

WOODSVIEW HOMEOWNERS ASSOCIATION

March 2016

Dear Woodsview Homeowner,

The Board of Directors has reviewed the Woodsview Homeowners Association information included in the homeowner's packet distributed by Crofton Associates. Enclosed you will find updated documents approved by the Board. These documents should be kept with your Declaration & By-Laws.

Each homeowner should become familiar with the Declaration & By-Laws of the Association. If you do not have a copy, one can be obtained from Crofton Associates website, www.croftoninc.com.

Sincerely,

Board of Directors
Woodsview HOA

Contents:

- Rules and Regulations (pages 1-8)
- Architectural Standards (pages 9-11)
- List of Responsibilities (pages 12-13)

Approved by WHA BOD March 2016

**WOODSVIEW HOMEOWNERS ASSOCIATION, INC.
RULES AND REGULATIONS**

BOARD OF DIRECTORS

President	Judy Greenfield	388-9184
VP	Michael Richmond	750-3535
VP	Marti St. George	223-1371
Secy	Mary Ann Mady	388-6197
Treas	Laurie Saunders	598-3367

Property Manager:	Crofton Associates Kathryn D. Arnold	248-3840
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WOODSVIEW HOMEOWNERS ASSOCIATION, INC.
RULES AND REGULATIONS
(Pursuant to Section 5.11 of the By-Laws)

PARKING

No parking permitted on access roads on main Eaglesfield Way at any time. No overnight parking of vehicles will be permitted on any street area. This includes Eaglesfield Way, Walpole, and Wind Loft. Cars must be parked in driveway or in a designated parking area within Woodsview. In addition, owners of vehicles parked in visitor parking for more than 72 hours continuously, will be fined \$25.00 per day after the 72 hour limit, for the first occurrence. Subsequent violations will result in the vehicle being towed at the owner's expense. If additional parking is needed for a special event, please be courteous and tell visitors to park on the main road.

LANDSCAPE

Unit owners shall not plant flowers, shrubs or trees in the shrub and tree areas of the townhouses. Homeowners should refrain from pruning trees and shrubs as the Association provides this service on a contracted schedule. Flowers may be planted in the rear of each townhouse in a flower bed not to exceed 2 feet from the basement wall of the townhouse, with a maximum length of 10 feet along the wall of the townhouse. Any owner who wants to plant or install such a bed, or do anything that is not authorized by the Declaration must submit a variance request to the Property Manager.

Up to three (3) potted plants may be placed in the front garden bed but must be removed by October 31st. Potted plants should not be placed on the front sidewalk for safety reasons. Potted plants may be used on decks and porches. Trellises are not allowed in the front garden bed or on porch siding or chimneys. Solar lights are allowed along the sidewalk but require an approved Variance Request. The American flag is the only flag permitted to be displayed and should be displayed from a flagpole. Unit owners may not attach anything to the brick walls or the siding. Any damage to the exterior of a townhouse caused by the homeowner must be repaired by the homeowner to its original condition or the Association will arrange for the repair at the homeowner's expense.

EXTERIOR STORAGE

Storage of wood and other items is not permitted on or around the exterior of the units or under decks.

RENT OR LEASE OF A UNIT

Any owner who rents or leases their unit must provide the Association with a Renter's Information Sheet within 30 days of the beginning of the lease term. A Renter's Information Sheet is provided by the Association and should be filed with the Property Manager. Failure to do so will result in a fine of \$25.00 per month until the form is filed with the Property Manager.

**WOODSVIEW HOMEOWNERS ASSOCIATION, INC.
RULES AND REGULATIONS**

EXTERIOR CHANGES

Any proposed change or improvements to the appearance of the outside of a Woodsview unit, or any complaint/problem, must be addressed to the Property Manager who will take action or forward it to the Board of Directors for action. Homeowners are required to submit a variance request to the Architectural Committee for approval prior to making any changes to the exterior of the unit.

PETS

One dog and one cat only, per unit. Town Ordinance regarding all animals prevails. Unrestrained dogs, cats, and other pets are not allowed to roam on common ground. Any damage caused by a pet will be billed to the owner. All pet owners must immediately clean up after their animals when they are outside and properly dispose of waste materials.

COMMERCIAL VEHICLES

Commercial vehicles may only be parked in a garage with the exception of construction vehicles or vehicles making deliveries or providing services to the homeowner.

BOATS, TRAILERS, RECREATIONAL VEHICLES

These may only be parked in a garage. These vehicles may be granted short term parking privileges on an individual basis by submitting a variance request to the Architecture/Rules Committee.

