

# HUNTINGTON PARK HOMEOWNERS ASSOCIATION



## RULES & REGULATIONS

2026



Huntington Park Homeowners Association, Inc.  
**Annual Calendar of Scheduled Maintenance**

January-February-March  
 SNOW!

- All outdoor maintenance depends on the weather.
- All emergency repairs to homes and property continue through the winter.
- Trash pickup may be delayed due to holidays or during particularly bad weather. Do your best to place trash and recycle containers out of the way of plows.
- The plow contract calls for snow removal from driveways and parking lots at two (2) to three (3) inches of snow.
- Shoveling of sidewalks and in front of garage doors, and return trips to clear ends of driveways will be done as time and manpower permit.
- Areas around mailboxes and fire hydrants will be cleared as often as needed.
- The Town of Henrietta plows Running Creek Circle and town roads. We have no control over the Town's plowing schedule. Further, it is not always possible for our plow service to return immediately after the Town plow has passed.
- Removal of excess snow during heavy snowfall costs extra. The contractor tries to pile excess snow on the property to save us money.

April-May-June  
 RAIN!

- All outdoor maintenance depends on the weather.
- All emergency repairs to homes and property continue through the spring.
- Trash pickup may be delayed due to holidays or during particularly bad weather, such as strong winds.
- Landscape and ground crews will perform scheduled spring cleanup, but may be delayed due to rain, wet ground, etc. All scheduled spring maintenance will get done.
- Lawn treatment for weeds is contracted out and is scheduled by the contractor. All homeowners will be notified before expected treatments with a rain date. The contractor will post notices in the lawn. Please remove these notices after 24 hours and place them in your recycle bins.
- Bee extermination services are contracted out for two treatments a year: May and August. According to our Rules and Regulations, homeowners may hire their own exterminators between HOA services. Be aware, our flowering trees and the increase in flowers in your gardens encourage bees.
- Lawn mowing depends on ground conditions as well as weather. When the grass is too wet to mow, the contractor will delay service or reschedule. The contractor makes the decision on when to mow.
- Edging and mulching of your front planting area are scheduled by the landscape contractor—generally when the shrubs are pruned. If you do not want mulch because of allergies or other personal preference, please notify Kenrick Corporation. We'll do our best to bypass your property.
- Please do not ask for additional mulch for your back or privacy area. These areas are your personal responsibility.
- The walk-around by the Board of Directors is scheduled in late May or early June depending on weather and ground conditions. The purpose of this walk is to identify those areas needing attention such as tree damage and non-compliance by homeowners to the Rules and Regulations. A report is

prepared, the Board of Directors reviews all items in the report, and action is taken either in the form of additional maintenance or contact with homeowners.

July-August-September  
HOT! DRY!

- All outdoor maintenance depends on the weather.
- All emergency repairs to homes and property continue through the summer.
- Trash pickup may be delayed due to holidays or during particularly bad weather, such as strong winds.
- Shrub pruning is done by the landscape contractor and is scheduled for early July, and again in September if needed. If you have installed your own shrubs and plan to maintain them yourself (especially if your shrubs require special attention), please advise Kenrick Corporation or place a note (“do not trim”) inside a baggie and attach to your shrub(s).
- Only originally installed vinyl fences enclosing your patio area will be inspected and repaired by the Homeowners Association. All other fences (wood or otherwise) not installed by the Homeowners Association are the responsibility of the homeowner, and must be kept in good repair.
- During particularly dry weather conditions, please water your shrubs and any trees on your property. A little preventive maintenance saves our natural resources. Also, if grass seed has been put down on or near your property, please water it or you will continue to have bare spots in your lawn.
- You will be notified of any lawn treatment or bee extermination services as they are scheduled.
- Seal coating of driveways and parking lots is usually done in July during hot, dry weather. All driveways are seal coated on a 3-year schedule. You will receive notification explaining where to park and for how long.
- Bee extermination services are contracted out for two treatments a year: May and August. According to our Rules and Regulations, homeowners may hire their own exterminators between HOA services. Be aware, our flowering trees and the increase in flowers in your gardens encourage bees.

