This guidebook shall remain in the home. Should you sell or rent your unit, please leave this guidebook for the new owner.
TABLE OF CONTENTS

PURPOSE OF HANDBOOK 3

RULES AND REGULATIONS 4
1. Homeowners Guide 4
2. What is a Townhouse? 4
3. What is a Common Element? 4
4. How are Townhouses Run? 4
5. What are Common Charges? 4
6. Non-Payment of Assessments 4
7. What Are House Rules? 4
8. Responsibility of Repairs 4

INTRODUCTION 5
I. HOMEOWNER RESPONSIBILITIES 5
A. REGARDING INDIVIDUAL UNITS 5
1. Single Family Residence 5
2. Preservation and Cleanliness 5
3. Repair and Responsibilities 5
4. Interior Repair Costs 5
5. Flammable, Combustible Items, Etc. 5
6. Radio, Television, Electrical and Responsibility 5
7. Maintaining 55 Degree Temperature 5
8. Disturbing Noises 5
9. Noisy Mufflers 5
10. Patios and Privacy Areas 6
11. Lawn Ornaments 6
12. Holiday Decorations 6
13. Fireworks 6
14. Flags 6
15. Chemical/Paint Spills 6
16. Solar Lights 6
17. Garages 6
18. Variance Requests 7
19. Violations and Fines 7
20. Doors 8
21. Windows 8
22. Skylights (Velux) 8.1
B. REGARDING RESTRICTED COMMON ELEMENTS 9
1. Shaking Articles from Units 9
2. Clothes Poles and Lines 9
3. Storage of Firewood 9
4. Parking in Designated Areas 9
5. Overnight Parking Restrictions 9
6. Campers, Boat and Trailer Parking 9
7. Uses of Common Elements 9
8. Driveways and Sidewalks 9
9. Roof Restrictions 9
10. Responsibility of Damage to Areas 9
11. Parking or Defacing Walks/Driveways 9
12. Altering Common Elements 9
13. Adding Exterior Attachments 9
14. Affixing to Trees 9
15. TV Dish Antenna Rules and Procedures 10-11
II. GENERAL COMMUNITY RESPONSIBILITIES 12

A. PETS/BIRDFEEDERS/WILDLIFE FEEDING 12

B. PLANTING AND GARDENING 12
1. Planting Limitations 12
2. Planting Outside of Privacy Area 12
3. Hanging Plants 12
4. Fertilizers, Grub Killers or Lawn Treatments 12
5. Landscape Uniformity and Favors 12
6. Shrub Replacement 12
7. Decorative Stone 12

C. TRAFFIC CONTROL 13
1. Speeding and Careless Driving 13
2. Motorcyclists and Bicyclists 13
3. Tuning Cars and Motorcycles 13
4. Violations to Motor Vehicle Law 13
5. Parking for Guests and on Dedicated Street 13
6. Snowmobiles, ATVS and Other Vehicles 13
7. Driving on Lawns 13
8. Skateboards 13
9. Snowplowing 13

D. TRASH COLLECTION 13
1. Dry, Common Refuse and Containers 13
2. Biodegradable Food Wastes 13
3. Paint, Oil and Chemicals 13

E. PRIVATE BUSINESS ACTIVITIES 13
1. Business Activities 13

F. SIGNS 13
1. In Accordance with the Declaration 13
2. Board of Directors Exceptions 13
3. Signs for House Sale and Open House 13

III. STANDARD TOWNHOUSE PROCEDURES 14

A. SERVICE REQUESTS 14
1. Consult Responsibility Chart 14
2. Request for Service 14

IV. PADDY CREEK RULES AND REGULATIONS 14

V. TENANT LEASES 14

Variance Request Form 15
Approved Replacement Shrubs 16-17
Responsibility Chart/Matrix 18-19
The purpose of this handbook is to give you a guideline of the rules, regulations and responsibilities that are applicable to the owners and residents of Pinewood Townhomes.

This handbook will be distributed once and should be retained by each unit owner and then passed on to the next owner. Additional copies are available for a fee by contacting the Property Management Company.

In addition to these rules, the Pinewood Homeowners Association members are governed by the provisions of the Declaration and By-Laws of the Association found in the Declaration and By-Laws (Green Book) which was provided to the homeowner by the builder.

The Board of Directors is authorized to levy fines against members for violation of the rules and regulations. (See page 106, Article (E) of the By-Laws of Pinewood Homeowners Association)

The Association is a not-for-profit corporation organized in the State of New York. When a unit is purchased, the owner becomes a member of the Association. The Association is run by an elected Board of Directors, which operates and maintains the Association property and has contracted for services with a Management Company. The Board of Directors enforces the covenants, conditions and restrictions set forth in the Declaration and By-Laws.

Management Company

Crofton Associates, Inc.
111 Marsh Road
Pittsford, NY 14534
585-248-3840   Fax 585-248-3666
Email:  info@croftoninc.com

Website for Pinewood information:  www.croftoninc.com

Office hours are:   8:30 am – 5:00 pm, Monday - Friday.

- To request maintenance
- To inquire about assessments
- To report rule violations
- To obtain general information

In case of an emergency
during off-hours, holidays or weekends, the regular number is forwarded to a 24-hour answering service.
1. **Homeowner's Guide**
   This guide was compiled by the Pinewood Board of Directors as a reference and source book for the use of Pinewood residents. It is offered as a layperson’s interpretation of the Declaration and By-Laws. *It cannot and does not* revise any of the obligations set forth in the Declaration and By-Laws as amended. Many questions about the rules and regulations will have answers in this guide.

2. **What Is A Townhouse?**
   A townhouse arrangement is one where the owner of each townhouse holds the title to a townhouse and also owns an interest in, and the right to use common elements.