UNREGISTERED/UNLICENSED MOTOR VEHICLES

None are allowed including mini bikes, trail bikes, go-carts, snowmobiles, mopeds etc. Unlicensed motor vehicles will be towed at the owner's expense.

ADVERTISING SIGNS

None are permitted except for a "FOR SALE" sign placed in the window of the unit and one commercial "OPEN HOUSE" sign placed at the community entrance during open house only.

GARAGE/ESTATE SALES

A variance request must be submitted well in advanced of the sale and approved. Please remove any signs or posters immediately after the sale.

NOISE

Keep stereos, radios, and televisions at a level that does not disturb your neighbors. Remember that loud parties can also disturb the peace and quiet of the neighborhood. The best rule is that none of these should be heard within a neighbor's house with the windows closed. Outdoor parties should be concluded by 11:00 pm.

DECKS

Maintenance and appearance of decks are the homeowners' responsibility. *See Architectural Standards.*

**WOODSVIEW HOMEOWNERS ASSOCIATION, INC.
RULES AND REGULATIONS**

STORM DOORS

Only a full view white storm door is acceptable. *See Architectural Standards.*

AWNINGS

They are acceptable only over decks. *See Architectural Standards for manufacturer and model number allowed.*

SECURITY MOTION SENSOR LIGHTS

White motion-activated flood light fixtures are allowed only in back of units along the wooded areas for security purposes. The lights are to be mounted over the top of the sliding glass deck door. *See Architectural Standards.*

APPLIANCE DISPOSAL

Any homeowner wishing to dispose of an appliance should call Suburban Disposal (352-3900) for specific instructions on how/where to place it for pickup. Homeowners are responsible for any costs or charges associated with appliance removal and disposal.

TRASH STORAGE AND REMOVAL

Residents shall store trash or trash containers in their garages between weekly trash pickups. All containers and collection items should be placed at the curb. (Homeowners on Eaglesfield Way should place all collection containers and items along Eaglesfield Way itself rather than at the end of the driveway, as garbage trucks are not allowed on access roads to reduce grass and road damage.) Trash containers, recycle boxes or loose items should not be placed for pickup earlier than Sunday evening. Trash containers and recycle boxes must be removed and stored properly by Monday evening. Garbage cans are recommended instead of trash bags as birds and animals will tear into the bags.

If windy conditions exist while awaiting trash pickup, residents are required to secure their trash and contents of the recycle bins in such a manner as to prevent the scattering of contents. The homeowner shall call the trash company to arrange for special pickups (i.e. appliances) prior to placing the items out for pickup.

BIRDFEEDERS

Birdfeeders are not permitted as they attract unwanted wildlife (such as rodents). Bird houses may be considered through the variance procedure.

**WOODSVIEW HOMEOWNERS ASSOCIATION, INC.
RULES AND REGULATIONS**

FINING PROCEDURE

As a result of Architectural Committee Inspections multiple addresses have been noted as being in violation. Some of these violations will require an approved variance to correct. Homeowners will be notified individually of any violations for their home and be given instructions on how to correct the violation.

In order to assist the Board and Crofton in enforcing the HOA Rules and Regulations, the Board has voted to adopt the following fining procedure:

- 1st notice of homeowner will be given written notice of violation and 30 days to correct
- 2nd notice of violations exceeding 30 days will receive a \$50 fine
- 3rd notice of violations exceeding 60 days will receive a \$100 fine
- Violations exceeding 90 days will receive \$100 monthly fine until compliance is achieved.

The exception to this schedule will be violations which jeopardize the health of other homeowners, such as not cleaning up after a dog, or where a homeowner's vehicle is blocking other homeowners or contractors. Much less time will be given to correct these violations.

If deck staining needs to be done, the Board will expect a variance to be submitted and work to be completed between April and October. Any fining for this repair will be suspended during the months of November through March.

If you have any questions, please contact Crofton at 248-3840.

