit with Masthope. This deposit will be returned upon:

- i. The expiration of a Masthope Rental Permit and
- ii. A written request from the property owner.

E. Rental Standards.

1. Operating Requirements

- a. All Standards defined in the STR Ordinance apply in Masthope.
- b. All Outdoor parking for Rental occupants and day guests shall be limited to approved parking areas identified on the Rental Permit. In no event shall parking for Rental occupants and guests include spaces in any street right-of-way, any limited common element, or any common element.
- c. Masthope has authority to fine owners for actions of their renters and guests.
- d. A Rental shall not have any outside appearance indicating a change of use from the surrounding residential uses.
- e. Subleasing all or a portion of the Dwelling Unit is prohibited.
- f. All known non-owner occupants of improved properties within Masthope, except designated immediate family and their guests, shall be considered Rental occupants subject to this Policy, regardless of whether any actual consideration is paid to the owner of the property.
- g. Unimproved lots may not be rented or leased.
- h. In addition to the mandates of the STR Ordinance regarding notices posted in Dwelling Units, the following information must also be displayed:
 - i. The trash compactor rules and schedule, as well as a notification that trash and refuse shall not be left or stored on the exterior of the property or anywhere else in the Community.
 - ii. Notification that an occupant or guest may be cited and fined for creating a disturbance or for violating other provisions of the Association's rules and regulations or governing documents.
- i. Compliance with the requirements of this section shall be considered conditions of a Masthope Rental Permit, the violation of which may result in a revocation of that permit.
- j. Each Rental use must include a signed Rental Registration with the signature of the renter confirming the renter has read, understood, and agrees to comply with the Association's Rules and Regulations.

2. Compliance with Masthope Rules

- a. Property owners are responsible for compliance with all of Masthope's Rules and Regulations while their property is being rented:
 - i. Property owners are responsible for informing Rental occupants of all rules governing Masthope and must provide Rental occupants copies of current Rules and Regulations.
 - ii. Property owners and Rental occupants shall be jointly and severally liable for damages caused by the occupants and their guests to any community owned property, and they shall be responsible for payment of all charges/fines and assessments imposed for violation of Masthope's rules and regulations, bylaws and covenants.
 - iii. Property owner and Rental occupants will be notified of any violations following standard Masthope violations process.
 - iv. Within the framework established by the Masthope appeals process (see also Section K below), failure of the owner or Rental occupants to pay charges and/or fines, within the time indicated at the time of notification of such charges/fines, will result in charges/fines being satisfied by the community by the following process:
 - (A) 30 days after notification of charges/fines, they will be posted to the property owner's account, and the property owner no longer a Member in Good Standing, until charges are paid in full. If the charges/fines are not satisfied by the 30-day time period, the community may take legal action as defined in the Rules and Regulations, Bylaws and Covenants of the community.
 - (B) 30 days after charges have been posted to the property owner's account and have still not been satisfied, Masthope will transfer the required amount from the security deposit.
 - (C) If, as a result of such action, the security deposit is reduced, then the owner, within 30 days of notification of balance of security deposit, will restore the deposit to its original amount.

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- v. No leasing arrangement shall relieve a property owner from any obligations owed to the Association, and the owner shall remain responsible, at all times, for the failure by the Rental occupants to comply with the provisions of the Association's Rules & Regulations, Bylaws and Covenants.
 - vi. Property owners shall be responsible for any and all legal, administrative and collection costs incurred by Masthope in connection with enforcement of violations of this Rental Policy.
- b. Masthope reserves the right to demand that the owner evict any Rental occupants who refuse to follow Masthope's Rules and Regulations, Bylaws and Covenants.
 - c. Rental occupants cannot allow any property owner or guest to use any of their ID passes.
3. Exclusions
- a. Short-term Renters will not have access to the Masthope amenities for the Independence Day Holiday weekend (July 4th weekend), as defined by the Masthope POC office.
 - b. One-night overnight rentals are not allowed (see Section C above for definition of Short-Term Rental).
4. Registration
- a. Rental occupants must be registered by the property owner, a managing agency, agent, or Local Contact Person.
 - i. Rental occupants must be registered with the Masthope POC Office 7 days in advance of the first day of the rental period. The Registration must include the pictures needed for ID Passes.
 - ii. Failure to register Rental occupants 7 days in advance will result in an additional administrative late fee assessed to the property owner.
 - b. The Property owner or their agent must inform the Masthope POC Office in writing, within one week, of any extension or termination of lease.
 - c. Masthope may refuse registration approval if there are any outstanding violations by or complaints against Rental occupants.
5. Registration Requirements
- a. Rental Registration applications shall contain all of the following information, supplied by the property owner, local managing agent (if applicable) or Local Contact Person:
 - i. The date the registration is submitted.
 - ii. An acknowledgement that a written Rental agreement exists.
 - iii. An acknowledgement, signed by owner and tenant, that the Rental occupants are required to comply with all of Masthope's Rules and Regulations, Bylaws, Covenants and this Rental Policy, and that charges/fines may be imposed for any infractions stipulated in these documents.
 - iv. The start date and end date of the Rental agreement.
 - v. The name, address, telephone number, lot number, and email address of the property owner.
 - vi. If applicable, the name, telephone number, email address, and agency name of the agent or Local Contact Person.
 - vii. The full name(s), phone number(s), email address(es), and mailing address(es) of all Rental occupant(s) to be registered.
 - viii. The make, model, color, and license number of each vehicle used by Rental occupants.
 - ix. Signatures of either the property owner or local managing agent / local Person in Charge
 - b. The Rental Registration application may include any other notes and additions required for the use of Masthope's POC Office.
6. ID Passes

The existing regulations regarding ID Passes for renters as defined in the Rules and Regulations of Masthope stay in effect until a comprehensive ID Pass Policy has been decided by the Board of Directors.

F. Fees

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The following fees, payable by the property owner to Masthope, shall be in an amount as may be established by a motion duly approved by the Board of Directors:

1. Rental Permit fee – upon the filing of a Rental Permit application
2. Rental Permit Renewal fee – upon the filing of a Rental Permit renewal application
3. Registration fee – upon the registering of each rental agreement
4. Administrative late fee – upon failure to register Rental occupants 7 days in advance
5. Security deposit – required to be posted by the property owner upon the initial filing of a Rental Permit application

G. Enforcement

1. The administration of this Policy shall be shared between Masthope's Public Safety officers and the Environmental Control Officer, together referred to as Enforcement Officers. They shall have the responsibility and authority to administer and enforce all provisions of this Policy.
2. The marketing of a Rental in which the advertised occupancy exceeds the maximum occupancy requirements permitted by this Policy, or which promotes any other activity which is prohibited by this Policy, shall be a violation of this Policy.
3. If there is reason to believe that any provision of this Policy is being violated, and the violation cannot be ascertained without inspection, any Enforcement Officer, the Community Manager, the Board of Directors, or any of their designees may notify Lackawaxen township and request an inspection of the property, premises, buildings, or structures for ascertaining the existence of violations.

H. Notice of Violation

If it appears to an Enforcement Officer that a violation of this Policy exists or has occurred, the Enforcement Officer or the Masthope POC Office shall provide a written Notice of Violation to the owner following established Masthope notification protocols. The Enforcement Notice shall identify the premises which is the subject of the violation, enumerate the conditions which constitute the violation, cite the specific sections of this Policy which are violated, indicate the action required to correct the violation, and provide a time frame (established by the Enforcement Officer based upon the nature of the violation) to correct the violation.

I. Violations and Penalties

Any property owner who violates or permits a violation of the provisions of this Policy shall be subject to fines as established in the Rules and Regulations of Masthope (see also Section K below).

In addition to, but not in limitation of, the provisions of the preceding paragraph, the Environmental Control Officer may either revoke, or deny an application to renew, a Rental Permit for three (3) uncured or repeated violations of this Policy in any rolling twelve (12) calendar month period. The revocation or denial to renew a Rental Permit shall continue for six (6) months for the first set of three (3) uncured or repeated violations, and continue for one (1) year for any subsequent sets of violations.

J. Owners Severally Responsible

If the premises are owned by more than one owner, each owner shall severally be responsible for a violation of this Policy and subject to penalty.

K. Appeals

If a property owner receives a violation or fine or has been denied a Permit under the provisions of this policy, and believes that the fine or denial may have been issued wrongly or improperly, the property owner may file an appeal using the provisions of Masthope's appeals process, as detailed in Masthope's Rules and Regulations.

L. Severability

If any section, provision, or portion of this Policy shall be held invalid or unconstitutional by any Court of competent jurisdiction, such decision shall not affect any other section, clause, provision or portion of this Policy so long as it remains legally enforceable minus the invalid portion. The Association reserves the right to amend this Policy or any

portion thereof from time to time as it shall deem advisable in the best interest of the promotion of the purposes and intent of this Policy, upon written notice to the membership. and the effective administration thereof.

M. Monitoring

Masthope will establish a monitoring program to assess the efficacy of this Policy. This program will allow better understanding of the rental activity impact on community assets and the intensity of amenity use. Data collection will focus on facilities and amenities with ID Pass access controls, and will be effected equally for all amenity users, not just Rental occupants.

N. Repealer

All Masthope Policies or parts of Policies which are inconsistent with this Policy are hereby repealed.

O. Effective Date

Enforcement of this Policy will be coordinated with the enforcement of the STR Ordinance, yet shall become effective not later than January 1, 2022.

IV. AMENITIES AND FACILITIES

A. General Information – Rules and policies for all amenities, facilities, and services.

1. A valid property owner's picture pass or guest pass is required to utilize any Masthope amenity, facility, or service. The MMC property owner ID card is not transferable and is not to be used by anyone other than the cardholder. Penalties for ID Pass abuse include fines and revoking of amenity privileges. See Section I B.10 above.
2. The POC may from time to time for the convenience of its members, implement various alternative means of property owner identification including, but not limited to hand stamping or colored wristbands.
3. Owners must be in attendance with their guests at all amenities and facilities.
4. Owners are responsible for the actions and behaviors of their guests.
5. Children under the age of 14 may not be left at an amenity unattended, and must be accompanied by an adult, 16 years of age or older – unless the rules of usage specify 18 years or older.
6. Most outdoor recreation facilities are open daily from sunrise until dusk, except for special events approved by the MMC.
7. Only authorized MMC personnel shall be permitted on MMC property after closing. Specific hours of seasonal operation can be found on the Masthope website, or in the Masthope Weekly Messages.
8. Property owners, their guests and renters are expected to follow the instructions of staff. Refusing to do so or behaving in a negative manner may result in being asked to leave, and may be further result in the issuance of a citation and/or fine.
9. Appropriate attire is required at all amenities and facilities. See the rules of usage for the rules of attire for any specific amenity of facility.
10. Public nudity is prohibited at all Masthope amenities and facilities; changing facilities are provided.
11. Owners and guests are requested to keep recreation facility areas clean and deposit all litter, cigarette and cigar butts and trash in the refuse containers provided.
12. Residential and other household garbage should be brought to the compactor area during designated hours of operation, and should not be placed in or around recreation facility trash receptacles or dumpsters.
13. Alcoholic beverages are not permitted at the lodge area, and at all amenities and facilities; except as otherwise noted, unless prior approval in writing is first obtained from authorized MMC personnel.
14. Illegal activity as defined in PA Crimes Code shall not be permitted on the premises at any time.

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15. Personal firearms and/or weapons are not allowed at any time at any Masthope amenity or facility.
16. Smoking/vaping is not permitted at any Masthope amenities or facilities; with the exception of designated areas.
17. Motorized vehicles are prohibited on MMC recreation property; except for maintenance and rescue purposes. (This includes, but is not limited to mini-bikes, mopeds, ATV's, snow mobiles, Hover Boards, and motorcycles.)
18. To avoid the danger posed by broken glass, glass containers of any kind are prohibited at all MMC amenities or facilities.
19. With the exception of the Dog Run, no pets are allowed at any MMC amenity or facility; with the exception of Certified Service/Therapy animals.
20. As a courtesy to others, radios and portable speakers/stereos must be used with earphones, or kept at a volume level low enough to be heard only by the listener at all MMC amenities and facilities.

B. Activities Center

1. Section IV.A General Rules apply at the Activities Center.
2. Parent/guardian must sign child in and out of every activity session.
3. An emergency contact number must be left for each child.
4. No child can leave the Activity Center without permission, or signed out by an authorized adult.
5. Parents/guardians must make the Activities Director, or staff person on duty aware of any custodial or allergy issues.
6. Parents/guardians must remain in the general area for easy access to their children and for the Activities staff personnel.
7. Children under the age of 6 must have an adult present at all times.
8. No pushing, shoving, foul language, or other behavioral issues will be allowed. Repeated offenses will result in a child being asked NOT to return.
9. No one is permitted in the Activities Center during off hours without authorization.

C. Beach House and Food Pavilion

The Beach House is located on the Falling Waters side at the Lake, and has a wide variety of quick-food items and drinks. This facility is open during the summer season only and for special events throughout the rest of the year.

D. Beach Area at Westcolang Lake

1. General Information Regarding the Lake & Beach Area
 - a. Section IV.A General Rules apply at the Lake and Beach Facilities.
 - b. All activities on our lake are governed by an overlapping set of rules established by the Pennsylvania Fish and Boat Commission, the Westcolang Lake Association, and the Masthope POC.
 - c. The rules presented below represent a merging of all of the rules of all three entities into one clear set of rules.
 - d. For more information on the State Boating Regulations, a copy of the Boating Handbook may be obtained by calling the Fish Commission NE Regional Office at (570) 477-2206, (Law Enforcement) (570) 477-5717 (Education) or online at: www.fish.state.pa.us

2. Beach Area Rules

The Beach area is located near the end of Falling Waters Boulevard.

