



**Rivers Run Homeowners Association, Inc  
Rochester, New York 14623**

Dear New Community Member:

On behalf of the Rivers Run Homeowners' Association ("HOA"), its Board of Directors and all our community members, I would like to extend a warm Rivers Run welcome to you.

The Homeowners' Association is responsible for managing and maintaining the community. Our Board meetings and meeting minutes are open to all members and we welcome your participation. The Rivers Run handbook outlines and provides you with contact information, guidelines and the rules and regulations of our community. A listing of the Board members, the various Committees, their members and functions and other important contact information can be found in Section 2 of the RR Handbook.

Individuals will be automatically subscribed to the Rivers Run Homeowner's email list ([rivrun@googlegroups.com](mailto:rivrun@googlegroups.com)) which is used to inform homeowners about issues and association notices (including meeting notices and minutes from the Board meetings) and to the Homeowner's Talk email list ([rrhotalk@googlegroups.com](mailto:rrhotalk@googlegroups.com)) which is for non-business discussions of interest to the community.

For any questions or concerns, please feel free to contact any member of the Board or our Property Manager, Crofton Perdue Associates, Inc.

Again, welcome to the community and hope to see you at any one of the many activities we have to offer.

James Galvin  
President, RR HOA Board of Directors



# OUR COMMUNITY



A NEW DAY AT RIVERS RUN

**RIVERS RUN HOMEOWNERS' ASSOCIATION  
BOARD OF DIRECTORS**

James Galvin, President  
Marilyn Carlson, Vice President  
Michele Mayernik, Secretary  
James Michels, Treasurer  
Mary Jane Thomas, Member At Large

**COMMITTEES**

Electronic Communications – Julian Thomas  
Finance – Jim Galvin  
Hospitality – Marty Schmitt  
Policy – Mary Jane Thomas

**GROUPS**

Book Club – Jim Galvin  
Chat and Craft – Shirley Reed  
Ladies' Lunch – Claire Gnazzo  
Landscaping – Jim Michels  
Men's Breakfast – Jim Galvin  
Newsletter – Barb DeOca

# Emergency Preparedness

## Rivers Run Neighborhood Support Teams

- **Neighborhood 100, 200, 300**
  - Mary Hayes – Captain
  - Cheryl Lee
- **Neighborhood 400, 500, 600, 700, 800**
  - Shirley Reed – Co-Captain
  - Ken Reed – Co-Captain
  - Jim Michels
- **Neighborhood 900, 1000, 1100**
  - TBD - Captain
- **Neighborhood 1200, 1300, 1400, 1500**
  - Sue Rausch – Co-Captain
  - Larry Rausch – Co-Captain
  - John and Ruth Hazzard
- **Neighborhood 1600, 1700, 1800**
  - Bill Schmitt – Co-Captain
  - Marty Schmitt – Co-Captain
  - Richard and Linda Biedenbach

### COORDINATED GROUP RESPONSE DURING DISASTERS:

Our Rivers Run community has neighbors who have volunteered to assist the community to stay calm and organized during a disaster through coordination and communication. RR is organized into five neighborhood groups and each neighborhood has a disaster emergency action team of volunteers, with a designated team leader who will be available to provide you with assistance. These teams are listed above and are willing to jump into action during an emergency.

# HOA COMMITTEE FUNCTIONS

## **Finance**

The Finance Committee creates and monitors operational budget and maintenance reserve fund; oversees management company activities and financial reports.

## **Hospitality**

This committee welcomes new homeowners, helps them get acclimated to the community and promotes community spirit.

## **Electronic Communication**

Electronic and social communications networks are maintained by this committee. They publish the HOA Handbook, homeowner's directory and maintains the community web site and informational brochure.

## **Policy**

The Policy Committee monitors and periodically reviews existing rules, policies and procedures as stated in the HOA governing documents. In addition, they may research and draft new policies and procedures to assist in the governing of the HOA.

## **Social**

The Social Committee arranges and publicizes social activities for the community. The committee also publishes our Community Connections Newsletter and reports on activities and items of interest sponsored by the Social Committee. Although this committee is currently on hiatus, the Newsletter and select monthly events will continue to be held.

## **Property Manager**

The property management company is selected by the HOA Board of Directors ("Board") with input from Community Members. The current management company is Crofton Perdue Associates, Inc. ("Property Manager" or "Crofton"), 111 Marsh Rd., Suite 1, Pittsford, NY, 14534. Our property manager is Eric O'Connell.

The property management company is responsible for operations relating to the HOA, including bookkeeping, accounts receivable, accounts payable; exterior maintenance and upkeep of common areas and cottage buildings. They are available to consult with you if you need references for any work on the interior of your unit. Any questions relating to your monthly HOA fees should be directed to Crofton's office at 585-248-3840. Eric O'Connell can be reached by email at [Eric@croftoninc.com](mailto:Eric@croftoninc.com)

## **MAINTENANCE**

A Maintenance Responsibility Matrix is included in the Reference Section 10 of this handbook. It outlines which things are the homeowner's responsibility and which are the HOA's responsibility and, therefore, will be handled by the property management company.

For questions regarding an issue or problem, please contact the HOA's Property Manager who will assist you in determining the scope of work. If the HOA is responsible, the property manager will issue a work order. For the repairs that are the homeowner's responsibility, they may provide names of potential contractors. The homeowner must ensure that the contractor is insured and bonded.

# COTTAGE LIVING



# COTTAGE LIVING

## SHARED OWNERSHIP COMMUNITIES

There are many advantages to Rivers Run living including worry-free exterior maintenance of buildings and grounds, security, educational opportunities and new friendships to name a few. In order to maintain property values and harmonious living, certain restrictions must apply.

Regarding shared ownership community living, the following are quotes from The New Neighborhoods, Gary A. Poliakoff & Ryan Poliakoff\*

*"Inherent in the condominium concept is the principle that to promote the health, happiness, and peace of mind of the majority of the unit owners since they are living in such close proximity and using facilities in common, each unit owner must give up a certain degree of freedom of choice which he might otherwise enjoy in separate, privately owned property.*

*Condominium unit owners comprise a little democratic sub society, of necessity more restrictive as it pertains to use of condominium property than may be existent outside the condominium organization."*

*"All shared ownership communities share certain obligations:*

- 1. A set of governing documents creates both rights and responsibilities, through the use of covenants and restrictions.*
- 2. Owners of lots or units automatically become members of the community association when they buy a home or lot.*
- 3. Every owner is required to pay assessments to cover the cost of maintaining, repairing, and replacing the common property areas and of operating the association.*
- 4. Every owner has an undivided ownership interest in the property."*

*"The cardinal rule of law when assessing, a ... scope of authority is that the exercise of power must be governed by the applicable covenants and guidelines and must be reasonably exercised, must be made in good faith, and must not be arbitrary and capricious. Rules governing architectural controls are perhaps the most prevalent and common regulations in any shared ownership community. An HOA is allowed to govern many characteristics of your unit, including its appearance, additions, and alterations as well as the placement of communications equipment such as satellite dishes."*

\*The Emerald Book Company, Copyright@2009 Gary A. Poliakoff & Ryan Poliakoff

## **OVERVIEW OF RIVERS RUN GUIDELINES SOURCE:**

### **Sections F and H Homeowners Association Offering Plan**

For a complete list of Rivers Run rules, regulations and guidelines, please see Rivers Run's Homeowners Association Offering Plan, Declaration and By-laws (including amendments). These can be found on the Rivers Run Cottages and Crofton websites.

#### *The Cottages and Common Area*

1. Private passenger vehicles must be parked and stored in garages or on driveways or in marked parking areas. Parking of large vehicles and trailers will require prior written approval of the Board.
2. No parking is allowed on the street.
3. Antennas and TV dishes are not allowed except with prior approval of the Board.
4. A maximum of two (2) pets may be kept in the dwelling. Pets should not be allowed to run free and must be leashed when in the Common Area. Owners are responsible for picking up after their pets.

#### *Common Area*

1. Motorized vehicles of any kind are not allowed on any pedestrian path with the exception of maintenance vehicles employed by the HOA and motorized assistive vehicles for the disabled.
2. Every owner has a right of easement and to enjoy the Common Area.

#### *Maintenance*

1. Assessments will be levied by the HOA for maintenance including; upkeep of driveways and parking areas, refuse removal, landscaping and maintenance of Common Areas and exterior of all cottages and garages.
2. Trash and garbage shall not be allowed to accumulate outside the home or in the Common Area.

#### *Homeowners Association*

1. All homeowners are members of the HOA.
2. Each home is entitled to one vote at the annual meeting and special meetings.

#### *Board of Directors*

1. Per Amendment 1 of the By-Laws, there shall be five directors each serving a three-year term.
2. Each director shall be a member in good standing.

#### *Landscaping*

1. Landscape care of the Common Area and lots is the responsibility of the HOA.
2. Owners wishing to maintain the landscaping within ten feet of the foundation of cottage must submit a request to the Board. (See Variances below.)
3. Buildings, fences, landscaping changes, or alterations of the exterior are not permitted without approval of the Board.
4. Any homeowner who prefers to maintain existing plantings themselves must submit a formal request to the Board.
5. A landscape form, distributed to all residents each spring, should be completed and returned by the due date.

### *Variances*

Variances are required to maintain the appeal and continuity of our look, safety and the value of our property. The approved variances are also for the protection of the owner when the unit is sold.

In general, any change to the exterior of the unit or variation of policy as outlined in the by-laws and Cottage Community Handbook ("Handbook") must be submitted via the Variance Process and the paperwork forwarded to the Property Manager who will review it and then forward it to the HOA Board for approval.

**The variance form is available in this Handbook, Section 9, Forms, the RRHO website**

**<https://www.riversruncottages.com> and from Crofton. Send the form to the Property Manager, [info@croftoninc.com](mailto:info@croftoninc.com).**

All permanent changes such as the addition of awnings, storm doors, enclosures on top of the existing patio or plantings in the common areas require a formal Variance Request. Increases to the cottage footprint such as enlarged screened-in or glassed-in patio or any patio enlargement (that is permanent) require either a land transfer and town approval or a rental/lease contract with the HOA in addition to the Variance Request. **See Sunroom Guidelines in the Reference Section 10 of this handbook.** Any commitments to contractors must include the fact that the proposal must be approved by the HOA Board. All changes are at the owner's expense and maintained by the current and subsequent owner(s).

Work done on the inside of the cottage does not require a variance with the exception of making any architectural changes to the structure of the unit and or any change that would affect the outside of the unit. Example: removing\relocating a structural support brace, beam or wall; adding, replacing or removing a window. In addition to the structural variance, we would require the homeowner to get an architectural engineer review & plan (and include it in the variance), relevant Town permits prior to work and certificate of completion after the work is done.

Landscaping in any common area will require a formal Variance and landscaping design plan that includes a drawing, sketch, or diagram and be approved by the Board. Homeowners are encouraged to add plants (small plants, shrubs, trees) in the areas as depicted in the RR HOA Master Design Plan for development. Any additions will be maintained by the HOA.

The HOA maintenance consists of basic care which includes fertilization when appropriate, trimming and other basic standard care. A resident may provide additional care at his/her own expense and if approved by the Board. Trees installed by homeowners with an approved variance will be sprayed and maintained by the Association and will fall under the ownership of the HOA.

If an individual owner wishes to alter the existing landscaping of that part of the owner's lot within ten (10) feet of the owner's townhouse foundation, the homeowner must submit a written request (variance) for approval along with a proposed landscape plan to Crofton.

Any homeowner who prefers to maintain the existing foundation bed plantings must indicate this on the annual landscape form in the spring.

