



HICKORY HILLS PROPERTY OWNERS' ASSOCIATION

20 Hickory Hills Drive
White Haven, PA 18661

Office: 570-443-8108

Email: office@hhpoa940.org

Website: www.hickoryhills940.com

HHPOA Registration Information 2024

Owners to register Vehicle, Motorcycle or Trailer:

It is mandatory to register your vehicle, motorcycle, or trailer. There are two ways to complete the registration process.

Register via Online HHPOA Portal:

To register your vehicle, motorcycle, or trailer, please have your valid registration documents [registration card] for each vehicle ready then follow these steps:

1. Log in to the HHPOA Portal at <https://portal.hhpoa940.org>
2. Once logged in, navigate to Profile, then Vehicles, and click on "Add Vehicle" in the upper right corner.
3. **Skip this step if not registering Motorcycle or Trailer** - In the drop-down menu select Motorcycle or Trailer
4. Fill out the required information. If you have multiple vehicles, repeat this process for each one.
5. Visit the office during our office hours with your valid registration document for each vehicle and a valid government-issued ID. The office staff will confirm your information and provide you with your sticker for each vehicle and/or motorcycle.

THIS ONLINE PROCESS ENSURES YOU CAN QUICKLY BE IN AND OUT OF THE OFFICE

Online Quick Guide:

Vehicle registration card(s) → HHPOA Portal → Profile → Vehicles → Add Vehicle →

Then head to office with your valid registration document and valid government-issued ID to Office to get your sticker(s) for them

Register via In Person:

To register your vehicle, motorcycle, or trailer, please ensure you bring along your valid government-issued ID and the valid registration documents for each vehicle during our office hours. Upon arrival, present your ID, submit your registration(s), and our office staff will input the necessary information and provide you with the corresponding registration stickers.

In-Person Quick Guide:

Go to Office → Present valid government-issued ID & Valid Vehicle registration card(s) → Get Stickers

Rule Requiring Vehicle Registration: Article 5, Sub-Section 11 of the Rules and Regulations of 2017

Violation Cost

According to the November 2023 resolution, any unregistered vehicle will incur a \$100 fee after 14 days, followed by a \$50 daily fine until it is registered.



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Owners to register Golf Cart:

Electric golf carts are permitted on HHPOA roadways if they are registered. The registration fee for each electric golf cart is \$50, and registration must be renewed annually. Gas-powered golf carts are not allowed on HHPOA roadways and cannot be registered.

Online HHPOA Portal:

To register your golf cart, each registration will cost \$50. Please have your valid insurance document for your golf cart ready, then follow these steps:

1. Log in to the HHPOA Portal at <https://portal.hhpoa940.org>
2. Once logged in, navigate to Profile, then Vehicles, and click on "Add Vehicle" in the upper right corner.
3. In the drop-down menu select Golf Cart
4. Fill out the required information. You can find the information you need on your insurance information.
5. Visit the office during our office hours with your valid insurance document for your golf cart, a valid government-issued ID and have a \$50 dollar check or money order payable to HHPOA. The office staff will confirm your information and provide you with your sticker for your golf cart.

THIS ONLINE PROCESS ENSURES YOU CAN QUICKLY BE IN AND OUT OF THE OFFICE

Online Quick Guide:

Valid insurance document → HHPOA Portal → Profile → Vehicles → Add Vehicle

Then head to office with your Golf cart Insurance and valid government-issued ID to Office to get your sticker(s) for them

In Person:

To register your golf cart, please ensure you bring along your valid government-issued ID and the valid insurance document for your golf cart during our office hours. Upon arrival, present your ID, submit your golf cart insurance, have a \$50 dollar check or money order payable to HHPOA and our office staff will input the necessary information and provide you with the corresponding registration sticker.

In-Person Quick Guide:

Go to Office → Present valid government-issued ID & Valid Golf Cart Insurance card → \$50 Check → Get Sticker

Rule Requiring Vehicle Registration: Article 5, Sub-Section 11 of the Rules and Regulations of 2017

Violation Cost

According to the November 2023 resolution, any unregistered vehicle will incur a \$100 fee after 14 days, followed by a \$50 daily fine until it is registered.



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Owners to register Boat:

You need to register your boat as per the Vote by the board on April 6, 2024, whether you plan to store it or use it at the lake.

Online HHPOA Portal:

To register your boat please have your boat serial number then follow these steps:

1. Log in to the HHPOA Portal at <https://portal.hhpoa940.org>
2. Once logged in, navigate to Profile, then Vehicles, and click on "Add Vehicle" in the upper right corner.
3. In the drop-down menu select Boat
4. Enter in your serial number
5. Visit the office during our office hours with a picture of your serial number and valid government-issued ID. The office staff will confirm your information for your boat.

