Revised 9/2/2019

House Rules of Packetts Glen

Welcome to Packetts Glen. The Board of Managers has assembled this information to assist with your transition to Packett's Glen Condominium and the Village of Fairport. If you should have any questions after reading through this and the "Declarations and Bylaws" document, do not hesitate to talk to one of the Board of Managers. Additional information is available online at www.croftoninc.com or by phone at 585-248-3840. Adam Bradley is our contact person at Crofton, and John Galletto is our property manager.

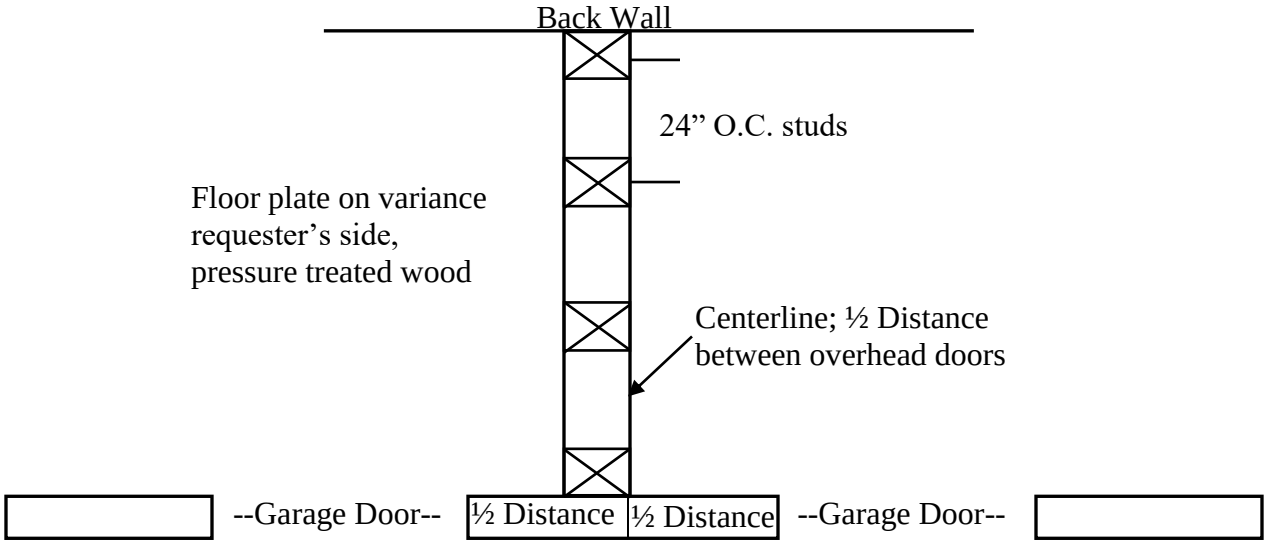
Snow Plowing

- The sidewalks and driveways are plowed and maintained after a 3-inch snowfall.
- Parking is not allowed in the center of the garage area during the winter. This space needs to remain clear for snow removal. If the plows are not able to make use of this area to store the snow, there will be additional charges to have heavy equipment move the snow outside the garage area.
- Overnight parking is available in the underground public parking area just east of Perrin Street.
- If owners park outside and are at home during or after plowing, please move the car to an area that has already been cleared. The plows often come through a second time and will be able to clear spots where cars were originally parked.

Garages

- Are deeded to specific units.
- May not be rented to non-residents, due to liability concerns.
- Must have closed doors in order to thwart vandalism and add to the appearance of the property.
- Parking is not permitted in front of the garages.
- Electric car owners are responsible for the cost of the installation of charging systems. To install a charging system, an approved variance is required.
- Repair of garage doors is the responsibility of the homeowner.
    - A variance is required if the door is replaced
    - Door standards: Clopay (brand, or equivalent) model 4051 (flush style), single standard 4 panel door, metal with wood grain texture, deep panels (no windows), chocolate color. Tracks should be standard radius. No locks.

- May be partitioned off by walls, with an approved variance
    - Partitions: must be installed on the variance requester's side of the garage, must not infringe on the neighbor's space, must stop at the rafter height (not the ceiling/roof), and must not endanger the neighbor with jagged or sharp edges, or any type of protrusion
    - Material suggestions: **Floor plate**, 2"x4" pressure treated wood; **Studs**, 2"x4"x8' pine with max 24" O.C.; **Sheeting**, 7/16"x4'x8' OSB board on the side of the variance requester
    - Installer must file a "Floor plan" with the Board before construction is to begin.
    - Installation suggestions: Determine the distance between garage door frames, divide that distance to determine the center line between garages, install the floor plate totally on the variance requester's side of the center line.



Parking

- Parking is not allowed on the lawn area, sidewalks or patio. Repair of any damage resulting from the failure to comply with this rule will be assessed to the individual homeowner.
- In the case of multi-vehicle owners, one vehicle should be parked in the garage. Only one vehicle is to be parked in the front lot. Any other vehicles may be parked in the back lot or the east roadway lot.
- Two handicap parking spaces are assigned to the area north of the dumpster. A handicap parking permit is required to use these spaces.
- Again, overnight parking is available in the underground public parking area just east of Perrin Street.

