



### Monthly Association Fees

The monthly Association fee will be raised to \$176 per month for 2024.

**Thank you** to those paying your fees on time!

### Upcoming Inspection

*The Executive Board will be conducting a property inspection in the next few months in preparation for spring. They will be checking the following items:*

- Decks in need of repair
- Green Entrance Doors that need painted
- Fences that need power washed
  - Trash Receptacles and other personal property is stored properly.
- Other items that may be noticed in need of repair.

*To avoid potentially receiving a letter, please inspect your home and submit an architectural request form for the work you will be performing. If you need a copy of this form, please reach out to Penn Equity at 717-930-6063 or [Sasha@PennEquity.com](mailto:Sasha@PennEquity.com).*

### COMMUNITY WEBSITE

Clover Lee has a new website to replace posting meeting minutes and financials at the Mailbox Station. Please visit [www.CloverLee.org](http://www.CloverLee.org) to check it out. The financials portion is locked and just for homeowners. The password to access this is **CL404**.

### Important Contact Information

For maintenance requests, questions and concerns about your unit; please contact:

Penn Equity Associates, Inc.  
PO Box 228, Palmyra, PA 17078  
Phone: 717-930-6063  
Email: [Sasha@PennEquity.com](mailto:Sasha@PennEquity.com)

We have an Owner's portal to access Penn Equity digitally!

On the portal you can view:

- Association documents
- Your account balance
- Communicate with your Property Managers
- Make online payments.

Contact Sasha for instructions on joining up!

If you are already enrolled, the URL to add to your "favorites" is

<https://owner.topssoft.com/PennEquityAssociatesInc>



Garbage Containers must be stored in your garage or at the rear of your home in your trash receptacle enclosure. Units without a garage may be excused from moving containers to and from the rear of your unit if ground is snow covered. Otherwise, storage in front of your home is not allowed. **Any trash containers left in a location that is not approved will receive a fine. Further written notice will not be issued.**



### Executive Board Members

Your 2023 volunteer Board Members are Chuck Mosey, Robert Orendorf, Brett Marquart, Patrick DiSante and Nina Lipsett.

If you see Board Members out & about, don't forget to thank them for volunteering their time to keep the community beautiful.

## Pet Requirements

*Residents are required to clean up after their animals immediately & keep them leashed at all times.*



The Executive Board considers any receptacles that store or contain pet waste to be trash or trash containers; therefore they cannot be stored outside on any Limited or Common Element. No pets are permitted to be unleashed at any time while outside a unit. No houses, runs, stakes, chains, kennels or other items for securing pets outside are permitted. Pets may be maintained in a unit so long as they are not a nuisance. Actions which constitute a nuisance include, but are not limited to, abnormal or unreasonable crying, barking, scratching, unhygienic offensiveness, aggressiveness, or running loose on the property.



## Bus Stop

*Please do not park on the grass or block the entrance or exit for the community while waiting for the school bus to pick up and drop off students. Remember, you can always use one of the parking lot spaces or walk your child to and/or from the bus stop.*



## PARKING

Please do your part - park in your garage or driveway whenever possible. If you cannot do that, check for a parking lot space. Do not park in any grass areas. Move slowly when backing up and really look around to be sure your path is clear. When picking up your mail, be sure you are not blocking a resident's driveway with your vehicle. Let's be as neighborly as possible when it comes to parking etiquette.



## Speeding

Speeding in the community continues to pose a safety concern. Please be sure to watch your speed when entering and exiting the community in addition to telling your guests the same. Please be sure to watch for pedestrians trying to cross the street, particularly while they are in a crosswalk.



## Snow Removal

Four Seasons Property Services will be Clover Lee's snow contractor again this season.

- ❖ Four Seasons Property Services initiate roadway snow plowing when 3 inches or more of snow has occurred. Lesser snow amounts may also be cleared depending on the anticipated ground temperature and current & future National Weather Service forecasts.
- ❖ Ice melt road treatment that will be used may have a blueish color and it is safe for pets.
- ❖ Driveways and sidewalks leading directly to homes will only be cleared at 5 inches or more.
- ❖ A full plowing (if needed) will be done when the storm is completely over. Passes will be made on all roads during the storm as needed.
- ❖ Driveways will not be plowed if there are vehicles parked in the driveway or anything else that would not allow full access.
- ❖ Snow stakes will again be used as boundary markers. Please do not remove them.

## Architectural Approval

All homeowners that wish to make any additions/changes to the exterior of the buildings and/or grounds of their home are required to submit an "Architectural Review Request" to:

**Penn Equity Associates**

PO Box 228

Palmyra, PA 17078

Or

[Sasha@PennEquity.com](mailto:Sasha@PennEquity.com)



Just like in your home, there are things that need to be done regularly to keep Clover Lee looking nice. Part of your monthly fee goes toward these costs: lawn care, snow plowing, weed control, parking lot sealing, siding repair, tree maintenance, and gutter cleaning.

Each owner should have the list of common and limited common elements which delineates financial responsibility for many different issues. The chart outlines if the cost will be paid by the Association, unit owner or jointly.

As a reminder, all fencing is a limited common element and must be cleaned & maintained by the homeowner. Failure to do so will result in fines and/or the Association performing the work and assessing you.

### Water and Sewer Lines

Most of us have received a mailing from PA American Water making insurance coverage available for repairs to the water lines coming into our homes. Unit Owners, according to our chart of maintenance responsibilities, are responsible for any costs of repair of the Water & Sewer lines that only serve their unit (laterals). These would be the lines from the street to your house. We have been advised that even though PA American Water markets their insurance coverage to condo owners, they won't pay a condo owner's claim.

**Important: before purchasing this policy get written confirmation that your condo unit will be covered.**



*Effective Jan 1 2022, all owners with tenants are required to register lease with Penn Equity, within 10 days of execution, per Rental Rules & Regulations previously sent to all owners.*



### Homeowner Insurance

It is important that each owner understand the interface between the Clover Lee Condominium Association insurance coverage for the overall structures (buildings) and your individual homeowner Insurance policy (HO-6) coverage. **The Association coverage has a deductible of \$10,000.00 for each occurrence.** The consequence for you is that an INDIVIDUAL HOMEOWNER will be assessed to pay this amount for claims that are attributed to the individual homeowner. Your individual policy should have a rider to cover these costs – it is usually a minimal cost. Be sure your individual policy is an **HO-6** – any other type won't always cover a Condominium loss.

The Board has obtained an updated Insurance Company with the same coverages for 2022-2023. Please find a Certificate of Insurance for your records and in case your mortgage company requests one. Should your mortgage company need a customized copy with your unit number and/or loan number, please visit [www.CAUIinsure.com](http://www.CAUIinsure.com).