

# GEORGETOWN TIMES



WEBSITE: [www.gclo.org](http://www.gclo.org)

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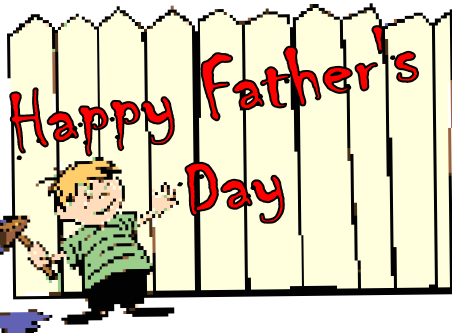
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## GCLO Council

- Ladd Thompson**, Pres  
724-301-6784  
[ladd300@gmail.com](mailto:ladd300@gmail.com)
- Eileen Haskins**, VP  
412-455-5590  
[eileen@eshaskins.com](mailto:eileen@eshaskins.com)
- Mike Sullivan**, Treasurer  
412-554-6705  
[mikes@ironmasterllc.com](mailto:mikes@ironmasterllc.com)
- Marilyn Hesse**, Secretary  
724-325-5622  
[hesseml@comcast.net](mailto:hesseml@comcast.net)
- Pat Thompson**, VIP  
724-301-6785  
[patt300@gmail.com](mailto:patt300@gmail.com)
- Tom Wagner**, Arbors  
412-254-8714  
[tomw@arbors.com](mailto:tomw@arbors.com)



Fencing is completed for 2012 and is lookin' great! Landscaping on the buildings that received fences has begun and Adam will be here working hard on this project. The 300W block was done last year and is coming along beautifully. A few minor changes may be made, but all is looking good as the original plans were designed.

**EX-CRETE Construction** completed the sidewalk outside of the pool gate and steps to the courts, at a cost of \$2414. The railing along the steps is next on the list.



Apologies from the Editor, Writer and Distributor of the Times (all the same) on forgetting 'Mother's Day' wishes in the May newsletter. Though late, hoping everyone had a beautiful Mother's Day!

**The GCLO/CC Pool Opening Party was held May 26th, and was a HUGE success! There were 85 RSVP's, and more residents trickled in as the day went on. Weather was exceptional (as we had requested), food was plentiful and delicious, the camaraderie amongst GCLO and CC residents was the best part of the day. Thanks to everyone for making this a very special day.**



New pool rules have been approved by the GCLO/CC Committee and signs will be updated and posted soon.

New soffit and fascia will be installed at the clubhouse as soon as Abe can fit us into his schedule. Whew! That's good news.

*GCLO Rules, Architectural Specs, Alteration Request Forms and Complaint Forms are being reviewed by the Rules Committee. Any changes? Not yet, but you will be informed through the Newsletter if and when changes take place. For now, standing rules to date are in effect.*

*Council is still working on updating the Declaration, and getting closer to resolving the issues in question. As unit owners have to vote on this, you will be given the Council-approved copy and the responsibility of voting for approval before it is filed in the Westmoreland County Courthouse.*

**NEW POLICY: Alteration Request Forms will be turned in to the Rules Committee for review, as per the following GCLO Rules:**

## 2. Alteration Request Procedure

Residents may request the Council to consider variations and exceptions to the rules through the process described below.

2.1 Changes to the physical design that was established by the developer and maintained by the Georgetown Commons Land Organization (GCLO) are called variations. All other changes are considered exceptions to the rules. Any variations or exceptions must meet the following criteria:

- The change must be beneficial in its application.
- The change cannot affect the appearance of the condominium such that there is the potential for a reduction in economic value.
- There is no negative impact on the rights of another unit owner and on the rights of the community.
- There is no future economic implication for GCLO that might include maintenance costs or liabilities.
- There are no health or safety issues for residents, guests, or the public.
- There is no violation of local, state, or federal law.
- The alteration preserves the spirit, intent, and purpose of GCLO

2.2 Residents should understand that variations and exceptions will be considered individually and on their own merit. The process for requesting a change is as follows:

- The Unit owner shall complete a Unit Alteration Request form. The form is to be submitted to the GCLO Council. The documentation will include, as applicable:
- Plans consisting of specifications that detail the nature, kind, shape, dimensions, materials, and location of the requested alteration.
- Demonstration that such a change will not adversely affect any neighboring unit or the common areas.
- A summary of the benefits of the requested change.

The Council may forward the request to the appropriate committee. The Council or committee will review the request at its next meeting or on an emergency basis. The requesting unit owner may be asked to provide copies of the Unit Alteration Request form to all other unit owners who might be reasonably affected by the requested alteration.

Any committee, meeting to review a requested change, may notify impacted GCLO residents—no less than seven (7) days prior to such meeting—of the date and time of its meeting.

The application, affected unit owners, and any other residents may attend the committee review meeting. The committee and/or Council will review the request and may inspect the property to determine if the requested alteration is in the best interest of GCLO.

2.3 Other committees may be asked to participate in the review process. The reviewing committee may ask the applicant to change or revise the request.