Window Coverings

- Please be aware, window coverings must show white or beige from outside the building, according to the rules and regulations set forth in the "Declaration and Bylaws Document"

Moving

- Please contact Crofton Associates to inform them of the moving date.
- Moving vans are to park along the eastern roadway just north of the sidewalk that leads to the back doors. Vehicles should park as close to the bushes on the east side as possible. Homeowners must submit a variance to request use of the front loop.
- Incoming and exiting owners must submit a $500 security deposit to cover potential damages associated with household moves. The deposit will be returned after it has been determined that the building sustained no damage.
- Propping doors open in an unattended manner is discouraged. Bugs, rodents and bats have entered the building in the past. Please have an extra person on hand to man the doors.
- Do not prop open the elevator door.
- Please post a sign on the bulletin board indicating the day and length of time the elevator will be in use.

Deliveries, Pickups and Contractors

- Delivery vans are to park along the eastern roadway just north of the sidewalk that leads to the back doors. Vehicles should park as close to the bushes on the east side as possible.
- Pickups and deliveries are not allowed in the garage parking area. A sign is posted upon entering the garage area prohibiting trucks and vans. However, drivers often do not realize that this sign applies to them. Please inform drivers ahead of time of the designated moving/delivery area.
- Contractors must park in a parking space along the east side of the building or the front of the building.
- Contractors may not use the association dumpster for disposal of materials.

Storage

- There are three storage areas in the building. Each unit has one space provided. Items must be kept neatly stacked and within the boundaries provided (approximately 3'x4').
- The Fire Marshall requests that paint cans, old carpets and other unnecessary items not be stored in these areas.
- Do not block vents or electrical panels.

Variances

- Variance request forms may be obtained from the Crofton website.
- A variance request form must be filled out and submitted to Crofton for any construction that impacts the Common Element as defined in the Declaration and Bylaws. The Board of Managers will discuss the request and respond with approval or denial.

Hallways and Stairs

- All hallways and stairs must be kept clear for fire evacuation. Anything permanently placed in the hallways must have an approved variance.
- Do not leave umbrellas and shoes in the hallway for an extended period of time.

Gas Grill

- The gas grill is for community use and the HOA currently pays for the cost of the propane.
- When done using the grill, turn off the propane and clean the grates.

Balconies

- Balconies are the responsibility of the unit owner.
- Gas or charcoal grills are not permitted on the balconies.

Bicycles

- Bicycles must be kept in units or in garages. They are not permitted in or on any common areas.

Pets

- Dogs must be on a leash at all times when outside of a unit.
- The area south of the dumpster is a pet relief area. Owners must bag all solid waste and put it in the dumpster.
- Dogs are not allowed to urinate on plants, trees or sidewalk areas.
- Pets should not be tied or chained to a fixed object (vehicle, tree, stake, door knob) in any common area.
- Owners shall be warned and issued a monetary fine if their pet:
    - Causes excess noise, odors or unsanitary conditions.
    - Threatens or attacks another person or pet.

Gardens and Potted Plants

- There will be no "private" gardens, including potted plants, allowed outside the building.
- All potted plantings must be in terracotta-colored containers unless otherwise approved by the Board of Managers.
- Figurines, flags, bird feeders, and lawn furniture are not permitted without a variance.

Trash

- Normal trash pickup is on Wednesday.
- NO construction or contractor waste materials are permitted to be disposed of in the dumpster. Contractors must haul this material off site. Please be attentive to the contractor's manner of access and egress to avoid damage to the common areas.
- The lids of the dumpster must be tightly closed at all times to that wildlife does not get in.
- Bulk items should not be left outside of the dumpster.

Recycling

- Normal recycling pickup is on Friday.
- Six recycling totes are located in the fenced-in area of the east driveway next to the dumpster. All totes are for mixed items, no separation of items is required.
- Cardboard boxes must be broken down and flattened and should be placed in the totes or (if large) next to the first tote.

Internet, Cable TV and Telephone Connections

- Cable service is provided by Spectrum-Time Warner.
- No "dish" network providers may be used.
- The "bundled account" is for residents and is included in the monthly HOA charge. Included in the package is turbo speed internet, two digital cable boxes and Showtime service. If other services are required (digital phone, DVR, premium channels, etc.), a personal account for the added features must be set up with Spectrum.
- Cable connection boxes are located in:
    - Ground level maintenance room – within the main lobby area
        - Phones for all units
        - Cable connections for Units 1-10
    - Level 1 Storage 1B – in the East wing of the building near Unit 6
        - Cable connections for Units 101-110 and 206
    - Level 2 Storage 2B – in the Center of the building near Unit 7
        - Cable connections for Units 201-201, and 207-210

No Solicitation and Signage Policy

- Signage is not permitted in windows or on balconies.
- For sale signs are to be removed two weeks after "sold" sign is placed.
- No unescorted stranger should be allowed to wander the building. All delivery persons should be met and escorted to their destination.
- Personal guests are welcome to be buzzed in and come to a unit unescorted.

Door Replacement

- Repair and maintenance of unit doors are the responsibility of the unit owner.
- Door Replacement: Smooth Stay by Therma Tru (or equivalent), fire retardant, size 36"x 80", Oak slab, natural finish. Peep hole is optional.