



SILVERTON GLENN ASSOCIATION, INC.  
Victor, New York 14564

May 1, 2021

## Summary of Rules, Regulations and Responsibilities

### **Important**

When a Townhome changes ownership, this handbook must be passed on to the new owner by the day of the closing. The owner of a rented Townhome must immediately supply a copy of this handbook to the tenant.

## **INTRODUCTION**

Silverton Glenn Association, Inc. is a defined 102-unit Homeowners Association (HOA) established March 13, 2012. Its Declarations and By-laws, which conform to New York State (NYS) laws governing Homeowners Associations, are intended to assure consistency, uniformity, and a standard for maintaining Silverton Glenn as an outstanding Community, where residents enjoy living and where property values are protected.

Living in a shared community, such as Silverton Glenn, is quite different from living in a community of single, detached homes. Living in a shared community has many benefits. It also imposes certain rules and regulations. The intent is not to restrict, but to clarify. Many of these rules were modeled from similar Townhome communities.

Adherence to these Rules and Regulations is the responsibility of everyone associated with the Silverton Glenn Community. Enforcement is a responsibility of the Board of Directors and is often assigned by the Board to our Management Company. Homeowner submitted, Variance Request for a change, as well as any infractions of our rules and regulations are reviewed at regularly scheduled monthly Board meetings.

The deed conveying Townhome ownership also conveys membership in the Silverton Glenn Homeowners Association. This imposes certain legal obligations on the owner, expressed through the Declaration of Covenants, Easements and Restrictions. This Declaration, along with the Association's By-laws and the Rules and Regulations, make up the Association's governing documents, all of which are binding on the owner and on any subsequent owners of the Townhome.

A Townhome shall be occupied by no more than two unrelated individuals or four individuals all related to one another. Any Homeowner who rents his/her Townhome bears the additional responsibility of ensuring that his/her tenants also abide by the provisions of these documents. Residents should make it a point of reading and understanding these documents.

Information, including the Declaration and By-Laws, can be found at:

<https://www.croftoninc.com/silverton-glenn>

Questions should be directed to our Management Company:

Crofton Perdue Associates, Inc.  
111 Marsh Road – Suite 1  
Pittsford, NY 14534  
585-248-3840

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## **HOA ORGANIZATION**

The Silverton Glenn Association, Inc. is a not-for-profit corporation incorporated in the State of New York. Like other corporations, the business and affairs of the Homeowners Association is managed by a Board of Directors.

## **BOARD OF DIRECTORS**

- The responsibilities of the Board include approving the annual Homeowners Association budget, monitoring financial performance, and reviewing and approving variances.
- Elections to the Board of Directors takes place at the Homeowners Association annual meeting. The annual meeting may take place on any day and time that is convenient to a majority of the Homeowners. That day is to be selected by the Board of Directors. Notice of the meeting must be sent to Homeowners in writing not less than seven days or more than sixty days in advance of the date of the meeting. The presence in person or by proxy of Homeowners having half of the total authorized votes will constitute a quorum.
- The Board consists of five elected representatives from the Silverton Glenn Community. Homeowners will be notified prior to the annual meeting regarding openings to be filled on the next year's Board including the process by which Homeowners may run for a Board position. Persons elected to the Board serve for a period of two years. There is nothing that prevents someone from serving more than one term on the Board, but they must be voted in again.
- The Board will hold an organizational meeting immediately following the annual meeting. The purpose is to elect Officers of the Association and to discuss other business that may come before the Board. The Board will meet on a regular basis throughout the year. Homeowners will be made aware of scheduled Board meetings. Minutes of Board meetings will be available to Townhome owners.
- The Board of Directors elects the Officers of the Association. The Board consists of the following: President, Vice-President, Secretary, Treasurer and a member at large. Officer duties can be found in the By-Laws. The By-laws allow for other officers as well as various committees. The Board may employ a managing agent to perform such services as the Board authorizes.

## **ASSESSMENTS**

- Monthly assessment fees are issued for the purpose of various Community operating expenses for which the Homeowners Association has responsibility, and for

maintaining a Reserve Fund for current and future major repairs and improvements. Payments are due on the first day of the month and delinquent after the 15<sup>th</sup>.

Payments may be paid by check, money order, or ACH through the Management Company or arrangements with your bank for direct bill pay. Payments received after the 15<sup>th</sup> of the month will be assessed a \$20 late fee.

