



# CHURCHVILLE GREENE HOMEOWNERS ASSOCIATION

## HOMEOWNERS MANUAL

### Important

When a home changes **ownership**, this Manual, or a copy, must be passed on to the new owner. The owner of a **rented** home must immediately supply a copy of this Manual to their tenant

### **ABOUT THE GREENE**

Churchville Greene is a development of 212 single-family homes in the Village of Churchville, New York. Built in 1975, it is comprised of 21 acres of land on East Buffalo Street in the Village of Churchville.

The homes are clustered in groups of four. Each home is built on its own lot, and each owner owns their own lot, which is comprised of the physical land that includes the perimeter of the home unit, garage and private patio area.

Homes are surrounded by a Common Area of undeveloped open space comprised of approximately 10 acres which is owned by Churchville Greene Homeowners Association, Inc. for the common use and enjoyment of homeowners.

A map of the Greene is provided in the Appendix to illustrate the layout of the Greene and all lots, roads and private drives.

### **FROM THE BOARD**

The Board of Directors of Churchville Greene is please that you have chosen the Greene as your home. We extend to you a warm welcome to our community and hope that you find you're living experience with us a friendly and pleasant one.

Living in a shared community has many benefits. It also imposes certain Rules and Regulations, which may seem restrictive to those accustomed to living in an apartment or in a private residence. Many of the Rules and Regulations come from the original governing documents. The intent of the Rules and Regulations are to clarify expectations placed upon the homeowner who lives in Churchville Greene.

To acquaint you with your new community, please read the "Rules and Regulations" of the Greene and other pertinent information contained in this Manual. This is information the Board of Directors feels is important to you. If you should have any questions, please do not hesitate to contact the Management Company or, any Member of the Board of Directors. Please visit the Homeowner's Association Website at [www.churchvillegreene.com](http://www.churchvillegreene.com) for additional information.

Again, WELCOME to the Churchville Greene!

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## OVERVIEW

The purpose of this Manual is to provide you, the homeowner, with guidance on the **Rules and Regulations of Churchville Greene Homeowners Association and to provide you with useful information.** The Manual is based on the Declaration of Covenants, Conditions and Restrictions, By-Laws as well as “common-sense,” directed at maintaining the Homeowners Association. These guidelines are intended to identify the responsibility of each homeowner. The Common Area referred to in the Homeowners Manual are areas outside of your home, garage foundation, and patio.

This Manual is intended to assure consistency and uniformity for all homeowners living in the Greene. Adherence to the guidelines contained in the Manual is the responsibility of all homeowners and is intended to provide a standard for maintaining Churchville Greene as an outstanding community where we can all enjoy living, and where property values of our homes are protected.

The Rules and Regulations contained in this Manual were developed by the Homeowners Association. Many were modeled from guidelines from similar townhouse communities. The intent of the Homeowners Manual is not to restrict, but to help clarify your questions and concerns. The Rules and Regulations are intended to benefit the common good, and as a result, maintain property values and encourage neighborly cooperation.

All Churchville Greene homeowners, family, tenants and guests are required to adhere to the Rules and Regulations for the benefit of all who reside in, or visit, our community. Compliance with the Rules and Regulations is the responsibility of your elected Board of Directors. The Rules and Regulations shall be deemed to be in effect until amended by the Board of Directors of the Homeowner’s Association, and shall apply to all owners, their family, renters, guests and users of the dwelling units.

Should a breach of the Rules and Regulations occur (non-compliance), a Warning Letter will be drafted by the Management Company alerting the homeowner of a perceived rule violation. Required corrective action by the homeowner and the date for correction (compliance) by the homeowner will be stated in the notice. Each homeowner must take responsibility for complying with the corrective action required by the Management Company, as a failure to do so will result in charges billed directly to the homeowner.

It is the responsibility of each homeowner to be familiar with the Covenants, Conditions and Restrictions and to inform all occupants, residents, tenants and invitee(s) of the requirements for living at Churchville Greene.

## GENERAL INFORMATION

1. Churchville Greene Homeowners Association, Inc. Board of Directors meets on the second Wednesday of each month at 6:30PM. The Board Meeting Minutes are posted on-line at the Churchville Greene Homeowners Association website ([www.churchvillegreene.com](http://www.churchvillegreene.com)) as well as posted on the bulletin board at the barn. Date and location of future meetings are listed in the Board Minutes. You may also contact the Management Company to find out the date and location of the next Board Meeting.
2. If you are a homeowner and have special concerns, or are simply interested in learning more about Board of Directors operations and/or how association business is conducted, you are free to attend any monthly meeting. All are welcome and we encourage homeowner attendance.
3. If you wish to place special items on the Board of Directors Agenda, please contact the Management Company so that you may be added on the Agenda.
4. Soliciting is NOT permitted on Churchville Greene property.
5. Entry keys to individual homeowner property are not maintained on file by the Association or the Management Company. Your home is a private residence. As such, each homeowner is responsible for maintaining keys for access to their dwellings.
6. In order to keep the Greene neat and clean, all personal items such as toys, bicycles, lawn furniture or other similar items must be put away at night/dusk when not in use, and not be left in the common or parking area.
7. **IF YOU BELIEVE AN EMERGENCY SITUATION EXISTS WHICH REQUIRES THE SERVICES OF POLICE, FIRE OR AMBULANCE, CALL 911 IMMEDIATELY.** (See “Emergency Phone Numbers” for listing).

## ARCHITECTURAL CONTROLS (COMMON AREA)



1. **Exterior:** No exterior modifications of any kind are to be made to the Common Area or individual homes until the plans and specifications for the desired modifications have been submitted to the Board of Directors or the Architectural Review Committee on a Variance Request Form, and are approved in writing. A copy of the Form is in the Appendix, but can also be obtained from the Churchville Greene Website with a link to the Management Company or, by calling the Management Company. In order for the Board of Directors to make a decision about your request and the potential impact of the change, please include detailed plans and specifications for your proposed changes and any other pertinent information (e.g., manufacturer's brochure, picture/photo, and the contractor who will perform the work).
2. All contractors performing work on Churchville Greene premises must be covered by Worker's Compensation Insurance. They must also execute a "Hold-Harmless" release and submit this, along with a photocopy of their Certificate of Insurance, to the Management Company prior to beginning any work on-site.
3. Restoration of exterior changes that were not approved by the Board becomes the responsibility of the homeowner. All expenses associated with the non-approved restoration, including potential legal fees, become the sole responsibility of the homeowner.
4. No homeowner may install or modify any additional exterior electrical lighting (e.g., spotlights, or sensors lights) without a Variance Request and approval from the Board.
5. Fences, rocks and similar items are not permitted on any part of the Common Area unless placed there by the Management Company as part of the Greene landscaping.

The Board of Directors will not knowingly give approval to exterior changes that contradict building or zoning restrictions. The responsibility for compliance of any changes made however, become the responsibility of the homeowner and Board approval **does not waive the** need for the homeowner to obtain appropriate Village permits.

6. **Interior:** It is the privilege of each homeowner to improve the interior of his/her home by new construction as long as the construction does not change or alter the exterior appearance of the home.

It is the sole responsibility of each homeowner, to maintain and repair the interior of his/her home. It is generally the responsibility of the Homeowners Association and its agent to maintain and repair the exterior of all homes as well as maintaining and repairing all Common Areas.

For interior changes, a Variance Request is not required.

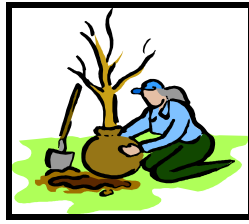
7. The installation of fireplaces (gas or wood) or any wood or coal burning heating devices by the homeowner requires submission of a Variance Request as well as meeting all applicable Federal, State and local fire codes.