2.4 The reviewing committee will make a recommendation for approval or rejection to the Council. The reviewing committee has the right to continue any review in subsequent meetings until all facts have been gathered. The review process will be as prompt as possible.

2.5 After a Council review, the Council may approve, approve with contingencies, or reject the requested change. The decision will be communicated in writing to the applicant. If the decision is not favorable, the applicant can request a hearing before the Council at its next meeting or on an emergency basis. Such hearings will be open to the applicant and any other interested residents.

***ALTERATIONS FORMS CAN BE DEPOSITED IN THE PAYMENT SLOT AT THE GARAGE, OR TURNED IN TO ANYONE ON THE RULES COMMITTEE. SEE ATTACHED FORM.***

**ANOTHER NEW POLICY:** Complaint Forms will be turned in to the Rules Committee for review, as per the following:

The Rules Committee consists of: JP Burgess, Beth and Chip Townsend, Bill Spina, Eric Rehak, Pat Thompson.

Any and all complaints must be addressed in writing and given to the Rules Committee for processing.

The Committee will proceed with enforcement after presenting their findings and recommendations to Council for final approval. Rules will be enforced following the guidelines in GCLO Declaration and Rules and Regulations presently in effect.



*DECLARATION:*

SECTION IV. COUNCIL

- L. To levy fines, to suspend the right to use portions of the common elements, and to levy other penalties against Unit Owners for violations of the covenants of the Declaration of Condominium, the Code of Regulations, and the Rules established by Council to govern the conduct of Owners, occupants, tenants or guests while on the Property. No fine in excess of \$15.00 may be levied for any one violation. Each day a violation continues after notice to the fines will continue to accrue at \$15.00 per day. Suspension of rights to use portions of the common Elements may not exceed 60 days for a single violation, except in the instance of continuing violation or non-payment of assessments in excess of \$150.00, in which case suspension of the right to use portions of the Common Elements will continue as long as the violation continues or as long as assessments in excess of \$150.00 are due to the Organization. Council has the duty to enforce the obligations of the Owners, including the right to sue to enforce the covenants of the Declaration of Condominium, the Code of Regulations and the Rules established by Council, and to collect all assessments and fines, and to enforce any other penalties which may be levied;

*RULES AND REGULATIONS:*

4.29 Violations of the Rules may result in fines and/or other consequences.

- When a Resident is determined to be in violation of any Rule, the resident will be issued a letter detailing the violation.
- The resident may appeal the findings of the violation to Council in writing within seven (7) days.
- If Council denies the appeal, the resident will be given a period of seven (7) days to come into compliance with the rule. If resident refuses, the resident will be formally cited by the Property management.
- The resident and/or Unit owner will be provided the bill, itemizing the total costs of rectifying the violation, and will be given ten (10) days following the formal citation to pay the costs in full to the GCLO.
- If a resident does not pay the total cost in full within ten (10) days, then GCLO will pay the **said costs and place a lien on the owner's property for all costs incurred.**

*COMPLAINT FORMS CAN BE DEPOSITED IN THE PAYMENT SLOT AT THE GARAGE, OR TURNED IN TO ANYONE ON THE RULES COMMITTEE. SEE ATTACHED FORM.*

**Rental Coordinator, GCLO/CC Community Room .... Ladd Thompson, (724) 301-6784**

***GEORGETOWN COMMONS ARCHITECTURAL SPECIFICATIONS Revised 2012***

These are approved architectural specifications for building elements. Unit owners and GCLO maintenance are required to follow these specifications when making any changes to a unit. Pre-approval is REQUIRED for some installations that involve the building structure.

