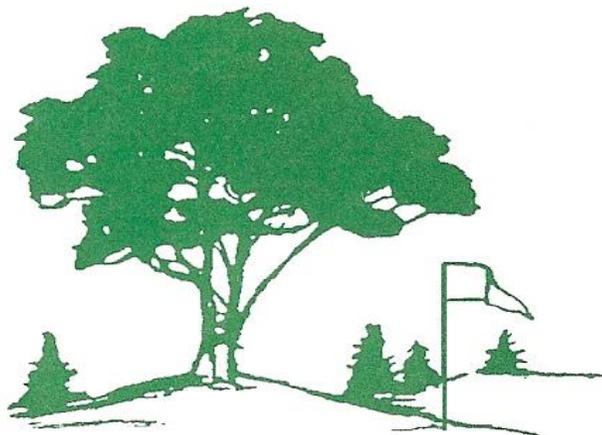


THORNHURST COUNTRY CLUB ESTATES

Community Information



TCCE CONTACT INFORMATION

Office hours: 10am-2pm Mondays, Thursdays, Fridays and Saturdays

Office phone: 570-472-9521

Office fax: 570-472-3151

Address: 176 Country Club Drive, Thornhurst PA 18424

Email: tcce143@ptd.net

Website: <http://www.thornhurstcountryclubestates.com>

The community website hosts a wealth of information. Important information is periodically emailed out to all registered members, so please be sure to register.

ACCOUNT BALANCE INQUIRIES/PAYMENTS

For account balance inquiries, please contact the management company, Preferred Management Associates, at 570-842-2705.

Please take note that credit cards and cash are not accepted at the Administrative Office or the Management Office. Payments can be made online via the website listed above. From the menu choose "Online payments". The online payment processor is Paylease/Zego. If you use a credit card, there is 3.5% fee. If paying with an e-check, the fee is \$3.95. You can also process payments through your bank or stop into the office to make your payment.

AMENITIES *(You must be a member in good standing to use any of the facilities)*

Clubhouse - The Clubhouse is where the office is located. The main room of the building can be rented by members in good standing to hold private parties. For more information, please refer to the facility rental info. The Clubhouse is located at 176 Country Club Drive.

Golf Course - We have a 9-hole executive length course featuring 1,655 yards of golf from the longest tee for a par of 31. The course is great for golfers that are just starting out and the greens are relatively flat. The course is open daily from mid-April through Columbus Day (weather permitting) from dawn to dusk. We do not provide any equipment or carts. Children who are not golfing are not permitted on the course. The golf course is located on Country Club Drive across from the Clubhouse.

Pavilion - The pavilion offers a woodsy setting next to a rolling creek that makes a beautiful setting for members in good standing to hold private parties. Picnic tables are on site. The entrance to the Pavilion is on the left hand side shortly past the Country Club Drive entrance.

Pool - Our solar heated pool is 3' in depth at the low end and 5' 6" in the deep end. Umbrellas, loungers and chairs are provided. There are bathrooms with showers and changing rooms. The pool is located on Country Club Drive near the golf course.

Playground - The playground, which is located by the pool, has a climbing bar, swings, a seesaw, tetherball, a small climbing wall, a sliding board and 2 grill pits.

Tennis Courts - There are 2 courts which are located right off of Bear Creek Road, near the Country Club Drive entrance.

Basketball Court - There is a full size court with 2 nets, located off of Bear Creek Road.

ASSOCIATION DUES AND ASSESSMENTS

Billed on a calendar basis and are due by March 31st of each year. There is an early payment discount period that ends on 12/31 of each year. The Association offers approved payment plans for members in good standing who wish to take advantage of monthly or quarterly payments. Instructions for these payment options will be included in your annual billing.

ATVS /ETC.

Snowmobiles, ATVs, motor cross, minibikes, and go-carts are NOT permitted on Community roads, common areas, or the golf course. (1st offense: \$50.00 fine, 2nd offense: \$100.00 fine, 3rd offense: Prosecution)

BEAR FEEDING

It is unlawful to intentionally lay or place food, fruit, hay, grain, chemical, salt or other minerals that may cause bears to congregate or habituate an area. In addition, if nuisance bears are being attracted to any area by other wildlife feeding, wildlife conservation officers can issue written notice to temporarily halt the activity. Additional information can be found at the PA Game Commission's website <http://www.pgc.pa.gov>.