THIS ONLINE PROCESS ENSURES YOU CAN QUICKLY BE IN AND OUT OF THE OFFICE

Online Quick Guide:

Boat Serial # → HHPOA Portal → Profile → Vehicles → Add Vehicle

Then head to office with your valid government-issued ID to Office to be registered

In-Person:

To register your boat, please ensure you bring along your valid government-issued ID and a picture of the boat serial number during our office hours. Upon arrival, present your valid government-issued ID show picture of your boat serial number the office staff will input the necessary information.

In-Person Quick Guide:

Go to Office → Present valid government-issued ID & Picture of Boat SN# → Verified in system



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Owners to register Family/Long Term Visitors:

If you have family members residing with you or friends who frequently visit, they can obtain a visitor's sticker for their vehicle.

Online HHPOA Portal Instructions:

To register your family members or long-term visitors, please provide the following information: name, email address, and cell phone number.

1. Log in to the HHPOA Portal at <https://portal.hhpoa940.org>
2. Once logged in, navigate to Profile, Sub Accounts, and click "Add Sub Account" in the upper right corner.
3. Select the address you wish to associate them with
4. Enter their Name, Relationship, Name, Email Address and Cell number.
5. Create a password for them, which they can change at any time
6. Click on Add Sub Account
7. You will then see them in your sub-account list
8. Have your visitor come to the office during our office hours with valid registration documents for each vehicle and a valid government-issued ID. The office staff will verify the information and provide a visitor sticker for each vehicle or motorcycle.

THIS ONLINE PROCESS ENSURES YOU CAN QUICKLY BE IN AND OUT OF THE OFFICE

Online Quick Guide:

Have Name, Email Address, and Cell Phone Number → HHPOA Portal → Profile → Sub Accounts → Add Sub Accounts → Have your visitor come to the office during our office hours with their valid government-issued ID and valid registration document(s) for each vehicle to get their sticker(s)

In Person Instructions:

The property owner should be present to add family members or long-term visitors to the account. If this is not possible, they can send an email to office@hhpoa940.org or provide a letter to the family members or long-term visitors. The email or letter should include the property owner's name, address, email, cell phone number, and the name of the person being registered. The registered person must then visit the office during office hours with a valid government-issued ID and valid registration documents for each vehicle to receive their sticker(s).

Quick Guide - Owner & Family Member In-Person:

Owner & Family Member Go to Office → Owner Give Name → Family Member present valid government-issued ID and valid registration document → Get Visitor Sticker

Quick Guide - Only Family Member In-Person:

Family Member Go to Office with letter or Owner emailed office → Family Member present valid government-issued ID and valid registration document → Get Visitor Sticker



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Owners to register Short-Term Visitors to access Amenities:

If you have visitors who want to use the amenities of HHPOA, you will need to get a visitor pass.

Online HHPOA Portal Instructions:

To register your short-term visitors, please provide the following information: name, email address, cell phone number, license plate state, and license plate number.

1. Log in to the HHPOA Portal at <https://portal.hhpoa940.org>
2. Once logged in, navigate to Profile, Visitors, and click "Add Visitor" in the upper right corner.
3. Enter their Name, Email Address, Cell number, license plate state, and license plate number.
4. Set the Start Time and End Time [14 days Max]
5. Click on Add Visitor
6. You will see them in your visitor list
7. Click the print button next to the visitor's name
8. Print out a temporary pass
9. Have the visitor place the pass on their dashboard, and you are done

THIS ONLINE PROCESS ENSURES YOU DON'T NEED TO GO TO THE OFFICE

Online Quick Guide:

Have Name, Email Address, and Cell Phone Number → HHPOA Portal → Profile → Visitors → Add Visitors → Enter in Visitor's Information → Print out Pass → Put Visitor pass on Dash Board

IF YOU DO NOT HAVE A PRINTER, PROVIDE THE VISITOR'S LAST NAME AND THE GUEST CODE TO THE OFFICE, AND THEY WILL PRINT IT OUT FOR YOU.

In Person Instructions:

The property owner should be present to visitors to the account. If this is not possible, they can send an email to office@hhpoa940.org or provide a letter to the family members or long-term visitors. The email or letter should include the property owner's name, address, email, cell phone number, and the name of the person being registered. The registered person must then visit the office during office hours with a valid government-issued ID to receive their visitor pass.

