

**NORTH STAR VILLAGE
HOMEOWNERS ASSOCIATION
HANDBOOK**

September 2020

North Star Village Association Handbook

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I. GENERAL INFORMATION

A. Phone Numbers

- Fire 911
- Ambulance 911
- Sheriff – Ontario County 911
- Town of South Bristol 585-229-2400
- Bristol Mountain 585-372-6000
- RG & E 800-743-1701
- Noise Complaints 911

B. To request maintenance, pay assessments, general information, or to answer any questions, please call the Kenrick Corporation Office:

Kenrick Corporation
3495 Winton Place
Building D, Suite 4
Rochester, NY 14623
(P) 585-424-1540

Office hours are 8:30 am to 4:00 pm, Monday through Friday.

Requests for Service

In an emergency, nights, holidays and weekends, call the appropriate authority first, and then call 585-424-1540 and follow the prompts.

Maintenance Fees

Maintenance fees and any special assessment fees are due the first of each month. Fees received after the 15th of the month are subject to a \$20 late charge. A charge of \$35 will be added to any check returned from the bank due to insufficient funds. Unpaid maintenance fees and penalties will accumulate with interest until paid in full. Late fees and check penalties are deposited in the general funds of the Association.

Definitions

- *Association*: NSV-all North Star Village Homeowners
- *Property Manager*: Kenrick Corporation
- *Board of Directors*: The Board of Directors of the Association, as elected by the residents of the Association
- *Homeowner*: An owner of a town home
- *Common Area*: The area outside a town home and patio area

II. YOUR ASSOCIATION

A. Living in a shared community has rewards and benefits, but also imposes certain responsibilities, obligations and restrictions. The main body of rules or laws applying to the community is contained in the Declaration and By Laws which you received when you bought your home. If you do not have copies, we urge you to get them and review it. In addition, the Board of Directors has the power “to make reasonable rules and regulations” and to amend the same from time to time. Such rules and regulations and amendments shall be binding upon the members of the North Star Village per the bylaws of the Offering Plan of North Star Village Homeowners Association, Inc.; hereinafter referred to as NSV is a shared community. Residents and guests are entitled to enjoy the property, but in doing so are expected to observe the Rules and Regulations of the Association. The rules and regulations included herein have been approved by the Board of Directors of the NSV in conformance with the terms and conditions of the NSV Offering Plan.

The purpose of this booklet is to outline, in short form, answers to some of the more frequently asked questions about the rules contained in the Declaration and By Laws and to declare additional rules which have been passed by the Board of Directors. It also puts forth a system of fines and enforcement for violators of the rules.

III. ARCHITECTURAL AND GROUNDS USAGE

No exterior modifications of any kind can be made (excluding emergency repairs) until the variance, plans and specifications for the desired modification has been submitted and approved in writing.

The objective in establishing architectural controls is to:

- Maintain harmony and appearance
- Minimize effects which attachments would have on maintenance requirements and structure
- Minimize safety hazards

A. VARIANCE REQUESTS

- Any changes or additions to the exterior of buildings, grounds, decks or space under decks, including any staining, must first receive approval via a variance request from the Architectural Review Board. Items not requiring a variance request form are reviewed below.
- Homeowners are responsible for maintaining variance approved changes or additions.
- Any landscaping changes or additions in common areas become the property of the Association. An approved variance is required.
- Contact Property Manager for specific details regarding satellite dishes. An approved variance is required.

Permitted Additions (without variance approval):

1. Door-knocker..... Acceptable
2. Outdoor Grills..... Patio only

B. SIGNS

- Real Estate: One sign only shall be displayed, located inside front window.
- Security Signs: Must be displayed in stone foundation bed only. Signs must be no larger than 12 inches x 12 inches.
- Window Stickers: Use of stickers for security or emergency purposes should not exceed 8 inches x 8 inches.
- Contractor advertising is prohibited.
- Rental signage is prohibited.