Architectural Committee

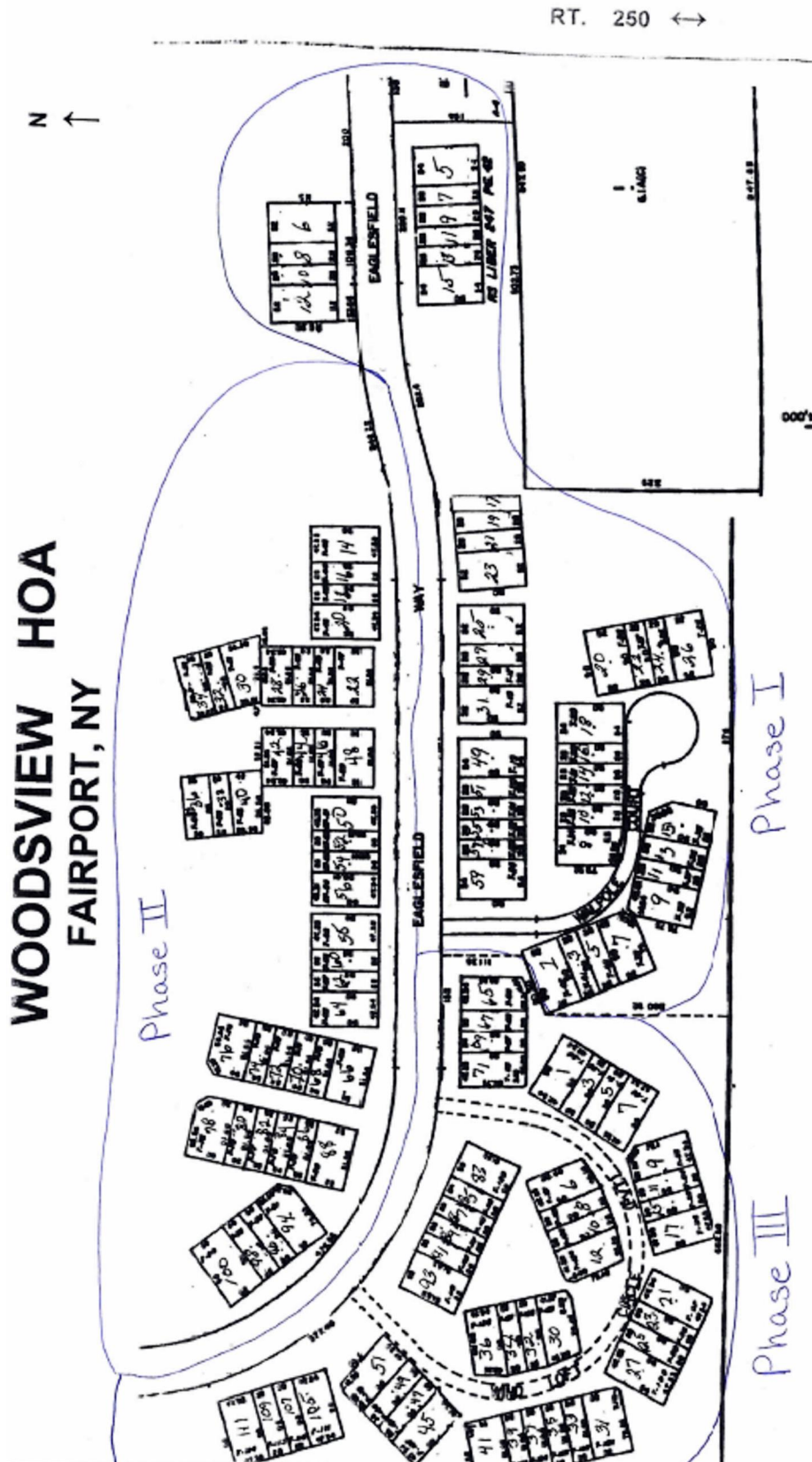
The committee shall review all proposed improvements, additions, modifications or alterations to any existing improvement or any proposed change in the use of a lot or any other portion of the property. The committee may also assist and advise the Board of Directors in enforcing the Declaration of the Association. Responsibilities and duties of the committee are defined in Article VII of the Declaration.

Nominating Committee

The committee shall be responsible for:

- Development and submission to the Board of written procedures covering regular, absentee, and proxy ballots
- The nominating and voting process for the Woodsview Homeowners' election of the Board of Directors at the Association's Annual Meeting. See By-Laws, Article IV.
- Conducting election including ratification, auditing, and counting of ballots

**WOODSVIEW HOMEOWNERS ASSOCIATION, INC.
RULES AND REGULATIONS**



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WOODSVIEW ARCHITECTURAL STANDARDS

A variance must be submitted prior to commencing any work for each of the following:

AWNINGS

Adalia Extreme Model #X3M Retractable Motor, or an approved alternative by the Architectural Committee.

- 1) Rochester Colonial: fabric #364-642 (alternating green stripes)
- 2) Sunsetter: fabric #5942 (Garden Green)
- 3) Patio Enclosures: fabric #4806 (Beaufort Forest Green)

Fabric needs to match existing fabrics in Woodsvievw. Variance needs to be specific with picture, manufacturer, fabric # and name.

