

# **Rules And Regulations (House Rules)**

House Rules exist so that we can all have a safe, well-maintained and attractive community; and so that no one person can infringe on the rights of others. All townhome and condominium communities have House Rules. Please understand that it is the Homeowner's Association responsibility to enforce these rules. Since we all have more important things to do, your cooperation is very important. Please read and follow the rules below. Failure to do so is not only inconsiderate to your neighbors but may also result in fines and other penalties.

## ***General Rules and Regulations***

1. Homeowners are responsible for the actions of their guests and other residents living in their home. If any fines are issued, it is the responsibility of the person paying the common charges (usually the homeowner) to also pay the fine.
2. A guest living in a Woods Edge home for more than 45 days is considered a permanent resident. Permanent residents have certain privileges (such as unrestricted use of the recreation facilities) but they also must follow the same rules as homeowners (including not parking in guest stalls).
3. All homeowner's are required to maintain a Fire and Casualty Insurance Policy for the full replacement value of their Home and to name The Woods Edge Homeowner's Association as an additional insured.
4. The roads and walks located on the common property cannot be obstructed. This includes placing objects in such a way as to block your front door (because the front door is also an emergency exit).
5. No laundry or similar articles of any kind are allowed to be hung on or out of your home.
6. Except as allowed under Planting and Ornamentation rules, no articles of any kind are allowed to be hung or shaken from any door, window or deck of any home.
7. No one is allowed to sweep or throw dirt, debris or other similar items on the common property.
8. No one may bring or keep in any home any flammable or explosive material. This includes propane tanks used in an outdoor grill. The tanks must be left outside in the rear alcove area.
9. No one is allowed to make any unusual, disturbing or objectionable noises or odors to be produced or to permit anything to be done that will interfere with the rights, comforts or conveniences of other homeowners or residents.
10. Except for emergency repairs, no construction, or other work involving noise is allowed on any home except during business days and then only between the hours of 8 AM and 5 PM.
11. No one is allowed to place any sign (except as allowed under Planting and Ornamentation rules), notice or advertisement (this includes For Sale, For Rent or For Lease signs) on any

publicly exposed portion of their home (including, for example, the windows) or on the common property.

12. No group tour, exhibition or auction sale of any home or its contents is allowed.
13. No industry, business, trade, occupation or profession of any kind (including commercial, religious or educational) is allowed to be conducted anyplace in the community without the prior, written approval of the Board.
14. In the event that your home is used for business purposes (with Board approval), under no circumstances are patients, clients or other guests allowed to wait on the common property or outside your home.
15. No home is allowed to be used or rented for transient hotel or motel purposes.
16. No window guards, window decorations, or other window objects are allowed, unless (in the opinion of the board) they are in good taste with the character of the development.
17. The windows of your house cannot be colored or painted.
18. If you give a key (for example your house or car keys) to any employee of the Association or the Managing Agent, please understand that they cannot accept liability for any damage, loss or injury caused.
19. No homeowner or other occupant of the property is allowed to send any employee of the Managing Agent on any private business.
20. No television/radio antenna, storm windows/doors, or screen windows/doors can be erected on the exterior of the home or on the common property without the prior written consent of the Board. Contact a Board member for a list of items that are pre-approved.
21. No mailbox may be installed on the exterior of the building or on the common property.
22. House numbers must conform to the Board approved standard, which is the black numbers, originally installed by the builder.
23. No air conditioning units which are mounted in the window or through the wall are allowed.
24. Bicycles, carriages, playpens, wagons, and/or toys are not to be left overnight in front of any home. This is for the homeowners' safety as well as for the appearance of the community.
25. The Woods Edge managing agent will invoice you monthly. The invoice will include the common charges, special assessments (if any) and levied fees/fines (if any). Invoice payments received by the managing agent after the due date will incur a late fee of \$25.00. If the fee is not paid, the outstanding balance will result in another late fee the following month. Further, any homeowner who is in arrears for more than 75 days forfeits all member privileges, including the right to use all recreation facilities.
26. No offensive or destructive behavior is allowed in any unit or on the common property. Disturbing noises, which interfere with the privacy and comfort of others, are prohibited. The loud playing of musical instruments, radios, TV's, stereos, etc., inside or outside of units is prohibited. This includes the loud playing of radios, etc. in vehicles.