October, November, December  
LEAVES! LEAVES! LEAVES!

- All outdoor maintenance depends on the weather.
- All emergency repairs to homes and property continue through the fall.
- Trash pickup may be delayed due to holidays or during particularly bad weather, such as strong winds or early snow.
- Our landscape contractor will schedule fall cleanup and will return often to clear fallen leaves during these months. The work is dependent on weather conditions.
- All gutters and downspouts and the driveway drains at S. Winton homes will be cleaned.
- Your planting areas should be cleaned up including removal of any potted plants.
- Our trees will be inspected and pruned by a certified arborist. Limbs touching roofs or gutters will be trimmed back. Larger trees will be pruned during winter months or according to the arborist’s schedule.
- Any fallen limbs or trees should be reported immediately to Kenrick Corporation.
- If we have snow, please refer to the winter schedule regarding snow removal.

Huntington Park Homeowners Association  
Rules and Regulations  
**Contents**

*Preface* ..... 9

Advertising and Signs ..... 9

Air Conditioners ..... 9

Annual Calendar of Scheduled Maintenance ..... 3

Antennas ..... 9

Awnings ..... 10

Bird Feeders and Bird Houses ..... 10

Chain-Link Fences ..... 10

Charges ..... 10

Chimney Cleaning ..... 10

Clotheslines ..... 10

Decks ..... 10

Decorations ..... 10

Doors, Ingress/Egress Doors, Storm Doors, Windows & Skylights... 10

Emergencies vs non-emergencies ..... 21

Exterior Modifications ..... 11

Exterminating/Extermination ..... 11

Fences..... 11

Fire Pits..... 11

Garbage and Refuse ..... 11

Grills ..... 12

Ice Dams on Roofs and Gutters. .... 19

Insurance ..... 12

Leaving Your Unit for an Extended Period ..... 18

Mailboxes ..... 12

Maintenance of Townhouses ..... 12

Noxious or Offensive Activities ..... 12

Nuisance Wildlife ..... 12

Outside Storage ..... 13

Oversized, Commercial and Unlicensed Vehicles ..... 13

Parking ..... 13

Pets ..... 13

Rentals ..... 14

Responsibility Chart ..... 17

Satellite Dish ..... 14

Shrubbery and Flowers ..... 14

Skylights ..... 15

Snowmobiles and ATVs ..... 15

Use ..... 15

Utilities ..... 15

Variance Requests ..... 15

Vehicle Repairs ..... 15

Conclusion ..... 16

***Enforcement*** ..... 16



# HUNTINGTON PARK HOMEOWNERS ASSOCIATION



## **PREFACE:**

Huntington Park homeowners enjoy the freedom of owning their own townhomes. There are, however, specific rules and regulations designed to make Huntington Park pleasant for all residents. The Board of Directors spends a great deal of time and energy to ensure that all residents' concerns are addressed in an equitable and timely manner. The Board bases its decisions on the Offering Plan, Declaration, and Bylaws of the Association.

This booklet contains rules and regulations extracted from the Huntington Park Homeowners Association's operating documents—most items can be found in Section 10 of the Declaration. Topics are covered alphabetically. We urge you to refer to these rules and the responsibility chart before contacting the Board of Directors and/or the Management Company regarding variance requests, maintenance procedures and rules violations. All Variance Requests should be submitted to the Board of Directors through the Association's Management Company.

## **ADVERTISING AND SIGNS:**

Signs are NOT permitted in or on the windows, yards, fences, buildings, trees, poles or structures of the common property except as noted below:

- FOR SALE—one (1) standard realtor sign approximately 18x24 inches may be displayed in one (1) window, and removed when the house is sold.
- OPEN HOUSE—one (1) standard realtor standing sign may be placed in front of the house and at the entrance to the property during open house only.
- GARAGE SALE—a sign at the entrance to the property may be displayed for the day the sale is held, and removed at the end of the day.

## **AIR CONDITIONERS:**

Window mounted air conditioners are not allowed. Central air conditioning compressor units must be located in the rear of the townhouse.

