

IMPORTANT TELEPHONE NUMBERS

	<u>EMERGENCY</u>	<u>NON-EMERGENCY</u>
ST. PAUL FIRE DEPARTMENT	911	(585) 266-4645
IRONDEQUOIT POLICE	911	(585) 336-6000
MONROE COUNTY SHERIFF	911	(585) 753-4370
NEW YORK STATE POLICE	911	(585) 586-2916
ST. PAUL FIRE DEPT. AMBULANCE	911	(585) 266-4645
ROCHESTER GAS & ELECTRIC	(585) 546-1100 or 911	(585) 546-2700
IRONDEQUOIT TOWN HALL		(585) 467-8840
IRONDEQUOIT ANIMAL CONTROL		(585) 467-8840
TRASH REMOVAL – Suburban Disposal (normal pick up day is Friday)		(585) 352-3900
MONROE COUNTY WATER AUTHORITY		(585) 442-2000

MANAGEMENT COMPANY

Kenrick Corporation
3495 Winton Place Suite D-4
Rochester, New York 14623
Telephone: (585) 424-1540

Property Manager: Korey VanKouwenberg
Office hours are 8:30 am. to 4:00 pm. weekdays.

In case of a maintenance emergency during non-business hours, call the Kenrick Corporation office number (585) 424-1540 for the emergency answering service.

OVERVIEW

Welcome to Harbor Hill Subdivision Association. When you purchased your townhome at Harbor Hill, you automatically became a member of the Association. Maintaining a quality environment in a shared community such as Harbor Hill requires that each resident, regardless of whether they are an owner or a renter, be acutely aware of the rights of neighbors and responsibilities of residents.

When owners purchased their townhome, they were given a copy of the Harbor Hill Covenants and Bylaws which are the governing documents of the Association, and all residents are obligated to abide by these documents. While this manual, which contains rules & regulations, is meant to make understanding living in Harbor Hill and complying with expectations and requirements easier to reference, it does NOT exclude or replace your obligations as stated in the Covenants and Bylaws. All homeowners and renters should make themselves familiar with the information contained in all three documents in order to maintain the integrity, continuity, property values, and quality of life of the Harbor Hill community.

The rules contained in this handbook are based on the Covenants and the Bylaws of the Harbor Hill Subdivision Association. They are intended to assure consistency and uniformity. Adherence to these rules and regulations is the responsibility of all of us. Homeowners are responsible for assuring that their tenants, guests, contractors, and invitees comply with these rules and regulations.

The Homeowner Manual and Rules and Regulations may be added to, amended, or repealed at any time by a resolution of the Harbor Hill Subdivision Association Board of Directors per Section 7.11 of the Covenants. Therefore, the information in this document contains information from the Covenants, the Bylaws, as well as Rules and Regulations as determined by resolutions of the Harbor Hill Subdivision Association Board of Directors as of March 10, 2021. The Board may add to or modify this information at any regular meeting and that homeowners will be provided with any changes as soon as possible after such modification is approved.

The information contained in this document was ratified by the Harbor Hill Subdivision Association Board of Directors on March 10, 2021 and replaces all prior versions.

GENERAL INFORMATION

BOARD OF DIRECTORS

The affairs of the Harbor Hill Subdivision Association are managed by the Board of Directors. The Board of Directors consists of five homeowners elected by the members of the association at the Annual Meeting of the Harbor Hill Subdivision Association which is held in April each year. Directors serve two-year staggered terms without compensation. Board meetings are held monthly, and all issues raised by homeowners during the month with either the Property Manager or Board members are discussed at these meetings. Homeowners are encouraged to

take an interest in and become actively involved in the affairs of the Association. Any homeowner who is interested in serving on the Board of Directors may contact the Property Manager or any Board member for more information.

MANAGEMENT COMPANY/PROPERTY MANAGER

The Board of Directors contracted with a management company to aide in the performance of its duties. Board members are owner volunteers and are your neighbors. Please respect their privacy and direct all requests and concerns to the Management Company and Property Manager as noted on the listing of Important Numbers on page one (1).

ANNUAL MEETING

The Annual Meeting of the Association is held on the last Tuesday in April each year (Section 2.03 of the Bylaws). The Board of Directors and Management Company report to the membership at this meeting, including the financial status of the Association and any other matters of importance. Board Members are also elected at the Annual Meeting. In order to ensure that issues of importance to our collective community are adequately addressed, members are requested not to raise individual maintenance issues at this meeting that would detract from addressing the issues of the membership as a whole. Only owners may vote at the Annual Meeting and there is only one vote per home allowed.

All homeowners are encouraged to participate in these meetings so your voice will be heard.

FISCAL YEAR

The fiscal year of the Harbor Hill Subdivision Association is January 1st through December 31st.

HOMEOWNER ASSESSMENTS (DUES)

One of the benefits of contracting with a professional management company is the ability to allow greater flexibility in payment of the annual assessment. Previously homeowners were invoiced for payment in January and July whereas now your account is charged on a monthly basis, but you can pay in advance. See the below table for examples.

