Rivers Run Homeowner Association, Inc
Rochester, New York 14623

Linda McLaughlin
President
Cy Kastner
Vice President
James Galvin
Treasurer
Cheryl Lee
Secretary
Mary Jane Thomas
Member at Large

Dear New Community Member:
On behalf of the Rivers Run Homeowners' Association (RR HOA), its Board of Directors and all our community members, I would like to extend a warm Rivers Run welcome to you.

The Homeowners' Association is responsible for managing and maintaining the community. Our Board meetings and meeting minutes are open to all members and we welcome your participation. The Rivers Run handbook outlines and provides you with contact information, guidelines and the rules and regulations of our community. A listing of the Board members, the various Committees, their members and functions and other important contact information can be found in section 2 of the RR Handbook.

If you have an email, you will be automatically subscribed to the Rivers Run Homeowner's email list (rivrun@googlegroups.com) which is used to inform homeowners about issues and association notices (including meeting notices and minutes from the Board meetings). If you wish, you can also be subscribed to the Homeowner's Talk email list (rrhotalk@googlegroups.com) which is for non-business discussions of interest to the community.

If you have any questions or concerns please feel free to contact any member of the Board or our Property Manager Crofton Perdue Associates, Inc.

Again, welcome to the community and hope to see you at any one of the many activities we have to offer.

Linda McLaughlin
President, RR HOA Board of Directors

COTTAGE COMMUNITY MEMBER HANDBOOK

Revised 2023

Prepared by the Rivers Run HOA

Policy and Communications Committees

COMMUNITY MEMBERS HANDBOOK

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OUR COMMUNITY

A NEW DAY AT RIVERS RUN

RIVERS RUN HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS

Linda McLaughlin, President
Cy Kastner, Vice President
James Michels, Treasurer
Cheryl Lee, Secretary
Mary Jane Thomas, At Large

COMMITTEES

Buildings and Grounds:
Marilyn Carlson
Cy Kastner
Cheryl Lee
Julian and M.J. Thomas
Fred Weinstein

Social:
Marilyn Carlson
Jim Galvin
Mary Hayes
Lynn Musgraves
Bonnie Nellist
Virginia Phelps
Sue Rausch

Finance:
Jim Galvin
Linda McLaughlin
James Michels

Policy:
M.J. Thomas
Julie Jackson
Linda McLaughlin

Hospitality:
Ann Drenk
Wanda Fischer
Shirley Reed
M.J. Thomas

Electronic Communications:
Wanda Fischer
Cheryl Lee
Michele Mayernik
Julian Thomas

Original Date: January 2012
Rev #11: Date: February 2023

Emergency Preparedness
Rivers Run Neighborhood Support Teams

- **Neighborhood 100, 200, 300**
  - Mary Hayes – Captain
  - Cheryl Lee

- **Neighborhood 400, 500, 600, 700, 800**
  - Shirley Reed – Co-Captain
  - Ken Reed – Co-Captain
  - Jim Michels

- **Neighborhood 900, 1000, 1100**
  - Linda McLaughlin - Captain

- **Neighborhood 1200, 1300, 1400, 1500**
  - Sue Rausch – Co-Captain
  - Larry Rausch – Co-Captain
  - John and Ruth Hazzard

- **Neighborhood 1600, 1700, 1800**
  - Bill Schmitt – Co-Captain
  - Marty Schmitt – Co-Captain
  - Richard Biedenbach
  - Linda Biedenbach

COORDINATED GROUP RESPONSE DURING DISASTERS:

Rivers Run community has neighbors who have volunteered to assist the community stay calm and organized during a disaster through coordination and communication. RR is organized into five neighborhood groups and each neighborhood has a disaster emergency action team of volunteers, with a designated team leader who will be available to provide you with assistance. These teams are listed above and are willing to jump into action during an emergency.

HOA COMMITTEE FUNCTIONS

Buildings and Grounds

Makes choices about the appearance and subsequent maintenance of common areas in the community. Makes sure areas are kept looking nice.

Finance

Creates and monitors budget and reserve fund, oversees management company financial reports and activities.

Hospitality

Welcomes new homeowners and helps them get acclimated to the community. Promotes community spirit.

Communication Networks

Maintains electronic social and HOA Board communications networks. Maintains community on-line information file. Publishes HOA Handbook, homeowners address lists and maintains community web site and informational brochure.

Policy

Monitors and periodically reviews existing rules, policies and procedures as stated in the RR HOA governing documents. Researches and drafts new policies and procedures to assist in the governing of the HOA.

Social

Arranges and publicizes social activities for the community. The Community Connections Newsletter reports on activities and items of interest sponsored by the Social Committee.

Property Manager

The property management company is selected by the HOA Board of Directors with input from Cottage Community Members. The current management company is Crofton Perdue Associates, LLC, 111 Marsh Rd., Suite 1, Pittsford, NY, 14534. Our property manager is Eric O'Connell of Crofton Perdue Associates, Inc.

The property management company is responsible for accounting operations relating to the Rivers Run Homeowners' Association, including bookkeeping, accounts receivable, and accounts payable; exterior maintenance and upkeep of common areas and cottage buildings. They are available to consult with you if you need references for any work on the interior of your unit. Any questions relating to your monthly Association fees should be directed to the Crofton office at 585-248-3840. Eric O'Connell can be reached by email at Eric@croftoninc.com

MAINTENANCE

Your newly built cottage is covered by a one-year warranty for original workmanship. Please contact the builder in this warrantee period. After that, the property manager can determine the scope of work for any problems.

A Maintenance Responsibility Matrix is included in the Reference Section 10 of this handbook. It outlines which things are the cottage owner's responsibility and which are the HOA's responsibility and, therefore, will be handled by the property manager.

For any non-warranty work within or after the warranty period, you may use our property management company or your own insured and bonded vendor.

COTTAGE LIVING

COTTAGE LIVING

SHARED OWNERSHIP COMMUNITIES

There are many advantages to Rivers Run living including worry-free exterior maintenance of buildings and grounds, security, educational opportunities and new friendships to name a few. However, to maintain property values and harmonious living, certain restrictions must apply.

Regarding shared ownership community living, the following are quotes from The New Neighborhoods, Gary A. Poliakoff & Ryan Poliakoff*

"Inherent in the condominium concept is the principle that to promote the health, happiness, and peace of mind of the majority of the unit owners since they are living in such close proximity and using facilities in common, each unit owner must give up a certain degree of freedom of choice which he might otherwise enjoy in separate, privately owned property.
Condominium unit owners comprise a little democratic sub society, of necessity more restrictive as it pertains to use of condominium property than may be existent outside the condominium organization."

"All shared ownership communities share certain obligations:

1. A set of governing documents creates both rights and responsibilities, through the use of covenants and restrictions.
2. Owners of lots or units automatically become members of the community association when they buy a home or lot.
3. Every owner is required to pay assessments to cover the cost of maintaining, repairing, and replacing the common property areas and of operating the association.
4. Every owner has an undivided ownership interest in the property."

"The cardinal rule of law when assessing, a Building and Grounds review committee scope of authority is that the exercise of power must be governed by the applicable covenants and guidelines and must be reasonably exercised, must be made in good faith, and must not be arbitrary and capricious. Rules governing architectural controls are perhaps the most prevalent and common regulations in any shared ownership community. An HOA is allowed to govern many characteristics of your unit, including its appearance, additions, and alterations as well as the placement of communications equipment such as satellite dishes. Most often the Building and Grounds committee will review and handle the approval process for any

modifications.”

The Request for Variance form is available in the Forms Section 9 of this handbook. It should be forwarded to the RR HOA Property Manager who will forward it to the RR HOA Board.

*The Emerald Book Company, Copyright@2009 Gary A. Poliakoff & Ryan Poliakoff

OVERVIEW OF RIVERS RUN GUIDELINES SOURCE:
Sections F and H Homeowners Association Offering Plan

For a complete list of Rivers Run rules, regulations and guidelines, please see Rivers Run's Homeowners Association Offering Plan, Declaration, and By-laws (including amendments).

The Cottages and Common Area

1. Private passenger vehicles must be parked and stored in garages or on driveways or in marked parking areas. Parking of large vehicles and trailers will require prior written approval of the Board of Directors.
2. Antennas and TV dishes are not allowed except with prior approval of the Board of Directors.
3. A maximum of two (2) pets may be kept in the dwelling. Pets should not be allowed to run free and must be leashed when in the Common Area. Owners are responsible for picking up after their pets.

Common Area

Exhibit F, Article II of the Declaration--Section 2--Common Area shall mean all real property owned by the Association for the common use and enjoyment of the owners.

1. Motorized vehicles of any kind are not allowed on any pedestrian path with the exception of maintenance vehicles employed by the HOA and motorized assistive vehicles for the disabled.
2. Every owner has a right of easement and to enjoy the Common Area.

Maintenance

1. Assessments will be levied by the HOA for maintenance including; upkeep of driveways and parking areas, refuse removal, landscaping and maintenance of Common Area and exterior of all cottages and garages.
2. Trash and garbage shall not be allowed to accumulate outside the home or in the Common Area.

Homeowners Association

1. All homeowners are members of the HOA.
2. Each home is entitled to one vote at the annual meeting and special meetings.

Board of Directors

1. Per Amendment 1 of the By-Laws, there shall be five directors each serving a three-year term.
2. Each director shall be a member in good standing.

Landscaping

1. Landscape care of the Common Area and lots is the responsibility of the HOA.
2. Owners wishing to maintain the landscaping within ten feet of the foundation of cottage must submit a request to the Board of Directors. (See Variances below)
3. Buildings, fences, landscaping change, or alterations of the exterior are not permitted without approval of the Board of Directors.
4. Any homeowner who prefers to maintain existing plantings themselves must submit a formal request to the HOA Board.

Variances

Variances are required to maintain the appeal and continuity of our look, safety and the value of our property. The approved variances are also for the protection of the owner when the unit is sold.

In general, any change to the exterior of the unit or variation of policy as outlined in the by-laws and Cottage Community Handbook must be submitted via the Variance Process and the paperwork forwarded to the Property Manager who will review it and then forward it to the HOA Board for approval. **The variance form is available in this Handbook, Section 9, Forms, the rrho website https://www.riversruncottages.com and from Crofton Perdue. Send the form to the Property Manager, info@croftoninc.com.**

All permanent changes such as the addition of awnings, storm doors, enclosures on top of the existing patio or plantings in the common areas require a formal Variance Request. Increases to the cottage footprint such as enlarged screened-in or glassed-in patio or any patio enlargement (that is permanent) require either a land transfer and town approval or a rental/ lease contract with the HOA in addition to the Variance Request.
See Sunroom Guidelines in the Reference Section 10 of this handbook. Any commitments to contractors must include the fact that the proposal must be approved by the HOA Board. All changes are at the owner's expense and maintained by the owner.

Work done on the inside of the cottage does not require a variance with the exception of making any architectural changes to the structure of the unit and or any change that would affect the outside of the unit. Example: removing\relocating a structural support brace, beam or wall; adding, replacing or removing a window. In addition to the structural variance, we would require the homeowner to get an architectural engineer review & plan (and include it in the variance), relevant Town permits prior to work and certificate of completion after the work is done.

Landscaping in the common area will require a formal Variance and landscaping design plan that includes a drawing, sketch, or diagram and be approved by the HOA Board. Homeowners are encouraged to add plants (small plants, shrubs, trees) in the areas as

depicted in the RR HOA Master Design Plan for development. Any additions will be maintained by the HOA.

The HOA maintenance consists of basic care which includes fertilization when appropriate, trimming and other basic standard care. A resident may provide additional care at his/her own expense and if approved by the HOA Board. Trees installed by homeowners with an approved variance will be sprayed and maintained by the Association and will fall under the ownership of the HOA.

If an individual owner wishes to alter the existing landscaping of that part of the owner's lot within ten (10) feet of the owner's townhouse foundation, the homeowner must submit a written request (variance) for approval along with a proposed landscape plan to the Board of Directors.