- Special assessments may be established for necessary major repairs, capital improvements, and other needs. Approval by the defined majority of Homeowners is required for these assessments. All Homeowners are assessed equally.
- For non-payment of any monthly or special assessment fee, the Board has the authority to place a lien on the property. The Homeowner is responsible for all legal and other costs related to the lien and collection process.

## **INTERIOR MODIFICATIONS**

A Homeowner may improve the interior of their home by new or replaced construction as long as the changes are structurally sound, comply with the Town of Victor's building code, and do not affect the exterior appearance of the home.

## **EXTERIOR MODIFICATIONS**

It is the duty of the Association to protect the property's appearance and marketability by ensuring that changes to the building exterior are consistent with Community standards and compatible with the architectural style of these buildings. The Board of Directors reviews, IN ADVANCE, plans for any changes to building exteriors, including replacements or additions, through the Variance Request process. Installation damage to a unit or property maintained by the Association, is the responsibility of the Homeowner. Owners are responsible for maintenance and repair of all modifications made to the exterior of the home.

## **REQUESTING A VARIANCE**

Nothing may be attached, and no exterior change, alteration, or modification of any kind may be made to any building until detailed plans and specifications of the desired change have been submitted to and approved in writing by the Board of Directors. A Variance Request is also required to add additional or replacement perennial plantings on the Homeowner's lot not originally furnished by the Sponsor.

- The Variance Request form must be submitted together with (where appropriate) pictures and plans, or brochures or other information describing the materials to be used. The Homeowner must provide plans with complete details about the nature, size, shape, and location of the proposed modification. All information regarding the contractor of the work shall also be furnished in the Variance Request form.

- The Board will review the request and make the final decision. The Homeowner shall be notified of the decision within 45 days of receipt of the Variance Request form. If the request is rejected, reasons for rejection shall be given and the Homeowner may submit a revised request or additional information for further consideration.
- Possession of a Town or County permit does not waive the need for Board approval of an exterior modification, nor does it guarantee approval. Although the Board will not knowingly approve a project which is in violation of the building and/or zoning codes, the responsibility for compliance with any applicable code is solely that of the Homeowner. The Homeowner requesting a modification is responsible for determining if plans and specifications are in full compliance with existing building and zoning codes, and with plumbing, electrical, health and safety, and regulations.

Link to the Variance Request form below.

<https://www.croftoninc.com/silverton-glenn>

## **APPROVED VARIANCES**

Approved variances provide 90 days for the work to be done, after which the Homeowner must request an extension or submit a new variance request.

Approved variances expire with the life of the product, which may not be replaced without submitting a new variance request. Approval or denial of the new variance request will be in accordance with the established standards in effect at the time the new request is submitted.

## **VARIANCE NON-COMPLIANCE**

Should modifications be made without advance approval, or which deviates from the approved variance, or is left incomplete, the Homeowner will be given written notice to undo the modification or otherwise bring it into compliance at his own expense. Failure to correct the deviation within a specified length of time will result in the Association taking action to complete or remove the modification. Expenses incurred by the Association will be passed on to the Homeowner. Procedures for dealing with violations are detailed in the Declaration, including legal remedies.

## **NON-COMPLIANCE PENALTIES** (Added 8/9/2021)

The Silverton Glenn HOA Board of Directors has the legal responsibility to administer affairs for the benefit of each and every Townhome owner. Violations to any of the Rules and Regulations should be communicated to the Managing Agent in written form.

The Board of Directors will review and determine an appropriate course of action. This may include the following:

<u>Step</u>	<u>Communication</u>	<u>Action</u>
First	Phone Call/ Letter	no fine
Second	Letter	\$25.00
Third	Letter	fine
Fourth	Letter	\$50.00 fine \$100.00 fine

Local authorities may be contacted in the event of a violation of local and or state law.

Monetary penalties, including past due accounts, variance remediation costs, etc. will become a lien against the Townhome, if not paid. Overdue accounts may be sent for attorney collection with interest and legal fees added.

Violation examples may include, but are not limited to the following: unpaid assessments, failure to control or pick up after pets, failure to observe community parking guidelines and vehicle restrictions, failure to obtain/adhere to variances, inappropriate nuisances or disturbances.

