



# Pocono Woodland Lakes

Property Owners Association Inc.

## RULES AND REGULATIONS

Revised July 17, 2011

NOTE: This document contains the revised Rules and Regulations only. This does not include the BY-LAWS, Conditions, Covenants and Restrictions.

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Pocono Woodland Lakes Property Owners Association Inc.  
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The enclosed Rules and Regulations, revised in its entirety, have been adopted by the Board of Directors as of September 19, 2010.

**A. PURPOSE**

1. It is the purpose of the Board of Directors and the Committees organized from the membership of the Pocono Woodland Lakes Property Owners Association, Inc. to provide Property Owners with Rules and Regulations to safeguard the health, and safety of all who live within the Community.

**B. GENERAL RULES FOR ALL COMMON PROPERTIES**

**1. PWLPOA Amenity Badges**

- a. A current Amenity Badge shall be displayed by all individuals when using all PWLPOA Common Properties.

**2. Assessments and Violations**

- a. All violations or citations have no time limit.

**3. Bicycles on Association Roads and Common Properties**

- a. PWLPOA, in compliance with Pennsylvania State Helmet Laws, requires that all children under the age 12 must wear an approved helmet while operating a bicycle and children who are passengers in restraining seats or trailers. An approved helmet is one approved by the American National Standards Institute (ANSI), Snell Memorial Foundation's Standard or any other nationally recognized organization for helmet safety.

(1.) Violation Assessment for Child Under Age 12 Riding Without a Helmet

- **\$25.00**

**4. Children Using Association Common Properties**

- a. No children under the age of 12 will be permitted to use the Association Common Properties unless accompanied by a responsible person 16 years or older.

## **5. Injury Prevention on Association Common Properties**

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- a. No running or horseplay is permitted on certain areas of the Association Common Properties, such as, in and around the Pools, Clubhouse areas, Beach, Gazebo, and Boat Ramp. Any person continuing this type of behavior may be asked to leave.

## **6. Smoking**

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- a. Smoking is not permitted at any Association Facility including the Pool Area except where it is specifically designated as an approved smoking area, which is the rear patio area of the Clubhouse.

## **7. Parking**

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- a. All members using their vehicles on PWLPOA roads and the parking lots within the community shall have valid PWLPOA Identification Stickers displayed on the rear bumper or rear window of the driver's side and also on the back of the rearview mirror.
- b. All Visitors using parking lots must register with the Office or a Public Safety Officer to obtain a Visitors Pass. Visitors shall display their Visitors Pass on the front dashboard of their vehicle.
- c. Parking shall be in the designated parking lots only.
- d. No parking is permitted on the side of any PWLPOA road. If temporary parking is required, a Public Safety Officer must grant the exception. A Public Safety Officer shall be notified in advance when possible.
- d. During winter months parking is not permitted within ten feet from any PWLPOA road.

## **8. Vehicles, ATVs and Snowmobiles**

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- a. No person(s) shall drive any vehicle on PWLPOA roads unless he/she has a valid driver license and the vehicle is duly registered in accordance with State Laws and permitted (licensed) to operate on Pennsylvania roadways.
- b. Abandoned, unlicensed, unregistered and/or uninspected vehicles must be enclosed in a garage or similar building and shall not be parked/kept on any property in the Development. No motor vehicles or any substantial part of one shall be kept on any property unless they are currently licensed for operation on public highways.