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- a. Lifeguards will enforce all rules and may adapt rules under certain conditions, i.e. use of flotation devices, ball playing.
 - b. Lifeguards may prohibit individuals with poor swimming ability from swimming in deep water.
 - c. 14 years and younger must be accompanied and supervised by an adult at all times.
 - d. Horseplay, pulling, dunking or tossing anyone is prohibited.
 - e. All coolers and bags are subject to inspection when entering the lake area.
 - f. No glass is permitted.
 - g. Proper bathing attire is to be worn when swimming.
 - h. Cloth and standard disposable diapers are NOT permitted in the water. Disposable swim-diapers and a reusable swim-diaper should be worn by all non-potty-trained children.
 - i. Nudity or semi-nude exposure is prohibited. No changing clothes or diapers except in designated changing facilities.
 - j. Any verbal abuse of staff will result in the individual's removal from the lake area immediately.
 - k. No profanity or inappropriate behavior permitted.
 - l. Smoking/vaping are not permitted in either the beach or boat launch area.
 - m. When no lifeguard(s) is present, "Swim at your own risk" policy is in effect.
 - n. No inflatables or float mats larger than 4' x 8' are permitted in the swim area.
 - o. Beach equipment (tents, chairs, barbecues, coolers or floats) may not be left unattended on the beach prior to posted opening hours. Only equipment substantially in use may be set up prior to opening. (e.g. one person with more than 4 chairs is not substantial). Tents may not be erected until after posted opening beach hours.
 - p. All deck furniture, tables and chairs must remain in their original designated locations.
 - i. Resin chairs and tables with umbrellas remain on the deck.
 - ii. Picnic tables remain in the lower picnic area near the BBQ area.
 - iii. Metal tables with attached seats and umbrellas remain on concrete patio.
 - iv. Lifeguard stands are not to be moved at any time.
 - q. With the exception of service dogs, no dogs allowed at the beach between beginning of May through and including September.
3. Private Parties at Beach & Beach House
- a. A "Special Event" permit is required for all private parties at the Beach and is available to MMC owners only.
 - b. Requests for permits should be submitted to the POC office.
 - c. All MMC facility rules must be adhered to for all private parties.
 - d. The person signing the contract will be responsible for any damage to the premises caused by any guest.
 - e. A final count with the exact number of people and other information will be required seven days prior to the function.
 - f. If you are using the grills, you must keep at least two grills open for all other MMC members to use.
 - g. The property owner is responsible for setting up tables as well as removal of food and trash.
 - h. MMC has the right to regulate volume of any music/band or DJ at any time.
 - i. All trash must be removed from the beach area and brought to the compactor during normal hours of operation.
4. Fishing
- a. Although our lakes are private, they are subject to state law.
 - b. Fishing by residents and guests is permitted; however, all persons fishing must observe the regulations established by the Commonwealth of Pennsylvania. (including the requirement to display a proper PA fishing license)
 - c. Fishing at this facility must be done on a catch and release basis only.
 - d. Fishing licenses must be obtained by anyone 16 years old or older.
 - e. A current MMC ID card must also be carried by any person fishing on MMC property.
 - f. For safety reasons, casting is prohibited from the shoreline in swimming areas.
 - g. Fishing is not permitted on the boating dock.
 - h. "Creeling" fish is not allowed.

E. Boating on Westcolang Lake

1. Boating – General Information

- a. The surface of the entire lake will be shared in common by all property owners of MMC, Fawn Lake Forest, and Westcolang Village Incorporated.
- b. All PA Fish and Boating commission rules apply. A complete set of requirements can be found on the Pennsylvania State Website: www.fish.state.pa.us
- c. Westcolang Lake is limited to:
 - i. motorboats - a maximum of 18 feet LOA with a maximum of 199 horsepower/inboard, 135HP/outboard
 - ii. personal watercraft (PWC) – maximum 199 horsepower
 - iii. sailboats or sailboards with a maximum of 18 feet LOA.
 - iv. rowboats powered by oars or an electric motor
 - v. canoes powered by paddle or sail or trolling electric motor
 - vi. paddle boats & boards
 - vii. kayaks
 - viii. Coast Guard approved inflatables

2. Boat Registration

- a. All privately owned boats must carry a valid registration.
- b. Each property, regardless of the number of owners, will be permitted to register only two motorized and/or non-hand-paddled watercraft units per lot.
- c. Each property will be permitted to register up to 4 hand-paddled watercrafts.
- d. A registration fee must be paid yearly to the MMC POC for yearly stickers for each watercraft and trailer.
- e. Any property owner registering a watercraft must be in good standing for the fiscal year (May thru April) for which they are registering.
- f. All watercraft must be registered in the name of the deeded property owner, or any immediate family member possessing a valid MMC ID card.
- g. Property owners who had more than two watercraft units registered with the POC in the 2003-2004 fiscal year will be permitted to re-register the same vehicles so long as the registration and insurance has not lapsed.
- h. Guests and renters are not permitted to register watercraft in MMC.
- i. All boats and boat trailers used on Westcolang Lake, even those with private docks, must be registered/re-registered with the POC office each fiscal year. (Fiscal year begins on May 1st)
- j. State registration (when applicable) and proof of insurance for the watercraft must be provided for MMC boat registration.
- k. Applications for Boat Registration are available at the POC office or www.masthope.org
- l. Dated and color-coded identification stickers are issued for new boat registrations and re-registrations.
 - i. Red sticker- motorized watercraft
 - ii. Green sticker- hand-paddled watercraft
 - iii. Black sticker- Trailer
- m. Stickers should be affixed to the boat immediately to avoid misplacing them.
- n. Lost stickers will only be replaced if the owner produces proof of previous registration (ex. office receipt)
- o. The cost for replacement will be the original sticker price.

3. Rules of Usage for Boating on the Lake

- a. The following State Statutes apply to age restrictions apply to the operation of a motorboat propelled by a motor greater than 10 horsepower.
- b. A person 11 years of age or younger may not operate such a watercraft.
- c. A person 12 through 15 years of age may not operate such a watercraft unless they are qualified and have in their possession a Boating Safety Education Certificate.
- d. The following state statutes apply to the operation of personal watercraft (PWC, Jet Skis, etc.).

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- i. To operate a PWC unless they have obtained and have in their possession a Boating Safety Education Certificate.
 - ii. Anyone 11 years of age or younger is prohibited to operate a PWC.
 - iii. A person 12 through 15 years of age must possess a Boating Safety Education Certificate to operate a PWC. They may not operate a PWC with any passengers on board 15 years old or younger.
 - iv. It is illegal to rent or lend a PWC to anyone 15 years of age or younger.
 - v. PWC can be operated from sunrise to sunset only.
 - vi. All other state statutes apply.
- e. The following State statutes require that Boating Safety Education Certificates are required of the following operators:
- i. Persons born on or after January 1, 1982 may not operate boats powered by a motor greater than 25HP unless they have in their possession a Boating Safety Education Certificate.
 - ii. Anyone operating a PWC on Pennsylvania Public Waters must have in their possession a Boating Safety Certificate/Card for the type of watercraft they are operating, under the regulations of the State of Pennsylvania, only those possessing this certificate will be permitted to launch and/or operate a motorized watercraft from MMC property.
- f. A complete set of requirements can be found on the Pennsylvania State website: www.fish.state.pa.us
- g. MMC requires each person with the Boating Safety Certificate/Card to submit a copy of his/her certificate/card at the POC when registering their motorized watercraft.
- h. A copy of the certificate will be kept on file at the POC office.
- i. A small blue "boat" sticker will be placed on the back of the property owner's pass to verify his/her eligibility to launch and/or operate his/her motorized watercraft from MMC property.
- j. When a motorized watercraft enters the MMC launch ramp area, the attendant at the booth will check the property owner's pass for the "boat" sticker, and place a watercraft bracelet on the wrist of only the person(s) who possess the official Boating Safety Certificate/Card(s) verified at the POC.
- k. This bracelet is non-transferable, and must be worn if the person(s) will be launching and/or operating the motorized watercraft from MMC property.
- l. Each person(s) preparing to launch/depart from MMC property must make his/her watercraft bracelet easily visible to the Dock Master before pulling away from the shore, in order to streamline the process at the boat ramp.
- m. Any person NOT possessing the watercraft bracelet will not be permitted to launch/depart from MMC property.
- n. Guests or individuals, who possess a Boating Safety Certificate/Card, may show their Boating Safety Certificate/Card, along with photo identification to the Dock Master to obtain a watercraft bracelet. The name(s) of these individuals will be recorded in a log.
- o. The owner of the motorized watercraft must be present when his/her watercraft is being operated by any other individuals; who must also have a Boating Safety Certificate/Card
- p. Entry onto and from the lake must be made at the location established for this purpose.
- q. All boats must carry Coast Guard approved personal flotation devices equal to the number of passengers on board or maximum capacity of the boat as listed on the Boat Capacity Plate and the same shall be in good and serviceable condition.
- r. Boats 16 feet in length or longer are required, in addition to the above rule, to have one Coast Guard Approved throwable flotation device on board that is in good serviceable condition.
- s. Watercraft must be operated at a rate of speed that will not endanger the life or property of any person.
- t. Watercraft shall not exceed five miles per hour (no wake) within 100 feet of a beach, shoreline, pier, dock, float, buoy, anchored boat or swimmers.
- u. Watercraft must operate in a counter-clockwise direction.
- v. As per boating rules, powerboats shall give way to sailboats and manually propelled boats.
- w. All boats less than 40 feet must have some means of making an efficient sound signal (a referee whistle or air horn is acceptable).
- x. All Pennsylvania State boating rules apply.
- y. Three violations per property of any of the rules of usage for Boating on the lake may result in revocation of watercraft privileges in MMC.

- z. Westcolang Lake is patrolled by the PA Fish and Boat Commission, who will actively issue a citation to anyone in violation of the PAFBC code.
- aa. Only one motorized watercraft per lot will be allowed to use docks and/or ramp at one time; with the exception of a dual trailer.
- bb. All vehicles with boat trailers must park in designated trailer parking areas only
- cc. Fueling or Refueling of any motor-powered watercraft is not permitted at MMC amenities or facilities.
- dd. Illegal Dumping of any manner (i.e. Gasoline, Trash, etc.) is prohibited and may result in a Fine as listed in Appendix B section XXII
- ee. Swimming, diving, horseplay or fishing on or near the boat dock area is not permitted.
- ff. No watercraft may be left over night at our docking facilities except in the case of emergencies; in such a case, Public Safety must be notified

4. Water Skiing/Water Tubing

- a. Water skiing/water tubing is prohibited between sunset and sunrise.
- b. It is prohibited to tow a water skier behind a PWC with a capacity of two people or fewer.
- c. It is prohibited to tow more than one person on a tube with a PWC.
- d. At least two competent people must be in the boat; one operator and one observer.
- e. A Coast Guard approved flotation device must be worn by the skier/tuber.
- f. Ski belts are prohibited.
- g. Whenever a skier/tuber falls or drops, the boat operator must immediately return to the downed skier/tuber.
- h. All Pennsylvania State Boating Laws must be obeyed when water skiing or tubing.

5. Sailboats and Hand Paddled Watercraft

- a. Sailors and hand paddled watercraft must not overload boat and should always judge local wind and water conditions relative to their sailing skills before entering the lake.

F. Sports Court Area & Game Equipment

- 1. Section IV.A General Rules apply at all Sports Courts.
- 2. Courts are available on a first-come, first served basis.
- 3. Court equipment can be obtained at the lifeguard station at either the pool or lake areas during the summer months. Bocce ball and shuffleboard equipment can be obtained at the Marketplace during the spring and fall months.
- 4. Submit a valid Property Owner's pass to borrow equipment.
- 5. Please be courteous to others, only one piece of equipment can be borrowed at a time.
- 6. There is a 30-minute maximum use of a court or equipment, if another property owner is waiting to use it.

G. Miniature Golf Course

The miniature golf course is located behind the pool at the top of the mountain.

- 1. Section IV.A General Rules apply at the miniature golf course.
- 2. No more than 4 in a group per hole.
- 3. Please don't tee off until the group ahead has finished the hole.
- 4. Pace of play must be considerate of other guests.
- 5. Children under 10 must be accompanied by an adult during play.
- 6. Golf equipment can be obtained at the golf shed during summer months. During the spring and fall, equipment can be obtained at the Marketplace.

H. Dog Park/Run

Our Dog Park is located at the four corners, across from the mailboxes, behind the bus shelter.

1. Section IV.A General Rules apply at the Dog Park/Run.
2. Property owners pay a one-time registration fee of \$25 and sign a liability waiver for access to this amenity.
3. Only registered dogs and/or property owners are permitted to use this amenity.
4. Entry into the dog park is at the risk of dog owners and/or handlers.
5. Cars must be parked in a parking spot at the mailboxes.
6. Dog owners and/or handlers are liable for any damage to property, persons or other animals caused by their dog(s).
7. The dog park is open from dawn until dusk year-round.
8. Each dog owner and/or handler shall not have more than two dogs in the dog park at a time.
9. Dogs must be leashed when entering and leaving the dog park and their owners and/or handlers must have a leash for each dog in their possession at all times.
10. Dogs must be off leash while inside the Dog Park.
11. Dog owners and/or handlers must be within view and voice control of their dogs at all times.
12. No dog may be left unattended.
13. Aggressive dogs are not permitted in the dog park.
14. All dogs must have up-to-date vaccinations and be free of disease before entering the dog park.
15. Dog owners and/or handlers must pick-up and dispose of dog waste in the container provided.
16. Dog owners and/or handlers must stop their dog(s) from digging and are responsible for filling any holes their dog(s) create.
17. No spiked, pronged or choke collars are allowed.
18. Do not offer a treat to a dog without that dog owner's and/or handler's permission.
19. Children must be accompanied by an adult handler aged 18 or older at all times.
20. Dogs in heat are not allowed in the dog park.
21. Dogs showing aggression towards people or other animals must be immediately removed from the dog park by the owners and/or handlers.

I. Fitness Center

1. Section IV.A General Rules apply at the Fitness Center.
2. All members/guests shall demonstrate safe strength and cardiovascular techniques at all times.
3. Towels are required, however, if you do not bring one you must rent one for a small fee.
4. Property Guests and renters will be charged a nominal fee to use the Fitness center.