#### **Doors and Windows:**

- A. Maintenance to the exterior doors, windows and screens and their attached hardware is the sole responsibility of the homeowner.
- B. The exterior surfaces of the windows and doors that are visible from the outside of a home may not be painted or altered without submitting a Variance Request and obtaining Board of Directors approval.
- C. The hanging of garments or rugs from windows or doors, or the attachment of clotheslines to buildings or fences is prohibited.
- D. Awnings are not permitted to be attached to the exterior structure.



## LAWN and GARDEN, PLANTINGS



1. Planting and maintaining lawns, trees and shrubs (other than the patio) is the responsibility of the Homeowners Association. Lawns are mowed and trimmed on a weekly basis during the growing season by the Greene's contracted provider.

Other landscaping services include spring and fall cleanups, landscape beds edging and mulching in the spring, periodic weeding of the landscape beds, and shrub pruning twice each season (usually scheduled in late June and late August). In addition, there is an application lawn fertilization program (including appropriate weed and insect control), and a treatment program for shrubs and trees (including disease and insect control on an as needed basis). The schedule for these lawn and shrub/tree treatments vary from season to season, depending on the weather and the conditions of the lawn and plants.

2. No permanent plantings outside of the patio area, such as trees and shrubs, may be planted without submission of a Variance Request and Board of Directors approval. Residents are not permitted to remove any of the shrubs, plantings or ground cover planted by the Homeowners Association without Board of Directors approval.
3. Flowers and shrubs around the patio fence and in the patio area, are allowed but are the homeowner's responsibility to maintain. All plantings and greenery should be neatly maintained and not infringe on, or interfere with, lawns, buildings and grounds, or detract from the aesthetics of Churchville Greene.
4. Hanging planters and containers should be limited to the patio area and entranceway. They must not be attached to the siding, gutters, downspouts or interfere with building and grounds maintenance.
5. Growing of vegetable gardens is permitted in the homeowner's patio but is not allowed in the Common Area. The height of the vegetable plantings should not exceed the height of the patio fence.

## TV DISH ANTENNA



A TV Dish Antenna is allowed by Churchville Greene. Part of Section 207 of the Telecommunications Act of 1996 prohibits Homeowners Associations from banning exterior Direct Broadcast satellite. These rules are available from the Management Company to each homeowner upon request. If you have any questions, it is advisable to consult with the Management Company prior to having the TV dish installed.

1. A Variance Request Form must be submitted to the Board of Directors prior to installation. The Architectural Review Committee and the Management Company will work with the installer to make recommendations as to where the dish can be installed. The preferred location is on the fascia of the unit (See Appendix, “Appropriate Mounting of TV Dish Antenna: Pictures”). No dish shall be installed on the siding of any building or in a patio area.
2. No exterior television or radio antennas of any type shall be attached to buildings or placed anywhere in the Common Area (including patios).
3. Failure of the installer to follow approved installation procedures could result in requiring the installer to return and/or reposition the dish and repair any damage to the structure of the unit at the homeowners expense.

## MAINTENANCE and REPAIRS

1. The Churchville Greene Homeowners Association will repair, replace, and care for roofs, siding, gutters, downspouts, exterior building surfaces and trim, shrubs, trees, grass, sidewalks, and garage doors. Larger projects may require quotes and approval of the Board of Directors. (See Appendix, “Homeowners Responsibility Chart.”)
2. All interior home maintenance is the responsibility the homeowner. The following interior and exterior components of each home are considered the responsibility of the homeowner (e.g., interior plumbing, electrical, heating, central air conditioning, appliances, painting, replacing outside light bulbs, exterior doors, window screens and storm doors, window units (frame and glass) and basement

walls and foundations). All repairs to internal installations of a home which are located in and service only that home are the responsibility of each individual homeowner and shall be made at the homeowner's expense.

3. Patios are maintained by the homeowner. Structures located in the area (e.g., cement patios, decks) which hinders access to pipes, wiring or other utilities will be removed by the homeowner if access is required for maintenance or repairs by the Association. (See "Patio Section" for more information).
4. Homeowner requests for Common Area maintenance can be completed by contacting the Management Company (See "Emergency Telephone Numbers" in Appendix).
5. Each homeowner will be held financially liable for damage to the Common Area or to Churchville Greene caused by that homeowner, family, guests, or residents in your home.
6. You must promptly perform any repairs to your home (including the patio area) as this has an impact on the overall aesthetics of the Greene. As the homeowner, you are responsible for any liability or damages caused by delays in the repairs or maintenance.
7. The Churchville Greene Homeowners Association will contract for snow removal for the driveways, private roadway, and parking in the Common Area. Snow removal on the sidewalks, porch (if applicable) and patio are the responsibility of the homeowner.
8. The Board of Directors shall have the right of access to any home and to all portions of the Common Area for the purpose of carrying out its obligations to Churchville Greene Homeowners Association under the By-Laws, Rules and Regulations or the Declaration of the Churchville Greene Homeowners Association. Interior home inspection is warranted in the event of water damage caused by exterior components in the exterior siding, roofing, chimney and/or roof vents.

## CHILDREN SAFETY WITHIN THE GREENE

It is important to remember that the overall safety of our children who live in the Greene is a priority. While everyone would agree that children require a place to play and be kids, Churchville Greene Rules and Regulations state.

1. Parents are required to closely supervise their children.

Bicycling, skateboarding, skating, playing hopscotch or making colorful drawings with sidewalk chalk are all wonderful activities that can also be VERY DANGEROUS when done in the street due to the many blind drives throughout the Greene as well as motorists failing to monitor the mandated speed limit. These activities can also unfairly cause the Homeowners' Association to incur an increase in, or a loss of insurance should an accident occur.

Please be mindful that roadways are not playgrounds and children should not play in them. Please help make the Greene a safe and happy environment for our children and parents to raise them. It is the parent/guardians responsibility to help supervise all children and discourage them from utilizing the cul-de-sacs, private drives and roadways as play areas.

## PARKING AND ROAD SAFETY



1. Each homeowner with a one (1) car garage has exclusive use of two (2) spaces for full-time use. One space is provided in your garage and the other space in your driveway, directly in front of the garage entrance.
2. Each homeowner with a two (2) car garage has exclusive use of four (4) parking spaces for full-time use. Two (2) spaces in the garage and two (2) spaces in the front of the garage.
3. A few additional parking spaces are provided for guests at the barn lot. When necessary, overflow parking may be accommodated by parking on the inside curb of Greenway Boulevard (be sure to review parking restrictions).
4. Greenway Boulevard is a Village thoroughfare where parking laws are in effect. No parking is permitted on Village streets between the hours of 2:00 AM to 6:00 AM from November 1<sup>st</sup> to May 1<sup>st</sup>. Cars in violation may be ticketed or removed by the Village of Churchville.
5. The speed limit on Greenway Boulevard is posted as 25 MPH. The speed limit on the interior driveways and private drives is 10 MPH. For the safety of our children, residents and pets, it is expected that all will comply with the posted speed limit.

