

Things to Know About Owning and Living in Hemlock Farms

Hemlock News

Hemlock News is the monthly official publication of the Hemlock Farms Community Association. Produced by volunteers, a full-time Coordinator, a part time clerk, and a part-time editor, the newspaper is mailed monthly to all members of the Association. Annual subscription to *Hemlock News* is \$12. Members of the Hemlock Farms Community Association receive a copy as part of their annual dues. Members who wish to receive *Hemlock News* by first class mail may do so by paying an additional annual fee of \$24. Any non-member may receive a copy by first class mail for a fee of \$2 per issue.

Hemlock Happenings

Hemlock Happenings is a flyer published by the Recreation Department to advise residents of new activities and scheduled changes. The Hemlock Happenings are printed on Fridays. Copies are available at the Community Mail Room, HFCA Office, Clubhouse, Teen Center, Public Safety Building, Hemlock Farms Library, Administration, Annex and online at www.hfca.com

Channel 15

Channel 15 is the Hemlock Farms Cable TV Station which carries a listing of HFCA Special Events, meeting schedules, facility hours, general information and emergency information. Also carried on this channel are group and organization special events and meetings. Tune into Channel 15 for all up-to-the-minute information on Hemlock activities. You automatically receive Channel 15 if you subscribe to the local Blue Ridge Communications Cable TV service.

Website: www.hfca.com

The website provides general information about Hemlock Farms, details of events and activities and reference material such as Board and committee meeting minutes, forms, etc.

Members are encouraged to register their friends and family in the Visitor Entry system from the website. The entire HFCA Administrative Code, the Bylaws and the Architectural Regulations are also available as references for members.

Usage statistics kept by our hosting service reveal that www.hfca.com averages 3500 hits per day by viewers. Our new page design features Community Conservation Links, Teen Links, seasonal pictures of Hemlock Farms, screen savers using the seasonal pictures, When & Where from the Hemlock News, the Electronic Bulletin Board, Hemlock Happenings, Building Schedules, up-to-the-minute news from the Administration Office and even road conditions during the winter season. If you have suggestions for the web master, send them to webmaster@hfca.com.

HFCA Office Hours

The HFCA Office is open from 9:00 a.m. to 4:00 p.m. every day except Tuesday when the office is closed.

Call for Volunteers

Operating the Hemlock Farms Community requires the voluntary assistance of HFCA members in many different capacities. Activities of official HFCA Committees and the Board of Directors require a commitment of considerable time. For those with specialized, professional knowledge and experience but are unable to make a major time commitment, the Community Manager maintains a list of people who are willing to lend their expertise on a limited basis. Let the Community Manager know how you can help your Community by sending a brief description of your specialized talents.

Standing Committees

The committees are as follows:

- Appeals
- Architectural
- Elections
- Environmental
- Finance
- Official Publication & Public Information
- Planning & Land Use
- Public Health, Safety & Security
- Public Works & Physical Properties
- Recreation

Loss Assessment Endorsement to Homeowners' Insurance Policies

All members in Hemlock Farms are affected by a 1997 Pennsylvania law, the Uniformed Planned Community Act. One significant section of the law says:

(A) judgment for money against the association if and when entered of record against the name of the association in the office of the Clerk of the Court of Common Pleas, of the county where the planned community is located shall also constitute a lien against each unit for a pro rata share of the amount of the judgment, including interest thereon based on the common expense liability associated with that unit under Section 5208. (Emphasis added.)

If the Association has an uninsured or underinsured judgment entered against it, the Association might have to assess the lot owners to pay the claim. The law imposes liens on units automatically until the judgments is released or satisfied. The Association recommends strongly, therefore, that every lot owner in Hemlock Farms add a Loss Assessment Endorsement to the owner's homeowners' insurance coverage to help manage this risk. In the event your insurance broker requests information about HFCA insurance coverage you may advise the broker that the HFCA automobile liability coverage is \$1,000,000, general liability coverage is \$1,000,000 per occurrence, \$2,000,000 in the aggregate. In addition we carry \$25,000,000 in umbrella coverage.

GENERAL INFORMATION:

Snow

Hemlock Farms is subject to severe winter weather conditions. Snow tires are recommended before Thanksgiving. Tire chains, sand, and a snow shovel are helpful winter equipment. Snow removal operations are conducted by a pre-determined route system. The HFCA does not remove snow from private driveways. If you have a contractor plow your driveway, advise them not to plow snow across HFCA roads. Keep snow on the same side of the street as your driveway.

Snow or ice problems should be reported to Public Safety at 570/775-4242.

Right-of-way

The HFCA owns and maintains property (right-of-way) measuring approximately 12 feet from the edge of each paved road. Within the right-of-way the Department of Public Works maintains the water system, storm water drainage, and road signage. Snow removal operations require the placement of snow on the shoulders of our roadways. During severe winters as much as 10 feet of the shoulder may be used for that purpose.

The force of snow plows combined with the weight of the snow can cause damage to objects in the right-of-way. Members are cautioned not to place number posts, rocks, logs, garbage containers, bins, and other landscaping materials in the right-of-way. Property owners are advised that the HFCA is not responsible for damage to objects placed in the HFCA right-of-way.

Name Signs

Name signs are provided to property owners that build a new house. The application for the name sign is attached to the approved building permit. Replacement of name signs after the initial installation, or their repair, is the responsibility of the member. Name signs should be placed at least 10 feet from edge of roadway. The name sign should be on the back side of the post so the sign is installed on your house side of post. Call the HFCA Office at 570/775-4200, extension 119, for local contractors who fabricate signs.

