

General Guidelines and Rules

Approved March 24, 2021

The Arbor Ridge HOA Board of Directors encourages everyone to be a good neighbor and to be respectful of other homeowners' lots and the HOA's common properties. The following is a list of guidelines for all residents to follow.

Homeowner Responsibilities

- a) All homeowners are responsible for maintaining their ***lot** in a neat and orderly manner. This includes keeping landscaping, porches, decks, and patios maintained and free from clutter or trash.

- b) Trash bins and recycle boxes should not be left outside for more than 24 hours and should be stored in garages.

- c) Children's (or grandchildren's) toys should be stored nightly in garages or basements. Barbeque grills should be stored by the rear of the property, unless stored in the garage (after cooling down) when used in front of unit.

- d) Homeowners should also have furnaces, air conditioning units, dryer vents and gas fireplaces checked and inspected regularly. Batteries should be changed regularly in thermostats, smoke and CO detectors, and gas fireplaces. Before the first freeze, disconnect and store hoses from hose bibs. Clearing snow off your sidewalk, from the front door to the driveway, is the responsibility of the homeowner.

- e) If you are planning to be away for an extended time, it is wise to arrange for someone to stop by periodically to check your home.

Pets

- a) Pet owners should abide by the Town of Penfield Animal Control Ordinance. See http://www.penfield.org/media/ordinance_chap_9_animal_control.pdf
"All dog(s) in the Town of Penfield are hereby required to be equipped with a collar or harness to which is attached a leash or retractable lead of not more than 15 feet in length, both collar, harness, leash and lead must be of sufficient strength to restrain dog(s) when off the owner's premises and must be held by a person having the ability to control and restrain the dog(s)...."

- b) Pet owners should dispose of pet waste at their own home.
"The dog owner or harbinger shall clean up any waste deposited by the dog."

- c) Violations and complaints should be directed the Town of Penfield.

- d) Homeowners should refrain from feeding feral cats.

(Article 2, Section 2.03 of By Laws defines a "Lot" as any portion of the Property identified as a separate parcel on the tax records of the Town of Penfield or shown as a separate lot upon any recorded or filed subdivision map, with the exception of Association Property as defined in the Declaration.)*

Parking

- a) Residents must refrain from parking in the guest areas on a daily or regular basis. Residents should park only in their own driveway or garage.
- b) Guest Parking Areas are for guest use only, on a temporary basis. *If a resident needs to park their vehicle(s) in a guest parking area for more than 24 hours, contact Kenrick to apply for an emergency exception permit.*
- c) Parking along the private roads (Sonoma Drive, Tannon Drive North and South) is prohibited so as to allow the passage of emergency vehicles.
- d) As it is throughout the Town of Penfield, overnight parking on all public and private Arbor Ridge roads or in the guest parking areas from November 15 to April 1 is prohibited to facilitate snow plowing.

Conservation Easements and Drainage Ponds

- a) The Arbor Ridge site plan, filed with the Town of Penfield, identified retention ponds and conservation easements within Arbor Ridge. We are restricted from making any changes to those areas; this includes the following: mowing, trimming, clearing, pruning, establishing gardens, planting flowers, shrubs, or trees, or any similar activity.
- b) Existing cleared areas and gardens created in the wooded sections of the Conservation Easements must be allowed to return to their original condition. Homeowners with those areas are encouraged to file a Variance request for a new landscaped area/garden, which may border but not enter the Conservation Easements.

