



WOODS EDGE

Homeowner's Association

**Important Information
About Your Community**

Guidebook With House Rules

Visit us on the web at: www.WoodsEdgeHomes.com

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About Your Association

The Woods Edge Homeowner's Association is a not-for-profit corporation. Each homeowner is a voting member of the association. Our mandate is to make Woods Edge a safe, well-maintained and pleasant place for everyone to live. Keep in mind that it takes a constant effort to keep our community running smoothly. Please cooperate by reading and following the procedures and rules detailed in this guidebook. With your help, Woods Edge will continue to be one of the finest places to live on Long Island.

We hope you enjoy living here with us!

About Your Board

A seven (7) member volunteer Board of Directors (the Board), elected annually by you and other Woods Edge homeowners, runs the Association. Anyone can run for a Board position provided you are either a homeowner or an adult family member of a homeowner. This is **your board** and **your community**; participate in the process.

Attend the meetings - Vote – Run for office!

Recreational Facilities

There are many exciting things happening at Woods Edge. We have activities for folks of all ages to have a great time: We have:

- The Pool: It's big! It's free! And, best of all it's less than a minute away!
- The Clubhouse: Join a card game! We have several different kinds of games going almost any night of the week. Mah-Jongg anyone!
- The Exercise Room: Don't buy an expensive treadmill use ours. In addition, we have an exercise bike and a Universal gym. So if you want to stay in shape come down 2, 3 or even 4 times per week.
- Tennis: We have a regulation size court that's totally fenced in. A great place to play or learn.
- The Playground: Swings – Slides - And a place for the kiddies to have a great time.

In addition, we have many other planned activities; including; pool parties, trips to Atlantic City, guest speakers, and other interesting and exciting things for you to do. Don't be shy...

Join the fun!

The Golden Rule

We all purchased our home with the knowledge that we would be living in very close proximity with our neighbors. We all have the same right to enjoy our community. Therefore, we all must make every effort to cooperate with each other in order to make Woods Edge a tranquil place to live. Or as the saying goes...

Do unto others, as you would have others do unto you.

Important Contact Information

General Phone Numbers

Managing Agent, Greenview Properties Resident Services	(631) 666-4040 x106
Greenview Properties (FAX)	(631) 968-0795
School District - North Babylon	(631) 321-3209
Town of Babylon	(631) 957-3000
Town of Babylon – Bulk Pickup	(631) 249-9346/7

Emergency Phone Numbers

Off Hour Greenview (Emergency)	(631) 471-8115
Fire Department (Emergency)	(631) 226-1212
Police	911
Ambulance	911
LIPA Emergency	(631) 931-5800

Local Hospitals

Good Samaritan Hospital.....	(631) 661-3000
Southside Hospital	(631) 968-3000

Managing Agent

Administrative and maintenance services are provided through Greenview Properties.

Greenview Properties
132 East Main Street
Bay Shore, NY 11706
Main: (631) 666-4040

You may contact Greenview by E-mail at:
ResidentServices@GreenviewProperties.com

Web Site

Contact information and easy to follow service procedures can be found on our web site at:

www.WoodsEdgeHomes.com

Request For Service

A homeowner or other Woods Edge permanent resident may initiate a Service Request by following the procedures listed below. The procedures for requesting service are also available on our web site at:

www.WoodsEdgeHomes.com

Repair Procedure

To request a common property repair (to fix a broken sprinkler head, for example) please fill out and submit the form located in Appendix 2. The form is to be submitted (by mail or fax) to Greenview Properties – see **contact information** below. Before you submit a maintenance request, make sure it's the responsibility of the Association to fix the problem by checking the **Homeowner Maintenance Responsibilities** located in Appendix 1. Greenview Properties is not authorized to make any repairs that are homeowner responsibilities. In addition, please note that all major expenditures must be approved by the Board.

In the event of an emergency occurring outside of normal business hours, contact Greenview Properties at:

For Emergency Repairs Call: (631) 471-8115

Complaint Procedure

To report a house rule violation (if someone is infringing on your rights) or a safety/security problem please fill out and submit the form located in Appendix 2. The form is to be submitted (by mail or fax) to Greenview Properties – see **contact information** below. The Board will investigate all complaints and take appropriate action.

