

Approved by WHA BOD June 2020

**WOODSVIEW HOMEOWNERS ASSOCIATION, INC.**

**RULES AND REGULATIONS**

(Pursuant to Section 5.11 of the By-Laws)

The rules and regulations have been enacted to allow all homeowners the ability to enjoy the full use of their home and facilities with the fewest possible restrictions, and to insure the rights of other association members to enjoy the same privileges.

Questions, concerns, complaints and variance requests should be addressed to the Property Manager, Jeff Szalkowski , at Crofton Perdue Associates 585-248-3840 or [info@Croftoninc.com](mailto:info@Croftoninc.com).

The Architectural Standards are of primary importance and require a variance. A new variance request will be needed for repeated maintenance such as periodic deck staining.

**PARKING**

Licensed vehicles should be parked in a private driveway or garage. Visitor areas are designated to provide temporary parking. No parking is permitted at any time on Eaglesfield Way, Walpole Court, Wind Loft Circle and the adjacent access roads.

Additional temporary parking for a special event may be on the main roads.

Owners of vehicles parked in visitor parking areas for more than 72 hours continuously may be fined \$25 per day for the first occurrence. Subsequent violations will result in the vehicle being towed at the owner's expense.

Vehicles including, but are not limited to, boats, commercial vehicles, trailers and recreational vehicles cannot be parked in driveways or visitor parking areas. Unlicensed motor vehicles may be towed at the owner's expense

**EXTERIOR AREAS AND DISPLAYS**

Unit owners should not plant or prune anything in the mulched shrub and tree areas around the townhouses. The Association provides landscape maintenance service on a contracted schedule.

A total of three (3) items may be placed in the front garden bed. These may be landscape decor and/or potted plants. The size of any decorative item is limited to 2'x 2 ½'. Potted plants must be removed by October 31<sup>st</sup>.

Potted plants should not be placed on the front sidewalk for safety reasons. Potted plants may be used on decks and porches.

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

Trellises are not allowed in the front garden bed or on siding or bricks.

The American flag is the only flag permitted. It should be displayed on a flagpole placed in a bracket attached to the wooden column of the front porch.

Other décor such as wreaths should be displayed only on the front door.

Owners may not attach anything to the brick walls or the siding. Pre-existing hardware on these surfaces must not be used.

**Holiday Decorations-** Temporary holiday decorations may be displayed. They should be removed within two (2) weeks following the holiday.

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 make the repair at the homeowner's expense.

## **DECKS, DOORS AND AWNINGS**

Decks, doors and awnings are the responsibility of the homeowner. However the maintenance, replacement and appearance of these items is regulated by the Architectural Standards.

**GARAGE SALES-** require a variance.

## **NOISE**

Homeowners inside their home with the windows closed should not experience noise disturbance. Outdoor parties should end by 11 p.m.

## **OUTDOOR DRYING**

Routine outdoor drying or airing of laundry and bedding is prohibited.

## **PETS & WILDLIFE**

Town ordinance regarding all animals prevails.

Pets are only allowed outdoors on a leash and under the control of a responsible person. Pets should never be allowed to roam. Owners must immediately clean up after their animals when they are outside and properly dispose of waste materials.

Any damage caused by a pet will be billed to the owner.

Bird feeders and other food sources that may attract wildlife are not permitted.

## **SECURITY MOTION SENSOR LIGHTS**

Security motion sensor lights are restricted to homes backing up to wooded areas. They require a variance.

## **SIGNS**

One For Sale sign may be displayed in the window of the unit. One commercial Open House sign may be placed at the community entrance during an open house. No other signs of any kind are allowed anywhere.

## **TRASH STORAGE AND REMOVAL**

Residents must store trash and trash containers in their garage.

Trash containers, recycling bins, and loose items should be placed near the street, but not in the gutter, no earlier than Monday evening. The empty containers must be retrieved and properly stored by Tuesday evening.

Garbage containers with lids are recommended to prevent wildlife attraction and littering. Extra precautions must be taken to secure containers and contents in windy conditions.

The homeowner is responsible for the disposal of any large item such as an appliance. Arrangements can be made with Suburban Disposal (585-352-3900). The homeowner is responsible for any costs or charge associated with this disposal service.

## **RENT OR LEASE**

The owner who rents or leases their unit must file the Renter's Information Sheet which is available from the Property Manager. Failure to submit this completed form to the Property Manager within 30 days of the rental agreement will result in an overdue fee of a \$25 per month until the form is filed.

## **FINING PROCEDURE**

The homeowner may be notified of violations throughout the year. The Architectural Committee makes a formal exterior inspection of each unit annually. Homeowners receive an individualized letter based on these summer observations. Some of the violations require an approved variance to correct.

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

1<sup>st</sup> notice - the homeowner will be given written notice of violation and 30 days to correct

2<sup>nd</sup> notice - violations exceeding 30 days will receive a \$50 fine

3<sup>rd</sup> notice - 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.

