



## **BRISTOL HARBOUR VILLAGE ASSOCIATION RULES AND REGULATIONS**

**Revised & Approved August 2020**



**BRISTOL HARBOUR VILLAGE ASSOCIATION (BHVA)**  
**RULES AND REGULATIONS**  
**Revised July 2020**

**Purpose of the Document**

Welcome to Bristol Harbour Village, a community overlooking picturesque Canandaigua Lake.

The primary purpose of this document is to clarify the vision, mission, and values of BHVA's governing board (as stated below) and outline the rules and regulations that define the expectations of its residents for safe and healthy living.

**Role of the BHVA's Governing Board of Directors\***

**Our Vision**

To foster a highly desirable community that is attentive to the needs of its residents and provides a relaxing, healthy, and enjoyable lifestyle for work, recreation, and play while conserving the stunning surroundings of this chosen spot which is a crown jewel among the nation's great scenic places

**Our Mission**

To manage the affairs of BHVA by establishing policies and guidelines, assuring maintenance of property and facilities, preparing annual budgets with recognition of its fiduciary responsibility and serving as a liaison to developments and other entities for the purpose of ensuring conformance and cooperation with village guidelines with the intention of benefiting all village residents

**Our Five Basic Values**

1. Responsibility and accountability - assume the responsibility for all board actions and decisions, and remain accountable to the community
2. Integrity - uphold honesty and forethought in all matters before us
3. Service - consider it is a privilege to serve and represent our community
4. Respect - know that trust demands respects for those we serve
5. Communication - realize that open communication builds trust and confidence within the community

(\* Based, on part, from a motion approved by the BHVA board on July, 2010)

This document publishes, in abbreviated form, the principal agreements, and rules and regulations of the Bristol Harbour Village Association. By virtue of residence at Bristol Harbour, all homeowners, including short and long-term renters, agree in advance to observe the agreements, and rules and regulations, by the act of purchasing or leasing property subject to the BHVA Offering Plan.

The basis of these rules and regulations were created with appropriate agreements, conditions, restrictions, and common sense directed towards assuring a pleasing environment in which to live. The rules and regulations were also intended to assure consistency and uniformity amongst the residents.

Adherence to these rules and regulations is the responsibility of all Bristol Harbour Village (BHV) homeowners, tenants, and guests as they provide a standard for maintaining Bristol Harbour Village as an outstanding community where residents may enjoy living and where property values are protected. The rules and regulations are intended not to restrict BHV residents, but to clarify our collaborative role in stabilizing the community in which we live and for our mutual benefit; which will further the concept of “leisure time” living, by insuring pleasant, orderly, and sanitary surroundings.

In addition to the BHVA’s rules and regulation, individual condominiums and homeowners’ associations may have separate documents and guidelines pertaining specifically to their buildings or homes. Contact your homeowners’ association for further information.

### **Residential Agreements**

No professions or home industry may be conducted in any residential area without written BHVA board approval. In addition, within the Town of South Bristol’s zoning restrictions, the use of a single-family house for more than one family, or use of a structure other than the principal dwelling (house) for residential purpose(s) is/are not allowed without prior written approval from the Town of South Bristol.

### **Amendment Process**

The BHVA board and its committees, particularly the Environmental Committee, have full powers to construe and interpret the provisions of the BHVA offering plan; hence they can amend (or decline to amend) any of the foregoing rules and regulations, provided the result is not in clear conflict with the Offering Plan, the By-Laws, or state and local laws.

The By-laws themselves may be altered or repealed at any annual or special BHVA members’ meeting by a two-thirds majority vote of the total members belonging to the Bristol Harbour Village Association, provided the result does not violate the Offering Plan.

### **Enforcement Provisions**

Although there are a number of enforcement clauses, in practice they seldom come into play because all owners, renters, and tenants accept BHVA’s rules and regulations by the very act of buying or renting at Bristol Harbour.

Because most of these powers are seldom invoked, some may think this fact could be used to avoid them. To the contrary, in accordance with the Offering Plan, the failure to enforce a restriction “shall in no event be considered a waiver of the right to do so thereafter...” Nevertheless, when essential for the best interest of the community, the BHVA board and its committees have the right to enforce the rules and regulations hereinabove stated by invoking the provisions referenced herein. For additional information, see APPENDIX D - Schedule of Fines.

1. Forward a courtesy letter to the owner/violator detailing the infraction and applicable rule along with an applicable timeframe and procedure to rectify such infraction. Such courtesy letter may require owner/violator to respond in writing to the management office (BHVA c/o Kenrick

Corporation, 3495 Winton Place, D-4 Rochester, NY 14623) and /or the Environmental Committee referencing their rectification of such infraction. All responses, if applicable, would be required in the timeframe previously allotted/referenced in such courtesy letter.

2. Forward a demand letter, Certified Mail Return Receipt Requested, to the owner/violator detailing the infraction and applicable rule, along with a specific timeframe of not more than 48 hours for rectification, upon receipt of demand letter.
3. Levy a one-time fee/penalty at the sole discretion of the management agent, which shall be added to the regular monthly assessment for the affected unit(s).
4. The management agent may enter the property where the affected unit is located to end a violation and shall further bill all costs incurred back to the applicable owner/violator, which shall be added to the regular monthly assessments for the affected unit(s).
5. Restrict the owner/violator as well as its guests and family members the right to use and enjoy the BHVA facilities, to file a variance request or Environmental Committee application and/or the right to exercise their vote as a resident of the BHV.
6. Place/file a lien on the property of anyone delinquent in paying BHVA charges or refusing to comply with an Environmental Committee decision, as approved by the BHVA board.

Other factors and/or circumstances may be taken into consideration by the BHVA board and its committees based upon the severity of the non-compliance infraction(s), how often the owner/violator is in non-compliance with the Rules and Regulations, and to what means and/or procedures have been taken to rectify the infraction in the past.

### **Environmental Committee**

The EC's responsibilities pertain to the exterior appearance and use of lots, structures, and modifications to them. The EC fulfills its responsibilities by following the dictates of the Declaration and the Board, promulgating its own rules, and considering requests for variances submitted by lot owners. Before starting any new construction or remodeling project, consult the EC documents and your Homeowners' Association documents (if applicable) for further information.

### **Definitions**

**BHVA** - Bristol Harbour Village Association is the governing body for the Bristol Harbour Village. The BHVA is composed of nine members who address issues facing the Bristol Harbour community and its residents and guests. Monthly meetings of the BHVA are held at the Community Center. BHVA also has a webpage, linked to the management company's website, [www.kenrickfirst.com/bristol-harbour-village-association/](http://www.kenrickfirst.com/bristol-harbour-village-association/).

