

LOCKWOOD HOMEOWNERS ASSOCIATION

LOCKWOOD UNIT OWNERS MANUAL

FEBRUARY 20, 2006

Please find attached your copy of the revised Lockwood Unit Owners Manual. The revision has been researched and prepared by a team comprised of Lockwood Board Members and the Property Manager, Mark Evans and ably led by Carolyn Kitchen. It has been approximately 10 years since the Manual was last updated.

While the Association By-Laws remain the overriding rules, regulations, and procedures for the conduct of our complex, this Manual is intended as a quick reference governing our day to day operations.

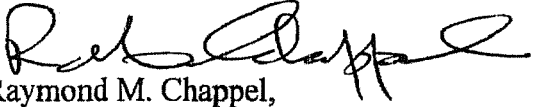
In order to compile the document, the team has collected and reviewed Manuals from other condominium complexes and drawn upon the experience of Compass Property Management. Where applicable, parts of the previous Lockwood Manual were retained in the new document.

The revised document consists of a Rules and Regulations section, and a Specifications section. The Rules and Regulations section is intended to allow unit owners the full use and enjoyment of their homes and facilities without violating the rights and privileges of other unit owners. Please read and digest this section carefully since it contains a number of changes from the previous version. It is the intention of the Board to see that these Rules and Regulations are enforced with appropriate action being taken by the office of the Property Manager.

The Specifications section has been expanded to define specifications for decks, lighting, doors, windows, etc. It is intended to maintain the structural integrity and appearance of the complex by defining the common area standards to be maintained. A Responsibility Matrix has been included that defines the maintenance, repair and replacement responsibilities of the Unit Owners and Association respectively.

The Manual is intended to be a living document in the future. It has been bound in a 3-ring binder to enable replacement pages to be removed or inserted as changes occur. If you have any questions regarding the new Manual, please direct them to one of the Board members.

On behalf of the Lockwood Board,


Raymond M. Chappel,
President, Lockwood Homeowners Association

LOCKWOOD HOMEOWNERS ASSOCIATION

UNIT OWNERS MANUAL

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Feb. 15, 2006

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Change Record

Original

Amended 2.10

Amended Community Dir

Amended Table of Contents

Amended 2.9.1

Amended Appendix B #4

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COMMUNITY DIRECTORY

COMPASS PROPERTY MGT	249-5010
FIRE	911
AMBULANCE	911
(Perinton Ambulance Service)	
SHERIFF	911
STATE POLICE	911
PITTSFORD SCHOOLS	42 W. Jefferson Rd. 218-1000
PERINTON TOWN OFFICES	1350 Turk Hill Rd. 223-0770
PERINTON ANIMAL CONTROL	223-0770
GAS-ELECTRIC	
RG&E Emergency	1-800-743-1702
WATER	
Monroe Co. Water Authority	442-7200
POST OFFICE	
Pittsford	5607 Pittsford-Palmyra Rd
Fairport	Perinton Square Mall
HEBERLE DISPOSAL	259 Alvawar Rd. Rochester 14606 458-8600

**THE RULES AND REGULATIONS
LOCKWOOD HOMEOWNERS ASSOCIATION**

In case of conflict between these Rules and Regulations and the Lockwood Declaration, the Declaration shall take precedence

Purpose

To allow unit owners the full use and enjoyment of their homes and facilities without violating the rights and privileges of other unit owners.

Members' Responsibility

To adhere to the Rules and Regulations contained herein and to insure that an updated copy of these rules and regulations is made available to all owners.

1. Rules and Regulations

These Rules and Regulations have been formulated based on the following criteria, which are to be used when a review or addition is planned to:

- Insure property values are not degraded,
- Reduce the impact on operating and maintenance costs,
- Promote the safety of the association's members,
- Insure the rules or regulations are enforceable, and
- Limit the number of variances. Superfluous Rules and Regulations invite exceptions
 - a. All variances to these Rules and Regulations are to be submitted in writing to the Property Manager with evidence as to why the variance should be granted. A written response of acceptance or denial will be mailed to the unit owner within 30 days following the next board meeting.
 - b. Likewise any complaints should also be addressed in writing to the Property Manager. A written response will be sent with any remedial action required within 30 days following the next Board meeting.

Strict adherence to these criteria should protect against the inclusion of nonsensical or trivial Rules and Regulations

2. Exterior Appearance and Upkeep

2.1 Variance Requests

- 2.1.1 All changes to the exterior of the buildings and other Common Areas, such as air conditioners, roof fans, etc., require an approved Variance Request. Forms can be obtained from the Property Manager. Possession of a town permit does not waive the need for Board approval. Although the Board will not knowingly approve a project that is in violation of town, county or zoning codes, the responsibility for compliance with any applicable codes are solely that of the unit owner.