BICYCLE LAWS AND SAFETY

In PA, a bicycle is considered a vehicle and you must obey all of the laws that apply to other vehicles. Obey traffic laws. In PA, you must ride on the right side of the road. You must obey stop signs and never ride against the flow of traffic. Please approach all intersections with safety in mind and use caution. There may not be a stop sign; however, it is suggested that you stop and proceed with caution anyway. Riders must ride with traffic on the correct side of the roadway. Weaving from one side to the other is not permitted. Anyone under the age of 12 must wear an approved helmet (this is PA Law).

CONTRACTOR WORKING HOURS

Monday through Friday 7am to 7pm

Saturday 9am to 5pm

Sundays and Holidays – no working hours, except for emergencies.

Homeowners must make their contractors aware of the hours and the registration requirements.

Fines in the amount of \$300 will be charged for violation of these working hours.

COPYING AND FAX SERVICES

These services are available at the Administrative Office which is located in the Clubhouse. Cost is 25 cents/page.

DOGS

PA Law requires that all dogs must be “under the owner’s control at all times.” Dogs must be leashed or wear an electronic collar when off the owner’s property. (Fine: \$100.00, referral to Lackawanna County Dog Warden) It’s up to each of us to do our part in keeping TCCE clean and poop-free. Make sure to carry bags with you. **Township Noise Ordinance #38 states that harboring “any animal which barks, bays, cries, squeaks or makes other such noises continuously or intermittently for an extended period which annoys or disturbs a person of normal sensitivity” is a violation. (Referral to Township Code Enforcement Officer)

DROP BOX (24/7)

For your convenience, a drop box is located at the front door of the Clubhouse office building. When submitting a payment, please be sure to make check payable to TCCE and include your address and/or lot number.

FACILITY RENTALS (Members and Long Term Tenants only)

The Clubhouse and Pavilion are available to rent to members in good standing, along with their long term renters (must get permission and sign off by homeowner). Maximum capacity is 80 people in the Clubhouse. To rent the Clubhouse, the cost is \$45/day. The cost to rent the Pavilion is \$25/day. A \$50 refundable security deposit is required as well. Clubhouse rentals include the use of the kitchen. Tables and chairs are also available. Picnic tables are on site at the Pavilion.

FIRE PITS/OPEN CONTAINER FIRES

Fire pits are permitted as long as they are small regulation fire pits that are covered and there is no burn ban in effect. Open container fires and burning of leaves and debris are never permitted. Small campfires should be fire pits only with easy access to water and should be completely extinguished and never left burning without someone present. Chimineas are permitted.

MAILBOXES AND POST OFFICE

Mailboxes are located on Country Club Drive (across from the Clubhouse) and the corner of Magnolia Drive and Hagen Run Drive.

If you are planning to make this home your primary home, you will need to visit the Gouldsboro Post office in order to obtain an onsite box. If that is the case, you will need to obtain a form from our office first that confirms with the Postmaster that you are in fact the current owner. In order for the office to release this form to you, your account must be up to date and you will need to present a copy of your deed.

Gouldsboro Post Office (570-842-7191) - 546 Main Street, Gouldsboro PA 18424

MANAGEMENT COMPANY

Preferred Management Associates LLC

Manager's name: Amy Janiszewski

Amy's email: amyj@preferredmanagement.org

Mailing address: PO Box 687, Moscow PA 18444

Physical address: 253 State Route 435 Suite #2, Clifton Township, PA 18424

Website: <http://www.preferredmanagement.org>

Office hours: 9am to 4pm Monday through Friday (please restrict after hours calls to emergencies only)

Office phone: 570-842-2705

Office fax: 570-843-4758

PARKING RESTRICTIONS

For the safety of pedestrians and other traffic, as well as ample room for snow removal equipment, TCCE rules strictly prohibit parking along the roadsides between November 1st and April 30th.