BHVA also publishes a community newsletter called the "Villager". The Villager is sent electronically to residents.

BHVA has seven organizational committees that are comprised of residents who volunteer to serve in the following areas: Communication, Enhancement, Environmental, Facilities, Finance, Recreation, and Technology.

Residents are encouraged to become a member of a committee that fits their individual interest, skills, and expertise.

**BHVA Office** - Kenrick Corporation's office hours are Monday – Friday 8:30am-4:00 pm. Please call 585-424-1540 for any questions. Same number for 24-hour phone service for emergencies.

**BHV** - Bristol Harbour Village is the name of our community, including the lakeside condominiums, townhouses, single-family houses, the lakefront beach and elevator, the community center, the playground, tennis and pickleball courts, the recycling center, and all the common areas.

**BHRM** - Bristol Harbour Resort Management, LLC is the name of the resort owner whose office is located at the Lodge. BHR has ownership of the Lodge, the restaurant, the hotel, and the club house, golf course, and driving range. The phone number for the BHRM office is 585-396-2200.

**Community Center** - The Bristol Harbour Community Center (BHCC) is located across from the tennis/pickleball courts on Golfside Circle. The Community Center's goal is to promote recreational, social, and educational activities for BHV residents. See Appendix A for information on access to the center and what the center provides along with facility rental forms.

**Environmental Committee (EC)** - The EC is a committee of residents who oversee and suggest approval for new construction and remodeling projects within BHV. An EC rules and regulations document is available on the management company's website that outlines the procedures for any and all new construction, remodeling, or exterior changes to a residence. All owners must become familiar with the EC rules before beginning any new construction, remodeling, or exterior changes to their residence. Acceptances of the EC decisions are subject to approval by the BHVA board.

**Guests** - refer to invited visitors staying or calling on a resident or homeowner. Be aware, the number of guests allowed at a resident may be restricted by the homeowner association (HOA) rules. Residents are responsible for the appropriate conduct and safety of their guest/s while visiting BHV.

**Homeowner** - refers to the owner or owners of condominiums, townhouses, and single-family houses and the children living at those residences.

**HOA** - refers to the homeowners' association. The various homeowner associations are shown on the BHVA website. Note that your homeowners' association may have additional rules and regulations pertaining to that specific condominium, townhome, or street.

**Management Company** - BHVA hires an outside management company to maintain the day-to-day operation of BHVA. This includes overseeing BHVA finances, snow removal, maintenance and mowing of common areas, beach, elevator etc. The office for the BHVA is located at Kenrick Corporation, 3495 Winton Place, D-4 Rochester, NY 14623. Kenrick Corporation's office hours are Monday – Friday 8:30 am to 4:00 pm. Please call 585-424-1540 for any questions. Same number for 24-hour phone service for emergencies.

**Kayak Racks and Marina** - The kayak racks and marina slips are operated independently by Jeremy and Cathy Fields. For seasonal boat slip rental, contact Bristol Harbour Marina at 585-789-0015.

**Kenrick Corporation Team** – Portfolio Manager: Corinne Odo - [codo@kenrickfirst.com](mailto:codo@kenrickfirst.com) , Admin Assistant: Cassandra Wallace - [cwallace@kenrickfirst.com](mailto:cwallace@kenrickfirst.com) , On-site Superintendent: McKinley Wolfe

Your team can be reached by calling the Kenrick office at (585) 424-1540 during the hours of 8:30 a.m. to 4:00 p.m. Monday-Friday. After hours and emergency calls are taken at (585) 424-1540 by our answering service.

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## **The topics below have been moved to the newly revised Environmental Committee (EC) document:**

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**ANIMALS** (Also see PETS and WILDLIFE). No animals may be kept or housed at Bristol Harbour for commercial purposes. The BHVA board may limit the type and number of personal housed animals.

Domesticated animals and pets may not run free. They must be on a leash in accordance with the New York State leash laws.

Resident of Bristol Harbour Village may not keep on the premises an animal which constitutes a nuisance to other residents or behaves in any way injurious to the common property or threatening to the residents, tenants and/or guests of the BHV.

Because we live in an area surrounded by woods, occasionally wildlife animals may become a problem. Since the BHV staff does not have the authority, training, or expertise to remove any animal or wildlife causing a nuisance, residents should call the Ontario County Animal Control for assistance in this matter.

**ANTENNAS** – Exterior television or radio antennas, and/or outside wiring of any type shall not be attached to buildings or placed anywhere in the common area(s) without prior written EC and BHVA approval. The size and location of antennas can be restricted by the Environmental Committee. See the EC for preferred locations.

**BEACH BBQ GRILL** - A propane BBQ grill is located on the beach for residents' use during the summer months. Please be sure to turn off the propane tank valve after use and clean the grill surface of any food residue.

**BEACH RULES** –Your cooperation in making the beach and waterfront at Bristol Harbour a pleasant and safe place for all residents and guests is essential by knowing and observing the following:

# PRIVATE BEACH

In consideration of Bristol Harbour Village Association (BHVA) owners and invited guests, please adhere to the following rules and regulations:



- ⊗ No lifeguard on duty, swim at your own risk.
- ⊗ Children under the age of 16 need parental supervision.
- ⊗ Please wear applicable footwear.
- ⊗ Attendants are monitoring 10am - 6pm weekends / holidays.
- ⊗ Beach area closed Midnight – 5:00am.
- ⊗ No pets. (excluding to & from boat slips, access road etc.)
- ⊗ Transporting fuel is strictly prohibited in elevator or on beach.
- ⊗ Call 911 in the event of an emergency.



Questions or concerns please call Property Management Team: Crofton Perdue Associates, Inc. 585-248-3840

**BICYCLES** – Bicycles are not permitted on tennis courts, sidewalks, pedestrian paths, the elevator walkway, or any other applicable walkways.



**BOATS and BOAT TRAILERS** – Boats and boat trailers may not be stored outside, in marina garage, or parked in the Bristol Harbour Village without approval from the BHV resident manager. Permission forms are available at [www.kenrickfirst.com/bristol-harbour-village-association/](http://www.kenrickfirst.com/bristol-harbour-village-association/).

**BULLETIN BOARDS** – Residents and BHV organizations may post information pertaining to community events and “for sale” items. BHVA reserves the right to screen and/or remove any information posted at or on the bulletin boards that is deemed inappropriate.

