

HEARTLAND ESTATES HOMEOWNERS' ASSOCIATION (HEHOA)

Member Handbook

INTRODUCTION

Heartland Estates is defined as a 41 unit Homeowners' Association. It is a privately owned community including the roadway known as Hilfiker Lane. In accordance with its Declaration, By-Laws, and Amendments, it conforms to New York State laws governing Homeowners' Associations.

Living in a shared community has many benefits. It also imposes certain obligations which may seem restrictive to those accustomed to living in a private residence. The Rules and Regulations section of this handbook is intended to answer concerns which may arise in a shared community.

Heartland Estates' property is comprised of common areas owned by the Heartland Estates Homeowners' Association (HEHOA). All remaining land is Common Property. Some common property, such as the unit's driveway, is "restricted" to use by an individual homeowner. All property in Heartland Estates, including buildings, individual lots, common property and restricted common property is subject to the By-Laws, also included in this handbook.

Homeowners who sell their units are responsible for passing on the HEHOA handbook and the Prospectus received at closing to the new buyer/owner. Renters of a townhouse in Heartland Estates are subject to the same rules and regulations as homeowners. Homeowners are responsible for advising the prospective renter(s) of the rules and regulations of the Association.

PLEASE NOTE: This copy of the HEHOA Member Handbook reflects the content including additions as of September, 2016. The references to other dates within the pages of this book reflect the dates when changes or previous additions were made.

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September 2016

I. ROLE OF THE BOARD OF DIRECTORS

The Board of Directors of the HEHOA has been established and operates according to the provisions of the By-Laws and Declaration of the Association.

The Board has five members. Terms of service commence at the annual meeting of the Association and are for three years. Elected by a vote of Association members to represent their best interests, the Board is responsible for managing the business and affairs of the Association. The Board meets regularly to evaluate the Association's ongoing financial status, discuss variances and service requests, update documents and monitor contracted work.

Standing committees include a) Finance, b) Social, c) Newsletter, and Architectural Review Committees. All committees report directly to the Board of Directors.

II. PROPERTY MANAGEMENT

Crofton Perdue Associates (A Community Management Company) is under contract to the HEHOA to provide ongoing administrative services and asset management services for effective management of Association property.

The responsibilities of the Property Manager are:

1. To contract for and supervise maintenance of driveways, building exteriors and grounds.
2. To maintain the books of the Association, collect operating and special assessments, and provide monthly financial reports to the Board of Directors.
3. To serve as agent for the Board in administering and enforcing the Homeowners' Association rules and regulations.
4. To carry out other Association responsibilities as defined in the By-Laws and Declaration and in the contract between Crofton Perdue Associates and HEHOA.

September 2016

A. Municipal and Emergency

Fire, Sheriff, Ambulance	911
Town of Webster Police	911
State Police	279-8890
Town Hall	872-1000
Village Hall	265-3770

Crofton Perdue Associates, Inc.

Jon Miller, Property Manager	248-3840
Emergency Number 6 nights and weekends	248-3840

B. Service Contractors

Garbage & Recycling 6 Suburban Disposal (September, 2013)