3. **What Is A Common Element?**
   A common element is a property outside all units owned in common with the rest of the owners.

4. **How Are Townhouses Run?**
   The business of the Homeowners Association is conducted by a Board of Directors elected by the homeowners. Most questions can be answered by consulting the Declaration By-Laws, rules and regulations or personally contacting the Property Manager.

5. **What Are Common Charges?**
   Common charges are a payment made by each homeowner to finance the operation and maintenance of the townhouses, which include maintenance, landscaping, trash collection, snow removal, insurance (not interior), a reserve for capital replacement and all operational expenses.

   Monthly assessments are common charges due on the first day of each month herein called “due date.”

   Special assessments are common charges that may be charged to each lot owner for purpose deemed necessary by the Board of Directors. A due date will be determined at inception of the assessment.

   Late charges are incurred if the assessment is not paid within a ten (10) day grace period. The late charge shall be 10% of the overdue assessment. Monthly assessments and late charges not paid within thirty (30) days of due date shall be considered “thirty days past due”.

6. **Non-Payment Of Assessments And Liens**
   Any assessment left unpaid sixty (60) days from the due date shall be considered sixty (60) days past due. Pre-lien notifications will be sent to any lot owner for any sixty days past due assessments. All past due assessments left unpaid for thirty (30) days beyond a pre-lien notification may result in a lien against the lot. No lien shall be filed without the prior approval of the Board of Directors.

7. **What Are House Rules?**
   (See Rules Section, pages 5 through 14)

8. **Who Is Responsible For Repairs In The Units And Around The Townhouses?**
   (See “Responsibility Matrix”, page 18 & 19). If it fails to answer your specific question consult the Property Management Company.
PINEWOOD TOWNHOMES RULES AND REGULATIONS

INTRODUCTION

The Declaration and By-Laws authorizes the Board of Directors to make and enforce the Rules and Regulations of the Townhouse development.

However, it is the spirit of cooperation and voluntary compliance that makes these rules work. We live in close proximity to our neighbors, which is different from single-family homes. This closeness requires our increased sensitivity to the needs of our neighbors for privacy and quietude.

The purpose of these rules and regulations is to insure the rights of each resident. To this end, these rules and regulations have been enacted as common sense guidelines for good neighbors. Any questions regarding these rules and regulations should be directed to the Management Company.

I. HOMEOWNERS RESPONSIBILITIES

A. Regarding Individual Homes

1. All homes shall be used for single-family residence purpose.

2. Each homeowner shall keep his/her home in good state of preservation and cleanliness. Homeowners shall not throw dirt or other material from doors, windows or decks. No article shall be shaken such that dirt or dust will go into a neighbor’s house.

3. Homeowners must promptly repair all malfunctioning items in their homes which, if neglected, might adversely affect neighboring units. Homeowners shall be responsible for any damages or liabilities to any units that may result from the failure to maintain and/or replace such malfunctioning items.

4. All repairs to interior installations of the home, such as electrical work, telephone, television and plumbing repairs shall be at the individual homeowner’s expense.

5. Homeowners shall exercise reasonable caution when storing any flammable, combustible, explosive fluid, chemicals or substances in their unit. Said items must be in Underwriters Laboratory safety approved containers. Under no circumstances should these items be stored in the laundry/furnace room area.

6. All radio, television or other electrical equipment of any kind or nature in each unit shall comply with the rules, regulations, requirements or recommendations of the electrical enforcement agencies having jurisdiction. The homeowner shall be solely liable for any damage or injury caused by such equipment in his or her residence.

7. A minimum temperature of 55 degrees shall be maintained in each home at all times to prevent damage to other homes.

8. Amendment – Revision BOD 6/17/09 – 8-a,b,c

(a) No noxious or offensive activity shall be carried on in any townhouse or in any common area; nor shall anything be done therein, either willfully or negligently, which may be or become an annoyance or nuisance to other homeowners or their guests. All statutes, ordinances and regulations of the Town of Greece shall be adhered to, and in accordance with the anti-noise ordinance of the Town, no homeowner shall play any musical instrument or operate a radio, television, or loudspeaker in such a manner so as to disturb or annoy other homeowners, or their guests. No homeowner shall practice vocal or instrumental music between the hours of 11:00 pm. and 9:00 a.m.

(b) No homeowners, their family, guests or invitees shall engage in any conduct such that the peace and quiet enjoyment of other homeowners shall be disturbed. It shall be a violation of the Rules and Regulations of the Association for any homeowner, family member, guest or
invitee to use excessive amounts of alcohol; use or possess illegal drugs; or institute physical or verbal assaults upon other homeowners, such that it is necessary for the police or fire departments to be called to restore peace and quiet to the property.

(c)  Violations of any subdivision of this section 1-A-8 shall be subject to a fine being imposed by the Board of Directors in the amount of $100.00 for the first offense, and $250.00 for each subsequent violation.

9. Noisy mufflers on a unit owner’s vehicle is required to be replaced immediately so as not to disturb other homeowners.

10. Patios and privacy areas shall be maintained and kept neat and clean.
   a. They are to be used for lawn furniture, grills, etc. They are not to be used for a storage area for trailers, motorcycles, etc.
   b. Weeding of the patio block area is the homeowner’s responsibility. If the area is not completely fenced in, lawn contractor will mow the grass.
   c. To prevent damage to air conditioners, we encourage homeowners to keep this area free of weeds so mowers/trimmers are not required.
   d. To prevent accidental string trimmer damage by the landscaper to the low voltage wires, it is recommended that homeowners secure the thin wire to the copper line set that enters the building. This wire is usually brown in color. The best way to secure this wire is to use 6” plastic zip ties, which can be purchased at hardware stores. 6 or 8 of these ties should be sufficient number to use.
   e. Trees are not to be planted in the privacy areas. The roots grow under the foundation and cause structural damage.