2.1.2 When the Board of Managers or Property Manager becomes aware of an infraction of the Rules and Regulations; the Property Manager will notify the unit owner. If the unit owner fails to correct the infraction within 30 days of notification and action by the Association is deemed necessary, the Property Manager will arrange for the removal of the infraction at the unit owner's cost.

2.2 Holiday Decorations

2.2.1 Temporary decorations for the holiday season may be displayed between Thanksgiving Day and January 15 of the following year.

2.3 Deck and Under-deck

2.3.1 The unit owner is responsible for staining, sealing, repair, replacement or maintenance of the wood decks, structures, deck railings, under deck and enclosures.

2.3.2 **Rear Decks** – The Property Manager is responsible for seeing that all unit owners maintain their rear decks. To prevent deterioration, staining will be done periodically, not to exceed 3 years between staining. (see Appendix B for stain type to be used)

2.3.3 Use of decks or under-decks for storage is not permitted.

2.3.4 Maintenance of stone material (see Appendix B) as a ground cover under the deck is the responsibility of the unit owner along with weed control.

2.4 Exterior Lighting

2.4.1 For safety and insurance reasons, replacement of lights is the responsibility of the Association. Replacement of light bulbs to lighting fixtures attached to the unit, garage, and patio is the responsibility of the unit owner. (See Appendix B for light bulb specifications.)

2.5 Flags, Wind Chimes and Bells

2.5.1 The installation of one support bracket per unit is allowed for display of a flag. The support bracket may be attached to the wood framing of the wooden porch entry post. A flag will not exceed 3 feet on any side and leave enough clearance for pedestrian passage on the walkways. Wind chimes and bells are not to be installed outside units.

2.6 Garage/Estate Sales

2.6.1 No individual garage sales are allowed. From time to time, the Association may hold a community sale with the approval of two thirds (2/3) of the Lockwood Homeowners Association. Estate sales require approval by written request to the Board of Managers.

2.7 Outdoor Drying or Airing

2.7.1 Outdoor drying or airing of any clothing, bedding or carpets on deck rails, under decks or in yards is not permitted. Installation of exterior clotheslines is prohibited.

2.8 Pets

- 2.8.1 The Town of Perinton has a leash law. Therefore, as a law abiding citizen and a considerate neighbor, owners will keep their pets under leash control at all times. For the protection of your investment and for good community relations, pets are not allowed to roam the Common Area.
- 2.8.2 Residents and their guests must promptly clean up after their animals.
- 2.8.3 Unit owners may report infractions to the Board, the Property Manager or to the Perinton Animal Control.

2.9 Signs

- 2.9.1 No advertising signs are permitted on common areas or building exteriors with two exceptions: 1) when a unit is up for sale, one Lockwood* real estate sign is permitted per unit to be placed as close as reasonably possible to the unit; 2) when an "Open House" is scheduled, real estate signs are permitted at the entrance to Lockwood and directly in front of the unit for sale on the day of the open house during inspection hours only.

*Lockwood real estate signs can be obtained from the president of the LHOA for a returnable deposit of \$100. These signs must be removed and returned to the president once the sale contract is pending.

2.10 Rental of Condominium

The Association recognizes that some unit owners may decide to rent, loan or lease their unit(s) to others (tenants). In this event, the unit owners will comply with the following:

- 2.10.1 Register their tenants with the Board and Property Management within 10 days of occupancy.
- 2.10.2 Ensure that those persons having use of their property comply with all policies and directives of the Association.
- 2.10.3 Pay all fines for violations of the Association's policies by the tenant.
- 2.10.4 Notify the Property Manager with their new location and contact information at the time of vacating their unit. They must also provide any updates to their contact information for the duration of the property lease.

The Association requires that whenever a unit owner rents, leases or loans property to a tenant, the owner places language in the lease, rental agreement or other document that requires the other party to comply with all rules, regulations and policies of the Association.

2.11 Staining Schedule

See Appendix B

2.12 Trash Collection

- 2.12.1 Refuse and recycling items will be collected weekly from outside of each unit's garage entrance. Trash containers are to be kept in your garage until the day before collection. Contact a neighbor if you will be away and need to have your trash collected. Refuse containers must be covered when outside of garage.

- 2.12.2 No lumber, metal, bulk materials, rubbish, refuse, garbage, or other waste materials shall be kept, stored or allowed to accumulate outdoors on any portion of the property. Unit owners may call the garbage disposal company to request special pick-up of bulk refuse. Charges due to special pick-ups, if any, will be the unit owner's responsibility.
- 2.12.3 Hazardous waste removal is the responsibility of the unit owner. Disposal will be made in accordance with Town of Perinton and Monroe County regulations. These items are not to be placed out for normal trash collection.

