

LITTLE POND

RESIDENT HANDBOOK

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Rochester, New York 14623

INTRODUCTION

The Board of Directors wishes to extend a warm welcome and we hope you enjoy living at Little Pond.

The Board of Directors is elected by homeowners to serve our community. Our functions are to manage the finances of the community, interpret the Declaration and By-Laws of The Little Pond Homeowners Association, (consisting of the owners of the townhouses and patio homes), oversee major capital projects, and work in collaboration with the property management company in an attempt to keep our community problem-free and with a pleasurable environment in which to live.

The purpose of this handbook is to establish a more harmonious way of life for everyone, and it is not for the purpose of initiating or causing any annoyance or inconvenience for anyone. The following pages contain information which we feel is important to you and your investment in the Townhouse and Patio Homes. Its purpose is to inform you and make your life here more enjoyable.

The Association is controlled by a "constitution" that includes the Declaration, the By-Laws, and the Rules and Regulations. This handbook contains the Rules and Regulations, but not the Declaration and By-Laws. It is the responsibility of the seller of a unit to provide to the prospective buyer a copy of the Little Pond Association Declaration and By-Laws at the time of closing. If you do not have copies of the Declaration and By-Laws, you may request copies from the office of the managing agent (you will be charged for the copy expense). These documents are extremely important; they include your rights and obligations. When you have signed the deed for your Townhouse or Patio Home at Little Pond, you were signing that YOU have these documents and that you will abide by them. You are legally bound by them.

All Little Pond residents are welcome to attend Board Meetings which are held monthly. Please contact a Board Member or the managing agent for the time and location of the meetings.

LITTLE POND ASSOCIATION RULES AND REGULATIONS

I. ASSOCIATION FEES

The Association fee is due on the first day of each month. On (11/12/92), the Board adopted a resolution which says in essence:

1. That effective January 1, 1993, each unit owner's Association charge will be due and payable not later than the 1st day of each month.
2. That any unit owner whose Association charge is not paid by the 8th of said month will be assessed 10% of the monthly fee.

II. PARKING RULES AND REGULATIONS

1. INTRODUCTION

Parking can be a problem at Little Pond. Because the streets and our own private driveways are rather narrow, we must all cooperate in obeying these Rules and Regulations in order to ensure access to our garages.

2. GREECE ORDINANCES

Greece ordinances apply to parking on all roads, drives, manors and courts.

3. LITTLE POND PARKING AND VEHICLE REGULATIONS

- a. Number and Type of Vehicles: Only licensed, operable motor vehicles may be parked outside the garages. Any campers, trailers, snowmobiles, boats, vehicular attachments, or other types of vehicles must be stored inside the garages, and cannot prohibit the closing of the garage door.
- b. *Parking in Townhome Driveways: Only one car is permitted in front of each garage door, i.e., one car may be parked in front of a 1-car garage, two cars may be parked side by side in front of a 2-car garage. Two cars front to back (in tandem) is not permitted. Parking in tandem is a potential safety hazard for neighbors as it may obstruct their view of the road while backing out of their driveways. To resolve this issue, the vehicle(s) should be parked in the townhome overflow and visitor parking.*
- c. Guest Parking: Guest parking in the common area is limited to forty-eight (48) hour use. Arrangements for longer guest parking privileges may be made through the Board of Directors.
- d. Parking Prohibited: Long term parking is prohibited on the lawns and on the private roadways at Little Pond. Vehicles should be parked in garages, driveways and overflow sections along Glenn Abbey and Brimley Manor.
- e. Winter Parking: To facilitate snow removal, all vehicles must be removed from roadways and driveways between the hours of 6:00 A.M. and 5:00 P.M. on days which more than two (2) inches of snow have fallen.
- d. Parking Violations: Vehicles parked in violation of these Rules and Regulations shall be subject to towing or fines.

- e. Vehicle Maintenance – Other than repair of a flat tire or dead battery, no vehicle maintenance is allowed.

III. PETS

Dogs, cats, and other pets can present a sanitation problem, permanently damage lawns and shrubbery, be a potential danger to children, and can cause deterioration in community relations. Therefore, the following rules are to be adhered to:

1. *It is the responsibility of the pet owner to control and clean up after their pet immediately while walking or if a pet relieves themselves on a neighbor's property.*
2. Staking out for long periods or fencing in of any animal is prohibited.
3. Dogs must be restrained at all times by the use of a leash.
4. Also, the ordinance as set by the Town of Greece pertaining to animals will apply to Little Pond as if it were public property. Therefore, if there is a problem with a loose animal, etc., please contact the Dog Warden. The Warden will contact the animal's owner and discuss the problem.
5. When it is determined that a particular pet has caused or contributed to the destruction of property, the unit owner responsible for that pet will be assessed for the cost of the repair or replacement of the damaged area. If the unit owner chooses not to pay the assessment within two weeks, a fine will be assessed to the unit's owner.