6. Limited handicapped parking is available at the barn lot designated as “Handicapped Parking.”
7. All campers, trailers, boats, and snowmobiles must be stored in the interior of your garage. This includes *unregistered* vehicles. The storage of such vehicles in the Common Areas is strictly prohibited. No one shall live in or store boats, trailers, mobile homes, motor homes, recreational vehicles or commercial vehicles in the Common Area, driveway or parking areas.
8. Parking is not allowed on any lawn area of the Greene. Any lawn damage resulting from a failure to comply with this rule will be assessed to the individual homeowner. All cars are to be kept in the garage whenever possible. Parking is not allowed on the private drives, at anytime, as these are considered emergency access routes.
9. Speeding and careless driving on Churchville Greene property is both dangerous and inconsiderate. All homeowners must remind their family and their visitors to use extreme caution when driving through the community, particularly for the protection of our children, pets, and our many walkers.
10. Children are not permitted to ride their bicycles on the lawn areas. As a reminder, NY State and Federal Law require the use of helmets.
11. All vehicles permitted on Churchville Greene property must be equipped with properly functioning mufflers and exhausts so as to reduce unnecessary noise as well as to comply with local and state laws.
12. Unlicensed motor vehicles may not be operated on Churchville Greene property or any part of the Common Area.
13. No unlicensed operator is allowed to operate a motor vehicle anywhere on the Churchville Greene property at any time.
14. Major repairs, including fluids to motor vehicles, are NOT permitted on any roadways, driveways or parking areas in the Greene.
15. No vehicle which cannot operate under its own power shall remain on Greene premises for more than forty-eight (48) hours unless stored in the homeowner’s garage.
16. Vehicles with expired registration tags/plates will be considered abandoned and towed at the homeowner’s expense if left on roadways, driveways or parking areas in the Greene.
17. No long-term parking (more than (5) five days), of motor vehicles is permitted in the barn lot without specific written permission from the Board of Directors.

18. The operation of snowmobiles, mini-bikes, go-carts, and all-terrain vehicles are prohibited in any area of Churchville Greene.
19. During cold weather, many residents allow their vehicle to warm up by leaving them running. As a safety measure, move your vehicle out of the garage and position your vehicle in the driveway so that the fumes are not directed toward your home. The fumes, which may enter your home, are not only bothersome but also create a potential health hazard.

## PATIO AREAS

1. Patio areas and their subsequent maintenance are the sole responsibility of the homeowner.
2. The sidewalks, walkways and entrances must not be obstructed or encumbered in any manner per Churchville Fire Code. Customary patio furniture, patio furnishings, potted plants, bicycles and gas, charcoal or electric BBQ are allowed in the patio.
3. No awnings or canopies, or other projections shall be attached to or placed upon the outside walls, doors or roof of a unit. Free standing canopies are acceptable as long as they are fully staked so as not to come lose and, are removed before winter.
4. The installation of any new fencing requires a Variance Request. Fencing must be the same as previously installed and wooden stockade in nature. Pressure treated stockade fencing is acceptable.
5. Fencing height must be a minimum of four (4) feet and not exceed five (5) feet tall, and include a patio access door of the same height. Door hinges and the door handle must be black in color. Fence posts must be of the same material and securely buried and reinforced as required. If you wish to stain your fence, approved colors of stain are posted at the barn.
6. Patio covers and enclosures of any type are not allowed.

## GRILLS AND FIREPITS



### Grills:

1. For the protection of your property, the property of others and, for the good of the community, grills (e.g., charcoal, gas, propane) are to be stored in the garage or patio area only **after** the coals have either been removed or, all parts of the unit are cold. Propane tanks are not to be stored in the garage, but can be stored in the patio. **NEVER STORE A WARM OR SMOLDERING GRILL IN THE GARAGE.** Any damage to the property (siding, lawn, etc.) will be the responsibility of the homeowner.
2. All grilling should be conducted away from your home/building. State code requires a grill be 10 feet from a building when in use. No grilling is allowed inside the garage. Use extreme caution when using starter fluids so that the fire does not excessively spark or shoot up out of control. Grills may not be left out overnight unless stored inside the patio area or garage.

### Fire Pits and Tiki Torches:

It is important for homeowners to be aware of fire codes governing the use of fire pits and tiki torches. According to New York State, “*recreational fires cannot be located within 25 feet of a structure (including decks and fences) or other combustible materials unless they are in an approved container designed for this purpose, such as screened appliance. Even in an approved container, they still must be at least 15 feet from structures. Any condition that could cause a fire to spread within 25 feet of a structure needs to be eliminated before lighting the fire. The fire cannot be more than three (3) feet in diameter and the fire pile cannot exceed two (2) feet in height.*”

1. Only natural firewood/commercial logs may be burned. Burning of lumber, pallets, scrap wood, tree trimmings, leaves, yard waste, paper, cardboard, garbage and similar items are not permitted.
2. The fire must be constantly attended and supervised until the fire has been completely extinguished.
3. A portable fire extinguisher or other approved extinguishing equipment, such as a garden hose must be readily available.

4. Fire pits may not be placed on sidewalks, driveways or in the Common Area.

## PET REGULATIONS



Pets are becoming more and more popular in every household. Pets offer many advantages such as providing people with love, friendship/companionship, well-being, enhancing nice behavior among children, and health benefits.

Even with these positive benefits, dogs, cats and other pets can also present a sanitation as well as a noise (excessive barking) problem. Pets can permanently damage shrubbery, landscaping as well as being a potential danger to our children and Greene residents. This can ultimately result in a deterioration of property and community relations. To avoid any of these potential problems, all homeowners must strictly adhere to the following rules.

1. All dogs housed within the confines of Churchville Greene must have a current NYS dog license as well as an updated rabies certificate. These regulations are also required by the Town of Riga, and the Village of Churchville.
2. Every city, town and village must provide dog services in order that the state and local dog laws and ordinances may be enforced and that all lost and stray dogs may be picked up and humanely cared for until they can be reunited with their owner. (See “Emergency Telephone Numbers” )
  - If your dog is seized, all strays are held at Scottsville Veterinary Hospital for five (5) working days. They are then put up for adoption.
  - To redeem your dog, you must pay a seizure fee, a daily board fee and have a NYS Dog License.
3. It is the sole responsibility of each homeowner owning a pet to CONTROL and immediately CLEAN-UP after their pet(s). Lack of follow-up by the homeowner to this rule violates Churchville Greene Homeowners Association Rules and Regulations as well as the zoning ordinance of the Village of Churchville, Town of Riga, and Monroe County. In addition, failure to pick up after your pet is a potential health hazard for all residents living within the Greene. Please report violators to the Management Company.



4. While on common property, all pets (dogs and cats) must be restrained at all times by the use of a hand-held leash not to exceed eight (8) feet in length.
5. Pets must NOT be leashed or staked out in the Common Area.
6. No more than 2 (TWO) pets may be kept by a homeowner, and the breeding of pets is not allowed. Outdoor cats are not permitted as they cause damage to the Common Areas and are a nuisance. If you own a cat, keep it indoors and safe from wildlife predators and opportunities to pass-on disease.
7. The use of “invisible fencing” is prohibited.
8. Your pet may only be the type which is usually and customarily considered a household pet.
9. When it is determined that a homeowner’s pet has caused damage, or contributed to the destruction to the Common Area (e.g., shrubbery, trees, grass), the homeowner responsible for the pet will be assessed for the cost of the repair or replacement of the damaged area.
10. Ordinances set forth by the Town of Riga, and the Village of Churchville pertaining to animals, will also apply to the Churchville Greene community as well. If there is a problem with loose/stray animals, barking dogs, etc., contact the Management Company as well as inform Animal Control (293-3880, Ext. 125) who will also contact the owner or, resolve the issue.

Please remember that a healthy pet is a happy pet, and a happy pet can help us enjoy a much fuller and more rewarding life.

## SIGN REGULATIONS

1. No advertising signs except one (1) “FOR SALE” or (1) “FOR RENT” sign not exceeding six (6) square feet, is allowed to be placed or permitted to remain on Churchville Greene property, and is to be removed immediately upon closing or renting of the home.