Any homeowner who prefers to maintain the existing foundation bed plantings must submit a formal request to the HOA Board each year in the spring

Planting flowers (annuals or perennials) within the unit's existing border, within the contiguous area around the unit foundation (including porch and patio) and not exceeding 4 (four) feet from that foundation, is permitted without variance approval. No planting is allowed in the tree circles. Do not attach climbing plants or planters to the siding or any part of the cottage. The addition of the flowers to the bed cannot interfere with the HOA's ground maintenance crew doing their work of maintaining the beds. The homeowner will be responsible for all care & maintenance of the added flowers. Any additional costs the HOA may incur as a result of any changes or improvements made by the unit homeowner or by their agent will be billed to the homeowner. Planting or removal of bushes/shrubs is not allowed without a variance.

Yards and\or beds may not be closed off by plantings, and nothing may be permitted to grow on or be attached to the house.

A maximum of two (2) small decorative items may be placed in the unit's existing foundation bed border area per unit side (front, back or side). Items must be nonpermanent, movable items which do not interfere with the normal maintenance of the beds. No fences, rocks, boulders, bricks, stones or and any other material or structure may be used as a border to any of the beds. Only one small decorative garden flag is allowed.

Decorations that are deemed not to be in keeping with the community's best interest must be immediately removed upon written notice from the Board. Homeowners may identify objectionable decorations to the Board for review.

No decoration, bird houses\feeder, lights, wind chimes, or any other object may be hung in or attached in any way to any of the community trees.

The homeowner is responsible for the care and maintenance of any changes or improvements made by the homeowner or by the previous homeowner via any approved variance. Any additional costs incurred by the HOA as a result of any changes or improvements made by the homeowner or their agent will be charged back to the homeowner. The homeowners will be responsible to maintain the beds following the mulch and bed maintenance guidelines (see appendix).

All contractors are required to show satisfactory proof of workers' compensation and liability insurance upon request. Policy Variations must be approved by the Board through the Variance Process.

In the initial sale of the unit, variations made before closing are approved by the developer and a Variance Notification is sent to the Property Manager and the HOA Board. In subsequent sales, the owner (seller) must give all copies of approved Variance Forms to the purchaser at time of sale. If the Variance(s) includes foundation bed changes or extension, the new owners must agree to take care of the existing plantings or the unit seller must return the beds back to the original\standard beds.

Variance Process Summary:

1. Homeowner submits form and documentation to Property Manager.
2. Property Manager reviews documentation for completeness and forwards to the Board.
3. The Board reviews and refers to the Building and Grounds Committee if needed.
4. Building and Grounds reviews for consistency and returns to the Board with a recommendation.
5. The Board approves or denies the application and returns to the Property Manager.
6. The Property Manager informs the homeowner of the decision.

HOA LANDSCAPING

The RR HOA via the Master Design Plan incorporate various plants, trees and landscaping throughout the community. In order to keep these areas alive and looking vibrant the HOA encourages residents living in the immediate area of these plantings to assist with watering.

NOISE GUIDELINES

Residents are expected to remember the proximity of their neighbors and to avoid noise levels which will disturb others. Sound systems and other equipment can transmit vibrations into adjacent units even when windows are closed. So, care must be taken to keep volumes low and operating times within reasonable limits. All noise should be

contained within the cottage unit and should not disturb immediate neighbors. Departing guests should be reminded to leave quietly.

The provisions of the Town of Henrietta Noise Ordinance shall apply to all property within Rivers Run. (See Town of Henrietta website, General Code, Chapter 168, Noise - https://ecode360.com/8223728) For purposes of this rule, private driveways shall be considered public streets. The ordinance prohibits “unusually loud sound or any sound which crosses at least one real property line and which in the opinion of persons or agents charged with the responsibility of enforcing this chapter, either annoys, disturbs, injures or endangers the comfort, repose, health, peace or safety of a person or neighborhood.”

Residents are encouraged to try and resolve noise problems on a neighbor-to-neighbor basis and/or by contacting the Board through the complaint process.

PATIOS

Each cottage home has a patio for the use and enjoyment of Cottage Community Members. Patios are visible to guests, as well as current and prospective Cottage Community Members. The following guidelines apply to patios to insure a pleasing outside appearance in the Community:

1. Attractive exterior furniture and small plants may be placed on the patio. They must be moveable and not restrict access to the unit’s doorway or cause any other obstruction that could restrict ingress or egress to the property.
2. Any unsightly items such as signs, laundry, antennas, etc. may not be placed on the patio.
3. Cottage Community Members are responsible for items placed on their patio.
4. Outdoor UL approved “white” lights are permitted on patios and on front doorways and bushes during the time period from November 1 to January 31. Nothing is to be attached in any way to the siding.
5. Bird feeders may be placed outside ***with permission*** *from the Home Owners Association Board via the variance process*.
6. Privacy fences are installed for the privacy and enjoyment of our Community Members. Nothing is to be attached to the fence including but not limited to clothes lines, antennas, etc.
7. Grills\Grilling please see Section 7 of the handbook – *Communication and Safety, under Security and Safety* - Barbecue Grills, Barbecue Pits, Deck, Patio Heaters, Fire Pits

FRONT ENTRY and SIDEWALK

Only non-permanent, movable items may be placed in the front porch/entryway. These items include flower pots, planters, chairs/small bench. They must not restrict access to the unit's front entryway or cause any other obstruction that could restrict ingress or egress to the property.

All exterior changes require an approved Variance Form, copy in Section 9, Forms, of this book. Questions should be directed to the HOA Property Manager or the HOA Board.

See also: Sunroom guidelines in the Reference section 10 of this notebook.

PETS

Rivers Run accepts dogs, cats, small caged birds, and fish. Cottage Community Members may have two pets in their premises.

Cottage Community Members are also responsible to make arrangements for alternate care of their pets if, for any reason, they are unable to do so.

Pets must be properly vaccinated and dogs must wear identification tags with the Community Member's name and phone number. Cottage Community Members are also responsible for their visiting pets and will be responsible for damage associated with the pet.

There is a leash law in the Town of Henrietta, as well as here at Rivers Run, which requires all dogs when outside the home to be kept properly restrained\leashed. This includes, but is not limited to, all areas in and around the community (Rivers Run, Greenwood Cove and RIT).

When outside the cottage home, pets must be kept properly restrained, (caged or leashed where appropriate), and that their waste be collected and disposed of.

TRASH DISPOSAL

Suburban Disposal has been contracted through the HOA for weekly trash/recycling service. Pick-up is every Thursday. Waste totes and recycle bins will be provided at move-in. For easy access, containers should be put out at the bottom of your driveway, not prior to 5:00 p.m. the day before trash pick-up; and the empty container(s) should be brought in within 24 hours of pick-up. Aside from trash pick-up day, all receptacles should be kept in your garage. While at the curb, the containers should have a cover (or weight) to prevent the contents from scattering over the grounds.

Please contact our property manager if you have questions or concerns regarding this service. A list of the current recyclables is located in the Reference Section 10 of this Handbook.

SIGNS AND SALES

No sign, advertisement, notice and/or other lettering shall be exhibited, painted or affixed to the units without prior written consent of the Board of Directors. This includes such items placed by the owner, contractor and/or anyone acting on behalf of the owner on any part of the outside of any building or lawn.

One “For Sale” sign per unit may be placed in the window from the inside facing out. No “For Sale” signs shall be placed on any part of the lot, building, including the outside of the doors and windows.

If there is a Realtor’s open house, there shall be no more than three (3) signs allowed the day of the open house: one (1) open house sign on the property and two (2) directional signs within the Rivers Run confines. The Realtor’s open house signs must be removed immediately after the open house concludes.

Garage Sale: Rivers Run homeowners are allowed to have one, 1-day garage sale per year, per unit. A Variance is required. Any damage done to the common areas or to the individual unit property by sale patrons will be the responsibility of the homeowner(s) holding the sale.

GENERAL INFORMATION

ADDRESS

The standard Rivers Run address is:

Your Name
«Cottage Number Rivers Run»
«Rochester», «New York» «14623»

VOTING INFORMATION POLLING PLACE:

District: 52030
RIT – Gene Polisseni Center, Gate 2 Entry
200 Lomb Memorial Dr.
Rochester, New York 14623
Accessible for persons with physical disabilities

DISTRICT INFORMATION:

Congressional: 25
Senate: 59
Assembly: 138
Legislative: 05
Council/Ward/Village

SCHOOL DISTRICT: Rush Henrietta (Code 549)

The New York State School Tax Relief Program (STAR) provides homeowners with two types of partial exemptions from school property taxes. If you earn $500,000 or less (Federal adjusted gross income) and own and live in your home, you're probably eligible for the STAR exemption. If you earn $92,000 or less for 2022-2023 school year and you're 65 or older, you may be eligible for the Enhanced STAR program. Further information and forms are available at the Town Assessors office or at https://www.tax.ny.gov/pit/property/star/eligibility.htm

CABLE TELEVISION/HIGH SPEED INTERNET SERVICE

Standard cable television and high-speed internet is available to each homeowner and the Spectrum Fee is collected monthly with your RR HOA fee.

Internet Access Service: Including Wi-Fi Internet Services ("Bulk Internet access service") "Spectrum Internet® Ultra" Service - 400Mb download speed x 20Mb upload speed

Service Video (TV): Spectrum TV® Select Platinum service with Showtime

- Includes over 250 channels including Basic & Standard Channel Lineup, Digital Channel Lineup, on-line channel guide, on demand
- Web Link for channel lineup: https://www.spectrum.com/bulk-channel-lineup

Equipment (CPE)

Spectrum will provide at no charge to Owner or Residents

- Up to two (2) set top boxes ("STB") per unit
- One (1) modem is being provided per residential unit
- One (1) wireless router is being provided per residential unit

Initial arrangements for the basic services provided under our bulk rate contract can be made by contacting Crofton Perdue Associates, Inc. Contact Spectrum, our local provider, directly for additional services (such as telephone, premium channels, DVR, etc.). These extras will be billed directly to the homeowner, not included in the HOA invoice.

Spectrum's bulk customer residential service can be reached by calling 1-877-647-7732. Be sure to tell them that the basic service is provided under a bulk rate business contract.

When a resident has service quality or outage issues, they should call 585-756-5000 to schedule a tech call. They need only to provide their full address.

ENTRY

Cottage Community Members control entry to their home. At times, it may be necessary for Cottage Members to allow entry for some situation such as delivery or maintenance. Arrangements should be made with a neighbor for any authorized entry.

It is recommended that you give your family members the contact information of a neighbor in case they are unable to reach you.

Insurance- Association Responsibility

The Homeowner's Association carries insurance on the structure and liability insurance for accidents that occur in Common Areas. Rivers Run is not responsible for the loss of any personal property belonging to Cottage Community Members due to theft, fire or any other cause. Cottage Community Members are required to obtain their own insurance to protect against such losses. This insurance will be at the Cottage Community Member's expense and should be arranged with the agent of their choice.

The Association's insurance coverage responsibilities are described in the Article X of the Declaration of Covenants, Conditions and Restrictions and Article III & V of the By-Laws of Rivers Run Homeowners Association, Inc.

Insurance Coverage - Homeowner Responsibility

The Homeowner is encouraged to contact their insurance agent with any questions regarding their current unit owner's policy.

It is the responsibility of each homeowner, at their own expense, to carry his/her own personal property and casualty insurance covering their personal property, damage and loss, personal liability, and dwelling loss coverage of at least $2,500 to cover the association policy deductible.
There is a standard insurance policy, HO-6, applicable to condominium and townhouse developments. In addition, there is a rider to the policy that covers upgrades and improvements to the interior of the unit. Homeowners are advised to contact their insurance agents and discuss their insurance needs.

The outline below should be used when you discuss your specific insurance needs with your insurance agent.

Insurance guide for homeowners (provided by Association insurance agent)

1. **Personal Property.** Covers your own personal property up to your chosen policy limit. Be sure to choose "Replacement Cost" and "All Risk" coverages. Determine the replacement cost value of your personal possessions, excluding items of special value such as jewelry, furs, antiques, and collections. Request a replacement cost coverage policy subject to a $250 or $500 deductible.
2. **Additional Living Expense** - Covers additional expenses in case you cannot stay in your home.
3. **Additions/Alterations/Townhome Deductible**. You should include coverage for the Association deductible ($2,500) under your HO-6 or condominium owner's policy dwelling section.
4. **Loss Assessment Coverage**. Will pay up to a specified limit (typically $1,000) for your share of a loss assessment imposed by your condominium association. This coverage is subject to the hazards covered by your policy.