All complaint information will be held in the strictest confidence.

Contact Information

Greenview Properties
132 East Main Street
Bay Shore, NY 11706

Phone: (631) 666-4040
Fax: (631) 968-0795
E-mail:
ResidentServices@GreenviewProperties.com

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 (including any contractors you hire) and other residents living in their home. If any fines are issued, it is the responsibility of the homeowner to pay the fine.
2. A guest living in a Woods Edge home for more than 30 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. Homeowners are responsible for maintaining the items listed in Appendix 1 (Homeowner Maintenance Responsibilities) in good condition.
5. The Managing Agent will invoice you monthly. The invoice will include the common charges, special assessments (if any) and levied fees/fines (if any). If the Managing Agent does not receive the FULL invoice payment by the due date, a late fee of \$25.00 will be charged. Any homeowner who is in arrears for more than 75 days forfeits all member privileges, including the right to use all recreational facilities. If collection proceedings are required, the homeowner is responsible for all legal fees incurred.
6. No one is allowed to destroy, damage or otherwise deface Association property. Violators are not only subject to fines but also for the cost associated with repairing or replacing the property. The intentional breaking of a front gate arm carries a special fine of \$200.00.
7. No offensive or destructive behavior of any kind is allowed in any unit or on the common property. Disturbing noises or offensive odors, which interfere with the rights, comforts or conveniences of others, are prohibited. The loud playing of musical instruments, radios, TV's, stereos, etc., inside or outside of units is prohibited. This includes, for example, the loud playing of radios inside your vehicle.
8. Burglar alarms must have an 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.
9. 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.

10. Snow sticks or other items placed to prevent damage to Association property must not be removed or intentionally damaged.
11. 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.
12. Kerosene heaters within the units are strictly prohibited.
13. Outdoor grills must be kept on the deck of your house or placed on the side of the deck on top of cement blocks.
14. 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).
15. 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.
16. 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.
17. No one is allowed to place, sweep or throw any debris, junk, garbage, dirt or other similar items on the common property.
18. No laundry, sheets, blankets or any similar articles are allowed to be hung on or out of your home.
19. 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.
20. 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.
21. No window guards, decorations, or other items are allowed to be placed on or in the windows, unless (in the opinion of the Board) they are in good taste with the character of the development.
22. The windows of your house cannot be colored or painted.
23. 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 the Managing Agent for a list of items that are pre-approved.
24. No mailbox may be installed on the exterior of the building or on the common property.

25. House numbers must conform to the Board approved standard, which is the black numbers, originally installed by the builder.
26. No air conditioning units that are mounted in the window or through the wall are allowed.
27. No group tour, exhibition or auction sale of any home or its contents is allowed.
28. No home is allowed to be used or rented for transient hotel or motel purposes.
29. No industry, business, trade, occupation or profession of any kind (including commercial, religious or educational) is allowed to be conducted anywhere in the community without the prior, written approval of the Board.
30. 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.
31. 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.
32. No homeowner or other occupant of the property is allowed to send any employee of the Managing Agent on any private business.
33. Nothing shall be done or kept in any home or on the common property, which will increase the rate of insurance of any building or its contents.
34. 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.
35. 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.
36. 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 st Offense	\$25.00
2 nd Offense (of the same type)	\$50.00
3 rd 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 (including any contractor you hire) and permanent residents. A permanent resident must follow the same parking rules as homeowners. Permanent residents include relatives, renters or guests living in a Woods Edge home for more than 30 days.

1. No homeowner or permanent resident 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 truck, trailer or other commercial vehicle overnight on any portion of the property.
 3. Unlicensed and unregistered motor vehicles are strictly prohibited at all times.
 4. Traffic speed within the community is 15 MPH and must be adhered to for everyone's safety.
 5. Stop signs require a FULL stop at all times.
 6. **Parking in the street is strictly prohibited and rigorously enforced. This applies to all homeowners, permanent residents and guests.**
 7. 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.
 8. 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.

