



## **YOUR GUIDE TO THE RULES AND REGULATIONS OF PINEWOOD TOWNHOMES**

**For Homeowners and Residents**

**Revised April 2022**

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

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## Purpose of Handbook

**The purpose of this handbook is to give you a guideline of the rules, regulations and responsibilities that are applicable to the owners and residents of Pinewood Townhomes.**

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

In addition to these rules, the Pinewood Homeowners Association members are governed by the provisions of the Declaration and By-Laws of the Association found in the Declaration and By-Laws which can be found online or by requesting a copy to be mailed to you.

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

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

### **Management Company**

Crofton Perdue Associates, Inc.

111 Marsh Road

Pittsford, NY 14534

Phone: (585) 248-3840 Fax: (585) 248-3666

E-Mail: [info@croftoninc.com](mailto:info@croftoninc.com)

Website for Pinewood information: [www.croftoninc.com](http://www.croftoninc.com)

Office hours: 8:30 am- 5:00 pm Monday- Friday

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

### **In case of an emergency:**

During off-hours, holidays or weekends, the regular number is forwarded to a 24-hour answering service.

## Definitions / Questions

### **Homeowner's Guide**

This guide was compiled by the Pinewood Board of Directors as a reference and source book for the use of Pinewood residents. It is offered as a layperson's interpretation of the Declaration and By-Laws. It cannot and does not revise any of the obligations set forth in the Declaration and By-Laws as amended. Many questions about the rules and regulations will have answers in this guide.

### **Townhouse**

A townhouse arrangement is one where the owner of each townhouse holds the title to a townhouse and owns an interest in, and the right to use common elements.

### **Common Element**

A common element is a property outside all units owned in common with the rest of the owners.

### **How Are Townhouses Run?**

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

### **What Are Common Charges?**

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

Monthly assessments are common charges due on the first day of each month herein called "due date." Special assessments are common charges that may be charged to each lot owner for purpose deemed necessary by the Board of Directors. A due date will be determined at inception of the assessment.

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

### **Non-Payment Of Assessments and Liens**

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

### **Who Is Responsible for Repairs in The Units and Around the Townhouses?**

(See "Responsibility Matrix"). If it fails to answer your specific question consult the Property Management Company.

## Introduction

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

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

The purpose of these rules and regulations is to insure the rights of each resident. To this end, these rules and regulations have been enacted as common-sense guidelines for good neighbors.

Any questions regarding these rules and regulations should be directed to the Management Company.

## Homeowners Responsibilities

### Individual Homes

1. All homes shall be used for single-family residence purpose.
2. Each homeowner shall keep his/her home in good state of preservation and cleanliness. Homeowners shall not throw dirt or other material from doors, windows, or decks. No article shall be shaken such that dirt or dust will go into a neighbor's house.
3. Homeowners must promptly repair all malfunctioning items in their homes which, if neglected, might adversely affect neighboring units. Homeowners shall be responsible for any damages or liabilities to any units that may result from the failure to maintain and/or replace such malfunctioning items.
4. All repairs to interior installations of the home, such as electrical work, telephone, television, and plumbing repairs shall be at the individual homeowner's expense.
5. Homeowners shall exercise reasonable caution when storing any flammable, combustible, explosive fluid, chemicals, or substances in their unit. Said items must be in Underwriters Laboratory safety approved containers. Under no circumstances should these items be stored in the laundry/furnace room area.
6. All radio, television or other electrical equipment of any kind or nature in each unit shall comply with the rules, regulations, requirements, or recommendations of the electrical enforcement agencies having jurisdiction. The homeowner shall be solely liable for any damage or injury caused by such equipment in his or her residence.
7. A minimum temperature of 55 degrees shall be always maintained in each home to prevent damage to other homes.

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

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

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

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

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

10. Patios and privacy areas shall be maintained and kept neat and clean.

a. They are to be used for lawn furniture, grills, etc. They are not to be used for a storage area for trailers, motorcycles, etc.

b. Weeding of the patio block area is the homeowner's responsibility. If the area is not completely fenced in, lawn contractor will mow the grass.

c. To prevent damage to air conditioners, we encourage homeowners to keep this area free of weeds, so mowers/trimmers are not required.

d. To prevent accidental string trimmer damage by the landscaper to the low voltage wires, it is recommended that homeowners secure the thin wire to the copper line set that enters the building. This wire is usually brown in color. The best way to secure this wire is to use 6" plastic zip ties, which can be purchased at hardware stores. 6 or 8 of these ties should be sufficient number to use.

e. Trees are not to be planted in the privacy areas. The roots grow under the foundation and cause structural damage.