5. **Rental Endorsement**. If you unit is rented, you should endorse your policy, in addition to the above coverages, to include loss of rents coverage and include loss of theft of your personal property.
6. **Personal Articles Floater.** Most policies limit coverage for loss caused by theft of jewelry, furs, guns, silverware, antiques, coin and stamp collections. Items such as these should be appraised and specifically listed to insure full payment. You may purchase additional coverage for these items.
7. **Comprehensive Personal Liability and Medical Payments Coverage.** This coverage protects you and your family against liability claims and lawsuits for accidental bodily injury or property damage to others while in your home, by your personal activities (sports) and by your children or pets. This coverage is provided for occurrences within your unit and for personal activities away from the unit. Recommended homeowners purchase a minimum of $300,000 or more.
8. **Personal Umbrella.** Provides excess liability over your auto and homeowners policies. This coverage is written on a separate policy and is available for amounts of $1,000,000 or more. It provides excess liability coverage over your personal automobile liability, HO-6 liability, and other personal liability policies such as boats, rental property, etc.

HOA Insurance Claim Procedure

If a unit sustains damage as a result of a fire or wind, or other casualty, the Homeowner needs to call the HOA's Management Company immediately (within 24 hours). The Property Manager will schedule an inspection of the property to assess the extent of the damage. On the basis of this assessment, a determination will be made on the advisability of submitting a claim to the Association's insurance carrier. If it is determined that a claim should be filed, it will be filed on behalf of the Homeowner by the Management Company. An adjuster from the insurance company will then contact the Homeowner directly. No permanent repairs to the property should be made until the Insurance adjuster has reviewed the claim and okayed the repair. Any further concerns or questions with a claim should be handled through the Association Manager. The Homeowner is responsible for the total payment of the insurance policy's

KEYS

Cottage Community Members will be issued a key(s) to their home at closing. Additional keys may be made at most hardware stores.

MAIL

The United States Postal Service (USPS) delivers mail to the Cottage Community Members' individual mailboxes. These mailboxes are under the control of the USPS and federal law prohibits the placement of memos or announcements in these boxes. The mailboxes have a receptacle which will accommodate memos and flyers.

No decorations are to be hung from any mailboxes.

MOTORIZED AMBULATION DEVICES (MADS)

When operating MADs in Greenwood Cove, Cottage Community Members must comply with any guidelines set forth by Greenwood Cove for their residents. Cottage Community Members are responsible for any damage caused by these devices and personal liability insurance is required.

UTILITIES

Utilities, including water, electricity, telephone, heating and air conditioning are the homeowner's responsibility. Services will need to be transferred over at closing. *The Request for Service form is located in the Forms Section 9*. To report interruptions in services, please contact the appropriate utility below:

Rochester Gas & Electric Company – 1-800-743-2110
Monroe County Water Authority – (585) 442-2000
Frontier – 1-800-921-8101
Spectrum – 1- 877-647-7732 or 1-833-697-7328

SMOKING

Rivers Run observes a "No Smoking" policy in all Common Areas and at Greenwood Cove apartments. Smoking is permitted within cottage homes only.

ABSENCE FROM THE COMMUNITY

If Cottage Community Members are going to be away from Rivers Run for an extended period of time, please notify a neighbor. You may also want to give them a key and contact information for emergency use.

COMPLIANCE CERTIFICATE

Should you ever decide to sell your home, the buyer's attorney may ask you to provide a Certificate of Compliance, *located in Forms Section 9.* The Certificate of Compliance is a written statement from the management company indicating that the home being sold is in compliance with all Rules and Regulations, Declarations and By-Laws, and the Architectural Guidelines of the property.

An attorney may request a Certificate of Compliance from our management company office before closing. The Property Manager will research their variance file for all documents that pertain to that home since the inception of that property's documents. The approved variances are then documented for the Certificate.

Rivers Run's property management company representative does a physical inspection of the home in order to ensure that the unit is in compliance. The inspection is of the exterior of the unit only. If the unit is not in compliance, the unit must be brought into compliance prior to the sale. The Certificate of Compliance is then provided to the seller's attorney.

APPENDIX – LANDSCAPING VARIANCE

RR Homeowner's Responsibility Guideline for Mulch and Bed Maintenance

Homeowner's landscaping responsibility guidelines to be followed:

Mulch:

- Minimally (no more than 1 inch) add\spread mulch in all the foundation beds; front back and if applicable side beds.
- If there is a tree in the foundation bed, there needs to be NO new mulch within a 6-inch perimeter around the tree's stem\trunk.
- Mulch color is to be consistent with RR HOA Community mulch color, currently brown

Bushes and Shrubs:

- Pruning/shaping: All deciduous and evergreen shrubs to be addressed as needed annually; Emphasis to be placed on pruning\shaping to maintain natural shape of the plant.
- Bushes and shrubs should be kept trimmed at least 6" away from building, with not more than 2 years of growth removed at any trimming.
- Removal of all debris created as a result of the pruning\trimming of the bushes and shrubs.

Foundation Beds:

- Mechanical edging (or hand spading) of all turf edges to be done each Spring.
- Bed maintenance: All beds, front, side and rear of units, to be kept cleaned of debris
- Weeding: All front, side and rear beds to be kept free of weeds, sapling and debris on a weekly or as needed basis.
- Remove debris from all turf areas, beds, shrubs and any and all areas where debris, leaves, etc. may have accumulated.

NOTE: All HOA Common area landscaping and mulching will be the responsibility of the HOA. Mulching of the trees and berms in the common areas will be taken care of by the HOA's ground and landscaping contractor.

COMMON AREAS

COMMON AREAS

Cottage Community Members are encouraged to enjoy the various lounges, meeting rooms, lobbies, and recreational areas which are available at Greenwood Cove. Outdoor activity areas are available for Cottage Community Members' daily exercise and relaxation. These areas are ideal places for visiting with family and friends.

INDOOR COMMON AREAS: Greenwood Cove

The doors are open Mon. – Fri. 9 am to 5 pm, Sat. 10 am to 4pm and locked at other times. Cottage members may use their key fob for entry when the doors are locked.

ATRIUM LOBBY

The Front Desk is located here.

CLUB ROOM

The Club Room with its signature fireplace is located across from the Front Desk. It is furnished for casual relaxation, card games and planned Community Member gatherings or just to sit and relax.

FIRST FLOOR CONFERENCE ROOM-LECTURE HALL

The Lecture Hall is specially designated for multiple community activities and has multi-media capabilities. The room can be divided into two small to allow for flexibility in scheduling it's use. Large group events are held in this area. This room can be reserved free of charge by Community Members to host gatherings. Inquire at the Greenwood Cove Front Desk, (585) 292-5440.

FITNESS CENTER

The Fitness Center encompasses two room containing exercise equipment for weight training, cardo and aerobic training which is available to all Community Members at Rivers Run. A physician consultation is recommended prior to beginning any exercise regime. Community Members are welcome to use this service but are asked to refrain from working out during the early morning and late evening hours.

OUTDOOR COMMON AREAS

PARKING

There is sufficient parking for Community Members and their guests around Rivers Run & Greenwood Cove and in pull-off areas around Fairwood Drive. Enclosed garages may be rented based on availability. They are located behind Greenwood Cove. For more information, contact the Greenwood Cove Front Desk. Please note that handicap spaces are available for Community Members and guests on a first-come, first- served basis.

GAZEBOS

There are two gazebos on the campus. One is located at the entrance to the campus center path, opposite Greenwood Cove, and the second is found next to the RIT Boathouse. They provide a space for relaxation and outdoor enjoyment.

RIVERFRONT

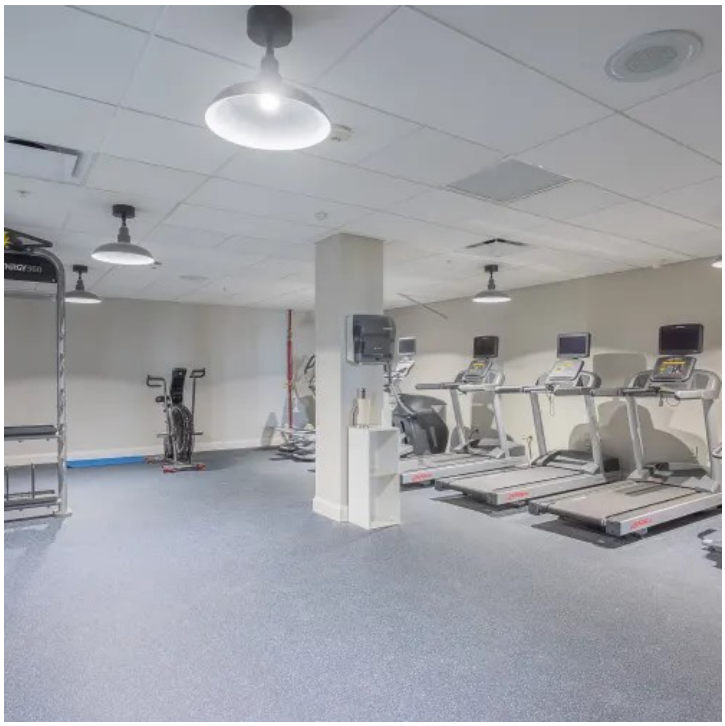
Community walking path leads to the Genesee River and the gazebo in the Rivers Run's park area. There is also room for automobile parking. Dock accessibility is available to Community Members at the RIT boathouse from dawn to dusk, when not in use by the RIT crew teams.

WALKING PATHS

Walking paths run through the community connecting Greenwood Cove, the cottages and the Genesee River. They are a pleasant way to exercise and enjoy our natural surroundings.

COTTAGE
SERVICES & FINANCE

No Worries About This!



Fitness Center

COTTAGE SERVICES

COTTAGE DIRECTORY

An alphabetical list of Cottage Owners and a listing by cottage number including name, telephone number and e-mail is updated as needed. If any of your directory information changes, please notify the HOA Secretary. You are encouraged to be included in the directory at your discretion. The directory is considered property of Rivers Run and may not be distributed outside the community.

COMMUNITY MEMBER EVENTS & ACTIVITIES

Community Members and the Social Committee plan recreational and social events for the enjoyment of everyone living in the Rivers Run Community. Events may include tours, lectures, films, theatre presentations, sports, symphony performances, outdoor activities, games, dinners, potlucks and more. Some activities involve additional charges.

Please check the monthly calendar of events for more information. Some activities will require you to register if you wish to attend.

LOCAL SERVICES

A list of Local Resource such as Health and Safety, Service Providers, and Town of Henrietta Monroe County often called numbers can be found on RR HOA's web site: https://www.riversruncottages.com/ under the members only page.

WELLNESS PROGRAM

A comprehensive program, geared toward wellness, has been established at Rivers Run. This program is highlighted by an array of exercise options. A fitness center located at Greenwood Cove is equipped with treadmills, recumbent bicycles, an elliptical machine and a weight station is open every day.

Through our association with RIT, we have access to their various fitness facilities. A variety of classes are offered during the day and include Yoga, Pilates, Circuit Training and Spinning to name a few. RIT's Better Me Wellness Program provides wellness

strategies and programs that includes a fitness studio and a state-of-the-art express weights room with treadmills, elliptical machines, lateral trainers, a recumbent bike, a leg press machine, two cable towers, two adjustable benches, and free weights. See their website for the day and times they are accessible. (https://www.rit.edu/facilities/better-me-wellness-center) See *Section 8, RIT Services*, in this handbook for information about opportunities at the Gordon Field House facility.

COTTAGE EXTERIOR MAINTENANCE SERVICES

Your townhome is covered by the one-year warranty from the date it was built for original workmanship, please contact the builder for any problems. After the warranty period, the RR HOA is responsible for the maintenance and repair of the outside of your unit. Contact the Property Manager.

A formal Variance Request (Forms, Section 9) is required If you want make any changes to the outside of your unit or landscaping. You may use the property manager or your own vendor. Please note that all vendors must be certified.

NEWSPAPERS

Several national and local newspapers may be ordered from local carriers. When ordering a subscription, please advise the paper circulation department of our community's name, your name, address and phone number. This will aid delivery service. Any difficulties with your service should be directed to the individual newspaper publisher.

WIRELESS NETWORK

A free wireless network is available for Community Members' use at Greenwood Cove.