J. Lodge & Lodge Area

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1. Section IV.A General Rules apply at the Lodge, Lodge Area and Top of the Mountain.
2. The Lodge building is open to all MMC property owners, their guests and the public.
3. Lodge facilities include:
 - The Summit Restaurant and Sports Bar
 - Banquet Facility/Property Owners Lounge
 - Scramble Food Court
 - Tiki Bar
 - Game Room
 - Public Safety Office
 - Two sets of bathroom facilities
4. Rules of Usage at the Lodge
 - a. Animals are not allowed on Lodge facility grounds or anywhere at the Top of the Mountain; with the exception of Certified Service/Therapy animals.
 - b. No skateboarding, skating, bicycling, scooters, go-peds inside or outside the Lodge.
 - c. Children will not be allowed in the lodge after 11pm; except for special events.
 - d. All table games will end by 11pm.
 - e. You must be at least 18 or accompanied by an adult to play pool.
 - f. No glass is allowed in the common areas, outdoor patio or poolside at any point in time.
 - g. No outside food or alcohol is allowed to be brought into the Summit Bar and Restaurant, Tiki Café or Pool Area without the approval of the Food & Beverage Manager.
 - h. The Lodge elevator is for use by senior citizens and those with limited capacity.

K. Playgrounds

Masthope maintains three playgrounds. They are located outside the Lodge, at the Beach, and at River Park.

Rules of Usage at Playgrounds:

1. Section IV.A General Rules apply at all three of the Playgrounds.
2. Use of playground equipment is at your own risk.
3. Glass and sharp objects are prohibited.
4. Supervision by a person age 13 or older is required at all times for children under the age of 10. Children must never be left unattended at any playground or facility.
5. The use of equipment, in a manner other than intended, is prohibited.
6. No rough play is allowed.

L. Pool

The Masthope Pool is located adjacent to the community lodge and consists of a main pool with a lower-level diving board and double-tube slide, and a kiddie wading pool with a waterfall mushroom.

1. Section IV.A General Rules apply at the Pool, patio area and Top of the Mountain.
2. Children 14 years old and under must be accompanied and supervised by an adult at all times.
3. Abusive behavior of any type, including verbal abuse and the use of profanity, will result in removal from the pool area.
4. Masthope staff has permission to check bags entering the pool area.
5. Staff will enforce all rules and may adapt rules under certain conditions, i.e. use of flotation devices, ball playing.

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6. Running in the pool area is not permitted.
7. The throwing of balls, Frisbees, or other throwing objects is prohibited.
8. Horseplay, pulling, dunking or tossing anyone is prohibited.
9. No flotation devices in the deep end of the pool.
10. Diving allowed in designated areas only.
11. Users of the diving board or slides must be able to swim without aid to the ladders without the use of flotation devices.
12. Use a ladder or the steps to exit the pool. Ladders and steps must be kept clear and free for entering or exiting from pool.
13. Drinks are not allowed on the pool deck area, please keep all drinks at the seating area
14. No coolers, food, outside alcohol or glass permitted in the pool area.
15. No changing clothes or diapers except in changing room or bathrooms
16. Saving of chairs is prohibited, any belongings left unattended for a prolonged period will be removed.
- 17.
18. Shoes must be removed before entering the pool, except water shoes.
19. Street-clothes, cut-offs or blue jeans are not permitted in the pool.
20. Only proper swim outfits for swimming. Plain white T-shirts are allowed.
21. Nudity is not permitted.
22. Disposable swim-diapers and a reusable swim-diaper must be worn by all non-potty-trained children.
23. No coolers, food, outside alcohol or glass containers are permitted in the pool area.
24. In compliance with the terms of our liquor license, only alcoholic beverages which are served from our bar are allowed in the pool area.
25. Smoking/vaping in designated areas outside the pool area only.
26. Wading Pool
 - a. This water feature is provided for younger children.
 - b. No jumping or diving is allowed in Wading Pool.
 - c. Only swim-diapers are permitted; traditional diapers are prohibited.
 - d. Children who are not toilet trained must wear a swim-diaper.
 - e. Swim-diapers are available for purchase at the Masthope Marketplace.
27. Diving Board and Slide Rules
 - a. Individuals dive or jump or slide at their own risk.
 - b. Only feet first position allowed when using slides
 - c. You must be able to swim to use the diving board.
 - d. Flotation devices or objects of any type are prohibited in the deep end of the pool.
 - e. Only one person allowed on the diving board or slide at a time.
 - f. Look before diving or sliding to make sure the entry area is clear of swimmers.

- g. Dive or jump only in a straight line out from the end of the diving board.
- h. Swim to the closest ladder immediately after diving or jumping.

M. Remembrance Park

After the events of September 11, 2001, the Skating Pond at the front entrance of the Community was renamed "Remembrance Park." The Park has a Gazebo Island, pond fountain and benches.

- 1. Section IV.A General Rules apply at Remembrance Park.
- 2. Fishing is not permitted at this facility with the exception of MMC sponsored events.
- 3. No swimming is allowed at any time.
- 4. To protect the wildlife in our pond, do not throw any object in or on the pond.
- 5. Ice skating is not permitted.
- 6. Model Watercraft only may be used.

N. River Park

The entrance to River Park is located on Masthope Plank Road at the bottom of the hill to the right of the train trestle. Restroom facilities, BBQ area and a playground are located along the Delaware River.

- 1. Section IV.A General Rules apply at the River Park.
- 2. Be sure to observe the Masthope signage, so as not to disturb private property owners of adjacent riverfront properties.
- 3. Park in designated area only.
- 4. Cars must have a Masthope property owner decal visible on their vehicle.
- 5. Fires are permitted only for cooking in a BBQ pit. No open fires.
- 6. Discard ashes in steel ring with sand and make sure the fire has been extinguished.
- 7. To maintain the beautiful natural environment, discard all trash before leaving the River Park.
- 8. Swimming in the Delaware River is at your own risk; life guards are not provided at this location.
- 9. Boat Launch area is for Masthope property owners and their guests only.

O. Masthope Snow Pond

The Snow Pond is located off Westcolang Road and Briar Court.

- 1. Section IV.A General Rules apply at The Masthope Snow Pond.
- 2. The Snow Pond is limited to rowboats, canoes, paddleboats, paddle boards, kayaks and Coast Guard approved inflatables.
- 3. Swimming is at your own risk; life guards are not provided at this location.
- 4. Ice Skating is not permitted.

P. Stables

Masthope Stables entrance is located on Westcolang Road. Masthope property owners are entitled to horseback riding free of charge. Fees apply for guests and renters. (See Fee and Fines schedule below).

- 1. Section IV.A General Rules apply at the Masthope Stables.

2. All stable activities will be at the discretion of the Stable Manager and weather permitting.
3. To ensure the safety of the animals, outside animals are not permitted at the stables; including dogs.
4. No smoking/vaping is permitted at the stables, or surrounding areas.
5. Reservations are strongly recommended, and often necessary.
6. Reservations are taken beginning on Monday for the week ahead.
7. As a courtesy to people on the waiting list, anyone not able to make a reserved activity must call to cancel their reservation.
8. Please arrive 10 minutes early to allow for necessary paperwork and to ready yourself with a helmet.
9. Late arrivals may have to forfeit their scheduled ride.
10. All riders must show a skill level appropriate for the scheduled activity.
11. The Stable Manager or his/her representative has the right to refuse riders from participating in a given activity, if the rider's lack of skill presents a safety hazard.
12. All children under the age of 16 must pass a qualifying test to ride on the trails. A parent or guardian must ride the trail with the child.
13. All riders or the parent/guardian of children under 18 years of age must sign a release of liability waiver before riding.
14. All riders must wear long pants (no shorts or capri pants), sturdy footwear and an approved helmet.
15. All rides are under the supervision of a Masthope qualified trail guide or arena personnel.
16. Each individual member in good standing will be limited to one (1) ride per day. An additional restriction of one (1) ride per weekend on holiday weekends will apply. Anyone wishing to take additional rides may do so on a first-come, first-served basis based on availability.
17. Absolutely no admittance to the stable area between the hours of 4pm to 8am.
18. No unauthorized persons shall enter the barn or arenas without the guidance or approval of the Stable Manager or their representative.
19. No children shall be left at the stable unattended; unless participating in a scheduled program with stable staff.
20. Stable volunteers (15 and older) should call ahead to make arrangements, with the Stable Manager, before coming to the stables.

V. SERVICES

A. Trash Collection

1. Property owners can deposit their household trash at the Compactor site located on Karl Hope Blvd., as you approach the top of the mountain.
2. Trash must be deposited during regular posted open hours at the trash compactor, and not left or dumped in or near the compactor area.
3. There is a three trash-bag limit per day. An additional fee will be charged for bags in excess of three.
4. Bulk trash can be deposited at this site; however, a per-item fee is required for this service. See section XVIII, E for the Bulk Waste fee schedule.

B. 911 Address Signs

1. MMC uses the 911 address system.
2. Improved properties must have 911 signs in place.
3. Pike County Emergency Management and the Township of Lackawaxen require an emergency response address sign and post when building lots become improved.
4. Posts shall be five feet from the right side of the driveway, 15 feet from the edge of the road and in the part of a circular driveway on the inside to the left of the right-side driveway opening.
5. It will be the Property Owner's responsibility to maintain upkeep and replace a sign that has been damaged, destroyed, stolen or aged.
6. There can be no altering, redesigning, rearranging or moving of the signpost.
7. No other sign or decoration should be hung or posted on the 911 post.
8. For the sake of uniformity, the placard with post should be purchased and installed from MMC.
9. Installation may be contracted with MMC. Fees include; \$60 for the sign and post, \$20 for installation, and \$10 for just the sign.

VI. GENERAL RULES & REGULATIONS

A. Abusive Behavior Towards MMC Staff, Member, or Guest

1. All property owners, guest and renters should treat all MMC staff, members or guests with respect.
2. Report any conflicts or concerns to an MMC staff member or public safety.
3. Any physical or verbally abusive behavior towards any member of the MMC Staff, member or guest, shall be subject to the following fine schedule: **XVI.H.1-3**
4. Any damage to Masthope property or facilities is the responsibility of the property owner and will be subject to the following fine schedule: **XVI.H.1-3**

B. Alarms

1. Alarm Device

- a. An alarm device is any device which, when activated by a criminal act, fire, burglary or other emergency calling for a police response, transmits a signal to a monitoring facility staffed by operators who receive and validate such signals and relay information to the Public Safety Department; or produces an audible or visible signal to which Public Safety personnel are expected to respond.
- b. Excluded from this definition and the scope of this policy are devices which are designed to alert or signal only persons within the premises in which the device is installed.

2. Response to Alarms - Utilization of Authorized Services

- a. Any member may utilize the services of MMC Public Safety Department for the purpose of responding to burglar, fire, panic and any other type of alarm.
- b. The property owner/member shall indemnify and hold harmless MMC, its agents and employees, for all claims of damage due to reasonable acts performed in good faith in response to the alarm signal being received and responded to.
- c. This shall include, but is not limited to, forcefully gaining access to a residence that has sounded or transmitted a panic or other serious alarm condition that, in the opinion of MMC employee or agent, necessitates immediate action to resolve the alarm condition.

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- d. A false alarm is any activation of an alarm device to which the Public Safety Department responds and which is not caused by a criminal act, fire or other emergency except an activation caused by malfunction of public utility equipment or lines as verified by monitoring facilities at POC Office.
- e. A series of such activations attributable to the same cause and occurring under circumstances beyond the control of the responsible alarm user shall be deemed a single false alarm.
- f. The Pennsylvania State Police and area Fire Departments can impose a \$300.00 fine for false alarms.
- g. See Public Safety Infraction Fine Schedule in regard to false alarms.

C. Animals

1. Domestic

- a. Owners are responsible for the behavior of their dogs/pets and/or their guest's and tenant's dogs/pets at all times.
- b. All dogs, three months or older, in Pennsylvania must be licensed no later than January 1st of each year.
- c. Licenses may be obtained at the County Treasurer's Office in the Milford Administration Building.
- d. Public Safety Officers serve citations for violations of the MMC and PA Dog Codes.
- e. Dogs running at large is prohibited - The Pennsylvania Dog Law of 1982 provided for fines for persons who allow their dogs to run loose.
- f. Dogs should be on a leash at all times.
- g. Pets are not permitted at any Masthope amenity or facility, with the exception of certified service /therapy animals.
- h. It is prohibited to allow any dogs to bark in a manner that may cause residents annoyance or inconvenience.
- i. An offended individual may make complaints in writing to the POC administrative offices.
- j. After confirmation by a Public Safety Officer, a warning or citation shall be issued.
- k. Property owners shall not keep more than three domesticated animals as pets.
- l. Pet owners are required to pick up and properly dispose of pet waste left by their pets.
- m. Non-domesticated animals are not permitted; i.e. - chickens, goats, etc.

2. Wild

The PA Game Commission recommends that residents do not feed the deer, skunks, raccoons, and other wild animals. It also mandates that bears not be fed. For more information you can contact the Game Commission at (570) 675-1143

D. Bicycle Riders

As required by law, bike riders, under the age of 12, must wear a helmet and ride with the flow of traffic and obey all traffic laws.

E. Bus Stop Rules

1. All vehicles entering the mail box area must park in a proper parking space.
2. All students being dropped off should remain in sheltered area.
3. All vehicles must obey traffic signs unless directed otherwise by Public Safety.
4. Parents and/or guardians must supervise all children while waiting for school buses to arrive.
5. We recommend that no child should be left unsupervised in the parking lot area.
6. Vehicles entering school bus area must be operated by a licensed driver.
7. All vehicles entering school bus stop area must remain parked until bus is fully unloaded.
8. To ensure the safety of the children, all vehicles must wait until the school bus leaves the lot before moving.

F. Commercial Activity

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Commercial use of residential property within MMC is strictly forbidden, except as specified for “no-impact” home businesses, as defined in Restrictive Covenants. (See Restrictive Covenants amendment of March 14, 2009 for a full set of specifications.) Property owners can obtain a full set of specifications at the POC office.

G. Decorations (Festive holiday decorations)

All holiday decorations and lighting must be removed within 30 days after the holiday.

H. Drones

1. **Permitted use:** only within the property lines of the unit owner’s lot as long as the use does not interfere with another property owner’s privacy.
2. **Prohibited use:** over all MMC property, including the ski mountain, buildings, road ways and recreation areas is prohibited, except as noted in item 3, and violations are subject to the fines listed below. Use of drones over private property (other than the drone owner’s property), is also prohibited without private property owners’ prior approval.
3. Use of drones over any MMC property may be approved upon written request to management, stating the type of drone being used, the purpose of use, and the time of use. Management shall then consider the request and render a decision.