Maintenance Item	HOA	Owner	Other/Comment
Residence: Buildings			
Basement Walls, Interior		X	
Foundation, Structural Integrity	X		Ref: DCC&R Article V Section 2
Front Metal Entry Door, Except Locks & Hardware	X		Ref: DCC&R Article V Section 2
Garage Door, Physical Door	X		Ref: DCC&R Article V Section 2
Garage Door, All Operating Mechanicals & Remotes		X	
Glass Surfaces, Skylights & Window Screens		X	
Gutters, Downspouts	X		
HVAC, including AC Pad		X	
Light Fixtures & Bulbs on Building Exteriors, All		X	Ref: DCC&R Article VI Section 2
Plumbing		X	
Roofs	X		
Siding, Brick Veneers, Shutters, Casements, Wood Trim	X		Ref: DCC&R Article V Section 2
Storm Door & Screens		X	
Residence: Decks & Patios			
Decks & Deck Steps		X	
Patio Privacy Fences & Concrete Patio Slabs		X	Ref: DCC&R Article VI Section 2
Common Area: Landscaping			
Grass: Mowing, Trimming, Fertilizer, Weed Control	X		
Grass: Watering		X	
Tree & Shrub Care: Trim, Weed, Mulch & Fertilize	X		Inc. Trees Planted by Owner with Variance
Tree & Shrub Care: Watering		X	
Plantings in Front of the Unit: Mulch, Trim & Weed Control	X		Shrubs or perennials in front must be HOA planted or variance-approved
Plantings by Owner in Variance-Approved Personal Gardens		X	If used, mulch must be black
Retention Pond			Village of Webster
Common Area: Roadways and Sidewalks			
Driveways & Hilfiker Ln (private drive)	X		
Roadways (except Hilfiker Ln) & Village Sidewalks			Village of Webster
Sidewalks, Front Stoops, Association-Owned	X		
Services & Utilities			
Animals, Undomesticated			Town of Webster Animal Control
Electric		X	
Electric & Utility Mains/Boxes			RGE
Fire Hydrants			Town of Webster
Extermination, Insect Pests, Indoor		X	
Extermination, Insect Pests, Outdoor	X		
Insurance, Master	X		
Insurance, Personal Contents, Liability, Umbrella		X	
Lighting, Street			Village of Webster
Lighting, HOA Sign	X		Solar
Mail Box Posts	X		
Mailbox Located on Post		X	Approved Boxes are Listed in R&R's
Mailbox on House (Medical Exception)		X	USPS Approval + Variance Required
Refuse Collection, Recycling, Standard	X		
Refuse Collection, Special Items		X	
Sewer, Storm & Sanitary			Village of Webster
Snow Removal, Driveway, Unit Sidewalk/Stoops & Hilfiker Ln	X		
Snow Removal, Roads & Town Sidewalk			Village of Webster
Water		X	
Water lines, pipes, drainage, conduits to house	X		
Water Mains, Dedicated			Village of Webster

Reference Excerpts from Heartland Estates DCC&R for the Maintenance Matrix

DCCR, Article V, Section 2 *Purpose of Assessments*

Assessments levied by the Association shall be used exclusively (1) to operate, maintain, repair, improve, construct, reconstruct and preserve, on a non-profit basis, the common area owned by the Association, and the payment of the real estate taxes on the common area exclusively for the benefit of its members, their guests, tenants and invitees; and (2) to maintain, repair, reconstruct, replace and preserve, on a non-profit basis the lots, and the improvements constructed thereon, for the purpose of preserving the exterior appearance and configuration of said lots and units, including but not limited to, foundations, all exterior (outside) walls, including window casements (excluding nevertheless, all glass replacements or breakage and window screens and excluding window cleaning), exterior chimney and exterior doors (excluding nevertheless, storm and screen doors), roof and roof members, fascia and external trim, gutters and down spouts, driveways, walks, trees, shrubs and grasses and other exterior improvements. In order for an owner to replace or repair a storm door or screen door, the design, color and manufacturer must be approved by the Association. Except for the structural portion of the exterior walls and roof members, there shall be no obligation on the part of the Association to maintain, repair, reconstruct, replace or preserve any part of the interior of any unit or any fixtures or mechanical system (including but not limited to heating, including chimney, lighting, plumbing, air conditioning) for any owner. The above obligation shall not include any maintenance, repairs or replacements caused by fire or other casualty to a unit, except as provided under Article VII, Section 3 and Article XI.

DCCR, Article VI, *Exterior Maintenance*

Section 1. Common Area Maintenance The Association shall repair and maintain the areas of common use, including driveways, a private drive and all landscaped areas, maintain, repair and replace all pipes, wires and conduits located in the areas of common use for which a utility company or other entity is not responsible. The Association shall also be responsible for the maintenance of all shrubbery and other plants installed by the Association.