3. Safety and Comfort

3.1 Heat Tapes/Wires

- 3.1.1 For safety reasons, no heat tapes or wires may be installed on roofs for any purpose.

3.2 Home Businesses

- 3.2.1 An individual business within a homeowner's unit is allowed if it does not infringe on the character of the neighborhood with signs, increased traffic, parking problems, noise or employees and in compliance with town requirements. A Special Use Permit is granted by the Town Zoning Board of Appeals through their variance process.

3.3 Inspections

- 3.3.1 Twice a year the Property Manager and Board Members make exterior inspections for the purpose of maintenance and upkeep. Any infraction will be noted in writing to the unit owner via certified mail.

3.4 Private Drives/Parking Areas

- 3.4.1 There is a 15 mph speed limit and drivers are expected to drive carefully and adhere to this limit.
- 3.4.2 The designated parking areas are common property for the use of all owners and their guests.
- 3.4.3 The parking areas are for licensed, driveable vehicles only. This prohibits the parking of unlicensed vehicles, commercial vehicles, trailers, boats, cars in a "jacked-up" state, campers, snowmobiles and all-terrain vehicles.
- 3.4.4 Driving or parking anywhere other than a paved surface is prohibited.
- 3.4.5 There is no permanent provision for outside parking on our premises without special permission of the Board of Managers.
- 3.4.6 Temporary outside parking (longer than a week) will require the approval of a board member.
- 3.4.7 Do not leave your garage doors open for extended periods of time. Closed garage doors enhance the overall appearance of our complex and will also reduce opportunities for vandalism or theft.

3.5 Soliciting

- 3.5.1 Soliciting is discouraged. Unit owners may politely ask solicitors to leave the premises.

4. Grounds, Planting and Landscape

4.1 General Planting Regulations

4.1.1 No planting or gardening is permitted except within the individual unit patio areas and such Common Areas as may be designated by the Board of Managers. Flower boxes within your decks and a maximum of two moveable flower pots at your unit entrance are permitted if properly maintained. No lawn ornaments are allowed.

4.2 Bird Houses, Bird Baths and Feeders

4.2.1 Free standing bird houses or wildlife feeders are prohibited. Deck mounted feeders are permitted. Residue from bird feeders must be cleaned up and is the responsibility of the unit owner.

4.3 Insect and Pest Control

4.3.1 The Homeowners Association is responsible for the removal of pests such as moles, chipmunks, squirrels, carpenter ants and carpenter bees which attack grounds or structures

4.3.2 Individual unit owners are responsible for removal of nuisance insects such as hornets and wasps.

4.4 Statuary Items, Figurines, Artifacts and Decorative Décor

4.4.1 None of the above are permitted in the Common Areas.

APPENDIX A – Responsibility Matrix

**UNIT OWNERS AND ASSOCIATION
MAINTENANCE, REPAIR AND REPLACEMENT
RESPONSIBILITIES
LOCKWOOD CONDOMINIUMS**

ITEM	ASSOCIATION	UNIT OWNER
Roofing & vents	X	
**Furnace		X
**Chimney flu pipe(s)		X
**Chimney cleaning		X
Gutters and downspouts	X	
Cedar siding, trim, shutters	X	
*Sky lights		X
*Attic/ventilation fans		X
Brickwork	X	
Front steps	X	
Front porch & overhang	X	
Common grounds light fixtures	X	
*Attached outdoor light fixtures	X	
Address numbers	X	
Doorbell		X
Outdoor faucets	X	
Basement foundation	X	
*Garage door replacement		X
*Front main door		X
*Exterior windows		X
All door & window frames, normal wear	X	
*All door and window glass		X
Exterior painting, except when replacing window sashes & doors	X	
*Storm doors, screens		X
*Air Conditioner Replacement		X
**Improvements within patio		X

*When replacing items (doors, windows, exterior lights, etc.) the replacements must meet the specifications set forth by the association.

**When repairs and replacements are done, they must be done by a licensed and insured contractor if done by someone other than the unit owner.

APPENDIX B – Specifications

1. **Location of main water shut-off valves**
#8, #10, #15, #25

2. **Location of electrical box for outside lights**
#25

3. **Location of outside water faucets**
#2, #8, #9, #12, #16, #19, #25

4. **Exterior Lighting Specifications**
All lighting fixtures installed on the exterior of buildings (including fixtures in interior patios at Units 2-8 & 20-25) and in the Common Areas will be replaced as required by the Homeowners Association. The Association is responsible for replacement of light bulbs and maintenance of lighting fixtures, in Common Areas. Unit Owners are responsible for replacement of light bulbs and maintenance of exterior lighting fixtures attached to their Unit.