**CHARGES, FEES, and MONTHLY ASSESSMENTS -**

1. Monthly payments are due and payable on the first day of each month to management agent. Assessments not received by the 15<sup>th</sup> of the month will be subject to a \$25.00 late charge & \$9.75 last charge for undeveloped lots. Unit owners who are 30 or more days in arrears may be subject to a lien, suit, loss of vote, exclusion from BHVA facilities, or even a forced sale of the residence. For more information contact Kenrick Corporation at (585) 424-1540.
2. Homeowners will be held liable for all costs associated with collection of delinquent monthly assessments.

**COMPLAINTS** – Complaints must be submitted in writing to the Portfolio Manager.

**CONDOMINIUMS** – See individual condominium association documents for more information.

**CONSTRUCTION** – See EC document for STRUCTURES

**DIGGING** – Any and all exterior excavation is prohibited, unless previously approved, in writing, by the EC and the BHVA board.

**DISTURBANCES** – See NOISE

**ELEVATOR** – Flammable substances, like gasoline and propane, are not allowed in the elevator. Smoking is also not allowed in the elevator at any time.

**FIREARMS and FIREWORKS** – The discharge of firearms or other weapons, or use of fireworks of all types and kinds in and/or upon BHV property is strictly prohibited and shall be enforced as hereinafter referenced and shall also be enforced in accordance with New York State and Ontario County law.

**FIRE PIT** – Fires directly on the beach surface are not allowed. However, residents may use the fire pit located near the beach storage shed at the sluiceway. Residents must request use of the fire pit via: filling out form located on the management company's website at least three days in advance and observe the following:

1. Only residents are allowed to use the fire pit. Residents cannot reserve the fire pit for renters.
2. The resident is responsible for the fire pit from start to finish and for cleaning up the area when finished. Residents must provide their own wood for the fire pit.
3. The fire pit can be used from 6 pm to 10 pm only.
4. Noise and talking around the fire pit should be kept at a low level.
5. Glass containers, such as beer and wine bottles, are not allowed on the beach, swim dock, or while using the fire pit.
6. The resident must use water (not sand) to extinguish the fire before leaving.
7. The following morning, the resident must return the fire pit to the beach storage shed near the sluiceway.
8. If there are any problems and /or complaints from other residents, future requests for the fire pit use will be denied.

**FIRES** – BHV homeowners, residents, and guests are not permitted, for any cause or reason, to burn trash, brush, or leaves on Bristol Harbour Village property. Use of the fire pit on the beach is permitted by residents only with prior notification to the BHV office. (Also see FIRE PIT and BEACH RULES) Single family home residents may have a fire pit on their property. For the well-being of other residents, safety procedures when using a personal fire-pit are expected to be followed.

**FOBS** – BHV has invested in a security FOB system that allows residents and their guests access to the community center, recycling building, bridge to the elevator, stairs to the beach and fence gate into the beach area. Each homeowner will receive 2 FOBs. If a homeowner loses a FOB, a replacement FOB will cost \$50. FOBs must be returned to the management company when a resident sells their property. If the selling resident does not return the FOBs, the FOBs will be deactivated and the new owner will pay \$50 per FOB

**GARAGE SALES** - To avoid numerous garage sales throughout the year, BHVA sponsors an annual community-wide sale. This one-day spring sale is an opportunity for residents to sell unwanted household items in conjunction with the well-advertised BHV event. During this one-day event, owners of single-family homes can sell items either at their residences or at tables set up at the Community Center. Residents in the condos and townhouses should bring their sale items to the Community Center. Follow the "Villager" newsletter for the annual sale date. Although individual/private sales are not allowed, in the case of an unexpected predicament (ex: estate sale), homeowner can request an exception via the BHVA office. The exception will require BHVA board approval.

**GARBAGE** – Any garbage, trash, and/or refuse that cannot be disposed of with the sink disposal unit should be placed in an applicable trash or plastic bag, tied, and stored in out-of-view trash shed container. (Also see TRASH).

1. To avoid food odors which can attract vermin to trash collection areas, all soft garbage should be put down the kitchen sink disposal unit. (Also see SINK DISPOSER).
2. All garbage, trash, and other refuse shall be placed in one of the dumpster containers located in the trash sheds within the BHV community.
3. Discarded appliance boxes items shall be placed in the recycling dumpsters in the recycling center. The individual homeowner shall be responsible for removal of any items too large to fit in the containers provided, or the cost of removal by the BHV staff and/or applicable enforcement provisions that may be levied as specified.

Note: The Town of South Bristol Transfer Station on Middlebrook Rd. in South Bristol accepts electronics, metal, large items such as furniture and construction debris. Contact the Town of South Bristol Transfer Station at 585-374-6341 for items accepted and for hours of operation.

For appliances with Freon, call the Town of Bristol for more information.

4. Hazardous materials (ex: gasoline, solvents, batteries, tires, aerosol cans, etc.) shall not be placed in any trash shed.
  - a. Any violation to the above will result in the following:
    - First offense will result in trash being returned to offender's residence.
    - Second offense will result in 1-year suspension of trash room access and \$100 fine.

**GOLF CARTS** - Only legally licensed drivers shall be permitted to operate golf carts in the parking areas and drive on the roadways of/in the BHV. Any resident, homeowner, guest, and/or person found operating a golf cart without a valid license will be given a warning for the first offense. Repeated offenses will be subject to a fine. (refer to Appendix D Schedule of Fines)

**HUNTING and TRAPPING** – Hunting and/or trapping is not permitted on any property within Bristol Harbour Village.

**INSURANCE** – The BHVA board is responsible for providing insurance for the Village as specified in the Declaration section of the Offering Plan. Accordingly, the board secures a master policy, premiums for which are paid from the homeowner's monthly assessments.

1. The homeowner's personal property should be insured by the unit owner.

2. A homeowner's liability must be covered by their own insurance to provide protection if a guest trips and accidentally falls down a flight of stairs in a unit. Any resulting legal action would not be covered under the BHV master policy.
3. Requirements for contractors to conduct work within BHV are as follows:  
\$1,000,000.00 general liability with BHVA named as an additional insured,  
\$1,000,000.00 auto liability on all vehicles, and proof of Worker's Compensation. These requirements must be submitted with Environmental Committee applications. If a homeowner knowingly solicits/employs an independent company/contractor without insurance coverage, the homeowner shall assume responsibility for and against all damage and/or injury claim(s) that may arise from such companies/contractors employment.

**MOTORCYCLES and MINIBIKES** – Unlicensed motorcycles and minibikes are not permitted for use on BHV premises. (See also VEHICLES).

**NOISE** – If the disturbance(s) is being caused directly by a resident, guest, or renter, an attempt should be made to settle the problem in a neighborly fashion. Disturbances of the peace which cannot be settled on a friendly basis between neighbors/renters and/or guests should be reported directly to the Ontario County Sheriff's Department at 585-394-4560 or by calling 911.