#### 11. Lawn Ornaments

- a. Lawn ornaments in the front garden area must be kept to a maximum of two (2) items with a maximum height of 10 inches. Ornaments are not to be illuminated, inflatable, electric nor with motion. Time period for displaying any front lawn ornaments is April 1 - October 31.
- b. Shepherd hooks may be used to hang plants and shall not exceed 5 feet in height above ground. They shall not be used for hanging anything other than plants. No more than 2 shepherd hooks are allowed.

#### 12. Holiday Decorations

All outdoor holiday decorations, except Christmas decorations, should be removed within one week after the holiday. Christmas decorations may remain up between Thanksgiving and January 15<sup>th</sup>. Any decorations not removed by January 15<sup>th</sup> will be removed by the management company at the owner's expense. Decorations shall not cover or obscure house numbers and cannot be stapled, taped, or nailed to the exterior. No decorations are permitted on the second-floor level of the exterior of the unit. Decorations are allowed on porches, entrances, decks, and front doors. No free-standing decorations are allowed in any location on the association property. Inflatable decorations are not permitted.

#### 13. Fireworks are not permitted on the property.

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

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

#### 16. Solar Lights shall be black in color, shall not exceed 5" in diameter or 13.5" in height. The bulbs shall be white light not to exceed 18 Watts and cannot be glowing, flashing or give the appearance of flames. Lights may be installed in flower beds and next to the sidewalks not in the lawns as they may be in the way of the landscapers. No more than 6 lights may be installed. A variance request is required prior to installing solar lights.

#### 17. Garages shall be used for vehicular parking only.

#### 18. Variance Requests

1. Variance Requests are the official permit to the Board to allow homeowners to make change to their unit.
2. Variance requests may be obtained from the management company, completed, and sent to the chairperson listed on the variance request for committee review. If in doubt, contact the management company to verify the need of a variance before making changes

3. The Board of Directors has the obligation to respond to a variance request, in writing, within 30 days.
4. Homeowners wishing to make any modification or alteration to the exterior appearance of their respective units or other alteration which could impair the structural soundness or safety of the building shall submit a written request to the Board of Directors. "Modifications" shall include any and all changes made upon the townhouse, deck, or the erection of outside dish antennas, poles, fences, or similar structures any other observable external changes along with the replacement of windows, storm windows, entry doors, sliding doors and garage doors.
5. Requests must include detailed plans and specifications pertaining to the proposed modification or alteration. In reviewing the variance request, the board considers:
  - a. Why the modification is needed.
  - b. What the final result will be.
  - c. Are specifications appropriate for the modification.
  - d. What impact will the modification have upon Pinewood.
  - e. Are there other ways to accomplish the need for the modification.
6. The Board of Directors may consider approving a temporary exception to these rules to a homeowner requesting such exception in writing. Requests must clearly outline the need for the exception.

## 19. Violations and Fines

1. Rule violations which create safety hazards, or which seriously impair another resident's enjoyment of the community will be strictly dealt with by the Board of Directors.
2. If a resident has personal knowledge of violations of the rules which cannot be corrected by neighbor-to-neighbor communication, the complaining resident should document the violation in writing to the management company.
3. The Board of Directors is required to enforce these Rules and Regulations. A letter shall be sent to the violator. If unheeded, a fine of \$100.00 will be assessed. If cooperation is not received from the homeowner, and if the fine is not paid, the Board of Directors may go to court to enforce payment of the penalty.
4. Fines are imposed for the following:
  - a. Violation - Homeowner has been advised and violation not corrected within the specific time frame - \$100.00 first violation plus \$100.00 for repeated violations.
  - b. Garage Sales - \$100.00 per day
  - c. Skateboarding- \$100.00 per incident



- d. Late Monthly Assessment Fee - 10% of monthly assessment
- e. Late Special Assessment Fee - 10% of special assessment
- f. Tenant Leases - \$20.00 per week

## 20. Doors

The homeowner shall be responsible for the timely repair and/or replacement of a damaged entry door, storm door, sliding door or garage door. A variance request is required for replacement of any type of door.

