

Updated: June 2023

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Introduction

Welcome to the beautiful Finger Lakes Region of New York and the Community at Golf Beach Shores. Golf Beach Shores was first established in 1985 on this four acre site and was incorporated in 1986 as a non-profit organization under the legal name “**Golf Beach Shores Homeowners Association**” (abbrev. GBS HOA). It is a privately held complex consisting of 35 independently owned townhouse units with a pre-established charter and governing bylaws enforced by an elected Board of Directors. We are operationally managed by Crofton Perdue Inc.

It is a pleasure to welcome you to the community and provide you with this Welcome Package to help you get settled and assist you in making a pleasurable transition to your life here at Golf Beach Shores. We are a “Neighborhood Watch Community” and take pride and care in providing for the safety of our residents and homes. Being a close held community we rely on each other to maintain the value of our homes and property, extend common courtesy, provide for a safe environment and treat all individuals in a fair and nondiscriminatory way.

Please feel free to contact us should you have any questions, concerns or feel a willingness to volunteer your skills to benefit the Association.

Again, our sincere welcome!

The Board Members of Golf Beach Shores

Board Members and Charter

The Board consists of an elected group of eight homeowners who voluntarily serve for two year terms; a President, Vice President, Secretary, Treasurer and four Associate Members. The fiscal/annual business calendar in which the Association operates is from April 1st to March 31st. Meetings with residents are held by the Board to implement and monitor the annual operating plan and act on essential matters for the benefit of the community. Minutes and financial reports are provided to homeowners via email.

Charter

- Maintain and enforce Association By-Laws
- Provide for orderly and efficient day to day operations
- Establish an Annual Operating Plan and Budget
- Collect Common Fees
- Provide a means to address issues and concerns
- Maintain, protect and encourage the growth of property values
- Provide for a safe and well kept environment

Please refer to the Crofton Perdue website for a listing of current Board members.

Association Dues and Payment Information

In order to effect and implement our Charter numerous resources are required in the form of homeowner volunteer efforts, contractors and operating income. Operating income is derived primarily from the collection of common fees or association dues. Dues are established by the Board based on the needs of the community. All efforts are made to control and regulate annual operating costs to an approved budget presented at an annual homeowners meeting held each April.

Each unit is assessed a common fee by the Board based on the stated bylaws. Payment of fees are due the first of the month or can be paid in advance on a quarterly, semi-annual or yearly basis. A late fee of \$10 per month will be charged for payments not received by the end of the month. Common fees cover the care and upkeep of the physical buildings, common areas, property and liability insurance, area lighting, refuse collection and the public water supply.

Payments should be made to “Golf Beach Shores HOA” and can be mailed to the address below or directed electronically to Crofton Perdue.

Golf Beach Shores HOA
c/o Crofton Perdue Inc.
111 Marsh Road, Suite 1
Pittsford, NY 14534

Community Rules and Regulations

As with all homeowner associations, certain rules and regulations are required to provide for the safety and overall governing control of the community and enforcement of the bylaws. It is important that all homeowners be aware of these requirements and abide by them. During your real estate closing you should have received a copy of the governing document for the Association. This welcome package is only a summary of the more frequently requested information, questions and concerns.

See Exhibits, “Rules and Regulations” for more details.

Building /Grounds

General Information

The Association is responsible for all common property in and around the community, the exterior of all buildings and all permanent landscaping and as such will provide for its upkeep, care and associated liabilities.

Homeowners are responsible for the care, maintenance, safety and general condition of the inside of their units including windows, doors, patio fences and decks. Homeowners are encouraged to tastefully plant and or decorate the areas within their footprint.

Insurance Coverage

The Association will keep in force a Commercial Property and Liability Insurance policy for the common ground areas and dwellings. Provisions, endorsements and policy records for the complex are kept by the Board Treasurer and should be on record with individual homeowner mortgage lenders. Homeowners are strongly encouraged to keep their own individual policies in effect to protect the interior structure, home furnishings, contents and personal possessions.