Whenever possible, when reporting problems, obtain whatever information you can reasonably acquire, such as name of the offender, unit or house number of offender, description of the animal or person(s), license number of vehicle(s) or motorcycle(s), date and time of disturbance/violation, and witnesses.

**PARKING and ROADS** – Passenger cars may operate on BHV roads and park on BHV parking lots and condominium parking decks, subject to the speed limit of 15 mph. Drivers must obey stop signs and other traffic signs erected in/on BHV roadways in accordance with the New York State traffic laws. Private trucks, recreation vehicles, and boat trailers may operate in the Bristol Harbour Village only on essential business and may not park for extended periods more than 5 days (Also see VEHICLES).

1. Parking on the BHV roadways is not allowed from November 1<sup>st</sup> through April 15<sup>th</sup>. Vehicles illegally parked will be towed at the owner's expense.
2. Speeding and careless driving on BHV property is both dangerous and inconsiderate. All homeowners should remind the drivers in their family and their visitors to drive slowly and carefully in the BHV parking areas and roadways.
3. Except for emergency repairs no extensive repairs to motor vehicles shall be made in any of the roadways, driveways, or parking areas
4. No long-term (more than 5 days) parking or storage of vehicles is permitted in the BHV without specific written permission/approval by the BHV resident manager.

5. For all prohibited vehicles (see VEHICLES), a signed parking tag must be obtained from the site office and displayed on the vehicle for the timeframe (not to exceed 5 days) determined by the BHV resident manager. At the end of the timeframe, the parking tag must be returned to the site office. The BHV resident manager has the right to deny a request for the parking of any prohibited vehicles.

**PESTICIDES** – The application of commercial grade pesticides are not permitted on BHV premises without prior written approval from the BHVA Environmental Committee (excluding pesticides that do not require DEC and NYS permits such as Round-Up and Turf Builder) It is highly recommended that only Lake Safe chemicals are used.

**PETS** – The BHVA regulates the type and number of pets that may be kept in house, unit or on any lot. Pet owners must complete and submit Pet Registration form found online at [www.kenrickfirst.com/bristol-harbour-village-association/](http://www.kenrickfirst.com/bristol-harbour-village-association/).

With the compact nature of the housing and the physical layout of the village, control of animals/pets is essential. When pets are not properly controlled, they adversely affect both the safety and the health of residents of the village. Therefore, having a pet is privilege which can be exercised only so long as the individual owner abides by the regulations given herein below. When an owner does not meet his/her responsibility, the privilege to keep a pet may be forfeited.

All cats and dogs housed within the confines of Bristol Harbour Village must have a BHVA identification tag.

In addition, dogs must have:

- A current NYS or US Department of Agriculture rabies license
  - A valid dog license
1. All pets must be leashed when on common areas. The resident is responsible for policing after his/her pet.
  2. Pets may not be tied, leashed, or chained to any part of the common area(s).
  3. Any damages to common areas and other residents' property caused by a pet will be the responsibility of the owner. The owner will be held financially responsible for all damages.
  4. No doghouses, dog runs, or other pet structures are allowed on common areas. Electronic invisible fences are restricted to the homeowner's property and not allowed on BHV common area.
  5. Animals/pets are to be kept only as domestic pets. Pets and animals cannot be used for any commercial purposes, including, but not limited to, breeding for sale, research, or experimentation.

6. It is the obligation of pet owners, day or night, to immediately scoop up the pet's defecations and deposit it into a Pet Station. These are located:

- Behind the marina parking deck between condo buildings 1 and 2
- Opposite condo building 3
- Opposite condo building 4
- Opposite condo building 5
- Behind the lower parking deck of building 4
- Spyglass Hill and Vardon Drive intersection
- Golfside Circle and Hillside Drive intersection
- On Golfside Circle near the tennis courts
- Lakewood Trail and Bristol Harbour Boulevard intersection
- Spyglass Hill and Harbour Drive intersection
- At corner of Bristol Harbour Blvd. and Medalist Lane

No pets, leashed or unleashed, are permitted in/on the playground area(s).

7. Owners may use the elevator to bring their pets down to the lower level. No pets, leashed or unleashed, are permitted on the beach or swim dock. Pets are, however, allowed to be leashed walked from the elevator to a resident's boat or the area south of the marina beach.

8. If any animal/pet causes or creates a nuisance, or unreasonable disturbance or noise, the pet owner must correct the problem immediately.

9. Any homeowner observing an infraction of any of these pet rules and regulations should discuss the infraction in a neighborly manner with the pet owner. If the complaint is not satisfied voluntarily, notify the BHVA Property Manager and report the incident.

10. Together, if necessary, the resident manager and the BHVA board will respond to the pet owner and the complainant(s). If the Property Manager and/or the BHVA board determines the complaint is justified, it may:

- Reprimand the pet owner and solicit his/her cooperation in the future,
- Levy a fine according to the enclosed fine schedule, or
- Revoke the owner's permit to keep an animal/pet. If necessary, the BHVA board is empowered to take legal action, at the owner's expense.

**PICKLEBALL** – Also see TENNIS. The following rules are to be observed and practiced by all whom use the courts for pickleball:

Because of the noise from pickleball, hours of play are from Monday through Saturday 10:00 a.m. to 5:00 p.m. and 6:30 p.m. or until dusk. Sunday hours are from 11:00 a.m. to 4:00 p.m.

Players are asked to fill out an application before their first play.

Proper court etiquette for pickleball and tennis must be followed at all times.

**PIPES** – With the exception of hoses and moveable irrigation pipes, no above ground pipes are permitted.

**PLAYGROUND RULES** – The following rules are to be observed and practiced by all whom use the playground area:

1. Adult supervision for children less than 12 years of age is required.
2. Fighting, pushing, hitting, pulling, or obscene language is not allowed.
3. Throwing of rocks, mud, sticks or sharp objects is strictly prohibited.
4. All individuals whom use the playground area are to stay within the designated play area(s). Playing of any kind in the parking lot is strictly prohibited.
5. Rollerblades, bicycles, scooters, motorized scooters, and skateboards are not allowed on the Community Center walkway. (Also see BICYCLES).
6. Use of the playground after dusk without adult supervision is not permitted.
7. If any violation of these rules shall occur, the individual(s) involved may be asked to leave the playground area.

**PLANTS** – The Environmental Committee makes rules for the preservation of BHV plants, hedges, trees, and bushes. See the EC for additional information. (Also see EC document for HEDGES AND PLANTINGS and TREES).