Annually:	Remit one payment in January
Semi-Annually:	Remit two payments; in January and in July
Quarterly:	Remit four payments; in January, April, July, and October
Monthly:	Remit payments on a monthly basis

Payments not received by the end of the month in which they are due will be charged a late fee of \$35 for each 30 days past due. The late fees are cumulative.

INSURANCE

Since each townhome is individually owned and there is no common property in the Harbor Hill Subdivision, there is no common insurance and each homeowner is required, per the Covenants, to maintain appropriate fire and liability insurance. The Board of Directors and Management Company make sure that any contractors secured by the Association for the grounds work done within the community have appropriate insurance coverages in place. If an individual homeowner contracts to have work done on their townhome, they are responsible to make sure the contractors which are hired have appropriate insurance. (See Article IV of the Covenants for further information).

PROPERTY ACCESS

While there is no common property in Harbor Hill Subdivision, per the Covenants, every owner has the right of access across and through every other owner's lot. When accessing another owner's property, you should be respectful so as not to cause any damage or inconvenience to the owner. Additionally, there is further information about access for construction or maintenance contained in the Covenants.

MAINTENANCE OF YOUR TOWNHOME

In accordance with the Association governing documents, homeowners are responsible for all maintenance and repair to their townhomes, both interior and exterior. However, before contracting for or beginning any work on your townhome that will impact the exterior or the exterior appearance of your townhome or yard, a variance request must be completed and submitted for approval. (See sections on Architectural and Appearance Control as well as the variance request process on page 9.)

SNOW AND ICE REMOVAL

Snow plowing service is NOT provided by the Association and it is the responsibility of each homeowner to remove snow from their driveway as well as shovel the front sidewalk and stoop of their townhome. It is recommended that you use chemical ice melt compounds such as calcium chloride or potassium chloride (white beaded pellets), instead of common rock salt, as they are less damaging to concrete surfaces.

If you engage in a contract for snowplowing services at your home, please be sure that your contractor understands that snow from your driveway needs to be placed on your property and not plowed into the street or placed on your neighbor's yard, sidewalks, or in front of mailboxes. Your contract should also contain a clause that the contractor will repair any damage to lawns, including any necessary reseeding, as soon as feasible in the spring. Additionally, if you have a shared driveway with a neighbor it is recommended that you discuss snowplowing/clearing with your neighbor in advance of any contracting to avoid any potential misunderstandings.

If you are able, please also consider assisting the community in keeping our fire hydrants and the area around the mailboxes clear of snow.

The roads within Harbor Hill Subdivision are owned and maintained by the Town of Irondequoit, including and necessary snow removal and/or salting.

RUBBISH REMOVAL

Rubbish and recycling removal service is required by the Town of Irondequoit for every home (See Town Code: Chapter 192, solid waste, with respect to refuse collection, container placement and illegal dumping). At the request of homeowners, a convenience contract has been established with one hauler in order to achieve better rates and to prevent having multiple haulers through the community on different days and times. Because of this, rubbish and recycling costs are to be itemized when you receive your annual assessment letter as a separate line item from the HOA fees. Any questions about this can be directed to the Management Company.

If you have a special item that needs to be picked up or need a new toter or recycle bin, it is your responsibility to contact the vendor directly (note that you may be charged a separate fee for any special pickups or requests outside of the regular weekly service).

Rubbish and recycling removal is completed on a weekly basis. When there is a legal holiday (New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day) during the week your pickup will be delayed by one day.

Rubbish must be placed in toters and recyclables placed in approved recycling boxes/containers and secured in such a way to prevent them from blowing out of the container. Newspapers, magazines, and other papers should either be placed in paper bags, bundled, or weighted down. Residents are responsible for their own trash clean up if it blows around or is opened by animals. Rubbish and recyclables must be placed near the end of your driveway, not earlier than dusk the night before pick-up and not later than 6:00am on the designated pick-up day in order to guarantee pick-up. All rubbish and recyclable containers must be returned to your garage no later than the evening of pick-up day.

WHEN YOU ARE AWAY

If you leave for an extended period of time, it is suggested that you notify the Management Company and leave a forwarding address and telephone number where you can be reached. In addition, please provide the name and telephone number of a local person, such as a neighbor or family member, who can be contacted in case of an emergency and who will have a key to your townhome and will be checking your home periodically for any damage. You are also encouraged to turn your water off at the meter, turn down the temperature setting on your water heater, adjust your thermostat, and stop the delivery of your mail and newspaper while you are away.

OWNING/LEASING/RENTING

As a homeowner, the Covenants state that your townhouse is for “single or one family occupancy” which means residential occupancy by no more than two (2) unrelated adults or four (4) adults all related to one another; either brother, sister, step brother, step sister, mother, father, husband, wife, daughter, son, step daughter, step son, with any number of their children, all of whom are related to each other as brother or sister, step brother or step sister. This also applies to any renters.

Any homeowner who leases or rents their townhome to another party must inform all tenants of, and include in the lease, a requirement that the tenant must abide by the governing documents of the Association and these rules and regulations. The homeowner must notify the Management Company when a townhome is rented and provide the name and telephone number of the tenant(s), in case of emergency. The homeowner is held accountable for their tenant's actions. If, in the judgement of the Board of Directors, the tenant is causing problems or a nuisance to the Association, the homeowner will be required to remove the tenant.