- (1). Violation Assessment
  - **First Offense a warning will be given with 30 days to remove or correct the situation.**
  - **Next Offense will be a \$250.00 assessment and if continued, next assessment will be doubled after 15 days.**
- c. The speed limit within PWLPOA shall be 25 mph. All authorized traffic signs within the development shall be obeyed.
- d. A Citation for violation of authorized traffic signs, including stop signs within the Development, shall be issued by a Public Safety Officer who has personally observed the violation.
  - (1). Motor Vehicle Violation Assessments:
    - (a). Members: Assessment for violations while operating a motor vehicle in a manner inconsistent with the purpose of the By-Laws, Rules and Regulations of PWLPOA including speeding shall be:
      - **First Offense.....\$ 50.00**
      - **Second Offense.....\$100.00**
      - **Third Offense and Thereafter.....\$500.00**
    - (b). Non-Member: Legal action for the Non-Member will be through the District Magistrate.
- e. ATVs and Snowmobiles are not allowed on the Development roads or Common Areas at anytime. This includes dirt bikes, motorized skateboards and mopeds whether combustible or electric power, other than human power. Licensed off-road dirt bikes that are street legal will not be permitted continuous, nonstop riding if they cause excessive noise disturbance.
  - (1). Violation Assessment for Use and/or Disturbance
    - **\$250.00**

## 9. Hunting and the Discharge of Firearms

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- a. No hunting shall be allowed within the Development
- b. The use and discharging of firearms within the development is strictly forbidden.
- c. Firearms shall include rifles, shotguns, hand guns, semi-automatic rifles, BB guns and pellet guns.
- d. The use of bow and arrow within the development is strictly forbidden
- e. Violation Assessment
  - **\$250.00**

### **10. Employee Treatment**

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Any Member, Guest or Tenant, who harasses, threatens to do harm and/or attempts to impede an Association employee from the performance of their duties will be deemed to be in violation of the Associations Rules and Regulations.

- a. Violation Assessment
  - **\$50.00**

### **11. Damage of Common Properties**

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Members or Tenants damaging or defacing PWLPOA Common Properties or equipment shall be responsible for the cost of repairs and/or replacement of same, with like kind and quality.

### **12. Littering Violation**

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- a. Any Member, Guest or Tenant observed littering within the Development's Common Properties and/or roads, by a PWLPOA Public Safety Officer or two Members, will be subject to a Littering Violation
- b. Violation Assessment
  - **\$100.00**

### **13. Member Responsible for Guests**

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Members or Tenants shall be responsible for the actions of their guests when using PWLPOA Common Properties.

- a. Members, Tenants and Guests use PWLPOA Common Properties at their own risk.
- b. If a Member or Tenant complains about another Property Owner concerning the violation of a PWLPOA Rule or Regulation, two Members (not living in the same dwelling) must be witnesses.

## **C. ADDITIONAL RULES SPECIFIC TO THE PWLPOA CLUBHOUSE**

1. No bare feet and or dripping wet bathing suits are allowed in the Clubhouse.
2. No sitting is permitted on any game tables.
3. When reserving Clubhouse rooms for private events, Members are responsible for their own cleanup, including directional signage wherever posted on the roads and property.

If it is necessary for the Association to clean-up the Clubhouse and/or other facility after its use by a Member for a private function, **there shall be a charge of \$25.00 per hour for each maintenance person plus cost of any material used to accomplish the cleanup. A minimum charge of \$50.00 will be applied.**

4. The main (larger) room of the Clubhouse may not be used exclusively for private functions during hours of operation. Any member in good standing, who would like to reserve the Clubhouse for private use, shall complete a Clubhouse Use Agreement that can be obtained from the office.
5. Clubhouse hours of operation shall be posted in the Clubhouse, Association Website and Newsletter. Hours vary from season to season.

**D. ADDITIONAL RULES SPECIFIC TO THE PWLPOA POOL AND PARK ON THE POND AREAS**

1. Swimming at the Pool and Pond is strictly forbidden when there is no Lifeguard on duty.
2. No child under the age of twelve will be permitted in the Pool or Pond areas unless accompanied by a responsible person sixteen years or older.
3. Food and beverages are permitted with the exception of glass containers and items. All areas of use should be cleaned up and trash properly disposed.
4. Diving is not permitted at the Pool or Pond.
5. Socializing with or distracting the Lifeguards while they are on duty is strictly forbidden.
6. The PWLPOA and their lifeguards are not responsible for the loss of or damage to personal property.
7. Any adult or child with a cold, nasal discharge, cough, open wounds, and/or skin disease will not be permitted to swim in the Pool or Pond.
8. Parents or responsible persons bringing their children to swim/play in the Pool or Pond will be expected:
  - a. Not to take their children in the water when ill or with diarrhea.
  - b. To ensure diaper-aged children are properly attired in a swim diaper.