I. Firearms

1. The discharge of any firearms within the boundaries of MMC is strictly prohibited.
2. For MMC purposes a firearm includes, but is not limited to:
 - guns
 - archery equipment
 - pellet guns

J. Fireworks

1. The use of fireworks/explosives is prohibited anywhere within MMC.
2. Sanctioned fireworks displays may be allowed if approved by the Board of Directors.

K. Hunting

1. Hunting and/or trapping of any kind is not permitted within MMC.
2. Violators are subject to heavy fines.
3. Violators are subject to the rules of the PA Game Commission.

L. Jogging and Walking on Masthope Roads

1. Curving roads, blind spots and occasional drivers exceeding safe speeds can create dangerous situations.
2. Joggers and walkers are encouraged to wear bright clothing and must run or walk toward moving traffic for maximum visibility.
3. Joggers and walkers should move to the side of the road to allow traffic to pass safely.

M. Littering

Littering at any Masthope area, amenity, or facility is prohibited.

N. Noise

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1. Music, sounds, yelling, barking animals, etc. are to be kept at a volume as to not bother property owners or residents.
2. Township noise abatement rules and regulations need to be followed.
3. No signaling device shall be unnecessarily sounded so as to cause a harsh or unreasonable noise.
4. Included in this restriction is the operation of a motor vehicle with an improper exhaust system.
5. No noise producing work is permitted outside the permitted hours.

O. Odors

Any odor emanating from a property that is offensive or obnoxious shall not be allowed.

P. Outside Lighting

1. Permits are required for outside lighting.
2. Lighting may not be attached to any tree, including any electrical wiring.
3. Outside lighting must be kept so as not to disturb other property owners or that could blind the driver of a vehicle that could cause a safety problem.

Q. Peddling and Canvassing

1. Door-to-door sales and canvassing are prohibited in MMC, except as specifically authorized by the Board of Directors.
2. The penalty for violation of this rule is the same as for other trespassing offenses.

R. Smoking/Vaping

1. Smoking/vaping or carrying a lighted cigar, cigarette or pipe is prohibited in any enclosed MMC facility.
2. Smoking/vaping outdoors while at any MMC facility is in designated areas only.
3. Discarding of smoking or vaping materials in public places other than in receptacles placed for that specific purpose is defined as littering.
4. Persons under the age of 21 are not permitted to smoke, vape or use smokeless tobacco on any MMC property or in any MMC facility.

S. Trespassing

Going on private property without the permission of the property owner is strictly forbidden.

T. Vehicles (Operating Vehicles in MMC)

1. Driving Rules

- a. All Pennsylvania Division of Motor Vehicles rules must be observed while driving on MMC roads.
- b. All speed limits must be observed.
- c. No passing on MMC roads.
- d. Drivers must yield to all emergency vehicles on MMC roads.

2. Parking Rules

- a. Parking is permitted in designated areas only.
- b. Illegally parked vehicles are subject to being fined and "booted".
- c. Parking is not allowed on MMC roads.

- d. Vehicles left without permission in any MMCV parking lot will be subject to being towed at the owner's expense.

VII. **ATV, GOLF CARTS, SNOWMOBILES**

DEFINITIONS:

Class 1 ATV: A motorized off-highway vehicle, which travels on three or more off-highway tires and has a maximum width of 50 inches and a maximum dry weight of 1200 pounds.

Class 2 ATV: A motorized off-highway vehicle, which travels on three or more off highway tires and has a width which exceeds 50 inches or a dry weight which exceeds 1200 pounds.

Golf cart: A self-propelled motor vehicle designed and manufactured for the transportation of persons or equipment for sporting, maintenance or recreational purposes that is not capable of exceeding a speed of 20 miles per hour. Golf carts need to meet the Equipment Requirements listed in Section G below.

A. Vehicle Registration and Insurance

1. Any Vehicle, other than golf carts, which are not DCNR (Department of Conservation and Natural Resources) or DMV (Department of Motor Vehicles) registered will not be allowed to be registered to operate on MMC property.
2. Any ATV or Golf Cart operated within MMC shall be registered at the POC each fiscal year (May 1st to April 30th).
3. A registration fee must be paid yearly to the MMC POC for plates and yearly stickers for each ATV or Golf Cart.
4. Any property owner wishing to register an ATV or Golf Cart must be a member in good standing for the fiscal year they are registering.
5. All ATV and Golf Carts must be properly insured, and ATVs must have a state DCNR or DMV registration and plate.
6. Proof of insurance is required for all vehicles, and DCNR or DMV proof of registration must be provided for ATVs.
7. All registration plates and year stickers must be clearly displayed on the rear of all vehicles.
8. All vehicles must be registered in the name of the deeded property owner.
9. The deeded property owner of an improved property may register up to a combined total of four ATVs or Golf Carts.
10. A deeded multiple property owner shall be allowed to register vehicles on one property only.
11. In the event a property owner was allowed to register more than four ATVs in the fiscal year 2003-2004, said property owners shall be allowed to register that number of ATVs or replacements of ATVs. This rule applies to only ATVs which have been registered each year, failure to register annually will result in the number allowed to be decreased to the number consistently registered.
12. ATVs that were previously registered can be replaced with new ATVs upon notification of the change to the POC office.
13. A property owner of an unimproved lot may not register ATVs or Golf Carts.
14. Guests or renters will not be allowed to register ATVs or Golf Carts in MMC.

15. ATV and Golf Cart owners and or operators shall hold MMC and MMC property owners harmless from any and all claims that arise from the use of ATVs or Golf Carts on MMC property, including off road usage.

B. Operating Requirements

All operators of ATVs and Golf Carts must be aware of all rules in Pennsylvania's "Snowmobile and All-Terrain Vehicle Law".

Specifically, it is unlawful to ride ATVs and Golf Carts along County, State, and Town roads other than crossing those roads at a 90-degree angle.

1. ATV operators may bring their ATV or other appropriate Safety Training Certificate to the POC office and have a special sticker applied to their MMC ID to designate that they have completed the designated course.
2. Pennsylvania state law requires that operators 16 and younger keep a copy of their certificate on their person while operating an ATV.
3. All Golf Cart and Class 2 ATV occupants under the age of 16 must wear a DOT approved helmet, and they are strongly recommended for occupants of all ages.
4. The operator and passengers of a Class 1 ATV are required to wear an adequately secured, DOT approved helmet at all times.
5. Operators of a Class 2 ATV are required to possess a valid driver's license to operate the vehicle within MMC property.
6. Operators wanting to tow anything behind an ATV will be required to have a valid drivers' license in order to do so.
7. Operation of ATVs or Golf Carts shall only be allowed from sunrise to one half-hour before sunset.
8. Driving ATVs or Golf Carts before, or after this period is not permitted.
9. The maximum load capacity of each vehicle, shall be determined by the manufacturer plate and cannot be exceeded. Capacity can be determined by the number of occupants or by load weight.
10. Two riders are not allowed on an ATV designed for a single rider. After market attachments allowing for single-rider ATV use by multiple riders is prohibited.
11. No ATVs or Golf Carts will be operated on any private property within MMC or private properties outside MMC without the property owner's written permission. This will include any common specified property owned by the community excluding roads and designated areas. The obvious exception would be property owned by the ATV Operator.
12. Any ATVs or Golf Carts operating in MMC must have an antenna at least three feet in height attached to the rear of the vehicle. At the top of the antenna an orange or red pennant must be displayed.
13. ATVs or Golf Carts must use designated parking, where available, at all MMC amenities, or in any available vehicle parking space.
14. ATVs or Golf Carts shall not be permitted on:
 - Ski slope
 - Beach complex
 - Existing horse trails
 - Landscaped common areas
 - Lodge complex
 - Sewer plant property

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- Water tower area
- Cross Country Ski trails (during ski season)
- Shale pit area

15. When encountering horseback rider/riders:

- a. If the encounter is off road and it is head on then move to either side as far as possible and wait for the horseback rider/riders to pass at least 50 feet before proceeding.
- b. If the encounter is from the rear, stay at least 50 feet behind and get off the trail as soon as possible at a slow rate of speed.
- c. If the encounter is on the road, slow your speed to 15 MPH and proceed at a calm and even speed.
- d. Note: Horses are startled by sudden movement. A startled horse is a danger to both horseback rider and the ATV or Golf Cart Operator.

C. Violations of ATV or Golf Cart Rules

1. It is prohibited for any driver of an ATV or Golf Cart to willfully fail or refuse to bring his/her vehicle to a stop, or otherwise flee or attempts to elude a pursuing Public Safety Officer when given visual or audible signal to bring the vehicle to a stop.
2. Eluding or attempting to elude a Public Safety Officer may result in being banned from driving an ATV or Golf Cart on any road within MMC.
3. The use of ATV or Golf Cart and other vehicles in a manner which causes a nuisance to adjacent or nearby property owners will not be tolerated.
4. This shall apply to but not be limited to the continuous running of ATVs on a site or track or the unsightly disruption of the property's natural landscape.
5. ATV or Golf Cart operators must adhere to MMC posted speed limits.
6. ATV or Golf Cart operators are strictly prohibited from passing any other vehicle on any road within MMC.
7. ATV or Golf Cart operators must come to a full stop at all stop signs.
8. To accommodate normal traffic flow, ATV or Golf Cart operators should pull to the side of the road when moving at slower speeds.

D. Age and Size Restrictions

1. No one under the age of 10 shall be allowed to operate a Class 1 ATV or Golf Cart in the MMC.
2. Class 1 ATV operators between the age of 10 and the date they receive their driver's license must complete an official ATV safety training course specific to their vehicle and carry a copy of said certificate on their person while operating said vehicle.
3. ATV operators between the age of 10 and the date they receive their driver's license MUST be accompanied by a licensed adult, 18 years of age or older, operating another ATV either: alongside, directly in front or directly behind the younger operator. (Taken from PA ATV Regulations) Following an underage operator in a car or truck is not allowed.
4. Operators age 10 to the date they receive their driver's license must "FIT" the ATV/Golf Cart.
 - a. ATV
 - i. Rider must be able to stand on the foot rests and clear the seat by at least 2 inches. Modifications again are not allowable to enable a rider to do so.
 - ii. Rider must be able to fully turn the handlebars left or right and comfortably reach all controls while doing so.

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iii. Driver must be able to sit with their back on the backrest and be able to reach all controls. No modifications of any kind will be allowable to enable the Operator to do so.

b. Golf Cart

i. Driver must be able to sit with their backrest on the seat and be able to reach all controls. No modifications of any kind will be allowable to enable the Operator to do so.

E. Rules and Equipment Requirements Specific ATV

1. A brake system capable of producing deceleration of 14 feet per second at 20 mph.
2. A functioning headlight and tail light.
3. Headlight must produce a white light sufficient to reveal a person or vehicle a 100 ft away.
4. The tail light must produce a red light visible at a distance of 500 ft.
5. A muffler in good working order with spark arrester.
6. Sound emitted from the exhaust system must not exceed 99 decibels at a distance 20 inches away from the exhaust pipe.
7. All Class 2 ATVs must have seat belts installed.

F. Rules and Equipment Requirements Specific to Golf Carts

1. Two operating front headlights visible from a distance of at least 250 ft.
2. Two operating tail lights visible from a distance of at least 250 ft.
3. Two operating brake lights visible from a distance of at least 250 ft.
4. Removable ignition on/off key.
5. Rear vision mirror.
6. Reflectors (at least one per side)
7. Brake system must be capable of producing the following Brake Distances:
 - a. 12 Miles per Hour - 8 feet
 - b. 21 Miles per Hour - 13 feet
 - c. Parking brake
 - d. Seat belts for all seat positions
 - e. Golf Cart cannot exceed three rows of seats
 - f. Functioning horn
 - g. Windshield
 - h. Rear license plate bracket

G. Snowmobiles

1. The same rules apply to the operation of snowmobiles as apply to ATVs in MMC except when used for Big Bear Ski Area.
2. MMC reserves the right to notify law enforcement officials in cases when it is felt necessary.
3. Violations of any of the preceding rules shall result in a violation and/or fine.

4. Snowmobiles are not permitted on Ski Big Bear Mountain; other than those operated by Ski Big Bear Staff.

VIII. FOOD & BEVERAGE OPERATIONS

A. Summit Restaurant and Bar

1. Restaurant Policies

- a. Customers must be 21 to be served and/or drink alcohol. You must have proper ID to purchase and consume wine and spirits.
- b. Reservations are recommended during peak hours, busy weekends and at all times with parties of 8 or more.

2. Outdoor Patio

- a. The outside patio is an extension of the restaurant facility and is open during the summer months.
- b. The patio area is a smoke free zone until the pool closes in the evening.
- c. No outside food is permitted in the Tiki patio area.

3. Sports Bar Policies

- a. Customers must be 21 to be served and/or drink alcohol.
- b. You must have proper ID to purchase and consume wine and spirits.
- c. No one under the age of 21 may be in the bar area of the Summit Restaurant after 10 pm.
- d. At no time may an individual under the age of 21 be permitted to sit, stand or loiter around the bar area.
- e. No person under the age of 21 is ever permitted to sit at any bar on MMC property.
- f. No glass is allowed in the outdoor bar area, inside the main lodge or pool area.
- g. Management reserves the right to refuse alcoholic beverage service to any guest at the function who is under 21 years of age and/or limit their consumption, for the safety and comfort of everyone.

4. Scramble Food Court

- a. No outside food will be heated in any cooking devices owned or operated in the Scramble or Kitchen.

5. Tiki Bar & Cafe

- a. The same rules apply as the Sports Bar Policies.

6. Banquet Room

- a. The Lodge will remain open and use of general lodge area and games cannot be stopped for any private function.
- b. Property owner hosting the party is responsible for the behavior of guests and any damages to MMC property.
- c. Parties must be held during regularly scheduled Lodge hours and Public Safety must be on duty.
- d. Parties are not to exceed five hours.
- e. The number of guests must comply with all fire codes for the building.
- f. A contract must be signed and approved and all fees paid at least two weeks prior to the date of the event.
- g. Space may not be available during ski season.
- h. The Summit Restaurant and Sports Bar does not assume responsibility for the damage or loss of any merchandise, and or article left in the banquet facility, restaurant or its properties prior to, during or following the function or event.