**POLES** – No poles or wires are permitted to be installed without prior written Environmental Committee approval.

**RECYCLING** – All recyclables must be taken to the recycling center near the Community Center. Acceptable recyclables shall include, but not be limited to:

1. Plastic, glass, and metal containers may be placed together in the recycling bins.
2. Newspapers, magazines, junk mail, catalogs, office paper, and telephone books may be placed loosely in the designated bins.
3. Cardboard must be broken down and placed in the cardboard dumpster.

Any violation to the above will result in the following:

- First offense will result in trash being returned to offender's residence.
- Second offense will result in 1-year suspension of trash room access and or a \$100 fine.

Inside the Recycling Center is a box for donating refundable cans and bottles. The 5¢ collected from each bottle and can goes to fund recreation activities in the community. Please donate your refundable bottles and cans.

**RENTALS** – All houses/units at BHV are to be used exclusively for single-family occupancy whether owner occupies such unit or chooses to rent such unit for a short or long-term purpose(s). Prior to renting, owners should read the BHVA Rental Policy as well as their individual condo or homeowner's association for specific rules regarding rentals, and then must register as a unit renter with the management agent.

Note: The definition of a "single-family", as adapted from that of the Town of South Bristol states: "One or more persons, related by blood, adoption or marriage, living and cooking together as a single housekeeping unit, or any number of persons living and cooking together as a single housekeeping unit, though not related by blood, adoption or marriage, provided that such single housekeeping unit meets the definition of the functional equivalent of a traditional family."

The responsibility for conforming to all of the rules and regulations of the BHV Offering Plan(s) and individual HOA documents reside with the individual unit owner(s). See the BHVA Rental Policy for more information ([www.kenrickfirst.com/bristol-harbour-village-association/](http://www.kenrickfirst.com/bristol-harbour-village-association/)).

Owners of rental houses/units are responsible for the actions of their renters and tenants ensuring that their renters/tenants are aware of all of the rules and regulations herein. Penalties or special assessments arising from the actions of renters/tenants will be levied against the owner of the unit.

**SINK DISPOSER** – Maximum/normal use of the kitchen sink garbage disposers are encouraged to minimize food odors in trash dumpsters that may attract woodland animals. It is important that owners point out these procedures to tenants and house guests. (Also see GARBAGE).

**STORM SEWERS** – BHVA owns and maintains the storm sewer system. All water entering the storm sewer system eventually makes its way to the lake. Please use Lake Friendly chemicals when washing your vehicle(s) or applying chemicals to your lawn.



**TENNIS** – (See also PICKLEBALL) All players must place their names and start times on the control board located at the entrance to the courts when play starts. The control board is not intended for use as a reservation system. Players that are using the court(s) who have not placed their names and / or times on the control board have no status on the court(s) and must yield. Start times originally placed on the control board cannot be altered /changed.

Playing times shall vary by distinction of participants (singles = 1 hour, doubles = 1 ½ hours). If singles players are joined for doubles play, the court use time is counted from the time the singles started. If others are waiting for the court, the time remains 1 hour.

All players must wear tennis shoes or sneakers in order to preserve the quality of the court surface. Additionally, shirts must be worn at all times when occupying a court.

The Recreational Committee may reserve the courts for special tournaments or round robins which will be advertised in the Villager and/or posted in advance in notices on the tennis and BHV bulletin boards.

Subject to availability of the courts, BHV homeowners may, with prior reservation and with the approval of the chairperson of the BHV Recreational Committee, have a scheduled group of eight for a round robin tournament using two courts for a 2 hour period, starting on or after 11:00 a.m. on weekdays, and 12 p.m. or after on weekends.

Weekday play (excluding holidays) may not be reserved. Courts may be used on a first come first serve basis by using the control board method referenced hereinabove. Groups that are asked to yield a court should be allowed to finish the game in progress. Specific schedules and applicable correlating timeframes shall be announced by the BHV Recreational Committee prior to the beginning of each season and further posted on the control board and at the Community Center for player reference.

All persons observing play, or waiting for a court shall do so quietly outside the court fence. Once available, and to avoid interrupting others in play, players are asked to use the door to the court they will be using, or have finished using. All of the courts have doors, so there is no need to cross courts in use to get to another court.

The tennis courts are for the purpose of playing tennis and pickleball only. Skateboarding, soccer, basketball, roller blading, etc. is prohibited.

Glass containers are not allowed on the tennis courts.

Pets are prohibited on the tennis courts regardless of the season.

Any person/persons utilizing the tennis courts for play at night, is responsible for turning off the court(s) lighting upon departure.

All matters of good sportsmanship and tennis court courtesy cannot be covered by a set of written rules. Consideration for others is basic to tennis court manners and it is expected that all players treat each other with mutual respect.

**TRAILERS** – See VEHICLES

**TRASH** – Trash is collected primarily at the condominium trash sheds and Recycling Center. Written approval may be required by the Environmental Committee and individual Homeowner Associations prior to placement of dumpsters or storage containers.

All trash, garbage and refuse which cannot be flushed through the sink disposal must be placed in a tied, plastic bag and taken to one of the collection points. Owners must inform tenants of their collection point.

Note: the only collection point for recyclables is in the Recycling Center next to the Community Center.

The trash sheds do not cover removal of heavy items such as appliances, old carpeting, bed frames, and debris from remodeling, or brush. The unit owner and/or contractor is responsible for such removal. (Also see GARBAGE).

Access to the Recycling Center requires an entry card. Contractors working on BHV property are not allowed use of an entry card for the Recycling Center.

**TREES** – The BHVA board and the Environmental Committee may make rules for preservation of trees and other natural resources; especially trees over 6” in diameter and other selected trees. Trees may not be cut without written BHVA Environmental Committee’s authorization. All stump’ must be cut and trimmed down to ground level.

After a 15-day written notice, the BHVA may trim and prune plantings on any lot if they are unattractive, obscure traffic, or are otherwise detrimental to adjoining properties.

Note: Anything growing over your property line, whether in the ground (roots) or in your air (branches) belongs to you and you have the right to trim it. You could, however, be responsible to your neighbor if your actions kill the tree. It is the responsibility of the homeowner to work with their neighbor on a resolution. The association does not have authority over this matter.

The trees lining the BHVA cliff below Cliffside condominiums are on condominium, BHV property, or marina property. Their environmental role in holding together the shale-covered cliff is paramount. Next in importance for the Village, as a whole, is their landscape function of hiding the condominium bases from view of boaters, swimmers, and neighbors at Seneca Point, across the lake, and next door. The document constitutes a long-term environmental strategy. It is balanced and seeks to preserve and enhance the attractiveness of our natural surroundings, while still maintaining lake views for residents. This is accomplished by a program of periodic professional environmental attention, to be reviewed each year. The trees are culled if necessary, their side branches pruned and / or trimmed, and supplemented by low-height soil retaining plantings. This planned overall approach is based on professional advice of experts such as Ontario County Soil and Water Conservation District.