9. To ensure all diaper-aged children have the appropriate swim attire, Lifeguards may request parents to show proof that their diaper-aged child is properly attired.
10. Lifeguards have the authority to take a person's name, address and amenity badge number and bar the person from using the Pool or Pond for any violation of the Rules and Regulations as follows:
  - a. Violations
    - First Violation: Remainder of the day
    - Second Violation: Remainder of the week
    - Third Violation: Remainder of the season
  - b. In each case, a letter will be sent to the member.
11. Lifeguards have the authority to close the Pool and Pond areas and order the boats off the water due to health concerns, weather conditions, or other safety reasons.
12. Pool and Pond hours shall be posted in the Clubhouse, Association Website, and Newsletter at the beginning of the summer season.
13. Pool Only
  - a. Proper bathing attire is required. No CUT-OFFS permitted.
14. Pond and Park Area Only:
  - a. The road leading to the picnic tables is for maintenance vehicles only except for vehicles to unload and load boats and or picnic supplies.
  - b. Fires for Barbecues shall be permitted only in the receptacles in the Park Area.
  - c. Use of the Park Area picnic tables is on a first come first serve basis. Persons using the Park picnic area shall clean up all their debris and put out their fire before leaving the area.
  - d. Swimming is permitted only in the roped off area of the Pond.
  - e. Pets are not allowed on the beach area or in the water at any time.
  - f. There shall be absolutely no fishing at anytime on the beach area.
  - g. Boating is not permitted in the roped off swimming area at any time.
  - h. Children under the age of twelve shall not be permitted to use the boats unless accompanied by a responsible person sixteen years or older.

#### 14. Pond and Lake Areas Only

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- a. Life jackets shall be worn by each person in any boat either privately owned and/or Association owned. All Boating Laws of the Commonwealth of Pennsylvania shall be observed.
- b. A Commonwealth of Pennsylvania fishing license is required and all Fishing Laws of the Commonwealth shall be observed while fishing any waters within the Association.

#### 15. Tennis and Basketball Courts

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- i. Playing time shall be unlimited unless there are others waiting to use the facilities. When others are waiting, the playing time shall be one hour on the hour.
- j. Food, beverages and glass of any kind are not permitted within the fenced in areas of the courts.
- k. Motor bikes, bikes, skateboards, skates or other vehicles are not permitted in the fenced in areas of the courts.
- l. Sneakers are the only footwear permitted on the playing surface of the courts.
- m. Pets are not permitted in the fenced in areas of the courts.

### E. PROPERTY OWNERS

#### 1. Removal of Trees and Replacement Landscaping

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- a. No tree(s) shall be removed without the issuance of a **Tree Removal Permit**.
- b. Clearing of underbrush may be done at the homeowner's discretion. Underbrush is defined as fallen trees, sticks, decaying leaves, stumps, brush, or rocks.
- c. Tree Removal Violations
  - **Replacement on an inch for inch basis within eight months**  
For example, if a Property Owner removes five ten inch diameter trees, without the required permit, the Property Owner shall replace fifty diameter inches of balled and bailed trees.
  - **Pay the total replacement cost for such trees.**