27. All radios, televisions, or other electrical equipment installed in each unit must comply with the rules and regulations of the public authorities (for example, FCC regulations regarding electrical interference levels). No electrical devices creating unusual electrical overloads may be used in units. Homeowners will be held liable for any damages or injuries caused by electrical equipment used in their units or on the common property.
28. Snow sticks or other items placed to prevent damage to Association property must not be removed or intentionally damaged.
29. Nothing shall be done or kept in any home or on the common property, which will increase the rate of insurance of any of building or its contents.
30. Kerosene heaters within the units are strictly prohibited.
31. Outdoor grills must be kept on the deck of your house or placed on the side of the deck on top of cement blocks.
32. Burglar alarms must have automatic cut-off not to exceed 20 minutes. All alarm boxes must be installed in a manner not visible from the exterior of the home.
33. In extraordinary situations a homeowner or other permanent resident may request a temporary suspension or a permanent waiver of a specific House Rule. All requests must be in writing to the Board and must outline the reason for the request.
34. Any consent or approval given under these Rules and Regulations may be amended, modified, added to, or repealed at any time by the Board. Further, any such consent or approval may, in the discretion of the Board, be conditional in nature.
35. By resolution, the Board may promulgate and enforce other regulations or procedures, as it deems necessary. The Board may also repeal, modify or limit existing regulations or procedures.

**FINES:** Unless otherwise stated in another section of this document, a violation of a House Rule will subject the homeowner to the fines set forth below.

1 <sup>st</sup> Offense .....	\$25.00
2 <sup>nd</sup> Offense (of the same type).....	\$50.00
3 <sup>rd</sup> and all subsequent Offenses.....	\$100.00

In addition, multiple offenses of the same type may result in other penalties, as the Board deems necessary.

# *Parking And Street Use Rules*

All parking rules apply to homeowners, permanent residents and guests. The homeowner is responsible for the actions of their guests and permanent residents. A permanent resident must follow the same rules as homeowners with regard to parking. Permanent residents include, for example, a relative, a renter or a guest living in a Woods Edge home for more than 45 days.

1. No homeowner, permanent resident or guest is permitted to park any truck, trailer or other commercial vehicle overnight on any portion of the property without prior Board approval.

In certain hardship situations, the Board may grant a homeowner or permanent resident permission to park a commercial vehicle in the community. The person must submit a justification to the Board in writing. However, the following restrictions will apply to all commercial vehicles with no exceptions:

- a. The vehicle may not have any commercial writing anywhere.
  - b. No ladder racks, toolboxes, snow plows, or any type of debris are permitted on these vehicles.
  - c. The vehicle must not have oversized tires nor be a six (6) wheeler.
  - d. The vehicles must not exceed ½ ton in size and must be in proper working condition.
  - e. The vehicle must be parked on a driveway or in a garage.
2. A guest may not park any trailer, truck, or other commercial vehicle overnight on any portion of the property.
  3. Unlicensed and unregistered motor vehicles are strictly prohibited at all times.
  4. The repair of motor vehicles (except in emergencies) is not permitted in any of the driveways, roadways or parking spaces of the community.
  5. Traffic speed within the community is 20 MPH and must be adhered to for everyone's safety.
  6. Stop signs require a FULL stop at all times.
  7. **Parking in the street is strictly prohibited and rigorously enforced. This applies to all homeowners, permanent residents and guests.**
  8. No homeowner, permanent resident or guest is allowed to park in the same parking space for more than 48 consecutive hours. Violators are subject to fines and may have their vehicle towed at the owner's expense.
  9. There is no parking anywhere in the community **except** as follows: 1. In your garage, 2. On your driveway or 3. After both have been utilized, homeowners and permanent residents may park in the unmarked parking stalls. Please note, homeowners and permanent residents are

not permitted to park in the GUEST parking stalls. No one is permitted to park in front of dumpsters or in other restricted areas such as in front of the mailbox area or fire hydrants.

10. Make sure your guest(s) have parked in an appropriate space, namely, first utilizing all guest stalls and then utilizing the unmarked stalls.
11. No vehicle is allowed to be parked in such a manner as to impede access to any entrance or exit from the property. No person is allowed to park a vehicle in such a way as to block a person from getting in or out of any parking stall.
12. All homeowners and permanent residents are required to complete the attached vehicle registration form for every vehicle they own. The form must be completed within 15 days of obtaining your new vehicle or establishing residence in the community.