“FOR SALE” sign may be placed in any of one of the following locations on your home:

- Patio fence
- Garage door window
- Any interior window of your home

“Open House” lawn signs may be displayed only during the actual hours of the open house.

- 2 No political signs are allowed.

## REFUSE STORAGE AND REMOVAL



1. Refuse and recycling containers are to be stored within your garage or patio area. Metal or polyethylene waste containers with secure covers are recommended.
2. Refuse collection is contracted by the Village of Churchville. Refuse is picked up by the current contracted vendor. Village regulations are:
  - A. Collection day is **Wednesday morning**, subject to Village contracting unless otherwise noted by the Village due to holidays. Containers must be placed in the designated area (end of your driveway or on the grass at the end of your driveway) no earlier than Tuesday evening after 6:00PM and returned to your garage as soon as possible on Wednesday after refuse pickup is completed (but no later than by the end of Wednesday).
  - B. It is preferred that containers not be placed outside until Wednesday AM, the day that refuse is to be picked up.
  - C. Place all refuse in non-leak containers with covers and equipped with handles strong enough to carry the container, when filled, or heavy plastic bags when not using the container provided by the collection company.
  - D. Containers should not be larger than 30 gallon size or exceed 60 pounds in weight.
  - E. If plastic garbage bags are to be used the bags must be tightly secured. This also will prevent animals from ripping open the bags and causing a potential health hazard as well as not having refuse scattered over the Common Area.

- F. Blue/Green recycling bins should be placed beside the regular refuse container. Please be sure to use the recycle container for the appropriate recycling items. Recycle items are to be stored per recycling instructions provided by the contracted vendor or the County of Monroe.
  - G. On windy days, care should be taken to avoid any items being blown out of the boxes into the street, driveways, or Common Areas. Heavier items should be placed at the top of the recycling bin.
3. Large items such as appliances and furniture will be collected on the normal Pickup day- Wednesday.
- A. Lumber: Lumber must be securely tied in bundles and not to Exceed 60 pounds in weight.
  - B. Discarded lumber must not exceed four (4) feet in length and not to exceed more than 18 inches in diameter.
  - C. Building waste: waste from minor repairs must be placed in a suitable container not to exceed 60 pounds in weight.
  - D. Tires: The Village picks up tires on the normal pick up day- Wednesday.
  - E. Tree Limbs: Must not exceed four (4) feet in length and not be more than Eighteen (18) inches in diameter.

As a suggestion, call the Village Office (293-3720) on Tuesday, the day before pick up, to insure pick up of large items on Wednesday.

- 4. Every first and third Monday during the summer months, the Village of Churchville will pick up tree trimmings, limbs, and flower cuttings in an open container, brown paper biodegradable bags, or large waste paper bags if placed at the curb on Greenway Blvd. During the winter months, brush will be picked up as necessary.
- 5. **Leaf pick up** will begin in the fall and will be picked up when needed until it snows. Pile leaves near the right of way free of sticks and any other debris. Any time other than fall, leaves should be put in biodegradable paper bags. Do not pile leaves in the road as this could cause traffic hazards and plug up storm water drains.
- 6. **Monroe County EcoPark**: 10 Avion Drive, Rochester, NY 14624 (off Paul Road behind Greater Rochester International Airport). 585-753-7600. Ecopark is designed to provide Monroe Residents a central “one-stop drop-off” to recycle and/or dispose of certain items (see Appendix 6) keeping them from our community’s waters and landfills. The Ecopark has two (2) levels of service: Regular Collections and Special Collections.

- Regular collections: (no fee). Wednesday-Saturday: 7:30AM - 1:00 PM
- Special collections: Consult: [www.monroecounty.gov/ecopark](http://www.monroecounty.gov/ecopark) for schedule.

## NOISE POLLUTION and NUISANCES



1. Homeowners are expected to remember and respect that we live in close proximity to one another. As such, homeowners should use common sense and not allow or cause any disturbing noises, including but not limited to noise from stereos, televisions, radios, pets, motorcycles, car engines, and vocalizations or musical instruments to be produced from your home which will disturb the comfort of others at any time; day or night.
2. Homeowners are also responsible for the behavior, decorum and actions of their families, guests, invitees, and tenants. This also includes violations of the Rules and Regulations of Churchville Greene.

## DAMAGE TO COMMON AREAS

The Common Areas were developed for the comfort, recreation, and use by homeowners and their guests.

1. Please be aware that each homeowner is directly responsible for any/all damage to the Common Area due to the negligence or misuse by the homeowner, family, guests, or pets.

Please keep the Common Areas damage free for the benefit of all to use.

2. Bouncing balls off the side of a residence may cause damage to the siding or a window and is not allowed.

## VIOLATIONS

To the extent possible, all homeowners are encouraged to address other homeowners with perceived infractions/violations of Churchville Greene Homeowner Associations Rules and Regulations. If this is not practical or desirable, the Management Company should be contacted. This communication may be in the form of an email or a written letter. The Board of Directors has the legal responsibility to enforce the Rules and Regulations of Churchville Greene to maintain our property values as well as to provide its Members a safe and friendly environment for the benefit of all.

## LEASING and RENTAL



Every Churchville Greene homeowner has the right to rent or lease their unit for single family occupancy. There are **NO** prohibitions in the Declaration of Covenants, Conditions and Restrictions and, By-Laws which prevent a homeowner from utilizing this option. If a homeowner chooses to lease or rent his or her unit, it does not, however, absolve the homeowner from their responsibility to the tenant and to residents of Churchville Greene.

1. If the homeowner chooses to lease or rent their unit, it is the responsibility of the homeowner to inform their tenant of rules, regulations and guidelines of Churchville Greene. A copy of the Homeowners Manual must be given to the tenant. The unit must comply with all Village of Churchville and Town of Riga codes.
2. The homeowner must complete, and promptly submit to the Management Company, the “Churchville Greene Homeowners Association Homeowner-Tenant Questionnaire” (See Appendix, the “Churchville Greene Homeowners Association Homeowner-Tenant Questionnaire”). A new questionnaire must be completed and submitted to the Management Company each time the unit is rented.
3. The homeowner who leases or rents their property will be held legally responsible for the actions and activities of the renting parties and their guests who fail to comply with the Rules and Regulations as defined in the Declarations and By-Laws and policies established by the Board of Directors.

- 4 Anyone living in the unit other than the immediate family of a unit owner is considered a tenant.
- 5 A tenant has all the rights of a homeowner (except for voting) and, also has the same responsibility as all other homeowners who reside within Churchville Greene to abide by the Rules and Regulations as defined in this Manual.
- 6 The owner of the unit being leased or rented is fully responsible for their unit whether occupying their unit themselves or renting to others. **Rental does not absolve the homeowner of his or her responsibility for their property.**
- 7 No homeowner shall rent or lease less than the entire unit.
- 8 No sub-leasing is allowed.
- 9 In the event a tenant of a unit fails to comply with the provisions of Churchville Greene Homeowners Association Documents, the Board of Directors, on behalf of Churchville Greene Homeowners Association, will notify the owner of such violation and demand that the same be remedied through the owner's efforts within thirty-days (30) days after such notice. The owner shall immediately provide the tenant written notice of the violation.
- 10 If such violation is not remedied within the thirty-day (30) day period, the owner shall immediately, at his or her own cost and expense, institute what ever corrective action steps are required to resolve the violations, up to and including eviction action against the tenant.

It is recommended, but not required, that the homeowner conduct a Background Check on any prospective tenant for the safety and security of your property and for Members of Churchville Greene.