**2. Construction Within the Development**

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- a. **CONTACT THE ASSOCIATION OFFICE FOR PWLPOA BUILDING PACKAGE**
- b. When required by the Township, a PWLPOA Building Permit is required for any new construction, additions, alterations and exterior repairs of a building within the Development.
- c. Schedule of Building Fees
  - New Construction **Permit Fee** .....\$400.00
  - A PWLPOA permit is not required for Interior Renovations and Repairs
  - Exterior Alterations and Repairs **Permit Fee**.....\$ 40.00
  - Sheds **Permit Fee**.....\$ 40.00
  - Decks **Permit Fee**.....\$ 40.00
  - Garages, Exterior Additions **Permit Fee**.....\$100.00
  - **Additional inspections due to failure will be charged at a rate of \$20.00 per inspection.**
- d. A copy of the municipal Certificate of Occupancy (CO) shall be filed with the PWLPOA business office within two months of issuance. A final inspection will be done at that time. Failure to supply the CO will result in continuing inspections at \$20 per inspection every month thereafter. If the Lot has not been properly cleaned up, an assessment will be filed against the property owner per the Rules and Regulations Package.
- e. Construction Within the Development Violations
  - (1). Starting construction without a PWLPOA Permit.....\$500.00
  - (2).Starting construction without receiving the PWLPOA Property Inspector’s written authorization (footings/foundation, etc.).....\$500.00
  - (3). Continuing construction or any other violation after issuance of a STOP WORK ORDER..... \$500.00
  - (4). Failure to install and maintain culverts when required:
    - (a). PWLPOA will install or repair said culvert if the Property Owner refuses to install or repair said culvert after being instructed to do so by the Association within the time limit the Association has allowed.
    - (b). **PWLPOA shall bill the Property Owner for all materials and labor for the installation or repair of said culvert.**
- f. Assessment for Burning by a Contractor or Builder to the Property Owner.....\$1,000.00
- g. Assessment for Dumping in the Community by a Contractor or Builder to the Property Owner...\$1,000.00 plus the cost of cleanup as required by the

**Commonwealth of Pennsylvania and/or the Federal Government.** (See Garbage Collection and Dumping Violations for hazardous materials.)

- h. If a Contractor or Builder continues to dump within the Development, they may be barred from doing business within the Development.

### 3. Fences

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- a. **No fencing may be installed without obtaining a PWLPOA Permit.**
  - **Permit Fee.....\$40.00**
- b. The only border fences permitted shall start from the front of the house and enclose only property to the rear of the lot. Landscape fencing to protect trees and shrubs are exempt from the above.
- c. Fencing is not permitted to enclose the total property line.
- d. Any fencing that borders your property line must be at minimum of one foot in from your property line.
- e. The height of the fence is to be no more than six feet from the ground and the finished side must face out.
- f. No Gates shall be constructed to close off the driveway to your property due to emergency vehicle access.
- g. The type of fence should be in keeping with the natural look of the community; therefore no fences that are completely solid shall be allowed.
- h. The following is a listing of approved perimeter fences: Wood or Vinyl Picket, Coated Green or Black Vinyl Chain Link, Green Vinyl Lawn and Garden Fencing, Black Deer Netting and Natural Stone.
- i. An in-ground swimming pool must have a fence surrounding it in accordance with the state regulation cited in Section 55 of the Pennsylvania Code §6000.342 of at least four feet in height and with a gate that is locked when not in use.

### 4. Snow Removal

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- a. No snow shall be plowed or moved onto any development roads.
- b. During winter months parking is not permitted within ten feet of any PWLPOA road.
- c. Violation Assessment for illegal parking during winter months.
  - **\$250.00 For Each Violation**

**5. House Number Identification / 9-1-1 Address Requirements**

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- a. All homeowners must provide and maintain a sign, in legible condition, indicating their emergency **9-1-1** address. The sign shall meet the following minimum standards as established by Dingman Township:
  - (1) Address numbers must be in block numbers, no less than three inches high;
  - (2) The numbers, the background , or both must be made of reflective material;
  - (3) The sign must be hung no lower than four feet nor higher than six feet above road level;
  - (4) And the sign must be placed where the driveway meets the road.
  - (5) The above standards are minimum requirements. Signs may be embellished or made aesthetically pleasing as long as the minimum standards are met.
- b. Violation Assessment for Improper or No 911 Signage
  - **First Offense.....Warning**
  - **Second Offense.....\$ 50.00**
  - **Third Offense and Thereafter.....\$100.00**

**6. Real Estate Sale Signs on Properties**

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- a. A single “for sale” sign not to exceed a measurement of 2’ X 3’ will be permitted on each property to be sold. The content of information on the sign will be at the discretion of the owner but would not include a commercial realtor’s sign; or,
- b. A **single sign post**, not to exceed 2 ½’ x 4’, which would allow for the posting of no more than four realtors’ signs, or any information the property owner wishes to include.