Individual owners of condominium units may not trim any trees themselves. Comments or complaints should be addressed to the appropriate individual condominium associations.

**TV CABLES** – (Also see ANTENNAS) Like other utilities, television cables run through easements through BHV, condominium and private property. The cable television company's personnel have the right to enter these easements to erect or maintain the cables, junction boxes, and cable accessories. Cable and telephone lines for the condominiums are in the chase ways and are not accessible to service representatives after 4:30 pm on weekdays or all day on weekends. For access to private property, the cable company needs permission from the property owner.

**VEHICLES** – In accordance with the definition and /or description in the Vehicle and Traffic Law of the State of New York, only legally registered, non-commercial vehicles shall be permitted to use the parking areas and roadways of the BHV.

Legally registered, non-commercial vehicles include:

- Passenger cars
- Suburban and station wagons
- Vans
- Pick-up trucks
- Motorcycles

Prohibited vehicles include (but are not limited to):

- Boats
- House trailers, campers, and RVs
- Tractors and trailers
- Buses (excluding school buses operated by a third party with incidental usage of the roadways)
- Dump trucks, delivery trucks, and commercial vehicles exceeding 1 ton payload capacity
- Un-registered vehicles
- Vehicles with "For Sale" signs
- Vehicles with flat tires or on "blocks" or ramps.

1. At a homeowner's request, the Property Manager may issue a permit to allow a BHV homeowner the right to park a prohibited vehicle on BHV premises in a location to be designated by the Property Manager and for a period not to exceed 5 days. A signed parking tag must be obtained from Kenrick Corporation and displayed on the vehicle for the timeframe (not to exceed 5 days). A BHVA Boat, Boat Trailer or Prohibited Vehicle Form can be obtained on the management company's website.
2. All vehicles permitted on BHV property must be equipped with properly functioning mufflers in compliance with local and state laws.

3. No unlicensed operator shall operate a motor vehicle or golf cart anywhere on the BHV property.

**WEAPONS** – See FIREARMS & FIREWORKS Provisions of New York State, Ontario County, and the Town of South Bristol laws also apply.

**WILDLIFE** – In keeping with BHVA’s goal of enhancing leisure time enjoyment through natural surroundings, some of our rules protect the local wildlife, which is an integral part of those surroundings. In accordance with DEC recommendations, residents are urged to revere the “original inhabitants” of our environment and not feed the local wildlife.

#### **APPENDIX A: Bristol Harbour Community Center - BHCC**



##### **Mission Statement and History**

***“The Bristol Harbour Community Center is to be used to promote recreational, social, and educational activities for residents of Bristol Harbour Village.”***

Residents of Bristol Harbour have long recognized the uniqueness of the Finger Lakes area and Bristol Harbour Village. One of the qualities that give our village a special charm is its commitment to community life and its rich tradition of social and cultural activities. As early as 1971, residents recognized the need to provide a facility that would promote and enhance the community. The need was met with the construction of the 2,200 square foot Caprini Center.

In the past 10 years, Bristol Harbour Village has witnessed an upswing in population and the construction of many new single-family homes. The Caprini Center was no longer adequate to fill the needs of the community as outlined in the mission statement. In October 2006, the residents of the community overwhelmingly agreed to fund the construction of a new community center for \$500,000. The new 5,650 square foot Bristol Harbour Community Center (BHCC), located on the site of the former Caprini Center, was officially opened on September 2, 2007. Today, the center serves as a place for community meetings, recreations activities, family gatherings, and educational programs.

## THE FACILITY

The Bristol Harbour Community Center is a smoke-free building that offers a free Wi-Fi Internet connection. For a username and password, see the information placard located on the table in the Founder's Library. The BHCC consists of the following facilities:

On the main level:

The Bernice J. Caprini Great Hall, located on the first floor, is a 29 x 20 foot room with the capacity to hold 50 people for meetings and parties. It has a cathedral ceiling, oversized stone-gas fireplace and large windows with sweeping vistas of the hills and the lake. The hall is suitable as a gathering place for the community, or a reading and relaxing area with full access to bathrooms and a kitchen. Furniture is arranged to promote socialization and should be replaced to its original position after use.

The Titus Meeting Room, also located on the first floor, is a 24 x 20 foot room with the capacity to hold 72 people for large meetings, family gatherings, and educational forums with full access to bathrooms and a kitchen. The kitchen door and serving window make this room appropriate as a staging area for serving food.

The Kitchen is 75 square feet and contains an oven, a microwave, a refrigerator, and a dishwasher.

A Conference Room is suitable for small meetings up to 10 to 12 people at a table.

The BHVA Office provides administrative space.

Lavatory Facilities - male and female lavatories are easily accessible from the outside for convenience of residents and guests using the tennis courts, basketball court, and the picnic area.

On the second floor:

The Fred W. Sarkis - Founder's Library is a loft area contains a comfortable reading area and a library maintained by the residents with shelving for numerous fiction and non-fiction books donated by the residents. The library is accessible during normal BHVA business hours as well as after hours. Checkout and return of books is on an honor system. Donations of newer and "best-selling" books are always accepted.

On the lower level:

The Physical Fitness Center is a 700 square foot physical fitness center with an entry card access system. Equipment provided for residents includes:

- Treadmills, Elliptical machines, recumbent bike, upright bike, TV
- Strength training station, stretching area & dumbbells

Residents are required to sign in and out in the Visitor's book. Residents are required to clean equipment after use. No gear or shoes should be left behind. Please wear appropriate workout clothing and footwear. No bare feet are allowed.

The Richard Booth Youth Center is located in the center of the lower level. This room will be the social center for the youth of our community, in addition to serving as a craftwork area for both our youth and adults. It contains:

- A ping pong table, pool table, Nintendo game center, TV, bumper pool table

The Multipurpose Room is a 400 square foot room designed for group exercise lessons and other multipurpose uses. It can also serve as a meeting area, a workroom, or lounge.

The Lavatory Facilities contains:

1 unisex bathroom

1 male shower/locker room

1 female shower/locker room

The outside grounds:

Just outside the community center is:

- a basketball court,
- a playground setting,
- a volleyball/badminton net,
- Adirondack chairs,
- picnic tables / BBQ grill, tennis and pickleball courts and a car wash.

## **MANAGEMENT OF THE COMMUNITY CENTER**

The BHVA Board of Directors, Kenrick Corporation, together with the Recreation Committee, and/or its designee are responsible to oversee:

The center's rules and regulations,

Hours of operation,

Rental fees,

Room reservation calendar,

Equipment acquisition and replacement,

Exterior building and grounds, and

Maintenance and general upkeep of the facility.