Section 2. Exterior Building Maintenance In addition to maintenance of the common area, the Association shall provide exterior maintenance upon each building which is subject to assessment hereunder as follows: Paint, repair, replace and care of roofs, gutters and down spouts. The Association shall also be responsible for maintenance and snow removal of the driveways and the private drive, maintenance and repair of the walks, driveways, the private drive and facilities comprising the common areas and landscaping. Such exterior maintenance shall not include any patios, glass surfaces, screens, screen for storm doors or exterior lighting on units. In the event that the need for maintenance or repair is caused through the willful or negligent act of the owner, his family, guests or invitees, the costs of such maintenance and repairs shall be added to and become part of the assessment to which such lot is subject. The homeowner shall be individually responsible for the watering of the lawn and shrubbery surrounding his individual unit.

IV. RULES AND REGULATIONS

The Rules and Regulations of the Heartland Estates Homeowners' Association have one primary purpose:

TO ALLOW HOMEOWNERS THE FULL USE AND ENJOYMENT OF THEIR HOMES AND FACILITIES WITHOUT VIOLATING THE RIGHTS AND PRIVILEGES OF ALL OTHER HOMEOWNERS.

➤ Transfer of Ownership

In the event of transfer of ownership of the unit, the SELLING homeowner will:

1. Comply with stipulations and guidelines applicable to any modifications made during ownership of the seller OR pay any costs required to restore the property to its condition prior to the modifications.
2. Notify the new owner of his/her obligation to comply with the stipulations and guidelines applicable to the Modifications (listed below).

➤ Modifications Requiring Approval

1. Structural changes or additions to the exterior of any unit, including but not limited to: decks, steps, railings, trees or bushes (not planted by the association), changes or additions to any previously approved existing landscaping at the side or back of unit.

➤ Stipulations for Modifications

1. The owner shall assume all costs of design, construction and the continuing maintenance as scheduled by or approved by the Homeowners' Association through the receipt of a variance request from the owner.
2. In the event maintenance is not continued in a manner acceptable to the association, the homeowner will be obligated for any costs incurred by the Association to continue maintenance or to restore the property to its original condition.
3. To secure this obligation, the Board of Directors, in its discretion, may place a lien on modified property in an amount equal to any costs incurred by the Association.
4. If a request for modification includes plantings of any kind, they are to conform to the planting guidelines below (#19-30).

August 07

➤ **Fiscal Management**

1. Budget: The Board of Directors shall, from time to time, but at least annually, fix and determine the budget representing the sum or sums necessary and adequate for the continued operation of the Association in the manner provided for in the Declaration. (Bylaws, Article IX - Fiscal Management).
 2. Monthly Assessment: The monthly assessment will be payable in full on or before the 10th day of the month. Failure to pay by the 10th of the month will result in a late fee of \$25. Any non-payment for 30- 60 days will result in the commencement of collection activity at the homeowner's expense. All expenses incurred will be charged to the homeowner. A non- payment of 90 days will be forwarded to an attorney for collection, and a lien may be filed against the property in the Monroe County clerk's office. All legal fees associated with such filing will be charged to the homeowner.
- September 08

➤ **Exterior Appearance and Upkeep**

1. Antennas and Satellite Dishes
The Homeowners' Association, by law, conforms to the FCC Regulations regarding satellite dishes. A current copy of the law is available from the Property Manager. No outside antennas, other than the dish, are allowed.
2. Awnings
No awnings are allowed.
3. Decorations
Holiday decorations may be displayed, provided they are removed within two weeks of the holiday.
4. Pets
Homeowners may have one dog or one cat.

Pets outside dwellings must be supervised by a responsible person at all times.

Residents must promptly clean up after their animals.

Homeowners have the lawful authority to call the Webster Dog Warden when the Webster leash law is being violated.
5. Signs
Only one "For Sale" sign conforming to Town of Webster regulations is allowed on the property. Installation of the sign should be close to the front sidewalk of the unit.
6. Storm/Screen Doors
Storm/Screen doors at the front entrance must conform to existing units. Any request to replace a storm or screen door, at owner's expense, will require a variance approved by the board.