B. Market Place

1. PA law prohibits the sale of cigarettes or lottery tickets to anyone under the age of 18.
2. Shoes & shirts must be worn in the store at all times.
3. Ski boots are allowed in during ski season.

IX. SKI BIG BEAR

A. Overview

1. The MMC property owner ID card(s) must be updated annually.
2. Snow tubing, ski equipment rentals and ski school are not included in the annual assessment.
3. A signed waiver of liability is required as part of the update.
4. All pass holders over the age of 18 must sign for themselves.
5. Children under the age of 18 must have the waiver signed by a parent or legal guardian.
6. Upon signing the waiver, the pass will be activated for skiing..
7. The MMC property owner ID card must worn as per posted instructions.
8. The MMC property owner ID card is not transferable and is not to be used by anyone other than the cardholder. Penalties for ID Pass abuse include fines and revoking of amenity privileges. See Section I B.10 above.

B. Ski Rules

1. Passes not required for children under two, unless using the ski amenity. Proof of identity shall be required to show immediate family relationship.
2. Paper Passes are not issued during ski season.
3. Only property owners with updated passes will be allowed to use the ski facility.
4. Snowmobiles, sleds and toboggans are not permitted on the ski trails; unless used in the operation of the facility.
5. Pets are not allowed at the ski area or in the Lodge, with the exception of certified service/therapy animals.
6. Property owners and their guests must adhere to the universal responsibility code of conduct for all skiers and snowboarders.
7. Skiers should always stay in control and be able to stop or avoid other people or objects.
8. People that are ahead of you have the right of way and it is your responsibility to avoid them.
9. You must not stop where you obstruct a trail or are not visible from above.
10. Whenever starting downhill or merging into a trail, look uphill and yield to others.
11. Always use devices to help prevent runaway equipment.
12. Observe all posted signs and warnings.
13. Keep off closed trails and out of closed areas.
14. Prior to using any lift, you must have the knowledge and ability to load, ride and unload safely
15. Ski trails are named and marked according to degree of difficulty with a universal coding.
16. Skiers should use this code and a trail map when choosing a ski/snowboard trail for their level of skiing/snowboarding comfort:
 - a. GREEN CIRCLE = EASIEST (NOVICE/BEGINNER)
 - b. BLUE SQUARE = MORE DIFFICULT (INTERMEDIATE)

- c. BLACK DIAMOND = MOST DIFFICULT (ADVANCED)
- d. DOUBLE BLACK DIAMOND = EXPERT ONLY

X. PUBLIC SAFETY

A. Citations

- 1. Citations are given at the time of the infraction or shortly thereafter when rules and regulations of MMC are violated.
- 2. The Public Safety Officer on duty at his discretion can institute a warning and/or citation for infractions of these rules and regulations.
- 3. Note that there is a section of the schedule that mandates additional fines for when a violation may be committed a second and a third time (listed as a second offense and a third offense).
- 4. An additional \$50 fee will be assessed for every 30-day period during which the fine remains unpaid.

B. Appealing a Citation

- 1. If a member, guest or any other person or group receives a violation/fine, and feels that it may have been issued wrongly or improperly, that member, guest, person or group may file an appeal with MMC Appeals Committee.
- 2. An appeal must be filed in writing at the POC office within 30 days of receiving that violation/fine.
- 3. An appeal processing fee of \$25.00 must be paid before the appeal will be heard by the Appeals Committee.
- 4. If an appeal is made, the first offense time period will hold until the matter is resolved.
- 5. If the Appeals Committee finds in favor of the appeal; the amount of money paid for the processing fee will be returned.
- 6. Appeals of decisions of the Appeals Committee may be made to the Board of Directors, who may or may not decide to hear the appeal.

C. Disorderly Conduct

- 1. A person is guilty of disorderly conduct if, with intent to cause public inconvenience, annoyance or alarm, or recklessly creating a risk thereof, he/she:
 - a. Engages in fighting or threatening, or in violent or tumultuous behavior.
 - b. Makes unreasonable noise.
 - c. Uses obscene language, or makes an obscene gesture.
 - d. Creates a hazardous or physically offensive condition by any act which serves no legitimate purpose.
 - e. Eludes, or attempts to elude a Public Safety Officer.
- 2. Grading of Offenses
 - a. An offense under this section is a misdemeanor of the third degree if the intent of the actor is to cause substantial harm or serious inconvenience, or if he/she persists in disorderly conduct after reasonable warning or request to stop.
 - b. Otherwise disorderly conduct is an offense warranting a summons.

D. Criminal Mischief

- 1. Described as any criminal mischief that leads to criminal behavior against MMC.

2. Any property owner or guest of a property owner, or renter who engages in disorderly conduct or criminal mischief at a MMC amenity, facility, The Summit Restaurant and Sports Bar or Ski Big Bear shall be subject to penalties or a combination of penalties, including Board approved fines.
3. The process for applying said penalties is set forth as follows:
4. The employee or POC representative in charge at the time may at his/her discretion ask any person or persons involved in disruptive, negative or threatening behavior, to leave the location or area immediately and not return again that day.
5. All incidents shall be reported immediately by the responsible MMC employee or representative to the supervising manager who will in turn report the incident to the Community Manager.
6. Incident forms, which shall be made available to all employees, must be used to detail the time, place, and witnesses to each event.

E. Banning

1. General Information

- a. The purpose of these guidelines is to establish a written framework for the equitable treatment of all persons being subject to being banned from an MMC facility or amenity for disorderly conduct.
- b. Banning may apply to one or more facilities or amenities.

2. Degree of Offense

a. Level One

- i. Includes but is not limited to loud and disruptive behavior, foul language, and verbal abuse of another property owner, or POC staff member.
- ii. Recommended period of banning is 90 days.
- iii. Second occurrence of a level one offense recommended period of banning is up to one year.
- iv. Third occurrence of a level one offense recommended period of banning is one to three years.
- v. Fourth occurrence of level one offense recommended period of banning is three years or more.

b. Level Two

- i. Includes any of the offenses contained in level one plus the threat of physical harm to another property owner, or POC staff member.
- ii. Recommended period of banning is up to one year.
- iii. Second occurrence of a level two offense recommended period of banning is one to three years.
- iv. Third occurrence of a level two offense recommended period of banning is three years or more.

c. Level Three

- i. Includes any of the offences contained in level one or two plus the additional offense of physical attack of any sort.
- ii. Recommended period of banning is from one year to a lifetime ban depending on the circumstances of the offense.
- iii. Second occurrence of a level three offense recommended period of banning is a lifetime.

3. All banning of property owners in excess of one year must be ratified by the General Membership at the next scheduled General Membership Meeting, at which notice was given of the intent to ban.
4. The banning of non-property owners will not be subject to membership approval.

XI. ENVIRONMENTAL CONTROL COMMITTEE – (ECC) & OPERATIONS

A. General Information Regarding the ECC

1. MMC Association enforces deed restrictions through its Environmental Control Committee (ECC)
2. These restrictions are legally binding upon MMC membership.
3. All owners are members of the MMC by virtue of property ownership.

B. Definitions

1. “Accessory Structure” is any detached structure other than the dwelling on the property, including but not limited to shed, garage, greenhouse, gazebo, or like structures.
2. “Garage” is a walled, roofed structure for storing a vehicle or vehicles that may be part of or attached to a home (Attached Structure), or a separate outbuilding.
3. “Attached Structure” is attached to the house via a shared load-bearing wall.
4. “Greenhouse” is a permanent, rigid, commercially available, framed structure, enclosed (as by glass or plexiglass) and used for the cultivation or protection of tender plants.
5. “Wood Storage Bin” is defined as a rigid three-sided enclosure no higher than six feet in height and not more than 60 square feet in size for the purpose of storing firewood only and is not considered an Accessory Structure.

C. General Rules Regarding Construction and Architectural Items

1. Construction Related Rules:

- a. No permits will be issued by the Environmental Control Committee for any work unless the owner/contractor is a member in good standing on any and all properties in Masthope Mountain Community.
- b. Owner is responsible to comply with community and municipal permitting.
- c. Building Permit is required for any new construction to include, but not be limited to, alterations, decks, additions, garages and accessory structures.
- d. Minor repairs or alterations to exterior portions of structures may not need permits or approvals (contact the ECC for the proper interpretation).
- e. Accessory structures less than 100 square feet will require approval from the ECC for the location of the structure, but may not need a drawing or a sketch.
- f. Temporary structures of any type are not permitted. Exceptions to this:
 - i. Temporary portable storage containers having ECC approval per Rules & Regulations Section XI.M below
 - ii. Seasonal screenhouses may be set up, where possible on existing decking or behind the house, between May 15th and October 15th.
- g. Outdoor woodburning furnaces of any type are not permitted.
- h. A property may contain two accessory structures in addition to the dwelling.
- i. Wood storage bins are to be permitted by ECC and located to the side or rear of the home and must comply with the criteria defined in the definition of a wood storage bin.
- j. Exterior of the building and property must be completed within six months of acquiring MMC Building Permit.
- k. A one-time request for a three-month extension may be granted by the ECC.
- l. Failure to comply will result in:
 - i. A violation notice and/or a fine being assessed
 - ii. Revocation of permits
 - iii. Paying new permit fees
- m. Work shall not commence until all permits are properly secured from the appropriate agencies.

- n. All contractor signs shall not be erected prior to permits being issued and shall be removed upon issuance of Certificate of Occupancy or final inspection.
- o. No excavation will be permitted except as required to accommodate building foundations or to accommodate burying of fuel tanks, sewage lines, water lines and electrical lines if so desired by owner.
- p. Excavation work will not be permitted across any road during the period of December 1st through April 1st. should work be permitted by the ECC extreme care must be taken to minimize damage to roadways and infrastructure due to frost.
- q. Open road trenches must be back filled with approved materials.
- r. Trenches must be properly compacted when being repaired (compaction must be at 12-inch intervals/lifts).
- s. All open trenches across roads must be made passable at end of each working day.
- t. To avoid soil erosion, all construction sites must have soil erosion/runoff barriers in place followed with seed, hay, woodchips, stone, etc.
- u. There will be absolutely no dumping or discarding of any types of materials on any property or lands of Masthope Rapids and Falling Waters at Masthope, with no exceptions; anyone caught doing so, will have their working privileges revoked in MMC.
- v. No on lot water supply or sewage system will be permitted, except for Westcolang Park.
- w. A permanent easement for drainage and utilities is established alongside lot lines of 10 feet, along rear lot line of 10 feet and 10 feet along the front property lot line.
- x. A temporary construction easement for drainage and utilities along all lines shall be 15 feet clear.
- y. Party doing construction is responsible to restore site to original condition after temporary work is installed.
- z. Building(s) shall meet the requirements of setbacks and size and building charts.
- aa. All lakefront and lake view (water visible) lots or deemed such by the ECC are to meet the requirements of the setbacks and size and building charts.
- bb. Owner's and contractor's name, lot number and street name will be permitted on a sign for convenience of deliveries during construction.
- cc. Contractor shall keep all construction debris contained before leaving the site and provide a portable bathroom and dumpster.
- dd. All sites are to be cleared of debris on or prior to issuance of a Certificate of Occupancy.
- ee. A plan must be submitted for all lighting including new construction.
- ff. Rocks, ledges, trees, etc. shall not be painted.
- gg. Lots and properties must be kept in a natural or landscaped condition
- hh. All watercraft and recreational vehicles are mandated to be stored along the side of, or to the rear of the main structure on the property (shrink wrapped boat covers of industrial standards may be used). If the configuration of the property lines makes it impossible to comply with this rule, the property owner may apply to the ECC Committee for a variance/ and waiver.
- ii. Temporary carports of any kind shall not be placed on any property or lot.
- jj. All contractors' vehicles must have signs displayed on them stating the company name.
- kk. No mail or newspaper delivery boxes shall be displayed without permission from the ECC.
- ll. No substantial changes in elevation of the land shall be made on any lot without prior written permission from the ECC.

2. Architectural Related Rules:

- a. No perimeter fencing of properties will be permitted.
- b. No above ground or in-ground pools permitted.
- c. Spas and hot-tubs are permitted provided they are screened and approved by MMC POC/ECC.
- d. No lot shall be kept in an unsightly manner.
- e. Lighting shall be installed in a manner as to not cause dangerous situation or be an annoyance to neighbors. All property lighting must be approved by the ECC.

D. Blasting

- 1. Notification must be given to the ECC, three days prior to blasting, and contractor shall deliver upon such notification, an insurance certificate.

2. Where blasting is permitted, the contractor shall take every precaution to protect all portions of the work already constructed or being constructed and shall use small charges and give ample notice so as not to endanger a person's property.
3. The contractor, in addition to observing all of the requirements set forth in state laws relative to the transportation, storage, handling and use of explosives shall be liable for all damage to persons or property caused by the blast or explosion.
4. Where blasting is not permitted, the rock shall be removed with suitable equipment.
5. Care must be taken to protect persons and property.
6. Contractors are to close off road and pedestrian traffic.
7. No blasting is permitted on weekends or holidays.
8. Severe fines will be issued for violations and the Environmental Protection Agency (EPA) may be notified.

E. Environmental Control Appeals

1. Any member disagreeing with a decision of the Environmental Control Committee (ECC), as it relates to his/her building permit applications, variances or setbacks may appeal such decision first to the Environmental Control Appeals Committee (ECAC) within 30 days, or more if exception is granted in advance, of the date of the decision.
2. A request for an appeal hearing shall be made in writing to the ECAC, stating the reasons for disagreement.
3. Upon receipt of the written request for an appeal within the proper time period, the ECAC shall schedule a hearing within 60 days from the date of receipt of the request.
4. The member requesting the appeal shall be notified of the date, time and place of the hearing.
5. He/she may present any additional materials, documentation, testimonials or witnesses. The member may prove hardship by submitting professional estimates and/or documentation relating to compliance.
6. The ECAC shall communicate final decision to the member within 10 days of the closing of said hearing.
7. Should the member disagree with the committee's final decision, he/she may further appeal such decision to the Board of Directors.
8. A request for such appeal hearing shall be submitted in writing to the Board within 30 days of the date of the ECAC's decision.
9. The Board of Directors shall schedule a hearing on said appeal on the date of its next regularly scheduled meeting, or no later than the date of its next regularly scheduled meeting.