1. Entry door replacement shall be the responsibility of the homeowner. The replaced door shall be consistent with current doors within the association community. Homeowner shall retain the original entry door color. End units with the 9-pane entry door style may replace their door keeping it consistent with any current community association door.
2. Storm door replacement shall be the responsibility of the homeowner. The combination storm/screen door shall be white.
3. Sliding glass door replacement shall be the responsibility of the homeowner. Replacement slider shall have a white exterior and match the style of existing slider. Grids are optional and, if desired, must be noted in the variance request. Grids shall be colonial style, white, 5/8" in width, pre-installed between the panes of glass and non-reflective from the inside or outside.
4. Garage door replacement shall be the responsibility of the homeowner. Garage doors shall be Wayne Dalton Thermogard Model #9600 (white), either steel or foam backed with colonial raised panels and no windows.

## 21. Windows

1. Homeowners shall use standard window treatments to cover their windows on the inside to maintain the investment and value of the property owned by all members.
2. Colonial style, white grids must be in all front windows. Grids shall be a full insert; partial or damaged inserts are not acceptable. Grid layout as follows:
  - First floor- 6 grid section in top window, 9 grid section in bottom window.
  - Second Floor- 8 grid section in top and bottom window.

### 3. Window Replacement

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

#### 4. Window Replacement Specifications

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

#### 5. Storm Window Replacement (Older style windows)

A variance request is required for storm window replacement. This is the portion of the window that holds the screen and outside storm window. "J" channel must be exposed to trim.

#### 22. Skylights (BOD 8/17/10)

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

The approved models are:

- Model **FS** - Fixed skylight
- Model **VS** - Manual venting skylight
- Model **VSE** - Electric Venting skylight

## Restricted Common Elements

1. No article shall be hung or shaken from windows, decks or placed upon exterior windowsills or exterior fencing.
2. Clothes poles or lines are not permitted. Clothing and other articles shall not be dried or aired on decks or exterior windowsills.
3. The storage of firewood on decks, patios or garages is allowed but must be limited to one face cord. In patio or deck areas, wood must not be stacked/piled against exterior unit walls or fencing. Wood is not to be stored on porches, driveways, walks, lawns or common areas.
4. Parking is discouraged on cul-de-sacs or on Old Pine Lane. The designated parking areas are common property for the use of all homeowners and their guests and not to be used for any purpose other than vehicular parking. It is expected that residents and their guests will respect the rights of others by not abusing the parking privileges.
5. Only licensed passenger vehicles that weigh less than 5000 lbs. may be parked overnight in the common parking areas. Vehicles that do not fit in the garage may not be parked in the common parking areas at any time. Unlicensed vehicles, vehicles with advertising may not be parked in the common parking areas at any time. They must be parked in the garage. Any unlicensed vehicle is defined as one which is not current in any one or more of the following requirements:
  - a. Motor Vehicle Bureau Registration
  - b. NYS Inspection
  - c. Minimum State mandated liability insurance
  - d. Any other condition which would make it unlawful to drive it on the public highway
6. No recreational camper, boat, trailer or other vehicle listed in Section 10.14 Pg. 84 of the Offering Plan may be parked in the common parking area for more than 72 consecutive hours per month.
7. Homeowners shall not use or permit the use of the common elements in any manner which would be disturbing or a nuisance to other homeowners, or in such a way as to be injurious to the reputation of the townhomes. Common areas are to be free of all items. Pools, toys, tables, etc. are not to be left in the common area.
8. The driveways and sidewalks shall not be obstructed or used for any purpose other than ingress to and egress from the homes nor shall objects be left or stored in the common areas. Sidewalks, not grassy areas, are to be used when entering and exiting units.

9. Homeowners, their families, and guests shall not, at any time or for any reason, enter upon the roof of any building; nor shall any service person be allowed upon a roof without permission of the Board of Directors due to insurance restrictions.
10. In the event of damage to any common areas or building through negligence or culpable act of an owner or any of his/her guests, employees or members of their family, service contractors or movers, the homeowner does hereby irrevocably authorize the Homeowners Association to repair said damaged area or building. The owner shall repay the Homeowners Association the amount expended for said repairs.
11. No homeowner or their guest is permitted to mark or deface sidewalks or driveways with permanent chalks, dyes or paints for parking or recreation.
12. No townhouse owner shall alter, impair or otherwise affect the common areas without prior written consent of the Board of Directors.
13. There shall be no changes or additions to the exterior of any building.
14. Nothing shall be affixed to trees in the complex.