BACK OR SIDE DECK DOORS

- Two story units ó only full view, white vinyl sliding doors are permissible. Must match existing door and door size. No enlargement of door opening is allowed.
- End units ó must be exact match to existing French doors or a sliding glass that is the same in appearance as that of two story unit but fits existing opening.

DECKS - Repair or replacement parts must match existing size, material and design.

Semi-transparent Stains

Olympic (sold at Lowes) Carmel or 716 Cedar Naturaltone

Behr (sold at Home Depot) ó Red Cedar ST 152 or Cedar ST 146

Solid Stains

Olympic (sold at Lowes) ó Cedar

Behr (sold at Home Depot) ó Red Cedar SC 152 or Cedar SC 146

(No redwood stains are allowed)

DOORS:

FRONT DOORS

If it is necessary to replace a front door, it must match the existing door presently in place.

- One story unit ó steel clad, 2 or 4 lites, 4 panel, or half window, 2 panel
- Two story unit ó steel clad, 2 or 4 lites, 4 panel
- Paint colors: Must match existing colors. Paint specifications are available from the Property Manager.

GARAGE DOOR REPLACEMENT

Wayne Dalton Thermoguard II or Foamcor II, raised panel, white Vinyl. No window can be used in doors.

REAR WALKOUT DOORS

Door repair and/or replacement require a variance request.

STORM DOORS

White vinyl, full view clear glass panel with a 3ö kickplate is acceptable. Self-storing screen is allowed.

WOODSVIEW ARCHITECTURAL STANDARDS

A variance must be submitted prior to commencing any work for each of the following:

LAWN ORNAMENTS/POTTED PLANTS

Not recommended, but limited to a maximum of three pieces, one of which may be no more than 2-1/2ø in height and not to exceed 2ø in length. Up to three (3) potted plants may be placed in the front garden bed but must be removed by October 31st. Potted plants should not be placed on the front sidewalk for safety reasons. Potted plants may be used on decks and porches. Trellises are not allowed in the front garden bed or on porch or chimneys. Solar lights are allowed along the sidewalk but require an approved Variance Request. Unit owners may not attach anything to the brick walls or the siding. Any damage to the exterior of a townhouse caused by the homeowner must be repaired by the homeowner to its original condition or the Association will arrange for the repair at the homeowner's expense.

HEAT PUMPS AND AIR CONDITIONERS

New or replacement heat pumps or air conditioners require a variance request. Variance request must stipulate that the installation must meet manufacturer's and installer's requirements.

MAILBOXES

- Homeowners must receive permission from the post office and the Board to install a personal mail box. A copy of such permission letter and a copy of the physician's request must accompany the variance request.
- Mail boxes must be black in color to match outside lights and placed on the brick facing, between the porch and the garage door. Height, where mounted, must be in accordance with Postal Regulations. Variance must be filed showing exact location. Brass mailboxes currently installed are allowed, but must be replaced with black.

OUTDOOR LIGHT FIXTURES

WHA provides each unit with a light fixture beside the front door on the porch and either one or two fixtures beside each garage door. Also provided is one light fixture along the side of the sliding glass door on the deck. These fixtures are currently black. The end units have white soffit lights over the deck doors, instead of the black fixtures along side the doors, and some units have white light fixtures next to pedestrian doors from walkout basements. These were purchased and installed by the Association.

If a homeowner has a unit that backs up to an area that potentially poses a security risk, he/she can submit a variance request to the Board and/or Architectural Committee for approval to install a security motion sensor light at their own expense. A white motion-activated light fixture made by Heath/Zenith (Model #SL-5718-WH) is recommended.

- Dishes may also be affixed to the vertical side wood trim. It can only be mounted on the wood itself and not on the siding.
- The dish may be placed on the deck of all units, providing the Board and/or Architectural Committee approves of methods and site of installation. The installer must be from a manufacturer's retail operation. No subcontractors may be used.

WOODSVIEW ARCHITECTURAL STANDARDS

A variance must be submitted prior to commencing any work for each of the following:

TV SATELLITE DISH

- No dish may be installed on the roof, aluminum siding or bolted into any masonry. It may not be affixed to the front of the house. If no satisfactory site can be found, you may apply for a variance to standard application. Board approval shall be given in compliance with the FCC Over the Air Reception Device Rule, so long as the device is located on the OwnersøLot. Dishes cannot exceed a maximum of 39.37ö.
- On two story units, dishes may be affixed to the trim molding beneath the roof in the rear. These should be placed 12ö down from the peak of the roof, on the side where the dish is being installed.
- On one story units, the dish may be affixed to the trim molding beneath the roof on the side of the house.

