

**Lakewood Shores Condominiums  
Rules and Regulations**

**Adopted by the Board of Managers  
June 2022  
Revised April 2023**

LAKEWOOD SHORES CONDOMINIUM  
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1. Monthly homeowner association (HOA) fees may be paid by any of the options offered by our management company, Kenrick Corporation. Kenrick provided this information to all homeowners. New owners are provided with this detailed information in their Welcome Packet. Monthly HOA fees are due on the first of each month. Fees paid later than the 10th of the month are subject to a \$25.00 late fee. For additional information, go to [www.kenrickfirst.com](http://www.kenrickfirst.com) Click on Our Communities, select Lakewood Shores Condominium and scroll down to Assessment Payments.
  
2. Pets/Animals
  - a. **Pets:** No more than one dog (35 lb. or less) or two cats (**no exotic animals**) or one dog and one cat may be maintained in any unit. **No Aquariums.** Tenants of leased units may not have pets. Dogs and cats must be leashed when on common areas. Pet droppings must be immediately removed by the owner. No pets or litter boxes may be kept on patios, balconies, or in any common area. No pet may be tied or kenneled in any common areas. Cat litter must be disposed of regularly to avoid pervasive odors. The Board of Managers may order any pet removed from the property if it causes a nuisance, noise or odors disturbing others. Pet droppings are not allowed to be placed in the drainage ditch or along Greenleaf Road, Ling Road or Veldor Park
  
  - b. Service Animals. (dogs) may weigh over 35 pounds, and must abide by the requirements stated in paragraph a. above. In addition, a copy of the animals Service training certificate must be supplied to the Board of Mangers / Property Manager
  
  - c. Emotional Support Animals. (ESA) An owner can request to house an ESA for a person with a disability. To get an emotional support animal registered in New York, you'll first need to meet with a New York State licensed health professional to get an ESA letter certifying your need for the emotional assistance animal. A copy of the letter must be supplied to the Board of Managers/ Property manager.

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**Common Areas**

3. The common areas shall be kept free and clear of rubbish, debris, or other unsightly materials. There shall be no obstruction of the common areas, nor shall anything be stored in the common areas. Smoking and/or vaping is prohibited in any indoor common area.
4. Nothing shall be done in the common area which will increase the rate of insurance on the building or contents thereof without the prior written consent of the Board of Managers. No Unit Owner shall permit anything to be done in the common area which will result in the cancellation of insurance on the buildings or contents thereof, or which would be in violation of any law.
5. No electrical or electronic device of any kind may be installed in the common area without an approved variance request. The charging of any electrical Vehicle requires the installation of a Charging Station. This requires a variance. Plugging into an existing outlet is not allowed.
6. Unit Owners shall not cause or permit anything to be hung or displayed on the outside of windows or placed on the outside walls and no sign, awning, canopy, shutter or radio or television antenna shall be affixed to or placed upon the exterior walls, doors, roof, or any part thereof or exposed on or at any window without the prior written consent of the Board of Managers. The American Flag may be hung with a flag pole attached to the brick on the building. No window air conditioner may be installed in any window. Nothing extended above the balcony railing is allowed. If you are selling your unit, a small FOR SALE sign may be placed inside the window. No other signs are allowed. A wreath or attractive decorations, acceptable to all Unit Owners at that building address, may be hung on the outside and indoor doors
7. Common areas shall be kept neat by unit owners. Boots and shoes must be kept in the unit, not in the hall. Furniture and decorations in the hallways must be in accordance with the Fire Marshall and agreed upon by all unit owners in the building. There should be no overstuffed furniture, and furniture is to be

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maintained by the Unit Owners. Trash bags are to be taken to the trash area in the garage or kept in your unit, not in the hallway.

8. Owners may not install lift chairs (elevators) in the common area hallways without first obtaining an approved variance from the Board of Managers. The owner is responsible for obtaining and paying the Town of Greece for a permit, and for having the lift chair inspected twice annually. The owner also agrees on the variance request to remove the chair when the owner sells his/her unit and to pay all expenses for the damage that the lift chair causes to the hallway or any other part of the common areas through installation, usage and removal.

**Balconies and Patios**

9. Unit Owners/Residents shall keep their balconies and patios neat.
  - a. No clothing, towels or laundry may be hung from the railings.
  - b. No gas or charcoal stoves or grills are permitted on the balconies, in accordance with fire and insurance regulations.
  - c. No trellis of any kind may extend above the railing.
  - d. Owners/Residents are responsible to periodically check their balcony railing and are required to call the management company if railings become loose.
  - e. Umbrellas are permitted on the balconies and patios and should be closed when not in use. Unit owners will be responsible for damage to railing or damage to other units if the umbrella and/or other items on balconies and patios are not properly stored.
  - f. Balcony decks and railings and patio decks should be kept free of leaves and debris.
  - g. No nails or screws may be inserted into the balcony deck or railings. Nothing is allowed to be attached to the balcony railings.