BUSINESS AND FINANCE

BILLING

All Cottage Community Members are sent payment cards by the property management company. You may elect to have your monthly fee automatically withdrawn from your bank account. Please contact the property management's office for the services they subscribe to.

The monthly charge will include the current month's HOA fee and any additional charges incurred (i.e., cable/internet). Full payment is to be received by the 1st day of the month in which it is due. Should any payments become delinquent, refer to the Collection Procedure following.

The HOA fee may be adjusted periodically. Cottage Community Members will receive not less than thirty (30) and not more than sixty (60) days' notice prior to any HOA fee changes.

Insurance Binders may be obtained from Crofton/Perdue.

COLLECTION PROCEDURE

If you find yourself in arrears on your HOA monthly assessment, the collection of HOA maintenance charges will proceed as follows:

1. Each homeowner is required to make monthly association maintenance fee payments as determined by the annual budget.
2. Monthly assessment fees are due no later than 15 days after the due date which is the first business day of the month. A late fee of $25.00 will be assessed to any payments received after the 15th day. The late statement will be sent from the management company.
3. A DELINQUENT LETTER (warning to lien) will be sent to any cottage owner whose assessment fees are **two months** in arrears after the 15th day of the second month. The Delinquent Letter will be sent from the management company.
4. A letter will be sent advising that a lien has been filed against the account to any homeowner whose assessment fees are **three months** in arrears after the 15th day of the third month. A delinquent fee of $50.00 will be assessed. The Delinquent Letter will be sent from the management company.

5. A letter will be sent to the homeowner advising that the matter will be sent to collections at a cost of $500.00 to the homeowner after the 15th day of the fourth month. A PAYMENT PLAN may be set up for the payment of overdue amounts within a reasonable time period and with the approval of the Board of Directors. The payment plan will be documented.
6. Ten (10) days will be given to comply with the notice of collections letter. If payment is not received in full, paying the account down to zero, or a reasonable payment plan is not in place, foreclosure proceeding start which include any late fees due to the Association. The cost of the lien and any other collection costs and attorney fees incurred by the Association will be added to the delinquent homeowner's account.
7. The Board of Directors reserves the right to file any further legal action which might assist in the collection of the outstanding debt, including but not limited to, restriction or revocation of use of the association recreation facilities, wage garnishee, and foreclosure.
8. The Board of Directors, at its sole discretion, reserves the right to suspend any further legal action.

ACTIVITIES

ACTIVITIES

A variety of social events and activities are offered through the Rivers Run Cottages Social Committee. Details of these offerings are listed in the Cottage Connections Newsletter and through individual electronic email announcements and reminders. Event information and registration is usually provided by contacting a current Social Committee member or the event coordinator.

A partial listing of ongoing activities is given below.

Book Discussion Group - meets monthly at Member's homes. See the Cottage Connections Newsletter for book selections and meeting times.

Craft Group – meets second and fourth Tuesday at 2:00 p.m. in Greenwood Cove's Club Room. Bring your project or just come for the conversation; all are welcome.

Exercise - Exercise Equipment room is available at Greenwood Cove for cottage residents at no cost.

Game Gatherings

> **Euchre, Bridge** & **Cribbage** are played in the Greenwood Cove's Club Room provided there are enough participants. All levels of skill are welcome.
>
> **Bocce and Pétanque** meet weekly in the good weather seasons. Great fun. Come to play or watch.

Mexican Train Dominos - Played periodically in Greenwood Cove Club Room.

Men's Breakfast – Meet on the second and fourth Wednesday each month at a nearby restaurant.

Ladies Luncheon - Meets monthly at a different restaurant each month.

Special Events - Frequently, Cottage members get together for special outings, and events. Check the Cottage Connections newsletter and rrho- talk for information on these opportunities.

Out to Dinner (or Brunch) - Each month, community members are invited to sample a different local restaurant and enjoy time with other community members.

COMMUNICATIONS AND SAFETY

COMMUNICATIONS

COMMUNICATION METHODS

Rivers Run believes that there are multiple venues in which to communicate and encourages your input and feedback in the following ways:

Rivers Run HOA Hospitality Committee - Welcomes new homeowners and helps them get acclimated to the community. Promotes community spirit.

Cottage Connections – The Social Committee publishes a newsletter which announces and promotes social, recreational and cultural events in our own community. It includes a calendar of special events, activities and trips for the month(s). If you are interested in receiving the newsletter, please contact Ginny Phelps to be added to the distribution list at (vmphelps1@gmail.com or 585-208-4186).

Homeowners Association and Committees - HOA Board and Committee members are available at all times for your questions and concerns. *See listing in Our Community, Section 2.*

Homeowners Association Board Meetings - The Board Meetings are open to all cottage community members. At the end of the formal Board meeting, there is a community forum in which people can ask questions and express concerns about items that were mentioned at the meeting. In the interest of keeping to the agenda, we request that people hold their comments that occur to them during the meeting for that end period. We also remind people that comments made at the meeting should be applicable to the whole community. Individual maintenance and repair concerns should be directed to the Property Manager outside the meeting.

Electronic Communication - There are several electronic communication networks available for you to usē and or join.

rivrun@googlegroups.com is the official network for the HOA. It is used to communicate Homeowners Association business only and includes all cottage email users.

rrho-talk@googlegroups.com is used by Cottage Community Members for all other communications. We do ask that it not be used for forwarding mass emails of jokes, political, business or religious content, only items of general interest to the community.

Crofton web site, www.croftoninc.com,has a Rivers Run page. It contains general information and maintenance schedules.

Rivers Run Website – is an informational website that talks about our community and what it offers. There is also a section for RR Community members only to sign in to and find helpful information specific to Rivers Run, such as board meeting minutes, budget & audit information, local resources, community directory, and other useful information and documents. The web site is: www.riversruncottages.com

SECURITY AND SAFETY

AUTOMOBILES

All resident vehicles on premises must be registered and insured and no mobile homes, boats, trailers, etc. may be housed on the premises without prior approval from the Homeowners Association.

EXPLOSIVES AND HIGHLY FLAMMABLE MATERIALS

To ensure a safe community, explosives or highly flammable materials, such as kerosene or paint stripper, should not be stored in your cottage.

FIRE SAFETY

For Community Members' safety, Rivers Run cottage homes are equipped with smoke detectors. Please refer to your manufacturer's guidelines regarding upkeep and maintenance located in the Operating Manual packet. It is also recommended that you purchase fire extinguishers for your home and make a plan for emergency evacuation. You will need to change your smoke alarm batteries on a regular basis.

BARBECUE GRILLS, BARBECUE PITS, DECK, PATIO HEATERS, FIRE PITS

Barbecue/Fire Pits, Fire Bowls, Fire Rings and Outdoor Fireplaces of all types are prohibited. Permanent and portable patio heaters are prohibited. Permanent BBQ Grills and Barbecue Pits are prohibited.

Portable BBQ Grills are permitted:

BBQ Grills that are fueled by propane or charcoal are permitted for use at Rivers Run. Propane fueled grills greater than 40,000 BTU and 1300 BTU, side burners are prohibited.

When the grill is in use it must be placed at the furthest point possible away from any structure (including fences) and\or combustible material. When finished with the grill, it needs to be allowed to cool down before it is properly stored. Make sure the gas is turned off and\or the charcoal is out and the outside of grill is cooled down properly. Then, store in your garage, if possible, or on your back patio tethered/blocked to prevent being a hazard in high wind.

This practice is required to protect not only your home, but also adjacent homes, from the possibility of fire. When not in use, all grills must be stored properly.

In the event there is damage caused by these grills, the homeowner is responsible

for the cost of any repairs needed to replace the structures (including fences) to their original condition.

Some Safety Tips:

1. Before grilling, read and follow the owner's manual.
2. Keep your grill away from structures, decorations, hanging plants, umbrellas, fences, tables or any other combustible material. It is recommended you place your grill at least 10 feet from any combustible material or structure.
3. Never grill indoors or in confined areas. In addition to the fire hazard, grills release carbon monoxide fumes, the deadly colorless, odorless gas that is fatal in unventilated areas.
4. Keep a spray bottle of water handy. That way, if you have a minor flare-up, you can spray it with the water to instantly calm it. The bonus of this tip is that water won't harm your food, so dinner won't be ruined!
5. Keep a fire extinguisher nearby and know how to use it.
6. Never leave a grill burning unattended.
7. Clean your grill regularly. If you allow grease and fat to build up on your grill, they provide more fuel for a fire. Grease is a major source of flare ups.

HOME SAFETY MAINTENANCE LIST

A list of items to be aware of and check for safety maintenance:

- Clothes Dryer Vent and Booster Fan - every two years depending on usage
- HVAC - recommended annually - Furnace, Air conditioning system Hot Water Heater
- Fireplace - inspect annually depending on usage
- Smoke and CO detectors -
  - Smoke detectors - test monthly and replace batteries every 6 months
  - It is recommended to replace smoke detectors every 10 years
  - It is recommended to replace CO detectors every 5 years
  - Note - required by law that new detectors have to have a battery life of 10 years.
- Water connections - check for leaks
  - Bathroom
  - Kitchen

  - Outside
  - Washing machine - water in, drain out
  - Refrigerator with ice maker - check water line

- GFI (ground fault interrupter) - check monthly

- Flashlights and batteries - Check to make sure in working order. Replace batteries at least once per y year and have back-up batteries on hand.

- Gas lines
  - Outside
  - Back of gas range

If at any time you smell gas, leave the house immediately. Call assistance after you're outside.

Fire extinguishers – Make sure your fire extinguisher is current and available

EMERGENCY PREPAREDNESS PLAN

An Emergency Preparedness Plan handbook was rolled out in 2013. The goal of the working group was to create a secure environment where every Rivers Run Cottage Community Member will indeed be "steady" and all of our cottages will be "ready" in the event of an emergency/disaster. The handbook includes items such as: preparing a Survival Kit to be ready at a moment's notice; how to stay at home or shelter in place; evacuation procedures and public shelter info; a Rivers Run support system with leaders and back-ups for each identified neighborhood; a Rochester community support system with information on local public emergency alert systems; Crofton Perdue Management Company information; how to cope before, during and after a disaster; safety checklist of various disasters that might strike the Rochester area; how to plan for "special needs" such as mobility impaired, visibility impaired, hearing impaired; pets; and a reference section including forms, websites and other useful information.

R·I·T

OSHER
LIFELONG
LEARNING
INSTITUTE

The RIT Connection

Rivers Run community members have a wealth of RIT programs, courses, services and events available to them at the RIT faculty/staff rate, reduced rate, or no cost. Academic opportunities are offered on the RIT campus and through Osher Lifelong Learning Institute located at Rivers Run. RIT campus cultural activities include exhibits, plays, concerts, guest speakers, sporting events and “Imagine RIT”, the annual creativity and innovation fair.

Auditing RIT Academic Courses

Rivers Run Community Members may audit one RIT class per term if space is available, or with instructor approval. Registration is required but there is no tuition fee, and courses taken for audit carry no credit and cannot be applied to any certification or degree program. A grade of AU (audit) will be given.

Contact Stephanie Romanet, email: serrgr@rit.edu for course registration. A registration form can be found at https://www.rit.edu/registrar/enrollment#non-degree-and-visiting-students under the heading of Enrollment and Substitution Request, Non-Degree Enrollment and is also included in the Forms Section 9 of this handbook.

Viewing the RIT Course Schedule

The RIT course schedule can only be viewed online at: https://www.rit.edu/infocenter/

In the “Public” Link section, you will see five choices. Begin with “SIS Class Search” then SIS Course Catalog Search… You may want to review the “Visual Tour of New Class Search” before proceeding to new SIS Class Search”. Once in the SIS (Student Information System) Class Search, you will be able to view class descriptions, prerequisites, restrictions and days and times a course if offered and whether the class is open or closed to registration. Courses that begin with 1111 are not included in the available options.

RIT Electronic Bookstore: https://rit.textbookx.com/institutional/index.php

OSHER Lifelong Learning Institute

Founded in 1987 as the Athenaeum at Rochester Institute of Technology, the Osher Lifelong Learning Institute at RIT is a member-led organization that stimulates minds and forges friendships among people 50 and older who live and work in the Greater Rochester area. Days are filled with classes, discussions, talks, social events, and travel

— but never exams. Offerings span a wide range of topics, including the arts, literature, science, history and government. “Osher” is conveniently located in Greenwood Cove at Rivers Run.