IV. RUBBISH PICKUP

The rubbish collection pick up is Monday of each week. Large bulk trash is at the homeowner's expense and arrangements should be made directly with the rubbish collector to have the item(s) picked up. Our rubbish collector is Suburban Waste Management (585)325-3900.

Please place your trash totes near the road either the morning of pick up or after dark on the night previous to collection. Ensure that recyclables are secured in case of windy conditions. Containers and recycle boxes are to be picked up the same day as collection and returned to your garage.

V. WINDOWS / SCREENS / STORM DOORS

Windows, skylights, screens, and exterior doors and associated maintenance are the responsibility of the homeowner. Before making any changes to the outside of your unit, including the addition or replacement of windows, screens, exterior door, or storm door, you must submit a Variance Request form for approval (refer to section VI). No work should be done prior to receipt of the approved Variance Request.

The windows /skylights /screens / storm door must be an approved design

VI. VARIANCE REQUESTS

In order to maintain an attractive appearance at Little Pond, any alterations outside of the interior of your home requires a Variance Request form. This exterior work would include windows, additions, painting, plantings, privacy fencing, decking, Satellite Dish installation, etc. The form is available from the Board of Directors and must be submitted to the Board of Directors before the work begins.

Upon the written approval of the Board of Directors, the change may be effected.

If an alteration is discovered which does not have an approved Variance Request, a letter will be sent to the unit owner requesting one. If it is not received within ten (10) days, a second letter will be sent to the unit owner indicating that the alteration will be returned to its original condition, and the unit owner will be charged for the work. If a Variance Request is still not received and approved, action will be taken to return the alteration to its original condition within ten (10) days.

VII. SATELLITE DISH INSTALLATION

A Variance Request must be submitted by the unit owner and Dishes are not to be installed on the unit roof.

VIII. VISITORS AND TENANTS

It is the responsibility of the residents to inform tenants and visitors that they must adhere to all rules, regulations, and guidelines of Little Pond.

All unit owners must inform the renters of their units of the renter rules, regulations, and guidelines of Little Pond. The unit owner will be held legally responsible for those actions and activities of the renting parties and their guests which prove detrimental to the LPHA.

Anyone living in a unit when the unit owner is not living there, is considered to be a renter. The unit owner should inform the managing agent of the new renter's name at the time of occupancy and provide the tenant with a copy of the Little Pond RENTERS Regulations.

The owners of individual units are fully responsible for their units whether occupying the units themselves or renting them to others. In order to provide for the orderly administration of Little Pond, the following provisions shall apply to rental of units:

1. No transient or hotel purpose rentals. No owner shall rent his or her unit for transient or hotel purposes, which shall be defined as a rental for any period less than one (1) year, unless such rental arrangement is made with a contract purchaser in connection with the purchase of the unit. This provision shall also apply to the Board of Directors or any institutional lender in possession of the unit following a default in a first mortgage, a foreclosure proceeding or any deed or other arrangement in lieu of foreclosure.
2. Leases subject to Association documents. All leases shall be subject to the provisions of the Declaration and By-Laws of The Little Pond Homeowners Association and the Rules and Regulations adopted under the terms of the By-Laws. This requirement shall be satisfied by inclusion in the lease of a Rider furnished by the Board of Directors. The Rider shall clearly state that violation of the terms of the Declaration and By-Laws or the Rules and Regulations of the Association unless remedied within fourteen (14) days after the tenant receives written notice of such violation, shall constitute a default under the terms of the lease.
3. Responsibility of the Owner. The Owner shall furnish a copy of the lease for any unit at Little Pond to the Board of Directors within thirty (30) days. The Owner shall at all times remain responsible for the compliance of the unit with the Declaration and By-Laws and Regulations of the Association. Rental of the unit does not absolve the Owner from this responsibility.

4. Enforcement. In the event a tenant of a unit fails to comply with the provisions of the Declaration, the By-Laws, the Rules and Regulations, or of any other documents referred to therein, the Board of Directors, on behalf of the Association, may notify the Owner of such violation and demand that the same be remedied through the Owner's efforts within fourteen (14) days after such notice. If the situation is not remedied in this time period, the Board of Directors may pursue any remedies it may have pursuant to Section 11.02 of the Declaration.

IX. MISCELLANEOUS

The following items are a few points of interest that have no special category but, you as a resident, should be aware of them.