Planting flowers (annuals or perennials) within the unit's existing border, within the contiguous area around the unit foundation (including porch and patio) and not exceeding 4 (four) feet from that foundation, is

permitted without variance approval. A variance is required to plant flowering bushes and or shrubs (i.e. hostas, rose bushes, peonies, hydrangeas, etc.). No planting is allowed in the tree circles. Do not attach climbing plants or planters to the siding or any part of the cottage. The addition of the flowers to the bed cannot interfere with the HOA's ground maintenance crew doing their work of maintaining the beds. The homeowner will be responsible for all care and maintenance of the added flowers. Any additional costs the HOA may incur as a result of any changes or improvements made by the unit's homeowner or by their agent will be billed to the homeowner. Planting or removal of bushes/shrubs is not allowed without a variance.

Yards and/or beds may not be closed off by plantings, and nothing may be permitted to grow on or be attached to the house.

A maximum of two (2) small decorative items may be placed in the unit's existing foundation bed border area per unit side (front, back or side). Items must be nonpermanent, movable items which do not interfere with the normal maintenance of the beds. No fences, rocks, boulders, bricks, stones or and any other material or structure may be used as a border to any of the beds. Only one small decorative garden flag is allowed.

Decorations that are deemed not to be in keeping with the community's best interest must be immediately removed upon written notice from the Board. Homeowners may identify objectionable decorations to Crofton for review.

No decoration, bird houses/feeder, lights, wind chimes, or any other object may be hung in or attached in any way to any of the community trees.

The homeowner is responsible for the care and maintenance of any changes or improvements made by the homeowner or by the previous homeowner via any approved variance. Any additional costs incurred by the HOA as a result of any changes or improvements made by the homeowner or their agent will be charged back to the homeowner. The homeowners will be responsible to maintain the beds following the mulch and bed maintenance guidelines (see appendix).

All contractors are required to show satisfactory proof of workers' compensation and liability insurance upon request. Policy Variances must be approved by the Board through the Variance Process.

In the initial sale of the unit(s), variations made before closing that were approved by the developer and a variance notification was sent to the Property Manager and the HOA. In subsequent sales, the owner (seller) must notify the future homeowner of any changes made and give all copies of approved Variance Forms to the purchaser at time of sale. If the Variance(s) includes foundation bed changes or extension, the new owners must agree to take care of the existing plantings or the unit seller must return the beds back to the original/standard beds.

#### Variance Process Summary:

1. Homeowner submits form and documentation to Property Manager.
2. Property Manager reviews documentation for completeness and forwards to the Board.
3. The Board reviews and, if additional information is necessary, contacts the homeowners or other appropriate entities.

4. The Board approves or denies the application and notifies the Property Manager.
5. The Property Manager informs the homeowner of the decision.

## HOA LANDSCAPING

The HOA, via the Master Design Plan, incorporates various plants, trees and landscaping throughout the community. In order to keep these areas alive and looking vibrant, the HOA encourages residents living in the immediate area of these plantings to assist with watering.

## NOISE GUIDELINES

Residents are expected to remember the proximity of their neighbors and to avoid noise levels which will disturb others. Sound systems and other equipment can transmit vibrations into adjacent units even when windows are closed. Care must be taken to keep volumes low and operating times within reasonable limits. All noise should be contained within the cottage unit and should not disturb immediate neighbors.

Departing guests should be reminded to leave quietly.

The provisions of the Town of Henrietta Noise Ordinance shall apply to all property within Rivers Run. (See Town of Henrietta website, General Code, Chapter 168, Noise <https://ecode360.com/8223728>) For purposes of this rule, private driveways shall be considered public streets. The ordinance prohibits “unusually loud sound or any sound which crosses at least one real property line and which in the opinion of persons or agents charged with the responsibility of enforcing this chapter, either annoys, disturbs, injures or endangers the comfort, repose, health, peace or safety of a person or neighborhood.”

Residents are encouraged to try and resolve noise problems on a neighbor-to-neighbor basis and/or by contacting Crofton through the complaint process.

## PATIOS

Each cottage home has a patio for the use and enjoyment of Community Members. Patios are visible to guests, as well as current and prospective Community Members. The following guidelines apply to patios to insure a pleasing outside appearance in the Community:

1. Attractive exterior furniture and small plants may be placed on the patio. They must be moveable and not restrict access to the unit’s doorway or cause any other obstruction that could restrict ingress or egress to the property.
2. Any unsightly items such as signs, laundry, antennas, etc. may not be placed on the patio.
3. Community Members are responsible for items placed on their patio.
4. Bird feeders may be placed outside ***with permission*** from the Board via the variance process.
5. Privacy fences are installed for the privacy and enjoyment of our Community Members. Nothing is to be attached to the fence including, but not limited to, clothes lines, antennas, plants, etc.
6. Grills/Grilling please see Section 7 of the handbook – *Communication and Safety, under Security and Safety* - Barbecue Grills, Barbecue Pits, Deck, Patio Heaters, Fire Pits.

7. **Decorative Lights:** A reasonable number of regular outdoor UL approved miniature LED string lights are permitted on patios and on front doorways and foundation bushes only during the time period from November 1 to January 31.
- Light bulbs are not to exceed 1/2" - 1" height and diameter.
  - No lights may be flashing, blinking or color changing (including "animations," "sequencers" type).
  - Nothing is to be attached in any way to the outside of the unit, including but not limited to the siding, door or window frames/trim, pillars, portico ceiling, gutter, soffit, eaves, privacy fences, etc.
  - Nothing is to be attached to, hung from or strung on any type of tree(s).
  - Nothing is to be placed in the common area.
  - Any damage done as a result of the use and placement of the decorative lighting will be the responsibility of the homeowner to repair at their expense.

Decorations or items placed on the patio(s) that are deemed not to be in keeping with the community's best interest must be immediately removed upon written notice from the Board. Homeowners may identify objectionable decorations to the Property Manager for their review.

#### **FRONT ENTRY and SIDEWALK**

Only non-permanent, movable items may be placed in the front porch/entryway. These items include flower pots, planters, chairs/small bench small table, etc. They must not restrict access to the unit's front entryway or cause any other obstruction that could restrict ingress or egress to the property.

All exterior changes require an approved Variance Form, copy in Section 9, Forms, of this book or on Crofton's website. Questions should be directed to the Property Manager or the Board.

See also: Sunroom guidelines in the Reference section 10 of this notebook.

#### **PETS**

Rivers Run accepts dogs, cats, small caged birds and fish. Community Members may have two pets in their premises.

Community Members are also responsible to make arrangements for alternate care of their pets if, for any reason, they are unable to do so.

Pets must be properly vaccinated and dogs must wear identification tags with the Community Member's name and phone number. Community Members are also responsible for their visiting pets and will be responsible for damage associated with the pet.

There is a leash law in the Town of Henrietta, as well as here at Rivers Run, which requires all dogs when outside the home to be kept properly restrained/leashed. This includes, but is not limited to, all areas in and around the community (Rivers Run, Greenwood Cove and RIT). When outside the cottage home, pets must be kept properly restrained (caged or leashed where appropriate) and their waste be collected and disposed of.

## **TRASH DISPOSAL**

Suburban Disposal has been contracted through the HOA for weekly trash/recycling service. Pick-up is every Thursday. Waste totes and recycle bins will be provided at move-in. For easy access, containers should be put out at the bottom of your driveway, not prior to 5:00 p.m. the day before trash pick-up and the empty container(s) should be brought in within 24 hours of pick-up. Aside from trash pick-up day, all receptacles should be kept in your garage. While at the curb, the containers should have a cover (or weight) to prevent the contents from scattering over the grounds.

Please contact our Property Manager if you have questions or concerns regarding this service. A list of the current recyclables is located in the Reference Section 10 of this Handbook.

## **SIGNS AND SALES**

No sign, advertisement, notice and/or other lettering shall be exhibited, painted or affixed to the units without prior written consent of the HOA Board. This includes such items placed by the owner, contractor and/or anyone acting on behalf of the owner on any part of the outside of any building or lawn.

One "For Sale" sign per unit may be placed in the window from the inside facing out. No "For Sale" signs shall be placed on any part of the lot, building, including the outside of the doors and windows.

If there is a Realtor's open house, there shall be no more than three (3) signs allowed the day of the open house: one (1) open house sign on the property and two (2) directional signs within the Rivers Run confines. The Realtor's open house signs must be removed immediately after the open house concludes.

Garage Sale: Rivers Run homeowners are allowed to have one (1), one-day garage sale per year, per unit. A variance is required. Any damage done to the common areas or to the individual unit property by sale patrons will be the responsibility of the homeowner(s) holding the sale.

## GENERAL INFORMATION

### ADDRESS

The standard Rivers Run address is:

Your Name

«Cottage Number» Rivers Run

Rochester, New York 14623

### VOTING INFORMATION POLLING PLACE:

District: 52037

RIT – Gene Polisseni Center, Gate 2 Entry 200 Lomb Memorial Dr.

Rochester, New York 14623

Accessible for persons with physical disabilities

### DISTRICT INFORMATION:

Congressional: 25

Senate: 56

Assembly: 138

Legislative: 12

**SCHOOL DISTRICT:** Rush Henrietta (Code 549)

**The New York State School Tax Relief Program (STAR)** provides homeowners with two types of partial exemptions from school property taxes. Eligible new homeowners will receive their STAR or Enhanced STAR savings in the form of a check or direct deposit directly from New York State. You must register with the New York State Tax Department to receive a STAR credit. You can register 24 hours a day, 7 days a week, in the homeowner benefit portal at [www.tax.ny.gov/star](http://www.tax.ny.gov/star). Property owners without access to a computer can register by phone at 518-457-2036 weekdays between 8:30 a.m. and 4:30 p.m. Further information and forms are available at the Town Assessors office. Further information and forms are available at the Town of Henrietta's Assessors office or at <https://www.tax.ny.gov/pit/property/star/eligibility.htm>.

## **CABLE TELEVISION/HIGH SPEED INTERNET SERVICE**

Standard cable television or Xumo streaming and high-speed internet are available to each homeowner. The Spectrum fee is collected monthly with your HOA fee.

### **Internet Service:**

Wi-Fi Internet is included at 600Mb download speed and 600Mb upload speed.

### **TV Service:**

'TV Select', with Showtime and Paramount +, is provided. It includes over 250 channels, a TV Channel Lineup, an On-Line Guide, and On Demand \* Web Link for channel lineup: <https://spectrum.com/bulk-channel-lineup>. Disney+ is also included and may be activated at Spectrum.net.

### **Equipment:**

Spectrum will provide at no charge to Owner or Resident(s)

- \* Up to two (2) set top boxes for cable per unit or two (2) Xumo streaming boxes, or one (1) of each

- \* One (1) modem

- \* One (1) wireless router

Spectrum's bulk service can be reached by calling 1-877-647-7732. Indicate that your service is provided under a bulk rate contract.

You will need to go to a Spectrum store to pick up set top/ Xumo boxes, your modem, and router. Provide your new address and that you are a bulk rate contract member. You also can call 1-877-647-7732 and have the equipment mailed to you.

Contact Spectrum directly for additional services (such as telephone, premium channels, DVR, etc.). Extra services will be billed directly to the homeowner and are not included in the HOA invoice.

When a resident has a service quality or outage issue, they should call 585-756-5000 to schedule a tech call. Please provide your full address.

Spectrum also offers phone services and often has specials.

## **ENTRY**

Community Members control entry to their home. At times, it may be necessary for residents who are away to arrange entry for some situation such as delivery or maintenance. Arrangements should be made with a neighbor who can allow access to services with the owner's permission.

It is recommended that you give your family members the contact information of a neighbor in case they are unable to reach you.