7. Outdoor Airing or Drying

Outdoor drying or airing of clothes, bedding, or carpets on privacy fences or in yards is not permitted. Installation of exterior clotheslines is prohibited.

8. Trash Collection

Refuse and recycle boxes will be collected weekly from the driveway in front of the garage. Please do not place trash on driveway before 5 PM on the evening before collection. No lumber, metal, bulk materials, rubbish, garbage, or other waste materials shall be kept, stored, or allowed to accumulate outdoors on any portion of the property. Homeowners may call the Property Manager and request special pick-up of bulk refuse at homeowner's expense. (Nov. 2012)

9. Trespassing

Any homeowner who witnesses the presence of persons not associated with the complex is encouraged to notify the police (911).

➤ **Safety and Comfort**

10. Home Businesses

An individual business within a homeowner's unit is allowed if it does not infringe on the character of the neighborhood with signs, increased traffic, parking problems, noise or employees.

11. Inspections

Periodically the Property Manager and Board Members may make exterior inspections for the purpose of maintenance, upkeep, and compliance with the rules and regulations.

12. Dryer Vents

To prevent fire hazards, it is recommended that dryer vents be cleaned every 1 to 3 years, both inside and outside.

13. Heat Tapes, Wires

For safety reasons, no heat tapes or wires may be installed on roofs for any purpose except by the Homeowners' Association.

14. Noise

Please be respectful of neighbors and avoid excessive noise.

15. Oversized, Commercial, and Unlicensed Vehicles

No commercial vehicles, other than those vehicles making deliveries or providing services to the development, may be stored or parked on any portion of the properties, except entirely within an enclosed garage.

16. Parking

On street parking is permitted occasionally up to 1 AM. To prevent hazardous traffic conditions, guests should park on one side of the street only. Access to mailboxes must never be blocked by parked cars. Parking on lawns is prohibited.

17. Snow Plowing and Sidewalk Shoveling

Plowing is done on a contractual basis and performed between the hours of 7 AM and 5:00 PM when snow reaches a depth of 3 inches or more. Sidewalk Shoveling will be done under the same circumstances as plowing. Sidewalk treatment will be done by our snowplowing contractor when it is deemed necessary. If individual homeowners wish to treat their own sidewalks, they must use calcium chloride (Ice Melt), NOT SALT, which damages concrete.
Sept. 08

18. Soliciting

Soliciting is discouraged. Homeowners may politely ask solicitors to leave the premises.

Grounds, Plantings, and Landscape

19. General Planting Regulations

Uniformity of the landscape is a priority and adds to the attractiveness of the community. Association plantings may not be removed.

Homeowners are responsible for the care of the annuals and perennials they add. This includes: trimming as needed, removal of dead blossoms as needed, and removal of annuals from the ground after a killing frost. [The home-owners' association is only responsible for plantings in the front of the unit.]

The Homeowners' Association will apply mulch to the front plantings. Any homeowner-applied mulch must match that which is applied to the front.

Trellises or support items must be approved through a Variance Request. The planting of trees and/or bushes, when permitted, must be approved specifically through a variance request. Before any approved planting is done, Safe-Dig must be contacted to locate any electrical hazards located in the area.

19a. Permanent plantings in Front of Units

Homeowners may plant flowers or shrubs, selected from a list* provided by our landscaper, in the front of their units, at their own expense. The homeowner must submit a detailed variance request which includes an exact description of what plantings the homeowner wishes to plant. If a homeowner wishes a landscaper to purchase and install the plantings, the homeowner may arrange it at their own expense after getting an approved variance for the work.

October, 2016

* Wichaleia, Spyrea, Boxwood, Hosta, and Hydrangia

19b. Privacy Fences

No permanent structure may exceed the height of the privacy fence.