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- h. Carpets, approved by the Board of Managers, are to be glued to the balcony decks.
  - i. Owners/Residents are responsible for removing moss from their patio decks, carpeted balcony decks and balcony railings.
10. Children are not allowed to play in the hallway or on any roadway and must be supervised by an adult on the grasses and sidewalks.
11. No noxious or offensive odors, illegal activities or excessive noise shall be carried on in any unit or in the common area. No activities shall be allowed willfully or negligently, which may be or become an annoyance or nuisance to the other unit owner or occupants.
12. Nothing should be done in any unit or on the common area which may impair the structural or mechanical integrity of any building. Any work done should be completed by a properly licensed worker.
13. The Unit Owner shall reimburse the Association for the deductible amount of the Association's insurance and any other expenses not covered by insurance, applied to any expenditure for replacing or repairing damages caused by the Unit Owner to his/her facilities or to his/her neighbors' facilities or to the common areas.
14. No industry, business, trade, occupation or profession of any kind: commercial, religious, educational or otherwise, designed for profit or otherwise, shall be conducted, maintained or permitted on any part of the property. Nor shall any signs, displays or advertising be maintained or permitted on any part of the property or in any unit.
15. Each Unit Owner shall keep his/her unit in good state of cleanliness and shall not sweep, or throw from the doors or windows, any dirt or other substance. Planters at the front and rear entrances are common areas and planting is encouraged as a joint Unit Owner enterprise. *No specific ownership is implied.*

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16. Unit Owners are responsible for the replacement and repair of their garage doors, windows, storm doors (optional), and their patio and balcony doors.
  - a. Unit Owners needing a new garage door should contact the management company for the specific type of door to follow the architectural design of the buildings and to request a variance request form.
  - b. Replacement windows and patio/balcony doors must be the style and appearance of existing doors/windows to follow the architectural design of the buildings. Unit Owners needing replacement windows and/or patio and balcony doors should contact the management company for direction regarding the specific type of window and/or balcony/patio door to purchase in order to follow the architectural design of the building and to request a variance request form.
  - c. For garage door, window and/or patio/balcony door replacement, the Unit Owner must submit the completed variance request form, along with a photograph and/or sketch of the desired purchase to the management company. The variance must be approved by the Board of Managers prior to any replacement. If the variance is not approved or if the Unit Owner does not apply for a variance, the Board of Managers will decide if the action taken by the Unit Owner must be reversed at the Unit Owner's full expense.
  - d. No Unit Owner may engage a private contractor or perform any work committing the Association to expenses without the prior written approval of the Board of Managers.
  - e. Outdoor storm doors are the responsibility of Unit Owners and require that a variance be requested.
  - f. All electrical equipment of any kind installed in any unit shall fully comply with the rules, regulations, requirements or recommendations of the New York State of Fire Underwriters.
17. Rubbish areas are to be kept neat and clean at all times. Rubbish must not be placed on the floor. All recyclable materials are to be placed in the blue recycling tote with the yellow lid.

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18. No Unit Owner/Resident, their contractors or visitors shall bring into or keep in his/her unit any flammable, combustible or explosive fluid, material, chemical or any hazardous substances, with the exception of small quantities of cleaning fluids or paint that are normally needed in the household. Unit Owners are encouraged to arrange for the regular cleaning of the dryer vent to prevent a known fire hazard.
19. Gas grills may not be stored in the garage. Gas grills are to be stored in the unit storeroom.
20. If a Unit Owner entrusts a key to a member of the Board, whether for their unit or for other items of personal property, the acceptance of the key shall be the sole risk of such Unit Owner. Neither the Board of Managers nor the Association shall be liable for injury or loss of any nature directly or indirectly resulting there from. Keys may be given to a board member to be locked in the office.
21. The common area may not be used to perform mechanical work or repair to any vehicle or item.
22. Outlets in the common areas may not be used to for personal benefit. The charging of any electrical Vehicle requires the installation of a Charging Station. This requires a variance. Plugging into an existing outlet is not allowed.
23. Complaints regarding maintenance at Lakewood Shores Condominiums shall be made by contacting the management company.
24. No person, including any Unit Owner, shall enter or go through Lakewood Shores Condominiums for the purpose of political campaigning, religious proselytism, canvassing, peddling or soliciting orders for merchandise and/or donations of any kind.
25. Units shall not be rented for transient or hotel purposes. Rental of room or rooms is not allowed. Unit Owners may choose to lease their units for a period of not less than one (1) year. Unit Owners must contact the management company prior to any rental, submit a signed lease to the management company prior to the move-in date of the tenant(s) and pay a recordkeeping fee to the

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management company. No more than ten (10) percent of the condominium units, i.e., six (6) units may be leased at a single time.