OSHER Memberships

Full Membership - A full membership entitles you to:

- Participate in all activities
- Be a part of the RIT community
- Unlimited courses at Osher
- Social Activities
- The Pfaudler Lecture Series
- Arts & Lectures Programs
- Summer Seminars
- Intersession programs
- A RIT Student ID card
- RIT liberal arts courses
- Travel, Tours and Field Trips planned and organized by members
- Social Activities
- Audiology Services provided by the National Technical Institute for the Deaf (NTID) Communication and Services Department including hearing tests, hearing aid checks, consultations and hearing aid evaluations.
- Additionally, partial scholarships are made possible through a grant from the Bernard Osher Foundation. Contact the Program Administrator for an Application.

Trial Membership - Try out Osher

Available to first-time members only, a Trial Membership offers a way to “try out Osher”. Enjoy all the privileges of Full Membership for one term (excluding the RIT Student ID card and audiology services) which occur during your trial. You may convert your Trial Membership; into Full Membership by paying the additional balance at the end of your trial term, thereby adding the subsequent terms for the year.

Supporting Membership - A Supporting Membership entitles you to:

- All social and intercession events
- The Pfaudler Lecture Series
- Summer Seminar program and Arts & Lectures

You may also invite a guest to one of these activities.

For additional information, contact the Osher Lifelong Learning Institute located at Greenwood Cove at Rivers Run or (585) 292-8989 or email osher.info@RIT.edu and see the website at www.rit.edu/gcr/osher/

Wellness Opportunities at RIT

As a Rivers Run Community Member, you may become member of the RIT Gordon Field House at the "Friends of the Institute" rate. Prices are subject to change every September. With membership, Community Members may access the pools, fitness center, racquetball courts, track and other facilities in the Field House and participate in the Better Me wellness programs and courses.

Gordon Field House

As a member of the Gordon Field House/Student Life Center through Rivers Run, you may utilize the facilities during the hours of operation.

Facility use includes the Frank Ritter Ice Arena and free noon-time weekday ice skating sessions. Skate rental is extra.

Call the Field House General Information**:** (585) 475-6290 or check their website at: https://www.rit.edu/fa/arenas/

Better Me Wellness Program - Faculty/Staff (and Rivers Run) Fitness Classes

RIT's Better Me Wellness Program provides wellness strategies and programs for its faculty and staff. As a Rivers Run Community Member, you are invited to join with the faculty and staff and participate in the program's offerings. All Better Me programs require a membership to the Gordon Field House/Student Life Center. Fees vary depending on the program.

Classes are offered early mornings, later in the afternoon and during the noon hours. Course selections include Yoga, Pilates, Circuit Training and Spinning to name a few.

Course details can be viewed on the BetterMe website: https://www.rit.edu/fa/betterme/

Personal Training/Dietician Services

A free initial consultation is provided, on a space available basis. This includes fitness and nutritional assessments. For ongoing individual or group training sessions tailored and customized to meet individual fitness goals, a fee applies and is paid at Student Financial Services. For additional information or assistance, call (585) 475-2652 or Email fitness@rit.edu

In addition, Community Members may participate in Max Effort fitness classes held at 235 Middle Road, Henrietta for a small fee. In addition, they offer personal training and physical therapy with no prescription required. Website: https://www.maxefforttraining.com/ Email: seniorfitness@maxefforttraining.com or (585) 486-4155.

RIT Gosnell Boat House

The RIT Gosnell Boat House is located on the Genesee River at Rivers Run. The Boat House is owned and operated by RIT but Rivers Run Community Members may utilize the docks and river access at the Boat House.

Contact Jim Bodenstedt at RIT (585) 475-7360 for usage.

Wallace Library

As a member of the Rivers Run community, you have access to RIT's Wallace Memorial Library, a superb facility that offers myriad research and reading materials. Once you have your RIT/Rivers Run ID card (see below), you can have your card activated at the library circulation desk for access to the RIT owned collections. With your University ID number, you can search for items, place holds and renew items online. For Library assistance, call (585) 475-2562

Sporting Events, Cultural Activities and More

Rivers Run Community members are invited to participate in a world of opportunity at

RIT, from sporting events to lectures, festivals, arts and performance. To stay up to date on RIT activities, you can sign up to receive the *RIT News and Events Daily* via email and check in with the RIT calendar of events often.

Staying informed

Stay updated on RIT news and events by visiting the RIT website: https://www.rit.edu/news

In addition, consider subscribing to *RIT's E-News & Events Daily*. It is a daily newsletter sent as an email. It includes up-to-date information on things going on at RIT. To subscribe, go to the website below

> To subscribe to *RIT E-News & Events Daily*, go to: https://www.rit.edu/get-news-events-daily
>
> To simply view *RIT E-News & Events Daily*, go to: https://www.rit.edu/ritnews/nandedaily.php

View the RIT Calendar of events at https://events.rit.edu

Volunteering

Rivers Run offers various opportunities for Community Members to volunteer throughout the year at RIT. Community Members looking for a specific type of volunteering through RIT are encouraged to reach out to: William St. Jean, RIT Leadership Institute & Civic Engagement (585) 475-6171

RIT Computer Access Accounts

Rivers Run Community Members are entitled to limited use of RIT computer accounts. Although these accounts do not have access to RIT email, the myRIT portal, or personal web space, they can be used to log in to most other RIT online services. This includes systems such as the RIT events calendar and Wallace Library resources and computers. Your account can also be used to connect computers to the campus wireless network.

In order to get your computer account, bring your RIT Rivers Run ID card to the ITS Service Desk.

To contact the ITS Service Desk

- Website: https://www.rit.edu/its/
- Phone Support: (585) 475-5000
- Email: servicedesk@rit.edu
- In Person: Frank E. Gannett Hall, Room 1113

Tiger Bucks

The RIT Tiger Bucks dining services program is an RIT debit account that can be activated on your RIT Rivers Run ID Card and offers a 10% discount on purchases when used in selected RIT dining services facilities. There is quite a selection of interesting places to eat on the RIT campus, with over 20 dining venues accepting Tiger Bucks, Check out Tiger Bucks dining venues online at: https://www.rit.edu/fa/diningservices/locations

RIT Rivers Run ID Card

One of the first steps to "activating" the RIT Connection is obtaining a RIT Rivers Run ID Card. The ID Card will allow you to participate in on-campus courses, events and activities and to have access to RIT's Gordon Field House and Activities Center.

To get your card:

1. Complete the RIT Rivers Run Member Identification Card Application, available in the forms Section 9 of this handbook.
2. Request a signed letter from the President of the RR HOA indicating you are a member of the community and your unit number.
3. Schedule an appointment time with Stephanie Romanet, RIT Registrar's Office (Eastman Hall, Building 1, 1st Floor, Room 1202) (585) 475-6954
4. Bring your completed application and a driver's license or passport to your appointment.

Your RIT Rivers Run ID card will have your RIT University ID (UID) number encoded in the card. The UID will be required if you plan to participate in Tiger Bucks, register for the Better Me fitness, academic courses or to renew your Wallace Library books online.

Holders of RIT Rivers Run ID card will be allowed to access the various activities on campus, and you will receive the same rate as the faculty/staff for on-campus sporting events, arts events and speakers.

DISCOUNTS

Rivers Run Community Members receive discounts through their Connection with RIT!

- 10% certain items at RIT Digital Den, the RIT electronics store. See https://www.rit.edu/fa/digitalden/ for on-line selections.
- Friends of the Institute rate for a RIT Gordon Field House/Student Life Center Membership.

Parking on the RIT Campus

If you plan to spend time on the RIT campus and wish to travel by car, you will need a RIT parking pass.

RIT's parking permit program has become an electronic system and they are charging everyone for the permit. The parking permit is good for one year starting September 1 through August 31st and the cost for Rivers Run residents' is $29 for the one-year period. If you buy a permit after the school year starts the cost would be prorated for the remainder of the 1-year period. The parking permit is good in any of the general parking lots on campus (See attached map of RIT).

1) If you are interested in purchasing a parking permit you can access it through the following RIT websites.
   a) Alumni & Affiliates parking permit information and application can be found at weblink: https://www.rit.edu/parking/alumni-affiliates
      - To reach the parking permit application page, scroll down the page until you see the orange button labeled *"Apply for Community/Temporary Pass"* and click on it.
      - This will take you to the Community Permit form. Please fill it out and under the category *"Reason for ordering pass"* **make sure you indicate Rivers Run**.

   OR

   b) You can access the application form directly at weblink: https://www.rit.edu/parking/community-application . Fill it out and under the category *"Reason for ordering pass"* **make sure you indicate Rivers Run**.

2) If you are an infrequent visitor to RIT's campus, you will still need a parking pass, you can obtain a visitors pass at the Welcome Center, on Lomb Memorial Drive which will need to display on your dash. See map for visitor parking lots.

3) Please note that handicap parking permits allow you to park in any handicap parking space on the RIT campus. If you already have a handicap permit, you do not need a Visitor Parking Pass to park at RIT.

RIT Parking Regulations & Restrictions can be found at weblink:
https://www.rit.edu/parking/rules-regulations

RIT Contact Connections

RIT

Stephanie Romanet	RIT Registrar's Office	(585) 475-6954
Jim Bodenstedt	RIT Gosnell Boat House	(585) 475-7360
William St. Jean	RIT Leadership Institute & Civic Engagement (volunteering opportunities: https://www.rit.edu/lead/service-and-volunteer-opportunities)	(585) 475-6171

RIT Dining Services at RIT	(585) 475-2071
RIT Gordon Field House (General Info)	(585) 475-6290
RIT Gordon Field House Box Office	(585) 475-4121
RIT Digital Den	(585) 475-2505
Information Technology Service Desk	(585) 475-4357
NTID Hearing Aid Shop & Appointments	(585) 475-6473

FORMS SECTION

RIT Audit Registration Form
Cottage Compliance Statement
Emergency Contact Form
HOA Direct Payment Authorization
RIT ID Card Form
Variance Request Form
Application to Lease Form

R·I·T
Rochester Institute of Technology
Office of the Registrar
Eastman Hall (EAS), Room 1202
Phone 585/475-2821
Fax 585/475-7005

Non-Degree Enrollment

Instructions:

Please type or print legibly when completing this form. Refer to sis.rit.edu to view the Schedule of Classes.

RIT promotes and values diversity and provides equal opportunity to all qualified individuals regardless of race, color, creed, age, marital status, gender, religion, sexual orientation, gender identity, gender expression, national origin, veteran status, or disability.

General Information

Request for Social Security Number
Your social security number is used to report your enrollment to the National Student Clearinghouse and other lenders. It is also used internally to award and disburse federal financial aid, and provide information to the IRS for Federal tax credit reporting.

Current or past RIT Affiliation/s: ❑ Faculty/Staff ❑ Student ❑ Alumni ❑ Other _____

Today's Date: _____ **Registration Term:** ❑ Fall ❑ Spring ❑ Summer

University ID Number: ___ ___ ___ ___ ___ ___ ___ ___ ___

If we do not have your SSN on file, we will contact you as SSN is a required piece for enrollment. **DO NOT ENTER your SSN on this form.**

Name _____ _____ _____ _____
First Middle Last Suffix

Prior Name _____ **Gender:** ❑ M ❑ F **Birth Date:** ___ ___/ ___ ___/ ___ ___ ___ ___
(mm/dd/yyyy)

Home Address *(RIT mail will be sent to this address)*

Number and Street _____

City/State/Zip _____

Province/Postal Code _____

Country of Origin _____ State of Permanent Residence ___ ___

NYS State County of Permanent Residence _____

Contact Phone and E-mail Information

Day _____/_____-_____ Cell _____/_____-_____

E-mail _____
(used to generate an RIT computer account)

Optional Information

If you wish to be identified with a particular ethnic or racial group, please indicate how you would describe yourself.