Landscaping

The Association owns all the common areas and permanent landscaping and will provide for the care, trimming, mulching, fertilizing and maintenance of such.

Snow Removal

The Association will provide for the plowing, clearing and snow removal of all common areas and walkways. Generally, main thoroughfares will be cleared first then individual parking areas. To expedite clearing, homeowners are encouraged to move parked vehicles once thoroughfares are opened.

Building /Grounds (cont'd)

Mail Service

Mail service is provided by the US Postal Service, each homeowner shall be assigned a locked mail box on premises. Keys may be obtained from the previous owner or the HOA Board. We utilize US Postal Service approved mail closets for which the local Post Office has master key access for daily drop off but they do not have individual resident keys.

Building Alterations

A completed "Request for Alteration" form (see Exhibits) is required for any modification to the outward appearance of your unit including doors, windows, satellite dishes and patios. Requests are to be sent to the Board for approval before any changes are made.

Parking

Each Unit is provided a minimum of two reserved parking areas directly in front of their units. Additional parking spaces for guests are available near and around each building. Individual homeowners are expected to honor each others areas and are responsible for informing their guests.

Expectations

Homeowners are expected to exercise reasonable care in keeping their units, surrounding areas and vehicles in good order. Tasteful and modest outdoor and seasonal décor is allowed. No unlicensed vehicles can be kept on property. Homeowners are expected to keep the area in and around their units clean, uncluttered and free of hazards. Large personal effects such as; outdoor storage units, bikes, toys, tools, boxes, refuse shall not be kept or visible in the front of units or in common areas.

See Exhibits - "Rules and Regulations" for more details.

Pet Policies and Guidelines

Domestic Pets (cats, dogs, birds) are allowed.

Cats are not allowed to roam freely on the complex. Cat litter is not to be flushed into toilets or common sewer lines.

Dogs must be leashed when outdoors.

Residents are required to walk their pets on the perimeter of the common areas and not near adjoining units and must cleanup after each outing. Barking dogs must be controlled and limited. Pets cannot be left tethered or unattended in common areas. Owners are responsible for any damage or injuries caused by their pets.

Smoking and Outdoor Grills

Extreme caution and common courtesy should be exercised when smoking or grilling outdoors and in the common areas to avoid fires and second hand smoke inhalation. Cigarette butts are not to be discarded on the grounds and grills must be kept 10 feet away from buildings and combustible materials when in use.

Trash and Refuse Guidelines

Trash and refuse pickup is provided for in your Association Dues. A collection site is located at the far south end of the complex and includes a large dumpster and several collection bins marked for recyclables and items requiring separation. Refuse collection guidelines are enclosed for your review (see Exhibits). As a courtesy to all we ask that you close container lids after use, do not leave trash outside of a container and cleanup any mess which may occur. Refuse is generally picked up twice weekly.

Long Term Vacancy

In the event that your home will be vacant for an extended period of time, it is strongly recommended that you notify the Board and appoint someone of your choice as an Emergency Point of Contact. During the cold weather period of November through April the heat must be left on to prevent damage from possible pipe freezing or the system must be drained and winterized preferably by a reputable contractor. Outside garden hoses must be disconnected from faucets to prevent valve damage and freezing. Homeowners are responsible for any damage resulting to their homes or adjacent structures.

List of Residents, Contact Information

Enclosed is a list of current “Residents of Golf Beach Shores” (see Exhibits) for you to use as contact information including Board Members. Please advise the Board Secretary should any updates be required. The Board prefers to use Email to maintain routine contact for announcements and meeting minutes.

List of Exhibits

- ✓ GBS Rules and Regulations (summary level)
- ✓ Comments/Suggestion/Complaint Form
- ✓ Request for Alteration Form
- ✓ Trash and Refuse Guidelines
- ✓ List of Residents and Contact Information