## MAINTANANCE FEES

Monthly assessment (Maintenance Fee) are collected from each homeowner. These assessment fees cover insurance and various operating expenses for which the Homeowners Association has responsibility and, for maintaining a Reserve Fund for current and future major repairs and improvements. Failure of a homeowner to pay their monthly fee has a direct impact on all homeowners in the Greene by reducing moneys available for operations, maintenance and repairs.

1. Any monthly maintenance fee, which is not paid when due, will be considered delinquent. If you do not pay your maintenance fee within 30 days of the due date, you will incur a late charge.
2. For nonpayment or late payments of any monthly maintenance fee, the Board of Directors has the authority to place a lien on your property. In the event the Board of Directors must take such action, you as the homeowner, will be responsible for any and all legal costs related to the lien and collection process.

## INSURANCE

1. The Board of Directors is responsible for providing insurance for the Homeowners Association as specified in the Declaration section of the Offering Plan. Accordingly, the Board of Directors secures a master policy for which premiums are paid from the homeowner's monthly assessment fee. A copy of the insurance policy is available upon request from the Management Company.

In general, the Homeowners Association master policy provides:

A PROPERTY COVERAGE:

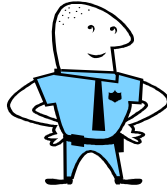
“Casualty Loss” coverage on the unit as original built. Any Betterments or improvements completed by the previous or current Owner are **NOT** covered.

B LIABILITY COVERAGE:

Coverage for the Homeowners Association and its individual members for incidents relating to the Association that **occur on the Common Area.**

2. Homeowner's Personal Property Insurance is the responsibility of each homeowner.
3. Homeowner's Liability Insurance is the responsibility of each homeowner.

## ENFORCEMENT



**Please note.** The Enforcement Provisions detailed below are considered a last resort. Homeowners are strongly encouraged to familiarize themselves with the Rules and Regulations of Churchville Greene, to adhere to them, and to immediately correct violations when notified so no further action will be necessary.

1. After written notice to a homeowner found to be in violation of any of the Rules and Regulations, the Board of Directors is empowered to levy an additional assessment against the homeowner equal to one-half ( $\frac{1}{2}$ ) of the monthly assessment fee.
2. The additional assessment shall be added to the regular amount of the affected homeowner.
3. Payments received from the homeowner shall first be applied to any special assessment, then to any unpaid late charge, and lastly to the regular assessment due.

## VARIANCE REQUEST FORM PROCESS

The following steps are required, in accordance with the Churchville Greene Homeowners Association Rules and Regulations, whenever a homeowner wishes to make a change(s) to the exterior of his/her home, to the landscaping, or any portion of the Common Area:

1. The homeowner must submit a completed Variance Request Form and complete the Variance Request Checklist (see Appendix for both) describing the



- architectural or landscaping change(s) to the Board of Directors. The homeowner must attach detailed architectural drawings and/or pictures together with a description of the materials to be used. Blank Variance Request Forms may be obtained either from the Churchville Greene Website, or from the Management Company.
2. Construction materials that are identical to the existing exterior materials or are compatible with the architectural design of Churchville Greene Community may be approved.
  3. Exterior color changes of any nature require approval of the Board of Directors (e.g., front door).
  4. The Board of Directors will review the homeowner's Variance Request in detail at the next convened Board meeting. The Board Secretary will ensure that the decision of the Board of Directors is reflected in the minutes of the Board Meeting, which are published and available for all Members of the Association. Additional information may be requested by the Board of Directors, if needed.
  5. The Management Company will formally notify the homeowner of the Board of Directors decision as soon as possible after the Board Meeting. The homeowner will receive a signed copy of the Variance Request. **At no time, should the homeowner proceed to implement a Variance without first receiving an approved signed copy of the Variance Request Form.**
  6. If changes to the Variance Request are required by the Board of Directors, the Management Company will discuss these changes with the homeowner, who will then be required to submit a revised Variance Request.
  7. Before proceeding with the project, the homeowner is also responsible for obtaining a building permit, if necessary, or any other approvals that may be required by the Village of Churchville or, by the Town of Riga. These documents may be required by the Board of Directors prior to final approval of the Variance Request.
  8. If the homeowner wishes to make modifications to an approved Variance Request due to previously unforeseen reasons, work on the project must cease and a revised Variance Request must be submitted to the Board of Directors. If the changes are major, the homeowner must submit a new Variance Request.
  9. Every attempt will be made by the Board of Directors to complete the approval process in a timely manner. A homeowner can submit a variance, and if the Board does not act on that request within 60 days after the next scheduled Board meeting, the homeowner's variance request is automatically approved. In such a case, the homeowner did not receive a timely variance approval from the Board, but has legal authority to go ahead and complete the variance.

10. The homeowner is expected to complete the project within a reasonable period of time after obtaining written Board of Directors approval of the Variance Request.
11. Expenses related to changes that did not have Board of Directors approval are the responsibility of the homeowner and **not** that of the Association. After reasonable notification, the Board of Directors shall proceed to take appropriate action to remove the change and/or restore the site to its original appearance. The responsible homeowner will be assessed for the expenses incurred.
12. If the homeowner is unsure of how to proceed with any step of the Variance Request process, he/she can contact any Member of the Board of Directors, or contact the Management Company.

The above procedures are not intended to be onerous. In fact, the Board of Directors encourages any project that enhances the beauty of the homeowner's property and Churchville Greene. It is, however, the responsibility of the Board of Directors, on behalf of all homeowners, to enforce the Association's Rules and Regulations in order to maintain Churchville Greene as a desirable place in which to live. Therefore, it is expected that all homeowners will abide by the above procedures.

## HOW TO FILE A COMPLAINT

If you have a complaint or concern regarding a contractor or any of Realty Performance Group maintenance employees, please contact your Property Manager at 225-7440.

You are also welcome to contact and discuss any of your concerns with any individual Board of Directors member, or come to any of the monthly Board meetings, which are held on the second Wednesday of the month.

If you have a complaint regarding Realty Performance Group or any of our employees that you feel uncomfortable discussing with your Property Manager, please contact Bob Marvin, the President of Realty Performance Group at the same number listed above.

**EMERGENCY PHONE NUMBERS**

<b>Ambulance</b>	911
<b>Police</b>	911
<b>Fire</b>	911
<b>Town of Riga Animal Control</b>	293-3880, x 215
<b>Life Line</b>	224-8330
<b>Poison Control</b>	275-3232
<b>Gas Emergency or Smell Gas Odor</b>	546-1100 also 1-800-7431702
<b>Electrical Emergency (RGE)</b>	1-800-743-1702
<b>NYSEG (Churchville Electric provider)</b>	1-800-572-1121
<b>Realty Performance Group, Inc.</b>	225-7440
<b>Village of Churchville Office</b>	293-3720
<b>Town of Riga</b>	293-3880
<b>Scottsville Veterinary Hospital</b>	889-8340

## SUMMARY

This Manual is not necessarily a complete guide to all Rules and Regulations, situations and questions that may arise as a homeowner in Churchville Greene. It is recommended that all homeowners keep a copy of this Manual in their home for reference purposes.

It is the hope of the Board of Directors and the Management Company that everyone who resides at Churchville Greene will strive to keep our community friendly, attractive and an enjoyable place to live. Should you, as a resident, require any assistance, please do not hesitate to contact a member of the Board of Directors or the Management Company.

Please enjoy your living experience with us.