## **INSURANCE**

- The Board is responsible for providing building insurance as specified in the Declaration. Accordingly, the Association has a Master Insurance policy for which premiums are paid from the monthly assessments.
- Homeowners are responsible for paying the deductible for claims relating to their unit that are settled through the Association's Master Insurance policy.
- HOA Insurance covers each unit as initially built. Initially built refers to anything that was completed prior to the closing date from Sponsor to Owner. Homeowners are responsible for obtaining fire, casualty and liability insurance for their personal property, surrounding land as legally defined in their deed, the interior of their home, and improvements made by the Homeowner after purchase.
- Individual HOA related insurance questions should be directed to the Management Company.

## **NOISE AND NUISANCE**

Living in a shared community necessitates that we all practice consideration, courtesy and thoughtfulness toward each other. It is essential that no nuisances be allowed within the Silverton Glenn Community.

A nuisance is defined as any practice that is the source of annoyance to residents, or that interferes with the peaceful occupancy, enjoyment, or use of Silverton Glenn for its residents. Nuisances include excessive noise, odor, clutter, or behavior that is, in any way, disruptive and/or offensive to the residents or environment.

## **OUTDOOR GRILLS, FIRE PITS AND FIREWORKS**

- New York State Fire Code requires that grills be used at least ten feet from any combustible materials on a building. Vinyl siding will melt with intense heat. Never grill in the garage.
- Outdoor grills without propane tanks may be stored inside garages. Propane tanks are not allowed inside garages or buildings by NYS Fire Code and must be removed from the grill if the latter is being placed in a garage. Tanks should be stored in a dry, open, well-ventilated area outdoors.
- Any type of outdoor, open-pit fireplace is expressly prohibited, as are all types of fireworks. These high-risk fire hazards could catastrophically impact our entire Community both materially and financially should a fire occur.
- Damages resulting from deviance to these restrictions will be repaired at the expense of the Homeowner.

## **COMMUNITY SAFETY**

These regulations have been approved by the Board of Directors and will be enforced. Residents are responsible for notifying their guests/tenants of all rules as stated below.

- Silverton Glenn is a residential neighborhood that has many walkers and bicyclists in all seasons, children among them. Therefore, a speed limit of 20 miles per hour in the Silverton Glenn Community is to be observed at all times.
- Vehicles must come to a complete stop at all 'STOP' signs within the Silverton Glenn Community, as well as when exiting the Community onto Route 444.
- When exiting Wyndham Hill onto Route 444, only right-hand turns are allowed. Entry onto Wyndham Hill from Route 444 is prohibited. These guidelines are in accordance with NYS Department of Transportation/Town of Victor regulations.
- With safety in mind as well as liability concerns, sledding, skiing, snowboarding, tubing, snowmobiling etc. is not permitted on Silverton Glenn property.
- Exercise caution when near retention ponds in the Silverton Glenn Community. In addition, the Town of Victor prohibits swimming, skating, fishing or other recreational activities in these areas.

- Snow removal around fire hydrants is provided by the Community's plowing vendor. Notify the Management Company if hydrants are overlooked.

## **PARKING** *(Amended 8/9/2021)*

- It is important that streets within the Silverton Glenn Community be kept clear of vehicles to allow for snow removal, mail delivery, trash pickup, access to fire hydrants, unimpeded exit/access to resident driveways, to provide unobstructed view at Community intersections and Route 444, as well as other safety concerns.
- Parking on the grass within the Silverton Glenn Community, as well as overnight street parking is prohibited. No parking is allowed on the Wyndham Hill turnaround at the exit to Route 444. Short-term, overflow guest parking is allowed on the Ashwood Lane turnaround due to the narrowness of the street which restricts on-street parking.
- Homeowners are to park vehicles in their garage. Residents with more vehicles than their garage can accommodate should park their vehicles in their driveway.

## **VEHICLES**

- The following vehicles are not permitted to be parked or stored within the Silverton Glenn Community:
  - Commercial vehicles, except while making deliveries or providing services,
  - Abandoned, unregistered or unlicensed vehicles,
  - Recreational vehicles such as motorhomes, campers, trailers, boats, etc., except to load or unload for periods of less than four hours; and then are limited to once in any 24-hour period, and
  - Placement of dumpsters, contractor equipment trailers, and storage containers on Homeowner's property or community areas is not permitted without prior Board approval. Any costs associated with the repair of property/lawn damage is the Homeowner's responsibility.
- The following may not be driven, parked, or stored outside within the Silverton Glenn Community: dune buggies, go-karts, dirt bikes, snowmobiles or other similar recreational vehicles.
- Major maintenance or repairing of any auto or other vehicle is not permitted within the Silverton Glenn Community. Vehicle restoration or minor repairs must be done within the Homeowner's garage.