Culvert Pipes

Property owners are requested to periodically check their culvert pipes (under driveways) to insure that they are clean and functional; this is the member's responsibility.

Potholes

Occasionally, our roads develop potholes. Members are asked to contact the HFCA DPW at 570/775-7559, ext.1 to report any hazardous potholes encountered on Hemlock roads.

Spring Thaw Road Protection

Spring Thaw regulation dates are determined by the Director of Public Works depending on freeze thaw conditions in late winter and early spring, and last a maximum of 8 weeks. All vehicles with gross weight exceeding 10 tons will be prohibited from the Hemlock Farms Road system. This prohibition period for heavy vehicles is to help protect road structure from damage due to the sensitive subsurface thaw conditions. For more information, please refer to Administrative Code, Chapter 198 - Roads.

A current weight slip must accompany each vehicle or OEM Door Sticker will be used for GWR checking or verification. Weight tickets that are brought to the gates must be stamped and can not be more than 2 hours old.

Snowmobiles & ATVs

Snowmobiles and ATV's are not allowed on Hemlock Farms roads. Check with State Forest Officials for nearby trails.

Dogs

All dogs three months or older, living in Pennsylvania, must be licensed no later than January 1 of each year.

Licenses may be obtained at the County Treasurer's Office, Milford and the Postal Contract Unit, Route 739, Lords Valley. Public Safety Officers serve citations for violations of the HFCA Dog Code.

The HFCA Dog Run is located on Maple Ridge Drive across from the Department of Public Works for pet owners to let their dogs exercise without a leash. A brochure with more information can be picked up at the Administration Office. Please observe and follow all rules posted at the facility to ensure a safe, enjoyable experience for everyone.

For more regulations regarding dogs, please see Administrative Code, Chapter 71 - Dogs.

Hunting

There shall be no hunting or trapping in the Hemlock Farms Community without a majority vote of those Association members present at the Annual Membership Meeting as provided by the Bylaws, in the particular year in which hunting or trapping would occur.

FIRE AND RESCUE COMPANY

The Hemlock Farms Volunteer Fire & Rescue Company provides fire, rescue and EMS protection to the community, covering Porter Township and part of Blooming Grove and Dingmans Township. Their complement of equipment includes a Quint Ladder truck, two Engines, Light Rescue truck, one Heavy Rescue truck, one Brush truck, two Ambulances, Dive Rescue Boat and an ATV. Members are highly trained and dedicated to serving your needs in the most professional manner possible. It is a volunteer company not supported financially by your community dues. Annual contributions by every property owner are crucial to their survival. Their presence represents a substantial savings on your homeowner's insurance with an ISO rating of 6 (which is a very good rating for a rural department). The HFCA Board of Directors strongly suggests a donation of \$75 payable to Hemlock Farms Volunteer Fire & Rescue Co. at 1053 Hemlock Farms, Lords Valley PA 18428. If you would like to become a member of their department in any capacity, feel free to contact them at 570/775-6447, Peter Ferris at 570/775-8884 or stop at the station for an application. The department's business meeting is held on the second Monday of each month at 7:30 p.m. at the firehouse. For fire or medical emergencies, please dial 911. Your support is greatly needed and appreciated.

Fire Hydrants

Fire hydrants sometimes become obscured from vision by weeds or snow. For your safety and to help fire fighting, property owners are urged to help keep weeds trimmed or snow cleared to insure that firefighters have clear access to hydrants.

Burning Not Permitted

As per Chapter 111-Fires, adopted by the Board of Directors on 7/29/95, "No outdoor fires are permitted in Hemlock Farms except for: A. Barbecue Grills, whose sole purpose is for the preparation of food; B. Hemlock Farms Volunteer Fire & Rescue Company Training; C. Official functions conducted by the HFCA. The assessment for violation of Section 111 shall be \$100."

SERVICES

Cable Television

Cable television service is available throughout Hemlock Farms. For further information on installation, contact Blue Ridge Communications at 570/421-0780, 800/426-0606 or 570/296-8200.

Mail Room

The HFCA Mail Room is located near the ball field by Hemlock Farms Road and Village Lane. The annual rental fee for mailboxes is \$25. Pay the rental at the HFCA Office. Boxes may be rented only by members for the period of time they own property in Hemlock Farms, and authorized renters.

Anyone experiencing problems with keys or the mechanics of the box must contact the Association Office.

Please read the regulations regarding mailboxes in Chapter 145 towards the end of this Handbook.

General Delivery Service is available to seasonal residents for one month ONLY by stopping by the postal window during the hours of operation as posted at the Mail Room. Building Access: 6:00 a.m. to 10:00 p.m. 570/775-9085

The Lords Valley contract Postal Unit is located on Rte. 739. The phone number is 570/775-9770.

Bulletin Boards (Mail Room)

The Bulletin Boards at the Mail Room are for use by the Hemlock Farms Community Association, organizations within Hemlock Farms, local advertisers and local businesses. For full rules for use of the Bulletin Board, please read Chapter 45 of the Code in the second half of this Handbook.

It is important to note that items to be posted should be brought to the HFCA Office any day (except Tuesday) between 9 a.m. and 4 p.m. Non-business index cards are posted once a week. Business cards are posted the beginning of each month.

House Numbering System

As of January 1, 1994, all homes have been designated a street number which has been attached to your sign post. The primary purpose is to speed up and improve the location of homes by the Public Safety patrols and Fire and Rescue emergency response personnel. An additional advantage is that residents may now better guide their search for locations as well as use of this address for UPS, Federal Express or overnight mail deliveries. See Chapter 124 later in this Handbook for regulations regarding street numbers.