20. Birdhouses, Bird Baths, and Feeders

Free-standing bird houses or wildlife feeders mounted on poles must be approved by the Board of Directors. All clean-up related to houses and feeders is the sole responsibility of the homeowner. Bird baths are allowed as long as they do not restrict the mowing of the lawn.

21. Grass Cutting

Grass cutting is done by contractors hired by the Association. Unit owners are requested not to interrupt these contractors in their work or interfere with the job they have been contracted to do. All hoses, furniture, decorative items or any other items must be removed from the area to be mowed no later than the night before the landscape contractors are scheduled to mow. Homeowners will be notified which day the mowing will take place.

22. Insect and Pest Control

The Town of Webster Animal Control will trap and dispose of non-domesticated animals on our property. The Homeowners Association will remove any undomesticated animal which destructively, through boring, digging, or gnawing, enters a unit or its walls. The association annually contracts to have bees, ants and other insects eradicated.

23. Planting in Rear and Side Yards

All rear and side planting plans must be presented by the homeowner in a Variance Request and approved by the Board of Directors. Such plantings are the responsibility of the homeowner or of any new owner who buys a unit. If the new owner is unwilling to comply, the planting must be removed at the homeowner's expense.

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

Trees installed by homeowners (only by approval of the Board of Directors) will be sprayed and maintained by the Association and will fall under the ownership of the homeowners' association.

24. Potted Plants in Gardens, Front Entryway, and Hanging Plants

Potted annual plants and flowers in front and side gardens are allowed, but their height should not exceed that of the surrounding plants. Please remove any free-standing pots by November 1. No other items are allowed on the front stoop or sidewalk.

25. Protective Screening and Fences

No fence, wall, or screen planting of any kind shall be planted, installed, or erected upon property or other portions of the exterior of the unit unless approved by the Board of Directors.

26. Pruning, Mulching, Spraying, and Fertilizing

All Heartland Estates Homeowners Association-owned trees, shrubs, and bushes will be pruned, mulched, sprayed, and fertilized by an appointed contractor. Any mulch applied by a homeowner in areas other than the front must be the same color and material as that applied in the front.

27. Statuary Items, Figurines, Artifacts, and Decorative Décor

No artifacts of any type are allowed in the front yard areas, sidewalks, driveways, exterior walls, or roof tops. Artifacts are allowed in front gardens as long as they are comparable in height to existing shrubs. Only one decorative item is allowed on the front stoop or sidewalk. This includes pots, potted plants, furniture, or anything else that may pose a safety issue to visitors, residents, or any persons contracted by the homeowners association such as snow-shovelers.

28. Shrub Replacement

Shrubs will be replaced on a scheduled basis upon the advise of the landscaper. Homeowners are responsible for pet damage to Association shrubs and lawns. Shrubs needing replacement due to lack of water will be replaced with the cost to be borne by the homeowner. Only shrubbery that has been planted by the Association will be replaced by the Association.

29. Watering Regulations ó Grass and Plantings

Just as interior plantings in our homes need regular watering, so do the exterior plantings. As our Association fee does not cover this task, and we have no one contracted to do the watering, we ask each homeowner to water exterior plantings on a regular basis.

Please be aware that grass watering is fruitless during the hottest portion of the day. Watering is best done before 9 AM and after 5 PM for ONE HOUR in each location. It is most important that each and every homeowner water their grass regularly to preserve our investment in lawn care and treatment.

30. Replacement of Original Patio Steps

The replacement of the original, temporary, builder's steps leading to the patio requires the submission and approval of a variance request form. These requests will be approved with the following stipulations:

- The railing is to be 33 inches in height and have spindles between the top railing, the landing and the steps in order to assure uniformity throughout the complex.
- Pressure treated lumber should be used and allowed to age for one year before applying a clear stain and waterproofing or painting them. If using a color stain or painting, the color for the railing, steps and sides will be white and the steps gray. The white should match the unit's trim.
- These steps must be maintained by the homeowner.