- Individual Homeowners will be assessed for damage caused by their vehicles or those of their renters, friends, guests, etc.

## **PETS**

For clarification purposes, a pet is defined in these Rules and Regulations as a domesticated animal kept for companionship or pleasure. Excludes exotic, wild or farm animals which are not permitted within the Silverton Glenn Community.

- Pet owners must comply with all State/Local animal ordinances, leash laws, licensing, and inoculation requirements.
- We encourage pet owners to tag pets with the Homeowner's name and address should a pet become accidentally lost.
- No more than two dogs and/or cats may be kept in any Townhome. If a Homeowner (resident prior to fiscal year beginning May 1, 2021) does not meet this requirement, they will be given, upon request to the Board, a onetime exemption. However, going forward, the two pet limit will be enforced.
- Animal waste must be removed immediately from all property within the Silverton Glenn Community and disposed of properly.
- Unmonitored pets may not be left outside either loose or tethered to the Townhome.
- Underground containment systems are permitted with prior written approval of a Variance Request by the Board.
- No above ground or visible pet containment enclosures are permitted.
- Pets should be kept under control at all times. Owners are responsible for damage or harm caused by their pets, or the pets of their tenants or guests.
- No pet (dogs, cats, birds, insects, reptiles etc.) may be housed in/out of a Townhome for breeding, fostering, or any other commercial purpose.

## **SIGNS AND IN-HOME BUSINESSES**

- Residents may display home security signs (ADT). No additional signage may be placed for display on any lot or other portion of the property, except with prior consent of the Board. This includes 'For Sale' signs.
- No wholesale or retail business, service occupation, or home business in conflict with applicable municipal laws and ordinances shall be conducted in or on any lot or other portion of the property.

## **TOWNHOME APPEARANCE**

- Homeowners are responsible for cleaning, keeping free of unsightly objects, or removing debris around their Townhome. These areas include windows, front porch, on/under deck, patio areas if applicable, driveway, lawn, and gardens.
- Flag holders may be attached to the wood garage frame or wood column at the front entry to the Townhome. Homeowners are responsible for repairs associated with installation or removal. Free standing flag poles are not permitted.
- Dumping is not permitted anywhere on Silverton Glenn property.
- Sheds, pools, playground equipment, trampolines, etc. are not permitted.
- Antennas such as Dish or other radio/television transmitting/receiving devices may not be installed without prior written approval of a Variance Request by the Board.
- Addition of a storm door, screening, patio, or deck extension etc. requires prior written approval of a Variance Request by the Board.
- Area surrounding bird feeders must be well maintained to avoid attracting rodents and wild animals. Homeowners are limited to two seed bird feeders on the rear side of the unit. If a Homeowner (resident prior to fiscal year beginning May 1, 2021) does not meet this requirement, they will be given, upon request to the Board, a one time exemption. Going forward, however, the two seed bird feeder limit will be enforced. No feeders are permitted in front of the unit. No exemption.
- Fences are not permitted.
  - Homeowners who installed an approved fence prior to the fiscal year beginning May 1, 2021, have been given a one time exemption. Going forward, however, fence replacement/addition Variance requests will not be approved.
  - Homeowners with fences are responsible for any additional maintenance costs associated with extra trips for service within the fenced area if mowing/fertilizing etc. could not be provided on the original service date.
  - In the event of a sale/transfer of ownership, fencing is to be either removed or divided within the specific Homeowner boundary lines. Prior to the transfer of title, disturbed areas must be restored to turf as appropriate. Associated removal/restoration costs are the responsibility of the Homeowner.

## **DECORATIONS**

- Permanent or seasonal decorations must not present a hazard, nor should they restrict building access.
- Seasonal lighting may be displayed on/or around the front door, garage door, deck and/or shrubs for a period not to exceed four weeks before and two weeks after a holiday. All electrical decorations must comply with electrical codes and must be UL approved. Inflatable decorations are not permitted.
- Decorations may be attached to the home in a manner so as not to damage it. Cost to repair damages related to exterior decorations will be assessed to the Homeowner.
- Decorations must be of a nature that cannot be found offensive. If anyone notifies the Board that they find decorations offensive, the Board will review the situation and determine appropriate action.
- The decorations must be maintained in good condition and removed or replaced when they begin to look faded or worn.