**7. Items “FOR SALE” or “FREE”**

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- a. No items that the property owner wishes to sell or give for free may be left on the side of the road or property.
- b. No items for disposal or for free may be left at the common mailbox areas throughout the development.

**8. Excessive Noise**

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- a. No person(s) shall create excessive noise as defined by local ordinance or state law or such as but not limited to audio devices, car engine repair or maintenance, or

barking dogs so as to cause a nuisance and/or disturbance to the peace and quality of life of persons within the community.

- b. There shall be a general disturbance/noise restriction during the hours of:
  - **9:00 pm to 7:00 am Monday through Friday**
  - **10:00 pm to 8:00 am Weekends and Holidays**
- c. These disturbances include, but are not limited to loud music, barking dogs and racing of car engines.
- d. **Anyone not adhering to a request to lower the noise level may be subject to a Violation Assessment for General Disturbance/Noise Violations**
  - **First Offense.....Warning**
  - **Second Offense.....\$ 75.00**
  - **Third Offense and Thereafter.....\$125.00**

**9. Pets**

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- a. No animals, livestock, or poultry of any kind shall be raised, bred or kept on any Lot. Household pets may be kept provided that they are not kept, bred or maintained for any commercial purpose.
- b. All members shall abide by any and all laws and ordinances of the Commonwealth of Pennsylvania as they may refer to the keeping of animals within the Commonwealth.
- c. All dogs must be registered with the PWLPOA office.
- d. All dogs must be on a leash or under the control of a responsible person.
- e. Pet owners must clean up after their pets on all Association Common Areas including along the Association roads and shoulders of the roads.
- f. See **Noise Disturbance above for violations concerning barking dogs.**
- g. Pet Violation Assessments for 9. c., d., and e. above:
  - **First Offense.....Warning**
  - **Second Offense.....\$ 50.00**
  - **Third Offense and Thereafter.....\$100.00**

**10. Improper Disposal of Garbage, Household Trash, Rubbish and Unwanted Items.**

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- a. No Lot shall be used as a dumping ground for any rubbish, trash, garbage or other waste.
- b. All garbage/waste not yet disposed of shall be kept in proper containers. Residential and other household garbage shall not be disposed of in/or around recreational facility trash receptacles.

- c. Household trash and/or garbage shall not be burned.
- d. Items for disposal shall not be placed at the side of the road or property's edge.
- e. Non-household garbage or items for disposal, such as tires, appliances, furniture, etc., should be taken to the bi-yearly township collection at the township building.

#### **11. Rules for the Use of the Common Garbage Collection Area**

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- a. Only Members of PWLPOA in good standing or their Tenants may use the Common Garbage Collection Area.
- b. Household garbage shall be the only garbage put into the collection receptacles provided. No tires, furniture, appliances, wet cell batteries, construction materials, asbestos, or other hazardous materials are permitted.
- c. Garbage may be dumped only during the hours posted at the collection area.
- d. Members and Tenants must adhere to the posted limits for the number bags permitted.
- e. All vehicles driven to the Common Garbage Collection Area shall have a valid PWLPOA identification sticker displayed in the proper places on the vehicle.
- f. Violation of Vehicle Without a Sticker
  - **First Offense.....Warning**
  - **Second Offense.....\$100.00**
  - **Third Offense and Thereafter.....\$200.00**
- g. Contractors building homes within the Development may not use the Garbage Collection Area whatsoever.
- h. Hazardous materials shall not be disposed of within the Development. The Property Owner should call the Commonwealth of Pennsylvania Department of Environmental Protection (DEP) for any hazardous materials they must dispose of.
- i. Garbage Collection and Dumping Violation:
  - (1). The following assessments shall be charged to Property Owners who dump garbage at the collection site when it is closed and/or at an improper location within the Development.
    - Violation Assessment.....\$100.00 plus the cost of a truck and one person to remove garbage at \$75.00 per hour and each additional person needed at \$35.00 per hour.
- j. If any Property Owner dumps any hazardous materials anywhere within the development, PWLPOA shall notify the Pennsylvania Department of Environmental Protection for the removal of said materials and inform the DEP concerning the persons responsible for the hazardous material. Fines and/or other penalties shall