9. There is no parking, stopping or standing allowed by the mailbox area **except in marked stalls**. Violators will be subject to a \$50 fine.
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. No vehicle is allowed to be parked in your driveway in such a manner as to protrude into the roadway.
13. The repair of motor vehicles (except in emergencies) is not permitted in any of the driveways, roadways or parking spaces of the community. (Use your garage for this work.)
14. The washing of motor vehicles is not permitted in any of the roadways or parking spaces of the community. (Use your driveway for this work.)
15. All homeowners and permanent residents are required to complete the Vehicle Registration Form (see Appendix 4) for every vehicle they own. The form must be completed within 15 days of obtaining your new vehicle or establishing residence in the community.
16. **Contractors:** a) In order to avoid having contractor vehicles illegally parked in the street, homeowners are requested to leave their driveway empty when a contractor is working on your property. b) Contractors must not leave any debris or other items in the driveway, lawn or on the side of the road.
17. **Dumpsters:** A homeowner may make arrangements with a private dumpster company for debris removal as long as: a) the dumpster completely fits on the driveway without hanging over onto the road, the lawn or your neighbor's driveway. b) the dumpster is not on the premises for more than 10 consecutive days. Homeowners may request short extensions by calling the board president.

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.

Recreation Facilities

The Woods Edge Homeowner's Association is proud of its recreational facilities. They exist for your enjoyment. The rules below were enacted for the safety of our residents, especially our children, and so that no other resident will infringe on your right to enjoy the recreational activities. The rules are simple and easy to follow. Please read them carefully.

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 skateboarding on any grass areas, within the tennis courts or within the pool area.
2. Bicycles used after dark must have proper reflectors.

Swimming Pool Rules

1. The use of the swimming pool is at your own risk.
2. The swimming pool is for homeowners, permanent residents and their guests.
3. A homeowner must accompany their guests and will be responsible for their actions.
4. An adult must accompany and supervise children less than twelve (12) years of age.
5. The hours of use will be posted at the pool and/or announced by newsletter. However, under no circumstances will anyone be permitted to use the pool without a lifeguard present.
6. You must obey all posted health rules.
7. Children not toilet trained must wear rubber pants.
8. Horseplay of any kind, including yelling and running is strictly forbidden.
9. Ball playing in or around the pool is not allowed
10. No food, beverages or glass containers are allowed in the pool area.
11. No loud music playing is permitted.
12. Diving or jumping into the pool is not allowed.

FINES:

Violations of the Swimming Pool rules will not only subject you to fines but also to a possible ban from using the pool.

Tennis Court

1. The Tennis Court is for homeowners, permanent residents and their 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 use the sign-up sheet located in the clubhouse.
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 others are 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, skateboards, 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. The Exercise Room is for homeowners, permanent residents and their guests.
3. No one under the age of 16 is permitted in the exercise room.
4. All minors (between the ages of 16 and 18) must be accompanied and supervised by an adult.

5. 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.
6. A homeowner must accompany their guests and will be responsible for their actions.
7. **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.
8. **Reservations:** You may make reservations for the exercise equipment by using the reservation book located in the clubhouse. All reservations must comply with the posted procedures.
9. You may use the exercise equipment without having a reservation, provided no reservation exists for that time slot.
10. If there are no reservations for a given time period, usage will be determined on a first come first served basis.
11. When others are waiting, there is a 45-minute time limit on the use of the equipment.
12. 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.
 - b. Retirees, housewives, and others not working full time should schedule their exercise sessions during the late morning or early afternoon so as not to conflict with working people on a tight schedule.
 - c. The equipment should be wiped off after each session, if needed.

FINES:

Violations of the above rules or inconsiderate behavior 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 14).
- 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 other shrubbery may be removed without obtaining prior written consent of the Board. Please see the Additions and Alterations section for the proper instructions.
- 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. No trees or shrubbery may be removed or planted without obtaining prior written consent of the Board.

- i. Rose bushes are not allowed in the front.
- j. 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.
- k. Potted plants may not be placed on lawns.
- l. 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 scone style (flat back).
- m. 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 flowerpots, 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.

IV. Acceptable Plantings

- | | |
|---|------------------------------------|
| a. Gold Tip White Junipers | d. Small Rhododendrons |
| b. Delaware White Azaleas | e. Upright Hews (for rear fill in) |
| c. Small Cap Yews (used to replace Hexi-Junipers in rear) | f. Hostas |
| | g. Japanese Red Maples |

Pet Ownership

Homeowners are responsible for damages caused by their pets, the pets of their guests and the pets of all permanent residents in their home. There have been many complaints of feces in the community. It is not only unsightly but it also results in sod and other landscaping damage.