## **ANTENNAS:**

No outside radio, telegraphic, television or other antenna, dish or other transmitting or receiving device shall be erected on the exterior of any building or tree on the property. [See also Satellite Dish]

**AWNINGS:**

Prior approval by the Board is required before installation of awnings attached to the homes. Awnings must be consistent with the types previously installed at Huntington Park. Following approval and prior to installation, the homeowner is required to sign an awning disclaimer form absolving the Association of any responsibility for maintenance of, or structural damage due to the awnings. Awnings with pipe frames mounted on an owner's deck are acceptable if well maintained. [Variance Request]

**BIRD FEEDERS AND BIRD HOUSES:**

No bird feeders or bird houses whether real or imitation are allowed in the front or side foundation planting beds or lawns. Only bird seed formulated for small songbirds will be permitted in privacy areas.

**CHAIN-LINK FENCES:**

Unless otherwise consented to by the Association, no chain-link fence shall be erected anywhere on the property. [Variance Request]

**CHARGES:**

Monthly assessments are equal for all homeowners. Payments not received by the 10<sup>th</sup> of the month, will be subject to a \$10.00 late fee. Homeowners more than 30 days in arrears may be subject to a lien, suit and loss of vote and are liable for all costs associated with payment collection.

**CHIMNEY CLEANING:**

Chimney cleaning is the responsibility of the homeowner. Annual cleaning is recommended where fireplaces are used on a regular basis. It is also recommended that only hard woods be burned in the fireplaces of the two-story units. The ranch style units, having masonry fireplaces, are able to withstand higher temperatures.

**CLOTHLINES:**

No outdoor drying or airing of any clothing or bedding shall be permitted on the property.

**DECKS:**

Maintenance and staining of decks are the responsibility of the individual homeowners. All decks are to be neutral in color. New construction must be approved by the Board. [Variance Request]

**DECORATIONS:**

No decorations, newspaper tubes, flags, windmills, signs or large plastic, metal, wooden or stone objects may be placed in front or side foundation planting beds or lawns. An exception is made for holiday decorations for a limited period of time. An American flag (not oversized) displayed from a front porch is permitted.

**DOORS, INGRESS/EGRESS DOORS, STORM DOORS, WINDOWS AND SKYLIGHTS:**

Pursuant to the Association's Declaration, Article VI, Section 6.01, Sub-section b, the Association shall not repair or replace windows (including skylights), window panes or doors. Storm doors must be full-view type. [Variance Request]

If a skylight leak is reported, Kenrick will send someone to determine responsibility. If it is determined that it is a roof/flashing issue, the HOA will take responsibility for repairs and the cost of the service call. If it is determined that the leak is caused by the failure of the skylight window frame or glass, the Homeowner is responsible for repairs and/or replacement.

All front doors must be painted the same color for any particular building. The current front door (Board approved) color is a cranberry type red, and should be replicated on any new door.

**EXTERIOR MODIFICATIONS:**

No modifications may be made to the exterior of any home without prior written approval of the Board. All requests for decks, patios, new entrance doors, new windows, outside lights, hot tubs, vents, etc., must be made to the Board in writing for review and approval. Requests should include a brief description of the modification, a sketch if appropriate, dimensions and materials to be used. Exterior colors may not be changed. No modification to the deck or patio may be attached to the house. [Variance Request].

In the case of awnings or additions, following approval and prior to installation, the homeowner is required to sign a disclaimer form absolving the Association of any responsibility for maintenance of, or structural damage due to the modification, and may be asked to remove or replace the structure they've added when deemed unsightly or unsafe.

**A licensed contractor must be used for any project that involves any alterations to the exterior of the unit, i.e., roofs, siding, foundations, etc.**

**EXTERMINATING/EXTERMINATION:**

Excluding bee spraying, which shall be provided for by the Association at the Board of Directors' discretion, all exterminating services whether interior or exterior will be the responsibility of the individual homeowner. See responsibility chart attached to these Rules & Regulations.

**FENCES:** Only originally installed vinyl fences enclosing your patio area will be inspected and repaired by the Homeowners Association. All other fences (wood or otherwise) not installed by the Homeowners Association are the responsibility of the homeowner, and must be kept in good repair.

