

NEW HOMEOWNER INFORMATION PACKET

CONTACT PHONE NUMBERS

State Police, Fire, Ambulance – 911 West Hanover Township – 717-652-4841
PPL Electric – 1-800-342-5775 UGI Gas–717-232-1811 or 1-800-609-4844
PA American Water Co–1-800-565-7292 Republic Services – 1-800-210-9675
Haller Enterprises – 717-795-1700 (installed original heating/cooling/electric/plumbing)
PA ONE–1-800-242-1776 (call before any outside digging to mark underground lines)
Penn Equity Assoc. – 717-930-6063

The homeowner association board members are all unpaid volunteers who put in many hours to serve the association. The Board meets monthly and posts meeting minutes on the community website. An annual condo association meeting is held in October. This open meeting of the association requires 30% owner attendance in person or by proxy to conduct any business. Owner is the person on deed; one vote per unit.

The Clover Lee Condominium Association is governed by its Declaration, By-laws, and Rules and Regulations. Owning a condominium and living in a condo community is different than owning a single-family home. It is important that condo owners read and follow these documents that are mandated by the Pennsylvania Uniform Condominium Act.

Some important responsibilities of condo ownership:

Anything done or placed on the outside of your home requires an ACI application to be submitted to the address on the ACI form, and approved by the Board prior to beginning work. ACI forms are available on the website at www.cloverlee.org.

Repairs to the exterior that are identified by homeowner should be reported to the management company, Penn Equity, at 717-930-6063 or Sasha@PennEquity.com.

Republic Services is the trash removal provider for our community. Call 1-800-210-9675 to set up service.

Condo insurance coverage is required for loss assessment, comprehensive personal liability and coverage for sump pump failure. Speak to your insurance agent about an H06 policy.

Outdoor burning is limited to gas or charcoal grills used for outdoor cooking and positioned away from the structure siding. Chimineas and fire bowl/pits are strictly forbidden.

Any car remaining in any parking area 15 days after expiration of the current inspection sticker will be towed away at the owner's expense.

Do not displace rocks at water areas. Do not throw rocks into pond. Do not feed wildlife.

Kiddie pools are the personal liability of the homeowner. They must be removed nightly if placed on grass areas and must be within 15 feet of front or back wall of unit. Pools left outside overnight must be on deck/patio or on mulched bed, not on grass. An ACI request needs to be submitted along with a copy of homeowner's personal liability coverage.

You are responsible to clean up immediately after your pet. No pets may run unleashed. Damage caused by pets or children will be charged to the homeowner.

Please assist in picking up trash as you see it. We have 30 acres to keep clean.

Monthly association fees are due the first of each month.

Mail to:
Clover Lee Condo Association
PO Box 228
Palmyra, PA 17078

Resale certificates are prepared by Penn Equity and require ten-day notice.