(Updated September 2015)

31. Deck Installation

A variance request must be submitted and approved in order to have a deck added to your unit. The variance will be approved providing that the following stipulations are met:

- The deck should not exceed 13 feet in width and 16 feet in length with steps not to exceed 3 feet in width.
- There should be a proper railing around the entire deck.
- Pressure treated lumber must be used and allowed to dry for one year before applying a clear stain and waterproofing.
- The deck must be annually maintained by the homeowner with an application of waterproofing.
- An approved builder who is bonded and insured must be used.
- All deck plans must meet village of Webster Code.
- The homeowner must provide the HEHOA with a copy of the building permit.

June, 2015

32. Garage, Household, and Moving Sales Stipulations

Heartland Estates homeowners can participate in a community wide (Heartland Estates) garage sale to be held on one weekend per year (most likely in the summer). With the approval of the board, a committee will be formed to organize the event. The committee will be responsible for advertising, putting up no parking signs, informing residents of the event, and general supervision of the sale. The committee will report to the board their recommendations prior to the sale.

Homeowners or their families can have a 2-day household or estate sale when their unit is sold and/or they are moving out. A variance or request for approval must be made to the board at least 2 weeks before the sale.

December 2009

33. Proper display of the American Flag:

The U.S. flag should occupy a place of prominence and be displayed in accordance with military standards. No other flags displayed with it should be larger or hung higher than the U.S. flag. In addition, the U.S. flag should not be allowed to touch the ground. If you wish to display the flag here at Heartland Estates, a variance request is required and, if approved, the pole bracket must be attached to the front of the front stoop post. The bracket should be attached below the house numbers.

November 2011

34. Light at Front of the Garage

No decorative item may be suspended from the light on the brickwork of the garage. Hanging objects may loosen the fixture requiring replacement. Any light broken by such a display of a decorative will be replaced at the owner's expense.

November 2011

35. Replacement of Mailboxes

Replacement mailboxes should be 8.75" in height, 6.75" in width, and 20.125" deep, #C1100B00 standard black metal which can be purchased at Lowes. The numbers should be 2" Mylar reflective, also available at Lowes.

June, 2015

V. Services

36. Service Requests

When attention to a unit or common area is needed, please call Crofton Perdue Associates,

248-3840.

September, 2016

37. Handyman Services

Crofton Perdue Associates provides this kind of service to homeowners for work that needs to be done on the interior of a homeowner's unit. The cost is to be borne by the homeowner. The phone number is 248-3840.

VI. Variance Procedures and Requests

38. Variance Requests

A Variance is required whenever a Homeowner wishes to make a change that impacts the exterior of his/her home or to make a change to the patio, the front stoop or the landscaping. The purpose of the Variance is to maintain the look and architectural appeal that Heartland Estates currently enjoys. The Board of Directors must approve the variance before it is implemented using the various formal documents as its frame of reference. The variance form requires a description of the change and the time frame for the change.

The form is included in this Handbook or can be obtained from the Property Manager, or from any Board member. Once you fill out the form and return it to the Property Manager, your request will be answered as quickly as possible. **Remember: do not begin any work before receiving approval of the Variance request.**

39. Procedure for Handling Requests for Variances

All requests for a variance must be submitted to the Property Manager. Upon receipt of a request for a variance, the Property Manager will immediately distribute a copy of the request to the Board members for review and action. The Board will act at the next monthly meeting on variances received at least 10 days before the meeting. The Property Manager will keep track of all open variances. If the variance request requires extensive review, the Property Manager will notify the owner of any delay. The Property Manager will immediately notify the owner of the outcome and send him a copy of the approved variance. Approved and disapproved variances become part of the unit's file.

40. Who Pays for Removal of Unauthorized Changes to Property?

When an Owner makes a change without following the variance procedures, the Owner is responsible for all costs associated with returning the unit to its original state/condition as requested by the Association.