Originally installed fencing is maintained by the Homeowners Association until such time as it becomes integrated with a deck installation, after which it becomes the homeowner's responsibility to maintain to Association standards.

**FIRE PITS:**

Fire pits are not allowed anywhere on the property including decks or patios. They are a fire hazard.

**GARBAGE AND REFUSE:**

- The Board of Directors may adopt and promulgate reasonable rules regarding the size, shape, color and type of trash container permitted.
- All garbage, trash and refuse must be kept in covered containers (NOT PLASTIC GARBAGE BAGS) and cannot be stored or allowed to accumulate outdoors on any portion of the property. The exception to this regulation is during the course of construction or repair of any variance-approved improvement or modification. Homeowners should arrange with contractors working on their property to dispose of or remove all debris from the project.
- All garbage/trash and recyclables (in the proper recycle box) should be placed at the curb between the hours of 4:00 PM the night before the Association's scheduled pick-up and 6:00 AM the morning of the Association's scheduled pick-up. Empty trash containers must be retrieved and stored on the same day as pick up.
- A fine will be imposed for not complying with these regulations.

- The Association's scheduled pick-up day is determined by the refuse contractor and all homeowners will be notified. If pick up falls on or immediately following a holiday, pick up will be delayed by one day. [Please note: this schedule may change due to inclement weather or other factors.]
- There is an extra charge for removal of oversized and/or heavy items (such as furniture, mattresses and appliances). The homeowner should contact the current waste removal company to find out the amount of any extra charge and make arrangements to pay that charge directly to them. Homeowners should keep a receipt for this payment in their records.

**GRILLS:** All outdoor grills should be at least ten feet from any structure when in use. This is required by our insurance company.

**ICE DAMS ON ROOFS AND GUTTERS:** See Addendum attached to these Rules & Regulations.

**INSURANCE:**

The Association is responsible for providing insurance for Huntington Park as specified in the Association's Declaration, Article IX, Section 9.01. Accordingly, the Association secures a Master Policy whose premiums are covered by the monthly assessments. **Each unit owner is responsible for personal property and personal liability insurance coverage.** If a homeowner or guest trips and is injured, the Association's Master Policy would not cover such an event. Homeowners requiring documentation of the Master Policy should contact Kenrick who will refer them to the insurance company.

**LEAVING YOUR UNIT FOR AN EXTENDED PERIOD**

See Addendum attached to these Rules & Regulations.

**MAILBOXES**

For lost keys or keys/locks that no longer work:

- Report problem at front counter of the main Post Office on Jefferson Road for zip code 14623
- Pay the fee required
- There may be an up to three days wait to be notified to pick up new keys

**MAINTENANCE OF TOWNHOUSES:**

With respect to the Townhouses, including garages, the Association shall repair and replace the exterior siding, gutters, downspouts and roofs; paint the trim of windows and doors—but shall not repair or replace windows, skylights, window panes or doors, or maintain, repair or replace porches, patios or decks. The Association shall repair and replace fences installed by the Association, but shall not repair or replace slate or concrete walks, stoops or porches.

**NOXIOUS OR OFFENSIVE ACTIVITIES:**

No noxious or offensive activity shall be carried out upon any portion of the Property, nor shall anything be done thereon that may be or become a nuisance or annoyance to the area or to the other homeowners.

**NUISANCE WILDLIFE**

All homeowners are discouraged from feeding wildlife of any kind on Huntington Park property.

The Town of Henrietta may have live traps for outdoor use to humanely trap nuisance wildlife, e.g., woodchucks, skunks or animals that can burrow and damage townhomes or garages. The traps are issued to residents only when wildlife is threatening real property. Contact the Town of Henrietta Animal Control

directly. Please note that if a homeowner elects to call a private animal control service, the resulting cost of that service is the responsibility of the homeowner.

When a homeowner reports the possibility of an animal inside the structure, the Association will send someone to check for evidence and access point. If no animal evidence is present, the Association will fix the structure so that the potential access point is no longer present. If there is evidence of a live animal living in the structure, and absent homeowner negligence (doors left open, standard homeowner maintenance such as weatherproofing not done), the Association will arrange for mitigation and then repair the structure.