C. PLANTS

1. Potted plants and planters must be freestanding and should be placed on entry stoop or on bed foundation. Pots must be ceramic, wicker or plastic.
2. No artificial flowers.
3. Flowers may be planted in patio area and around trees and light posts only. Beds and patios must be maintained by the homeowner i.e., edging, weeding and cleanup in fall. Height of plantings around trees and light posts should be no higher than 12 inches.
4. Hanging plants may be no more than 15 inches in diameter. Brackets must match siding or be wrought iron, mounted under overhang, near front door not blocking house number.
5. Do not place flower pots on deck railings unless they are securely fastened in place. Property damage or injury caused by failure to securely fasten flower pots will be the sole responsibility of the homeowner.
6. Any plantings of trees and shrubs must be approved by the Board of Directors by means of a variance request obtained from the Property Manager.
7. Puncture holes are not allowed on vinyl siding.

D. DECORATIONS

1. Seasonal decorations may be placed on the front door. Please be sure to fasten decorations securely to prevent swinging. Marks left on the door will be touched up at the homeowner's expense.
2. **Lights:** Holiday season only. Lights must be removed by January 15th.
3. **Windsocks:** Patio only.
4. **Plaques:** Front door or on space adjacent to the front door.
5. **Lawn Ornaments:** Patio only.
6. **Flags and Poles:** Variance request required. Poles and mount must be weather resistant, dark in color, and a location approved by the Board.
7. **Clotheslines** are not permitted.

IV. PETS

Pet rules have been adopted for the purpose of ensuring the safety, welfare and environment of the residents of North Star Village. The following are pet regulations that have been adopted by the Board of North Star Village.

Guests and renters are not allowed pets with no exceptions.

Homeowners are required to solicit permission, by way of variance form, for up to two dogs or two cats (or one cat and one dog) by writing a letter to the Architectural Review Committee mailed to: Kenrick Corporation, 3495 Winton Place, Building D, Suite 4, Rochester, NY 14623 **and providing pictures, proof of immunization and license and a brief description. A permit will be issued for the life of the pet contingent upon the owner maintaining the appropriate vaccinations and following the established guidelines.**

Dogs and cats are permitted but are not allowed to run free. Pets shall be leashed and restrained at all times while outdoors. Lack of restraint of an unleashed pet is considered a violation.

No dog houses, other pet structures or dog runs are allowed.

Any damages to the common area caused by a pet will be the responsibility of the Homeowner. The Homeowner will be held financially responsible for all damages.

Pet owners must pick up pet droppings. Pet owners must not permit their pets to urinate on shrubs or defecate in others yards. Pet owners will be held responsible for the actions of their pets.

Should a violation or annoyance arise, the complainant is encouraged to contact the owner and resolve the matter in a friendly manner. If it should continue, the complainant shall notify the Property Manager, who, in turn, will contact the owner to resolve the problem. If the problem persists, a complaint can be filed with the Board of Directors. A complaint must be submitted to the Board of Directors in writing. It should include the date, description of the pet, violation or annoyance and signature of the complainant.

Upon receipt of the valid complaint, a warning letter will be issued to the pet owner citing the violation(s). A second complaint, if filed within one (1) calendar year of the first, will result in a \$50.00 fine. All subsequent complaints, within the

same calendar year, will result in a \$75.00 fine. All fines not paid within thirty (30) days, are subject to additional charges and will become part of the next monthly assessment. All unpaid fines will be carried forward in the homeowner's account as an unpaid assessment until such time as all charges, including late fees and collection costs, have been satisfied. All amounts collected will be placed in the general operating fund of NSV.

Guests and renters are not allowed to have pets. Guests/renters bringing pets to NSV will be asked once to remove them and then the homeowner will be fined. Fines incurred by guests/renters will be assessed to the absentee owners and unpaid fines will be carried forward in the home owner's account.

The Board reserves the right to revoke a homeowner's right to house a pet.

V. SAFETY

Keeping our children safe is of the utmost concern to all. When the weather is warm, bicycling, in-line skating and skateboards are all favorite summertime activities.

Skateboarding, in-line skating, scooters, and sledding are not permitted on our roads; it is just plain **DANGEROUS!**

Bicycles are permitted and should follow the safety and rules for motorized vehicles.

Be alert and aware of our children when backing out of driveways, turning corners, etc.

