

The Security and Construction Oversight Committee is now a subcommittee of the Property Committee and will be comprised of members of the Property Committee and appointed by the chair. This subcommittee will report to the Property Committee at each monthly meeting. Property Chair will forward any business needed to the BOA at monthly meetings.

External construction usually requires a building permit from Paradise Township. In addition to obtaining the needed permit, the PFLA member must also submit a Membership Building Permit with site plans/blueprints to the Security and Construction Oversight Committee and receive authorization from the Board to proceed.

When a member submits plans to the Security and Construction Oversight Committee for approval of construction, additions, paving, etc., and when old lot cornerstones (monuments) cannot be located to pinpoint the exact property (lot) lines, the member will be responsible for engaging and paying the cost for a registered surveyor to survey the member's lots and to place cornerstones (monuments) at lot corners.

Work may be completed only by contractors who have submitted adequate proof of insurance. The construction of a new well, work done to a septic system, or any other external work is subject to approval by the Security and Construction Oversight and Property Committees, the Board of Directors and the Township. All such decisions are to be recorded in the Property Committee's and Board's Minutes.

For the safety of the PFLA community, in all cases where workers from the outside come to Paradise Falls to work on a Membership's dwelling, the Property Committee and Caretaker must be informed in advance. If a delivery of materials is to be made, the Membership should inform the Caretaker when the delivery will take place.

In general, Association members are expected to secure their own contractors, construction workers, carpenters, plumbers, electricians, chimney sweeps, well drillers, etc., as well as permits and proofs of insurance from their contractors. However, the Property Committee and the Caretaker keep an up-to-date list of names of reliable professionals for such services that is available to the Association Membership. For external work, all required PF forms are to be completed and sent to the Construction and Security Committee for approval prior to the initiation of work. All required Township permits must be secured.

The Security and Construction Oversight and Property Committees offer these general guidelines concerning permitting and approvals:

1. All work done *within* existing cottages or structures does not require a permit or approval from PFLA. Permits may be required from the Township, and it is the responsibility of the Membership to obtain such approvals or permits when required by law.
2. All work that changes the existing external dimensions of a cottage or structure requires a Township permit and Committee approval.
3. All work on septic systems requires a Township permit and Committee approval.
4. The erection of outbuildings, utility buildings, sheds, etc. requires a Township permit and Committee approval.
5. The Township and the Security and Construction Oversight and Property committees require a plot plan showing existing buildings, proposed additions, and septic systems in regard to distances from property lines and roads.
6. For questions, call Paradise Township (570) 595-9880 or a member of the Security and Construction Oversight or Property Committees (contact information is available on PF's website [www.PFLA.org](http://www.PFLA.org)).
7. Submit a copy of the plot plan and Township permit for approval to the Security and Construction Committee 30 days in advance of desired construction starting date.
8. Notify neighbors on surrounding properties of the request for construction permission.
9. Paving may require a permit from the Township. It is the responsibility of members to secure all required permits.
10. The drilling of a well is subject to prior written approval by the Property Committee and Paradise Township

### **Construction**

A PF Membership Work Notification & Permit must be presented at least 30 days prior to the start date of any construction.

A Township permit, notification to the Security and Construction Oversight Committee, and written Board Approval are required if:

- The project involves the cutting of any structural beam or header or any loadbearing support wall.
- The project changes any existing means of egress (exit).
- The project involves work or service to the electrical service to the dwelling, which will require a permit and inspection by the power company.
- The project involves installation of a new well or septic system or work done on an existing well or septic system (except for routine pumping of septic systems and replacement of well pumps).
- The project involves the addition of sleeping rooms or bedrooms in the basement of a dwelling.

- The project involves installation of new fences or walls.
- The project includes swimming pool installations.

Setback requirements for new buildings erected on Membership lots located on public roads, like Paradise Valley Road (Rt 191), are established by Paradise Township.

Setback requirements for new buildings erected on Membership lots located within PFLA and not bounded by Paradise Valley Road public roads shall be a minimum of 25 feet from any adjoining lot that is not included in the Membership and 25 feet from any PFLA road, and subject to the following additional setbacks:

- 35 feet from the front of the lot or any PFLA road
- 15 feet from the side boundary of the lot
- 15 feet from the back boundary of the lot

Additionally, construction or erection of new buildings within PFLA and not bounded by public roads shall be subject to the following height restrictions:

- Main buildings and additions to main buildings – 35 feet maximum height
- Outbuildings, sheds, garages, etc. – 20 feet maximum height

Township permits must be visibly posted at or near any approved construction throughout the duration of the project.

Committee members will confer with Township officials as needed to assure Township regulations are being followed and met.

Additions to these guidelines will be added as necessary. We are currently reviewing procedural requirements from some of our neighbor communities.

Construction that is conducted without proper approvals can result in an order to remove or re-do the construction, the levy of an appropriate fine, or both, as determined by the Board of Directors.

### **Cutting and sawing**

Cutting of live trees, plants, or shrubbery or their removal or destruction by members or their contractors is prohibited other than on member's own lot(s). Chainsaws shall not be used by members or their contractors during the summer season except in emergencies, and with permission from the Property Committee. Association use of chainsaws is allowed during the season for emergencies and trail maintenance by the Property and Environmental committees.

Members are not allowed to cut, prune or remove trees, plants or shrubbery on other members' or Association lots without prior permission. It is the responsibility of a member to determine property lot lines before cutting or pruning.

### **Security**

Paradise Falls Lutheran Association is private property. Every member has the responsibility to inquire of strangers and their presence on Association grounds.

Every year, especially in May and October, the entire Pocono area, including, at times, also PFLA, is visited by thieves who remove readily available and marketable fixtures and goods of all kinds from houses. Members, especially those who live here for the summer season and visit only occasionally during the remainder of the year, are urged to take every precaution to prevent a loss by theft.

The "break-in/steal/drive-away" specialists often leave your cottage in a shambles. They depend on fast transportation. To partially combat this, we must block off certain roads out of season, even if it may be inconvenient for some permanent residents. We also must challenge those unknown to us who enter our grounds, especially with a motor vehicle. The presence of our permanent year-round residents has done much to discourage thefts and has greatly increased our overall security.