**FINES:**

Violations of the Parking and Street Use Rules will not only subject you to fines but also to possible towing of the vehicle at the owner's expense.

## ***General Recreation Rules***

There is no ball playing, lounging or other similar activities allowed on the common property, except in places designated as recreational areas by the Association. The designated areas (when they are open) are the pool, tennis court, exercise room, playground and clubhouse.

Further,

1. No bicycling, roller skating, or skate boarding on any grass areas, within the tennis courts or within the pool area.
2. Bicycles used after dark must have proper reflectors.

## ***Swimming Pool***

1. The hours of use will be posted at the pool and/or announced by newsletter.
2. An adult must accompany children under twelve (12) years of age, unless they can pass a swimming test given by the lifeguard.
3. Children not toilet trained must wear rubber pants.
4. No food, beverages or glass containers are allowed in the pool area.
5. No loud music playing is permitted.
6. No diving or jumping is permitted.
7. You must obey all posted rules and Board of Health Regulations.

## ***Tennis Court***

1. The Tennis Court is for homeowners, permanent residents and guests.
2. A homeowner must accompany their guests and will be responsible for their actions.
3. If you wish to make a reservation you must follow the sign-up sheet procedures.
4. Please be considerate of homes adjoining the courts. No nighttime playing.
5. There is a one-hour time limit on the use of the court if another person is waiting.
6. Only tennis shoes are permitted on the courts. Other types of shoes can damage the surface causing costly repairs.

7. Do not give the gate lock or key to any guest. If no one is waiting, the gate must be locked when leaving the court. If the lock or key is missing, it will result in added costs and closing of the court until the missing item(s) can be replaced.
8. No glass containers are permitted on the court.
9. No bicycles, skate boards, carriages, pets, etc. are permitted on the court.
10. Tennis Courts are for tennis players only. Horseplay of any kind is strictly forbidden.
11. Litter is to be placed in the trash receptacles provided.
12. Children under 12 years of age must be accompanied and supervised by an adult homeowner.

**FINES:**

Violations of the Tennis Rules will not only subject you to fines but also to a possible ban from using the court.

## ***Exercise Room***

The exercise room is located in the clubhouse. It contains high quality commercial grade devices for a complete aerobic and/or weight training exercise session. You can use the facilities as often as you wish (subject to the rules below) if you are a homeowner, a permanent resident or a guest. The rules below help make the exercise equipment equally available to everyone and help ensure that everyone's exercise session is a pleasurable activity. Please enjoy the facilities and remember to be considerate of others.

1. The use of all exercise equipment is at your own risk.
2. No one under the age of 16 is permitted in the exercise room.
3. All minors (between the ages of 16 and 18) must be accompanied and supervised by an adult.
4. Horseplay of any kind and rough handling of any equipment is strictly forbidden. You will be held responsible for all damages you (or your guest) cause.
5. A homeowner must accompany their guests and will be responsible for their actions.
6. **Guest Fee:** To help offset the costs associated with the wear and tear of equipment, a usage fee will be charged to any homeowner guest who wishes to use the exercise room. The fee is \$5.00 per day. Contact a board member for details.
7. The reservation and sign-in procedures posted in the exercise room must be followed.

8. **Reservations:** You may make reservations for the aerobic machines subject to the following procedures
  - a. Peak Time reservations are limited to 45 minutes.
  - b. Off Peak reservations are limited to 90 minutes.
  - c. You may not make more than 3 peak time reservations or 5 total reservations per week.
  - d. No back to back reservations are allowed.
  - e. You may use the equipment without having a reservation, provided no prior reservation exist. Usage will be on a first come first served basis.
  - f. When others are waiting, there is a 45 minute time limit on the use of the equipment.
  - g. Peak times are Mon-Fri 5:00-8:00 AM and 6:00-9:00 PM. All other times are considered off-peak.
  
9. Please be considerate of other users. The examples below will illustrate some of the common courtesies expected for the enjoyment of everyone.
  - a. If you make a reservation please attend the session. Remember someone else may have wanted your time slot. This is especially true during peak time usage.
  - b. Retirees, housewives, and others not working full time should schedule their exercise sessions during off-peak times.
  - c. The equipment should be wiped off after each session, if needed.

**FINES:**

Violations of the Exercise Room rules will not only subject you to fines but also to a possible ban from using the exercise room.