## **Insurance - Association Responsibility**

The Homeowner's Association carries insurance on the structure and liability insurance for accidents that occur in Common Areas. Rivers Run is not responsible for the loss of any personal property belonging to Community Members due to theft, fire or any other cause. Community Members are required to obtain their own insurance to protect against such losses. This insurance will be at the Community Member's expense and should be arranged with the agent of their choice.

The Association's insurance coverage responsibilities are described in the Article X of the Declaration of Covenants, Conditions and Restrictions and Article III & V of the Bylaws of Rivers Run Homeowners Association, Inc.

## **Insurance Coverage - Homeowner Responsibility**

The Homeowner is encouraged to contact their insurance agent with any questions regarding their current unit owner's policy.

It is the responsibility of each homeowner, at their own expense, to carry his/her own personal property and casualty insurance covering their personal property, damage and loss, personal liability and dwelling loss coverage of at least \$2,500 to cover the association policy deductible.

There is a standard insurance policy, HO-6, applicable to condominium and townhouse developments. In addition, there is a rider to the policy that covers upgrades and improvements to the interior of the unit. Homeowners are advised to contact their insurance agents and discuss their insurance needs.

The outline below should be used when you discuss your specific insurance needs with your insurance agent.

## **Insurance guide for homeowners (provided by Association insurance agent)**

1. **Personal Property.** Covers your own personal property up to your chosen policy limit. Be sure to choose "Replacement Cost" and "All Risk" coverages. Determine the replacement cost value of your personal possessions, excluding items of special value such as jewelry, furs, antiques, and collections. Request a replacement cost coverage policy subject to a deductible of your choosing.
2. **Additional Living Expense** - Covers additional expenses in case you cannot stay in your home.
3. **Additions/Alterations/Townhome Deductible.** You should include coverage for the Association deductible (\$2,500) under your HO-6 or condominium owner's policy dwelling section.
4. **Loss Assessment Coverage.** This will pay up to a specified limit (typically \$1,000) for your share of a loss assessment imposed by your condominium association. This coverage is subject to the hazards covered by your policy.
5. **Rental Endorsement.** If your unit is rented, you should endorse your policy, in addition to the above coverages, to include loss of rents coverage and include loss of theft of your personal property.
6. **Personal Articles Floater.** Most policies limit coverage for loss caused by theft of jewelry, furs, guns, silverware, antiques, coin and stamp collections. Items such as these should be appraised and specifically listed to insure full payment. You may purchase additional coverage for these items.

7. **Comprehensive Personal Liability and Medical Payments Coverage.** This coverage protects you and your family against liability claims and lawsuits for accidental bodily injury or property damage to others while in your home, by your personal activities (sports) and by your children or pets. This coverage is provided for occurrences within your unit and for personal activities away from the unit. Recommended homeowners purchase a minimum of \$300,000 or more.

8. **Personal Umbrella.** This coverage provides excess liability over your auto and homeowners policies. This coverage is written on a separate policy and is available for amounts of \$1,000,000 or more. It provides excess liability coverage over your personal automobile liability, HO-6 liability, and other personal liability policies such as boats, rental property, etc.

### **HOA Insurance Claim Procedure**

If a unit sustains damage as a result of a fire or wind, or other casualty, the Homeowner needs to call the Property Manager immediately (within 24 hours). They will schedule an inspection of the property to assess the extent of the damage. On the basis of this assessment, a determination will be made on the advisability of submitting a claim to the HOA's insurance carrier. If it is determined that a claim should be filed, it will be filed on behalf of the Homeowner by the Property Manager. An adjuster from the insurance company will then contact the Homeowner directly. No permanent repairs to the property should be made until the Insurance Adjuster has reviewed the claim and okayed the repair. Any further concerns or questions with a claim should be handled through the Property Manager. The Homeowner is responsible for the total payment of the insurance policy.

### **KEYS**

Community Members will be issued a key(s) to their home at closing. Additional keys may be made at most hardware stores.

### **MAIL**

The United States Postal Service (USPS) delivers mail to the Community Members' individual mailboxes. These mailboxes are under the control of the USPS and federal law prohibits the placement of memos or announcements in these boxes. The mailboxes have a receptacle which will accommodate memos and flyers. No decorations are to be hung from any mailboxes.

### **MOTORIZED AMBULATION DEVICES (MADS)**

When operating MADS in Greenwood Cove, Community Members must comply with any guidelines set forth by Greenwood Cove for their residents. Community Members are responsible for any damage caused by these devices and personal liability insurance is required.

## **UTILITIES**

Utilities, including water, electricity, telephone, heating and air conditioning are the homeowner's responsibility. Services will need to be transferred over at closing. To report interruptions in services, please contact the appropriate utility below:

Rochester Gas & Electric Company – 1-800-743-2110

Monroe County Water Authority – (585) 442-2000

Frontier – 1-800-921-8101

Spectrum – 1- 877-647-7732 or 1-833-697-7328

## **SMOKING**

Rivers Run observes a "No Smoking" policy in all Common Areas and at Greenwood Cove apartments. Smoking is permitted within cottage homes only.

## **ABSENCE FROM THE COMMUNITY**

If Community Members are going to be away from Rivers Run for an extended period of time, please notify a neighbor. You may also want to give them a key and contact information for emergency use.

## **COMPLIANCE CERTIFICATE**

Should you ever decide to sell your home, the buyer's attorney may ask you to provide a Certificate of Compliance, *located in Forms Section 9*. The Certificate of Compliance is a written statement from the management company indicating that the home being sold is in compliance with all Rules and Regulations, Declarations and By-Laws, and the Architectural Guidelines of the property.

An attorney may request a Certificate of Compliance from our management company office before closing. The Property Manager will research their variance file for all documents that pertain to that home since the inception of that property's documents. The approved variances are then documented for the Certificate.

Rivers Run's property management company representative does a physical inspection of the home in order to ensure that the unit is in compliance. The inspection is of the exterior of the unit only. If the unit is not in compliance, the unit must be brought into compliance prior to the sale. The Certificate of Compliance is then provided to the seller's attorney.

## APPENDIX – LANDSCAPING VARIANCE

### RR Homeowner's Responsibility Guideline for Mulch and Bed Maintenance

Homeowner's landscaping responsibility guidelines to be followed:

#### **Mulch:**

- Minimally (no more than 1 inch) add/spread mulch in all the foundation beds; front back and if applicable side beds.
- If there is a tree in the foundation bed, there needs to be NO new mulch within a 6-inch perimeter around the tree's stem/trunk.
- Mulch color is to be consistent with RR HOA Community mulch color, currently brown.

#### **Bushes and Shrubs:**

- Pruning/shaping: All deciduous and evergreen shrubs to be addressed as needed annually; emphasis to be placed on pruning/shaping to maintain natural shape of the plant.
- Bushes and shrubs should be kept trimmed at least 6" away from building, with no more than two years of growth removed at any trimming.
- Removal of all debris created as a result of the pruning/trimming of the bushes and shrubs.

#### **Foundation Beds:**

- Mechanical edging (or hand spading) of all turf edges to be done each Spring.
- Bed maintenance: All beds, front, side and rear of units, to be kept cleaned of debris
- Weeding: All front, side and rear beds are to be kept free of weeds, sapling and debris on a weekly or as needed basis.
- Remove debris from all turf areas, beds, shrubs and any and all areas where debris, leaves, etc. may have accumulated.

NOTE: All HOA Common area landscaping and mulching will be the responsibility of the HOA. Mulching of the trees and berms in the common areas will be taken care of by the HOA's ground and landscaping contractor.



# COMMON AREAS



## **COMMON AREAS**

Community Members are encouraged to enjoy the meeting rooms and recreational areas which are available at Greenwood Cove. Outdoor activity areas are available for Community Members' daily exercise and relaxation. These areas are ideal places for visiting with family and friends.

### **INDOOR COMMON AREAS: Greenwood Cove**

The doors are open Mon. – Fri. 9 am to 5 pm, Sat. 10 am to 4 pm and locked at other times. Accessibility is one hour earlier during daylight savings time.

### **CLUB ROOM**

The Club Room with its signature fireplace is located inside the main entrance to Greenwood Cove on the left side. It is furnished for casual relaxation, card games and planned Community Member gatherings or just to sit and relax.

### **FIRST FLOOR CONFERENCE ROOM-LECTURE HALL**

The Lecture Hall is specially designated for multiple community activities and has multimedia capabilities. The room can be divided into two small rooms to allow for flexibility in scheduling its use. Large group events are held in this area. This room can be reserved free of charge by Community Members to host gatherings. Inquire at Greenwood Cove by calling (585) 292-5440.

### **FITNESS CENTER**

The Fitness Center encompasses two room containing exercise equipment for weight training, cardio and aerobic training which is available to all Community Members at Rivers Run. A physician consultation is recommended prior to beginning any exercise regime. Community Members are welcome to use this service but are asked to refrain from working out during the early morning and late evening hours.

### **OUTDOOR COMMON AREAS**

### **PARKING**

There is sufficient parking for Community Members and their guests around Rivers Run and Greenwood Cove in designated parking and pull-off areas. Please note that spaces are available for Community Members and guests on a first-come, first- served basis. There is no parking allowed on the perimeter road to ensure access for emergency vehicles.

## **GAZEBOS**

There are two gazebos on the campus. One is located at the entrance to the campus center path, opposite Greenwood Cove, and the second is found next to the RIT Boathouse. They provide a space for relaxation and outdoor enjoyment.

## **RIVERFRONT**

Community walking path leads to the Genesee River and the gazebo in the Rivers Run's park area. There is also room for automobile parking. Dock accessibility is available to Community Members at the RIT boathouse from dawn to dusk, when not in use by the RIT crew teams.

## **WALKING PATHS**

Walking paths run through the community connecting Greenwood Cove, the cottages and the Genesee River. They are a pleasant way to exercise and enjoy our natural surroundings.

# COTTAGE SERVICES & FINANCE



No Worries About This!



Fitness Center

## **COTTAGE SERVICES**

### **COTTAGE DIRECTORY**

An alphabetical list of Cottage Owners and a listing by cottage number including name, telephone number and e-mail is updated as needed. If any of your directory information changes, please notify the HOA Secretary. You are encouraged to be included in the directory at your discretion. The directory is considered property of Rivers Run and may not be distributed outside the community.

### **COMMUNITY MEMBER EVENTS & ACTIVITIES**

Community Members and the Social Committee plan recreational and social events for the enjoyment of everyone living in the Rivers Run Community. Events may include tours, lectures, films, theatre presentations, sports, symphony performances, outdoor activities, games, dinners, potlucks and more. Some activities involve additional charges.

Please check the monthly calendar of events for more information. Some activities will require you to register if you wish to attend.

### **LOCAL SERVICES**

A list of Local Resources such as Health and Safety, Service Providers, Town of Henrietta and Monroe County often called numbers can be found on RR HOA's web site:  
<https://www.riversruncottages.com/> under the members only page.

### **WELLNESS**

A fitness center, located at Greenwood Cove, equipped with treadmills, recumbent bicycles, an elliptical machine and a weight station, is open every day.

Through our association with RIT, we have access to their various fitness facilities. A variety of classes are offered during the day and include Yoga, Pilates, Circuit Training and Spinning to name a few. See *Section 8, RIT Services*, in this handbook for information about opportunities at the Gordon Field House facility.

## **COTTAGE EXTERIOR MAINTENANCE SERVICES**

Your townhome was covered by a one-year warranty from the date it was built for original workmanship. As all warranty periods have now expired, the HOA is responsible for the maintenance and repair of the outside of your unit. Contact the Property Manager with any questions.

A formal Variance Request (Forms, Section 9) is required If you want make any changes to the outside of your unit or landscaping. You may use the property manager or your own vendor. Please note that all vendors must be certified.