### **OUTSIDE STORAGE:**

Outside storage on decks or patios is not permitted. All homeowners are encouraged to keep their decks and privacy areas neat and tidy.

### **OVERSIZED, COMMERCIAL AND UNLICENSED VEHICLES:**

Unless used in connection with the maintenance of the property, the following shall not be permitted to remain overnight on the property.

- Unlicensed motor vehicles of any type
- Commercial vehicles of a weight of two (2) tons or more, unless garaged. Please note that the NYS DMV classifies a commercial vehicle as: “a vehicle utilized for the means of transporting which displays or is displaying an advertisement designed for profit or for mass appeal or having to do with commerce...”

### **PARKING:**

No overnight parking is allowed on the roadway (Running Creek Circle) by any type of vehicle or trailer. No overnight parking is allowed in the driveways or parking areas by campers or trailers without written approval from the Board for a specific time and place. The Board reserves the right to permit or prohibit parking privileges on a case-by-case basis.

### **PETS:**

Information concerning pets is given in the Huntington Park Declaration, Article X, Section 10.02. Additions and clarifications are given below:

- The following breeds or mixed breed types of dogs are not allowed on the property by residents or guests because of potential insurance liability risks: (1) American Staffordshire Terrier, American Pit Bull Terrier, Staffordshire Bull Terrier, all commonly known as Pit Bull, (2) Doberman Pincher, (3) Rottweiler, (4) Chow Chow or (5) Presa Canario.
- Each unit will be allowed one (1) cat and/or one (1) dog belonging to the owner. No deviation of this rule will be permitted without prior written approval by the Board of Directors.
- Pets may not run free in the community.
- Pets may not be tethered in the front yard. Tethers no longer than fifteen (15) feet may be attached to an in-ground anchor or deck in the homeowner’s privacy area. Tethers and anchors must not interfere with yard maintenance (e.g., mowers) and may not be attached to the privacy fences, trees or buildings.
- Pet droppings **MUST BE PICKED UP EVERY TIME**. Always carry a plastic bag to pick up excrement when walking pets on Association property. Lawn or plant damage due to pets will be repaired or replaced and charged to the pet owner.
- Homeowners walking pets must keep their pets off other homeowners’ private lots and off neighboring CP Rochester property.
- The Board of Directors will assess fines or, at the extreme, require removal of a pet if violations are not corrected promptly.

**RENTALS:**

No homes may be rented or leased in accordance with Huntington Park HOA Certificate of Amendment to the Declaration and By-laws as recorded at Monroe County Clerk, in book 12827, page 0014. This is to prevent commercial real estate companies from purchasing properties to use as rentals.

**SATELLITE DISH:**

Small satellite receiving dishes less than two (2) feet in diameter may be mounted within the confines of the privacy fences with prior approval of the Board. [Variance Request]

**SHRUBBERY AND FLOWERS:**

The following rules apply:

- Enclosed areas and areas around decks are the responsibility of individual homeowners. Those privacy areas with access and containing grass only, will be maintained by the Association.
- Homeowners will be notified that Association-installed plantings ONLY will be trimmed by the landscaper.
- Any homeowner-installed plantings are the responsibility of the homeowner. A note should be attached to these shrub(s) stating “Do not trim”.
- Homeowners are allowed garden areas, within the confines of their privacy areas, decks, and patios, as long as they are well maintained and in good taste. If these areas are not maintained by the homeowner, the Association will clean up the area and charge the homeowner. Also, these areas must be returned to their original state upon sale of the townhome or the buyers must be made aware that maintenance of the privacy area, deck, and patio is their responsibility.
- Plantings are allowed in the front foundation bed but should not exceed 18 inches in height and are subject to the general rule of being well maintained and in good taste. Homeowners who plant in their front foundation beds are responsible for their own weeding and plant maintenance.
- Plantings must not interfere with or contribute to the work of the lawn maintenance crews or painters.
- All gardens should be cleaned up each fall.
- A planter or hanging flower basket on the front porch is allowed.
- Side foundation beds of end units should consist of tree or bush plantings.
- Association-installed foundation plantings, shrubbery and trees may not be altered without prior approval by the Board.
- No plantings, hanging pots, vines trained to climb trees, etc., are allowed around trees located outside the foundation planting beds.
- No sunflowers, climbing plants, or spreading plants are allowed in the front or side foundation beds.
- If planters or hanging pots damage privacy fences, the homeowner will be held responsible for repair or replacement of the damaged fence.
- Plantings may not be attached to the building.
- No pots or other planters are allowed on driveways.
- Consideration should be given to maintaining access to outside faucets, electrical outlets and utility meters.