## **Architectural Committee**

The committee shall review all proposed improvements, additions, modification 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 Woodsvine 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.

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## **WOODSVIEW ARCHITECTURAL STANDARDS**

**A variance request must be submitted and approved prior to commencing any work for each of the following.**

### **AWNINGS**

Awnings are only allowed over decks. They should be retractable.

Awnings must match the fabric, color and style of existing awnings in Woodsvew. They should have alternating green and white stripes of equal width that are perpendicular to the wall.

### **DECKS**

Deck appearance and maintenance is the responsibility of the owner. The deck must be cleaned and stained as needed.

The color of the deck stain is strictly specified.

#### **Semi-transparent stains**

Olympic - Carmel or 716 Cedar Natural tone.

Behr - Red Cedar ST 152 or Cedar ST 146

#### **Solid Stains**

Olympic - Cedar

Behr - Red Cedar SC 152 or Cedar 146

The variance should include the color, manufacturer and distributor.

All deck repair or replacement must match existing size, material and design.

### **DOORS**

**All replacement doors must be like-for-like.**

#### **BASEMENT WALKOUT DOOR**

The door must be white vinyl with a single half glass window above a solid lower panel. An additional full view storm door may be installed.

One story unit – An exact match to existing French doors, or a full view, white vinyl frame, sliding glass door that fits the existing opening.

Two story unit – A full view, white vinyl frame, sliding glass door that matches the existing door. No enlargement of door opening is allowed.

#### EMERGENCY WINDOW EGRESS

The egress must comply with Town of Perinton restrictions and have a permit. The owner is responsible for maintenance and safety precautions.

#### FRONT DOOR

The front door replacement must match the existing door structure, style and color.

Doors should be steel-clad, 4 panel with 2 or 4 lights.

One story unit doors may be 2 panel with a half window.

The exterior of the front door is repainted as part of the HOA maintenance cycle. If an interim need arises, paint specifications are available from the Property Manager.

#### GARAGE DOOR

The garage door must be white, colonial pattern with no windows.

Wayne Dalton models 9605 and 9100, available from Felluca Overhead Door Inc., match the original garage door and are preferred.

Alternatives from other sources, having like-for-like style with square or rectangular patterns, will be considered.

#### STORM DOOR AND SCREEN

The door must be white vinyl with a full view clear glass panel. A 3” kick plate is acceptable.

A self-storing screen is permitted.

#### HVAC- HEAT VENTILATION AIR CONDITIONING

Installation or replacement of AC/Heating units requires a variance.

The homeowner must stipulate that the installation will meet the manufacturer’s and installer’s requirements.

#### MAILBOX

A physician's request and permission from the post office are required for installation of a personal mailbox.

#### OUTDOOR LIGHTS

The exterior light fixtures by the front door, the garage door and the deck door as well as house numbers were all purchased and installed by and are maintained by the HOA.

Homes backing up to wooded areas may submit a variance for a security motion sensor light to be installed at the owner's expense. A white motion-activated light fixture made by Health/Zenith (Model #SL-5718-WH) is recommended.

Solar lights for safety are allowed along the sidewalk leading to the front door.

#### REAR FLOWER BED

Flowers may be planted behind the unit in a garden bed along the rear basement wall, or the wall adjacent to the deck on end units, not to exceed 2 feet wide and 10 feet long.

#### SATELLITE DISHES

A satellite dish must be mounted on wood. It may be affixed/attached to the wooden molding (fascia) beneath the edge of the roof about halfway down from the peak. It may be attached to vertical wood trim molding. It may also be placed on the deck.

The satellite dish must not be installed on the roof/shingles, aluminum siding or masonry/brick. It may not be located on the front of the house.

The BOD will comply with FCC Over the Air Reception Devices Rule provided the dish is located on the Owner's Lot.