# *Planting and Ornamentation*

## **I. General Rules:**

- a. No one is permitted to make any alteration or addition to the landscaping except in accordance with the rules below.
- b. All homeowner purchased plantings and ornamentations (as authorized below) must not obstruct sidewalks, roads, drives, paths and walks located on the common property. Entrance and egress from homes may not be blocked in any way for safety reasons (see General Rules And Regulations section, item 4).
- c. All homeowner purchased plantings and ornamentations (as authorized below) remain the responsibility of the homeowner. The plantings must be watered, weeded, and properly trimmed. At the end of the growing season, the homeowner must remove all dead annuals and cut back the dead parts of all perennials. Homeowners also have the responsibility to maintain the plantings placed by PRIOR homeowners of their unit. If you no longer wish to have this responsibility contact a board member for proper instructions (a fee may apply if new plantings need to be purchased).
- d. No trees or shrubbery may be removed without obtaining prior written consent of the Board.
- e. All homeowners should show consideration for their neighbors when decorating outside.

## **II. Fronts**

- a. Statuary in bush areas must be nonreligious and limited to 3 items, no more than 18 inches high.
- b. The areas abutting units with shared driveways are limited to no more than a combined total of three free standing pieces of nonreligious, non gaudy statuary and/or potted plants, one on the left, one in the center (with the consent of both neighbors) and one on the right.
- c. Freestanding statuary is limited to 42" in height and potted plants are limited to 48" in height in these areas.
- d. One non-illuminating sign may be displayed in the bush area but must be less than 18 inches high.
- e. Advertising signs of any kind and alarm company signs are not allowed, but alarm company stickers may be displayed on windows and doors.
- f. One permanent nonreligious wreath on the front door is permitted.
- g. One flag per household is permitted. Remove all frayed flags. Frayed American flags should be disposed of properly. You can take them to the Post Office.

- h. The allowed permanent evergreens are azaleas, Old Gold junipers, and Hexi junipers.
- i. No trees or shrubbery may be removed or planted without obtaining prior written consent of the Board.
- j. Rose bushes are not allowed in the front.
- k. Free standing potted plants on walkways and entranceways are limited to 36" in height. On those units with walkways, potted plants should be spaced no closer than 12 feet apart. Two potted plants can be placed on each side of the entrance way but not in the entranceway.
- l. Potted plants may not be placed on lawns.
- m. One hanging potted plant may be placed near the entranceway. Units with shared driveways may have no more than 3, one on the left, one in the center with the shared consent of both neighbors, and one on the right of the building. The center hanging potted plant, if there is one, must be sconce style (flat back).
- n. Borders around trees and bushes must be green, gray or black and less than 6" high.

### **III Backs**

- a. Nothing may be placed in the common area that will interfere with mowing.
- b. Plantings except for privacy hedges must be kept trimmed and weeded and extend no more than 3 feet from the deck perimeter.
- c. Plantings must not extend beyond the deck surface in height. Privacy hedges can be arbor vitae only no higher than 6 feet above the deck surface and must be kept neat and trimmed.
- d. No clothes, sheets, blankets, or laundry may be hung or stored on the deck.
- e. The deck rails must not be used for storage.
- f. No empty flower pots, loose wood, toys, lawn furniture, etc; may be stored in alcoves or on common area surfaces. Hoses may be stored in alcoves, but only on hose hangers.
- g. No firewood may be stored outdoors on the ground for fire safety and for insect and rodent pest reasons. Any firewood presently outside must be stored on an approved ring type wood holder.

## ***Pets***

1. Dogs and other animals must **ALWAYS** be under the immediate control of their owners.
2. Town regulations require that animals be leashed and have current tags.
3. Under **NO** circumstances should an owner let his animals run loose without owner attention. In addition to the levying of fines, loose animals will also be reported to the Town for appropriate action. This rule is not intended to preclude pets running loose while playing with their owners as long as there is no danger or disturbance to other people.
4. Except as described above, all pets, which are on the common property, must be on a leash or carried. No dog is allowed to be walked or otherwise permitted to relieve themselves anywhere on the common ground except in the designated area. **The designated area is the grass area by the clubhouse and sump.** The person walking the pet must pick-up all droppings immediately, using a “Pooper Scooper” or a plastic bag.
5. Pets may not be tied to any portion of the exterior home, including the decks.
6. The homeowner is, at all times, responsible for any damage done by his pet, the pet of one of his guests or the pet of an other resident of his home.