1. Dogs and other animals must **ALWAYS** be under the immediate control of their owners.
2. Town regulations require that dogs be leashed and have current tags.
3. Under **NO** circumstances should an owner let his pet 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 owner 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 pet 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. **Pet Registration:** All permanent residents must complete the Pet Registration Form (see Appendix 6) for every animal they own. The form must be completed and returned within 15 days of obtaining your pet or establishing residency in Woods Edge.

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 funds and avoid foul smells and the possibility of vermin, the Board has adapted the following resolutions.

1. The dumpster lid must be closed at all times. Do not place any item in the dumpster if the lid cannot be closed.
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 at which time they must be placed on your lawn near curbside. If the town fails to pickup the bulk items as arranged, they must be returned to your home by 5 PM the same day.
5. Under no circumstances are you allowed to leave garbage outside the dumpster.

Sale and Leasing Policies

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. The regulations below 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 at least 30 days prior to closing.

- a. Name of new homeowner(s) and all other permanent residents.
- b. Address of unit.
- c. Ages of children.
- d. A Vehicle Registration Form (See Appendix 4) must be filled out for every vehicle owned by the new homeowner or other permanent resident.
- e. A Pet Registration Form (See Appendix 6) must be filled out for every pet owned by the new homeowner or other permanent resident.
- f. Name and address of mortgage holder.
- g. A copy of a current insurance policy (Fire & Hazard), naming the Woods Edge Homeowners Association as additionally insured

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 and all other permanent residents.
- b. Address of unit.
- h. Ages of children.
- c. Mailing address of absentee homeowner.
- d. A Vehicle Registration Form (see Appendix 4) must be filled out for each vehicle owned by the leaseholder or other permanent resident. 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.

- e. A Pet Registration Form (See Appendix 6) must be filled out for each pet owned by the leaseholder or other permanent resident.
- f. 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.

Additions and Alterations

Homeowners are required to complete an Alteration Request form (see Appendix 5) and obtain Board approval for any addition or alteration to the common property. Approval must be obtained prior to beginning any work. All requests must include plans for professional and rapid debris removal. Each request will be reviewed at the next meeting following its submission and will be responded to within thirty days thereafter.

IMPORTANT LANDSCAPING NOTE: The shrubs, trees and other planted items outside your home are the property of the Association. Before you remove anything that does not belong to you, you must obtain Board approval. Please fill out and submit the Alteration Request form.

Appropriate ***building permits, insurance certificates (NYS Compensation and Disability proof), and a Hold Harmless Agreement (protecting the Woods Edge Homeowners Association)*** may 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.

Homeowner Maintenance Responsibilities

All interior maintenance and the exterior items listed below are the responsibility of the homeowner.

- All Windows
- All Doors
- The Skylights (except caulking and flashing)
- Repairing Basement Leaks
- All Homeowner Installed Plantings
- All Deck Maintenance (including power washing and staining. Note: The approved stain is **Cabot - Bluestone** or color equivalent.)
- All Chimney Items (including caps and trim except for caulking)
- Vents and Vent Caps
- All Outside Exterminating (including: bird nests, rodents, insects, termites, etc.) Except for periodic wasp and bee exterminating on the ground floor.

All other exterior maintenance is the responsibility of the Association.

Important Notice

All structural or cosmetic exterior modifications require prior Board approval. Please contact a Board member for details.

Dated May 2005 - supercedes all previous charts

SERVICE REQUEST FORM

Instructions: Before you submit a maintenance request, make sure it's the responsibility of the Association to fix the problem by checking the **Homeowner Maintenance Responsibilities**. Then fill out this form and mail or fax it to:

Greenview Properties
132 East Main Street
Bay Shore, NY 11706

Phone: (631) 666-4040
Fax: (631) 968-0795
E-mail:
ResidentServices@GreenviewProperties.com

Date: _____

Name: _____

Address: _____ **Phone No.** _____

Category: (Check One)

- | | |
|---|---|
| <input type="checkbox"/> Maintenance Request | <input type="checkbox"/> Safety or Security Problem |
| <input type="checkbox"/> House Rule Violation | <input type="checkbox"/> Suggestion for Improvement |

Brief description of your comments/request: (please print)

For Internal Use: Date Received: _____ Date Resolved: _____

Response: _____

ORDER FORM FOR WOODS EDGE ACCESS PRODUCTS

Instructions: Fill out this form and then mail it with your check to the address below. All checks must be made out to Woods Edge HOA.