Ethnicity
❑ Hispanic or Latino
❑ Not Hispanic or Latino

Race (please select one or more)
❑ Asian
❑ American Indian or Alaska Native
❑ Black or African American
❑ Native Hawaiian or other Pacific Islander
❑ White

Degree and Criminal History Status

1. Are you currently enrolled in a degree or certificate program at RIT? ❑ Yes ❑ No
2. Have you applied to, or are you applying to an RIT program? ❑ Yes ❑ No
3. If no, are you interested in pursuing a certificate or degree? ❑ Yes ❑ No
4. Do you have a previous degree? If yes, list all degrees earned _____
5. Have you ever been subjected to disciplinary action by any school, college or university or branch of military, or convicted of any state or federal law, excluding minor traffic violations?
   ❑ No ❑ Yes (If yes, please explain _____)

Class Request

Some classes may require departmental approval and/or advising prior to registration.

Mail completed form to:
RIT Registrar's Office
27 Lomb Memorial Drive
1202 George Eastman Hall
Rochester, NY
14623-5603

Fax to:
585/475-7005

Scan and e-mail to:
registrar@rit.edu

Please list courses in order of preference

	CLASS NO.	SUBJECT	CATALOG	SECTION	UNITS	CLASS TITLE
1.						
2.						
3.						

Notice of Responsibility: I hereby accept financial responsibility for all charges (including collection of fees) associated with the above schedule adjustments according to the university refund schedule. I acknowledge that it is my responsibility to familiarize myself with university policy and procedure regarding registration, drop/withdrawal, and refunds. I further understand that dropping/withdrawing below full time status may jeopardize my financial aid eligibility and/or immigration status (for students on F1 or J1 visas).

Student: Sign _____ Date _____

Registrar's Office Use Only

Date Received _____ Date Processed _____ Processed by _____

Distribution: *Please keep a copy for your records. Return original to the Registrar's Office.*

COMPLIANCE STATEMENT

The exterior of the dwelling at_____has been inspected, and is in homeowner compliance with all architectural controls and exterior maintenance, as defined in the Rules and Regulations and the Declaration of Covenants, Conditions, and Restrictions of the _____.

_____The dwelling appears to be in compliance with the Association documents.

OR

_____The following issues must be resolved to bring the dwelling into compliance.

_____
_____
_____
_____

Pursuant to authority granted in the Association documents, the Board of Directors/Managers may have approved variances for exterior modifications to the home's exterior. As defined in the documents, responsibility to maintain all exterior modifications (at his/her own expense) rests with the homeowner. This responsibility transfers to future homeowners with the title to the premises. The following approved variances are on file with respect to this particular unit.
_____None _____Approved variances listed below

_____
_____
_____
_____

By: _____

Title: _____

Date: _____

January, 2012

RIVERS RUN HOMEOWNERS ASSOCIATION
HOMEOWNER INFORMATION AND EMERGENCY CONTACT

Name: _____ ◎ Own

Name: _____ ◎ Rent

RR Address: _____

Mailing Address if different from above: _____

_____

Email*: _____ Home Phone: _____

Cell Phone: _____ Work Phone: _____

***Association mailings and emergency notifications will be sent via e-mail to residents who supply an address. E-mail ensures quick delivery of important information and saves the Association money in postage fees!**

	Resident #1	Resident #2	Resident #3
Name	_____	_____	_____

	Name	Phone # (Indicate cell or land line)
In an Emergency:		
Nearest relative/friend	_____	_____
Secondary contact	_____	_____

Please complete and return this form to:

Crofton Perdue Associates, Inc.
111 Marsh Road, Suite 1, Pittsford New York 14534
Office: (585) 248-3840; Fax: (585) 248-3666
E-mail: Info@CroftonInc.com

Original Date: January 2012
Rev. #1, Date: February 2023

CROFTON ASSOCIATES, INC.

111 Marsh Road
Pittsford, New York 14534
(585) 248-3840
www.croftoninc.com

DIRECT DEBIT PAYMENT AUTHORIZATION

RIVERS RUN HOMEOWNERS ASSOCIATION

Homeowner Name: _____

Association Address: _____

I authorize CROFTON ASSOCIATES, INC., MANAGEMENT, to initiate debit entries to the undersigned's checking account indicated below at the depository named below.

The debit entry will be made between the 4th and 6th each month.

commencing with _____.
(month) (year)

Depository Name: _____

Branch: _____

City: _____ State: _____ Zip: _____

ABA Routing Number: _____ Account Number: _____

Crofton Associates, Inc., association management, has the authorization to make electronic transactions from originating financial institutions to receiving financial institution for routing numbers, account numbers, codes, or transaction amounts. This authorization is to remain in full force and effect until Crofton has received written notification from the undersigned of its termination in such manner as to afford Crofton and depository a reasonable opportunity on which to act. Please indicate if **checking** _____ or **savings** _____

PLEASE ATTACH A VOIDED CHECK

Name: _____

Signature: _____

Date: _____

office use only

Rivers Run Cottage Member Identification RIT ID Card Form

Welcome to Rivers Run! This form is used to apply for and receive your RIT ID Card.

Once you fill out this form, please call the Registrar's office at (585) 475-6954 to set up an appointment to create your RIT ID card. Please fill out the information below and bring this document with you to the Registrar's Office along with one form of photo identification (Driver's License or Passport) and a letter from the RR HOA President indicating you are a member of the community.

Each Rivers Run Community Member is required to fill out this from in order to receive a RIT ID Card. These offerings are only available to Rivers Run Community Members.

Name _____

Address _____

Home Phone Number _____

Email Address _____

Please let us know which of the following you would like to take advantage of - check all that apply.

1. Tiger Bucks Account: (Debit account which allows you to take advantage of dining and shopping venue discounts on and off campus) _____
2. Library (All "stacks" and limited online access _____
3. Information Services (Access to listing of "RIT only" events on the RITwebsite) _____
4. Student Life Center (Includes Gordon Field House) _____
5. Sporting Events (Hockey and others) _____
6. Cultural/Social Events (Includes Arts Events and Speakers) _____
7. Academic (Listening In) _____

RIVERS RUN HOA VARIANCE REQUEST FORM

Please return the completed form to:

Rivers Run HOA
c/o Crofton Perdue Associates, Inc.
111 Marsh Road
Pittsford, NY 14534
Phone: 585-248-3840
Fax: 585-248-3666

OWNER: _____

MAILING ADDRESS: _____

CITY, STATE, ZIP: _____

RIVERS RUN COTTAGE NUMBER (if different from mailing address): _____

PHONE - HOME: _____CELL:_____

EMAIL:_____

DATE SUBMITTED:_____DATE RECEIVED: _____

In accordance with Rivers Run HOA covenants, easements, charges, and liens ("declaration") and the association rules and regulations, I request your consent to make the following changes, alterations, renovations, additions and/or removals to my unit. **A detailed copy of the proposal, including materials, sketches, drawings, or blueprints, accompanies this application.** Proof of contractor's liability and workers compensation insurance is available on request. (If you need additional space please attach additional pages to this document)

Description of project: _____

_____

_____

Name of who is doing Work: _____

Anticipated start date:_____Anticipated completion date: _____

Is this an amendment to a previous request?_____ If yes, the approximate date of the previous request:_____.

I understand that under the declaration and rules and regulations, the Board will act on this request and provide me with a written response of their decision. I further understand and agree to the provisions outlined on page 2 of this request.

Homeowner Signature: _____

Additional provisions as agreed to by Homeowner's signature on page 1:

1. No work or commitment of work will be made by me until I have received written approval from the HOA Board of Directors.
2. All work will be done at my expense and all future upkeep will remain at my expense or future homeowner's expense.
3. All work will be performed at a time and in a manner to minimize interference and inconvenience to other unit owners.
4. I assume all liability and will be responsible for all damage and/or injury which may result from performance of this work.
5. I will be responsible for complying with, and will comply with, all applicable federal, state, and local laws; codes; regulations; and requirements in connection with this work, and I will obtain any necessary governmental permits and approvals for the work. I understand and agree that Rivers Run Homeowners Association, its Board of Directors, its designated committee or Crofton Associates approval of this request shall not be understood as the making of any representation or warranty that the plans, specifications, or work comply with any law, code, regulation, or governmental requirement.

Action taken by Rivers Run Board of Directors Date of Action: _____

Approved as requested _____

Approved with the following exceptions: _____

_____

_____

Disapproved based on the following: _____

_____

_____

Any work not started on or before_____is not approved and later construction must be subject to re-submittal of a Variance Application to the Board.

_____ _____

Rivers Run Representative Date

<u>**APPLICATION TO LEASE FORM**</u>

To The Board of Directors:

Pursuant to the Declaration of Covenants of the Rivers Run Offering Plan, I (we) hereby request your approval to lease the townhome which is located at____.

I (we) understand that this application will be denied if it would bring the total number of leased homes in the community above the 10% limitation. I (we) also understand that the following conditions apply to all leases and have attached a blank copy of the proposed lease to demonstrate compliance with these conditions:

- Only the entire Unit (not rooms or portions of the home) may be leased.
- Any lease must be approved by the HOA Board.
- Every lease must contain a clause by which the tenant agrees to abide by the Declaration, By-Laws, and the Rules and Regulations of the Association.

Applicant Name(s) (Please Print): ____

Signature(s): ____

Address:
____

Phone:_________________________________ **Date:** _______________________

For Office Use:
~~~~~~

Date Received:___________________________ Received By: ________________________

Date Action Taken:_________________________Action:_____Approved ____Denied ____Pending

Reason:
____

____

Date Homeowner Notified: _____________________________________

August, 2018
~~~~~~

REFERENCE SECTION

HOA Responsibility Matrix
Recycling, Suburban Disposal
Recycling, Monroe County
Rivers Run Campus Map
External Patio Enclosure Guidelines
Cottage Lease or Rental Guidelines

April, 2022

RIVERS RUN HOME OWNERS ASSOCIATION

MATRIX OF RESPONSIBILITY

*Reference Guide for Maintenance**

*HOA is Homeowners Association **HO is Homeowner

ITEM	HOA	HO	COMMENTS
Plumbing, Heat, AC, Sewer			
Air Conditioning System		X	
Furnace stack & vent		X	
Heating System		X	
Hose bibs		X	
Water Heater		X	
Plumbing[3]		X	Interior and hose bibs (see footnote 3 RE: Blockage)
Sewer line[3]		X	From house to where it joins the main sewer. (see footnote 3 RE: Blockage)
Water line to house		X	From outside shutoff valve. MCWA responsible for supply to that valve.
Solar Panels		X	Variance required to install
Windows			
Exterior Door and Window Combination [1]	X	X	HO - Replacement exterior doors/door units must match existing units. HOA – Exterior painting, caulking, wood repair
Window frames and jambs	X	X	HO - Exterior must match existing units. HOA – Exterior painting, caulking, wood repair
Windows Internal-Hardware, jambs, frames & sills		X	Exterior must match existing units.
Windows – Decorative windows inaccessible 2nd story spaces	X		HOA responsibility if no HO internal access to window area (including glass)
Window cleaning		X	
Window glass		X	Includes doors, windows, and sidelights. Glass style must match existing units
Window screens		X	

RIVERS RUN HOME OWNERS ASSOCIATION

MATRIX OF RESPONSIBILITY

*Reference Guide for Maintenance**

*HOA is Homeowners Association **HO is Homeowner

ITEM	HOA	HO	COMMENTS
Window shutters	X	X	HOA - Exterior Shutters HO - Interior Shutters
Window Hardware		X	
Exterior –Siding, painting, caulking	X		
Doors			
Doors, exterior[1]	X	X	HO - Replacement exterior doors & garage door must match existing units. HOA – Painting, caulking, exterior wood repair
Door frames & jambs exterior[1]	X	X	HO - Replacement exterior must match existing units. HOA – Exterior painting, caulking, wood repair
Exterior door/sidelight window combination units and their frames\jambs. [1]	X	X	HO - Replacement exterior doors/door units must match existing units. HOA – Exterior painting, caulking, wood repair
Doors, garage[1]		X	Replacement garage doors/door panels must match existing units.
Garage door opener		X	
Doors, Screen/storm[1]		X	
Door Bell button		X	
All Locks & Door Hardware		X	
Concrete			
Foundation	X		
Garage floor		X	
Front porch & walk	X		
Walks installed by HO[1]		X	Variance required
Walks installed by developer	X		
Exterior Walls	X		Siding, trim, soffits, fascia, drip edges, etc.