26. Unit Owners shall grant a right of access to his/her condominium unit to the Board of Managers and/or a properly authorized agent of the Board of Managers
- a. to make necessary inspections; to correct any condition originating in the condo unit and threatening to damage another unit or common element; to install, alter or repair mechanical or electrical services or other common elements in the condo unit or elsewhere in the building; to correct any condition that violates the provisions of any mortgage covering another apartment unit.
  - b. Requests for such entry shall be made in advance and such entry shall be scheduled for a time reasonably convenient for the Unit Owner.
  - c. In case of an emergency, such right of entry shall be immediate, whether the Unit Owner is at home or not.

**Parking Areas And Snowplowing**

27. Rules governing the operation and parking of motor vehicles include:
- a. Vehicles must not exceed 15 miles per hour on condominium roadways.
  - b. Each Unit Owner will use the garage designated to him/her. Unit Owners and guests shall park only in designated parking areas and not on the grass, roadways or sidewalks.
  - c. No one shall park in such a manner as to impede or prevent ready access to Lakewood Shores Condominiums by another vehicle.
  - d. No part of the parking area may be reserved for individual use. No vehicle may be parked anywhere on the property if the vehicle is not roadworthy, drivable, or currently licensed.

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- e. Recreational vehicles, mobile homes, buses, campers, trailers, boats, large trucks and named commercial vehicles may not be parked on any part of Lakewood Shores Condominium roadways except to load and unload for a period of 24 hours or less.
28. When snowplowing becomes necessary, Unit Owners must move their vehicles from behind their garage and from unplowed parking areas to plowed parking areas so that the snow may be cleared from all parking areas. No winter parking is allowed at the northern and southern end of roadways.

**Swimming Pool**

29. Pool hours are from 9:00 a.m. until sunset, subject to change at the discretion of the Board due to the weather and the time of year. Maximum number of bathers allowed in the pool at one time is **25**.

**Only** enter and exit the pool area through the **gate** on the north side of the clubhouse. Do **not** enter and exit through the clubhouse.

- a. Do **not** swim alone. There must be **two** adults present to use the pool. Children, ages eight and younger in the pool, **must have an adult in the water supervising them.** **All children in and out of the water must be supervised at all times.**
- b. Unit Owners and Residents are responsible for and must accompany all guests. Children under the age of three must wear waterproof diapers and the Unit Owner is responsible if the pool gets closed because of pollution and must reimburse the condominium association.
- c. Unit Owners and Residents must sign the pool register and indicate the number of guests.
- d. Authorized personnel may close the pool at any time because of weather or for safety and health reasons, and may refuse entry and deny use of the pool to any person for improper attire, or for repeated violations of posted and written rules.
- e. Only bathing suits may be worn in the pool.

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- f. The pool is primarily for the use of the residents of Lakewood Shores. While guests are welcome, we have a small pool and legal restrictions limit the number of users to 25 people. **Therefore, no Unit may have more than 6 people in the pool area at any one time, and no guest may use the pool or pool area without the host resident being present.** Each host resident is responsible for the supervision and safety of their guests. The pool and pool chairs may not be reserved.
- g. Shower prior to entering the pool and reentering if oil or lotion has been used. Oil and lotion plug the filters and leave greasy deposits on the pool walls that are costly and almost impossible to remove.
- h. Towels must be placed on the lounges before sitting/using.
- i. Diving/jumping into the pool is not allowed, nor is running or rough play allowed in the pool area.
- j. Water guns and Frisbees are not allowed in the pool or pool area. Other toys (rings, etc.) that are thrown into the pool must be retrieved and put away before leaving. Glass and sharp objects are not allowed in the pool area. Beverages in plastic, paper, or cans are permitted. Dispose of trash in the poolside containers.
- k. No wet bathing suits are allowed in the clubhouse. Dry shoes must be worn in the clubhouse.
- l. Radios and other musical equipment are not permitted in the pool area without the use of earphones. However, the Board of Managers reserves the right to designate specific times for the playing of approved music and designating areas of the pool for exercise classes.
- m. Pets are not permitted in the fenced pool area.
- n. Do not pollute the pool in any manner.