## **NEWSPAPERS**

Several national and local newspapers may be ordered from local carriers. When ordering a subscription, please advise the paper circulation department of our community's name, your name, address and phone number. This will aid delivery service. Any difficulties with your service should be directed to the individual newspaper publisher.

## **WIRELESS NETWORK**

A free wireless network is available for Community Members' use at Greenwood Cove.

## BUSINESS AND FINANCE

### BILLING

All Community Members are sent a welcome packet from Crofton which includes an ACH/direct debit form along with other information. You may elect to have your monthly fee automatically withdrawn from your bank account. The welcome letter also details other ways to pay the HOA fee which is backed up by the forms/flyers sent in the welcome packet.

The monthly charge will include the current month's HOA fee and any additional charges incurred (i.e., cable/internet). Full payment is to be received by the 1st day of the month in which it is due. Should any payments become delinquent, refer to the Collection Procedure following.

The HOA fee may be adjusted periodically. Community Members will receive not less than thirty (30) and not more than sixty (60) days' notice prior to any HOA fee changes.

A copy of the master insurance policy may be obtained from [CLRochester@usi.com](mailto:CLRochester@usi.com).

### COLLECTION PROCEDURE

If you find yourself in arrears on your HOA monthly assessment, the collection of HOA maintenance charges will proceed as follows:

1. Each homeowner is required to make monthly association maintenance fee payments as determined by the annual budget.
2. Monthly assessment fees are due no later than 15 days after the due date which is the first business day of the month. A late fee of \$25.00 will be assessed to any payments received after the 15<sup>th</sup> day. The late statement will be sent from the management company.
3. A DELINQUENT LETTER (warning to lien) will be sent to any cottage owner whose assessment fees are **two months** in arrears after the 15<sup>th</sup> day of the second month. The Delinquent Letter will be sent from the management company.
4. A letter will be sent advising that a lien has been filed against the account to any homeowner whose assessment fees are **three months** in arrears after the 15<sup>th</sup> day of the third month. A delinquent fee of \$50.00 will be assessed. The Delinquent Letter will be sent from the management company.
5. A letter will be sent to the homeowner advising that the matter will be sent to collections at a cost of \$500.00 to the homeowner after the 15<sup>th</sup> day of the fourth month. A PAYMENT PLAN may be set up for the payment of overdue amounts within a reasonable time period and with the approval of the Board of Directors. The payment plan will be documented.
6. Ten (10) days will be given to comply with the notice of collections letter. If payment is not received in full, paying the account down to zero, or a reasonable payment plan is not in place, foreclosure proceeding start which include any late fees due to the Association. The cost of the lien and any other

collection costs and attorney fees incurred by the Association will be added to the delinquent homeowner's account.

7. The Board of Directors reserves the right to file any further legal action which might assist in the collection of the outstanding debt, including but not limited to, restriction or revocation of use of the association recreation facilities, wage garnishee, and foreclosure.

8. The Board of Directors, at its sole discretion, reserves the right to suspend any further legal action.

# ACTIVITIES



## ACTIVITIES

A variety of social events and activities are offered through the Rivers Run Cottages Social Committee. Details of these offerings are listed in the Cottage Connections Newsletter and through individual electronic email announcements and reminders. Event information and registration is usually provided by contacting a current Social Committee member or the event coordinator.

A partial listing of ongoing activities is given below.

**Book Discussion Group** - Meets monthly at Community Member's homes. See the Cottage Connections Newsletter for book selections and meeting times.

**Chat and Craft Group** – Meets second and fourth Tuesday at 1:00 p.m. in Greenwood Cove's Club Room. Bring your project or just come for the conversation; all are welcome.

**Exercise** - Exercise Equipment room is available at Greenwood Cove for cottage residents at no cost.

### Game Gatherings

**Euchre, Bridge & Cribbage** are played in the Greenwood Cove's Club Room provided there are enough participants. All levels of skill are welcome.

**Pétanque** meets weekly in the good weather seasons. Come to play or watch.

**Mexican Train Dominos** is played periodically in Greenwood Cove Club Room.

**Men's Breakfast** – Meet on the second and fourth Wednesday each month at a nearby restaurant.

**Ladies Luncheon** - Meets monthly at a different restaurant each month.

**Special Events** - Frequently, Cottage members get together for special outings, and events. Check the Cottage Connections newsletter and RRHO-Talk for information on these opportunities.

**Out to Dinner (or Brunch)** - Each month, community members are invited to sample a different local restaurant and enjoy time with other community members.

# COMMUNICATIONS AND SAFETY



# COMMUNICATIONS

## COMMUNICATION METHODS

Rivers Run believes that there are multiple venues in which to communicate and encourages your input and feedback in the following ways:

**Rivers Run HOA Hospitality Committee** – This committee welcomes new homeowners, helps them get acclimated to the community and promotes community spirit.

**Cottage Connections** – The Social Committee publishes a newsletter which announces and promotes social, recreational and cultural events in our own community. It includes a calendar of special events, activities and trips for the month(s). Upon receipt of their email address, new Community Members will automatically be added to the appropriate group to receive the newsletter.

**Homeowners Association and Committees** - Board and Committee Members are available for your questions and concerns. *See full listing at [riversruncottages.com](http://riversruncottages.com).*

**Homeowners Association Board Meetings** - The Board Meetings are open to all Community Members. At the end of the formal Board meeting, there is a community forum in which people can ask questions and express concerns about items that were mentioned at the meeting. In the interest of keeping to the agenda, we request that people hold their comments that occur to them during the meeting for that end period. We also remind people that comments made at the meeting should be applicable to the whole community. Individual maintenance and repair concerns should be directed to the Property Manager outside the meeting.

**Electronic Communication** - There are several electronic communication networks available for you to use-and/or join as follows:

- **[rivrun@googlegroups.com](mailto:rivr@googlegroups.com)** is the official network for the HOA. It is used to communicate Homeowners Association business only and includes all cottage email users.
- **[rrho-talk@googlegroups.com](mailto:rrho-talk@googlegroups.com)** is used by Community Members for all other communications. We do ask that it not be used for forwarding mass emails of jokes, political, business or religious content, only items of general interest to the community.
- **[rrbd@googlegroups.com](mailto:rrbd@googlegroups.com)** can be used to contact the current HOA board members.
- **Crofton's web site**, [www.croftoninc.com](http://www.croftoninc.com), has a Rivers Run page. It contains general information and maintenance schedules.
- **Rivers Run Website** is an informational website that talks about our community and what it offers. There is also a section for RR Community members only to sign in to and find helpful information specific to Rivers Run, such as board meeting minutes, budget & audit information, local resources, community directory, and other useful information and documents. The web site is: [www.riversruncottages.com](http://www.riversruncottages.com).

# SECURITY AND SAFETY

## AUTOMOBILES

All resident vehicles on premises must be registered and insured and no mobile homes, boats, trailers, etc. may be housed on the premises without prior approval from the Board.

## EXPLOSIVES AND HIGHLY FLAMMABLE MATERIALS

To ensure a safe community, explosives or highly flammable materials, such as kerosene or paint stripper, should not be stored in your cottage.

## FIRE SAFETY

For Community Members' safety, Rivers Run cottage homes are equipped with smoke detectors. Please refer to your manufacturer's guidelines regarding upkeep and maintenance located in the Operating Manual packet. It is also recommended that you purchase fire extinguishers for your home and make a plan for emergency evacuation. You will need to change your smoke alarm batteries on a regular basis.

## BARBECUE GRILLS, BARBECUE PITS, DECK, PATIO HEATERS, FIRE PITS

Barbecue/Fire Pits, Fire Bowls, Fire Rings and Outdoor Fireplaces of all types are prohibited. Permanent and portable patio heaters are prohibited. Permanent BBQ Grills and Barbecue Pits are prohibited.

### **Portable BBQ Grills are permitted:**

BBQ Grills that are fueled by propane or charcoal are permitted for use at Rivers Run. Propane fueled grills greater than 40,000 BTU and 1,300 BTU, side burners are prohibited.

When the grill is in use it must be placed at the furthest point possible away from any structure (including fences) and/or combustible material. When finished with the grill, it needs to be allowed to cool down before it is properly stored. Make sure the gas is turned off and/or the charcoal is out and the outside of grill is cooled down properly. Then, store in your garage, if possible, or on your back patio tethered/blocked to prevent being a hazard in high wind. This practice is required to protect not only your home, but also adjacent homes, from the possibility of fire. When not in use, all grills must be stored properly. In the event there is damage caused by these grills, the homeowner is responsible for the cost of any repairs needed to replace the structures (including fences) to their original condition.

Some Safety Tips:

1. Before grilling, read and follow the owner's manual.
2. Keep your grill away from structures, decorations, hanging plants, umbrellas, fences, tables or any other combustible material. It is recommended you place your grill at least ten (10) feet from any combustible material or structure.

3. Never grill indoors or in confined areas. In addition to the fire hazard, grills release carbon monoxide fumes, the deadly colorless, odorless gas that is fatal in unventilated areas.
4. Keep a spray bottle of water handy. That way, if you have a minor flare-up, you can spray it with the water to instantly calm it. The bonus of this tip is that water won't harm your food, so dinner won't be ruined!
5. Keep a fire extinguisher nearby and know how to use it.
6. Never leave a grill burning unattended.
7. Clean your grill regularly. If you allow grease and fat to build up on your grill, they provide more fuel for a fire. Grease is a major source of flare ups.

## HOME SAFETY MAINTENANCE LIST

A list of items to be aware of and check for safety maintenance:

- Clothes Dryer Vent and Booster Fan - every two years depending on usage
- HVAC - recommended annually - furnace, air conditioning system and hot water heater
- Fireplace - inspect annually depending on usage
- Smoke and CO detectors -
  - Smoke detectors - test monthly and replace batteries every 6 months
  - It is recommended to replace smoke detectors every 10 years
  - It is recommended to replace CO detectors every 5 years
  - Note - required by law that new detectors have to have a battery life of 10 years.
- Water connections - check for leaks
  - Bathroom
  - Kitchen
  - Outside
  - Washing machine - water in, drain out
  - Refrigerator with ice maker - check water line
- GFI (ground fault interrupter) - check monthly
- Flashlights and batteries - check to make sure in working order. Replace batteries at least once per year and have back-up batteries on hand.
- Gas lines
  - Outside
  - Back of gas range

**If at any time you smell gas, leave the house immediately. Call assistance after you're outside.**
- Fire extinguishers – Make sure your fire extinguisher is current and available.

## EMERGENCY PREPAREDNESS PLAN

An Emergency Preparedness Plan handbook was rolled out in 2013 and is available on the Crofton and riversruncottages.com websites. The goal of the working group was to create a secure environment where every Community Member will indeed be “steady” and all of our cottages will be “ready” in the event of an emergency/disaster.

The handbook includes items such as:

- preparing a Survival Kit to be ready at a moment’s notice;
- how to stay at home or shelter in place; evacuation procedures and public shelter info;
- a Rivers Run support system with leaders and back-ups for each identified neighborhood;
- a Rochester community support system with information on local public emergency alert systems;
- Crofton Management Company information; how to cope before, during and after a disaster;
- safety checklist of various disasters that might strike the Rochester area;
- how to plan for “special needs” such as mobility impaired, visibility impaired, hearing impaired; pets;
- a reference section including forms, websites; and
- other useful information.

**RIT**



**Osher Lifelong  
Learning Institute**



# The RIT Connection

Community Members have a wealth of RIT programs, courses, services and events available to them at a reduced rate or no cost. Academic opportunities are offered on the RIT campus and through Osher Lifelong Learning Institute (“Osher” or “Ollie”) located at Rivers Run. RIT campus cultural activities include exhibits, plays, concerts, guest speakers, sporting events and “Imagine RIT”, the annual creativity and innovation fair.