## GREENE RULE AND REVISION DATE

### THE GREENE RULE

Care for others and they will care for you

Watch out for our children, they belong to us all

Common sense and respect for one's neighbors are the cardinal rule for living at CHURCHVILLE GREENE

Revised: January 16, 2013

Board Approval Date: 03/13/2013

## APPENDIX

1. Variance Request Form and CGHOA Checklist
2. Homeowner's Responsibility Chart
3. Map of Churchville Greene
4. Appropriate Mounting of TV dish Antenna (Pictures)
5. CGHOA Homeowner-Tenant Questionnaire
6. Monroe County Ecopark Information
7. Frequently Asked Questions

1. Variance Request Form and Checklist  
(page 1)

**EXAMPLE**  
**NOT FOR USE**

**CHURCHVILLE GREENE HOMEOWNERS ASSOCIATION, INC.**  
**VARIANCE REQUEST**

**PLEASE RETURN COMPLETED FORM TO:**  
Churchville Greene Homeowners Association  
c/o Realty Performance Group, Inc.  
550 Latona Road, Build E, Suite 502  
Rochester, NY 14626

**HOMEOWNER:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_  
**PHONE Daytime:** \_\_\_\_\_  
**Evening:** \_\_\_\_\_

**TO THE BOARD OF DIRECTORS:**

I REQUEST PERMISSION TO MAKE THE FOLLOWING CHANGES TO THE EXTERIOR OF MY TOWNHOUSE OR TO THE COMMON AREA OF THE COMMUNITY. I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO OBTAIN ANY BUILDING PERMITS THAT MAY BE NECESSARY FOR THIS WORK. I HAVE ATTACHED A SKETCH OF PROPOSED CHANGES, LISTED MATERIALS TO BE USED, AND INDICATED WHO WILL DO THE WORK (please be explicit; extra sheets may be attached).

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

REASON FOR VARIANCE REQUEST: \_\_\_\_\_

\_\_\_\_\_

WHO WILL COMPLETE THE WORK? (All contractors must provide RPG a certificate of insurance evidencing appropriate liability and workers compensation insurance): \_\_\_\_\_

LENGTH OF GUARANTEE (if applicable): \_\_\_\_\_

INDICATE ANY FUTURE MAINTENANCE REQUIRED BY THE ASSOCIATION: \_\_\_\_\_

\_\_\_\_\_

DATE \_\_\_\_\_ SIGNATURE OF PETITIONER \_\_\_\_\_  
=====

**BOARD OF DIRECTORS ACTION:** \_\_\_\_\_ APPROVED \_\_\_\_\_ DENIED

DATE \_\_\_\_\_ AUTHORIZED SIGNATURE \_\_\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

LATEST COMPLETION DATE AFTER WHICH ANY APPROVAL IS AUTOMATICALLY REVOKED AND NEW VARIANCE REQUEST IS NECESSARY: \_\_\_\_\_

DATE ON WHICH ACTED-ON VARIANCE REQUEST MAILED TO PETITIONER \_\_\_\_\_

## **EXAMPLE- NOT FOR USE**

### **CHURCHVILLE GREENE HOA - VARIANCE CHECKLIST**

#### **FENCES:**

- On original footprint and exact dimensions
- Minimum height 4 feet
- Maximum height 5 feet
- Staining must match examples at the barn. Natural wood preservatives only, no paint

#### **WINDOWS:**

- Slider type (crank or sash windows **NOT** permitted)
  - Must be exact dimensions
  - Installer specifications and copy of proposal must be included
- Of the next two select the appropriate choice: **Grids or No Grids**
- Grids:** Current windows have grids then replacements **MUST** have grids
  - No Grids:** Current windows do not have grids then replacements **MUST NOT** have grids

#### **Sliding Glass Doors**

- Must be exact dimensions
  - Installer specifications and copy of proposal must be included
- Of the next two select the appropriate choice: **Grids or No Grids**
- Grids:** Current windows have grids then replacements **MUST** have grids
  - No Grids:** Current windows do not have grids then replacements **MUST NOT** have grids

#### **DOORS:**

- Must be exact dimensions
- Installer specifications and copy of proposal must be included
- Conservative design and color (Must be approved)
- If just painting variance still needed

#### **Air Conditioners:**

- Preferred Location - Units should be installed in homeowners patio
- If not possible must be in current location
- Installer specifications and copy of proposal must be included
- Existing openings should be used

#### **Satellite Dishes:**

- Mounted to fascia area on "stand-off" brackets
- Wire should enter at closest point
- Wire concealed behind the J Channel or corner piece to prevent hanging

#### **OTHER:**

- Modifications must be per Declaration and policy of the Association, and must be approved by the Board **BEFORE** beginning work

## 2. Homeowner's Responsibility Chart

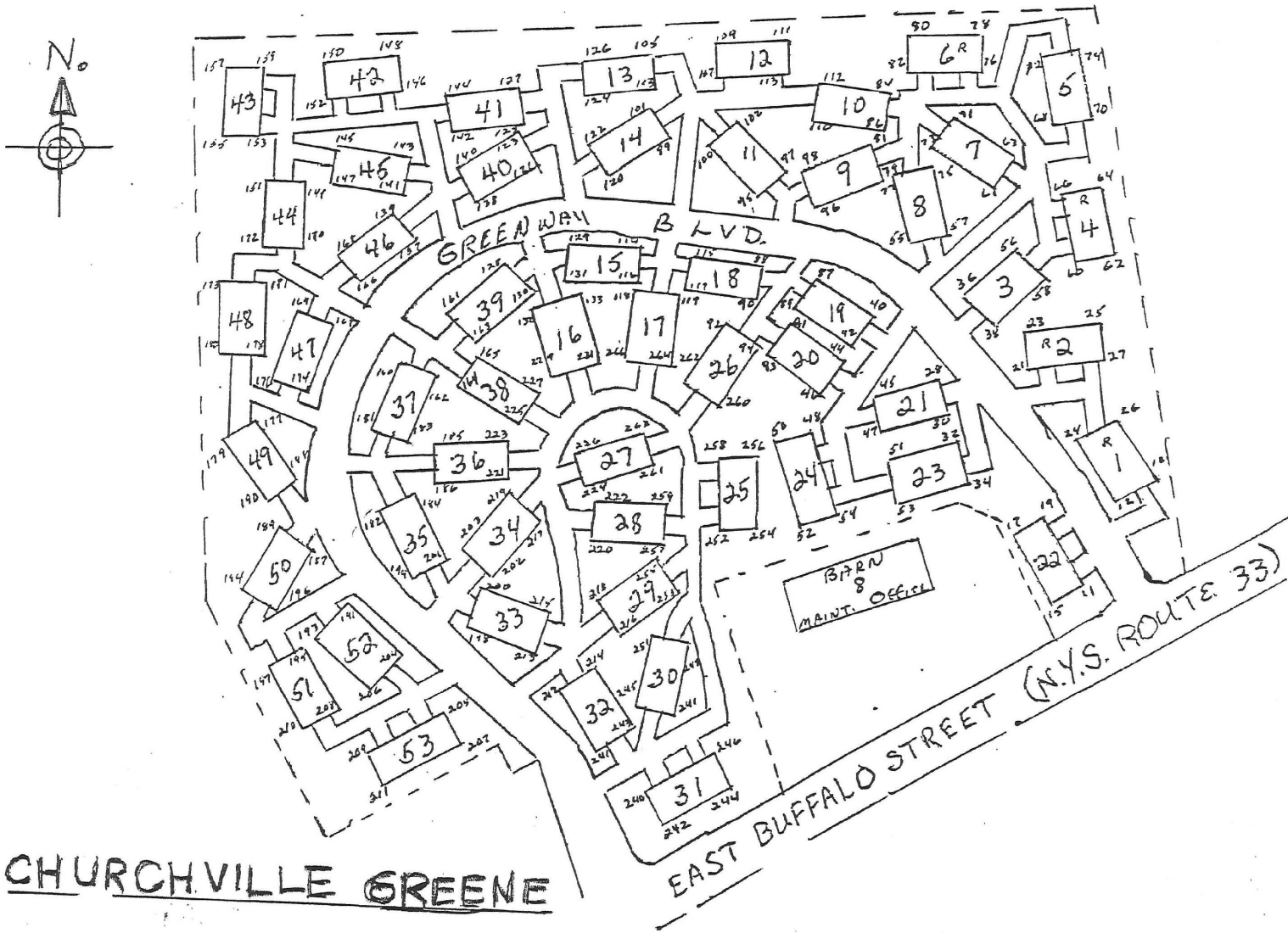
The By-Laws and Declarations, legal documents originally creating Churchville Green Homeowners Association, define and detail various responsibilities of homeowners and of the Homeowners Association. Many of these have been detailed in this Manual in order to make it easier for homeowners to be aware of and understand their responsibilities. This chart does not in any way supersede official Bi-Laws and Declarations.