## TV Dish Antenna Rules and Procedures

1. Satellite dish systems shall be no larger, nor installed higher, than is necessary for reception of an adequate quality signal. Installation of transmission-only antennas is prohibited. All antennas not covered by the FCC rule are prohibited. Interior antenna installations should be considered and ruled out first, before considering the exterior options.
2. As technology advances, it is expected that the size of the "dish" antennas will decrease. An 18inch diameter is now the standard for the industry. As size decrease, PHOA can require that new dish systems represent the standard for the industry, if not an "unreasonable infringement" to the owner. Likewise, PHOA can also require interior dish systems if they, too, become standard for the industry. PHOA will not require that existing installed dish systems be replaced so long as they remain functional.
3. Installation by an owner of two or more satellite dishes from the same service provider is prohibited.
4. The satellite dish shall be installed solely on individually owned property as designated on the recorded deed. Antennas shall not encroach upon the common areas or any other owner's property. If acceptable quality signals may be received by placing antennas inside a dwelling, without unreasonable delay or unreasonable cost increase, then outdoor installation may be prohibited.

5. A preferred exterior location is one that is the least visible to others, and least disturbing to the building profile, given the circumstances. This needs to be determined on a unit-by-unit basis by the owner and PHOA, working together. Options typically include DECK, FACIA BOARD (mounted on facia board on rear of unit is preferred and must not be bolted through roof shingles. Wire should be in the siding J channels and behind the downspout) and CHIMNEY ENCLOSURE. A site survey by a qualified professional, to select possible locations, is the responsibility of the owner and at the owner's cost.
6. All installations shall be completed so that they do not damage the common areas of PHOA or the lot of any other resident or void any warranties of the PHOA or other owners, or in any way impair the integrity of buildings on common areas or lots.
7. Owners are responsible for all costs associated with the satellite dish, including but not limited to the cost to:
  - a. Place (or replace), repair, maintain and move or remove the dish plus exterior hardware and wires.
  - b. Repair damages to the common property, other lots, and any other. Property damaged by dish installation, maintenance or use.
  - c. Pay medical expenses incurred by persons injured by dish maintenance or use.
  - d. Reimburse PHOA for damages caused by dish installation, maintenance, or use.
8. Installation in the common area may be considered by PHOA, if necessary, if other options are not feasible. This is limited to the shrubbery areas immediately surrounding the unit. Keep in mind that the dish will be close to or at ground level subject to vandalism, theft or other damage. PHOA is not responsible for vandalism, theft or damage.
9. PHOA cannot be required to relocate structures, or trim/remove trees and shrubs in the common areas, in order to allow a clean signal to a unit.
10. The dish, mounting and lead-ins- all hardware-must be commercially manufactured and professionally installed and maintained. Owners are prohibited from climbing on or atop the exterior of their units. Installation must be properly grounded. The contractor performing the installation or maintenance must be licensed and insured and maintain on file with PHOA an up-to-date Certificate of Insurance. PHOA is in no way responsible for the installation or its outcome, nor for its maintenance; this is the responsibility of the owner. Owner satisfaction with the installation, quality of signal and of service, is solely between the owner and providers.
11. PHOA reserves the right to require all exterior hardware, including the dish, mounting, lead-ins, and visible wiring, be painted, camouflaged or concealed to match their surroundings when installed.

12. Owners shall not permit their satellite dish to fall into disrepair or to become safety hazards. Owners shall be responsible for satellite dish maintenance and repair, including maintenance of satellite dish installed on property for which PHOA has maintenance responsibility. Satellite dish shall not be installed in a manner which increases maintenance costs for PHOA or other residents. The owner's responsibility for the maintenance includes appearance, including repainting or replacement if the exterior surface of dish or mountings deteriorates.
13. The cleaning of an installation that has been fouled by leaves, snow, nests, etc., is the responsibility of the owner and must be done by an insured contractor if not reachable at ground level.
14. If satellite dish removal is necessary for PHOA to do its required maintenance of the structure of common area, the dish is to be removed at owner's expense upon 10-day written notification by PHOA. If the dish has not been removed by the required time, PHOA will do so at the owner's expense, and is not responsible for any resulting damage. Reinstallation is the owner's responsibility.
15. The dish system is the property of the owner. As such, it can be removed by the owner upon the sale of the property. If so, it must be professionally removed, and the property returned to its original condition at the owner's expense. The owner may also elect to leave the dish to the new owner when he moves, making it part of the sale. PHOA recommends this option. The certificate of compliance must indicate that the new owner accepts responsibility for continued maintenance.
16. A tenant may install a satellite dish with the written permission of the unit owner. The unit owner retains responsibility for adherence to all PHOA rules.
17. The owner accepts all liability for injury and damages caused by the satellite dish system.