The speed limit on all roadways within North Star Village is **10 MPH**. Speeding and failure to observe stop signs will result in referral to the Sheriff's Department. All residents are asked to remind family members and their guests to drive slowly and carefully.

Parents are expected to closely supervise their children at play, including bicycle riding.

Keep things of value out of sight, (e.g. radar detectors) in automobiles in parking lots.

VI. PARKING RULES AND REGULATIONS

The purpose of parking regulations is to promote the general appearance of the area as well as the safety and welfare of the residents relative to the use and enjoyment of the common streets and visitors' parking lots. Vehicles cannot be stored in NSV parking lots.

SPEED LIMIT

The speed limit on ALL roadways in North Star Village is 10 miles per hour.

PARKING REGULATIONS

1. In winter months residents must park in their designated area and then are allowed one other parking spot that is not reserved with a sign. Please be courteous of your neighbors and respect their right of access.
2. All vehicles must be parked properly and at no time on any part of the grass areas or roadways.
3. Noisy vehicles (cars, trucks, vans, utility vehicles, motorcycles) are not permitted. All vehicles must be equipped with properly functioning mufflers.
4. Streets and parking lots may not be used for the storage or extended parking of unlicensed, unregistered or disabled vehicles, boats, RV's, campers or commercial vehicles, etc.
5. Other vehicles prohibited are tractors, trailers, campers, and commercial vehicles weighing more than one ton.
6. Vehicles cannot be stored in NSV parking lots.
7. No extensive repairs of motor vehicles shall be made on any of the roadways or parking areas.
8. All guests, both temporary and frequent, must park in the resident's designated area or an adjacent non-reserved space allocated as one per unit.

VII. MISCELLANEOUS

A. HOMEOWNER RESPONSIBILITIES

1. All interior finishes, appliances, electric, plumbing etc.
2. Outdoor lights, attached to units, bulb replacements. (bulb spec: LED, medium screw base, 9 watts, 300-degree Kelvin, 120 volt, 80+CRI)
3. Maintenance of all approved modifications to the exterior of their units, whether the additions were made by them or a previous owner
4. Window replacements and skylight replacements (require approved variance)
5. Screens, storm doors (except exterior door surface paint) (require approved variance)
6. Furnaces, hot water heaters, smoke detectors
7. Maintenance of flower boxes (require approved variance)
8. Cleaning and maintenance of chimney, dryer vent and furnace

B. TRASH STORAGE AND REMOVAL

1. All trash must remain in the Homeowner's unit until deposited in the dumpster. Trash must be deposited inside the dumpster and not left on the ground next to the dumpster. Recycling must be clean and separated as follows into the labeled waste receptacles:
 - Paper, and cardboard.
 - Glass (clear and colored, including wine bottles), and plastics (#1-7: all plastic bottles, jars and jugs. Plastic buckets, tubs, toys, and food packaging).
2. Please take advantage of the donation bin for beverage bottles and cans to support a local charity next to the dumpster. Note wine bottles not accepted in donation bin.
3. The dumpster is for NSV household trash only. Trash from other residences or establishments is not allowed.
4. The dumpster is not to be used for construction debris, restaurant waste, furniture, water tanks, appliances, etc.
5. If it is determined that trash is from an outside source, violators will be subject to a fine plus reimbursing the Association for the cost of hauling and dump fees.

6. Oversized garbage such as furniture, appliances, kitchen/bath fixtures as well as building materials should be taken to the transfer station:

The Town of South Bristol Transfer Station is located at 6098 Middlebrook Road. Phone number is 585.746.6620. Hours of operation are: Sat. 9:00 am to 4:00 pm, Sun. 9:00 am to 2:00 pm and Wed. 3:00 pm to 7:00 pm* (*June-September*)

C. SOLICITATION

There shall be no soliciting on the grounds of North Star Village.

D. RENTAL OF A TOWN HOME

1. The Town of South Bristol has passed a local law (Short-Term Rental Local Law #2-2020) that is in place for individuals who rent their units on a short-term basis. As this is an ordinance enacted by the Town of South Bristol, and not the Homeowner's Association, please contact the Town of South Bristol with any questions at 585-374-6341. <http://www.southbristolny.org/wp-content/uploads/2019/12/LLShortTermRental-.pdf>

If a homeowner does file and receive a permit for short term rental from South Bristol, a copy of the current permit must be sent to Kenrick Corporation. The Town of South Bristol will notify you directly when it is time to renew your permit. It is a homeowner's responsibility to keep the association informed.