Greenview Properties
132 East Main Street
Bay Shore, NY 11706

Phone: (631) 666-4040
Fax: (631) 968-0795
E-mail:
ResidentServices@GreenviewProperties.com

Please **Print** Clearly

Date: _____

Street Address: _____
(do not list city, state or zip)

Last Name: _____ **Phone No.** _____
(NEW RESIDENTS, print up to 13 characters, this will be displayed on the system screen)

Front Gate Remote Controls:

The cost is \$35.00 per remote.

I Wish to order _____ remotes for a total cost of _____

Front Gate Swipe Cards:

The cost is \$10.00 per card

I Wish to order _____ gate cards for a total cost of _____

Corby Cards (to access the clubhouse):

The cost is \$50.00 per card

I Wish to order _____ Corby cards for a total cost of _____

TOTAL AMOUNT ENCLOSED: _____

VEHICLE REGISTRATION FORM

Instructions: Fill out this form and then mail or fax it to:

Greenview Properties
132 East Main Street
Bay Shore, NY 11706

Phone: (631) 666-4040
Fax: (631) 968-0795
E-mail:
ResidentServices@GreenviewProperties.com

Owner: _____

Address: _____ **Phone No.** _____

VEHICLE No. 1

For Internal Use (Registration #)

Was this license plate previously registered with Woods Edge? Y ☐ N ☐

Year _____ Make _____ Model: _____

Color: _____ License Plate # _____

VEHICLE No. 2

For Internal Use (Registration #)

Was this license plate previously registered with Woods Edge? Y ☐ N ☐

Year _____ Make _____ Model: _____

Color: _____ License Plate # _____

VEHICLE No. 3

For Internal Use (Registration #)

Was this license plate previously registered with Woods Edge? Y ☐ N ☐

Year _____ Make _____ Model: _____

Color: _____ License Plate # _____

ALTERATION REQUEST FORM

Instructions: Fill out this form and then mail or fax it to:

Greenview Properties
132 East Main Street
Bay Shore, NY 11706

Phone: (631) 666-4040
Fax: (631) 968-0795
E-mail:
ResidentServices@GreenviewProperties.com

Date: _____

Name: _____

Address: _____ **Phone No.** _____

I am requesting approval for the following addition/alteration (or **landscaping** change) to the common area. (Note: Description must include a listing of all components and construction materials to be used plus the appropriate *building permits, insurance certificates (NYS Compensation and Disability proof), and a Hold Harmless Agreement (protecting the Woods Edge Homeowners Association)* where required. In addition, please provide a sketch, detailed enough, so that the Board knows exactly what the alteration will look like when completed.

DESCRIPTION OF REQUEST:

PROVIDE SKETCH – (USE ADDITIONAL PAPER)

Signature : _____ **Date** _____

Board Reviewed Date: _____ **Approval Date:** _____

Approved by: _____ **Board President.**

PET REGISTRATION FORM

Instructions: Fill out this form and then mail or fax it to:

Greenview Properties
132 East Main Street
Bay Shore, NY 11706

Phone: (631) 666-4040
Fax: (631) 968-0795
E-mail:
ResidentServices@GreenviewProperties.com

Owner: _____

Address: _____ **Phone No.** _____

Pet No. 1 Dog ☐ Cat ☐

Breed _____ Color _____

Pet's Name _____

Pet No. 2 Dog ☐ Cat ☐

Breed _____ Color _____

Pet's Name _____

Pet No. 3 Dog ☐ Cat ☐

Breed _____ Color _____

Pet's Name _____

Pet No. 4 Dog ☐ Cat ☐

Breed _____ Color _____

Pet's Name _____

Pet No. 5 Dog ☐ Cat ☐

Breed _____ Color _____

Pet's Name _____