Per Town of Irondequoit Town Code Chapter 177, if you rent your townhome you are required to register it with the town. If you rent, you are still required to follow the occupancy requirements as stated in the two paragraphs above.

PETS

In the interest of your investment, community relations, and a pet's welfare, owners must keep pets under control at all times making note that the Town of Irondequoit has a leash law requiring dogs be kept on a leash.

Pet owners are responsible for:

- Immediate pick up and proper disposal of pet excrement on all areas within Harbor Hill.
- Any property damage caused by their pets and for the appropriate repair of that damage.
- Seeing that their pets do not cause a nuisance such as excessive barking, or otherwise frightening or annoying residents or their guests.

TRAFFIC AND PARKING

As previously mentioned, the roads within the Harbor Hill Subdivision are owned and maintained by the Town of Irondequoit. The Town of Irondequoit requires that there be no parking on the road from November 1 to April 15 from Midnight to 9:00am and all owners/renters within Harbor Hill are expected to comply with this important town ordinance.

Since Harbor Hill is a small community with many people out walking, walking their pets, or having their children or grandchildren play outside, it is requested that owners, tenants, and their guests slow down when traveling on the roads within our community.

Garages and driveways are to be utilized for primary parking by homeowners, tenants, and their guests and invitees.

If on street parking is necessary, please be considerate and not park opposite someone else's driveway to avoid inconvenience and accidents. Vehicles should not be parked within 10 feet of fire hydrants and should not block mailboxes.

Parking is not permitted on grass areas at any time.

Residents may not park any vehicle with a business name or sign on it in the driveway. If the resident drives a business vehicle that has a name or sign on it, it must be parked in the garage and not in the driveway. This will help maintain the neighborhood as truly residential. However, if work is being done by an outside contractor and they have a vehicle, it may be

parked in the driveway while they are performing work at your home but should not be left there overnight unless the work is being done during the night.

No trailer, camping trailer, boat or mobile home may be parked or stored on the property (Section 7.10 of the Covenants).

GARAGES/GARAGE DOORS

Garage doors are to be kept closed except for ingress and egress and should not be left open for extended periods of time as doing so can be unsightly and could attract rodents and other wild animals or burglars. Regarding garage door colors, configuration, and/or replacement, please see Garage Doors under Architectural and Appearance Control on page 10.

NOISE

Residents are expected to remember the proximity of their neighbors in the community and avoid excessive noise levels when hosting parties, using televisions, radios, and stereo equipment. Parents are responsible for supervising their children so that they do not unnecessarily disturb other residents. While keeping general courtesy in mind with regard to noise, the Town of Irondequoit does have a noise regulation which state “No person shall make, continue or cause or permit to be made or continued any excessive noise.”

GARAGE/ESTATE SALES

Garage sales are prohibited with the exception for a community wide garage sale if approved by the membership at its Annual Meeting. Individual homeowner may hold an Estate/Household or Moving Sale if approved in advance by the Board of Directors through the variance request process (see page 9). The sale will be limited to no more than two consecutive days during the hours of 9:00am and 5:00pm. All items for sale must remain inside of the home. The unit holding the sale will be responsible for any damages caused by attendees to such sales. (See section regarding Signage under Architectural and Appearance Control for information pertaining to permitted signage for such sales.)

ARCHITECTURAL AND APPEARANCE CONTROL

RESPONSIBILITY FOR OVERSIGHT BY BOARD OF DIRECTORS

The Board of Directors conducts “walk arounds” of the neighborhood with the Property Manager formally twice per year to help assure our community maintains its original appearance and property values. In addition to these formal “walk arounds” Board members may make observations at other times of the year as well as checking on expressions of concerns from homeowners. The Property Manager also does weekly reviews of the Association. As a result of all of these efforts, homeowners are notified of issues that need to be addressed via mail and/or email correspondence.

NOTIFICATION OF VIOLATION AND FINES ASSESSED

As noted above, homeowners are notified by mail and/or email of any issues on their property that need to be addressed in order to maintain the appearance of our community to the standards expected when you purchased your property.

Homeowner will be given a specific timeframe (immediate, 30-days, etc.) to make the repair or correction depending on the type of issue. Consideration is given when weather would impact the ability to complete the repair or correction. The Property Manager is responsible to follow up and see if the repair or issue has been addressed and report their findings back to the Board. If the repair or issue is not addressed, or communication from the homeowner is not provided as to why more time may be needed (must be approved by the Board to extend the time), then a second notice will be sent including a fine or assessment that is due within the timeline noted below. If the issue is not addressed or corrected by the homeowner within the timeframes noted below, the Board will see that the work gets done and that the cost of having the work completed will be charged to the homeowner.