ITEM	SPECIFICATIONS AND APPROVED STYLES	PRE-APPROVAL REQUIRED	MAINTAINED BY
<b>COLORS</b>			
PRIVACY FENCES	TAUPE (SW7519)	NO	GCLO
SLIDING GLASS DOOR FENCES	TAUPE (SW7519)	NO	GCLO
SHUTTERS	GREEN (SW7740)	NO	GCLO
ENTRY DOOR WOOD FRAME	CREAM (SW7517)	NO	GCLO
ENTRY DOOR COLOR	CREAM (SW7517)	YES	GCLO
STORM DOOR COLOR	BROWN OR TAUPE	YES	OWNER
GARAGE DOOR COLOR	TAUPE (SW7519)	NO	GCLO
REAR PRIVACY FENCE	TAUPE (SW7519)	NO	GCLO
BALCONY	TAUPE (SW7519)	YES	OWNER
WINDOWS	BROWN	YES	OWNER
SLIDING GLASS DOOR	BROWN (SW6076)	YES	OWNER
GARAGE UNIT WALL ENTRY WALL	TAUPE (SW7519)	NO	GCLO
<b>REPLACEMENT</b>			
ENTRY SIDELIGHT WINDOW	FULL LENGTH WINDOW -A) CLEAR GLASS -B) ETCHED GLASS	YES	OWNER
ENTRY DOOR	STEEL INSULATED DOOR -A) FLAT DOOR -B)6-8 PANEL DOOR -C)FIBERGLASS DOOR 6-8 PANEL; SMALL TOP WINDOW	YES	OWNER
STORM DOOR STYLE	OWNER CHOICE	YES	OWNER
ENTRY DOOR LIGHT	ANTIQUUE BRASS BY GCLO, LIGHTBULBS BY OWNER	NO	GCLO
ENTRY DOOR CANOPY	TAUPE (SW7519) WITH MATCHING SHINGLES	YES	OWNER
GARAGE DOOR	INSULATED ALUMINUM -OPTIONAL WINDOWS	YES	OWNER
AWNINGS - PATIO ONLY	TAUPE SOLID OR STRIPE; REMOVEABLE; FABRIC	YES	OWNER
PERMANENT AWNING OVER PATIO	PRESSURE TREATED WOOD OR ALUMINUM CLAD; BROWN OR TAUPE.	YES	OWNER
PRIVACY FENCE GATE	TAUPE (SW7519) STYLE TO MATCH FENCE; UNDER 30 POUNDS	YES	OWNER
PATIO DECK,FRONT OR REAR	PRESSURE TREATED WOOD OR PLASTIC; NATURAL OR STAIN; MUST BE 4" AWAY FROM PATIO FENCE	YES	OWNER
PATIO CEMENT OR BRICK	OWNER'S CHOICE	YES	OWNER
BALCONY	WOOD OR PAINTED METAL	YES	OWNER
WINDOWS	SLIDERS;CASEMENT OR DOUBLE-HUNG; WITH OR WITHOUT GRILLES	YES	OWNER
SLIDING GLASS DOOR		YES	OWNER
ATTIC VENT FAN	UNDER 30"; GCLO MUST BE ON SITE DURING INSTALLATION	YES	OWNER
SATELLITE TV DISH	WITHIN PATIO - NO HIGHER THAN 6 FEET OF THE GROUND; OR ON ROOF	YES	OWNER
<b><i>NOTE: NOTHING MAY BE ATTACHED TO BUILDING EXTERIOR OR FENCES WITHOUT ADVANCE APPROVAL (WIRING, SATELLITE DISH, FLAGS, SIGNS, FIXTURES, AND ETC.)</i></b>			

# Alteration Request Form

1. \_\_\_\_\_  
Name of Requesting Owner Phone Number

2. \_\_\_\_\_  
Mailing Address of Owner

3. \_\_\_\_\_  
Address of Unit Alteration

4. \_\_\_\_\_  
Alteration (structure, landscaping, rules, other)

5. \_\_\_\_\_  
Contractor Name and Information

6. On an attached sheet of paper, please explain in general the alteration that is being requested. If applicable, include a sketch showing dimensions and location. Pictures may be helpful. Explain in detail the existing structure, the landscaping appearance, or the rule that may be changed by the request. For example:  
    Will the appearance of the Unit be altered?  
    Will existing shrubs be removed?  
    How will the requested rule change affect GCLO?

\* Evidence of approval from your neighbors may help in the committee review process.

7. \_\_\_\_\_  
If approved, please show date work is to begin and date work will be completed.

8. \_\_\_\_\_  
Signature of the Owner(s) Date

As previously stated, the Council may assign this request to a committee for review. A site visit may be necessary after the committee has reviewed the Unit Alteration Request. The Council will make the final decision based on the recommendation from the committee.

---

Committee Recommendation Date \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Council Approval

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

**GCLO RULES AND REGULATIONS, REV. 2008**

**4.18** Any complaints by a unit owner regarding the maintenance and condition of the Common Elements, or the actions of the Council, or its officers, agents, employees, or independent contractors, or of any Unit owner, or any member of his family, guests, employees or independent contractors, shall be made in writing to the Property Manager. Except in emergencies, a reasonable time shall be permitted for the Council to study and act upon the complaint before the Unit owner should take any other action.

**COMPLAINT FORM**

This form to be used to: 1. File a complaint for rules violations against a specific resident;  
2. File a general complaint about a problem on GCLO property.

<b>Your Name</b>		<b>Owner or Renter</b>	
<b>Unit Address</b>			
<b>Phone (Home)</b>		<b>Phone (Other)</b>	
<b>Today's Date</b>			
<b>Complaint Against:</b>		<b>Unit Address Involved:</b>	
<b>Date Problem Occurred:</b>		<b>Time Problem Occurred:</b>	
<b>Location of Problem:</b>			
<b>Describe Your Complaint:</b>			
<b>How Often has This Occurred:</b>			
<b>Witnessed By You?</b>			
<b>Other Corroboration?</b>			
<b>Remarks or Notes:</b>			

Your Signature: \_\_\_\_\_

Your signature indicates your request that The GCLO Council of Directors investigate this complaint for validity and for a possible violation of GCLO Rules. For first violations, a formal "cease and desist" notice is sent to the resident and entered into the unit's file. For continuing violations or for more serious rule violations, an owner may be cited and fined. If fines are imposed, the accused resident may request a due process hearing before the GCLO Council at which time you may be asked to appear or to give a written disposition.

**This Space for GCLO Use Only**

<b>Date Received</b>
<b>Date Investigated</b>
<b>Follow Up</b>

**This Complaint Form is also available on [gclo.org](http://gclo.org)**

All written complaints are reviewed at the meeting.