Quick Guide - Owner & Family Member In-Person:

Owner & Visitor go to Office → Owner Give Name → Visitor present valid government-issued ID → Get Visitor Pass Printed

Quick Guide - Only Family Member In-Person:

Visitor goes to Office with letter or Owner emailed office → Visitor presents valid government-issued ID → Get Visitor Pass Printed

Quick Guide – No Printer, but Registered Online:

Visitor goes to Office → Gives Last Name and Guest Code → Gets Printed Visitor Pass



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Renters Short Term/Long Term:

Renters always need to register with the office. They must bring a copy of their renters' agreement to be registered.

Online HHPOA Portal Instructions:

Owners to register your renters, please have the following information: name, email address, cell phone number, license plate state, and license plate number.

1. Log in to the HHPOA Portal at <https://portal.hhpoa940.org>
2. Once logged in, navigate to Profile, Sub Accounts, and click "Add Sub Account" in the upper right corner.
3. Select the address you wish to associate them with
4. Enter the Relationship option as Renter
5. Enter their Name, Name, Email Address, and Cell number.
6. Create a password for them, which they can change at any time
7. Click on Add Sub Account
8. You will then see them in your sub-account list
9. Have the renter visit the office during our office hours with their valid registration documents for each vehicle and a valid government-issued ID. The office staff will confirm your information and provide you with your sticker for each vehicle or motorcycle.

THIS ONLINE PROCESS ENSURES YOU CAN QUICKLY BE IN AND OUT OF THE OFFICE

Online Quick Guide:

Have Name, Email Address, and Cell Phone Number → HHPOA Portal → Profile → Sub Accounts → Add Sub Accounts → Renter go to Office during Office Hours → Present valid government-issued ID & Valid Vehicle registration card(s) → Get Visitor Stickers

Register via In Person:

To register your vehicle, motorcycle, or trailer, please bring along your valid government-issued ID and the valid registration documents for each vehicle during our office hours. Upon arrival, present your ID and submit your registration(s), and our office staff will input the necessary information and provide you with the corresponding registration stickers.

In-Person Quick Guide:

Have Owner Register as a sub-account → Renter go to Office during Office Hours → Present valid government-issued ID & Valid Vehicle registration card(s) → Get Visitor Stickers



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The rules are based on the Rules and Regulations that were passed in 2017. You can find some that we referenced below and the full ones on the website - <https://www.hickoryhills940.com/govn-documents>

Rules and Registration

Article II: Member Identification | Section 3

While on the roads, grounds, buildings, or other HHPOA amenities or property, all members, renters, or guests shall, upon request, identify themselves and cooperate in a non-abusive manner with security personnel, lifeguards, employees, agents, and/or management retained by HHPOA, and obey all posted signs and traffic control devices. Failure to comply will result in the imposition of a fine.

Article II | Sub Section B: Vehicle Stickers | Section 1

All Members will be issued a numbered vehicle sticker for each non-commercial vehicle registered at the member's address.

Article II | Sub Section B: Vehicle Stickers | Section 2

Current copies of member's state vehicle registrations must be submitted to the HHPOA office annually in order to obtain vehicle stickers.

Article II | Sub Section B: Vehicle Stickers | Section 3

Numbered vehicle stickers are identified with the license plate numbers and are not transferable.

Article III: Guest Policy

Members are responsible for the proper conduct of their guests and invitees while using the facilities and common areas. It is the member's responsibility to make sure that their guests and invitees are familiar with the Rules and Regulations of HHPOA. Members are financially responsible for any citations incurred or the cost of any damages caused by their guests.

Article III: Guest Policy | Sub Section: General | Section 1

Guests are required to identify the name and address of the property owners they are visiting

Article III: Guest Policy | Sub Section: General | Section 2

Guests must provide a valid driver's license and vehicle registration to gain access to the community.

Article V: Motor Vehicles | Sub Section: General | Section 3

All vehicles stored or parked or kept anywhere within a lot, including any structure thereat shall be registered to, and insured by the owner/occupant for personal use only excluding overnight guests.

Article V: Motor Vehicles | Sub Section: General | Section 10

Illegally parked, stored, or kept vehicles and/or vehicles in violation of these Rules and Regulations may be towed at the owner's expense and or fined. Any damage to the vehicle(s) incurred in the process of removal/towing will be the financial responsibility of the owner.

Article V: Motor Vehicles | Sub Section: Operation | Section 11

Motorized vehicles must be registered with the HHPOA office and updated. For security, compactor and lake use, safety, and ease of access, HHPOA requires HHPOA current stickers on all registered vehicles each fiscal year.

Article V: Motor Vehicles | Sub Section: General | Section 12

Owners of motor homes, boats, or recreational trailers are permitted to park on their own property to the side or rear of their house within the property setback. However they shall not be used as living quarters or rented to others as such.