Pursuant to Article III, Section 3.11 A, the Board has established the following Schedule of Fees to be Assessed:

FOR FAILURE TO COMPLY WITH RULES AND REGULATIONS:	
First Notice:	Warning Letter
Second Notice:	Fee not to exceed \$100.00, payable within 15 days.
Third Notice:	Fee not to exceed \$250.00, payable within 10 days.
Fourth Notice:	Fee not to exceed \$500.00, payable within 5 days.
OTHER FEES	
For Returned Checks:	\$50.00
Monthly Late Fee:	\$35.00

VARIANCE REQUEST PROCESS

There shall be no changes or additions to the exterior of any building except as provided in these regulations. No alterations or additions may be made to the exterior of your townhome or your lawn areas without the prior written consent of the Board of Directors of the Association. Any homeowner who wishes to make any such changes, including but not limited to adding or removing a shrub or tree, installing a storm door, replacing a garage door, adding a deck, replacing doors or windows, adding exterior lighting, installing newspaper receptacles, flags, etc., must complete a Variance Request form and submit it to the Board of Directors for review and approval. Blank variance request forms may be obtained from the management company, a sample is provided in Appendix A.

The ONLY exceptions to the variance request process is in painting/changing the color of the front door provided that the paint color used is one of the five approved colors (if the door is being replaced and will result in a color change, this will require a variance request) and when seal coating your driveway.

ENTRY DOORS/COLORS/STYLES

While no variance is needed to paint or change your door color, there are only five colors that are allowed in the Harbor Hill Community which maintain the Williamsburg look intended when the community was built. The approved colors can be purchased from Sherwin Williams (851 East Ridge Road). The approved Sherwin Williams Colors are White, Black, Rustic Red (SW7593), Rosemary (SW6187), and Daphne (Blue) (SW9151), samples of these actual colors can be found in Appendix B – Approved Paint Colors.

If you choose not to purchase your paint through Sherwin Williams, you can take this information to your favorite paint provider and ask them to mix your favorite brand of paint to be an exact match to these colors. It is best to provide them with the Sherwin Williams paint sample cards if at all possible due to the possibility of slight color variations when producing this document.

REPLACEMENT

When a homeowner wants to replace any exterior doors, they need to replace them with the same style as currently exists in their home or as found on other homes within the community (Section 7.04 of the Covenants). Homeowners must also submit a variance request and obtain approval from the Board prior to any work beginning.

STORM DOORS

When a homeowner wants to add or replace a storm door, it needs to be in a style currently seen throughout the Harbor Hill Community; meaning either full glass or full glass that allows for screens to be adjusted to half glass/half screen. Storm doors may only be Black or White.

PERSONAL EFFECTS AND OTHER ITEMS IN FRONT OF HOMES

It is the homeowner’s responsibility to keep the front of their property clear of any items in front of garages or front steps/porches. This does not mean that you cannot have flowers, hoses, and appropriate decorations on front steps or front porches. However, this area is not meant to be a storage area for grills and “temporary” chairs, toys, bicycles, etc. Please be sure to return all of these items to the garage after using them (be sure your grill is cooled off and if it is a gas grill that the gas has been turned completely off at the tank as well as the burners).

GARAGE DOORS

It is the homeowner’s responsibility to properly maintain the garage door(s) on their townhome. Garage doors are to be painted white and have white trim. If a homeowner decides to replace their garage door, they must follow the variance request process before any work is started. The replacement garage door must have the same configuration of “panels” as the door that is being replaced.

FRONT DOOR LIGHT

Front door lights must be brass or black in color and in a traditional design. Before replacing the fixture at your home be sure to submit a variance request and obtain Board approval.

FRONT RAILINGS

Homeowners who wish to change or install new front railings must follow the variance request process. Railings on Harbor Hill and Lismore Green must be black wrought iron and of the design found at #60 Harbor Hill Drive. Railings on Port View Circle must be black wrought iron and of the design found at #100 Port View Circle. Railings on Glen Cove Rise are to be white wrought iron as can be found on #17 Glen Cove Rise. Railings that are part of the original structure of the homes on Glen Cove Rise must be white and of the original design and structure.

FRONT STEP MAINTENANCE

Steps on Glen Cove Rise made of brick must be maintained so that they are not chipping or broken. This often means patching the brick with concrete or another durable material that differs from the original color of the brick. This then must be painted to maintain a uniform appearance of your steps and throughout the street. If you need to or want to paint your front steps on Glen Cove Rise, the only colors allowed can be found in Appendix B – Approved Paint Colors. Please keep this in mind the next time you repair or paint your steps.

Front steps in the remainder of the community are to be maintained as concrete steps. If you need to repair these concrete steps and need to paint them to “cover up” a repair, the only color allowed is a concrete color which can be found in Appendix B – Approved Paint Colors.

If you want to REPLACE your steps, you will need to go through the variance process and obtain approval BEFORE beginning any work or hiring a contractor to complete the job.

DRIVEWAYS

Maintenance of the driveway is the responsibility of the individual homeowner. Driveways must be black asphalt and not concrete or brick. Driveways need to be seal coated every other year. Homeowners do not need to submit a variance request to have the driveway seal coated. However, a variance request is necessary in the event that a driveway is to be replaced.

As noted on page 4, ice and snow removal from driveways is the responsibility of the homeowner.