2. Any owner who rents or leases his or her town house to another party must inform that party of requirements of the Declaration and Bylaws found in the Offering Plan and Handbook. Copies of these documents must be included in the lease.
3. The owner of the town house will be responsible for their share of any assessment if repair or rebuilding is necessary on the lot or home due to damages caused by the resident(s) or guests.
4. The owner is responsible if a renter fails to conform to the Rules and Regulations and also bears the responsibility of any assessed fines.
5. No 'For Rent' signage.

E. USE OF A TOWN HOME

1. The town house shall be used for single family residential purposes only, in conformance with the uses set forth in the Declaration.
2. No noxious or offensive activity shall be carried on in any town home, or in the common areas, nor shall anything be done therein either willfully or negligently, which may be or become something which other owners or occupants could reasonably consider to be an annoyance or nuisance.
3. Nothing shall be done in any townhouse or common area which would impair the structural integrity of any building or structurally change any building.
4. Residents shall not cause or permit any unusual or objectionable noise or odors to be produced in or emanate from their units.
5. No resident or any of his or her agents, employees, licensees or visitors shall, at any time, bring into or keep in his or her unit, any flammable, combustible or explosive fluid, material, chemical or substance. Firewood for units with woodstoves or fireplaces is permitted.
6. Residents are responsible for installing and maintaining smoke detectors in their units.
7. Nothing shall be done or kept in any home or common area, which would:
 - A. Increase the insurance rate for any building or its contents.
 - B. Cause cancellation of the insurance covering any building or its contents.
 - C. Violate any laws or codes.

F. SEASONALLY VACANT HOME

If you are leaving for an extended vacation (i.e. away for the winter), please secure your home to guard against waterline breakage and burglary:

1. Turn off water at shutoff valve and drain interior plumbing system.

2. Keep an adequate amount of heat in the home – no lower than 55°F.
3. Discontinue newspaper and mail delivery.

G. FIREWOOD DELIVERY AND STORAGE

Firewood can be dropped off on grass areas adjacent to the parking lot but must be immediately carried and stacked on the rear patio of your unit. It is not permissible to drive delivery trucks over the lawn directly to the patio area and any one doing so will be fined \$50.00 and assessed the cost of any required lawn repairs. It is also the homeowner's responsibility to coordinate deliveries and clean up after any deliveries, repair tire marks, etc.

H. SNOWMOBILES AND ATV'S

Snowmobiles and ATV's are not permitted on North Star Village roadways or grassy areas. They are not to be stored on decks or patios. Violation of any part of this policy will result in a \$50.00 fine to the owner of the vehicle.

I. NOISE POLLUTION

1. There shall be no loud or unusual noise from any radio, stereo, television, tape recorder, CD, muffler or any sound-producing device which will disturb the comfort of others at any time.
2. Residents shall comply with the Town of South Bristol noise ordinance.
3. Quiet time shall be every night from 11:00 pm until 7:30 am. For noise complaints call 911 directly.

VIII. BOARD OF DIRECTORS MEETINGS

1. Board of Directors meetings are generally held bi-monthly. Contact the Board President if you wish to be included on the meeting agenda as meeting dates can change. All homeowners are welcome to attend.
2. Informal Subcommittees provide the working structure for the business of the Association: (sub committees approved by Board). Ask how you can be involved. These committees provide an excellent forum for resident input in areas of their interest and/or experience. You are encouraged to participate.
3. The Annual Meeting of the Homeowners Association is held in late summer. Election of Board members is held at that time. Board members are elected for a term of two years.

IX. FURNACE, DRYER VENT AND CHIMNEY INSPECTIONS

Where installed, furnace and associated fuel tank, chimney and or dryer vent stack to be inspected by a qualified contractor every two years at a minimum. Proof of inspection shall be submitted to the management company by email or USPS. If not provided, the homeowner may be fined and or the inspection service completed at the homeowner's expense.