be at the discretion of the Commonwealth of Pennsylvania and/or the Federal Government.

**12. Burning Rules Within the Development**

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- a. Burning by Property Owners will be permitted under the following conditions:
  - (1.) Between the hours of 6:00 AM to 10:00 PM;
  - (2.) Inside a receptacle designed to prevent fire extension which is at least twenty five feet clear of any building;
  - (3.) A twenty foot diameter circle around the burning site must be maintained, free and clear of any combustible materials;
  - (4.) The fire must be under the constant supervision of a responsible person of suitable age;
  - (5.) A hose attached to a continuous working supply of water shall be maintained within five feet of the burning site; and,
  - (6.) Before burning brush, stumps or wood fires that cause smoke, the property owner must inform the **Pike County Communication Center at (570)-296-7700** of the address, the expected duration of burning, and the person responsible for the burning. A call must also be made to the Communication Center when the fire has been extinguished. This is required so that the Fire Department is not accidentally called for a suspected fire.
- b. PWLPOA requires that no fires shall be set, maintained or smolder on breezy or windy days so that smoke spreads on to any neighbor’s property. If a complaint is made to the PWLPOA Office or a Safety Officer and upon investigation, it is found the fire has not been completely extinguished; the homeowner may be subject to a Violation Assessment for Improper Burning.
- c. No household garbage, recyclables, pressure treated wood or lead painted wood shall be burned. No materials shall be burned that are in violation of the laws of the Commonwealth of Pennsylvania and/or the Federal Government.
- d. All property owners shall be responsible and adhere to all Dingman Township Ordinances as follows:
  - (1.) 05-99 Burning Ban;
  - (2.) 01-2003 Fire Protection Article IV; and,
  - (3.) Legal Notice/Fact Sheet, Fires, and Burning in Dingman TownshipNOTE: These can be found at [www.dingmantownship.org](http://www.dingmantownship.org) and on, PWLPOA Website. Printed copies of these Ordinances will be available in the PWLPOA office.
- e.. Violation Assessments for Improper Burning
  - **First Offense.....Warning**

- **Second Offense.....\$100.00**
- **Third Offense and Thereafter.....\$250.00**

**13. Aspen/Log Tavern School Bus Stop**

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- a. All vehicles will park on the right side facing Log Tavern Road.
- b. No parent or child will exit vehicles prior to arrival of bus. Children who walk to the bus stop will stay in the area designated by the Public Safety Officer. They will stay in designated area until the bus arrives.
- c. After buses have left, parents must remain in line until directed by the Public Safety Officer. You must follow the vehicle in front of you to the bottom of Aspen Drive to be turned around by the Public Safety Officer.
- d. Aspen Gate will be closed while buses are picking up children. No vehicle will be able to enter or exit the community until the buses have left.
- e. Violation assessment of these rules:
  - **First Offense.....Warning**
  - **Second Offense.....\$ 50.00**
  - **Third Offense and Thereafter.....\$100.00**
- f. Residents are responsible for notifying family members, baby sitters, etc. concerning these rules.

**14. All Other Violations Not Specifically Itemized**

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- **First Offense.....Warning**
- **Second Offense.....\$ 75.00**
- **Third Offense and Thereafter.....\$125.00**