DUMPSTERS

If you are going to have a dumpster placed in your yard or driveway, you need to notify the Property Manager in advance of its purpose, when it is coming, and how long it will be there. You also need to make arrangements with your neighbors in advance for any parking issues that may occur and how you propose they be minimized or eliminated.

WINDOWS

When a homeowner decides to replace any of the windows in their home, they need to complete the variance request process including obtaining the Board's approval prior to work beginning. Windows must be replaced with windows that appear the same as those when the home was originally built (Section 7.04 of the Covenants). This means that the windows must have the same configuration of grids/mullions (i.e. six over six or eight over eight) as the original window being replaced. However, the grids/mullions may be between the glass instead of being removeable as all original window grids/mullions were.

GRIDS/MULLIONS

Grids/mullions must remain in windows at all times to assure the uniform appearance in our community. This includes the grids/mullions in the (transom) windows over the top of some front doors.

WINDOW COLOR

Windows, storm windows, and screens must all be white from the outside.

WINDOW COVERINGS

While window coverings may vary from home to home, they need to be maintained with a kempt appearance from the outside and not be unsightly. If a blind or shade is broken it must be fixed or replaced without delay. Windows may not be covered by any items not specifically designed to be a window covering; this includes but is not limited to sheets, blankets, flags, or papers.

WINDOW SHUTTERS

Window shutters must be black with a fixed, louvered design.

WINDOW AIR CONDITIONERS

Window air conditioners are not allowed in Harbor Hill. All homes have central heating and cooling which should be maintained so that auxiliary heating and/or cooling is not needed. If you find that you must have additional cooling there are portable units that do not protrude out of

the windows and instead appear from the outside as if there is a fan in the window, these are the only type of air conditioning units which would be acceptable.

ROOFS/SKYLIGHTS

Homeowners are responsible for maintenance to and replacement of the roof and/or skylights as may be necessary. A variance request needs to be submitted and approved by the Board prior to any work being started on such projects. Roofing shingles need to be architectural shingles in black on Harbor Hill, Port View, and Glen Cove Rise. Roofing shingles must also be architectural on Lismore Green but may be in either a black or grey color.

Whenever it is determined that a fireplace chimney stack or cap, or any other roof vent or stack begins to rust or becomes unsightly they must be painted black. A variance request must be submitted prior to the completion of the painting.

Some roofs, or sections of roofs, are prone to the accumulation of moss. Homeowners are responsible for keeping moss off their roof as it is not only bad for the life of the roof, but it is also unsightly. A variance request is not needed to have this work completed by either the homeowner or an insured contractor.

GUTTERS/DOWNSPOUTS

Gutters and downspouts must be white in color. Any necessary maintenance or replacement is the responsibility of the homeowner. In the event that the gutters and/or downspouts on your home need to be replaced you must follow the variance request process before the work begins. Gutter and downspout cleaning should be routine maintenance to your home in order to avoid clogging, a variance is not required when having your gutters and downspouts cleaned.

DECKS/PRIVACY (PARTY) WALLS

Homeowners are responsible for the appearance of and regular maintenance to their decks and privacy (party) walls. This includes repairing any damages and sealing and/or painting as may be necessary from time to time. Decks must be grey or a natural wood hue. The entire deck, including railings, must be the same color. A variance request does not need to be submitted to provide regular maintenance to your deck.

Privacy (party) walls are to be maintained with the same grey siding as when the townhome was originally built.

If a homeowner wants to replace their deck, expand their deck, and/or replace the decking material, a variance request must be submitted, and approval given prior to the work beginning.

Decks are to be kept free of any unsightly objects (Section 7.05 of the Covenants).

The area under the deck is to be kept free of weeds and unsightly items. This area is not to be used for storage.

DECK AWNINGS

Deck awnings are the only awnings allowed and must be of the retractable type. Homeowners wishing to install, or have installed, a deck awning must follow the variance request process including obtaining Board approval before ordering or installing the awning. Colors allowed for such awnings are grey, white, ivory, or black.

LANDSCAPING/SHRUBS/FLOWERS

The Harbor Hill Subdivision Association is only responsible for the builder-installed plantings in the front of the homes. These will be pruned as needed, unless you specifically request in writing to the Management Company and/or Property Manager that yours are not. If you choose to not have the Association maintain these plantings on your behalf, you will be responsible for ensuring the trimming is complete within two weeks of when the same is completed throughout the community.

The Association will mulch front landscape beds at every home and for those homes on street corners the landscape beds will be mulched on the side of the home as well. If you do not want your garden mulched by the Association, you must notify the Management Company and/or Property Manager in writing that you do not want it done. As with trimming of shrubs, if you choose to not have the Association address the mulching needs at your home you will be responsible for ensuring that within two weeks of the mulch installation throughout the community your landscape bed is mulched with the same color mulch as was used throughout the community.

Any plantings which are not original (whether installed by the current or former owners) are the responsibility of the current owner. If a new homeowner does not want to maintain the plantings of the former owner, the plantings must be removed by the new owner. Failure to maintain plantings which are your responsibility will result in the work being completed by the Association and the cost of this work will be billed to the homeowner.