**Examples:**

- If a roof-installed system causes a roof leak into the unit, PHOA is free of liability for interior damage and may bill the owner for roof repairs.
- If a windstorm tears off the dish, damaging the owner's or other property, or causing injury, the owner is responsible.

### TV Dish Antenna Installation Procedures & Enforcement

1. Any owner wishing to install a dish antenna system must complete a variance request and submit it to PHOA. The owner shall also contact the Building Department of the Town of Greece, and any other applicable government entities, to obtain necessary permits or approvals. The variance request shall include the following information: type, size, height, location and orientation of the dish, where and how mounted, and the name address and phone number of the installer. Owner shall also list all options considered. If any aspect of the selected option is not in conformance with PHOA rules, the owner shall so state, along with an

explanation of why conformance in this is unreasonable or impractical. Other attachments shall include the following:

- a. Diagrams and/or photos showing as precisely as possible the location, scale and appearance of the installation.
  - b. A Certificate of Insurance from the installer (if not on file with PHOA).
  - c. Copies of permits or approvals required by any government entity.
2. PHOA shall notify the owner in writing of approval or rejection within 30 days of receipt of the completed variance request.
  3. After installation, the owner shall notify PHOA, who will appoint an Architectural Committee member to inspect for compliance with the variance request and PHOA rules. The owner shall have 30 days to rectify any non-compliance. If a government entity also inspects for compliance, the owner shall provide to PHOA copies of any compliance documents issued by them.
  4. If these rules are violated, PHOA may bring an action for declaratory relief with the FCC or any court of competent jurisdiction after notice and an opportunity to be heard. If the court or FCC determines that the PHOA rules are enforceable, a fine of \$100.00 shall be imposed by PHOA for each violation. If the violation is not corrected within a reasonable length of time, additional fines of \$10.00 per day will be imposed for each day that the violation continues. To the extent permitted by law, PHOA shall be entitled to attorney fees, costs and expenses incurred in the enforcement of this policy. If the dish antenna system poses a serious, immediate safety hazard, PHOA may seek injunctive relief to prohibit or seek removal of the installation.

## Pet Policy and Rules\*

The following criteria enumerates the requirements for pets at Pinewood. If your pet qualifies, you must complete the Pet Application/Approval Form and submit it via the Property Management Company to the Pinewood Board of Directors for final review and approval. The signed Application/Approval Form signifying the Board's approval or denial will be returned to you and should be kept in your records. A copy will be retained by the Property Management Company, as well as with the Board.

If you are a homeowner or, at your discretion, you have agreed to lease your unit to a tenant with a pet **prior to the new rules and regulations regarding renting/leasing townhomes**, the policy and rules apply to your tenant, as well. Understand, however, that you are responsible for submitting the pet approval form for yourself or your tenant and enforcing the rules. In the event that a fine is levied against your tenant, you will be charged. You, as the homeowner, will be responsible for recovering fees or fines from your tenants.

1. All pets are subject to the requirements below:
  - Only one (1) dog or two (2) cats are permitted per household.
  - Breed, sex, height, weight, color, and age, along with immunization record submitted on veterinarian, breeder, or shelter's letterhead shall be submitted to the Board on the Pet

Application/Approval Form within thirty days (30) of occupancy or a penalty of \$5/day after 30 days will be imposed.