F. Code Enforcement Officer(s)

Code Enforcement Officer(s) Duties

1. Receive and review plans, applications and amendments thereto.
2. Issue notices of violations and pass upon questions relative to mode, manner of construction or materials to conform to the true intent and meaning of the provisions of this code and in accordance with the rulings of the ECC.
3. Prepare a monthly report of all permits issued and fees collected.
4. The right to enter any property or building in MMC at reasonable hours and with reasonable notification for the proper performance of his/her duties.

G. Deed Restrictions and MMC Building Regulations

1. No building can be erected other than a single-family house with a private garage.
2. No building can be used for any purpose other than as a dwelling for a single family (other than garages, sheds, etc.).
3. Plans for any construction, improvements or alterations must be approved by the ECC. (Building regulations, permits, forms and fees are available from the POC office or at www.masthope.org)
4. Township Building Permits must be approved and paid for at the Lackawaxen Township Building.
5. MMC charges a construction and review inspection fee (see builder's packet).
6. No outhouses or chemical toilets permitted without permission of the ECC.
7. No gravity house sewers or on-site private water supply system (wells) will be allowed on any property, regardless of nature of lot.
8. No construction, tree-cutting or excavation may be started until final written approval by the ECC is given.
9. The building regulations highlight the major conditions to adhere to during construction and are for the owner(s) and contractor(s) convenience and, therefore, not all inclusive.
10. Owner(s) and contractors(s) are responsible for complying with the "Declaration of Protective Covenants, Easements, Restrictions, Exceptions, Reservations and Conditions" pertaining to Masthope Rapids, Inc. and Falling Waters at Masthope, Inc., (hereinafter referred to as the "Protective Covenants") and all laws and ordinances and the orders and requirements of all federal, state and municipal governments and appropriate departments, agencies, commissions, boards and officers thereof. (hereinafter referred to as the "Governmental Regulatory Agency")
11. If there is a conflict between the Building Regulations, the Protective Covenants, and the Governmental Regulatory Agency laws and ordinances, the more stringent shall prevail, but, the Building Regulations or Protective Covenants shall not be less stringent than any Governmental Regulatory Agency laws or ordinances.
12. Failure to comply will result in a violation notice and work stoppage until fine and specifications have been met.
13. Non-stoppage of work shall result in a daily fine.
14. The ECC shall control all aspects of construction, building and land development.
15. The ECC reserves the right of final approval on all planned house locations/ positions on each lot.

H. Antennae/Satellite Dishes

1. No exposed or exterior radio or TV antennae shall be erected, placed or maintained on any part of any lot, without the filing and approval of a dish antenna permit.
2. Antennae must not be placed on ground level without being shielded with natural evergreen materials.
3. No antenna can be placed further than 15 feet from the foundation of the house.

I. Solar Panels

1. Solar panels (regardless of their use such as electrical generation, hydronic, or other) for an individual home shall be permitted.
2. A plan showing the size and number of panels shall be submitted to and approved by the ECC officer.

3. Only house or garage roof tops are permitted. It is recommended the home-owner review all roof top install options especially those designed as roofing shingles.

J. Clothes Lines

1. Clothes lines or drying lines shall be located so as not to be visible from the road or waterfront (lake).
2. Towels and laundry must not be left to dry on railings or decks that are visible from the road or waterfront.

K. Covers/Tarpaulins

1. All covers or tarpaulins that are used to cover permitted storage items must be brown or dark green in color.
2. Any other storage cover colors must be approved by the ECC.

L. Fuel Storage Tanks

1. Every fuel storage tank on any lot shall either be buried or screened to the satisfaction of the ECC.
2. The storage of gasoline is limited to 20 gallons whether stored above ground or below ground.
3. All fuel tanks on new construction are to be buried, except in cases where doing so would be a hardship because of rock or shale.
4. All abandoned propane tanks above or below grade must be removed from the property within 30 days of abandonment.
5. All new construction and upgrades of existing storage, capacity above 280 gallons requires burial; unless owner proves it is not possible. Any existing tanks must be removed upon the installation of a 280-gallon (torpedo) tank. Contact the ECC.
6. Replacement of a tank with a similar tank, due to age or change of provider, will not require burial.

M. Temporary Portable Storage

1. Temporary portable storage units shall be permitted within the community as a means of temporary storage for the property owner.
2. A permit application outlining the reason for request and the placement location shall be obtained and then submitted to the ECC officer for approval.
3. The unit placement timeframe will be determined by the ECC officer based on the property owner's request. The initial request may be up to 6 months based on need.
4. After the initial 6-month timeframe, the property owner may apply for a 60-day extension if needed.
5. Masthope Mountain Community will receive the name of the company delivering and retrieving the unit(s) and a copy of their current insurance certificate.
6. Property owners will be limited to 2 units at any one time.
7. Units shall be no larger than 8'x20'.
8. Units shall be placed alongside or to the rear of the home, where possible

N. Maximum Lot Coverage

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1. The percentage of the total single lot area covered by the footprint(s) of house, garage, shed, driveway(s), walkway(s), parking pad(s), turnaround(s) and any area covered by a water resistant surface (tennis court, artificial pond, etc.) shall not exceed 20% of the square foot area of the property.
2. In this reference a house's footprint shall include all covered or soil surface decks and patios and any area covered by 2A modified stone.
3. To pave an existing driveway or create any new driveways (regardless of the material used) the conditions regarding the maximum lot coverage stated above must be met.
4. No permit will be issued by the ECC unless our 20% rule is met.
5. The ECC must be notified in advance of any planned alterations affecting the lot's existing footprint.
6. When a double lot is being considered 20% coverage is reduced to 15% (all the above conditions shall remain enforced).
7. When a triple lot is being considered the 20% coverage is reduced to 13% (all the above conditions shall remain enforced)
8. The penalty for non-compliance is:
 - a. Initial penalty for non-compliance with the applicable land coverage percentage shall be a stop work order issued by the ECC and/or a fine for that violation to be levied in an amount to be determined.
 - b. If the violation is not corrected within 30 days of the issuance of the stop work order, an additional fine of \$100 a day shall be levied until such time as the problem is resolved.

O. Used Buildings

No used or previously owned buildings shall be placed or erected on any improved or unimproved lot.

P. Improved Lots

1. Determination of status as improved lot:
 - a. A plotted lot shall be considered an 'Improved Lot' for MMC dues assessment purposes, upon issuance of a building permit for a new home by MMC ECC, and the owner of such an improved lot shall be liable for the prorated payment of the improved lot assessment.

Q. Unimproved Lots

1. Determination of status as unimproved lot:
 - a. A plotted lot shall be considered an 'Unimproved Lot' that is vacant- (no structure for MMC dues assessment purposes).
 - b. The owner of such an unimproved lot shall be liable for payment of the unimproved lot assessment prorated as of the date of purchase.
 - c. Unimproved lots may not be rented or leased.

R. Destroyed Improved Lots

1. Structures destroyed by fire or other causes shall be secured and boarded up within 24 hours.
2. Destroyed lots may not be rented or leased.

S. Restoration of Destroyed Dwellings

1. In the event of total or partial destruction of any dwelling on a plotted lot by fire or other disaster or casualty rendering such dwelling unit unusable or unsafe for normal and reasonable habitation or use, the owner shall be responsible for taking all action necessary to restore the dwelling to its original or equivalent condition, or to

restore the lot to its original unimproved state with respect to grade, clearance of obstructions and removal of debris.

2. In the event of total or partial destruction as set forth above, the lot in question shall continue to be assessed as an improved lot until such time as the lot is restored to its original unimproved condition, unless the lot owner files plans & commences meaningful action to restore the dwelling.
3. If and when said plans are filed and meaningful action commences, said property shall be considered unimproved until restoration is complete.
4. All structures destroyed by fire or other causes shall have the exterior of the structure repaired within six months.
5. Upon application, the ECC may extend that period.

T. Masthope Owned Lots

1. The POC is in possession of several undeveloped lots.
2. These lots are classified as Primary Developable, Common Area, or Green Belt Lots by the POC, the township and the county.
3. Some of the POC owned lots may be available for resale.
4. To purchase a MMC owned lot, which is available for resale, a request to be put on the list to purchase a Masthope Mountain Property must be submitted to the administrative office to be reviewed by a Masthope Mountain Community representative.

U. Adjacent and Combined Lots

1. The Adjacent Lot Purchase and Lot Combination Information Packet is available from the POC administrative office and on the MMC web site.
2. Once lots are combined, the property owner is not entitled to additional property owner passes, guest passes or voting rights. The newly configured lot receives a discount on their annual dues.

V. Maintenance of Lots

1. In order to maintain an attractive environment within MMC, each lot, whether improved or unimproved and all improvements erected on lots, shall at all times be maintained in a neat and orderly condition.
2. Grass and lawns shall be properly cared for and mowed with rubbish and debris removed.
3. All over-grown weeds and grasses shall be removed or controlled.
4. All improvements must be properly painted, stained and maintained.
5. If any lot improved or not, is not so maintained, the MMC Maintenance Department may seek legal action to maintain, restore, correct or repair such lot and/or improvement, at the cost of the property owner.
6. The MMC, its agents, assignees or employees, shall not be liable in any manner whatsoever for any damage that may result from any such maintenance, restoration or repair work.

W. Outdoor Burning

1. Recreational burning may only be done without a permit using the following:
 - a. Commercial chimneys, commercial outdoor fire pit, chiminea, commercial outdoor fireplace, or a fire pit approved by the ECC.

2. Items above are for recreational use only and said units are not to be used for burning of yard debris or any other items as is defined in our burning policy.
3. The following items are required when burning a recreational fire:
 - a. Fully charged water source
 - b. Spark arrestor or fire screen
4. Open fires (cooking grills not included) are not allowed anywhere within MMC without a permit.
5. Controlled burning shall be permitted in fireproof containers (steel barrels, etc.).
6. Approval must be granted by the ECC for all controlled burning.
7. The following requirements must be met before the ECC will grant approval:
 - a. The community must not be on a high hazard fire notice.
 - b. Only wood, paper products and leaves may be burned.
 - c. Tires or other materials that produce heavy smoke may not be burned.
 - d. No more than one controlled fire shall be allowed per property.
 - e. A garden hose must be kept at the approved burn site to prevent the spread of any fire.

X. Roads

1. General Information Regarding Roadways
 - a. The MMC system is in excess of 27 miles.
 - b. Road condition recommendations are reviewed by the Board of Directors.
 - c. Roads are examined and maintained by management.
 - d. Property owners, as well, have their own set of responsibilities; see rules below.
2. Culverts & Culvert Pipes
 - a. Property owners are required to periodically check their culvert pipes (under driveways) to ensure that they are clean and functional.
 - b. Improperly maintained culverts and/or culvert pipes may be cleaned and repaired by MMC Maintenance Department or an outside contractor. The property owners will be billed by the POC for the work performed and any other expenses incurred.
 - c. A plastic, smooth walled culvert pipe must be installed across each driveway, along with drainage ditches as required, size to be determined by the ECC committee.
 - d. In emergency situations, MMC Maintenance Department may need to remove old undersized culvert and install new culverts of a proper size to ensure the integrity of our roadways. The property owner is responsible for and will be billed for any such change.
 - e. All culverts must be a minimum length of 30' and have headwalls built to the top of driveway.
3. Right-of-Way
 - a. MMC owns and maintains right-of-way property measuring approximately 12 feet from the edge of each paved road.
 - b. Within the right-of-way, MMC Maintenance Department maintains the storm water drainage and road signs.
 - c. No vehicles should be parked on the road or in the right-of-way.
 - d. Property owners are cautioned not to place rocks, logs or other landscaping materials in the right-of-way.
 - e. Property owners are advised that MMC is not responsible for damage to objects placed in the right-of-way.
4. Snow Season/Removal of Snow
 - a. Property owners may be held responsible for damage to MMC snow removal equipment if damaged by objects placed in the right-of-way by property owners or his/her guest.

5. Spring Thaw Road Protection

- a. Spring Thaw begins in February and ends approximately April 15th every year. All vehicles with gross weight exceeding ten tons may be prohibited from the MMC Road System.
- b. Gross weight shall include the weight of any load and the weight of the driver and of any passengers.
- c. Exceptions:
 - i. Emergency vehicles (e.g. Police, Fire, Ambulance and Rescue Vehicles)
 - ii. MMC vehicles
 - iii. Trash vehicles
 - iv. Utility vehicles (including vehicles delivering fuel to be consumed within MMC)
 - v. Moving vans
 - vi. School buses

6. Road Damage

- a. Any damage done to MMC roads will be subject to a fine violation plus the cost of repair.
- b. Vehicle Tire Requirements
- c. Only rubber or rubber cleated tires are allowed on MMC roads.

Y. Signs

1. Enforcement Process

- a. Fines will apply as per ECC Infraction Fine Schedule of these rules and regulations.
- b. The ECC may remove any illegal sign at the cost and expense of the lot owner.
- c. Neither MMC POC nor any of its agents, servants or employees or contractors shall be liable in any manner whatsoever for any damage which may result from any such removal or demolition performed hereunder.

2. Home Security Signs

- a. The residential security sign must be a professionally constructed sign of permanent materials.
- b. Commercially oriented signs are not permitted.
- c. The maximum size of the security sign shall not exceed 17 inches in the largest dimension.
- d. The security sign and stake shall not exceed 24 inches above ground when installed.
- e. Only one security sign will be allowed for a front entrance.
- f. For visible rear entrances, one sign shall be allowed.
- g. The security sign shall be located entirely on the member's property.
- h. It is important also to contact your security company and ask them to change the number on the signs they have placed on your lot to match your 911 street addresses.

3. Permit Process

- a. A permit approved by the ECC is required for any sign placed in the community.
- b. A fee may be charged for approved sign permits.
- c. Permits can be applied for at the POC office and will be issued for a specific period of time with a date the sign must be removed.
- d. Seven to ten days will be required to process sign permits.

4. Permitted Signs

- a. Real estate for sale on homes or vacant land (permit required)
 - i. One sign on a stake or home not to exceed 24x24 and at least 20 feet off of the road.
 - ii. Permits will be issued for six months.
 - iii. Open house signs will be permitted (permit required)
 - iv. One 18x24 single sided or teepee (sandwich) type sign at the open house location.
 - v. 3x5 foot flag will be permitted.