## Auditing RIT Academic Courses

Community Members may audit two classes per semester, if space is available or with the instructor’s approval. Registration is required but there is no tuition fee. Courses taken for audit carry no credit and cannot be applied to any certification or degree program.

To begin the audit process, a Community Member must join Osher, which gives auditing capabilities for up to two undergrad courses per semester plus unlimited Osher courses in the facility or via Zoom. You must go through Osher, [rit.edu/Osher](https://rit.edu/Osher), to audit and NOT the RIT website or you will be charged auditing fees of \$1,000+ per class.

## Viewing the RIT Course Schedule

The RIT course schedule can only be viewed online at: <https://www.rit.edu/infocenter/>

In the “Public” Link section, you will see five choices. Begin with “SIS Class Search,” then SIS Course Catalog Search. You may want to review the “Visual Tour of New Class Search” before proceeding to new Student Information System (“SIS”) Class Search”. Once in the SIS Class Search, you will be able to view class descriptions, prerequisites, restrictions and days and times a course is offered and whether the class is open or closed to registration. Courses that begin with 1111 are not included in the available options.

**RIT Electronic Bookstore:** <https://rit.textbookx.com/institutional/index.php>

## OSHER Lifelong Learning Institute

The Osher Lifelong Learning Institute is a community of vibrant adult/senior learners at Rochester Institute of Technology (“RIT”) in Rochester, NY. Founded in 1987 as the Athenaeum at Rochester Institute of Technology, it offers non-credit courses in the arts, technology, languages, history, science, literature and more – all without the pressure of exams or grades! In a relaxed and informal atmosphere, students (referred to as “members”) share knowledge, spark ideas, inspire new thinking and forge friendships. Most classes are hybrid format which means you can participate either in-person in the classroom or via Zoom from your home. Having this flexibility is great if you can’t come in person due to your travel, illness, out-of-area residence or other reasons. OLLI is conveniently located in Greenwood Cove at Rivers Run.

## OLLI Memberships

Full-Year Membership - A Full-Year membership entitles you to:

- Participate in all activities
- Be a part of the RIT community
- Unlimited OLLI courses

- Social activities
- The Pfaudler Lecture Series
- Arts & Lectures Series programs
- Summer Seminar lectures & trips
- Intersession programs
- A RIT Affiliate ID card
- RIT undergraduate course auditing
- Field Trips planned and organized by members
- Social Activities
- Audiology Services provided by the National Technical Institute for the Deaf (NTID) Communication and Services Department including hearing tests, hearing aid checks, consultations and hearing aid evaluations.
- Additionally, partial scholarships are made possible through a grant from the Bernard Osher Foundation. Apply at [ww.rit.edu/osher/resources](http://ww.rit.edu/osher/resources).

#### Trial Single-Term Membership - Try out Osher

A Single-Term Membership offers a way to “try out OLLI”. Enjoy all the privileges of Full Membership for one term (excluding the RIT Affiliate ID card and audiology services) which occur during the term. You may convert your Single-Term Membership; into Full-Year membership by paying the additional balance at the end of your trial term, thereby adding the subsequent terms for the year.

#### Supporting Membership - A Supporting membership entitles you to:

- All social and intercession events;
- The Pfaudler Lecture Series; and
- Summer Seminar lectures & trips and Arts & Lectures Series programs.

You may also invite a guest to one of these activities.

For additional information, contact the Osher Lifelong Learning Institute located at Greenwood Cove at Rivers Run or (585) 292-8989, email [osher@rit.edu](mailto:osher@rit.edu) or visit the website at [www.rit.edu/osher/](http://www.rit.edu/osher/).

## **Wellness Opportunities at RIT**

### **Gordon Field House**

As a Community Member, you may become a member of the RIT Gordon Field House at a reduced rate. Prices are subject to change every September. With membership, Community Members may access the pools, fitness center, racquetball courts, track and other facilities in the Field House. As a member of the Gordon Field House/Student Life Center through Rivers Run, you may utilize the facilities during the hours of operation. Call the Field House General Information: (585) 475-6290 or check their website at: <https://www.rit.edu/fa/arenas/>.

## RIT Gosnell Boat House

The RIT Gosnell Boat House is located on the Genesee River at Rivers Run. The Boat House is owned and operated by RIT but Community Members may utilize the docks and river access at the Boat House.

Contact Carol Schoenecker at RIT (585) 475-7360 or [cmsatl@rit.edu](mailto:cmsatl@rit.edu) for usage or questions.

## Wallace Library

As a member of the Rivers Run community, you have access to RIT's Wallace Memorial Library, a superb facility that offers myriad research and reading materials. Once you have your RIT Affiliate ID card (see below), you can have your card activated at the library circulation desk for access to the RIT owned collections. With your University ID ("UID") number, you can search for items, place holds and renew items online. For Library assistance, call (585) 475-2562

## Sporting Events, Cultural Activities and More

Community Members are invited to participate in a world of opportunity at RIT, from sporting events to lectures, festivals, arts and performance. To stay up to date on RIT activities, you can sign up to receive the *RIT News and Events Daily* via email and check in with the RIT calendar of events often.

## Staying informed

Stay updated on RIT news and events by visiting the RIT website: <https://www.rit.edu/news>

In addition, consider subscribing to *RIT's E-News & Events Daily*. It is a daily newsletter sent as an email and includes up-to-date information on things going on at RIT. To subscribe, go to the website below:

To subscribe to *RIT E-News & Events Daily*, go to: <https://www.rit.edu/get-newsevents-daily>

To simply view *RIT E-News & Events Daily*, go to: <https://www.rit.edu/ritnews/nandedaily.php>

View the RIT Calendar of events at <https://events.rit.edu>

## Volunteering

Rivers Run offers various opportunities for Community Members to volunteer throughout the year at RIT. Community Members looking for a specific type of volunteering through RIT are encouraged to reach out to Mary Tsikalakis at [osher@rit.edu](mailto:osher@rit.edu) or (585) 292-8989.

## RIT Computer Access Accounts

Community Members are entitled to limited use of RIT computer accounts. Although these accounts do not have access to RIT email, the myRIT portal, or personal web space, they can be used to log in to most other RIT online services. This includes systems such as the RIT events calendar and Wallace Library resources and computers. Your account can also be used to connect computers to the campus wireless network. *You must*

*already have an RIT UID before requesting a computer account.* An application form is available online at [www.riversruncottages.com](http://www.riversruncottages.com) under Members Only, Useful Documents, Get a UID.

To contact the ITS Service Desk

- Website: <https://www.rit.edu/its/>
- Phone Support: (585) 475-5000
- Email: [servicedesk@rit.edu](mailto:servicedesk@rit.edu)
- In Person: Frank E. Gannett Hall, Room 1113

## **Tiger Bucks**

**Tiger Bucks are also available to individuals with a UID and computer account.** The RIT Tiger Bucks dining services program is an RIT debit account that can be activated on your RIT ID Card and offers a 10% discount on purchases when used in selected RIT dining services facilities. There is quite a selection of interesting places to eat on the RIT campus, with over 20 dining venues accepting Tiger Bucks. Check out Tiger Bucks dining venues online at: <https://www.rit.edu/fa/diningservices/locations>

## **RIT Rivers Run ID Card**

One of the first steps to “activating” the RIT Connection is obtaining a RIT Affiliate ID Card. The ID Card will allow you to participate in on-campus courses, events and activities and to have access to RIT’s Gordon Field House and Activities Center.

**To obtain an RIT ID card, follow the instructions to create a university ID (UID) number first at [www.rit.edu/osher/resources](http://www.rit.edu/osher/resources).**

Once you complete the online form to obtain a UID, Mary at Osher will receive an email asking her to verify that the requestor is a legitimate Osher member or Rivers Run resident. After the approval, you will receive an email with your UID number. You should then go to the Student ID Card window on the first floor of the Eastman building to receive your physical card. Please bring your driver’s license.

Your RIT Affiliate ID card will have your RIT UID number encoded in the card. The UID will be required if you plan to participate in Tiger Bucks, register for academic courses or to renew your Wallace Library books online.

Holders of RIT Affiliate ID cards will be allowed to access the various activities on campus, and you may receive a discounted rate for on-campus sporting events, arts events and speakers.

## **Discounts**

Community Members receive discounts through their Connection with RIT:

- Free membership to BJ’s Warehouse (Henrietta location only) for food and gas purchases;
- 10% off certain items at RIT Digital Den, the RIT electronics store. See <https://www.rit.edu/fa/digitalden/> for on-line selections; and

- A reduced rate for a RIT Gordon Field House/Student Life Center Membership.

## Parking on the RIT Campus

If you plan to spend time on the RIT campus and wish to travel by car, you will need a RIT parking pass.

RIT's parking permit program has become an electronic system and they are charging everyone for the permit. The parking permit is good for one year starting September 1<sup>st</sup> through August 31<sup>st</sup> and the cost for Rivers Run residents' is determined annually for the one-year period. If you buy a permit after the school year starts, the cost would be prorated for the remainder of the one-year period. The parking permit is good in any of the general parking lots on campus (A campus map may be found at <https://maps.rit.edu/>).

1) If you are interested in purchasing a parking permit you can access it through the following RIT websites.

a) Alumni & Affiliates parking permit information and application can be found at weblink:

<https://www.rit.edu/parking/alumni-affiliates>.

– To reach the parking permit application page, scroll down the page until you see the orange button labeled *"Apply for Community/Temporary Pass"* and click on it.

– This will take you to the Community Permit form. Please fill it out and under the category *"Reason for ordering pass"* **make sure you indicate Rivers Run.**

**-OR-**

b) You can access the application form directly at weblink:

<https://www.rit.edu/parking/community-application>. Fill it out and under the category *"Reason for ordering pass"* **make sure you indicate Rivers Run.**

2) If you are an infrequent visitor to RIT's campus, you will need a parking pass to display on your dash. A visitor's pass can be obtained at the Welcome Center on Lomb Memorial Drive.

3) Please note that handicap parking permits allow you to park in any handicap parking space on the RIT campus. If you already have a handicap permit, you do not need a Visitor Parking Pass to park at RIT.

RIT Parking Regulations & Restrictions can be found at weblink: <https://www.rit.edu/parking/rules-regulations>

## RIT Contact Connections

Osher Lifelong Learning Institute	Mary Tsikalakis	585-292-8989
RIT Gosnell Boat House	Carol Schoenecker	585-475-7360
RIT Leadership Institute and Civic Engagement (volunteer opportunities)		585-292-8989
Dining Services at RIT		585-475-2071
Gordon Field House (General Info)		585-475-6290
Gordon Field House Box Office		585-475-4121
Digital Den		585-475-2505
Information Technology Service Desk		585-475-4357
NTID Hearing Aid Shop and Appointments		585-475-6473



## FORMS SECTION

Cottage Compliance Statement  
Emergency Contact Form  
HOA Direct Payment Authorization  
Variance Request Form  
Application to Lease Form



**COMPLIANCE STATEMENT**

The exterior of the dwelling at \_\_\_\_\_ has been inspected, and is in homeowner compliance with all architectural controls and exterior maintenance, as defined in the Rules and Regulations and the Declaration of Covenants, Conditions, and Restrictions of the \_\_\_\_\_.

\_\_\_\_\_ The dwelling appears to be in compliance with the Association documents.

OR

\_\_\_\_\_ The following issues must be resolved to bring the dwelling into compliance.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Pursuant to authority granted in the Association documents, the Board of Directors/Managers may have approved variances for exterior modifications to the home’s exterior. As defined in the documents, responsibility to maintain all exterior modifications (at his/her own expense) rests with the homeowner. This responsibility transfers to future homeowners with the title to the premises. The following approved variances are on file with respect to this particular unit.