## **PLANTING AND GARDENING**

To ensure the ongoing appeal of the Silverton Glenn Community, to control lawn and garden maintenance costs, and in turn, maintain reasonable monthly Homeowners Assessment, the following guidelines have been established.

- Association installed lawn, tree and shrub maintenance is the responsibility of the Association.
- Homeowners wishing to plant trees, shrubs etc. should obtain prior written approval of a Variance Request by the Board.
- Lawn, tree and garden watering is the Homeowner's responsibility. This area includes the front yard to the street, side yard where applicable, and up to 20 feet from the rear of the unit. Homeowners who are away, especially during dry periods, should make appropriate watering arrangements.
- Costs associated with watering any lawn/tree/garden area is not reimbursable.
- In the event the Board determines a Homeowner's lawn/garden requires repair/replacement due to neglect or lack of watering, the Homeowner will be notified. If the Homeowner fails to remedy the damage, the cost to replace/repair will be assessed to the Homeowner.

- Planting annual/perennial flowers is permitted in front/side/back of the Townhome.
- Planters may be placed in front of a Townhome provided they are well maintained. Dead plants must be removed, and the planter must not be allowed to become unsightly.
- To enable the Association to properly maintain Townhomes, it may become necessary for the Homeowner to remove growth or overhang of plantings. This removal will be done at the Homeowner's expense.
- Community garden areas will be mulched and weeded by the landscape vendor.
- Planting in Community garden areas (shrubs, trees, flowers etc.) requires prior Board approval.

## **SALE OR RENTAL OF A TOWNHOME**

It is important that when a sale or rental takes place that both the HOA Board and the Management Company be notified and provide contact information for the new Association membership (homeowners) and for any non-members (tenants) who reside on the property. It is equally important that new residents, whether owners or tenants, understand the rights and responsibilities that are an integral part of living in Silverton Glenn. A resident database is maintained by the Management Company. In addition, the HOA maintains a resident directory. Modifications are made to this directory when a new/existing resident provides updated contact information. Directories are distributed to residents via email periodically throughout the year.

## **SALE OF A TOWNHOME CHECK-LIST**

Since buyers may not be fully aware that Silverton Glenn is a “shared community,” these items should be helpful to people selling or buying a home, and to the Realtor listing a home in Silverton Glenn.

- Signage used for an Open House event may be set up the morning of the event and must be removed upon completion of the Open House.
- The Silverton Glenn Association Rules and Regulations, a copy of the Declaration of Covenants, Conditions and Restrictions, and a copy of the Association By-Laws should be left with the selling agent so potential buyers may review them.
- A list of exterior modifications made to the home should be made available to prospective buyers. New owners must be aware that approved variances for these items expire with the life of the product, which may not be replaced by the new owners without submitting a new variance.

- Owners are responsible for maintenance and repair of all modifications made to the exterior of the home.
- The Management Company and the HOA Board should be notified of a listing or sale of a property in the Silverton Glenn Community at the time it occurs.

## **RENTAL OF A TOWNHOME**

- Homeowners have the right to rent, lease, mortgage, or convey his/her Townhome for single family occupancy. However, all Association assessments are the personal responsibility of the Homeowner. No more than five percent of the total number of Townhomes may be rented/leased at any given time. The Board will notify Homeowners when this threshold is reached.
- A written lease must be provided to the Management Company and include the following:
  - Owner's name, address, and phone number,
  - Tenant's name and his/her contact information,
  - Term of lease (12-month minimum), and
  - A reference to the tenant's duty to abide by the Declaration of Covenants, The By-Laws, and Rules and Regulations of the Association.
- The owner is responsible for the conduct of his tenants and for any damages caused by them, their families or guests.
- Rentals through agencies such as VRBO or Airbnb are not permitted.
- Copies of the Association Rules and Regulations, the Declaration of Covenants, Conditions and Restrictions, and the Association By-Laws issued to each Homeowner, must remain in the home for the tenant.

## **SALES - GARAGE, MOVING AND ESTATE**

- Garage Sales, except for Community garage sales, are not permitted.
- Moving or Estate Sales – In the event of a death or if a resident is moving out of Silverton Glenn, one independent sale per year is permitted within the following limitations:
  - Board approval is required prior to the sale.
  - Sale hours are limited to 10 a.m. to 5 p.m.
  - Flow of traffic and parking must be monitored before and during sale hours.