11. Lawn Ornaments
    a. Lawn ornaments in the front garden area must be kept to a maximum of two (2) items with a maximum height of 10 inches. Ornaments are not to be illuminated, electric nor with motion. Time period for displaying any front lawn ornaments is April 1 – October 31.
    b. Shepherd hooks may be used to hang plants and shall not to exceed 5 feet in height above ground. They shall not be used for hanging anything other than plants.

12. Holiday Decorations
    All outdoor holiday decorations, except Christmas decorations, should be removed within one week after the holiday. Christmas decorations may remain up between Thanksgiving and January 15th. Any decorations not removed by January 15 will be removed by the management company at the owner’s expense. Decorations shall not cover or obscure house numbers and cannot be stapled, taped or nailed to the exterior. No decorations are permitted at the second floor level on the exterior of the unit.

13. Fireworks are not permitted on the property.

14. Flags:  Decorative flags, with tasteful emblems/designs, may be flown. American Flags may be flown from sunrise to sunset and not during inclement weather. Flag holders may be installed on the wood trim of garage door. They cannot be mounted on the porch posts. The discretion of the board shall be exercised if a flag is not appropriate and removal may be requested.

15. Chemical/Paint Spills: Any oil, chemical or paint spilled or leaked on driveways or cul-de-sacs must be cleaned up immediately by the homeowner or resident.

16. Solar Lights shall be black in color, shall not exceed 5” in diameter or 13.5” in height. The bulbs shall be white light not to exceed 18 Watts. Lights may be installed in flower beds and next to the sidewalks. No more than 6 lights may be installed. A variance request is required prior to installing solar lights.

17. Garages shall be used for vehicular parking.
18. Variance Requests

1. Variance Requests are the official permit to the Board to allow homeowners to make change to their unit. Form is on page 15.
2. Variance requests may be obtain from the management company, completed and sent to the chairperson listed on the variance request for committee review. If in doubt, contact the management company to verify the need of a variance before making changes.
3. The Board of Directors has the obligation to respond to a variance request, in writing, within 30 days.
4. Homeowners wishing to make any modification or alteration to the exterior appearance of their respective units or other alteration which could impair the structural soundness or safety of the building shall submit a written request to the Board of Directors. “Modifications” shall include any and all changes made upon the townhouse, deck, or the erection of outside dish antennas, poles, fences or similar structures any other observable external changes along with the replacement of windows, storm windows, entry doors, sliding doors and garage doors.
5. Requests must include detailed plans and specifications pertaining to the proposed modification or alteration. In reviewing the variance request, the board considers:
   a. Why the modification is needed.
   b. What the final result will be.
   c. Are specifications appropriate for the modification.
   d. What impact will the modification have upon Pinewood.
   e. Are there other ways to accomplish the need for the modification.
6. The Board of Directors may consider approving a temporary exception to these rules to a homeowner requesting such exception in writing. Requests must outline clearly the need for the exception.

19. Violations and Fines

1. Rule violations which create safety hazards or which seriously impair another resident’s enjoyment of the community will be strictly dealt with by the Board of Directors.
2. If a resident has personal knowledge of violations of the rules which cannot be corrected by neighbor to neighbor communication, the complaining resident should document the violation in writing to the management company.
3. The Board of Directors is required to enforce these Rules and Regulations. A letter shall be sent to the violator. If unheeded, a fine of $100.00 will be assessed. If cooperation is not received from the homeowner, and if the fine is not paid, the Board of Directors may go to court to enforce payment of the penalty.
4. Fines are imposed for the following:
   a. Violation - Homeowner has been advised and violation not corrected within the specific time frame - $100.00 first violation plus $100.00 for repeated violations.
   b. Garage Sales - $100.00 per day
   c. Skateboarding - $100.00 per incident
   d. Late Monthly Assessment Fee - 10% of monthly assessment
   e. Late Special Assessment Fee - 10% of special assessment
   f. Tenant Leases - $20.00 per week
20. **Doors**
The homeowner shall be responsible for the timely repair and/or replacement of a damaged entry door, storm door, sliding door or garage door. A **variance request** is required for replacement of any type of door.

1. **Entry door replacement** shall be the responsibility of the homeowner. The replaced door shall be consistent with current doors within the association community. Homeowner shall retain the original entry door color. End units with the 9 pane entry door style may replace their door keeping it consistent with any current community association door.

2. **Storm door replacement** shall be the responsibility of the homeowner. The combination storm/screen door shall be white.

3. **Sliding glass door replacement** shall be the responsibility of the homeowner. Replacement slider shall have a white exterior and match the style of existing slider. Grids are optional and, if desired, must be noted in the variance request. Grids shall be *colonial style, white, 5/8" in width*, pre-installed between the panes of glass and non-removable from the inside or outside.

4. **Garage door replacement** shall be the responsibility of the homeowner. Garage doors shall be Wayne Dalton Thermogard Model #9600 (white), either steel or foam backed with colonial raised panels and no windows.

21. **Windows**

1. Homeowners shall use standard window treatments to cover their windows on the inside in order to maintain the investment and value of the property owned by all members.

2. Colonial style, white grids must be in all front windows. Grids shall be a full insert; partial or damaged inserts are not acceptable. Grid layout as follows:
   - First floor – 6 grid section in top window, 9 grid section in bottom window.
   - Second Floor – 8 grid section in top and bottom window.

3. **Window Replacement**
   A **variance request** is required for all window replacement. The homeowner shall attach the contractor’s proposal to the variance request for architectural review showing that the following specifications are in compliance. Exceptions to the specifications must be submitted in writing and attached with the variance request for architectural review and approval. No work shall begin before the homeowner has received approval of the variance request.