\_\_\_\_\_ None                      \_\_\_\_\_ Approved variances listed below

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

RIVERS RUN HOMEOWNERS ASSOCIATION  
HOMEOWNER INFORMATION AND EMERGENCY CONTACT

Name(s): \_\_\_\_\_ ? Own

\_\_\_\_\_ ? Rent

RR Address: \_\_\_\_\_

Mailing Address if different from above: \_\_\_\_\_

\_\_\_\_\_

Email\*: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

\*Association mailings and emergency notifications will be sent via e-mail to residents who supply an address.

E-mail ensures quick delivery of important information and saves the Association money in postage fees!

	Resident #1	Resident #2	Resident #3
Name	_____	_____	_____

		Phone # (Indicate cell or land line)
In an Emergency:	Name	

Nearest relative/friend	_____	_____
-------------------------	-------	-------

Secondary contact	_____	_____
-------------------	-------	-------

**Please complete and return this form to:**

**Crofton Perdue Associates, Inc.**

111 Marsh Road, Suite 1, Pittsford, New York 14534

Office: (585) 248-3840

E-mail: [Info@CroftonInc.com](mailto:Info@CroftonInc.com)

**CROFTON ASSOCIATES, INC.**

111 Marsh Road  
Pittsford, New York 14534  
(585) 248-3840  
[www.croftoninc.com](http://www.croftoninc.com)

**DIRECT DEBIT PAYMENT AUTHORIZATION**

**RIVERS RUN HOMEOWNERS ASSOCIATION**

Homeowner Name: \_\_\_\_\_

Association Address: \_\_\_\_\_

I authorize CROFTON ASSOCIATES, INC., MANAGEMENT, to initiate debit entries to the undersigned's checking account indicated below at the depository named below.

**The debit entry will be made between the 4th and 6th each month.**

commencing with \_\_\_\_\_  
( month) (year)

Depository Name: \_\_\_\_\_

Branch: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

ABA Routing Number: \_\_\_\_\_ Account Number: \_\_\_\_\_

Crofton Associates, Inc., association management, has the authorization to make electronic transactions from originating financial institutions to receiving financial institution for routing numbers, account numbers, codes, or transaction amounts. This authorization is to remain in full force and effect until Crofton has received written notification from the undersigned of its termination in such manner as to afford Crofton and depository a reasonable opportunity on which to act. Please indicate if **checking** \_\_\_\_\_ or **savings** \_\_\_\_\_

**PLEASE ATTACH A VOIDED CHECK**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

office use only

--

Original Date: January 2012  
Rev. #1, Date: July 2025



**RIVERS RUN HOA VARIANCE REQUEST FORM**

Please return the completed form to:

Rivers Run HOA  
c/o Crofton Perdue Associates, Inc.  
111 Marsh Road, Suite 1  
Pittsford, NY 14534  
Phone: 585-248-3840  
Email: info@croftoninc.com

OWNER: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

RIVERS RUN COTTAGE NUMBER (if different from mailing address): \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

DATE SUBMITTED: \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_

In accordance with Rivers Run HOA covenants, easements, charges, and liens ("declaration") and the association rules and regulations, I request your consent to make the following changes, alterations, renovations, additions and/or removals to my unit. A detailed copy of the contractor's proposal, including sketches, drawings or blueprints, accompanies this application.

Proof of contractor's liability and workers compensation insurance is available on request.

Description of project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Anticipated start date: \_\_\_\_\_ Anticipated completion date: \_\_\_\_\_

Is this an amendment to a previous request? \_\_\_\_\_

If yes, the approximate date of the previous request: \_\_\_\_\_

I understand that under the declaration and rules and regulations, the Board will act on this request and provide me with a written response of their decision. I further understand and agree to the provisions outlined on page 2 of this request.

Homeowner Signature: \_\_\_\_\_

Additional provisions as agreed to by Homeowner's signature on page 1:

1. No work or commitment of work will be made by me until I have received written approval from the HOA Board of Directors.
2. All work will be done at my expense and all future upkeep will remain at my expense or future homeowner's expense.
3. All work will be performed at a time and in a manner to minimize interference and inconvenience to other unit owners.
4. I assume all liability and will be responsible for all damage and/or injury which may result from performance of this work.
5. I will be responsible for complying with, and will comply with, all applicable federal, state, and local laws; codes; regulations; and requirements in connection with this work, and I will obtain any necessary governmental permits and approvals for the work. I understand and agree that Rivers Run Homeowners Association, its Board of Directors, its designated committee or Crofton Perdue Associates approval of this request shall not be understood as the making of any representation or warranty that the plans, specifications, or work comply with any law, code, regulation, or governmental requirement.

**Action taken by Rivers Run Homeowners Association Board of Directors**

**Date of Action:** \_\_\_\_\_

Approved as requested \_\_\_\_\_

Approved with the following exceptions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Disapproved based on the following: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Any work not started on or before \_\_\_\_\_ is not approved and later construction must be subject to re-submittal of a Variance Application to the Board.

\_\_\_\_\_  
Rivers Run HOA Representative

\_\_\_\_\_  
Date

**APPLICATION TO LEASE FORM**

To The Board of Directors:

Pursuant to the Declaration of Covenants of the Rivers Run Offering Plan, I/we hereby request your approval to lease the townhome which is located at \_\_\_\_\_.

I/we understand that this application will be denied if it would bring the total number of leased homes in the community above the 10% limitation. I/we also understand that the following conditions apply to all leases and have attached a blank copy of the proposed lease to demonstrate compliance with these conditions:

- Only the entire Unit (not rooms or portions of the home) may be leased.
- Any lease must be approved by the HOA Board.
- Every lease must contain a clause by which the tenant agrees to abide by the Declaration, By-Laws, and the Rules and Regulations of the Association.