<b>MAINTENANCE RESPONSIBILITY CHART</b>	
<b>1.0 Interior of Unit</b>	<b>Responsibility</b>
1.1 Floors	HO
1.2 Walls	HO
1.3 Ceilings	HO
1.4 Electrical	HO
1.5 Water	HO
1.6 Facilities	HO
1.7 Doors	HO
1.7-1 Interior Doors	HO
1.7-2 Front Door (interior and exterior)	HO
1.7-3 Garage Door(s) Interior	CGHOA
1.7-4 Garage Door(s) Exterior	CGHOA
1.8 Window (interior and exterior, excluding window well covers)	HO
1.9 Screens (interior and exterior)	HO
1.10 Sump Pump	HO
1.11 Main Water Supply (before water meter and common area)	CGHOA
1.12 Main Water Supply (after water meter)	HO
<b>2.0 Exterior of Unit</b>	
2.1 Siding (paint and repair)	CGHOA
2.2 Roof	CGHOA
2.3 Gutters	CGHOA
2.4 Down Spouts	CGHOA
2.5 Trim Around Windows and Doors (excluding garage doors)	CGHOA
2.6 Chimney (exterior only)	CGHOA
2.7 Vents (outside only)	CGHOA
2.8 Water Spigots (outside only)	CGHOA
<b>3.0 Patio</b>	
3.1 Grounds	HO
3.2 Fence and Gate (interior and exterior)	HO
<b>4.0 Sidewalk</b>	
4.1 Deterioration	CGHOA
4.2 Sagging (if hazardous)	CGHOA
4.3 Snow Removal	HO
<b>5.0 Roads</b>	
5.1 Main Road	Village
5.2 Private Roads	CGHOA
5.3 Driveways	CGHOA
<b>6.0 Common Grounds</b>	
6.1 Grass, Shrubs, and Trees	CGHOA
6.2 Homeowner Planted Shrubs and Trees (patio only)	HO
<b>7.0 Exterior Lights</b>	
7.1 Fixtures (garage and common area)	CGHOA
7.2 Power Supply (private roads street lights)	CGHOA
7.3 Bulbs	HO
<b>8.0 Mailbox</b>	CGHOA

**Legend:** CGHOA—Churchville Greene Homeowners Association  
HO—Individual Homeowner



3. Map of Churchville Greene:



4. Appropriate Mounting of TV Dish Antenna:

Approved



Approved



EXAMPLES

5. Churchville Greene Homeowners Association Homeowner-Tenant Questionnaire **EXAMPLE- NOT FOR USE**

**CHURCHVILLE GREENE HOMEOWNERS ASSOCIATION  
HOMEOWNER-TENANT QUESTIONNAIRE**

Page 1



**HOMEOWNER**

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

Unit Number : \_\_\_\_\_

**Homeowners Resident Address # 1 (if unit is a rental)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Telephone: Home: \_\_\_\_\_  
Cell : \_\_\_\_\_  
Work : \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**Homeowners Resident Address # 2 (if residing out of state or for winter)**

Not Applicable

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Telephone: Home: \_\_\_\_\_  
Cell : \_\_\_\_\_  
Work : \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**TENANT**

Tenant Name 1 \_\_\_\_\_ (Name on Lease)

Tenant Name 2 \_\_\_\_\_ (Name on Lease)

Telephone: Home: \_\_\_\_\_ Cell : \_\_\_\_\_ Work : \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**CHURCHVILLE GREENE HOMEOWNERS ASSOCIATION  
HOMEOWNER-TENANT QUESTIONNAIRE**

Page 2

Number of Occupants Living at Unit: \_\_\_\_\_

Number of Children: \_\_\_\_\_ Ages: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

Not Applicable

Tenant Vehicles:

Vehicle # 1 Year, Make, Model: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

Vehicle # 2 Year, Make, Model: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

Other: \_\_\_\_\_

Pets:  YES  NO # Dogs \_\_\_\_\_ # Cats \_\_\_\_\_

**EMERGENCY CONTACT(S)**

Please provide a contact person(s) who would know the whereabouts of the residents and/or has a key to the unit in case of an emergency or, when resident is not at home.

**Contact Person # 1:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Telephone: Home: \_\_\_\_\_  
Cell : \_\_\_\_\_  
Work : \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**Contact Person # 2:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Telephone: Home: \_\_\_\_\_  
Cell : \_\_\_\_\_  
Work : \_\_\_\_\_

E-mail Address: \_\_\_\_\_

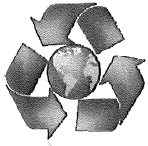
**Please mail or fax the completed questionnaire as soon as possible to:**

Realty Performance Group, Inc.  
550 Latona Road, Building E, Suite 502  
Rochester, NY 14626

Telephone: (585) 225-7440 Fax: (585) 225-7630

**Thank you for completing this questionnaire**

## 6. Monroe County Ecopark Information:



# It's Our Earth... Don't Bag It!

### Did you know?

**Eight percent** of garbage going to local landfills is plastic bags/product wrap!

Please help by recycling other plastics with your bags at the store...

Please **DO NOT** place these materials in your curbside recycling bin!

Recycle the following **CLEAN & DRY** plastics with your grocery bags at the store:

#### BAGS (any #2 and #4) from:

- Newspapers
- Cereal/cracker box liners
- Dry cleaning
- Bread
- Produce
- Frozen food
- Zip-type (zip removed)
- And more!

#### PRODUCT WRAP from:

- Toilet paper
- Napkins
- Paper towels
- Furniture
- Drink cases
- Diapers
- Stretch/shrink wrap
- And more!

#### DO NOT INCLUDE:

- Plastic Bags with:
  - Strings
  - Rigid handles
  - Closing mechanisms
- Soil/mulch bags
- Bubble wrap
- Etc.

For more details: [www.plasticbagrecycling.org](http://www.plasticbagrecycling.org)

#### Quick Facts:

- Plastic bags are made from non-renewable petroleum and natural gas
- An equivalent of 12 million barrels of petroleum is needed to make **100 billion** bags
- Americans *throw away* **100 billion** bags each year
- Less than one percent of plastic bags are recycled
- **NYS Plastic Bag Reduction Act**: most retailers that provide bags to customers must take them back
- Recycled bags/wrapping can be made into useful products such as fencing, decking, building and construction materials and .... new bags!