**SKYLIGHTS:**

If a leak in the skylight is reported, Kenrick will send someone to determine cause and responsibility. If it is determined that it is a roof/flashing issue, the HOA will take responsibility for repairs and the cost of the service call. If it is determined that the leak is caused by the failure of the skylight window frame or glass, the homeowner is responsible for repairs and/or replacement.

**SNOWMOBILES AND ATV'S:**

No snowmobiles, ATV or similar motor vehicle may be operated on any portion of the Huntington Park property.

**USE:**

- No homes may be rented or leased. [Resolution 2009 and Bylaw Amendment 2014]
- No basement, temporary building, trailer, tent, shack, barn, outbuilding, shed, garage or building in the course of construction or other temporary structure shall be used, temporarily or permanently, as a dwelling on any lot or other portion of the property, except with the consent of the Association.
- No wholesale or retail business, service occupation or home business in conflict with applicable municipal laws and ordinances shall be conducted in or on any lot or other portion of the property without the consent of the Association, except that the Association's consent shall not be required for a legal home occupation requiring no visitor parking or employee parking.

**UTILITIES:**

No facilities, including without limitation, poles, antennas, dishes or wires for the transmission of electricity, electronic or telephone messages, and water, gas, sanitary and storm sewer drainage pipes and conduits shall be placed or maintained above the surface of the ground on any portion of the property without the prior written approval of the Board of Directors.

**VARIANCE REQUESTS:**

The Declaration provides for "architectural controls." Any and all proposed modifications to the exterior of any home must be reviewed by the Board of Directors. All homeowners must submit detailed Variance Requests for any work planned on their homes, e.g., satellite dish, new deck, new patio, new entrance door, new windows, outside lights, hot tub, vents, generator, additional privacy fencing, and any indoor work that may affect siding or roof, etc. Requests should include a brief description of the modification, a sketch if appropriate, dimensions and materials to be used. The Board reviews each Request to determine whether or not the projected work meets the architectural controls of the Association and is in compliance with municipal codes and laws. When projected work does not meet the architectural controls of the Association, the Variance Request is returned to the homeowner for additional information. Variance Request forms are available from the property management company.

Any workers, contractors, and sub-contractors must carry \$1,000,000 of liability insurance. A copy of your contractor's insurance certificates naming the Homeowners Association as an additional insured may be required from time to time by the Association's Board of Directors as it pertains to exterior modifications.

**VEHICLE REPAIRS:**

No vehicle repairs, oil changes, etc., are allowed in driveways, roadways, parking areas or on lawns. Emergency service such as jump starts, dead batteries, etc., is permitted for a limited time.

**CONCLUSION:**

In the case of any conflict between the Certificate of Incorporation and the By-Laws, the Certificate of Incorporation shall control; and in the case of any conflict between the Declaration and the By-Laws and/or these Rules and Regulations, the Declaration shall control [Article XI, Section 11.02 of the Association's Declaration].