41. Compliance

The Declaration of Covenants, Conditions, and Restrictions of the HEHOA states:
“The Board of Directors shall have the power to establish penalties for violation of rules and regulations adopted by the Board of Directors and which includes the personal conduct of the owners, their families, and guests thereon.” (p. 34) As stated, the Board has responsibility for overseeing compliance with the association’s Rules and Regulations as set forth in the Member Handbook or as otherwise established by the Directors. In the event of non-compliance, the Property Manager is directed by the Board to advise an individual homeowner, by letter, detailing the specific complaint and specifying a time for corrective action. Penalties for continued refusal to comply with the Property Manager’s requests may include:

- Removal by the Association, at homeowner expense, of unauthorized additions to the property or buildings, and restoration to a previous condition.
- Towing of illegally parked or stored vehicles.

The imposition of all reasonable costs, fines, and/or penalties, including but not limited to, reasonable attorney’s fees incurred by the Homeowners’ Association to secure compliance with the Rules and Regulations and/or the HEHOA *Declaration of Covenants, Conditions, and Restrictions* upon the person or entity guilty of such non-compliance, and the placing of liens upon a homeowner’s unit to insure payment of fines levied or the costs incurred by the Homeowners’ Association to secure such compliance.

42. Compliance Procedure

The Board has established the following enforcement procedures and penalties for infractions of the Homeowners’ Association’s Rules and Regulations:

- An infraction will be deemed to have occurred when the Board of Directors becomes aware of a perceived violation and has authorized sending a Notice of Infraction to the homeowner concerned. The notice normally will be sent by the Property Manager.
- The notice must set forth the nature and detail of the rule(s) violated as well as the suggested remedy.
- It must set a reasonable time for the homeowner to take corrective action.
- It must alert the homeowner to the penalties for failure to take corrective action by the date set forth in the notice as follows:
 - ✓ A fine of \$50 per day starting the day following the compliance deadline set forth in the Notice of Infraction.
 - ✓ After \$250 (5 days of non-compliance) in fines has accrued and the homeowner has not responded or taken corrective action, the Property Manager may, at the discretion of the Board, file a mechanic’s lien on the property of the homeowner involved.

- ✓ When corrective action by the Association is deemed necessary, the Board shall authorize the work to be done, charging the cost thereof to the homeowner and taking such legal remedies as required to have the violation corrected.

April 08

HEARTLAND ESTATES HOMEOWNERS' ASSOCIATION

Variance Request Form

(To be completed by Homeowner)

Date Requested: _____

Resident Name: _____

Resident Address: _____

Resident Telephone: (Home) _____ (Work) _____

I request permission to make the following changes to the exterior of my townhouse.

Any improvements are subject to local town zoning ordinances, which must be approved. It is the homeowner's responsibility to ensure conformance with town zoning. It is also the responsibility to apply for and receive a building permit from the village of Webster where applicable.

(This portion to be completed by the Board of Directors)

____ Approved

____ Approved with Conditions

____ Disapproved

Date: _____

Signature _____

For conditions, see reverse. Latest completion date after which any approval is automatically revoked and a new variance request is necessary. _____

Please Return To:

Jon Miller, Property Manager

Crofton Perdue Associates, Inc.
111 Marsh Road, Suite 1
Rochester, NY 14534

VI. Insurance

The Association's master insurance policy covers property losses for the structure of the townhouse and liability coverage for the common area. The current policy is with Erie Insurance, Quinton Agency, (585) 388-9530.

September 2013

It is important for you to acquire and maintain a separate insurance policy (Form HO-6 "All Risk") for the contents of your townhouse and to provide liability coverage for the inside of your home. The Heartland Estates Homeowners' Association, Inc. is not responsible for this type of coverage.

If you incur a loss in your townhouse that is totally confined to the interior, you should call your insurance agent directly to file a claim. If the claim involves a loss on the outside or a combination of interior and exterior, please contact our property manager, Jon Miller, at the Crofton Perdue Associates, Inc., (585) 248-3840.

September 2016