WINDOW REPAIR AND/OR REPLACEMENTS

Window replacement should be similar in style and considered a like-for-like replacement. All above grade windows shall be casement style, crank out windows.

LIST OF RESPONSIBILITIES

Items	Association Responsibility	Homeowners Responsibility	Architectural Standards
WINDOWS			
Glass		Yes	
Window unit replacement		Yes	Variance Required
Interior Trim & Hardware (hinges, actuators, locks)		Yes	
Screens		Yes	
Shutters	Yes		
Weather Sealing between windows and frames		Yes	
Exterior caulking, staining, painting	Yes		
Egress window		Yes	Variance Required
DOORS			
Over Head Garage Door			
Garage Door Replacement (incl. hardware)		Yes	Variance Required
Paint Wood Door Exterior	Yes		
Kitchen/Garage Door		Yes	
Front Door			
Paint exterior including frame and trim	Yes		
Replacement		Yes	Variance Required
Rear Walkout Door			
Paint exterior	Yes		
Replacement		Yes	Variance Required
Deck Door Replacement		Yes	Variance Required
Storm Doors and Screens		Yes	Variance Required
FLOORS			
Garage (cement), Basement, Home Interior		Yes	
WALLS AND CEILINGS			
Exterior Block Walls	Yes		
Interior Walls & Ceilings		Yes	
Steel Basement Columns		Yes	
Exterior Siding and Related Trim	Yes		
Exterior Brick	Yes		
FRONT PORCH/STEPS			
Snow Removal - 2' out from garage door		Yes	
Porch, Deck & Garage exterior lighting	Yes		
Additional Lighting		Yes	Variance Required
Porch/Stoop Replacement		Yes	Variance Required
Flagstone Walks	Yes		
PLUMBING/HEATING & COOLING			
Interior plumbing and heating		Yes	
Exterior Plumbing	Call Mgmt. Company		
Outside Spigots		Yes	
Heating & Cooling (including pads for units)		Yes	Variance Required
SEWAGE			
Internal		Yes	
External, Laterals from unit to interceptor	Call Mgmt. Company		
External, interceptor & beyond	Call Mgmt. Company		
RAINWATER/SNOW MELT/SUMPS			
Gutters & Downspouts	Yes		
Grading of soil surrounding units	Yes		
Storm Water			
Interceptor (mains)	Call Mgmt. Company		
Catch basins, laterals	Call Mgmt. Company		
Damage due to ice damming	Call Mgmt. Company		
Sump pump and check valves		Yes	

LIST OF RESPONSIBILITIES

Items	Association Responsibility	Homeowners Responsibility	Architectural Standards
CHIMNEYS & FIREPLACES			
Interior Components		Yes	
Exterior Components	Yes		
DECKS			
Staining		Yes	Variance Required
Fence/maintenance/repairs		Yes	Variance Required
VENTS			
Dryer, Bathroom, etc		Yes	Variance Required
ROOFS			
Maintenance, repair & replacement of missing shingles	Yes		
Underlayment to flashing now part of roofing projects	Yes		
Soffits	Yes		
Skylight Repair/Replacement		Yes	Variance Required
COMMON AREAS			
Grass Cutting and Maintenance	Yes		
Trees	Yes		
Shrubs	Yes		
Roadways (ex. Eaglesfield main - Town)	Yes		
Driveways/Parking Areas	Yes		
Street Gutters (ex.Eaglesfield main - Town)	Yes		
Fire Hydrants	Monroe Co. Water		
Mailboxes	Yes		
Lawn, shrubs & trees irrigation		Yes	
Wooded Areas	Yes		
SERVICES & INFRASTRUCTURE			
Electric			
Mains	Fairport Electric		
Secondary services (inside)		Yes	
Refuse & recycling	Yes		
Snow removal/deicing roadway (ex.EFW main - Town)	Yes		
Snow removal - Porch/walk/2' front of garage door		Yes	
Water Meter (call Water Authority)		Yes	
Water main between main & house	Yes		
Cable TV		Yes	
Satellite Dish to cable TV Lines		Yes	Variance Required
Telephone		Yes	
INSURANCE			
Structures and common areas, master fire, liability and umbrella including improvements and betterment for cost of replacement of like quality with no depreciation	Yes		
Personal contents, liability, umbrella and interior upgrades		Yes	
OTHER			
Building maintenance threat (infestation that could spread to other units in the same building and do material damage, i.e. Termites, Carpenter Ants/Bees)	Yes		
Non-Building maintenance threat		Yes	