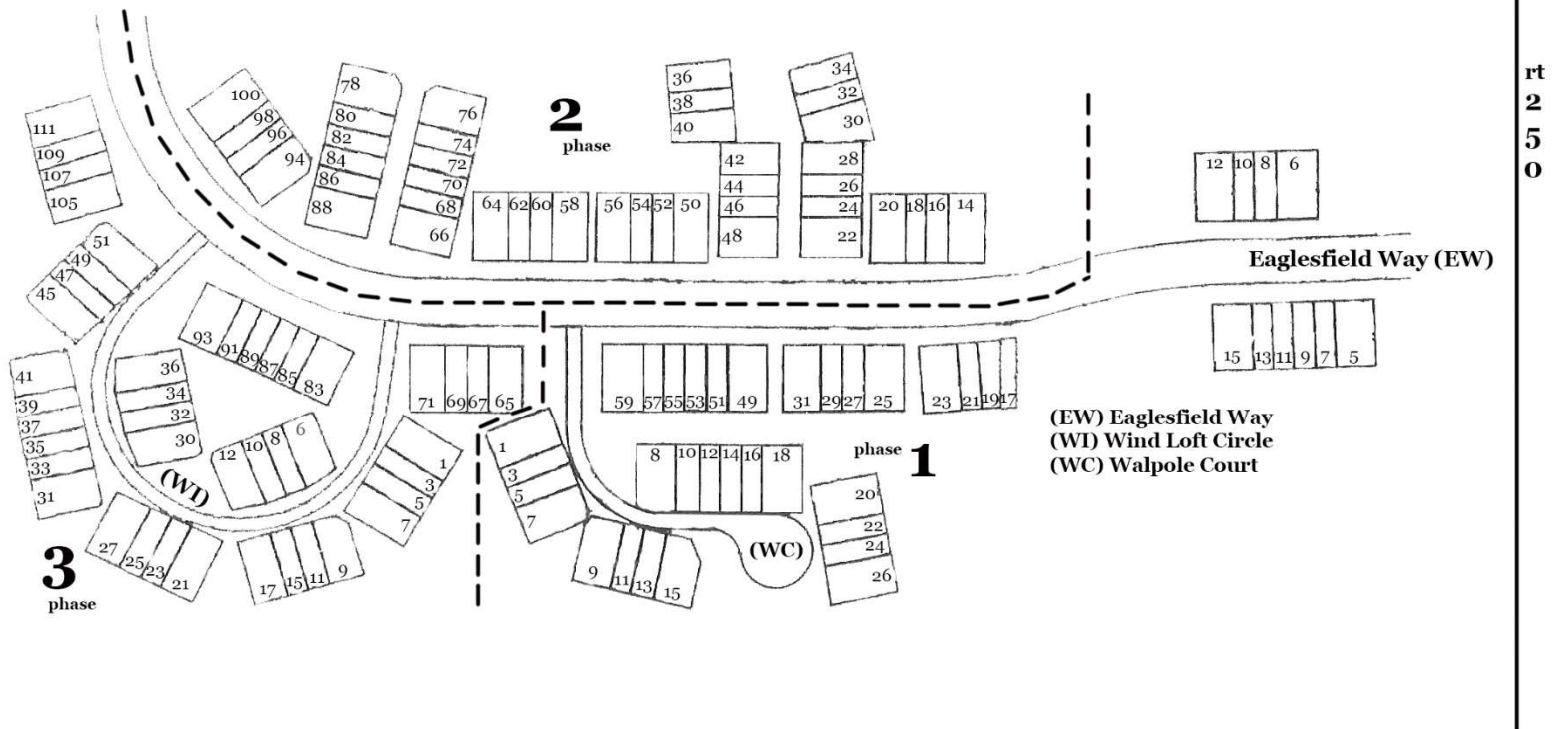
The installer must be from a manufacturer's retail operation. No subcontractors are allowed.

#### WINDOW REPAIR AND/OR REPLACEMENT

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

# Woodsvew HOA

Fairport NY 14450



	Association Responsibility	Homeowners Responsibility	Architectural Standards
<b>WINDOWS</b>			
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
<b>DOORS</b>			
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
<b>FLOORS</b>			
Garage (cement), Basement, Home Interior		Yes	
<b>WALLS AND CEILINGS</b>			
Exterior Block Walls	Yes		
Interior Walls & Ceilings		Yes	
Steel Basement Columns		Yes	
Exterior Siding and Related Trim	Yes		
Exterior Brick	Yes		
<b>FRONT PORCH/STEPS</b>			
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		
<b>PLUMBING/HEATING &amp; COOLING</b>			
Interior plumbing and heating		Yes	
Exterior Plumbing	Call Mgmt. Company		
Outside Spigots		Yes	
Heating & Cooling (including pads for units)		Yes	Variance Required
<b>SEWAGE</b>			
Internal		Yes	
External, Laterals from unit to interceptor	Call Mgmt. Company		
External, interceptor & beyond	Call Mgmt. Company		
<b>RAINWATER/SNOW MELT/SUMPS</b>			
Gutters & Downspouts	Yes		
Grading of soil surrounding units	Yes		
<b>Storm Water</b>			
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	

	Association Responsibility	<del>Homeowners</del> Responsibility	Architectural Standards
<b>CHIMNEYS &amp; FIREPLACES</b>			
Interior Components		Yes	
Exterior Components	Yes		
<b>DECKS</b>			
Staining		Yes	Variance Required
Fence/maintenance/repairs		Yes	Variance Required
<b>VENTS</b>			
Dryer, Bathroom, etc.		Yes	Variance Required
<b>ROOFS</b>			
Maintenance, repair & replacement of missing shingles	Yes		
Underlayment to flashing now part of roofing projects	Yes		
Soffits	Yes		
Skylight Repair/Replacement		Yes	Variance Required
<b>COMMON AREAS</b>			
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		
<b>SERVICES &amp; INFRASTRUCTURE</b>			
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	
<b>INSURANCE</b>			
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	
<b>OTHER</b>			
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	