   **Window Replacement Specifications**
   a. The window glass shall be “**clear view**”. No frosted, etched or pattern/artistic design glass will be allowed.
   b. Glass color shall be **clear**. No dark color tinting such as bronze, gray or green or dark reflective tinting will be allowed. A light silver reflective coating may be used. A sample shall be submitted with the variance.
   c. Grids/grills are required on front windows only. Grids shall be *colonial style, white and 5/8" in width*. Grids shall be pre-installed between the panes of glass and non-removable from the inside or outside. Grid layout as follows:
      - First floor – 6 grid section in top window, 9 grid section in bottom window.
      - Second Floor – 8 grid section in top and bottom window.
   d. Half screens of fiberglass mesh are allowed. No aluminum screens.
   e. Insulate around perimeter of new windows.
   f. Replace rotted sills or brick molding where necessary.
   g. Caulk perimeter of exterior and interior with white paintable silicone.
   h. “**J**” channel shall be exposed to the trim.
   i. Kitchen window only may be replaced with a double hung or awning style window or remain a casement window.

4. **Storm Window Replacement** *(Older style windows)*
   A variance request is required for storm window replacement. This is the portion of the window that holds the screen and outside storm window. “**J**” channel must be exposed to trim.
22. Skylights (BOD 8/17/10)

1. **The only skylight approved for replacement is manufactured by Velux.** This brand is available from a number of local installers. A variance request indicating which Velux model will be installed shall be submitted and approved by the architectural committee prior to any work.

   **The approved models are:**
   - Model **FS** – Fixed skylight
   - Model **VS** – Manual venting skylight
   - Model **VSE** – Electric Venting skylight
B. Regarding Restricted Common Elements

1. No article shall be hung or shaken from windows, decks or placed upon exterior windowsills or exterior fencing.

2. Clothes poles or lines are not permitted. Clothing and other articles shall not be dried or aired on decks or exterior windowsills.

3. The storage of firewood on decks, patios or garages is allowed but must be limited to one face cord. In patio or deck areas, wood must not be stacked/piled against exterior unit walls or fencing. Wood is not to be stored on porches, driveways, walks, lawns or common areas.

4. Parking is not permitted on cul-de-sacs or on Old Pine Lane. The designated parking areas are common property for the use of all homeowners and their guests and not to be used for any purpose other than vehicular parking. It is expected that residents and their guests will respect the rights of others by not abusing the parking privileges.

5. Only licensed passenger vehicles that weigh less than 5000 lbs. may be parked overnight in the common parking areas. Vehicles that do not fit in the garage may not be parked in the common parking areas at any time. Unlicensed vehicles, vehicles with advertising may not be parked in the common parking areas at any time. They must be parked in the garage. Any unlicensed vehicle is defined as one which is not current in any one or more of the following requirements.
   a. Motor Vehicle Bureau Registration
   b. NYS Inspection
   c. Minimum State mandated liability insurance
   d. Any other condition which would make it unlawful to drive it on the public highway.

6. No recreational camper, boat, trailer or other vehicle listed in Section 10.14 Pg. 84 of the Offering Plan may be parked in the common parking area for more than 72 consecutive hours per month.

7. Homeowners shall not use or permit the use of the common elements in any manner which would be disturbing or a nuisance to other homeowners, or in such a way as to be injurious to the reputation of the townhomes. Common areas are to be free of all items. Pools, toys, tables, etc. are not to be left in the common area.

8. The driveways and sidewalks shall not be obstructed or used for any purpose other than ingress to and egress from the homes nor shall objects be left or stored in the common areas. Sidewalks, not grassy areas, are to be used when entering and exiting units.

9. Homeowners, their families and guests shall not, at any time or for any reason, enter upon the roof of any building; nor shall any service person be allowed upon a roof without permission of the Board of Directors due to insurance restrictions.

10. In the event of damage to any common areas or building through negligence or culpable act of an owner or any of his/her guests, employees or members of their family, service contractors or movers, the homeowner does hereby irrevocably authorize the Homeowners Association to repair said damaged area or building. The owner shall repay the Homeowners Association the amount actually expended for said repairs.

11. No homeowner or their guest is permitted to mark or deface sidewalks or driveways with permanent chalks, dyes or paints for parking or recreation.

12. No townhouse owner shall alter, impair or otherwise affect the common areas without prior written consent of the Board of Directors.

13. There shall be no changes or additions to the exterior of any building.

14. Nothing shall be affixed to trees in the complex.
15. **TV Dish Antenna Rules and Procedures**

a. Satellite dish systems shall be no larger, nor installed higher, than is absolutely necessary for reception of an adequate quality signal. Installation of transmission-only antennas is prohibited. All antennas not covered by the FCC rule are prohibited. Interior antenna installations should be considered and ruled out first, before considering the exterior options.

b. As technology advances, it is expected that the size of the “dish” antennas will decrease. An 18-inch diameter is now the standard for the industry. As size decrease, PHOA can require that new dish systems represent the standard for the industry, if not an “unreasonable infringement” to the owner. Likewise, PHOA can also require interior dish systems if they, too, become standard for the industry. PHOA will not require that existing installed dish systems be replaced so long as they remain functional.

c. Installation by an owner of two or more satellite dishes from the same service provider is prohibited.

d. The satellite dish shall be installed solely on individually owned property as designated on the recorded deed. Antennas shall not encroach upon the common areas or any other owner’s property. If acceptable quality signals may be received by placing antennas inside a dwelling, without unreasonable delay or unreasonable cost increase, then outdoor installation may be prohibited.