**ENFORCEMENT:**

All homeowners accept the Association's Rules and Regulations by the very act of buying and residing at Huntington Park. When essential for the best interest of the community, the Board of Directors has the right to enforce these Rules and Regulations. A warning letter will be sent to the Homeowner detailing the violation and applicable rule associated with said violation. The letter will state the amount of the fine due if the violation is not corrected within ten (10) business days. If the violation is not corrected or addressed within the ten (10) business days, the fine amount will be added to the regular monthly assessment for the affected unit. Amounts of fines are at the sole discretion of the Board of Directors and are subject to change without notice:

First offense--\$50; Second offense--\$100; Third offense--\$200

## RESPONSIBILITY CHART

MAINTENANCE OF UNIT EXTERIOR (surface items)	Responsibility			
	Association		Homeowner	
	Repair	Maintain	Repair/Replace	Variance required?
1). Roofing (shingles)	X	X		
Roofing (boots, flashing)	X	X		
2). Furnace Stack(s) from roof line up	X*			
3). Plumbing Stack(s) from roof line up	X*			
4). Wood Trim & Caulking	X	X		
5). Skylights			X**	
Skylights flashing connected to roof	X	X		
6). Rain Gutters and Downspouts	X			
7). Exterior Siding	X			
8). Brickwork	X			
9). Hose bibs (front and rear)			X**	
10). Light Fixtures (front and rear)			X**	
11). Doors and Windows			X**	Yes
12). Conduit and Electric Power Service Meter (box on unit)			X	
13). Air Conditioning Junction Box			X	
14). Garage Door			X**	Yes
15). Doorbell(s)			X	
16). All Exterior Door Trim	X	X		
17). Unit Address Numbers	X			
18). Storm Doors, Windows & Screens			X**	Yes
19). Air Conditioner Condensing Unit(s) and Pad			X	
20). Underground Power Lines to Unit Meter Connections	X			
21). Underground Gas Lines to Unit Meter Connection				<b>RG&amp;E</b>
22). Underground Telephone Cables (including unit junction box)				<b>Phone Co</b>
23). Underground TV Cables to Unit Connection				<b>Cable Co</b>
24). Front and Rear Steps, Porch, Sidewalks, Stoops			X**	Yes
25). Front Landscaped Areas (grass, shrubs, mulch)	X			
26). Driveway(s)	X			
27). Water Service (curb stop to unit meter)			X	
28). Snow Removal (driveways)	X			
29). Snow Removal (sidewalk to house)			X	
30). Extermination (excludes bi-yearly bee spraying)			X	
31). Standalone/Backup generator units			X**	Yes
32). Deck installation and any related fences/railings			X**	Yes
33). Originally installed fences	X	X	***	Yes
34). Awnings			X**	Yes
<p>*From the roof line up (not the interior of the unit).  **With prior approval of the Board of Directors.  ***Until such time as they become integrated with deck installation, then homeowner assumes responsibility.</p>				

### **LEAVING YOUR UNIT FOR AN EXTENDED PERIOD**

If you are leaving your unit for an extended period of time, please comply with numbers 1 and 2 and review the other helpful suggestions.

1. Turn your heat no lower 55°.
2. Turn the water off in your unit.
3. Turn down your hot water heater
4. Leave your key with a relative or neighbor.
5. Empty refrigerator and freezer, turn off, and prop doors open.
6. Pour two cups of water into dishwasher and close door.
7. Add a small amount of cooking oil to your disposal.
8. Unplug electrical plugs and cable connections.
9. Leave cupboard doors open.
10. Cover your toilet bowl with plastic wrap.
11. Secure outdoor items.
12. Forward or stop your mail and newspapers.

If leaving your unit vacant for more than one month, please contact Kenrick Corporation at 585-424-1540 to notify them of your location and to provide emergency telephone numbers. You should also have a trusted relative, neighbor or friend check the unit several times during your absence for any interior issues.

Please be advised that if you do not comply with the above, any damage to your unit could be construed as negligence and would not be covered by insurance.

**IMPORTANT INFORMATION ABOUT ICE DAMS (on roofs and gutters),  
WATER LEAK DAMAGE & REPAIRS**

Extreme winter weather may produce the perfect recipe for creating icicles, ice dams, and interior leaks. The primary cause of ice dams is the lack of adequate insulation and heat loss in the attic (which the HOA is not responsible for). Snowdrifts and ice forming above vents and siding allows melting snow and ice to gravitate toward flashing and siding. Intense cold stress to the framing of your home has created more pathways for water and ice to enter your home through areas above and around the roof, but typically not the roof itself. No one can predict or prevent this from happening.