The following are the light bulb specifications to be used in exterior lighting fixtures attached to Units:

- 1) **Adjacent to front doors** – 14 watt mini spiral fluorescent bulbs
- 2) **Wall-mount over garage doors** - 14 watt mini spiral fluorescent bulbs
- 3) **Eave-mount over garage doors** – 14 watt mini spiral fluorescent bulbs
- 4) **Over exterior decks on Units 9-19** – 14 watt mini spiral fluorescent bulbs
- 5) **In interior patios of Units 2-8 & 20-25** – 14 watt mini spiral fluorescent bulbs

For energy saving and aesthetic consistency reasons, the fluorescent light bulbs specified above are to be used **without exception**. Any light bulbs that are not conforming to the above will be removed and replaced by Compass Management at the homeowner's expense.

5. **Front doors, garage side and internal deck doors**
Replacement as is, including color.
Doors 3, 6, 9, 12, 17, 22, 25 **Benjamin Moore Impervex HC136 Sea Green Blue**
Doors 2, 5, 7, 10, 14, 15, 18, 20, 23 **Benjamin Moore Impervex HC148 Duck Egg Blue**
Doors 4, 8, 11, 13, 16, 19, 21, 24 **Benjamin Moore Impervex PH50 Ochre**
NOTE: any doors that are inconsistent with the above specifications will be brought into line when the repainting occurs as part of ongoing maintenance and repairs.

6. Front storm doors

Style, Forever Doors, made by Anderson/Emco and available at Home Depot

7. Garage door replacements

Wayne-Dalton Flush wood doors, Felluca Garage Door Company, 1674 Norton Street, Rochester, NY 14609, 467-2391

8. Air conditioner replacements

Height not to exceed 22" above ground.

9. Window replacements

Requirements for replacement windows and frames are as follows:

- a) A variance is required. As a minimum, the variance will state the supplier, size, material and color of the replacement. For frame replacements, the variance must detail the method of dealing with the cedar siding.*
- b) All windows must meet all local, state and federal building codes.
- c) Replacement windows must maintain the current exterior appearance of the unit.
- d) The exterior of the window must be able to be painted or come in a factory color that is approved in advance by the variance. Dark gray or dark bronze would be acceptable.
- e) The size must be similar to the original size.
- f) Insulated glass is required.

The following types of window replacements are recommended and generally acceptable:

- 1) 100% fiberglass
Manufacturer: Marvin
Local distributor: Rochester Colonial**
Model: Infinity Ultrex
- 2) 100% Wood
Manufacturers: Marvin
Local distributor: Rochester Colonial**

100% vinyl windows are not recommended due to the high coefficient of vinyl expansion in dark colors which causes the frames to buckle and paint not to adhere to the surface.

Any other types of window replacements will be subject to acceptance by variance.

*In the event that the window frame is to be replaced, the installation must allow for nailing of the flashing and fin to the sheathing, applying water tape and replacing old cedar strips around the window with new ones. Simply sealing the new frame into the existing hole is unacceptable. The frame will be made of wood to match the window frames of other units.

**LHOA has an agreement with Rochester Colonial to supply windows at a discount.

10. Stone under decks
Standard pea stone

11. Deck Awnings

The following is the specification for deck awnings:

Supplier: Patio Enclosures
Product #: S4000 Heavy Duty Grade
Color: Black Taupe Fancy
Type: Retractable

12. Rear deck specifications for Units 9-19

Maintenance

To prevent deterioration and maintain appearance, decks will be cleaned and stained periodically, not to exceed 3 years between treatments. Deck cleaning and staining may be done by the Unit Owner or by a commercial deck staining company. If the Unit Owner does not stain the deck within the 3 year period, the Board of Managers, after sending a notice to the Unit Owner, may have the deck stained at the Unit Owners expense.

The stain to be used is the following:

BEHR Premium Waterproofing Wood Sealer and Finish, Natural Cedar No. 501 available from Home Depot stores.

Upgrading or Replacement

Decks may be upgraded or replaced for safety and/or appearance reasons. The need for upgrade or replacement may be determined by the Unit Owner or by the Board of Managers. If determined by the Board of Managers, the Unit Owner will make the upgrade or replacement within 12 months of the determination.

All upgrades or replacements will be approved in advance by the Board of Managers and will meet the current specifications of the Town of Perinton Building Permit Requirements for Decks. Upgrades and replacements must be done by a licensed and insured contractor. Obtaining permits and inspection certificates is the responsibility of the Unit Owner. Copies of all permits and inspections will be provided by the Unit Owner to the Property Manager for record.

The stain to be used is the following:

BEHR Premium Waterproofing Wood Sealer and Finish, Natural Cedar No. 501 available from Home Depot stores.

APPENDIX C – Variance Request Form