e. A preferred exterior location is one that is the least visible to others, and least disturbing to the building profile, given the circumstances. This needs to be determined on a unit-by-unit basis by the owner and PHOA, working together. Options typically include DECK, FACIA BOARD (mounted on facia board on rear of unit is preferred and must not be bolted through roof shingles. Wire should be in the siding J channels and behind the downspout.) and CHIMNEY ENCLOSURE. A site survey by a qualified professional, to select possible locations, is the responsibility of the owner and at the owner’s cost.

f. All installations shall be completed so that they do not damage the common areas of PHOA or the lot of any other resident, or void any warranties of the PHOA or other owners, or in any way impair the integrity of buildings on common areas or lots.

g. Owners are responsible for all costs associated with the satellite dish, including but not limited to the cost to:
   a. Place (or replace), repair, maintain and move or remove the dish plus exterior hardware and wires.
   b. Repair damages to the common property, other lots, and any other. Property damaged by dish installation, maintenance or use.
   c. Pay medical expenses incurred by persons injured by dish maintenance or use.
   d. Reimburse PHOA for damages caused by dish installation, maintenance, or use.

h. Installation in the common area may be considered by PHOA, if necessary, if other options are not feasible. This is limited to the shrubbery areas immediately surrounding the unit. Keep in mind that the dish will be close to or at ground level subject to vandalism, theft or other damage. PHOA is not responsible for vandalism, theft or damage.

i. PHOA cannot be required to relocate structures, or trim/remove trees and shrubs in the common areas, in order to allow a clean signal to a unit.

j. The dish, mounting and lead-ins- all hardware-must be commercially manufactured and professionally installed and maintained. Owners are prohibited from climbing on or atop the exterior of their units. Installation must be properly grounded. The contractor performing the installation or maintenance must be licensed and insured, and maintain on file with PHOA an up-to-date Certificate of Insurance. PHOA is in no way responsible for the installation or its outcome, nor for its maintenance; this is the responsibility of the owner. Owner satisfaction with the installation, quality of signal and of service, is solely between the owner and providers.

k. PHOA reserves the right to require all exterior hardware, including the dish, mounting, lead-ins, and visible wiring, be painted, camouflaged or concealed to match their surroundings when installed.

l. Owners shall not permit their satellite dish to fall into disrepair or to become safety hazards. Owners shall be responsible for satellite dish maintenance and repair, including maintenance of
satellite dish installed on property for which PHOA has maintenance responsibility. Satellite dish shall not be installed in a manner which increases maintenance costs for PHOA or other residents. The owner’s responsibility for the maintenance includes appearance, including repainting or replacement if the exterior surface of dish or mountings deteriorates.

m. The cleaning of an installation that has been fouled by leaves, snow, nests, etc., is the responsibility of the owner and must be done by an insured contractor if not reachable at ground level.

n. If satellite dish removal is necessary for PHOA to do its required maintenance of the structure of common area, the dish is to be removed at owner’s expense upon 10-day written notification by PHOA. If the dish has not been removed by the required time, PHOA will do so at the owner’s expense, and is not responsible for any resulting damage. Reinstallation is the owner’s responsibility.

o. The dish system is the property of the owner. As such, it can be removed by the owner upon the sale of the property. If so, it must be professionally removed and the property returned to its original condition at the owner’s expense. The owner may also elect to leave the dish to the new owner when he moves, making it part of the sale. PHOA recommends this option. The certificate of compliance must indicate that the new owner accepts responsibility for continued maintenance.

p. A tenant may install a satellite dish with the written permission of the unit owner. The unit owner retains responsibility for adherence to all PHOA rules.

q. The owner accepts all liability for injury and damages caused by the satellite dish system. Examples: if a roof-installed system causes a roof leak into the unit, PHOA is free of liability for interior damage and may bill the owner for roof repairs; if a windstorm tears off the dish, damaging the owner’s or other property, or causing injury, the owner is responsible.

Installation Procedures

1. Any owner wishing to install a dish antenna system must complete a variance request and submit it to PHOA. The owner shall also contact the Building Department of the Town of Greece, and any other applicable government entities, to obtain necessary permits or approvals. The variance request shall include the following information: type, size, height, location and orientation of the dish, where and how mounted, and the name address and phone number of the installer. Owner shall also list all options considered. If any aspect of the selected option is not in conformance with PHOA rules, the owner shall so state, along with an explanation of why conformance in this is unreasonable or impractical. Other attachments shall include the following.
   a. Diagrams and/or photos showing as precisely as possible the location, scale and appearance of the installation.
   b. A Certificate of Insurance from the installer (if not on file with PHOA).
   c. Copies of permits or approvals required by any government entity.

2. PHOA shall notify the owner in writing of approval or rejection within 30 days of receipt of the completed variance request.

3. After installation, the owner shall notify PHOA, who will appoint an Architectural Committee member to inspect for compliance with the variance request and PHOA rules. The owner shall have 30 days to rectify any non-compliance. If a government entity also inspects for compliance, the owner shall provide to PHOA copies of any compliance documents issued by them.

Enforcement

1. If these rules are violated, PHOA may bring an action for declaratory relief with the FCC or any court of competent jurisdiction after notice and an opportunity to be heard. If the court or FCC determines that the PHOA rules are enforceable, a fine of $100.00 shall be imposed by PHOA for each violation. If the violation is not corrected within a reasonable length of time, additional fines of $10.00 per day will be imposed for each day that the violation continues. To the extent permitted by law, PHOA shall be entitled to attorney fees, costs and expenses incurred in the enforcement of this policy.