Maggie Brooks  
County Executive

[www.MonroeCounty.gov](http://www.MonroeCounty.gov)

### Recycling is only one of the 3 Rs of PLASTIC BAGS

**Reduce...** Purchase reusable bags—one less bag can make a difference! If you're buying one or two items, don't ask for a bag.

#### **Reuse...**

- as a lunch bag
- to line your wastebaskets
- to pick up pet waste
- to store dirty or wet clothes when traveling

Don't  
trash our  
future.

Recycle.

## CURBSIDE RECYCLING PAPER

### ALL CLEAN PAPER MATERIALS



Newspapers  
and Inserts



Junk Mail &  
Home Office Paper

**Cardboard & Clean,  
Empty Pizza Boxes**  
(Flatten, pieces  
no larger  
than  
2 x 4 feet)

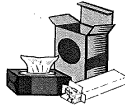


**Magazines  
& Catalogs**



Phone  
Directories  
& All Books

**Paper  
Boxes**  
Cereal,  
Cracker,  
Pasta, Tissue,  
Shoe, Gift, etc. (Flatten box  
and recycle plastic liner at  
store with grocery bags)



#### Other examples:

- Files, School Papers, etc. (shredded paper in clear plastic bags only)
- All Envelopes (window envelopes too!)
- Gift Wrap
- and More!**

#### Reduce Unwanted Mail

Reduce the amount of unwanted mail you receive by calling the following toll-free number:  
888-567-8688

#### Caution!

**To Prevent Identity Theft:** Tear or shred your bills and financial statements before recycling.

#### HOW TO PREPARE YOUR BIN(S)...

- Place paper on the bottom—use a paper bag if desired
- Loosely place the commingled material listed opposite on top of the paper
- Put the bin(s) at your curb before 6:30 a.m. on your regular collection day
- DO NOT** put items in plastic grocery bags!

If possible, use one bin for paper and another for commingled materials—contact your waste hauler for availability.

Don't  
trash our  
future.  
Recycle.



Printed on Recycled Paper

## CURBSIDE RECOVERY COMMINGLED

### CLEAN MATERIALS

All items must be **emptied, rinsed and caps removed**. Labels are acceptable.

**Glass Bottles and  
Jars**  
Green, Brown  
and Clear only



"Gable-Top"  
Cartons & Drink  
or Soup Boxes

**Metal Cans - Food,  
Drink and Aerosol**  
(No Paints or  
Pesticides)

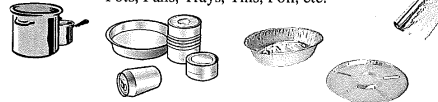


**License Plates**  
Defaced



### Clean Metal Kitchen Cookware & Foilware

Pots, Pans, Trays, Tins, Foil, etc.



### Clean Plastic Materials

#s 1-7 Containers, Lids/Caps (removed from containers), Flatware, Buckets, Plant Containers, Cups, Plasticware, Clamshell or Blister Packaging, CD Cases, Laundry Baskets, Broken Recycling Bins, etc.  
**NO Styrofoam or Prescription Bottles!**



Maggie Brooks  
County Executive

Questions? Visit us at:  
[www.monroecounty.gov](http://www.monroecounty.gov) (under  
Environmental Services or call 753-  
7600). City of Rochester residents  
call 311.

## 7. Frequently Asked Questions:

1. Who is our Management Company?  
*Our Management Company is Realty Performance Group. 550 Latona Road, Bldg. E, Suite 502. Rochester, NY. 14624. Telephone: 585-225-7440.*
2. Where and when are the Homeowner's Board Meetings?  
*The Meetings are held on the second Wednesday of the month at 6:30PM. For location contact the Management Company.*
3. How can I be put on the Homeowner's/Board meeting agenda?  
*A homeowner can be put on the agenda by contact the Management Company up to the day of the scheduled meeting.*
4. Where can I obtain minutes from the Homeowner's/Board meeting.  
*Meeting minutes can be obtained from either the Churchville Greene website: [www.churchvillegreene.com](http://www.churchvillegreene.com) or are posted at the barn.*
5. What are the days for regular trash pick up?  
*Collection day is **Wednesday morning**, subject to village contracting unless otherwise noted by the Village due to holidays.*
6. Am I allowed to put signs (For Sale, Garage Sale, etc.) in my Yard?  
*No advertising signs except one (1) "FOR SALE" sign not exceeding six (6) square feet, is allowed to be placed or permitted to remain on Churchville Greene property, and is to be removed immediately upon sale of the home. An "Open House" sign can be displayed only during hours of the open house. No political signs are allowed.*
7. When are monthly maintenance fees due?  
*Monthly assessment fees are to cover insurance and various operating expenses. Monthly maintenance fees are due the first of each month or, within 15 days or receipt of your monthly statement. Assessment Fee varies from year-to-year.*
8. What type and how many pets are allowed in Churchville Greene?  
*No more than 2 (TWO) pets may be kept by a homeowner, and the breeding of Pets are not allowed. Your pet(s) may only be the type which is usually and customarily considered a household pet.*
9. What type of fence is authorized by the Association?  
*Fencing must be the same as previously installed and wooden stockade in nature. Pressure treated stockade fencing is acceptable. Fencing height must be a minimum of four (4) to a maximum of (5) five feet tall and include a patio access*

## Frequently Asked Questions (Cont.):

*door. Door hinges and the door handle must be black in color. Fence posts must be of the same material and securely buried and reinforced as required. If you wish to stain your fence, approved colors of stain are posted at the barn.*

10. Where can my visitors and guests park their cars?  
*A few additional parking spaces are provided for guests at the barn lot. When necessary, overflow parking may be accommodated by parking on the inside curb of Greenway Boulevard. Greenway Boulevard is a Village thoroughfare where parking laws are in effect. No parking is permitted on Village streets between the hours of 2:00 AM to 6:00 AM from November 1<sup>st</sup> to May 1<sup>st</sup>. Cars in violation may be ticketed or removed by the Village of Churchville.*
  
11. What is the speed limits with Churchville Greene?  
*The speed limit on Greenway Boulevard is posted as 25 MPH. The speed limit on the interior driveways and private drives are 10 MPH. All are expected to adhere to these speed limits.*
  
12. How do I file a complaint?  
*If you have a complaint or concern regarding a contractor or any of Realty Performance Groups maintenance employees, please contact your Property Manager at 225-7440. You are also welcome to contact and discuss any of your concerns with any individual Board of Directors Member or come to any of the monthly Board meetings.*
  
13. Who are my elected Board of Directors?  
*The names of the Board of Directors Members can be found on the Churchville Greene Website. Click on the “About Us” tab.*
  
14. What documentation do I require, and need to submit to the Management Company as part of my Variance Request for a contractor to do work on my unit?  
*All contractors performing work on Churchville Greene premises must be covered by Workmen’s Compensation Insurance. They must also execute a “Hold-Harmless” release and submit this, along with a photocopy of their Certificate of Insurance, to the Management Company prior to beginning any work on-site. Churchville Greene Homeowners Association and Realty Performance Group must be listed as “named insured.”*

*In addition, the homeowner is also responsible for obtaining a building permit, if necessary, or any other approvals that may be required by the Village of Churchville or, by the Town of Riga. These documents may be required by the Board prior to final approval of the Variance Request.*



## Frequently Asked Questions (Cont.):

15. Where can I obtain a copy of the Homeowners Manual?

*A copy of the manual can be downloaded and printed from the Churchville Greene Website, or obtained from the Management Company.*

16. When do I need to obtain a Variance Request?

*Exterior modifications of any kind require a Board approved Variance **prior** to any work beginning on the exterior of the home. For more information see page 7, “Architectural Controls-Exterior” and, page 23, “Variance Request Form Process.”*