- Pursuant to the Town of Greece laws, dogs must be licensed and be inoculated for rabies annually. If pets are outdoors, both **dogs and cats must be always on a leash** and under absolute control by their owner.
  - No breeding of animals is permitted.
  - No visiting pets are permitted. However, a visiting pet may be permitted if a request for a variance is applied for with the Pet Application for consideration by the Board of Directors.
  - No aggressive breeds, including but not limited to Pit Bulls, Dobermans, Rottweilers, German Shepherds, Chow Chow or other known, aggressive- type animals are allowed.
  - Dogs must be no more than 24" high and weigh no more than 80 pounds. If your dog exceeds these limits, a fee of \$50/month will be required.
  - No snakes, reptiles, birds or insects are permitted as pets.
  - For any other type of animal other than those listed above, the owner must submit a letter to the Board justifying the need for this pet and receive **approval** by the Board.
  - A Homeowner who requires a **Service Animal** (defined as an animal, usually a dog, who is professionally trained to perform tasks for an individual with disabilities) and the service animal does NOT meet the criteria referenced above, the Homeowner shall contact the Board so that the Board and the Homeowner can work together to ensure compliance with state and federal requirements.
  - Homeowners who require **Emotional Support Animals (ESAs)** NOT meeting the criteria referenced above must submit a letter along with the Pet Application/Approval Form to the Board documenting the necessity for an assistance animal.\*\* The submission must also be accompanied with a verification or a prescription from a local physician or licensed therapist stating the need for an ESA. A certificate or "license" from the internet is not sufficient and will not be accepted. The assisting animal will be subject to all the rules referenced in this policy, with the exception of the weight and height limitations for dogs. A review by Pinewood's legal counsel may also be necessary.
2. If an owner or tenant moves in a pet, without the approval of the Board, a daily fine will be imposed until approval has been granted.
  3. All dogs must be registered with the Town of Greece, licensed and inoculated, as required by law.
  4. Certain pets have been "grandfathered" due to prior rulings and may not currently be in compliance with this set of regulations. This applies to the pet of an owner or of a tenant. When the "grandfathered" animal dies, the current rules and regulations will apply to any subsequent pet.
  5. Pet owners are responsible for cleaning up their animal's waste in any yard and on all Common Areas, as well as properly disposing of the same.
  6. If any of the above regulations are violated, owners can be fined, at the discretion of the Board. Also, if any animal is found to be the cause of an injury or damage to either a person, another



person's pet, the property of that person, or any Common Area within Pinewood, the pet owner shall be held responsible for any medical or vet expenses, or damage to property.

7. No dog (or any pet) shall be permitted to bark, howl, or make any other loud noises for such an unreasonable time as to disturb neighbors' rest or the peaceful enjoyment of their home or the Common Area.
8. No fences or enclosures will be erected outside the townhouse for the sole purpose of enclosing or confining a pet.
9. Any resident, or agent personally observing and documenting an infraction of any of these rules may discuss the violation in a neighborly fashion with the pet owner in an effort to secure voluntary compliance. If the complaint is not satisfied voluntarily, the incident should be reported in writing to the Board and efforts will be made to obtain a resolution. The Board may, at its discretion, revoke the approval of the pet. Notice of such revocation shall be given promptly to the homeowner/pet's owner. If, after three days, the offending animal has not been removed, the Board may have the animal impounded by Animal Control. Any cost will be billed to the unit owner.
10. Feeding of feral cats is prohibited.

\* In accordance with Section 11.02 of the Association's Declaration and Section 5.11(e) of the Bylaws, provided by the prior owner or during the closing process when a home is purchased in Pinewood.

\*\* ESA documentation from a professional must include:

- Relationship between healthcare provider and the patient
- The physical or mental impairment
- Type of animal for which reasonable accommodation is sought
- Whether impairment limits at least one major life activity or bodily function
- If the resident needs the animal because it does work, provides assistance or performs at least one task that benefits the resident because of his/her disability, or because it alleviates symptoms of the disability, and not merely as a pet.