RIVERS RUN HOME OWNERS ASSOCIATION

MATRIX OF RESPONSIBILITY

*Reference Guide for Maintenance**

*HOA is Homeowners Association **HO is Homeowner

ITEM	HOA	HO	COMMENTS
Exterior Lighting			
Installed by developer	X		
Installed by HO[1]		X	Removal, additions, replacements require variance
Bulbs		X	
Patios, Fences			
Installed by developer	X		HOA – Cement Patio Slab only
Installed by HO[1]		X	Glassed enclosed or screened. Variance required
Awnings (Retractable)[1]		X	Variance required to install
Installed by developer - Privacy Fence	X	X	HO – If damaged by homeowner or their agent HOA – Normal wear and tear
Gutters, downspouts	X		Includes exterior drains
Splash guard		X	
Chimney, Fireplace (exterior)	X	X	HO - Fireplace vent and all components HOA - exterior maintenance (paint, caulking, siding). Excludes fireplace hardware, vent, and its components
Fireplace (Interior)		X	
Vents, Fans	X	X	HO - From the interior to the exterior wall/roof (Attic vents, dryer vents, bathroom vents, all fans) HOA - Attached to or extending through the exterior wall or roof
Roof	X		Shingles, underlayment, flashing, sheathing and structure, and ridge vents
Common Areas	X		
Grass	X		Watering by HO encouraged
Lawn mowing	X		
Shrubs & trees installed by developer	X		Watering by HO encouraged
Shrubs & trees installed by HO[1, 5]		X	Variance required; Watering by HO encouraged

RIVERS RUN HOME OWNERS ASSOCIATION

MATRIX OF RESPONSIBILITY

*Reference Guide for Maintenance**

*HOA is Homeowners Association **HO is Homeowner

ITEM	HOA	HO	COMMENTS
Roadways, driveways, street lighting, curbs, paths, gazebo, etc.	X		
Sidewalks, paths	X		
US Mail Boxes	X		
Services			
Electric line		X	HO - From meter into the house Utility Company (RG&E) - From Meter out
Natural Gas line		X	HO - From Meter into the house Utility Company (RG&E) - From Meter out
Trash & recycle pickup	X		HO is responsible to get bins to pick up point
Trash bins	X		
Cable TV[2]		X	HO - From point of entry into Home Cable Provider - From point of entry out
Snow & Ice removal[4]	X	X	Driveways, roadways, and sidewalks (HO-see footnote #4)
Insurance			
General liability (Common Areas)	X		
Improvements by HO		X	
Personal contents, liability		X	
Directors' & Officers' Liability Insurance	X		
Association Policy Deductibles, if at fault		X	
Misc.			
Negligent or willful act of omission by homeowner or visitor		X	Homeowner bears cost of required repairs even if repairs are required to the exterior of the unit
Satellite Dish[1]		X	If approved by board

RIVERS RUN HOME OWNERS ASSOCIATION

MATRIX OF RESPONSIBILITY

*Reference Guide for Maintenance**

*HOA is Homeowners Association **HO is Homeowner

ITEM	HOA	HO	COMMENTS
Undomesticated and stray animal removal		X	
Insects	X	X	HOA – Outside, common area as needed, Responsible for pesticides to prevent bugs/insects from entering home. IE: Ants, beetles, rodents, slugs, termites, et al HO – Inside Unit. Responsible for interior pest control
Building Maintenance threat (termites, bees, wild animal that affects ***structural integrity*** of unit or lawn).	X		

1. A variance request must be submitted and approved before the item is installed for the first time and again if the item is later replaced. All approved variances expire with the life of the items.
2. Spectrum\Time Warner Cable is available at a group rate through Rivers Run.
3. When a homeowner at Rivers Run has a plumbing issue and if it is thought to be a blockage in an outside pipeline, please call the Town of Henrietta Sewer Department (they have a 24/7 emergency number). The Town is not allowed enter the homes, so if the problem is an internal issue a plumber will have to be called by the homeowner.
4. The snow plow contractor will only plow within 3 feet of any parked vehicle in a driveway. If vehicle blocks side walk, the 3 feet rule also applies. It will be the homeowner's responsibility to remove the snow. If a homeowner wants additional plowing or shoveling other then what has been scheduled then the homeowner will be bill any additional charges.
5. For shrubs, trees, small plants installed by HO, the HOA will take over the maintenance consistent with the basic care which includes fertilization if appropriate, trimming and other basic standard care. See handbook section 3 for full details.

* The Rivers Run Homeowners Association Matrix of Responsibility is an overview of the guidelines contained in the Rivers Run Homeowners Association Offering Plan, Exhibit F, Declaration *of Covenants, Conditions and Restrictions* and Exhibit H, By-laws including amendments which are the governing documents

Original Date: 01/14/2012
Revision Date: 11/11/2019
Revision: 4

RECYCLING

SUBURBAN DISPOSAL

HOLIDAYS

Suburban Disposal recognizes many holidays throughout the year. If your garbage is serves on or after a Holiday, your pickup will be delayed by one day with Friday pickups taking place on Saturday.

See Suburban Disposal Website calendar for dates this year.

UNUSUAL ITEMS & SPECIAL PICKUPS

https://www.suburbandisposal.com/residential-services/unusual-items-special-pick-ups/

Carpeting
Included with your weekly residential service, we will take one large item placed out for pickup each week. Carpeting and padding should be cut into 2−4-foot lengths, rolled and tied into bundles that one person can lift. Please contact our office one day prior to your pickup day to schedule a truck.

Flat Glass
Flat glass, like window glass or mirrors, is NOT part of our curbside recycle program. It can, however, be placed out for pickup with your regular garbage. You may want to consider taping or wrapping the glass prior to pick up. For items larger the 4 ft by 4 ft or for broken glass, please contact our office so that we can let the driver know about glass in the load, as it can pose a safety risk. We also suggest containing broken glass in a box.

Furniture
Included with your weekly residential service, we will take one large item placed out for pickup each week. We will gladly pick up one piece of furniture on your regular service day. Each piece must be at a weight that one person can handle. Please contact our office one day prior to your pickup day to schedule a truck.

Mattresses/Box Springs
Included with your weekly residential service, we will take one large item placed out for pickup each week. A mattress and box spring are considered a set, so please leave them out for pickup on your regular day and we will gladly take care of them. Please contact our office one day prior to your pickup day to schedule a truck.

Appliance Pickup
Appliances are picked up separately from your regular trash and are recycled. There is an additional charge for freon (CFC's) and non-freon appliances. Please contact our office if you require an appliance pickup. According to New York State Law, doors must be removed from refrigerators and freezers and placed alongside the unit. Please contact our office one day prior to your pickup day to schedule a truck.

Consumer Electronic Waste
Electronic waste from Suburban Disposal residential customers is accepted at:
Certified Document Destruction & Recycling Inc.
1133 Emerson Street
Rochester, NY 14606

Drop Off Items
Computers, TV's, monitors, keyboards, small office electronics, copiers, fax machines, cables, wires, servers, cell phones and batteries. Confidential paper files. Electronic data storage media.

Please note that a charge may apply.

Drop Off Hours: 6:30am – 2:30pm Monday – Friday
Call or e-mail for more details.

Phone: (585) 482-9400
Email: info@cdd-r.com

Paperboard:
All boxes not corrugated, such as cereal, gift, cake mixes, crackers, frozen food boxes
*Remove staples, flatten and reduce to 2"x4"

Newspapers:
Place loose or in brown bags in bottom of blue recycle box

UNACCEPTABLE PAPER PRODUCTS:

- Waxed Paper Egg Cartons
- Waxed Paperboards, such as milk cartons, paper plates & cups, food contaminated papers, tissue paper, metallic gift wrap, carbon paper, paper towels and toilet paper Corrugated Cardboard (look for ridges)
- No Styrofoam Products
- No Window Glass or Drinking Glasses No Motor Oil/Antifreeze
- No Pesticide or Spray Paint Containers No 5-Gallon Pails
- No Lawn Furniture
- No Plastic Flower Pots No Wax Coated Items
- No Waxy or Glossy Surfaces
- No Floor or Oil-Stained Cardboard

Electronics
Computers, televisions and other electronic items contain lead and cannot be placed with your curbside garbage. These items need to be disposed of by taking them to an electronics recycling center such as:

- Monroe County Ecopark, 10 Avion Drive Rocester, (585) 753-7600 (Option 3)
- Regional Computer Recycling and recovery, 395 Central Avenue, Rochester, NY 14605 (585) 924-3840

Monroe County Ecopark

The ecopark is a facility that provides county residents with a “one-stop drop-off” to dispose of or recycle certain items. The ecopark is a residential drop-off facility (no businesses* – details available at the website link below) and, except for household hazardous waste (HHW) materials, residents are responsible for unloading their own vehicle.

Web Link: https://www2.monroecounty.gov/ecopark/

SUBURBAN DISPOSAL

Suburban Disposal would like to thank you for recycling. Together we can do our part to protect our environment.

Your efforts do make a difference!

All items can go together in the same bin

Collection Items

NEWSPAPERS & PAPER BAGS Brown paper bags, newspapers, magazines, catalogs	CORRUGATED CARDBOARD Corrugated boxes (flatten and reduce to 2' by 4')	BOXBOARD Cereal, tissue, gift, and shoe boxes	JUNK MAIL Junk mail including window env., greeting cards, and gift wrap
WRITING & COMPUTER PAPER Writing, computer and copier paper, spiral notebooks, post-it notes	BOOKS Phone books, hard and soft cover books	PIZZA BOXES Pizza boxes (clean)	*Your Local Choice* **Since 1962**
CANS Aluminium, Tin, and bi-metal food and beverage containers	GLASS Clear, brown, and green unbroken glass from food and beverage containers	AEROSOL CANS Empty aerosol cans (no paints or pesticides)	#1-7 PLASTIC 1-7 only. Milk, juice, cider, water jugs. Laundry detergent & shampoo bottles
GABEL TOP CARTONS Juice and milk cartons	DRINK BOXES Drink & soup boxes	METAL COOKWARE Pots, pans, utensils & aluminium foilware.	

OTHER

- Household hazardous waste — Monroe County Eco Park
- Plastic Bags — Local Grocery Store
- Christmas trees, brush, leaves — Contact your town DPW
- Unwanted clothing, gently used furniture, household items — Contact your charity of choice

SPECIAL PICK-UP ITEMS

- Appliances, air conditioners, dehumidifiers
- Tires (on or off the rim)

Call or email to schedule a pickup
585-352-3900
info@suburbandisposal.com
Charges may apply

SPECIAL ITEMS

- Computers, tv's, monitors, keyboards, small office electronics, copiers, fax machines, cables, wires, servers, cell phones, and batteries.
- Confidential paper, files
- Electronic data storage media.

Call or Email for details:

Certified Document Destruction & Recycling Inc.
1133 Emerson St. Rochester, NY 14606
585-482-9400
info@cdd-r.com
Charges may apply

(585) 352-3900
www.suburbandisposal.com
info@suburbandisposal.com

June, 2015

Waste Management Monroe County Residential Recycling/Recovery (http://www2.monroecounty.gov/des-residentialrecycling)

Recycling/Recovery Program Expands
Single–Stream Accepted

For over 20 years, Monroe County residents have enjoyed a progressive, convenient and continually expanding curbside recycling program. As is its charge from the county, Waste Management, Inc., the Monroe County Recycling Center's (MCRC) contract operator, examines the waste stream for sustainable recovery opportunities. In 2004, the MCRC began accepting all clean paper-- allowing county residents to make a clear and affirmative impact on our local environment. In 2010, the MCRC began accepting plastic containers numbered one through seven for recycling/recovery along with aluminum foil, foilware and household metal pots and pans. Now, the MCRC has started to accept single-stream materials from its recycling collector customers. Single stream means that paper materials no longer need to be separated from commingled materials--they can all be mixed together. **Click here** for a listing of items accepted by the MCRC.

Some recycling collectors are not customers of the MCRC. Customers should contact their hauler to confirm what is accepted and how recycling bins should be prepared.

The MCRC "Blue Box" Recycling/Recovery Program

The following commingled and paper materials should be placed in your recycling box and taken to the curb before 6:30 a.m. on your regular trash collection day. **If high winds are forecast on your collection day, please delay recycling.** White goods (major appliances) are also required to be recycled by Monroe County law--contact your waste collector for details.