2. If the dish antenna system poses a serious, immediate safety hazard, PHOA may seek injunctive relief to prohibit or seek removal of the installation.
II. GENERAL COMMUNITY RESPONSIBILITIES

A. Pets/Birdfeeders/Wildlife Feeding
1. Except for 2 dogs or 2 cats or a combination of a dog and cat belonging to an owner, or fish, or birds kept in a cage, no other animals are allowed. The combined weight of any 2 animals is not to exceed 80 pounds. Each homeowner who has a dog or cat shall have the pet on a leash when outside the unit. Therefore, owners and their guests are urged to keep all pets under control. Pets shall not be tied or staked within the common areas at any time. Dogs and cats are not allowed to relieve themselves on trees and/or shrubs. Dog feces shall be removed from the common property, patio and lawn areas immediately after defecation. For the protection of your investment and for the good community relations, pets shall not be allowed to roam the common areas. This creates, in addition to sanitation problems, permanent damage to shrubs and landscaping, and potential injury to person or pet. Do not let your dog bark excessively and do not let your leashed dog lunge at or jump on passerby. No pet houses are permitted outdoors.

2. Birdfeeders are not permitted on the property and may not be attached on the porches or the building structure, hung from trees or freestanding. The birdseed encourages rodents and ants along with rodent feces.

3. No wildlife feeding is permitted including but not exclusive to chipmunks, squirrels, deer, etc. This also encourages rodents and ants.

B. Planting and Gardening
1. Privacy area – Planting of annuals or perennials permitted and maintained by the homeowner. Front mulched bed – Planting of annuals only permitted. The HOA or landscape contractor shall not be responsible for the survival or damage to any annuals or bulbs. If plants and beds are not maintained, the homeowner will be notified by the Board of Directors to correct the issue or to remove the plants within 10 days. If the homeowner does not comply, the Board of Directors will authorize the management company to remove the plants.

2. No planting or gardening is permitted outside of the privacy fences or units. This includes the back of ranch units and the common fences behind these units. This includes tomato plants and rose bushes.

3. Hanging plants may be suspended from a rust resistant eye bolt or bracket to the underside of the framing of the porch area. Brackets are not to be attached to the unit on any of the exterior vinyl or aluminum sided surfaces.

4. Homeowners are not permitted to spread fertilizers, grub killers or other lawn treatment applications since these are handled on a controlled basis by the landscape maintenance crew. Over-application of any of these materials will destroy the lawn. In the event that this happens, complete lawn replacement will be at the expense of the homeowner.

5. To maintain uniformity and consistency with regard to the shrubs and trees, residents are not to interfere with the maintenance or landscape crews or to ask for individual favors.

6. Shrub replacement requires a variance request. The homeowner may choose from approved replacement shrubs listed on page 16 and 17 and indicate this choice on the variance request.

7. Decorative Stone (BOD 6/10/10)
   a. The only area approved for decorative stones is the small area in the front of the unit by the corner of the garage and sidewalk. A variance request must be submitted for this project.
   b. Color choice of decorative stone is limited to three colors – Red, White or Earth Tone.
   c. Using scallop top blocks as edging to hold the decorative stones in this area is suggested. Scallop blocks must match existing scallops in our community. Decorative stones should not exceed the height of the scallop blocks or 3 inches without scallop blocks.
   d. Any existing shrubs or plants may be used. If replacing or adding shrub/plant to the small area with stone, the shrub or plant should be chosen using the approved shrub/plant list found in the Rules & Regs. When submitting a variance request for decorative stones, notation should be made on the request if replacing any shrubs/plants in the decorative stone area.
   e. Homeowner is responsible for all incurred cost.
C. **Traffic Control**

1. Speeding or careless driving on Old Pine Lane streets or parking areas is prohibited and will be enforced by the Greece Police Department. No parking is permitted on Old Pine Lane.
2. Motorcyclists and bicyclists are expected to exercise similar care in the operation of their vehicles. Motorcyclists should use caution so as not to “rev” their vehicles when exiting or entering their units on the common property. Consideration of other homeowners is of the utmost importance.
3. Motorcyclists and vehicles owners are not to work on, tune up or change their oil on their vehicles in driveways, parking areas or on Old Pine Lane.
4. Town of Greece Police Department will give special attention for violations of the motor vehicle law.
5. Parking for guests is available in the common parking areas. **Parking on Old Pine Lane and the cul de sacs is prohibited.**
6. No snowmobiles, ATV’s or similar motor vehicles and no unlicensed motor vehicles of any kind shall be operated on any portion of the Pinewood property.
7. Driving any vehicles, including bicycles, on any grassed area of the property is prohibited. Lawn care contractors or contractors hired by the management company are exempt.
8. No skateboarding is allowed on common property.
9. Snowplowing is done by a contractor and everyone’s cooperation is needed. Homeowner awareness is important to accomplish complete clean up during the winter months. Please cooperate by rotating cars from drives and parking areas when plows are on site. We realize this cannot be done in the late evening and early morning hours but your help is needed at other times. We have limited space for putting the snow, so access to all areas is extremely important. Vehicles should not remain in one space for more than 48 hours to assist plowing contractors.

D. **Trash Collection**

1. All dry, common refuse items must be in a securely covered plastic or metal can or in securely closed plastic bags and placed on grass or extension of driveways no earlier than 5 pm on the day before pick-up. Emptied containers must be retrieved the same day of pick-up.
2. All bio-degradable food waste shall be disposed of through the garbage disposal units installed in the home in accordance with the manufacturer's recommendations in order to prevent the appearance of rodents and flies.
3. Paint, oil or chemicals are not to be disposed of in the trash.

E. **Private Business Activities**

1. No business activities are permitted within the community without explicit approval of the Board of Directors

F. **Signs**

1. **No signs may be erected or displayed anywhere in the community except as otherwise specifically provided for in the Declaration and By-Laws. This also applies to service people doing work in your unit.**
2. The Board of Directors may erect signs as necessary to regulate traffic and provide information in common areas.
3. A maximum of two signs per unit may be erected for the purpose of resale of townhomes; one sign in the window of the unit and one on the public street indicating an “Open House” arrangement. “Open House” signs may be in place only during open house and during daylight hours only. No signs are permitted in windows of any unit for any reason other than specified in the Declaration and By-Laws.
III. STANDARD TOWNHOUSE PROCEDURES

A. Service Requests

1. All homeowners should consult the responsibility/matrix chart in this booklet on page 15 before making service requests to the management company.