## General Community Responsibilities

### Planting and Gardening

1. Planting is limited to ground plants only (no vines). Planting of flowers is permitted in your privacy area and in front bed of the townhouse. Plantings shall be in good taste and kept to a minimum. Your cooperation is important so we can permit these plantings which many of the homeowners enjoy and adds to the appearance of the complex.
2. No planting or gardening is permitted outside of the privacy fences or units. This includes the back of ranch units and the common fences behind these units. This includes tomato plants and rose bushes.
3. Hanging plants may be suspended from a rust resistant eye bolt or bracket to the underside of the framing of the porch area. Brackets are not to be attached to the unit on any of the exterior vinyl or aluminum sided surfaces.
4. Homeowners are not permitted to spread fertilizers, grub killers or other lawn treatment applications since these are handled on a controlled basis by the landscape maintenance crew. Over-application of any of these materials will destroy the lawn. In the event that this happens, complete lawn replacement will be at the expense of the homeowner.
5. To maintain uniformity and consistency regarding the shrubs and trees, residents are not to interfere with the maintenance or landscape crews or to ask for individual favors.
6. Shrub replacement requires a variance request. The homeowner may choose from approved replacement shrubs listed on pages 22-23 and indicate this choice on the variance request.
7. Decorative Stone (BOD 6/10/10)
  - a. The only area approved for decorative stones is the small area in the front of the unit by the corner of the garage and sidewalk. A variance request must be submitted for this project.
  - b. Color choice of decorative stone is limited to three colors- Red, White or Earth Tone.
  - c. Using scallop top blocks as edging to hold the decorative stones in this area is suggested. Scallop blocks must match existing scallops in our community. Decorative stones should not exceed the height of the scallop blocks or 3 inches without scallop blocks.
  - d. Any existing shrubs or plants may be used. If replacing or adding shrub/plant to the small area with stone, the shrub or plant should be chosen using the approved shrub/plant list found in the Rules & Regs. When submitting a variance request for decorative stones, notation should be made on the request if replacing any shrubs/plants in the decorative stone area.
  - e. Homeowner is responsible for all incurred cost.

## Traffic Control

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

## Trash Collection

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

### Private Business Activities

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

### Signs

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

### Standard Townhouse Procedures Service Requests

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

### Paddy Creek Rules and Regulations

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

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

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

2. No swimming or wading in the creek is permitted at any time. The creek may contain debris and can cause injury if entered.
3. No one shall get closer to the creek than the cut grass line to protect the ecology of the fragile banks.
4. No harassment of any wildlife is permitted.
5. There shall be no removal of living vegetation along its banks.
6. Violators of these creek rules should be reported to the Greece Police at 225-2525 for action.

### [Tenant Leases](#)

No townhouses may be leased - Board approved 11/14/2019 - This includes short term arrangements such as "Air B&B, VRBO, HOMEAWAY" and similar short-term rentals for vacations for special events. Leases made in violation shall be voided by the Association. BOD elects to void a lease.