Applicant Name(s) (Please Print): \_\_\_\_\_

Signature(s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Date: \_\_\_\_\_

*For Office Use:*

~~~~~

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_

Date Action Taken: \_\_\_\_\_ Action Approved \_\_\_\_\_ Denied: \_\_\_\_\_ Pending: \_\_\_\_\_

Reason: \_\_\_\_\_

\_\_\_\_\_

Date Homeowner Notified: \_\_\_\_\_



## REFERENCE SECTION

HOA Responsibility Matrix  
Recycling, Suburban Disposal  
Recycling, Monroe County  
Rivers Run Campus Map  
External Patio Enclosure Guidelines  
Cottage Lease or Rental Guidelines



# RIVERS RUN HOMEOWNERS ASSOCIATION

## MATRIX OF RESPONSIBILITY

### Reference Guide for Maintenance\*

\*HOA is Homeowners Association

\*\*HO is Homeowner

Page 1 of 5

| ITEM                                                       | HOA | HO | COMMENTS                                                                                                                |
|------------------------------------------------------------|-----|----|-------------------------------------------------------------------------------------------------------------------------|
| <b><i>Plumbing, Heat, AC, Sewer</i></b>                    |     |    |                                                                                                                         |
| Air Conditioning System                                    |     | X  |                                                                                                                         |
| Furnace stack & vent                                       |     | X  |                                                                                                                         |
| Heating System                                             |     | X  |                                                                                                                         |
| Hose bibs                                                  |     | X  |                                                                                                                         |
| Water Heater                                               |     | X  |                                                                                                                         |
| Plumbing <sup>3</sup>                                      |     | X  | Interior and hose bibs (see footnote 3 RE: Blockage)                                                                    |
| Sewer line <sup>3</sup>                                    |     | X  | From house to where it joins the main sewer. (see footnote 3 RE: Blockage)                                              |
| Water line to house                                        |     | X  | From outside shutoff valve. MCWA responsible for supply to that valve.                                                  |
| Solar Panels                                               |     | X  | Variance required to install                                                                                            |
| <b>Windows</b>                                             |     |    |                                                                                                                         |
| Exterior Door and Window Combination <sup>1</sup>          | X   | X  | HO - Replacement exterior doors/door units must match existing units.<br>HOA – Exterior painting, caulking, wood repair |
| Window frames and jambs                                    | X   | X  | HO - Exterior must match existing units.<br>HOA – Exterior painting, caulking, wood repair                              |
| Windows Internal Hardware, jambs, frames & sills           |     | X  | Exterior must match existing units.                                                                                     |
| Windows – Decorative windows inaccessible 2nd story spaces | X   |    | HOA responsibility if no HO internal access to window area (including glass)                                            |
| Window cleaning                                            |     | X  |                                                                                                                         |
| Window glass                                               |     | X  | Includes doors, windows, and sidelights. Glass style must match existing units                                          |
| Window screens                                             |     | X  |                                                                                                                         |

Original Date: 01/14/2012

Revision Date: 11/11/2019

Revision: 4

# RIVERS RUN HOMEOWNERS ASSOCIATION

## MATRIX OF RESPONSIBILITY

### Reference Guide for Maintenance\*

\*HOA is Homeowners Association

\*\*HO is Homeowner

Page 2 of 5

| ITEM                                                                                  | HOA | HO | COMMENTS                                                                                                                   |
|---------------------------------------------------------------------------------------|-----|----|----------------------------------------------------------------------------------------------------------------------------|
| Window shutters                                                                       | X   | X  | HOA - Exterior Shutters HO - Interior Shutters                                                                             |
| Window Hardware                                                                       |     | X  |                                                                                                                            |
| Exterior –Siding, painting, caulking                                                  | X   |    |                                                                                                                            |
| <b>Doors</b>                                                                          |     |    |                                                                                                                            |
| Doors, exterior <sup>1</sup>                                                          | X   | X  | HO - Replacement exterior doors & garage door must match existing units.<br>HOA – Painting, caulking, exterior wood repair |
| Door frames & jambs exterior <sup>1</sup>                                             | X   | X  | HO - Replacement exterior must match existing units. HOA – Exterior painting, caulking, wood repair                        |
| Exterior door/sidelight window combination units and their frames\jambs. <sup>1</sup> | X   | X  | HO - Replacement exterior doors/door units must match existing units.<br>HOA – Exterior painting, caulking, wood repair    |
| Doors, garage <sup>1</sup>                                                            |     | X  | Replacement garage doors/door panels must match existing units.                                                            |
| Garage door opener                                                                    |     | X  |                                                                                                                            |
| Doors, Screen/storm <sup>1</sup>                                                      |     | X  |                                                                                                                            |
| Door Bell button                                                                      |     | X  |                                                                                                                            |
| All Locks & Door Hardware                                                             |     | X  |                                                                                                                            |
| <b>Concrete</b>                                                                       |     |    |                                                                                                                            |
| Foundation                                                                            | X   |    |                                                                                                                            |
| Garage floor                                                                          |     | X  |                                                                                                                            |
| Front porch & walk                                                                    | X   |    |                                                                                                                            |
| Walks installed by HO <sup>1</sup>                                                    |     | X  | Variance required                                                                                                          |
| Walks installed by developer                                                          | X   |    |                                                                                                                            |
| <b>Exterior Walls</b>                                                                 | X   |    | Siding, trim, soffits, fascia, drip edges, etc.                                                                            |

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# RIVERS RUN HOMEOWNERS ASSOCIATION

## MATRIX OF RESPONSIBILITY

Reference Guide for Maintenance\*

\*HOA is Homeowners Association

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| ITEM                                              | HOA | HO | COMMENTS                                                                                                                                                                     |
|---------------------------------------------------|-----|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Exterior Lighting</b>                          |     |    |                                                                                                                                                                              |
| Installed by developer                            | X   |    |                                                                                                                                                                              |
| Installed by HO <sup>1</sup>                      |     | X  | Removal, additions, replacements require variance                                                                                                                            |
| Bulbs                                             |     | X  |                                                                                                                                                                              |
| <b>Patios, Fences</b>                             |     |    |                                                                                                                                                                              |
| Installed by developer                            | X   |    | HOA – Cement Patio Slab only                                                                                                                                                 |
| Installed by HO <sup>1</sup>                      |     | X  | Glassed enclosed or screened. Variance required                                                                                                                              |
| Awnings<br>(Retractable) <sup>1</sup>             |     | X  | Variance required to install                                                                                                                                                 |
| Installed by developer -<br>Privacy Fence         | X   | X  | HO – If damaged by homeowner or their agent HOA –<br>Normal wear and tear                                                                                                    |
| <b>Gutters, downspouts</b>                        | X   |    | Includes exterior drains                                                                                                                                                     |
| Splash guard                                      |     | X  |                                                                                                                                                                              |
| <b>Chimney, Fireplace<br/>(exterior)</b>          | X   | X  | HO - Fireplace vent and all components<br>HOA - exterior maintenance (paint, caulking, siding).<br>Excludes fireplace hardware, vent, and its components                     |
| <b>Fireplace (Interior)</b>                       |     | X  |                                                                                                                                                                              |
| <b>Vents, Fans</b>                                | X   | X  | HO - From the interior to the exterior wall/roof (Attic vents,<br>dryer vents, bathroom vents, all fans) HOA - Attached to or<br>extending through the exterior wall or roof |
| <b>Roof</b>                                       | X   |    | Shingles, underlayment, flashing, sheathing and structure, and<br>ridge vents                                                                                                |
| <b>Common Areas</b>                               | X   |    |                                                                                                                                                                              |
| Grass                                             | X   |    | Watering by HO encouraged                                                                                                                                                    |
| Lawn mowing                                       | X   |    |                                                                                                                                                                              |
| Shrubs & trees installed<br>by developer          | X   |    | Watering by HO encouraged                                                                                                                                                    |
| Shrubs & trees installed<br>by HO <sup>1, 5</sup> |     | X  | Variance required; Watering by HO encouraged                                                                                                                                 |

Original Date: 01/14/2012

Revision Date: 11/11/2019

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# RIVERS RUN HOMEOWNERS ASSOCIATION

## MATRIX OF RESPONSIBILITY

### Reference Guide for Maintenance\*

\*HOA is Homeowners Association

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| ITEM                                                             | HOA | HO | COMMENTS                                                                                          |
|------------------------------------------------------------------|-----|----|---------------------------------------------------------------------------------------------------|
| Roadways, driveways, street lighting, curbs, paths, gazebo, etc. | X   |    |                                                                                                   |
| Sidewalks, paths                                                 | X   |    |                                                                                                   |
| US Mail Boxes                                                    | X   |    |                                                                                                   |
| <b>Services</b>                                                  |     |    |                                                                                                   |
| Electric line                                                    |     | X  | HO - From meter into the house<br>Utility Company (RG&E) - From Meter out                         |
| Natural Gas line                                                 |     | X  | HO - From Meter into the house<br>Utility Company (RG&E) - From Meter out                         |
| Trash & recycle pickup                                           | X   |    | HO is responsible to get bins to pick up point                                                    |
| Trash bins                                                       | X   |    |                                                                                                   |
| Cable TV <sup>2</sup>                                            |     | X  | HO - From point of entry into Home<br>Cable Provider - From point of entry out                    |
| Snow & Ice removal <sup>4</sup>                                  | X   | X  | Driveways, roadways, and sidewalks (HO-see footnote #4)                                           |
| <b>Insurance</b>                                                 |     |    |                                                                                                   |
| General liability (Common Areas)                                 | X   |    |                                                                                                   |
| Improvements by HO                                               |     | X  |                                                                                                   |
| Personal contents, liability                                     |     | X  |                                                                                                   |
| Directors' & Officers' Liability Insurance                       | X   |    |                                                                                                   |
| Association Policy Deductibles, if at fault                      |     | X  |                                                                                                   |
| <b>Misc.</b>                                                     |     |    |                                                                                                   |
| Negligent or willful act of omission by homeowner or visitor     |     | X  | Homeowner bears cost of required repairs even if repairs are required to the exterior of the unit |
| Satellite Dish                                                   |     | X  | If approved by Board                                                                              |

Original Date: 01/14/2012

Revision Date: 11/11/2019

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# RIVERS RUN HOMEOWNERS ASSOCIATION

## MATRIX OF RESPONSIBILITY

### Reference Guide for Maintenance\*

\*HOA is Homeowners Association

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| ITEM                                                                                                                | HOA | HO | COMMENTS                                                                                                                                                                                                                |
|---------------------------------------------------------------------------------------------------------------------|-----|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Undomesticated and stray animal removal                                                                             |     | X  |                                                                                                                                                                                                                         |
| Insects                                                                                                             | X   | X  | HOA – Outside, common area as needed, Responsible for pesticides to prevent bugs/insects from entering home. IE: Ants, beetles, rodents, slugs, termites, et al HO – Inside Unit. Responsible for interior pest control |
| Building Maintenance threat (termites, bees, wild animal that affects <b>structural Integrity</b> of unit or lawn). | X   |    |                                                                                                                                                                                                                         |

1. A variance request must be submitted and approved before the item is installed for the first time and again if the item is later replaced. All approved variances expire with the life of the items.
  2. Spectrum is available at a group rate through Rivers Run.
  3. When a homeowner at Rivers Run has a plumbing issue and if it is thought to be a blockage in an outside pipeline, please call the Town of Henrietta Sewer Department (they have a 24/7 emergency number). The Town is not allowed enter the homes, so if the problem is an internal issue a plumber will have to be called by the homeowner.
  4. The snow plow contractor will only plow within 3 feet of any parked vehicle in a driveway. If vehicle blocks side walk, the 3 feet rule also applies. It will be the homeowner's responsibility to remove the snow. If a homeowner wants additional plowing or shoveling other than what has been scheduled then the homeowner will be bill any additional charges.