Commingled Materials

Only the materials listed below are accepted for recycling/recovery. **All containers should be empty, clean and unbagged**. Please do not separate the types of containers using plastic grocery bags—they should all be mixed together. Labels are accepted.

- Metal Food and Beverage Cans: lids are accepted.
- License Plates: defaced
- Metal Pots, Pans and Aluminum Foilware
- EMPTY Aerosol Cans: with caps. NO pesticides or spray paints.
- Tubs: dairy products like sour cream, margarine, yogurt etc. (reattach lids)
  Plastic Containers and Items (#s 1 through 7): recycle caps, spray pumps and lids ok

- Glass Food and Beverage Bottles, Jugs and Jars, reattach lids and caps.
- Gable Top (Milk and Juice) Cartons and Drink/Soup Boxes: remove and throw away plastic straws; recycle caps.
- **Items not accepted**
  - Styrofoam*
  - Empty prescription bottles*,
  - Pesticide containers,
  - bulky items*
  - bags or filmy product wrapping
  - Drinking glasses
  - Window glass
  - Pyrex
  - light bulbs, etc.
  - Plastic bags*
  - Foam*
  - Food or liquid waste
  - Propane tanks*
  - Cord/Hoses/Ropes
  - Electronics*
  - Tarps or Pool Covers/Liners
  - Sharps/Syringes*
  - Clothing*

*The ecopark will accept some of these items. For more information click on link: https://www2.monroecounty.gov/ecopark/

Paper Materials

Paper items may be kept together by using a brown paper bag (**do not** use plastic bags). Almost any kind of **clean** paper product can be placed in the recycling bin (NO soiled papers, paper toweling or wet paper).
Some examples:

- Newspapers, Magazines, Catalogs, etc.
- Corrugated Cardboard: flattened, 2x4 feet maximum—if you have a large stack of flattened boxes, it should be tied together with string or twine.
- Phone Directories and all Books
- Paper Boxes—cereal, cracker, soda, tissue, shoe, gift, toy, etc.: flatten box and recycle any plastic liners at grocery store with other plastic bags.
- Pizza Boxes & Paper Egg Cartons: discard all contents and flatten.
- Junk Mail, Advertisements and Brochures
- Home Office Paper, Files, School Papers, etc.: shredded paper in brown paper bags only.
- All Envelopes: window envelopes too!
- Gift Wrap
- and more!

Plastic Bags/Wrap - What and Where Can You Recycle?

Plastic bags and product wrap are not accepted for recycling by the MCRC's recycling collectors. This material contaminates other recyclables and fouls MCRC machinery causing expense and downtime. New York law requires major retailers that offer plastic bags to their customers for purchases take them back for recycling. Many other kinds of plastic bags/wrap should also be included. A recent county residential waste characterization study found that **eight percent** of household garbage was made up of plastic bags or wrap--much of which could be recycled. The Monroe County **ecopark** accepts certain clean, dry plastic bags and product wrapping. For details and frequently asked questions about recycling plastic bags and product wrap. Web link: https://www.monroecounty.gov/des-residentialrecycling

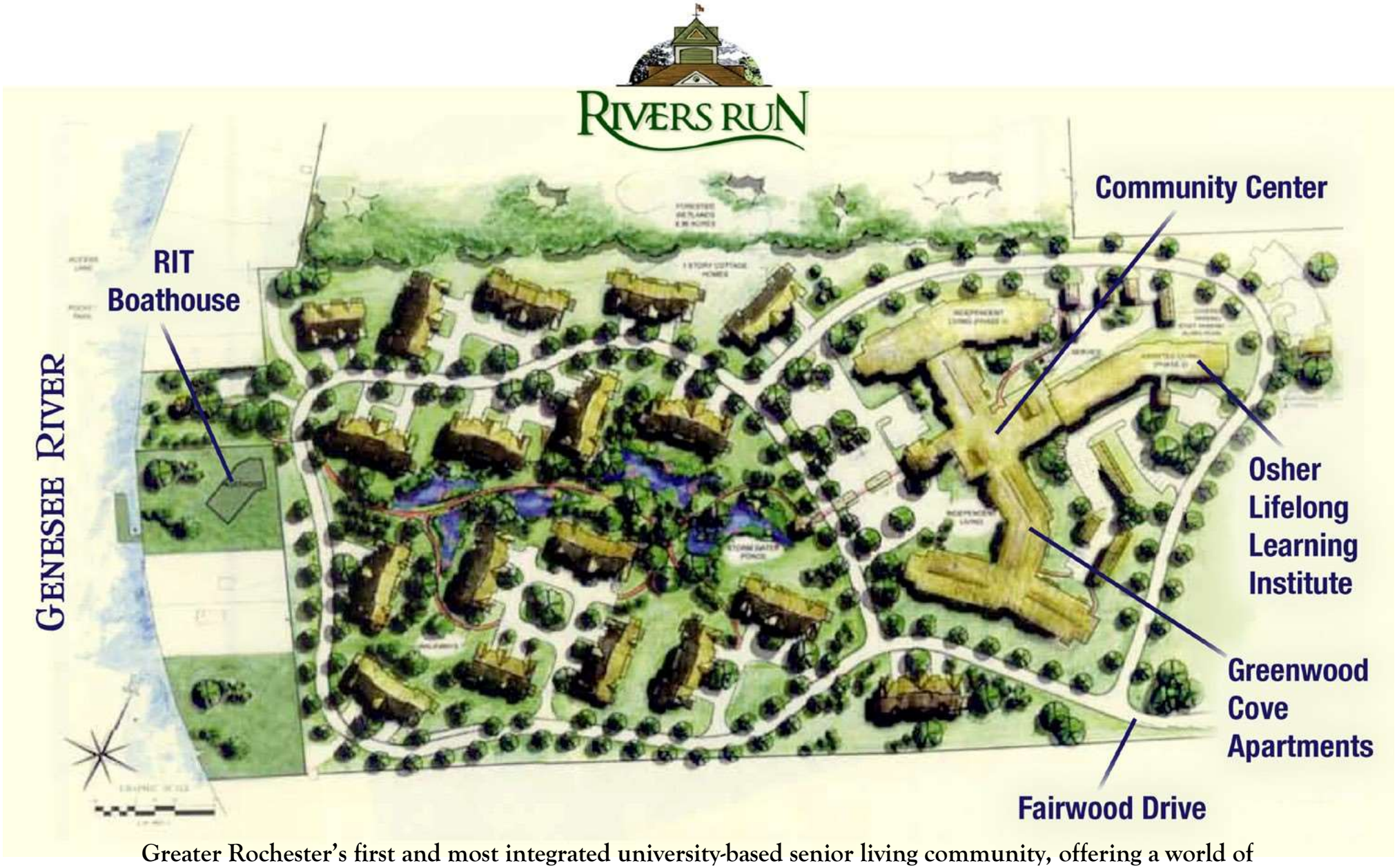
Help Prevent Windblown Litter

Participants in the curbside recycling program can help reduce windblown litter in the community by delaying recycling bin set-out by one week if high winds are forecast on collection day. Although the Monroe County does not endorse any particular product or service, there are items available for purchase that can help prevent items from being blown out of bins on recycling days.

Reduce Junk Mail

Reduce the amount of junk mail you receive by calling the following toll-free number: 1-888-567-8688 or visit www.optoutprescreen.com.

Site Map



Greater Rochester's first and most integrated university-based senior living community, offering a world of educational, cultural and social opportunities. Located adjacent to RIT on the Genesee River.

External Patio Enclosure Guidelines and Standards

To protect our property values and community aesthetics, the RR HOA Board has adopted the following guidelines and standards for enclosed patio structures. Any deviation please address them in your variance request.

- A variance including design drawings, size, location and material of the proposed structure will have to be approved by the RR HOA Board for every external structure whether added after purchase or at initial building construction.
- Deviations from these standards will be considered on a case-by-case basis.
- Any extension into the common area will require a purchase or lease of the land used. The terms must be negotiated with the HOA Board. A survey is required and the owner is responsible for any associated costs and to meet all legal requirements.

Style - similar to those installed prior to September, 2014, (601, 703, 1203, 1401 and 1803) by Patio Enclosures

Location - back patio of any unit or on side of end units

Structure Type

- Screened in (1803)
- Three season - aluminum (703, 1401 & 1501)
- Four season - heavier thermal glass and construction materials (601 & 1203)

Sides - full length or split glass; top part - sliding windows, bottom 18 inches - could be solid glass, matching siding or stone

Roof may be glass (703) or solid (all others) or have skylights (1203)

Exterior Doors - screen, sliding glass or solid to match other exterior doors on unit.

Exterior lighting fixtures - white coach lights matching other exterior lights on the unit as closely as possible.

Side Unit Dimension

- Typically, 22 feet long by 9 feet wide
- Length - fill space between bedroom and great room walls Width - not to extend more than two feet into common area beyond the unit footprint.

Back Patio off Great Room Dimension

Not to extend into common area more than 2 feet beyond existing patio (approximately 10 feet total maximum depth) Width along back side of building - at owner's discretion but not to exceed the width of the owner's unit.

Owners are responsible for:

- Obtaining lease or purchase from the HOA of any common area used including any required legal documents and fees.
- Moving gas meter on side installations or any other obstructions on either type unit.
- All costs associated with the total project.
- Future maintenance of the structure.

9/12/14
Ver. iv

Rivers Run LEASE\RENTAL OF COTTAGES

LEASE\RENTAL OF COTTAGE

Definition: A unit is considered to be leased if there is a contract between the owner and a second party (tenant) who occupies the unit while the owner is absent.

Every lease must contain a clause by which the tenant agrees to abide by the Offering Plan, Declaration, By-Laws, and the Rules and Regulations of the Rivers Run Homeowners Association.

Use of the property shall be used for single family residential purposes for seniors (55 years of age or older) only. While any person or entity may acquire title to a lot, that property may be used only for single-family residential purposes for seniors (55 years of age or older) only. A qualified occupant shall include single persons 55 years of age or older and couples, one of whom is 55 years of age or older. In addition, one adult child, 21 years of age or older may reside with a qualified parent.

Application for Approval to Lease\Rental: Any homeowner considering leasing his/her cottage must complete an Application to Lease Form (See Forms Section) and submit it to the Home Owners Association's Board.
This should be done as soon as the homeowner considers the option of leasing their home and this **MUST be done BEFORE A LEASE IS EXECUTED**; preferably before a tenant is identified.

The homeowner will be notified within five (5) business days of the following:

- The Application is denied if the proposed lease would exceed the 10% restriction.
- The Application is incomplete pending further information which must be provided within the next ten (10) business days.
- The Application is approved and the homeowner may proceed to identify a tenant and execute a lease.

Expiration of Approval: An approved Application will expire 90 days after approval is granted if the HOA Board is not notified by the homeowner that a lease has been executed. The homeowner may apply for a 90-day extension of the approval, but may be denied under the following conditions:

- The maximum of the 10% leased homes is close to being reached and
- Other homeowners have recently applied and been denied.

Notification of a Leased\Rental Home: The Homeowner must notify the HOA Board in writing as soon as the lease is executed. The homeowner submits to the HOA Board a document signed by both tenant and homeowner that includes all of the following:

- The name of the tenant and the address of the leased home
- The approximate date of occupancy
- The term of the lease
- A statement, initialed by the tenant, indicating that he will abide by the Declaration and the Rules and Regulations of Rivers Run.
- The homeowner's name and current address and phone number. (Contact information in case of emergency, problems, etc.)

Rules & Regulations to be provided to Tenant:

The homeowner must provide the tenant with the up-to-date copy of the Rivers Run Cottage Community Member Handbook, the Rivers Run Offering Plan and an understanding of what is contained in the Declarations, By-Laws, and Rules and Regulations. The homeowner is responsible for making sure the tenant understands and follows all the Rules and Regulations as put forth in the Offering Plan (Declarations, By- Laws and Handbook).

If either the copy of the Handbook or Offering Plan is lost, a replacement copy can be obtained from the Hospitality and Communications Committee at a fee.

A maximum of two (2) pet may kept in the dwelling. Pets should not be allowed to run free and must be leashed when in the Common Area.
Owners are responsible for picking up after their pets.

EXTENDED ABSENCE

A homeowner should notify the HOA Board of any extended absence and leave contact information for emergency use.