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- o. Monroe County Health Department rules state, “Persons having infections, diseases, open sores, bandages, cuts or recent vaccinations are not permitted in the pool”.
  - p. The last person leaving the pool, regardless of time of day, must turn off all lights in the pool restrooms, lock the restrooms and lock the gate.
  - q. Do not detach the floating rope lines separating the deep and shallow ends of the pool.
30. In accordance with our First Amendment To By-Laws document, issued in 2012, fines may be levied against unit owners for violation of the established Rules and Regulations.
- a) Unit owners will receive a written notice informing them of the violation and the amount of the fine that will be levied if the situation is not corrected within thirty (30) days. Fines may be levied from twenty-five (\$25.00) dollars per day up to and including one hundred (\$100.00) dollars per day if the violation is not corrected.
  - b. Additional fines may be levied against owners who do not pay the notified fine within ten (10) days after notification. See the First Amendment to By-Laws for additional information regarding non-payment of fines.
  - c. **If an emergency situation arises as a result of the non-compliance of the established Rules and Regulations, the board of managers will take action necessary to alleviate the situation. The unit owner, whose violation was responsible for initiating the emergency, will be held responsible for any expenses incurred.**
31. These rules and regulations may be amended, added to, or repealed at any time by resolution of the Board of Managers.

**Management Company: For Request of Service, Ask a Question, Complete a Variance Request:**

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Please contact: **Kenrick Corporation, 3495 Winton Place, D-4, Rochester, NY 14623, 585-424-1540 or [www.kenrickfirst.com](http://www.kenrickfirst.com)**

**Variance Requests:** A variance request is needed anytime that work being done will affect the exterior of the building or common area (patio, balcony, doors, windows, garage doors, storm doors, plantings). **Please refer to Rule # 16.**

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**Rules for Use of the Clubhouse**

The primary function of the clubhouse is to provide an area for social activity for the condominium residents. The office, pool and basement area cannot be reserved.

No party shall be given by any resident under age 21 unless the sponsoring Unit Owner, who is at least 21-years of age, is present at all times to assure that the party is orderly and is terminated no later than 11:00 p.m.

1. Unit Owner(s) hosting any private clubhouse function must be physically present throughout the entire duration of the event.
2. No more than 55 persons are allowed in the clubhouse at one time. Bare feet, bathing suits and pets are not allowed in the clubhouse.
3. To rent the clubhouse:
  - a. Check the calendar in the clubhouse for availability and sign your name to reserve the date.
  - b. Rental fee is \$50. In addition, there will be a separate security deposit of \$75. Upon satisfactory inspection, the \$75 will be returned. Checks should be made payable to a person designated by the Board of Managers. Payment is to be made when the date is reserved to ensure your reservation.
  - c. Hold Harmless Agreements are located near the calendar. Complete and sign the agreement and submit it with your payment. Please write the reservation date on your check and drop the payment and the agreement in the clubhouse mail slot.
  - d. **Please take note:** You are **not** renting the pool or pool deck! You and/or your guests are not allowed into the pool area during the duration of your clubhouse rental.
  - e. Clean-up after your party must be completed by 10:00 a.m. the following morning. It includes:

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- (a) Return all furniture to its proper position by placing furniture as found and taking down any added furniture. Take down any tables that you assembled and return folded tables and folded chairs to their proper storage areas (tables under the bar, folded chairs in the coat closet).
- (b) Vacuum the carpet and empty the vacuum cleaner. Mop up any spills on the vinyl flooring, especially in the kitchen and around the bar.
- (c) Ensure that all range burners and the oven have been turned OFF, and that the stove top, inserts and oven are clean
- (d) Wipe off all tables and counter tops. Ensure that the kitchen sink is clean and that all dishes and other utensils are returned to their proper storage places.
- (e) Wipe off the bar area and the area behind the bar (ice container, sink, etc.)
- (f) The refrigerator must be wiped clean, and all of the food, condiments and beverages you brought must be removed and disposed of.
- (g) Cleaning materials are located under the sink
- (h) Take any soiled dish cloths and towels home with you; launder and return clean items to the clubhouse.
- (i) If smoking has occurred outside the building, pick up and discard any cigarette butts.
- (j) Bathrooms should be checked for neatness. Ensure that the faucets have been turned off and that the toilets are not running.
- (k) Remove all trash bags from trash cans, **including the bathrooms.** No trash should be left in the clubhouse. Place all trash in the blue

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bin outside the pool gate and bring to the edge of the road for trash pickup on Monday.

- (l) Replace all trash bags. (Extra bags are kept in the tall kitchen cabinet).
- (m) Close and lock windows (including the kitchen window). Close all blinds. **PLEASE DO NOT LET CHILDREN TOUCH/PLAY WITH BLINDS.**
- (n) Turn fans and lights off and thermostat down to 60 degrees F. before leaving. All doors to the clubhouse are to be securely locked.

**THE SECURITY DEPOSIT WILL NOT BE RETURNED  
FOR FAILURE TO LOCK THE DOORS**