Maintenance of Variance-Approved Landscaping and Construction

- a) Variance approvals by the Architecture Committee are required for landscaping and construction such as flower beds, trees, shrubs, decks, egress windows, patios, fences, underground pet containment systems, signage of any sort, or the installation of hot tubs, outside antennae, or satellite dishes. Homeowners are responsible for obtaining all necessary permits and insurance documents.
Contractors' advertisement signs may only be displayed while workmen are present on site.
- b) Homeowners are responsible for keeping variance-approved landscaping and construction projects in good condition. Variance-approved landscaping should be mulched, regularly weeded, and shrubs and trees trimmed. Dead shrubs, flowers and trees must be removed promptly.
- c) See the guidelines which accompany Variance Request forms for complete regulations.
- d) The Homeowners Association is responsible for mowing, trimming, pruning and caring for the lawns, the trees, and shrubs on HOA lands originally planted by the builder. General

homeowner "clean-up" activities (for example: spot weeding; or trimming by homeowners when needed) are permitted. This does not include mowing:

Mowing is done weekly (weather permitting) by the Board-approved landscape company.

Mowing by a homeowner is not encouraged; but if done, it is restricted as follows:

~ limited to the small area immediately around the home owner's unit;

~ only allowed on the same day the community is mowed, and must be completed by 6:00 PM.

No exceptions will be permitted. Failure to comply with the mowing guidelines could result in this mowing privilege being revoked for that homeowner.

General Landscape Elements and Decorations:

a) Landscape elements (such as ornamental lighting, ornaments, and small garden flags) should be in good taste, not be excessive, and may *only* be included in front, side and rear landscaping of the homeowner's lot. *Nothing may be added to any ****Association property** without an approved variance.*

b) Landscape related elements such as bird feeders, large bird baths, and large wind chimes should not be excessive and may be included in rear landscaping of homeowner's lot only. If these are part of a Variance Request, these elements should be included in the design as much as possible.

c) Flagpole brackets for American flags may be attached to the front of the unit, on the side trim of the garage door, or on the front pillar if better suited. Flagpoles must not be attached through the siding of a unit.

d) Seasonal ornamentation and lighting on homeowner's lot may be displayed and should be promptly removed after the season, *as weather permits.*

e) Hanging flower baskets may be hung without variance requests.

f) A limited number of annual or perennial flowers may be added to existing and approved landscaping without permits, and must be removed or foliage trimmed back) when they have finished blossoming in the spring, or after the first frost. *Homeowners are responsible for restoring any beds to their original condition if/ when plants are removed.*

g) "Inflatable" holiday decorations, plastic flowers or flamingos, and other like/ similar ornaments are NOT permitted.

h) Small inflatable "baby" pools may be located in the back yard only and must be drained and stored each night.

*(** Article 1, Section 1.01. of the AR Declaration - Definitions:*

B. "ASSOCIATION PROPERTY" shall mean and refer to all land, improvements, and other properties heretofore or hereafter owned by, or in the possession of, the Association.)

ATV's & Dirt-bikes

In addition to those listed in Article X Section 10.13 of the Association By-Laws, the operation of an ATV, motorized dirt-bike, electric skateboard or scooter, or similar off road vehicle is not permitted.

Inspections

With good cause, the HOA Board of Directors and the Architecture Committee reserve the right, after giving 24 hours' notice, to inspect any property in Arbor Ridge as per Article XI Section 11.05 of the Association By-Laws.

Tenancy

Owners are prohibited from using all or part of their unit as an "Airbnb" rental or any such similar short-term rental.

Owners who wish to lease their units must have in place a lease with a one-year minimum contract. This lease must include a clause requiring tenants to comply with all HOA rules and guidelines. A copy of said lease must be shared with the HOA Board upon signing. The owner remains responsible for all HOA payments and retains the voting rights for the unit.

Concerns

Specific concerns may be brought to the attention of the HOA Board of Directors through correspondence with our Property Management. After careful review, the Board may communicate with property owner or request the property owner meet with the board. The board may refer the issue to the Town of Penfield or other appropriate municipal agency.

Property & Service Requests

a) Service Requests in Arbor Ridge (such as gutter or stone fascia repair, HOA plantings, or street lights on the private roads) should be submitted to the Property Manager as a service request on their website.

c) Issues regarding the mowing, landscaping, or snow removal services should be addressed to our Property Manager.

Revision

These guidelines and rules may be revised by the Board of Directors at any time.