Please note, we have had many complaints of dog and cat feces throughout the community. It is not only unsightly but it also results in the destruction of plants, sod, etc. Therefore, in addition to the levying of fines, homeowners will also be held responsible for the damages caused.

## ***Pet Registration***

Without exception, homeowners and permanent residents must complete the attached Animal Registration Form. All homeowners who have a dog or cat are required to fill out and return this form to the management office by return mail within 15 days of obtaining your pet or establishing residence in the community. The management office will keep this on file.

Animal owners who refuse to file the animal registration form are subject to fines.

# ***Sale And Leasing Polices***

The following regulations are in place so that the Board knows who lives in each house, to insure that proper insurance exists and to make certain that other important procedures are followed during the selling or leasing process. They are not related to the approval or disapproval of any prospective homebuyer or renter nor is it discriminatory in any way inasmuch as the Board has no role in approving or disapproving the sale or lease of any unit.

## **I SALE OF HOMES**

All homeowners who are selling their homes must provide the Board of Directors with the following information within 30 days prior to closing.

- a. Name of new owners
- b. Address of unit
- c. Names and ages of people buying unit (ages of children only)
- d. Vehicle registration (See section on Vehicle Registration).
- e. Pet Registration (See section on Pet Registration).
- f. Name and address of mortgage holder.

Failure to provide such information may result in delay of the sale because the Board will not issue a common charge release until all information is provided.

## **II Leasing Of Homes**

All homeowners who are going to lease their units must submit to the Board a copy of the lease with the following information 30 days prior to the signing of the lease:

- a. Names of person(s) on the lease agreement
- b. Address of unit
- c. Mailing address of absentee homeowner
- d. Names of all persons residing in the unit, including ages of children only
- e. A Vehicle Registration Form must be filled out (See Vehicle Registration section) for each vehicle the leaseholder owns. Please note that renters are not permitted to have more than two (2) vehicles. and that their vehicles must be parked in the garage and/or driveway.
- f. A Pet Registration (See section on Pet Registration) form must be filled out for each pet the leaseholder owns.

- g. A copy of a current insurance policy (Fire & Hazard), naming the Woods Edge Homeowners Association as additionally insured

In addition, the following rules govern all leases:

- a. All leases must be for a **minimum** period of one (1) year.
- b. All leases must contain prohibition against sub-leases and against assignments.
- c. All leases must bind the leaseholder to adhere to all provisions of the Declaration; the By-Laws and the House Rules.

Further, the homeowner must have no outstanding common charges, assessments or fines due at the time of lease signing.

Upon filing the aforementioned applications, a welcome package, including a copy of these House Rules, will be delivered to the leaseholder.

**FINES:**

Non-compliance of the sale and leasing policies subject the homeowner to fines up to \$250.00.

## ***Garbage And Sanitation***

Another of our plaguing and costly problems is garbage in the dumpster areas. Please have a careful regard for your neighbors and our community. In order to better manage your association's funds and avoid foul smells and the possibility of vermin, the Board has adapted the following resolutions.

1. The dumpster must be closed at all times.
2. All garbage/refuse (except newspapers) must be deposited into the dumpsters in secured plastic bags. Newspapers may be bundled. Loose garbage is not allowed in the dumpster.
3. Large boxes (paper/wood) must be broken up and flattened prior to being placed in the dumpster.
4. For discarding large items that do not easily fit in the dumpster, such as old furniture, appliance cartons, mattresses, box springs, etc., you must call the Town of Babylon Bulk Pickup at (631) 249-9346/47 to make arrangements. Items must be stored in your garage or basement until the night before pickup. Items must be placed on your lawn near curbside.
5. If a dumpster is full, please use a different one.
6. Under no circumstances are you allowed to leave garbage outside the dumpster.

## *Additions And Alterations*

Homeowners are required to complete a Modification Request form and obtain Board approval for any addition or alteration to the common area. Approval must be obtained prior to beginning any construction. Each Modification Request will be reviewed at the next meeting following its submission and will be responded to within thirty (30) days thereafter.

The next page contains the Modification Request Form. Appropriate *building permits, insurance certificates (NYS Compensation and Disability proof), and a Hold Harmless Agreement (protecting the Woods Edge Homeowners Association)* will also be required.

### **FINES:**

Any alteration or addition made without Board approval, subjects the homeowner to fines up to \$500.00 and possible removal at the homeowner's expense.