  5. For shrubs, trees, small plants installed by HO, the HOA will take over the maintenance consistent with the basic care which includes fertilization if appropriate, trimming and other basic standard care. See handbook section 3 for full details.
- The Rivers Run Homeowners Association Matrix of Responsibility is an overview of the guidelines contained in the Rivers Run Homeowners Association Offering Plan, Exhibit F, Declaration of Covenants, Conditions and Restrictions and Exhibit H, By-laws including amendments which are the governing documents

Original Date: 01/14/2012

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# **RECYCLING**

## **SUBURBAN DISPOSAL**

### **HOLIDAYS**

Suburban Disposal recognizes many holidays throughout the year. Our pickup will be delayed by one day with Friday pickups taking place on Saturday after holidays. See the website for this year's holidays at <https://www.suburbandisposal.com/residential-services/holiday-schedule/>

See Suburban Disposal Website calendar for dates this year.

### **UNUSUAL ITEMS & SPECIAL PICKUPS**

<https://www.suburbandisposal.com/residential-services/bulk-special-pickups/>

#### **Carpeting**

Included with your weekly residential service, we will take one large item placed out for pickup each week. Carpeting and padding should be cut into 2–4-foot lengths, rolled and tied into bundles that one person can lift. Please contact our office one day prior to your pickup day to schedule a truck.

#### **Flat Glass**

Flat glass, like window glass or mirrors, is NOT part of our curbside recycle program. It can, however, be placed out for pickup with your regular garbage. You may want to consider taping or wrapping the glass prior to pick up. For items larger the 4 ft by 4 ft or for broken glass, please contact our office so that we can let the driver know about glass in the load, as it can pose a safety risk. We also suggest containing broken glass in a box.

#### **Furniture**

Included with your weekly residential service, we will take one large item placed out for pickup each week. We will gladly pick up one piece of furniture on your regular service day. Each piece must be at a weight that one person can handle. Please contact our office one day prior to your pickup day to schedule a truck.

#### **Mattresses/Box Springs**

Included with your weekly residential service, we will take one large item placed out for pickup each week. A mattress and box spring are considered a set, so please leave them out for pickup on your regular day and we will gladly take care of them. Please contact our office one day prior to your pickup day to schedule a truck.

#### **Appliance Pickup**

Appliances are picked up separately from your regular trash and are recycled. There is an additional charge for freon (CFC's) and non-freon appliances. Please contact our office if you require an appliance pickup. According to New York State Law, doors must be removed from refrigerators and freezers and placed alongside the unit. Please contact our office one day prior to your pickup day to schedule a truck.

**Consumer Electronic Waste**

Electronic waste from Suburban Disposal residential customers is accepted at:  
Certified Document Destruction & Recycling Inc.  
1133 Emerson Street  
Rochester, NY 14606

**Drop Off Items**

Computers, TV's, monitors, keyboards, small office electronics, copiers, fax machines, cables, wires, servers, cell phones and batteries. Confidential paper files. Electronic data storage media.

Please note that a charge may apply.

Drop Off Hours: 6:30 a.m. – 2:30 p.m., Monday – Friday

Call (585) 482-9400 or e-mail [info@cdd-r.com](mailto:info@cdd-r.com) for more details.

**Paperboard:**

All boxes not corrugated, such as cereal, gift, cake mixes, crackers, frozen food boxes Remove staples, flatten and reduce to 2"x4"

**Newspapers:**

Place loose or in brown bags in bottom of blue recycle box

**UNACCEPTABLE PRODUCTS:**

- Waxed Paper Egg Cartons
- Waxed Paperboards, such as milk cartons, paper plates & cups, food contaminated papers, tissue paper, metallic gift wrap, carbon paper, paper towels and toilet paper
- No Styrofoam Products
- No Window Glass or Drinking Glasses
- No Motor Oil/Antifreeze
- No Pesticide or Spray Paint Containers
- No 5-Gallon Pails
- No Lawn Furniture
- No Plastic Flower Pots
- No Wax Coated Items
- No Waxy or Glossy Surfaces
- No Floor or Oil-Stained Cardboard

**Electronics**

Computers, televisions and other electronic items contain lead and cannot be placed with your curbside garbage. These items need to be disposed of by taking them to an electronics recycling center such as:

- Monroe County Ecopark, 10 Avion Drive Rochester, (585) 753-7600 (Option 3) or
- Regional Computer Recycling and recovery, 395 Central Avenue, Rochester, NY 14605 (585) 924-3840.

### **Monroe County Ecopark**

Ecopark is a facility that provides county residents with a “one-stop drop-off” to dispose of or recycle certain items. Ecopark is a residential drop-off facility (no businesses\* – details available at the website link below) and, except for household hazardous waste (HHW) materials, residents are responsible for unloading their own vehicle.

Web Link: <https://www.monroecounty.gov/ecopark>

## **Waste Management Monroe County Residential Recycling/Recovery**

<http://www2.monroecounty.gov/des-residentialrecycling>

### **Recycling/Recovery Program Expands Single-Stream Accepted**

For over 20 years, Monroe County residents have enjoyed a progressive, convenient and continually expanding curbside recycling program. As is its charge from the county, Waste Management, Inc., the Monroe County Recycling Center’s (MCRC) contract operator, examines the waste stream for sustainable recovery opportunities. In 2004, the MCRC began accepting all clean paper-- allowing county residents to make a clear and affirmative impact on our local environment. In 2010, the MCRC began accepting plastic containers numbered one through seven for recycling/recovery along with aluminum foil, foilware and household metal pots and pans. Now, the MCRC has started to accept single-stream materials from its recycling collector customers. Single stream means that paper materials no longer need to be separated from commingled materials--they can all be mixed together.

**Some recycling collectors are not customers of the MCRC. Customers should contact their hauler to confirm what is accepted and how recycling bins should be prepared.**

### **The MCRC “Blue Box” Recycling/Recovery Program**

The following commingled and paper materials should be placed in your recycling box and taken to the curb before 6:30 a.m. on your regular trash collection day. **If high winds are forecast on your collection day, please delay recycling.** White goods (major appliances) are also required to be recycled by Monroe County law-contact your waste collector for details.

### **Commingled Materials**

Only the materials listed below are accepted for recycling/recovery. **All containers should be empty, clean and unbagged.** Please do not separate the types of containers using plastic grocery bags—they should all be mixed together. Labels are accepted.

#### **Acceptable items:**

- Metal Food and Beverage Cans: lids are accepted
- License Plates: defaced
- Metal Pots, Pans and Aluminum Foilware
- EMPTY Aerosol Cans: with caps. NO pesticides or spray paints

- Tubs: dairy products like sour cream, margarine, yogurt etc. (reattach lids) Plastic Containers and Items (#s 1 through 7): recycle caps, spray pumps and lids ok
- Glass Food and Beverage Bottles, Jugs and Jars, reattach lids and caps
- Gable Top (Milk and Juice) Cartons and Drink/Soup Boxes: remove and throw away plastic straws; recycle caps

**Items not accepted:**

- |                                  |                               |
|----------------------------------|-------------------------------|
| • Styrofoam*                     | • Plastic bags*               |
| • Empty prescription bottles*    | • Foam*                       |
| • Pesticide containers           | • Food or liquid waste        |
| • Bulky items*                   | • Propane tanks*              |
| • Bags or filmy product wrapping | • Cord/Hoses/Ropes            |
| • Drinking glasses               | • Electronics*                |
| • Window glass                   | • Tarps or Pool Covers/Liners |
| • Pyrex                          | • Sharps/Syringes*            |
| • Light bulbs, etc.              | • Clothing*                   |

\*May be accepted at Ecopark. For more information, go to <https://www2.monroecounty.gov/ecopark/>

**Paper Materials**

Paper items may be kept together by using a brown paper bag (**do not** use plastic bags). Almost any kind of **clean** paper product can be placed in the recycling bin (NO soiled papers, paper toweling or wet paper).

Some examples:

- Newspapers, Magazines, Catalogs, etc.
- Corrugated Cardboard: flattened, 2x4 feet maximum—if you have a large stack of flattened boxes, it should be tied together with string or twine.
- Phone Directories and all Books
- Paper Boxes—cereal, cracker, soda, tissue, shoe, gift, toy, etc.: flatten box and recycle any plastic liners at grocery store with other plastic bags.
- Pizza Boxes & Paper Egg Cartons: discard all contents and flatten.
- Junk Mail, Advertisements and Brochures
- Home Office Paper, Files, School Papers, etc.: shredded paper in brown paper bags only.
- All Envelopes: window envelopes too!
- Gift Wrap
- and more!

# SUBURBAN DISPOSAL



Suburban Disposal would like to thank you for recycling. Together we can do our part to protect our environment.

**Your efforts do make a difference!**

## All items can go together in the same bin

### Collection Items

|                                                                                                                                                                                                 |                                                                                                                                                                                 |                                                                                                                                                             |                                                                                                                                                                                               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>NEWSPAPERS &amp; PAPER BAGS</b><br><br>Brown paper bags, newspapers, magazines, catalogs                    | <b>CORRUGATED CARDBOARD</b><br><br>Corrugated boxes (flatten and reduce to 2' by 4')           | <b>BOXBOARD</b><br><br>Cereal, tissue, gift, and shoe boxes               | <b>JUNK MAIL</b><br><br>Junk mail including window env., greeting cards, and gift wrap                     |
| <b>WRITING &amp; COMPUTER PAPER</b><br><br>Writing, computer and copier paper, spiral notebooks, post-it notes | <b>BOOKS</b><br><br>Phone books, hard and soft cover books                                     | <b>PIZZA BOXES</b><br><br>Pizza boxes (clean)                             | <b>Your Local Choice Since 1962</b>                                                                                                                                                           |
| <b>CANS</b><br><br>Aluminium, Tin, and bi-metal food and beverage containers                                 | <b>GLASS</b><br><br>Clear, brown, and green unbroken glass from food and beverage containers | <b>AEROSOL CANS</b><br><br>Empty aerosol cans (no paints or pesticides) |                                                                                                                                                                                               |
| <b>GABEL TOP CARTONS</b><br><br>Juice and milk cartons                                                       | <b>DRINK BOXES</b><br><br>Drink & soup boxes                                                 | <b>METAL COOKWARE</b><br><br>Pots, pans, utensils & aluminium foilware  | <b>#1-7 PLASTIC</b><br><br>1-7 only. Milk, juice, cider, water jugs, Laundry detergent & shampoo bottles |
|                                                                                                            |                                                                                                                                                                                 |                                                                                                                                                             |                                                                                                                                                                                               |

### OTHER

- Household hazardous waste
- Plastic Bags
- Christmas trees, brush, leaves
- Unwanted clothing, gently used furniture, household items

Monroe County Eco Park  
Local Grocery Store  
Contact your town DPW  
Contact your charity of choice

### SPECIAL PICK-UP ITEMS

- Appliances, air conditioners, dehumidifiers
- Tires (on or off the rim)

Call or email to schedule a pickup  
585-352-3900  
info@suburbandisposal.com  
Charges may apply

### SPECIAL ITEMS

- Computers, tv's, monitors, keyboards, small office electronics, copiers, fax machines, cables, wires, servers, cell phones, and batteries.
- Confidential paper, files
- Electronic data storage media.

Call or Email for details:

**Certified Document Destruction & Recycling Inc.**  
1133 Emerson St. Rochester, NY 14606  
585-482-9400  
info@add-r.com  
Charges may apply

**(585) 352-3900**  
www.suburbandisposal.com  
info@suburbandisposal.com



June, 2015

## **Plastic Bags/Wrap-What and Where Can You Recycle?**

Plastic bags and product wrap are not accepted for recycling by the MCRC's recycling collectors. This material contaminates other recyclables and fouls MCRC machinery causing expense and downtime. New York law requires major retailers that offer plastic bags to their customers for purchases take them back for recycling. Many other kinds of plastic bags/wrap should also be included. A recent county residential waste characterization study found that **eight percent** of household garbage was made up of plastic bags or wrap--much of which could be recycled. The Monroe County Ecopark accepts certain clean, dry plastic bags and product wrapping. For details and frequently asked questions about recycling plastic bags and product wrap. Web link: <https://www.monroecounty.gov/des-residentialrecycling>

## **Help Prevent Windblown Litter**

Participants in the curbside recycling program can help reduce windblown litter in the community by delaying recycling bin set-out by one week if high winds are forecast on collection day. Although the Monroe County does not endorse any particular product or service, there are items available for purchase that can help prevent items from being blown out of bins on recycling days.

## **Reduce Junk Mail**

Reduce the amount of junk mail you receive by calling the following toll-free number: 1-888-567-8688 or visit <https://www.optoutprescreen.com/>.

# SiteMap



Greater Rochester's first and most integrated university based senior living community, offering a world of educational, cultural and social opportunities. Located adjacent to RIT on the Genesee River.

## External Patio Enclosure Guidelines and Standards

To protect our property values and community aesthetics, the Board has adopted the following guidelines and standards for enclosed patio structures. Any deviation please address them in your variance request.

- A variance including design drawings, size, location and material of the proposed structure will have to be approved by the Board for every external structure whether added after purchase or at initial building construction.
- Deviations from these standards will be considered on a case-by-case basis.
- Any extension into the common area will require a purchase or lease of the land used. The terms must be negotiated with the Board. A survey is required and the owner is responsible for any associated costs and to meet all legal requirements.

Style - similar to those installed prior to September, 2014, (601, 703, 1203, 1401 and 1803) by Patio Enclosures

Location - back patio of any unit or on side of end units

### Structure Type

- Screened in (1803)
- Three season - aluminum (703, 1401 & 1501)
- Four season - heavier thermal glass and construction materials (601 & 1203)

Sides - full length or split glass; top part - sliding windows, bottom 18 inches could be solid glass, matching siding or stone

Roof may be glass (703) or solid (all others) or have skylights (1203)

Exterior Doors - screen, sliding glass or solid to match other exterior doors on unit.

Exterior lighting fixtures - white coach lights matching other exterior lights on the unit as closely as possible.

### Side Unit Dimension

- Typically, 22 feet long by 9 feet wide
- Length - fill space between bedroom and great room walls
- Width - not to extend more than two feet into common area beyond the unit footprint.

Back Patio off Great Room Dimension

- Not to extend into common area more than 2 feet beyond existing patio (approximately 10 feet total maximum depth)
- Width along back side of building - at owner's discretion but not to exceed the width of the owner's unit.

Owners are responsible for:

- Obtaining lease or purchase from the HOA of any common area used including any required legal documents and fees.
- Moving gas meter on side installations or any other obstructions on either type unit.
- All costs associated with the total project.
- Future maintenance of the structure.

## RIVERS RUN LEASE/RENTAL OF COTTAGES

### LEASE/RENTAL OF COTTAGE

**Definition:** A unit is considered to be leased if there is a contract between the owner and a second party (tenant) who occupies the unit while the owner is absent.

Every lease must contain a clause by which the tenant agrees to abide by the Offering Plan, Declaration, By-Laws, and the Rules and Regulations of the Rivers Run Homeowners Association.

Use of the property shall be used for single family residential purposes for seniors (55 years of age or older) only. While any person or entity may acquire title to a lot, that property may be used only for single-family residential purposes for seniors (55 years of age or older) only. A qualified occupant shall include single persons 55 years of age or older and couples, one of whom is 55 years of age or older. In addition, one adult child, 21 years of age or older may reside with a qualified parent.

**Application for Approval to Lease/Rental:** Any homeowner considering leasing his/her cottage must complete an Application to Lease Form (See Forms Section) and submit it to the HOA Board. This should be done as soon as the homeowner considers the option of leasing their home and this **MUST be done BEFORE A LEASE IS EXECUTED**; preferably before a tenant is identified.

The homeowner will be notified within five (5) business days of the following:

- The Application is denied if the proposed lease would exceed the 10% restriction.
- The Application is incomplete pending further information which must be provided within the next ten (10) business days.
- The Application is approved and the homeowner may proceed to identify a tenant and execute a lease.

**Expiration of Approval:** An approved Application will expire 90 days after approval is granted if the Board is not notified by the homeowner that a lease has been executed. The homeowner may apply for a 90-day extension of the approval, but may be denied under the following conditions:

- The maximum of the 10% leased homes is close to being reached; and
- Other homeowners have recently applied and been denied.

**Notification of a Leased/Rental Home:** The Homeowner must notify the Board in writing as soon as the lease is executed. The homeowner submits to the Board a document signed by both tenant and homeowner that includes all of the following:

- The name of the tenant and the address of the leased home
- The approximate date of occupancy
- The term of the lease

- A statement, initialed by the tenant, indicating that he will abide by the Declaration and the Rules and Regulations of Rivers Run.
- The homeowner's name and current address and phone number.  
(Contact information in case of emergency, problems, etc.)

***Rules & Regulations to be provided to Tenant:***

The homeowner must provide the tenant with the up-to-date copy of the Rivers Run Community Member Handbook, the Rivers Run Offering Plan and an understanding of what is contained in the Declarations, By-Laws, and Rules and Regulations. The homeowner is responsible for making sure the tenant understands and follows all the Rules and Regulations as put forth in the Offering Plan (Declarations, By- Laws and Handbook).

If either the copy of the Handbook or Offering Plan is lost, a replacement copy can be obtained from the Hospitality and Communications Committee at a fee.

A maximum of two (2) pets may kept in the dwelling. Pets should not be allowed to run free and must be leashed when in the Common Area. Owners are responsible for picking up after their pets.

**EXTENDED ABSENCE**

A homeowner should notify the Board of any extended absence and leave contact information for emergency use.