PLANTINGS

The Board of Directors of the Association has been actively attempting to improve the quality of grounds maintenance. Residents are not permitted to remove any of the shrubs or ground cover planted by the developer or by the Association in the common area. If a resident fails to maintain his or her private plantings (or moves away from Little Pond), the Association reserves the right to take over the area affected.

SPEED LIMIT

The speed limit on all roadways of Little Pond is 15 MPH.

GARAGE AND HOUSEHOLD SALES

Garage and household sales, outside of the Association organized sale, can only be held with prior approval of the Board of Directors.

SIGNS

One paper or cardboard "FOR SALE" sign attached to the inside of a window or storm door is permitted. "Open House" signs are permitted on the lawn up to, but not to exceed twenty four (24) hours. All other sign postings require a Variance Request form and Board approval.

X. RULES SUBJECT TO PENALTIES

The following is a list of Rules and Regulations of Little Pond Homeowners Association (LPHA or Association) for which offenses are subject to penalties, either monetary or non-monetary, at the discretion of the Board of Directors upon written notification. These rules have been established to ensure every unit owner the enjoyment of carefree living along with privacy and safety.

1. Trash and containers shall be stored in the garage. Totes and recycle containers shall be placed at the curb the morning of collection or after dark the prior evening. Recyclables are to be secured in their containers.
2. LPHA plantings adjacent to the front of the buildings and their maintenance are the responsibility of LPHA. No plantings are to be removed without a variance request and associated Board approval.
3. All homeowner plantings must be maintained on a regular basis. This includes trimming and weeding.
4. No plantings of fruits or vegetables are permitted in the beds adjacent to the buildings.

5. No fencing of any type is allowed, unless prior approval is obtained by the Board of Directors.
6. Deck maintenance is the responsibility of the homeowner and must be kept in good condition and repair.
7. Outdoor furniture, sports equipment, toys, storage containers, and tools are not to be left in the yard area. All items are to be stored within garage or home.
8. No exterior modifications or additions to the buildings are allowed unless prior approval is obtained by the Board of Directors.
9. No pets may be fenced or staked out for long periods of time. Dogs must be restrained at all times by use of a leash when outdoors. Owners are responsible for control and clean up after their pet.
10. Satellite Dish installation requires a variance and cannot be installed on the roof.
11. Leakage from a parked vehicle which causes damage to any area shall be corrected by the unit owner.
12. Window type air conditioning units are not allowed.
13. Excessive Noise – see INFORMATION section III.
14. Unit owner will provide the Board of Directors with a copy of the lease within 30 days – see section VIII. VISITORS AND TENANTS - 3. Responsibility of the Owner

INFORMATION

I. Maintenance

At one time or another, residents may need to have repair work done at their home. All requests for maintenance, other than post and garage light bulb replacement, should be directed to the managing agent, Kenrick Corporation at 424-1540. The company will initiate the action that the situation requires.

This telephone line is connected to an answering service when the office is closed. Please call outside of business hours for emergencies ONLY.

II. INSURANCE

Included in the Association charges is an insurance premium covering the common elements.

The Association fire and liability insurance covers from the inside walls out. There is a deductible on this insurance policy.

It is the responsibility of each resident to provide adequate insurance through a private carrier for the contents of the unit (doors, cupboards, plumbing, light fixtures, furniture, clothing, appliances, personal items, etc.) and for the liability coverage for occurrences inside the unit.

III. NOISE RESTRICTIONS

The residents should be aware that the following noise ordinance is in effect in the Town of Greece.

There should be no noise from any radio, stereo, television, tape recorders, vehicle mufflers, or from any sound producing devices which will disturb the comfort of others. Residents should notify police of any noise complaints. Any second-time complaints should be sent to the police in written form and the resident's name must appear on second complaints. Offenders will then be brought to court.

IV. SNOW REMOVAL

When snowfall exceeds two (2) inches and plowing is necessary, remove vehicles between 6:00 a.m. and 5:00 p.m. so the entire street / driveway can be cleared.

In the fall, before the first snow flies, the plowing contractor will install stakes in the ground at the edges of all driveways. This helps when plowing snow as the plow blade can be lifted before it digs up the lawn. Assistance in leaving these stakes in place during the winter months would be appreciated.

SUMMARY

This pamphlet is not necessarily a complete guide to all situations and questions that may arise concerning living in Little Pond. More detailed information may be found in the Little Pond Association Declaration and By-Laws, which you should have received at your closing when you purchased your property. It is the responsibility of the seller of a unit to provide these documents at the time of closing. A copy of the documents is available through the management company. Payment for a copy of the documents must be made in advance.

It is the hope of the Board of Directors that everyone at Little Pond will strive to keep the community an attractive and enjoyable place to live.

Should a resident require any assistance, please do not hesitate to contact the managing agent or one of the Board members.

2017 Board of Directors

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