Per Section 7.03 of the Covenants homeowners may extend and supplement the original landscape plantings that were provided by the builder so long as the supplemental plantings are between the rear walls of the townhome to a point 30 feet therefrom; but in no event beyond the owner's real lot line, in the immediate area of their entry, or in any existing gardens and provided that these plantings be forever maintained by the homeowner and that they receive prior approval from the Board of Directors. A variance request indicating your plans must be submitted and approved prior to beginning any such changes to your landscaping.

Removal or replacement of any trees or shrubs is the sole responsibility of the homeowner with the exception of the removal of trees as listed in Appendix C.

TREES

Trees which were planted by the builder (as identified in appendix C) will be trimmed by the Association's contractor. These are the only trees that the Association is responsible for the fertilization and/or trimming of, as it may be necessary. If you do not want any of the trees which are on your property and also on this list trimmed and/or fertilized, you must inform the Management Company and/or Property Manager in writing that you do not want this done. You

will then be responsible for the trimming and/or fertilizing of those trees within two weeks of the work being completed in the rest of the community.

Any trees not listed in Appendix C and which are on your property (as defined by your real lot lines) are your responsibility and it is expected that they will be properly maintained. Removal of any trees not listed in Appendix C is the sole responsibility of the homeowner. The Association will only be responsible for removing any dead or dying trees which are listed in Appendix C and the determination of the need will be based on information obtained from a professional in the field. If a homeowner should decide that they wish to remove a tree that is listed in Appendix C and it is not determined to be dead or dying as noted above, the cost of the removal is the sole responsibility of the homeowner.

Except for the Spring and Fall clean-ups that are performed community wide, clean up of any leaves or other droppings from trees are the responsibility of the homeowner and need to be addressed to prevent any damages or safety issues.

FENCING

According to Section 7.03 of the Covenants, no fencing is allowed at Harbor Hill. If a homeowner finds it necessary to use something to prevent shrubbery or flowers from being eaten or damaged by wildlife, it is suggested that “liquid/chemical” fencing be used during the appropriate seasons. An alternate option would be a “black string mesh” type material that may be laid over or around garden plants and trees as it is practically invisible. Trunks of young or vulnerable trees may be wrapped or have black “pool noodles” placed around them to prevent damage from deer and other wildlife.

Temporary metal fencing will be allowed around young or tender trees only during the fall/winter season from September 15th through April 30th.

RETAINING WALLS (RAILROAD TIE WALLS)

The maintenance, repair, and/or replacement of the retaining wall(s) throughout the Harbor Hill Community is the responsibility of the homeowner whose real property the wall is on. You may or may not be aware that many of these walls are deteriorating and the homeowners must replace them before they become a hazard or cause issues with drainage and/or lawn maintenance. Previously, the Board of Directors determined that when replaced, the retaining walls are to be constructed of Versa-Lok. Before any work can begin on replacing your retaining wall (or your portion of a retaining wall), a variance request must be submitted, and approval received from the Board.

SIGNS

No signs are permitted except that one “For Sale” sign may be placed in the front window or door and “Open House” signs are permissible on weekends so long as they are removed each day at the end of the open house. The same guidelines apply to Estate/Household or Moving Sales with the additional requirement that they be approved by the Board of Directors through a variance request, in advance.

Signs from security companies indicating that the home is protected by their security system will be allowed if they are well maintained, placed in the garden space, and do not exceed 12 inches x 12 inches.

SATELLITE DISHES/ANTENNAS

While our Covenants forbid antennas, FCC regulations disallow the prohibition of certain satellite dish and antenna installations. However, the Association maintains the right to approve the location of any such installations. Such items must be placed in areas unobtrusive to neighbors on all sides. A variance request must be submitted and approved by the Board prior to the installation of any such satellite or antenna regardless of if it is being installed by the homeowners themselves or a commercial company.

FIREPLACE WOOD

Fireplace wood is to be stored so as not to be unsightly to other residents.

OTHER STRUCTURES

Homeowners may not construct or place any outbuildings, structures, or sheds on their property without first obtaining approval from the Board of Directors through the variance request process (Section 7.04 of the Covenants).

SPORT (JUMP) RAMPS/SKATEBOARDING/BASKETBALL HOOPS

The keeping of ramps of any type, style, material (wood, piled dirt, snow, hay bales, etc.) in driveways for skateboards, bicycles, roller blades or any other sport or athletic activity is not permitted.

Basketball hoops, whether free standing or attached to the garage or townhome proper, are not permitted.

FLAGS

The American flag or decorative flags may be displayed however the size of such flag is not to exceed 3'x5' and must be displayed on a wall mounted staff.

PROBLEMS/QUESTIONS/CONCERNS

What do you do if you have a problem, question, or concern not addressed in this document? Please contact the Management Company and/or Property Manager who will try to address your issue if it is within their scope. Otherwise, they will refer it to the Board of Directors, and someone will get back to you with an answer or response as soon as possible.