## Replacement Shrubs

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

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

### EUONYMUS



**Varieties Permitted:** Golden or Variegated Green

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

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

### SIBERIAN CYPRESS



**Varieties Permitted:** N/A

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

**Best Location:** Shade or partial shade

### BURNING BUSH



**Varieties Permitted:** N/A

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

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

### SPIREA



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

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

**Best Location:** Partial shade, not in direct sunlight

### HOSTA



**Varieties Permitted:** Broad-leaved types preferred

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

**Best Location:** Partial shade to dense shade

### RED BARBERRY



**Varieties Permitted:** *Dwarf* only

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

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

### YEW



**Varieties Permitted:** Spreading only

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

**Best Location:** Partial shade to full sun

### VIBURNUM



**Varieties Permitted:** As presently existing

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

**Best Location:** Partial Shade to Full Sun

## Pinewood Townhomes Responsibility Matrix

|  | Association<br>Responsibility       | Homeowner's<br>Responsibility       | Variance<br>Request                 |
|--|-------------------------------------|-------------------------------------|-------------------------------------|
| <b>Common Area Maintenance</b>                               |                                     |                                     |                                     |
| Front Landscape Area & Common Grounds                        | <input checked="" type="checkbox"/> |                                     |                                     |
| Shrubs & Trees   | <input checked="" type="checkbox"/> |                                     |                                     |
| Paddy Creek Mowing   | <input checked="" type="checkbox"/> |                                     |                                     |
| Driveway Sealing/Replacement                                 | <input checked="" type="checkbox"/> |                                     |                                     |
| Cul-de-Sac Light Post Bulb Replacement                       | <input checked="" type="checkbox"/> |                                     |                                     |
| Cul-de-Sac Light Post Repair or Replacement                  | <input checked="" type="checkbox"/> |                                     |                                     |
| Snow Removal except the 2 feet at garage door                | <input checked="" type="checkbox"/> |                                     |                                     |
| Gutter & Downspouts  | <input checked="" type="checkbox"/> |                                     |                                     |
| <b>Decks / Rear Patios</b>                                   |                                     |                                     |                                     |
| Deck Repairs   |                                     | <input checked="" type="checkbox"/> |                                     |
| Deck Staining (Benjamin Moore Arborcoat Terra Mauve - Solid) |                                     | <input checked="" type="checkbox"/> |                                     |
| Patio / Privacy Area Maintenance                             |                                     | <input checked="" type="checkbox"/> |                                     |
| <b>Doors</b>   |                                     |                                     |                                     |
| Exterior Painting  | <input checked="" type="checkbox"/> |                                     |                                     |
| Entry Door, Frame, and Glass                                 |                                     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Hardware Replacement / Repair                                |                                     | <input checked="" type="checkbox"/> |                                     |
| Sliding Door and Step  |                                     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Storm Door   |                                     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <b>Electrical</b>  |                                     |                                     |                                     |
| Exterior Light Fixtures                                      | <input checked="" type="checkbox"/> |                                     |                                     |
| Doorbells  |                                     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Motion Sensors   |                                     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Rear Outside Outlet  | <input checked="" type="checkbox"/> |                                     |                                     |
| Electrical Panel Box and Conduit                             |                                     | <input checked="" type="checkbox"/> |                                     |
| Air Conditioner Junction Box                                 |                                     | <input checked="" type="checkbox"/> |                                     |
| <b>Exterior of Buildings</b>                                 |                                     |                                     |                                     |
| Siding and Trim  | <input checked="" type="checkbox"/> |                                     |                                     |
| Decorative Front Bricks                                      | <input checked="" type="checkbox"/> |                                     |                                     |
| Roof   | <input checked="" type="checkbox"/> |                                     |                                     |
| House Numbers  | <input checked="" type="checkbox"/> |                                     |                                     |
| <b>Fences</b>  |                                     |                                     |                                     |
| Original Privacy Separation Fences / Repair & Paint          | <input checked="" type="checkbox"/> |                                     |                                     |
| Fencing Installed by Homeowner / Repair & Paint              |                                     | <input checked="" type="checkbox"/> |                                     |
| <b>Fireplaces &amp; Chimneys</b>                             |                                     |                                     |                                     |
| Interior Components  |                                     | <input checked="" type="checkbox"/> |                                     |
| Chimney Liner  |                                     | <input checked="" type="checkbox"/> |                                     |
| Chimney Cap  |                                     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Chimney / Furnace Cleaning                                   |                                     | <input checked="" type="checkbox"/> |                                     |
| <b>Front Porch / Step / Sidewalk</b>                         |                                     |                                     |                                     |
| Structural   | <input checked="" type="checkbox"/> |                                     |                                     |
| Paver Repair or Replacement                                  |                                     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Snow Removal   |                                     | <input checked="" type="checkbox"/> |                                     |
| De-icing after Snow Removal                                  |                                     | <input checked="" type="checkbox"/> |                                     |



## Pinewood Homeowners Association, Inc. – Variance Request Form

To: Crofton Perdue Associates  
Attn: Pinewood HOA  
111 Marsh Road, Suite 1  
Pittsford, NY 14534

From: Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_

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

Please check the appropriate box for your request:

- ☐ Garage Door ☐ Storm Door ☐ Skylight ☐ Sliding Glass Door ☐ Windows (Half Screens)  
☐ A/C Unit ☐ Front Walk ☐ Satellite Dish ☐ Dryer Vent ☐ Furnace & Fireplace Chimney  
☐ Deck/Fence Stain – Benjamin Moore Arborcoat Terra Mauve (Solid) ☐ Other (Specify)

Please call Crofton Associates at (585) 248-3840 regarding specific requirements on your installation to comply with the Rules and Regulations. Failure to comply with the Rules and Regulations may result in additional costs incurred by the homeowner to be compliant.

|               |                              |
|---------------|------------------------------|
| _____<br>Date | _____<br>Homeowner Signature |
|---------------|------------------------------|

Architectural Committee Review \_\_\_\_\_ Date: \_\_\_\_\_

Board of Directors ☐ Approved ☐ Denied ☐ More Information Required ☐

|               |                    |                    |
|---------------|--------------------|--------------------|
| _____<br>Date | _____<br>Signature | _____<br>Signature |
|---------------|--------------------|--------------------|

Comments: \_\_\_\_\_

Latest Completion Date: \_\_\_\_\_ (After which any approval is automatically revoked & new variance request is necessary)

Date acted-on Variance Request mailed to homeowner: \_\_\_\_\_

Date of Compliance Inspection: \_\_\_\_\_ Inspected By: \_\_\_\_\_

Comments: \_\_\_\_\_