2. All requests for service to the exterior (excluding windows, screens and doors, skylights and decks) of any unit or to the common areas should be brought to the attention of the management company who shall be responsible for seeing that the request is directed to the appropriate channels for consideration and action. The management company will also inform the homeowner if a particular request is not the responsibility of Pinewood, its Agents, or the homeowner and will attempt to provide counsel for the homeowner in resolving such request.

IV. PADDY CREEK RULES AND REGULATIONS

Paddy Creek and its banks at the entrance of Pinewood common property belong to the Town of Greece. The creek is maintained by the Town of Greece. The Association shall be responsible for the mowing of the grass along the creek. Flowing through common ground, it is to be enjoyed by all members of the Association.

To keep the creek and its banks in good condition, some special rules need to be instituted.

1. No children under 10 years of age are allowed in common ground creek area unless escorted by an adult.

2. No swimming or wading in the creek is permitted at any time. The creek may contain debris and can cause injury if entered.

3. No one shall get closer to the creek than the cut grass line to protect the ecology of the fragile banks.

4. No harassment of any wildlife is permitted.

5. There shall be no removal of living vegetation along its banks.

6. Violators of these creek rules should be reported to the Greece Police at 225-2525 for action.

V. TENANT LEASES

1. No townhouse or portion of a townhouse may be rented for a period of less than one (1) year or used for commercial purposes without the written consent of the Board of Directors.

2. All homeowners who rent or lease their property to another party must enter into a written lease with the tenant and inform tenant of and include in the lease a requirement that the tenant must comply with the Rules/Regulations and By-Laws of the Pinewood Association. Homeowners must require that the tenant sign a lease addendum certifying that he/she has been provided with a copy of the Rules/Regulations and By-Laws. A signed copy must be returned to the management company by the homeowner within ten (10) days of the date on the lease.

3. When the lease expires and is extended to the same tenant, the homeowner need not require the tenant to sign a subsequent lease addendum. The homeowner must notify the management company in writing of the new extension and the terms. This must be done within thirty (30) days of the expiration of the original lease.

4. Tenant Lease Fine – Each week the tenant lease is not received by the management company, the owner is subject to fines of $20.00 per week. If the owner fails to provide a copy of the Rules/Regulations and By-Laws to a tenant, a $100.00 fine will be imposed.
Pinewood Homeowners Association, Inc.

VARIANCE REQUEST

To: Darlene Boothby, Architectural Chairperson
24 Old Pine Lane
Rochester, NY 14615
585-507-1518

From: Name __________________________________________________________

Address ________________________________________________________________

Phone _________________________________________________________________

I hereby request approval to make the following changes to the exterior of my home or to the common area of the community. I have attached a sketch of the proposed changes, listed materials to be used and indicated who will do the work. (Please be explicit, extra sheets may be attached) Homeowner is responsible for the Town of Greece variance and/or building permits.

Please check the appropriate box for your request.

_____Garage door  _____ Storm door  _____ Skylight  _____ A/C Unit  _____ Front Walk  
_____Sliding glass door  _____ Windows (half screens only)  _____ Dryer Vent  
_____ Furnace & Fireplace Chimney  _____ Satellite Dish  _____ Other (See attached sheet)

Please call Crofton Associates at 248-3840 regarding specific requirements on your installation to comply with the Rules and Regulations. Failure to comply with the Rules and Regulations may result in additional costs incurred by the homeowner to be compliant.

______________________________________________________________________________  ____________________________
Date                                                                       Homeowner Signature

Architectural Committee Review__________________________________________  Date______________________________

Board of Directors________ Approved________ Denied________ More Information Required_______

___________________________  ____________________________  ____________________________
Date                            Signature                      Signature

Comments

______________________________________________________________________________

Latest completion date__________________________ (After which any approval is automatically revoked and new variance request is necessary)

Date acted-on variance request mailed to homeowner:_____________________________________

Date of compliance inspection:________ Inspected by:________________________________________

Comments:_________________________________________________________________________
A number of homeowners have expressed a desire to replace some of their shrubs at their own expense in lieu of waiting for the Association to proceed with the replacement. You may do this after submitting a variance request.

The following shrubs are approved as replacements to your foundation plantings in the front of your units. The selection is based on recommendations from landscapers and these shrubs have proven to be hardy in our soil. They will be trimmed, shaped, fertilized and treated by the Association’s landscaping service. However, homeowners may add additional liquid fertilizer, such as Miracle Grow™, as needed.

**EUONYMUS**

**Varieties Permitted:** Golden or Variegated green

**Description:** Green/white, or Green/Gold. Has dense foliage; can be kept low as spreaders or will grow to moderate height. Leaves drop in winter.

**Best Location:** Does well in sun or shade.

**SIBERIAN CYPRESS**

**Varieties Permitted:** N/A

**Description:** Evergreen; grows no higher than 1 ft. Can spread up to 6 feet. (good substitute for current Junipers)

**Best Location:** Shade or partial shade.

**BURNING BUSH**

**Varieties Permitted:** N/A

**Description:** Burning Bush has woody branches with green leaves that turn red in autumn; grows to 5 or 6 feet.

**Best Location:** Partial Sun to Full Sun. The sunnier the location, the brighter red the leaves turn.
**SPIREA**

*Varieties Permitted:* **Dwarf** only. *Princess Daisy* is one suggested variety.