## **USE OF FOBs TO ACCESS THE COMMUNITY CENTER, FITNESS CENTER, AND THE RECYCLING CENTER**

The Community Center is monitored by a security system. This security system includes the use of video cameras recording activities in and outside the Community Center, in the trash room, elevator, beach, and marina. – (Please see FOBs)

## **ADMITTANCE PROCEDURE**

Community Center Main Entry: Hold your entry key fob up to the reader, which is located next to the double door. The security lock will be released and you will be able to pull the door open.

Community Center Entry at Titus Room: Hold your entry key fob up to the reader, which is located next to the door. The security lock will be released and you will be able to pull the door open.

When the Community Center facility is rented for an event after hours or on weekends, the renter is responsible for securing the entry key fob on the day before the event or on Friday for a weekend event. This special event entry key fob must be returned after the event. The renter may also arrange to pick up a key to the front door from management so that the door may be unlocked during the event.

Fitness Center Entry: Enter through the main door or the Titus Room. Hold your entry key fob up to the reader, which is located next to the door. The security lock will be released and you will be able to pull the door open.

Recycling Center Entry: The entry key fob is the resident's only means of accessing entrance to the Recycling Center. The entry key fob reader is located next to the front door.

## **RENTAL OF FACILITY**

Requests for reservation can be taken up to one year prior to the date of use. Residents must be in good standing and current with all dues, fees and assessments to rent the facility.

### Procedure for Rental

Obtain a Reservation Application at [www.kenrickfirst.com/bristol-harbour-village-association/](http://www.kenrickfirst.com/bristol-harbour-village-association/).

Rental requests will be confirmed by phone or e-mail within 7 business days excluding weekends and holidays.

Reservations will be finalized only after required forms are submitted and all fees and deposits have been paid.

Rental Payment and Deposit Information – Payable to BHVA and sent to BHVA c/o Kenrick Corporation 30 Golfside Circle Canandaigua, NY 14424

The Bernice J. Caprini Great Hall - \$50.00 for 4 hours, \$90.00 for 8 hours

The Titus Meeting Room - \$50.00 for 4 hours, \$90.00 for 8 hours

Combination Bernice J. Caprini Great Hall and Titus Meeting Room - \$75.00 for 4 hours, \$140.00 for 8 hours

Conference Room - No charge to residents and based on availability

#### Damage/Compliance Deposit Fee

Residents will be held financially responsible for all breakage, damage or clean-up expense resulting from their event.

Damage/Compliance Deposit Fee is \$250.00. Deposit is refundable if the conditions of the rental are met. Damages exceeding \$250.00 will be billed to renter.

Conditions that lead to withholding part or all of the Damage/Compliance Deposit include, but are not limited to, the following:

- Clean up is not completed as outlined in the facility rules and regulations.
- Use of the room exceeds the scheduled rental time.
- The number of persons attending the event exceeds the number listed in the agreement.

If a Kenrick staff member has to be called in for any purpose relating to a rental, there will be a \$100/hour fee and will be deducted from the damage/compliance deposit fee.

There will be no fee or damage deposit required for use of the center for qualified residents' events such as Neighbor's Night, community clubs, educational forums, and general interest activities for residents. Meeting dates, however, will be subject to availability. Although there is no charge for these events, a valid resident will have to sponsor the event and be responsible for any damage/clean-up that may occur.

#### Cancellation/Refund Policy:

Once the reservation request has been accepted and rental confirmed, a reservation may be cancelled but the following penalties will be assessed:

For cancellation prior to 30 days of rental, the full fee will be refunded.

For cancellations within 30 days of rental, ½ of the rental fee will be refunded.

All requests for cancellation must be submitted in writing to [cwallace@kenrickfirst.com](mailto:cwallace@kenrickfirst.com).

Checks should be made payable to the BHVA. Two separate checks need to be submitted at the time of application for rental. One check will be for the rental fee and the other check will be for the \$250.00 damage/compliance deposit fee.



## **RULES FOR RENTERS**

The rooms will be rented on a first come, first serve basis. The first person or group to pay the cost of rental will be guaranteed use of the facility. Renters will not be allowed to enter the room/rooms until the reserved day. Set-up time as well as clean-up time should be factored into the rental time requested. Anyone entering before the day, for any reason, will be charged for an additional day.

Renters are responsible for cleaning the room/rooms included in the contract. Adequate cleaning is defined as leaving the facility in the same or better condition than it was prior to rental. Renters will be given a Clean-up Checklist from the BHVA office (see Appendix D). Cleaning equipment is provided. All trash must be properly bagged, sealed and taken to the Recycling Center, located at the entrance to the Community Center parking lot. Your entry card will allow access to this recycling center.

- No lighted candles, open flames, or helium filled balloons are permitted in the building.
- Damage from any food or beverage spill will be assessed and charged to renter.
- There cannot be any amplifiers used for music on Sundays.
- No equipment/furnishings may be removed from the building at any time.
- Do not attach decorations to either the exterior or interior walls. Posters or signs should be free standing.
- All personal items and decorations must be removed at close of the event; this includes any decorations placed on road signs or mailboxes.
- No smoking, no sale of alcohol, and no pets are allowed in the center.
- All lights should be off, the fire place must be turned off, and doors locked as you exit.

The following Holidays are not available for rent: Memorial Day weekend, July 4<sup>th</sup> weekend, and Labor Day weekend.

## **FITNESS CENTER**

The hours of operation are 5:00 am to 10:00 pm., all days of the week.

### Access

Enter through the main door or the Titus Room. Hold your entry key fob up to the reader, which is located next to the door. The security lock will be released and you will be able to pull the door open.

### Fitness Center Application and Informed Consent Waiver

Prior to being allowed to use the BHCC fitness center a Fitness Center Application (see Appendix B) and an Informed Consent Waiver (see Appendix C) must be signed and returned to the BHVA office. Only upon receipt of this application and waiver will a resident's entry key fob be activated allowing access to the fitness center.