- Homeowner assumes responsibility for any damage to common areas.

## **SECURITY**

To collectively reduce susceptibility to malicious or criminal acts, please:

- Keep a watchful eye for unusual or suspicious activity and report it to the police by calling 911. As a follow-up, contact the Management Company so future precautions may be taken.
- Keep garage doors closed for the sake of appearance as well as to discourage theft and vandalism.
- When a vehicle is parked outside of your garage, lock and keep out of sight, items of value in your car (money, GPS, mobile phones, etc.).
- Prevent telltale signs of absence. Make arrangements for someone to collect, or stop newspapers, mail, or other deliveries.
- Leave your outdoor lights on at night.

## **RECYCLE/TRASH COLLECTION** (*Amended 8/9/2021*)

A private vendor provides recycle/trash collection service to the residents of Silverton Glenn. The specific date and time of pickup is dictated by their collection schedule and residents must comply with their policies. In addition, the following regulations have been approved by the Board and will be enforced.

- Recycle/Trash containers must be stored in the Homeowner's garage.
- Recycle/Trash containers are provided by the collection company. It is suggested that recycle/trash containers be labeled with the house number. Contact the Management Company for additional containers since a fee may be assessed.
- Recyclable items must be placed in a recycling container. Cardboard boxes and shipping containers must be broken down, tied in bundles and placed in/or with the recycling container. Measures should be taken to secure items in open recycle containers to prevent the wind or animals from spreading debris throughout the Community.
- If Homeowner has more trash than fits in the provided container, additional trash should be placed in another securely closed container or in a heavy duty bag.

- Recyclables/Trash should be placed at the curb no sooner than 4 p.m. the day before pickup. Empty containers should be returned to the garage by the end of the collection day.
- Homeowners are responsible to make arrangements if they will be away to ensure that trash is not sitting out in advance and that empty containers are returned to the garage after collection.
- Special arrangements must be made for the disposal of large items. Contact the vendor directly to arrange pick-up, BEFORE placing items at the curb. The items to be picked up must remain in the Homeowner's garage until the scheduled pickup.
- Recycling and hazardous material disposal regulations are established by the recycle/trash vendor and/or the Town of Victor and/or other government agencies.
- Holidays may cause a shift in the recycle/trash pick-up day (i.e. New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas). Please check the vendor website for the current year's schedule. If trash/recycle service falls on a Holiday or during the Holiday week, pickup will be delayed one day. For example, if service is normally on Friday, collection will take place on Saturday.

## **SUMMATION**

In closing, Homeowners have chosen Silverton Glenn to reside because it is an impressive, inviting Community. Residents are known for their generosity, pride of ownership, and friendliness. Residents are always willing to lend a hand when needed, and enjoy planning and organizing social events and interest groups. Silverton Glenn homeowners recognize and are committed to following Community standards to ensure the continued viability and desirability of the Silverton Glenn Community.

## **MAINTENANCE RESPONSIBILITY CHART**

ITEM	ASSOCIATION	HOMEOWNER	OTHER
Air Conditioner and pad		X	
Cable television internet underground cables			X
Concrete (patios/pavers/porches/stoops/walk)		X	
Decks - repair/replace		X	
Decks/fences/railing staining (sponsor installed only)	X		
Doorbell button		X	
Door replacement (exterior/garage/screen/storm)		X	
Driveway/private road sealing	X		
Driveway/private road resurfacing	X		
Foundations/basement walls		X	
Garage door/opener/mechanicals		X	
Garage floor		X	
Gutters and downspouts - repair/replace	X		
Hose bibs		X	
Lawn mowing/fertilization/weed control	X		
Lawn/tree/shrub watering		X	
Lights - bulbs		X	
Lights -exterior fixtures - installed by sponsor	X		
Mailboxes	X		
Roofs - repair/replace	X		
Roof raking		X	
Sewer mains			X
Sewer laterals	X		
Shrubs/trees - installed by Sponsor	X		

Shrubs/trees - installed by Homeowners		x	
Siding - repair/replace	x		
Skylights		x	
Snow plowing driveways/2 private roads	x		
Snow plowing main roads			x
Snow shoveling front sidewalks		x	
Telephone cables	x		
Trash/Recycle containers	x		
Trash/Recycling disposal (curbside service)	x		
Trim replacement/painting exterior	x		
Water mains			x
Water laterals	x		
Windows (casements/screens/cleaning)		x	
Window wells/covers		x	