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- vi. Permits will be issued for 72 hours in a one-week period.
 - vii. No other signs will be allowed on real estate for sale.
- b. Contractors may display (permit required)
- i. One contractor sign (not to exceed 18x24).
 - ii. Document holder and 911 number sign (not to exceed 6x18).
 - iii. These signs must be placed on one post no closer than 20 feet off the road.
 - iv. These signs can only be placed at the time permit applications have been submitted (township & MMC) and must be removed when a Certificate of Occupancy is issued and/or the job is complete.
 - v. Placement of signs are not to exceed one year.
- c. Garage/yard sale sign permits can be applied for by property owners for three consecutive days twice in any calendar year.
- d. A permit to conduct a garage/yard sale must also have ECC approval.
- e. Signs are permitted for the day of the Community Garage/Yard Sale which takes place annually in the late Spring/Early Summer.
- f. Property identification signs – 911 approved signs and family names.
- g. Family name signs and 911 sign location must be approved by the ECC.
- h. No other signs (except home security signs) including “For Sale” signs for personal items, vehicles, equipment, etc. are permitted upon lots.
- i. For sale items should be advertised in the Masthope Messages or on message boards should the community provide them.
- j. No political signs announcing candidates for public office will be permitted in the community.
- k. Permitted Signs Placed by MMC on MMC property consist of:
- i. Traffic control signs (stop, keep right, speed limits, etc.)
 - ii. Traffic safety signs (slow road work ahead, curve ahead, intersection, etc.)
 - iii. Directional signs (directions to permanent non-residential facilities/buildings, etc.)
 - iv. Symbol signs (horse crossing, etc.)
 - v. Overhead banners or announcement signs relating to POC events
 - vi. Signs as permitted on association bulletin boards
 - vii. Parking signs
5. Sign Restrictions
- a. Signs shall not be placed on trees, sheds, accessory buildings or address (911) posts.
 - b. Directional signs to any property in the community for any reason are not permitted.
 - c. Literature of any kind shall not be made available at any approved sign.
 - d. All signs will be removed within seven days after the sign permit expires.
6. Temporary Signs/Flags
- a. Flags shall be considered temporary signs under MMC Rules and Regulations (ECC permit will not be required for the following temporary flags).
 - b. Flags may not be displayed at any time in any manner on any lot within MMC except as follows:
 - i. One USA Flag (in a manner consistent with federal law)
 - ii. One Pennsylvania Flag (in a manner consistent with state law)
 - iii. One U.S. Military Flag
 - iv. One MIA or similar Flag
 - v. The following flags may be displayed during the following season:
 - (A) One Christmas, Hanukkah, Kwanzaa (month of December)
 - (B) One Easter or Passover (one month before the holiday)
 - (C) One spring (March, April, May)
 - (D) One summer (June, July, August)
 - (E) One fall (September, October, November)

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(F) One winter (December, January, February)

- vi. Flags are not to exceed 3x5 feet.
- vii. Flags may be displayed year-round on a single flagpole for all such flags in the front yard of any lot or front of any building.

7. Traffic Signs – Approval Required

- a. The following guidelines are to be followed by property owners requesting that a special sign be erected in the road right-of-way adjacent to their property.
- b. The property owner shall submit, in writing, to the ECC his/her request for a special sign to be erected.
- c. The Public Safety Department shall observe and evaluate the situation and make a recommendation to the operation’s manager.
- d. If the Public Safety Dept. recommends the placement of the sign and the ECC agrees, a work order shall be issued to the Community Manager for the placement of the sign.
- e. The Community Manager shall notify the resident of the status of the request.
- f. As used in this section, the following terms shall have the meanings indicated:
 - i. Hidden driveways
 - ii. Slow, children playing
 - iii. Deaf child

8. Private Property Signs - Approval Required

- a. The private property signs are intended to provide notice that an association facility ends at the location of the sign.
- b. The property owner shall submit, in writing, to the ECC Manager, his/her request for a special private property sign(s) to be erected.
- c. The manager shall observe and evaluate the situation and make a recommendation to the ECC. If the ECC recommends the placement of the sign(s) and the Community Manager agrees, a work order shall be issued for the placement of the sign(s).
- d. The POC staff will notify the resident of the status of the request.
- e. Private property signs shall not be allowed adjacent to any roadway.
- f. MMC may post private property signs along adjacent lots to prevent members, renters and guests from trespassing on neighbor’s land.
- g. The fee for a private property sign, including placement shall be based on approximate costs.

Z. Setbacks

Lot Type	Front	Side	Rear	Min Φ bldg.	Bldg. Height
Single	40'	15'	40'	1800 Φ (900)	2 ½ Stories 35' Max
Double	40	25'	40'	1800 Φ	2 ½ Stories 35' Max
Triple	40'	35'	40'	1800 Φ	2 ½ Stories 35' Max
Lakefront Single	40'	15'	50'	2000 Φ (900)	2 ½ Stories 35' Max
Lakefront Double	40'	25'	50'	2400 Φ	2 ½ Stories 35' Max

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Lakefront Triple	40'	35'	50'	2600 Φ	2 ½ Stories 35' Max
Lakefront High Water Line	Na	Na	50'	N/A	2 ½ Stories 35' Max
Accessory Structure	Not Permitted	15'	15'	Shed=100'	18' Max
Corner Lot(s) Setbacks	40'	15'	N/A	N/A	N/A

AA. Driveways

1. The maximum width of a driveway entrance to any property is to be 15 feet, including circular driveways.
2. Each opening can be 15 feet wide maximum, excluding the entrance radius.
3. Circular driveway opening shall be separated by at least 15 feet of planted area.
4. A maximum of two driveway curb cuts shall be permitted per property.
5. All driveway openings shall be pitched away from the road for the last 10 feet so that water runoff from drives shall not flow onto the road.
6. The property owner or contractor, prior to construction, shall obtain a driveway permit from the ECC.

BB. Structures

1. Building shall not exceed two and one-half stories and/or 35 feet in height.
2. The height shall be calculated from the average grade of the ground around the structure.
3. The following area may not be used for meeting the requirements for structure square footage:
 - a. attic space
 - b. basements
 - c. crawl spaces
 - d. garages (attached or detached)
 - e. car ports
 - f. decks
 - g. outdoor patios
4. All lower level portions of proposed structure may only be used in the square foot requirement calculations if they are constructed over a crawl space or a basement area.
5. Bi-level or split-level structures will not be permitted if the square foot calculations for the lowest level, if built on a slab, are used to meet the requirements for minimum square footage.
6. Crawl spaces shall not be less than 18 inches in clear height.
7. No dwelling may be erected on a property within 300 feet of another dwelling unless the proposed dwelling looks significantly different.
8. The following factors will be considered by the ECC upon applicant's appeal:
 - a. Roof lines differ

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- b. Placement of windows and doors differ
 - c. Color must be different
 - d. Placement of structure on property
 - e. Style or type of windows
 - f. Stone veneer on walls/fireplace chase
9. One or more of the factors must meet with the ECC approval.
10. The minimum size of any dwelling to be erected on a lot in the development of MMC shall be at least 1,800 square feet of living space, excluding basement, garage, porches, decks, patios and breezeways (For purposes of this provision a finished basement is not a living space).
11. No storage shed or garage shall be constructed unless it conforms and blends in with the existing dwelling.
12. No storage or accessory structure shall exceed 18 feet in height.
13. All exterior walls and roof of building and/or structure is to be covered with earth tone colors, natural woods and/or stone.
14. Alterations must conform to existing color.
15. Applicants must submit their choice of colors to the ECC for approval.
16. Accessory Structures shall not be placed in a front yard or a yard adjoining a street. Exceptions may be granted by the ECC upon appeal.
17. No structure of a temporary character, trailer, tent, shack, barn, garage or other outbuilding shall be used on any lot at any time, either temporarily or permanently, including mobile homes or recreational vehicles or camping trailers as defined by federal and state rules and regulations.
18. No construction operation shall commence unless the POC and township building permits have been issued and posted on property.
19. Construction Hours:
- a. April 15th through October 15th:
 - i. Monday thru Friday: all construction work will begin no earlier than 7:30am and must end no later than 7pm.
 - ii. Saturday: all construction work will begin no earlier than 8am and must end no later than 7:30pm.
 - iii. Sunday: all construction work will begin no earlier than 9am and must end no later than 6pm.
 - iv. This includes all heavy equipment and generators.
 - v. Sunday hours for small lawn equipment (blowers, lawn mowers, weed whackers, etc.) are from 9:30am - 6pm.
 - b. October 16th through April 14th:
 - i. Monday thru Friday: all construction work will begin no earlier than 7:30am and must end no later than 5:30pm.
 - ii. Saturday: all construction work will begin no earlier than 8am and must end no later than 5:30pm
 - iii. Holidays: all construction work will begin no earlier than 9am and must end no later than 5pm.
 - iv. This includes all heavy equipment and generators.
 - v. Sunday hours for leaf blowers, lawn equipment, small engine equipment, etc. are from 9:30am through 5pm.
20. The fee for a driveway permit is **\$25.00**.

CC. Utility Vaults

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1. No parking pad shall be installed over any curbside utility vault (water, power or telephone).

DD. Trees

1. No trees or brush over 3 inches in diameter and/or 12 inches above the ground shall be removed unless written approval is secured, except as required to accommodate the proposed building and driveway.
2. Trees that are to be removed must be marked with white materials and approval secured from the POC before removing them.
3. If trees are removed without approval, owner and/or contractor will be fined \$250.00 for the first violation (see ECC Infraction Fine Schedule) per tree removed and owner will be required to plant new trees of a minimum of 8-foot specimen for each removed, the specimen to be approved by the ECC.

EE. Abandoned/Unregistered Vehicles

1. Abandoned and/or unregistered vehicles shall not be stored on any property.
2. A valid registration and inspection sticker must be displayed.
3. The storage of auto parts is prohibited, unless stored entirely indoors.
4. The POC has the unrestrictive right to remove abandoned and/or unregistered vehicles and/or auto parts from property.
5. Any costs incurred by the POC for this action shall be passed on to the property owner.
6. A violation notice and fines may also be issued for each vehicle.

FF. Violations/Citations/Fines

1. In the event of violation of any requirements of this chapter, the owner will be notified in writing and given 30 days to correct the violation.
2. If the violation continues to exist after this notice period, a fine(s) will be assessed to the owner's property for each and every day that the violation continues.
3. In the event the property owner(s) or the contractor(s) fail to make the necessary corrections/repairs, the MMC Maintenance Department will make the corrections/repairs and the cost of same will be passed on to the property owner(s).
4. All driveways shall have stone or other suitable material placed on them to avoid silt runoff onto MMC roads.

GG. Water System/Sewer System

1. Ownership and Responsibility
 - a. The water/sewer system is owned and operated by Aqua Pennsylvania Incorporated (Aqua).
 - b. Aqua is available 24 hours a day at (800) 461-8760. Normal business hours are 8:30am-4pm Monday through Friday. Emergency calls received outside normal business hours are routed through an answering service.
 - c. Aqua is responsible for the care, maintenance and replacement of equipment, storage tanks, underground main and sewer lines along roads, associated electronic equipment, water meters and remote meters (regardless of location) and shut off valves in the street or adjacent right-of-way.
 - d. The customer is responsible for all water supply and water components beginning at, but excluding, the shut-off valve in the street.
 - e. Repair, maintenance and/or replacement of the service line from the street shut-off to the premises, including all fixtures, fittings, pipes and valves on the premises (excluding the water meter) is the responsibility of the customer.

- f. Aqua installations (i.e., water meters, curb stops, gate valves, etc.), shall not be handled, operated or tampered with at any time by persons not authorized by Aqua.
 - g. Violations will be considered by Aqua as an act of trespass and malicious mischief.
2. Applications for Water/Sewer Service
 - a. A written application for water service to any premises shall be made by the owner of the premises or by the agent of the owner on a form to be furnished by the POC.
 3. Street Valve
 - a. The street valve is installed by Aqua for the purpose of controlling the water supply to the customer.
 - b. No person or persons, except authorized agents or employees of Aqua, shall open or close the street valve.
 - c. Plumbers and/or building contractors do not have permission to operate Aqua's installations.
 - d. No one but an employee or agent of Aqua may open or close the valves on street mains.
 - e. Aqua reserves the right, after due notice, to shut off water service to any customer for failure to pay for water service in accordance with the established payment schedule or for violation of or refusal to comply with these rules and regulations.
 4. Inspections
 - a. The properly identified agents of Aqua shall, at all reasonable hours, have free access to all parts of the premises to which water is delivered for the purpose of inspection and examination of pipes, fixtures, etc.
 - b. Aqua shall also have the right to go upon any customers premises at all times for the purpose of investigating for defective or leaky water closets, faucets, pipes and connections and other leaking or defective fixtures and for the purpose of reading, examining, repairing and/or replacing water meters.
 - c. When any defects or leaks are discovered, customers will be notified by Aqua.
 - d. If such defects or leaks are not subsequently repaired within a reasonable time, water service may be turned off without further notice.
 - e. Aqua shall attempt to give its customers reasonable notice of any inspections.
 - f. When back filling trenches, the lines must have eight inches of sand below and above the lines (state plumbing code).
 - g. Additional service connection requirements are referenced in the Application for Service Form to be provided by the POC.

XII. TRASH DISPOSAL & RECYCLING

A. Solid Waste

1. Solid waste variously described as garbage, refuse, rubbish, trash, litter and construction debris including but not limited to yard waste and bulk item disposal; all such items called solid waste herein.

B. Disposal Locations

1. There is a three-bag limit at the compactor. Additional bags will be accepted for \$1.00/each bag.
2. Any disposal of solid waste in areas other than the approved compactor area during regular hours of operation, will be considered to be illegal dumping and will subject the offender to citation and fine.
3. Property owners who choose to use an outside contractor to remove household refuse are responsible for the containment of that refuse until discarded.

C. Solid/Bulk Waste Storage

1. Storage of solid waste on residential property that is not confined within a building structure is prohibited except solid waste stored as described above.
2. Discarding or disposal of any waste on any property within MMC is prohibited.

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3. Violation notices will be issued and fines will be assessed against offenders.

D. Solid Waste Disposal

1. Solid and bulk waste may only be left at the compactor site when the site is open and staffed.
2. The disposal fee in all cases must be paid at the administrative office, before any bulk items are left at the compactor/trash site.
3. No tires will be accepted.