**WHAT IS THE HOMEOWNER'S RESPONSIBILITY TO PREVENTING ICE DAMS/DAMAGE?**

- Adding additional insulation to equal at least R49 as required by current building codes.
- Having a free energy audit done by a licensed heating contractor and following their recommendations.
- Consider replacing old windows, skylights, and sliding glass doors, or at least having them checked every couple of years, as these have proven to be major contributors to heat loss and interior leaks.
- Having respect for the few contractors willing to brave the elements and take risks when climbing ladders to break up ice, all certainly beyond our control.
- It is not recommended that homeowners clear their own roofs or gutters with rakes or other tools. This could cause damage to the roofing shingles, siding or gutters, which will result in additional, more costly, problems. The use of a hose to clean or clear roofs and gutters could result in water getting under the roof shingles and behind vinyl siding. The cost to repair such damage will be the responsibility of the homeowner.

**WHAT CAN THE HOA DO TO MINIMIZE ICE DAMS BEYOND OUR CONTROL?**

- Possibly develop a winter roof management program to include the cost of roof raking and chopping ice dams as they develop. ***This service would be in addition to your normal snow removal cost and, depending on the number of units involved, could significantly increase your annual snow removal budget and monthly fees. The areas a contractor is able to access is regulated by OSHA, and will limit the areas they can safely reach.*** This has to be balanced against the risk of a repeat occurrence.

**HOW IS THE DAMAGE GOING TO BE FIXED?**

- Huntington Park HOA contacted owners of units known to have damage. Homeowners must make arrangements for access to their units to schedule a time for inspection.
- Our home maintenance service will evaluate the damage and provide a repairs estimate. Damage to any personal property is the homeowner's responsibility or through a claim with his/her own homeowner's insurance company.
- Ceiling stains, but not the entire ceiling, will be sealed and painted by our home maintenance service.

Please have patience with those helping to solve a problem none of us create. Your cooperation is appreciated. Your Board of Directors and Kenrick Corporation will continue to work to help all homeowners.

## Refuse Service Schedule

If your service day falls on or after the holidays listed below, your pickup day will be delayed by one day.

NEW YEARS DAY

MEMORIAL DAY

4<sup>TH</sup> OF JULY

LABOR DAY

THANKSGIVING DAY

CHRISTMAS DAY

Please note:

Any holiday that falls on a WEEKEND will not affect your pickup day.

All other holidays are “working days” so they will not affect the regular trash pickup schedule.

May 2026

### Guidelines for Emergencies vs. Non-Emergencies in Our Community

In order to serve you better this letter is to clarify the distinction between **emergency** and **non-emergency** situations within your community and to provide guidance on the appropriate steps to take in each case.

**An emergency is any situation that presents an immediate threat to life, personal safety, or property and requires urgent action. Examples of emergencies include, but are not limited to:**

- Fire, smoke, or gas leaks
- Active flooding or major water leaks
- Power outages affecting the common area essential systems
- Structural damage creating unsafe conditions
- Emergencies or situations requiring police or fire department assistance

In these situations, residents should **immediately call 911 or the appropriate emergency service first**. After emergency services have been contacted, please call Kenrick Corporation at 424-1540. If our office is closed, the answering service will direct your call to the appropriate Portfolio Manager.

**A non-emergency is an issue that requires attention but does not pose an immediate danger. Examples include:**

- Minor or contained maintenance issues either Homeowner or HOA related (e.g., slow leaks, unplowed driveways and walkways during a snow event)
- Noise complaints
- Parking or rule enforcement concerns
- Cosmetic or routine maintenance requests
- General questions regarding policies, fees, or community rules

For **non-emergency** matters, residents should contact the **property management office** using the designated phone number during normal business hours of 8:30-4:00, email, or use the enumerate resident portal. Proper use of emergency services helps ensure that critical resources are available when truly needed and allows property management to respond efficiently to routine matters.

We appreciate your cooperation and understanding in helping us maintain a safe and well-managed community.

If you are ever unsure whether a situation constitutes an emergency, please err on the side of safety and contact emergency services first.

Thank you for your attention and continued cooperation.

Sincerely,

Your Kenrick Corporation Team  
585-424-1540