## **FITNESS CENTER RULES AND REGULATIONS**

- Members must have valid entry card to enter the fitness center
- Proper workout attire is required (t-shirts, sweatshirts, shorts, athletic shoes).
- You will not be allowed in fitness center in street clothes.   ○ No denim shorts or pants   ○ No open-toed shoes   ○ No loose-fitting jewelry   ○ Shirts and athletic shoes must always be worn   ○ Sign the sign-in sheet.
- When others are waiting to use the equipment, you are limited to 30 minutes.
- Wipe down all equipment after use. Paper towels and liquid cleaner are provided.
- Report any broken equipment to Kenrick Corporation (585) 424-1540.
- Leave the machine in start-up position for the next person.
- No food or drink allowed in the fitness center. Only plastic water bottles with lids are allowed.
- No pets are allowed in the fitness center.
- No bare feet allowed.
- Any person using the facility must be 16 years or older and complete the Fitness Center Application form (see Appendix B) and a waiver form (see Appendix C). Children under 16 years of age must be accompanied by an adult.
- There is a phone located in the Richard Booth Youth Center for emergencies only.
- Last person to leave facility must turn off lights.

## **RICHARD BOOTH YOUTH CENTER**

- Summer hours of operation is determined by the BHVA Board of Directors.
- Children under 16 must be accompanied by an adult, unless community center attendant is provided.
- Sign-in at time of arrival.
- Emergency phone number and contact name are required.
- Appropriate behavior required at all times. Multiple warnings may result in not being able to use the center.

## **COMMUNITY ACTIVITIES**

The Bristol Harbour community schedules many events for its residents. Many of the events are held at the Community Center. A list of events that are normally held at BHVA may include:

- Neighbors' Night
- Farmers' Market
- Easter Egg Hunt
- Yoga Class
- Memorial Day Bonfire

- Annual Garage Sale
- Junior (12 and under) Fishing Derby
- Bristol Daze
- Ladies' Luncheon
- Bridge Club
- Oktoberfest

## **GENERAL STATEMENTS**

The Rules and Regulations are set forth in order to enrich the enjoyment of all members of the Bristol Harbour Village. The BHVA Board of Directors, management, and staff of the Association encourage participation in the many activities within Bristol Harbour. The following rules, having been adopted by the BHVA Board of Directors, are hereby set forth for the residents.

1. The owner is responsible for ensuring all members and guests of the owner's household observe and comply with the rules, regulations and the directions of the staff. The owner has the ultimate responsibility to ensure that these rules and regulations are adhered to by all in the household and all guests.
  - a. The Board of Directors may, for good cause shown on its motion, or upon written request, waive or modify any of the rules and regulations contained herein or make additions to these rules and regulations, provided appropriate notification of such changes or additions is provided to the residents. An abbreviated version of the Rules and Regulations will be posted on the Community Center bulletin board and complete and current copy of the Rules and Regulations are available at [www.kenrickfirst.com/bristol-harbour-village-association/](http://www.kenrickfirst.com/bristol-harbour-village-association/)
2. Children under the age of sixteen must be accompanied by an adult in any room of the Community Center. In the event there is noncompliance, a letter will be sent to the resident stating that a second non-compliance will result in the loss of Community Center privileges for 3 months. In the event of intentional damages to the facility or grounds occurs, no warning will take place and the cost of the damages will be assessed. Privileges of the Community Center will be reassessed and privileges of the Community Center will be lost for 12 months.
3. BHVA is not responsible for lost or stolen items.

# **FITNESS CENTER APPLICATION**

## **Bristol Harbour Village Association**

Full Name \_\_\_\_\_ DOB \_\_\_\_\_

Add'l Family \_\_\_\_\_ DOB \_\_\_\_\_

Add'l Family \_\_\_\_\_ DOB \_\_\_\_\_

Add'l Family \_\_\_\_\_ DOB \_\_\_\_\_

Primary Email \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Cell Phone \_\_\_\_\_

Other Phone \_\_\_\_\_

Emergency Contact \_\_\_\_\_

### Informed Consent Waiver

I, the undersigned, wish to use the fitness center at the Bristol Harbour Community Center. I certify that I am physically able to participate in exercise activities. I have a reasonable basis for this opinion due to examination and/or consultation with my physician. I also certify that I will use good judgement while exercising and will not overexert. I recognize that I am responsible for knowledge of my own state of health.

I realize that any time one engages in physical activity there are inherent dangers. I, therefore accept any and all responsibility and assume risk of any and all injury or damage to my person which may arise, whether directly or indirectly, as a result of my participation in the fitness program, or as a result of the prescriptive advice I receive, I hereby release and hold harmless from any liability, whatsoever, the BHVA, as well as its affiliates, directors, officers, employees and representatives.

I also agree to abide by the rules and regulations as established by the BHVA with the understanding that violation of such rules may result in withdrawal of my privilege to utilize the fitness facility or engage in the prescribed fitness program.

I certify that I understand and agree to the contents of this waiver.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## APPENDIX C: BHCC Clean-up Checklist

The entry key must be returned to the BHVA office by 9:00 am the next business day.

### KITCHEN

- ☐ Empty refrigerator and freezer of liquids, foods, ice, etc. Do not leave bags of ice in the freezer.
- ☐ Wipe countertops and sink. ☐ Mop/sweep floor. ☐ If used, clean stove and microwave.
- ☐ Remove all belongings from premises including trash and recyclables. Do not leave recyclables in the building.

### GREAT ROOM AND MEETING ROOMS

- ☐ Return all tables and chairs to original positions.
- ☐ Wipe down all tables.
- ☐ Do not store chairs in the closets.
- ☐ If you move chairs to the small conference room, they must be moved back after the event.
- ☐ Mop/sweep floors. ☐ Empty all trash and recyclables. ☐ Make sure to turn off fans.
- ☐ Make sure the door to the lower level is locked.

### BATHROOMS

- ☐ Wipe down sinks.
  - ☐ Mop/sweep floors. ☐ Flush toilets. ☐ Empty trash. ☐
- Make sure the doors to the hallway are locked.

### OUTSIDE OF FACILITY

- ☐ Clean up any garbage left outside including front porch and grounds.
- ☐ Pick up all cigarette butts.
- ☐ Place benches and rocking chairs in original positions.

## **APPENDIX D - Schedule of Fines**

If a disturbance or problem occurs, the initial level of finding an amicable resolution should be between the owners.

If the violator does not respond within 24 hours, the complainant should report the disturbance or rule violation during the weekday to Kenrick Corporation (585) 424-1540. If the owner of the violator does not respond in a sufficient manner, the complainant should report the disturbance or rule violation during afterhours or the weekends to the management emergency number at 585-424-1540.

For the first offense, the owner will receive an oral warning and a written letter and has seven (7) business days to comply.

For the second offense, the owner will receive a certified written letter with seven (7) business days to comply.

For the third offense or failure to correct a violation, the Fee Schedule, listed below, will be used.

All Residents - Initial fine of \$250 – additional fine accessed at \$50 per day

All Commercial Entities – Initial fine of \$1,000 – additional fine accessed at \$250 per day.

Note - A violator can appeal the fine from the management company to the BHVA Board of Directors.