*Description:* Small mound up to 2 ft. in height with light green leaves; small clusters of pink or white flowers in late June. Leaves drop in winter.

*Best Location:* Partial shade; not direct sunlight.

**HOSTA**

*Varieties Permitted:* Broad-leafed types preferred.

*Description:* Perennial. Showy leaves during growing season with unattractive flowers in late summer (Flowers can be trimmed away).

*Best Location:* Partial shade to dense shade.

**RED BARBERRY**

*Varieties Permitted:* **Dwarf** only.

*Description:* Grows to approx. 1 ft., small thorns and small green to purplish leaves that drop in winter.

*Best Location:* Shade to full sun. In the shade, leaves are green; the more sun, the more red coloring in the leaf.

**YEW**

*Varieties:* Spreading only

*Description:* Evergreen; original choice by builder. All units have them.

*Best Location:* Partial shade to full sun.

**VIBURNUM**

*Varieties:* As presently existing.

*Description:* Grows to 10 ft. Original choice by builder; all end units have them as a corner-of-building shrub. Leaves drop in winter; susceptible to beetles but Association treats for this.

*Best Location:* Partial Shade to Full Sun.
## Pinewood Townhomes
### Responsibility Matrix

<table>
<thead>
<tr>
<th>Common Area Maintenance</th>
<th>Association Responsibility</th>
<th>Homeowner's Responsibility</th>
<th>Variance Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>Front Landscape Area and common grounds</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shrubs and Trees</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paddy Creek Mowing</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Driveway Sealing/Replacement</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cul de sac light post bulb replacement</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cul de sac light post repair or replacement</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Snow Removal except 2 feet at garage door</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gutter and Downspouts</td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Decks/Rear Patios</th>
<th>Association Responsibility</th>
<th>Homeowner's Responsibility</th>
<th>Variance Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deck Repairs</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deck Staining (Behr sealer #501 Natural Cedar)</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Patio/Privacy area Maintenance</td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Doors</th>
<th>Association Responsibility</th>
<th>Homeowner's Responsibility</th>
<th>Variance Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exterior Painting</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Entry Door, Frame and Glass</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Hardware Replacement/Repair</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sliding Door and step</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Storm Door</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Electrical</th>
<th>Association Responsibility</th>
<th>Homeowner's Responsibility</th>
<th>Variance Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exterior Light Fixtures</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Door Bells</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Motion Sensors</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Rear Outside Outlet</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electrical Panel Box and Conduit</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Air Conditioner Junction Box</td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Exterior of Buildings</th>
<th>Association Responsibility</th>
<th>Homeowner's Responsibility</th>
<th>Variance Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>Siding and Trim</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Decorative Front Bricks</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Roof</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>House Numbers</td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fences/Privacy Panels</th>
<th>Association Responsibility</th>
<th>Homeowner's Responsibility</th>
<th>Variance Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original wood privacy panels/Repair &amp; Stain</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wood Panels added on by homeowner/Repair &amp; Stain</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

*When panels are added to original installation, homeowner becomes responsible for repair, replacement, staining of all panels*

<table>
<thead>
<tr>
<th>Fireplaces &amp; Chimneys</th>
<th>Association Responsibility</th>
<th>Homeowner's Responsibility</th>
<th>Variance Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interior Components</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chimney Liner</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chimney Cap</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Chimney/Furnace Cleaning</td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Front Porch/Step/Sidewalk</th>
<th>Association Responsibility</th>
<th>Homeowner's Responsibility</th>
<th>Variance Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>Structural</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Paver Repair or Replacement</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Snow Removal</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>De-icing after Snow removal</td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Pinewood Townhomes
## Responsibility Matrix

<table>
<thead>
<tr>
<th>Gutters and Downspouts</th>
<th>Association Responsibility</th>
<th>Homeowner's Responsibility</th>
<th>Variance Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>Replace</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Clean</td>
<td></td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Heating and Cooling Systems</th>
<th>Association Responsibility</th>
<th>Homeowner's Responsibility</th>
<th>Variance Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>Furnace System</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Air Conditioning System</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Insurance</th>
<th>Association Responsibility</th>
<th>Homeowner's Responsibility</th>
<th>Variance Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master policy for Structure, Liability for Common area</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Personal Contents, Liability &amp; Umbrella (HO-6) &quot;Improvement &amp; Betterments&quot; (HO-32)</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Plumbing</th>
<th>Association Responsibility</th>
<th>Homeowner's Responsibility</th>
<th>Variance Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interior</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Exterior Plumbing</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Hose Bib (Outside Faucet)</td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Windows and Skylights</th>
<th>Association Responsibility</th>
<th>Homeowner's Responsibility</th>
<th>Variance Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grid Replacement</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Glass Replacement</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Window replacement</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Window frames and sills</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Window Hardware</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Painting, Caulking, Weather sealing (Interior)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Caulking, Weather sealing (Exterior)</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Skylight Replacement</td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Vent Installation/Maintenance</th>
<th>Association Responsibility</th>
<th>Homeowner's Responsibility</th>
<th>Variance Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dryer Vent</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Bathroom Vent Excluding Exhaust Fan</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Kitchen Exhaust</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sewer Vent Pipe</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Water Heater Vent Pipe</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Soffit Vent</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Ridge Vent</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Services and Miscellaneous</th>
<th>Association Responsibility</th>
<th>Homeowner's Responsibility</th>
<th>Variance Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>Refuse &amp; Recycling Collection</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Refuse collection of larger items</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Snow Removal of Old Pine Sidewalk/Town of Greece</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Snow Removal of Old Pine Lane/Town of Greece</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Light Posts on Old Pine Lane/Town of Greece</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pest Control - Interior</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Pest Control - Exterior</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Cable TV &amp; Underground Cable</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Telephone</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Satellite Dish</td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>