PERMITS

TCCE is a permitted community. ALL exterior projects (new construction, additions, decks, sheds, garages, fences, tree removal, etc.) require an Association permit. Additionally, all exterior construction projects require a Thornhurst Township permit that must be obtained PRIOR to any review or approval by the Association. If you are unsure if a permit is required for your project, please be sure to check your community documents or contact the office prior to beginning any work. Permit forms for TCCE and the Township are available at the office. Please be advised that no permit applications will be accepted or reviewed unless they are submitted in their entirety with all necessary documentation. This includes Township permits. All of the procedures outlined in TCCE's Building Procedures must be strictly adhered to. Fines and Penalties: See Building Procedures and Regulations-IV-A: "Compliance and Penalties". Notification of Township's Code Enforcement Officer.

PROPERTY LINES

Although there are drainage easements, utility easements and rights of access associated with your deed, the property is not owned by the Association. Each individual property "fronts on and is contiguous to the road". Each owner should be aware of their property plot and what your side, front and rear measurements are. When placing

any improvements on your property, it is your responsibility to have this information correct. Plat maps are available through Thornhurst Township or Lackawanna County.

RENTING YOUR HOME

Rentals for less than three months are strictly prohibited.

If your intention is to rent your home, a \$25 annual rental registration fee is required and each renter must be registered with the Association. The registration form can be found on the community's website and is also available at the office. The tenant's name(s), mailing address and phone number must be provided. (Fine: \$250.00 for no notification). All Property Owners are responsible for guest and renter adherence to the Rules and Regulations and are obliged to provide guests/renters with current copies. Copies may be obtained from the office. Property Owners have direct liability for fines accrued by renters or guests. Property Owners must present all appeals on behalf of the renter or guest.

SCHOOL BUS STOPS AND SAFETY

Corner of Bear Lake Road and Juneberry

One at each Corner of Bear Lake Road and Country Club Drive

Corner of Maple Drive and Bear Lake Road

Safety should be the first and foremost on everyone's mind while driving during bus pickup and drop off times. If your schedule has you leaving or arriving in the community during school bus pickup and drop off, please allow yourself the extra few minutes that it will take to follow the Bus Stop Laws and keep the children, parents (and yourself) safe. Please remember that passing a bus or doing anything aggressive near a bus with its flashing lights on is a violation of Commonwealth Law. Please be sure that as a parent and a student that you also show courtesy to the vehicles on the roadway. While waiting for the bus, please keep the roadway clear for vehicles to get by.

SPEED LIMIT

The speed limit within the community is 15 mph.

STORM WATER MANAGEMENT AND MAINTAINING YOUR CULVERT

What is storm water? Storm water is water from precipitation such as rain, sleet, or melting snow.

What is storm water management? Storm water management involves the control of surface "run off" from precipitation.

Why is storm water management so important? Storm water management is important to prevent physical damage to persons and property from flooding, to maintain the ecological integrity, quality and quantity of our water resources. Storm water can also be considered a resource that provides benefits such as groundwater recharge and flood protection. Storm water management also assists with the reduction and prevention of many different sources of pollution, which enter our local waterways.

Maintaining your culverts: A blocked culvert can do damage to not only your residence but also your neighbors. The buildup of sediment because of blocked culvert pipe slows the flow of water which could ultimately affect your neighbors and community common areas. Water damage to property or dwellings can be very costly to repair. A thorough inspection will eliminate these unnecessary costs. Maintenance to your culvert and culvert pipe should be done on a regular basis. Following the procedures below will keep the water flowing cleanly and freely.

Cleaning your culvert: Remove obstructions inside of the pipe. Check upstream and remove any dead branches, dead trees, high weeds or grasses and any other types of debris such as cups, bags, cans, etc. that will obstruct the pipe and flow of water. Cut vegetation that might block the flow at the inlet and the outlet. Remove any soil sediment or add soil and grass seed so the ditch bottom is level with the inlet of the pipe.