HARBOR HILL SUBDIVISION ASSOCIATES, INC.
VARIANCE REQUEST

PLEASE RETURN COMPLETED FORM TO:
variances@kenrickfirst.com

HOMEOWNER: _____

OR by mailing to:
Kenrick Corporation c/o Variances
3495 Winton Place, D-4
Rochester, New York 14623

ADDRESS: _____

PHONE: _____

PROPERTY: _____

EMAIL: _____

TO THE BOARD OF DIRECTORS:

I REQUEST PERMISSION TO MAKE THE FOLLOWING CHANGES TO THE EXTERIOR OF MY TOWNHOUSE OR TO THE COMMON AREA OF THE COMMUNITY. I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO OBTAIN ANY BUILDING PERMITS THAT MAY BE NECESSARY FOR THIS WORK. I HAVE ATTACHED A SKETCH OF PROPOSED CHANGES, LISTED MATERIALS TO BE USED, AND INDICATED WHO WILL DO THE WORK (please be explicit; extra sheets may be attached).

REASON FOR VARIANCE REQUEST: _____

WHO WILL COMPLETE THE WORK? (All contractors must provide Kenrick Corporation a Certificate of Insurance evidencing appropriate liability and a current Workers Compensation policy): _____

LENGTH OF GUARANTEE (If applicable): _____

Does your project require a construction dumpster, POD storage, or access to neighboring properties? (circle one) **YES** **NO**

INDICATE ANY FUTURE MAINTENANCE REQUIRED BY THE ASSOCIATION: _____

DATE _____

SIGNATURE OF PETITIONER _____

=====

BOARD OF DIRECTORS ACTION:

_____ APPROVED

_____ DENIED

DATE _____

AUTHORIZED SIGNATURE _____

COMMENTS: _____

LATEST COMPLETION DATE AFTER WHICH ANY APPROVAL IS AUTOMATICALLY REVOKED AND NEW VARIANCE REQUEST IS NECESSARY: _____

DATE ON WHICH ACTED-ON VARIANCE REQUEST MAILED TO PETITIONER _____

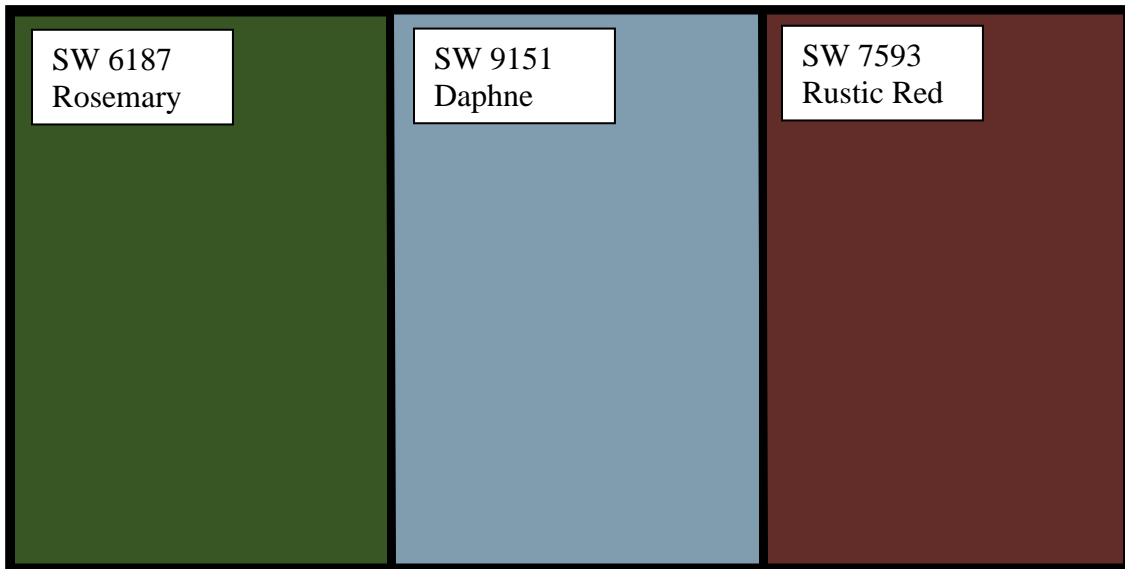
APPENDIX B

APPROVED PAINT COLORS

Please Note: The sample colors below are just that, samples. Due to possible fluctuations in color when reproducing, original sample cards and/or formulas should be obtained from Sherwin Williams in the event that you will be purchasing paint from a different provider.

APPROVED ENTRY DOOR COLORS:

The Association has the following three approved entry door paint colors from Sherwin Williams in addition to Black and White:



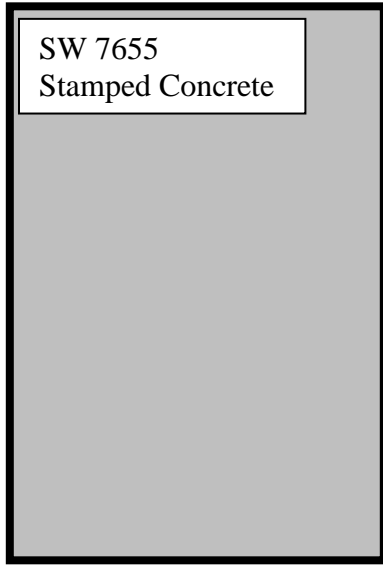
APPROVED BRICK STEPS COLORS:

The Association has approved the following three paint colors from Sherwin Williams for painting brick steps:



APPROVED CONCRETE STEPS COLOR:

The Association has approved the following paint color from Sherwin Williams for painting any concrete steps:



APPENDIX C

LISTING OF TREES TO BE TRIMMED/FERTILIZED

Street/House #	Tree Type(s)
Harbor Hill Drive - S. side along Thomas Ave.	1 Pine, 1 Blue Spruce
Harbor Hill Drive - 5	1 Crabapple
Harbor Hill Drive - btwn 10 & 20	1 Dogwood
Harbor Hill Drive - 35	1 Crabapple
Harbor Hill Drive - 45	1 Pear
Harbor Hill Drive - 50	1 Oak
Harbor Hill Drive - 60	1 Crabapple
Harbor Hill Drive - 70 (in circle btwn driveway and road)	4 Dogwood
Harbor Hill Drive - 80 (in circle btwn driveway and road)	3 Dogwood
Harbor Hill Drive - btwn 85 & 95	1 Maple
Harbor Hill Drive - 90	1 Dogwood
Harbor Hill Drive - 100	1 Birch
Harbor Hill Drive - backyards btwn 70 & 90, along Glen Cove	2 Cherry
Harbor Hill Drive - 210	1 Cherry
Harbor Hill Drive - 250	1 Dogwood
Harbor Hill Drive - 255	1 Maple
Harbor Hill Drive - 265 (to side)	1 Tree
Harbor Hill Drive - 310 (near lamppost)	1 Box Elder
Harbor Hill Drive - 310 (to side)	1 Crabapple, 1 Oak
Harbor Hill Drive - 315	1 Maple
Port View Circle - 100	1 Linden
Port View Circle - 125	1 Tree
Port View Circle - 130	1 Dogwood, 1 Service Berry
Port View Circle - 135	1 Arborvitae
Port View Circle - 155	2 Cherry, 1 Plum
Lismore Green - 23	1 Japanese Maple
Lismore Green - 27	1 Japanese Maple
Lismore Green - 29	1 Dogwood
Lismore Green - 33	1 Crabapple
Lismore Green - 33 (to side)	1 Maple
Glen Cove Rise - 5	1 Pear, 1 Crabapple
Glen Cove Rise - 7	1 Pear
Glen Cove Rise - 8	1 Japanese Maple
Glen Cove Rise - 9	1 Pear
Glen Cove Rise - 11	1 Maple
Glen Cove Rise - 13	1 Dogwood
Glen Cove Rise - 14	1 Cherry
Glen Cove Rise - 17 (to side)	1 Dogwood
Glen Cove Rise - 18	1 Cherry
Glen Cove Rise - 19	1 Maple
Glen Cove Rise - 20	1 Crabapple
Glen Cove Rise - 21	1 Crabapple
Glen Cove Rise - 22 (side, rear corner)	1 Tree

TABLE OF CONTENTS

Important Telephone Numbers	1
Overview	2
General Information	
Board of Directors	2
Management Company/Property Manager	3
Annual Meeting	3
Fiscal Year	3
Homeowner Assessments (Dues)	3
Insurance	4
Property Access	4
Maintenance of Your Townhome	4
Snow & Ice Removal	4
Rubbish Removal	5
When You Are Away	5
Owning/Leasing/Renting	5
Pets	6
Traffic and Parking	6
Garages/Garage Doors	7
Noise	7
Garage/Estate Sales	7
Architectural and Appearance Control	
Responsibility for Oversight by Board of Directors	8
Notification/Timeline/Fines	8
Variance Request Process	9
Entry Doors/Colors/Styles	9
Replacements	
Storm Doors	
Personal Effects in Front of Homes	10
Garage Doors	10
Front Door Light	10
Front Railings	10
Front Step Maintenance	10
Driveways	11
Dumpsters	11
Windows	11
Grids/Mullions	
Window Color	
Window Coverings	
Window Shutters	
Window Air Conditioners	11

Roofs/Skylights	12
Gutters/Downspouts	12
Decks/Privacy (Party) Walls	12
Deck Awnings	13
Landscaping/Shrubs/Flowers	13
Trees	13
Fencing	14
Retaining Walls (Railroad Tie Walls)	14
Signs	14
Satellite Dishes/Antennas	15
Fireplace Wood	15
Other Structures	15
Sport (Jump) Ramps/Skateboarding/Basketball Hoops	15
Flags	15
Problems/Questions/Concerns	15
Appendices	
A. Sample Variance Request Form	16
B. Approved Paint Colors	17
Entry Door Paint Colors	
Brick Steps Paint Colors	
Concrete Steps Paint Colors	
C. Trees to be Trimmed/Fertilized	19

Ratified by the Harbor Hill Subdivision Association Board of Directors on April 20, 2022.

HARBOR HILL SUBDIVISION ASSOCIATION

A Community of 74 Townhomes

HOMEOWNERS MANUAL

And

RULES & REGULATIONS