E. Littering

1. Littering of any kind within the community is prohibited and subject to violation/fine(s).

F. Violations

- a. Any member violating this regulation will be fined and may have their solid waste disposal privileges suspended or revoked.
- b. Solid waste shall originate from MMC properties.
- c. Disposal of solid waste generated at locations outside of MMC property is not permitted at MMC disposal site.

APPENDIX A

I. SCHEDULE OF FINES

Any planned community such as Masthope requires a set of Board-approved rules to ensure that the community runs in a manner that protects the safety and general wellbeing of all property owners. The rules set forth in this appendix are primarily meant to encourage compliance and not simply to punish.

This schedule of fines is based on the following general categories of increasing seriousness of infraction:

1. Infraction of omission (i.e., non-registered vehicle)
2. Infractions of commission (i.e., operating an ATV without proper equipment)
3. Infractions causing discomfort to others (i.e., noise or other nuisance issues)
4. Infractions causing danger to others. (i.e., reckless driving, speeding)
5. Infractions of an abusive or criminal nature. (i.e., abusive language or actions)
6. Infractions occurring more than 3 times will be subject to 3rd offense fine and possible loss of privileges.

If a violation/fine is assessed, and the fine is not paid to the MMC within 30 days, then the second offense fine becomes applicable, if the unpaid period extends to more than 60 days then the third offense fine is applicable. In the event the violation/fine has not been paid to MMC for a period extending to more than 90 days, then each 30-day period after 90 days the fine remains unpaid, an additional fine equivalent to the third offense shall be applicable.

Unless otherwise noted, violations are taken off the record after a period of **two-year** and will not be considered as a multiple offense.

Your Board of Directors

II. TIERED FINE STRUCTURE

Masthope is using the following tiered fine structure, aligned with the increasing seriousness of infractions:

Fine Amounts by Tier	1st Offense	2nd Offense	3rd Offense
Tier 1	\$25	\$50	\$100
Tier 2	\$50	\$100	\$200
Tier 3	\$100	\$200	\$400
Tier 4	\$250	\$500	\$1,000
Tier 5	\$500	\$1,000	\$2,000

III. INFRACTIONS BY TIER

The following tables list the infractions by tier, with a reference to the Rules & Regulations Section where details about the infractions can be found

A. TIER I INFRACTIONS

Infraction	Section - Reference	Comment
Alarm rule violation	VI,B,1,2	
Violation of Domestic Pets rules	VI,,C,1	

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Infraction	Section - Reference	Comment
Violation of Wild Animals rules	VI,C,2	
Violation of Bicycle Riding rules.	VI,D,	
Violation of Jogging and walking on roads rules.	VI,L	
Violation of Odors rules.	VI,O	
Violation of Smoking/Vaping rules.	VI,R	
Illegal signs and/or property sign infractions	XI,Y	

B. TIER 2 INFRACTIONS

Infraction	Section - Reference	Comment
Failure to comply with general polices of amenities and facilities usage.	IV, A	
Failure to comply with Activity Center Rules.	IV, B	
Failure to comply with Beach Area Rules	IV, D,	
Failure to comply with boating registration rules.	IV, E	
Failure to comply with rules of non-motorized watercraft.	IV, E	
Failure to comply with rules of Sports Court Area	IV, F	
Failure to comply Dog Park/Run rules.	IV, H	
Failure to comply Fitness Center rules.	IV, I	
Failure to comply with Lodge Area rules.	IV, J	
Failure to comply Playground rules.	IV, K	
Failure to comply Pool rules.	IV, L	
Failure to comply Remembrance Park rules.	IV, M	
Failure to comply River Park rules.	IV, N	
Failure to comply Masthope Snow Pond rules.	IV, O	
Failure to comply Stables rules.	IV, P	
False alarms. Fines issued after 2 warnings are given.	VI, B, B.2	PSP and Fire Depts. can impose a \$300 fine as well
Violation of Bus Stop rules.	VI, E	
Violation of holiday decorations rules.	VI, G	
Violation of Outside Lighting rules.	VI, P	
Violation of Peddling and Canvassing rules.	VI, Q	
Violation of Littering rules.	VI, M	
Violation of Noise rules.	VI, N	
Failure to comply with registration and insurance rules of ATVs and Golf Carts.	VII, B	
Under age operator without parent	VII, E	
Operating an ATV or Golf Cart without proper safety equipment	VII, E, F	
Infraction of Snowmobile rules.	VII, G	
Infraction of any Ski rule not specifically shown elsewhere	IX,	
Speeding – less than 10 miles per hour over limit	X, → VI, T	The violator becomes “whole” again if he/she does not violate our speeding rules within a 365-day period from time of last offense.
Parking in no parking area – fee to remove car boot	X, → VI, T	

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Infraction	Section - Reference	Comment
Parking illegally on MMC property or street/road	X, → VI, T	
Painting rocks/trees	XI, C	
Antennas – Radios/TV/Dish	XI, H	
Clothes Lines infraction	XI, J	
Storage covers (tarps/canvases) infraction	XI, K	

C. TIER 3 INFRACTIONS

Infraction	Section - Reference	Comment
Failure to Register a Home as a rental property	II, A, B	
Failure to Comply with rules of renting not specifically covered elsewhere	II, A - G	
Being out of compliance with State regulations regarding fishing.	IV, D	
Failure to comply with fishing rules	IV, D	
Creeling fish	IV, D, D.4	Plus \$25, \$50, and \$100 per fish for 1 st , 2 nd , and 3 rd Offense, respectively
Failure to comply with rules of boating on Westcolang lake.	IV, E	
Failure to comply with rules of water-skiing and water-tubing	IV, E	
Violation of Drone rules.	VI, H	
Violation of Fireworks rules.	VI, J	
Violation of Trespassing on private property rules.	VI, S	
Failure to comply with the Operating Requirements of ATVs and Golf Carts.	VII, C	Plus loss of MMC plate for 30 / 60 / 90 days for 1 st , 2 nd , 3 rd Offense, respectively.
Illegal parking with ATV or Golf Cart	VII, C	
Violations of ATV or Golf Cart	VII, C, excluding C.5 and C.7 as they are listed separately	Plus loss of MMC plate for 30 / 60 days on offending vehicle for 1 st / 2 nd Offense; plus revocation of all APV privileges for offending property owner for life for 3 rd Offense
Speeding with ATV or Golf Cart	VII, C.5	Plus loss of MMC plate for 60 / 90 days / 1 year beyond original suspension timeframe for 1 st / 2 nd / 3 rd Offense
Stop sign violation with ATV or Golf Cart	VII, C.7	
Under Age operator of ATV or Golf Cart	VII, D	Plus loss of MMC plate for 30 / 60 / 90 days on offending vehicle for 1 st / 2 nd / 3 rd Offense
Obstructing traffic	X, → VI, T	
Reckless driving	X, → VI, T	
Failure to yield to emergency vehicle	X, → VI, T	
Speeding – in excess of 10 miles per hour over limit	X, → VI, T	The violator becomes “whole” again if he/she does not violate our speeding rules within a 365-day period from time of last offense

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Infraction	Section - Reference	Comment
Parking – handicapped	X, → VI, T	
In violation of PA Div. of Motor Vehicles law.	X, → VI, T	
Stop/traffic signs – failure to obey	X, → VI, T	
Failure to report or leaving the scene of an accident	X, → VI, T	
Drinking or drug violations (reported to PSP)	X, → VI, T	
Abusive or Obstruction behavior toward staff	X, → VI, A	
Abuse of member, guest or MMC POC Property	X, → VI, A	
Disorderly/disruptive/threatening conduct	X, → VI, C	
Criminal mischief	X, → VI, D	
Failure to follow directives of Public Safety	X, → VI, A	
Failure to comply with Construction and Architectural rules not specifically covered herein.	XI, C	
Engaging in work without the required permit	XI, C	
Unauthorized accessory building	XI, C	
Building permit posting/possession	XI, BB	15 days / 30 days for 2 nd / 3 rd Offense, respectively.
No soil or erosion protection on site	XI, C	
No dumpster or sani-lav on building site	XI, C	
Storage of boats/watercrafts	XI, C	
Temporary Carport	XI, C	
Unmarked parked contractor vehicles	XI, C	
Improperly displayed newspaper / mailbox	XI, C	
Fences	XI, C	
Fuel Storage Tanks infraction	XI, L	
Used Buildings/Structures infraction	XI, O	
Untidy lots	XI, V	
Untidy lot/Litter/Health hazard	XI, V	
Failure to comply with Road rules not specifically covered herein.	XI, W	
Temporary structures (trailers/tents)	XI, BB	
Abandoned/unregistered vehicle on property	XI, EE	
Open fire/fire without a permit	XI, W	
Open fire/fire during “no burn” time	XI, W	
Failure to Report Ground Leaks	XI, X	
Obstructing right of way of roads	XI, X	

D. TIER 4 INFRACTIONS

Infraction	Section - Reference	Comment
Unauthorized use of ID Cards	I, C	Plus: Loss of amenity use privileges for 7 days (First Offense), 30 days (Second Offense), 90 days (Third Offense) for the offending property. If the effective start date of the loss period falls outside of the season in which the offense occurred, the loss period carries forward to the next like season (e.g., next Summer, next Winter).

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Infraction	Section - Reference	Comment
Members in arrears using another's property owner ID pass(es)	I, C	Plus: Loss of amenity use privileges for 7 days (First Offense), 30 days (Second Offense), 90 days (Third Offense) for the offending property. If the effective start date of the loss period falls outside of the season in which the offense occurred, the loss period carries forward to the next like season (e.g., next Summer, next Winter).
Unauthorized use of guest passes	I, C	Per pass Plus: Loss of amenity use privileges for 7 days (First Offense), 30 days (Second Offense), 90 days (Third Offense) for the offending property. If the effective start date of the loss period falls outside of the season in which the offense occurred, the loss period carries forward to the next like season (e.g., next Summer, next Winter).
Violation of Hunting rules.	VI, K	
Eluding Public Safety on ATV, UTV or Golf Cart	VII, D	Plus loss of MMC plate for 90 days / 1 year on offending vehicle for 1 st , 2 nd Offense, plus revocation of all APV privileges for offending property owner for 3 rd Offense
Misuse of property owner ID's for ski privileges.	IX, A	Plus: Loss of amenity use privileges for 7 days (First Offense), 30 days (Second Offense), 90 days (Third Offense) for the offending property. If the effective start date of the loss period falls outside of the season in which the offense occurred, the loss period carries forward to the next like season (e.g., next Summer, next Winter).
Eluding Public Safety	X,	
Exterior of building not completed within six (6) months	XI, C	
Substantial change in elevation of land	XI, C	
Building used for other than single family residence	XI, G	
Maximum Lot Coverage Infraction	XI, N	
Illegally renting an unimproved lot	XI, Q	
Violation of destroyed dwelling rules	XI, R	
Damaging road (plus cost of repair)	XI, X	
Improperly maintained culvert/culvert pipes	XI, X	
Blocking snow covered roads	XI, X	

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Infraction	Section - Reference	Comment
All building exteriors will be approved earth-tone colors	XI, BB	
Tree removal (per tree) No permit or over limit	XI, DD	Note: The MMC may require replacement of trees
Failure to comply with any of the rules regarding trash disposal.	XII	
Illegal dumping of trash	XII, D	

E. TIER 5 INFRACTIONS

Infraction	Section - Reference	Comment
Renting a home without registering the rental with POC.	II, A, B	
Violation of Commercial Activity rules.	VI, F	
Violation of Firearms rules.	VI, I	
Violation of work stoppage	XI, B	
Improper setbacks/square footage	XI, G	
Illegal swimming pools on properties	XI, C	
Unauthorized Blasting	XI, D	
Substantial change in property elevation	XI, C	
Improper vehicles on roads – spring thaw rule	XI, X	
Illegal habitable space in an accessory structure	XI, BB	

APPENDIX B

I. SCHEDULE OF FEES

This Appendix contains a schedule of fees.

A. RENTAL FEES

Item	Frequency	Fee	Due
Masthope Rental Permit*	Initial/one time	\$150.00	Upon filing Permit application
Masthope Rental Permit Renewal*	Annual	\$50.00	Upon filing Permit renewal application
Rental Registration	Per rent	\$100.00	Upon registering each rental agreement
Administrative Late Fee	As needed	\$25.00	Upon failure to register Rental occupants 7 days in advance
Refundable Security Deposit*	One time	\$300.00	Upon initial filing of Masthope Rental Permit

Item	Frequency	Fee
Refundable rental ID Pass Deposit*	Per rent	\$30.00
Optional additional rental ID Passes*	Per rent	\$25.00

* Note: In its May 22, 2021 meeting, the Board approved a new rental policy which aligns with the Lackawaxen Township Short-term Rental Ordinance Nr. 114. The effective date of the new policy will be coordinated with the effective date of the township ordinance. Until that date, fees outlined in Section II stay in effect. When the new policy becomes effective, the fees marked with an asterisk will become effective as well. .

APPENDIX C

REVISION LOG

Changes made in Volume XII, #12 as of 3/24/18

1. on page 54, The deeded property owner of an improved property may register up to four ATVs/UTVs or golf carts

Changes made in Volume XII, #13 as of 5/2/18

1. Page 13, VII, D, 3. Lake rules and regulations
2. Page 15, VII, E, 3. Boating regulations.
3. Page 18, VII, L, Pool rules and regulations

Changes made in Volume XII, #13 as of 6/23/18

1. Page 53, Fine schedule to read Violations of ATV, UTV or Golf Cart

Changes made in Volume XIII, #1 as of 11/23/19

1. Page 1, III, Details on types of documents and document hierarchy
2. Page 28, X, Aligned ATV and Golf Cart rules with PA All-Terrain Law
3. Page 41, XVII, Definitions
4. Page 41/42, XVII, Construction Related Rules
5. Page 46, XVII, Added torpedo style gas tank (280 gallons)
6. Page 49, XVII, Property owners required to check and clean culvert pipes
7. Page 56, XVII, Details for Accessory Structures

Changes made in Volume XIII, #2 as of 05/23/20

1. Page ..., Updated Beach and Lake rules
2. Page ..., Updated Pool rules

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