Repairing your culvert: Repair any headwalls where stone was displaced. Fill the area above your culvert pipe (driveway entrances) if it is starting to depress. If you have old steel corrugated pipe check for rotting metal at the bottom of the pipe. Rotted piping can collapse with heavy traffic driving over it. If the pipe is rotted, make arrangements with a contractor to have it replaced with a new smooth inner wall PVC pipe (Association permit required). TCCE continues to inspect each community-owned culvert to clean and/or replace as necessary.

Drainage ditches and swales: It is the responsibility of the Property Owner to keep their drainage ditches free and clear of spoil, debris, or other material. Landscaping cannot interfere with TCCE existing drainage plan. It is the homeowner's responsibility to maintain driveway culvert pipe. (Original Deed-Sec 6) Penalty: cost of repair of damage to TCCE property or damage to adjacent properties.

TRASH

The trash compactor and open container are located on Magnolia and are accessible 24/7.

These services are available to all owners and renters.

No electronic waste.

Unacceptable materials include: hazardous or toxic substances including poisons, acids, caustics, paints, glues, gasoline, propane tanks, motor oil and other flammable substances; explosives/ammunition; infectious /medical wastes; other hazardous or dangerous materials; dead animals; yard waste including soil, rocks, tree trunks, limbs or stumps, resulting from tree removal; parts of motor vehicles (including heavy scrap metal and tires); materials resulting from building remodeling, repair or construction, including bricks, blocks, cabinets, concrete in any form, doors, lumber, non-metal fencing, windows (including storm doors and storm windows and screens), shingles, gutters, plaster and plasterboard.

Household Trash (TRASH COMPACTOR):

Trash MUST be bagged (bags are not to exceed 55 gallons) and placed in the trash compactor.

If the compactor is full, please place your bagged garbage into the gated shed that is located there and be sure to replace the lock on the gate when you are done. If the item is large, hard, bulky, and/or does not compact well it should be disposed of in the Open Container.

Bulk Trash (i.e.: Furniture, tires, appliances, etc) (OPEN CONTAINER):

Items are not to be left on the ground. Please place them INSIDE of the open container.

This is NOT a free service. Fees must be paid at the office PRIOR to dumping (checks are to be made payable to TCCE).

Truck Load - \$50; Car Load - \$25; Individual Item - \$10

Anyone caught dumping at the trash shed or dumping in the open container without paying will be fined \$500 for illegal dumping.

Household trash is NOT to be placed into the open container at any time.

Large construction projects require an onsite trash container at the expense of the owner/contractor.

Bagged leaves and Christmas trees are to be placed in the open container. There is no fee for this service.

Recycling:

Residents of Lackawanna County have access to the Lackawanna County Recycling Center which is located at 3400 Boulevard Ave. in Scranton. 570-963-6868 <https://www.lackawannacounty.org/portal/recycling/>

Computer and Electronic recycling locations:

Best Buy (Dickson City) 570-346-8977: You can recycle up to three items per household per day (visit the link below to see the categories for state-specific info, and different limitations on TVs, computer monitors and laptops).

<https://www.bestbuy.com/site/services/recycling/pcmcat149900050025.c?id=pcmcat149900050025>

Staples (Dickson City) 570-342-5138 <https://www.staples.com/sbd/cre/marketing/sustainability-center/recycling-services/>

TREE CUTTING AND REMOVAL

The management office must be contacted before any tree over 6" in diameter can be cut. No trees within 20 feet of rear of lot can be cut without permission other than dead or unsightly trees. In order to maintain a green area, homeowners may be required to submit a landscaping plan to the Architectural Review Committee.

(Original Deed-sec 11) (Fine: \$100.00 per tree)

Property owners are responsible for cutting dead and/or fallen trees or branches on their property and removing them when in the opinion of the Safety Committee, the Board, or a TCCE agent that it constitutes a fire hazard.

VEHICLES ON YOUR PROPERTY

No more than two vehicles can be stored or parked on a lot which does not bear a current state inspection sticker and/or a valid license plate. (Fine: \$25.00 per day, per vehicle)

WATER AND SEWER

The community's water and sewer are provided through Aqua Pennsylvania.

1-877-987-2782

<https://www.aquaamerica.com/>