



CHURCHVILLE GREENE HOMEOWNERS ASSOCIATION

HOMEOWNERS MANUAL

REVISED March 2019

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.

Visit us at www.chgreene.hoaspace.com

TABLE OF CONTENTS

<u>RULES & REGULATIONS</u>	<u>PAGE</u>
ABOUT THE GREENE	4
MESSAGE FROM THE BOARD	4
OVERVIEW	5
GENERAL INFORMATION	6
ARCHITECTURAL CONTROLS (COMMON AREA)	7
WINDOWS and DOORS	9
LAWN, GARDEN and PLANTINGS	11
TV DISH or TV ANTENNA	12
MAINTENANCE/REPAIRS	13
CHILD SAFETY WITHIN THE GREENE	14
PARKING and ROAD SAFETY	15
PATIO AREAS	17
PATIO FENCING	17
GRILLS and RECREATIONAL OPEN FIRES	19
PET REGULATIONS	20
SIGN REGULATIONS	22
REFUSE STORAGE and REMOVAL	22
NOISE POLLUTION and NUISANCES	25
DAMAGE TO COMMON AREAS	25
VIOLATIONS	26
LEASING and RENTAL	26

TABLE OF CONTENTS

<u>RULES & REGULATIONS (Cont.)</u>	<u>PAGE</u>
MAINTENANCE FEES	28
INSURANCE	28
ENFORCEMENT	29
VARIANCE REQUEST FORM PROCESS	30
HOW TO FILE A COMPLAINT	33
EMERGENCY PHONE NUMBERS and CONTACT INFORMATION	34
SUMMARY	35
GREENE RULE and REVISION DATE	35
<u>APPENDICES:</u>	36
1. Variance Request Form Information	
2. Homeowner Responsibility Chart	
3. Map of Churchville Greene	
4. Appropriate Mounting of TV Dish or TV Antenna (Pictures)	
5. Churchville Greene Homeowner/Tenant Questionnaire (Sample)	
6. Recycling Options	
7. Frequently Asked Questions	

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 pleased that you have chosen the Greene as your home. We extend to you a warm welcome to our community and hope that you find your 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 is 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 Homeowners Association Website for additional information.

Again, WELCOME to our Churchville Greene community!

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 Homeowners 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 at the Riga Town Hall, Municipal Room. The Board Meeting Minutes are posted on-line at the Churchville Greene Website 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. The Board Meeting Agenda is also available on-line at the Churchville Greene Website and at the Barn 3 days before our monthly 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 and Contact Information”).

ARCHITECTURAL CONTROLS (COMMON AREA)



A. Exterior:

1. **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. Variance Request Form information can 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. Exterior changes that were not approved by the Board become the responsibility of the homeowner. All expenses associated with the non-approved exterior changes, 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.

6. 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.
7. The hanging of garments or rugs from windows or doors, or the attachment of clotheslines to buildings or fences is prohibited.
8. Awnings are not permitted to be attached to the exterior structure.

B. Interior:

1. 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.
2. It is the sole responsibility of each homeowner, to maintain and repair the interior of his/her home, **including basements**. 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, with the exception of fireplaces.

C. Fireplaces:

1. 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.

WINDOWS and DOORS



Maintenance to the exterior doors, windows and screens and their attached hardware is the sole responsibility of the homeowner.

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.

Window Replacement Guidelines: When replacing exterior windows, the Board shall consider and may approve required variance requests for window replacement under the following guidelines. These guidelines are for glass only. All other aspects of the window must be as existing.

- 1) Grids or no grids are acceptable regardless of prior configuration.
- 2) If grids are requested, they must be white, vertical and horizontal. Diagonal grids are not permitted.
- 3) All windows must be the same. Grids or no grids.

Patio Door Replacement Guidelines: When replacing a patio door, the Board shall consider and may approve required variance requests for patio door replacement under the following guidelines. These guidelines are for glass only. All other aspects of the patio door must be as existing.

- 1) Grids or no grids are acceptable regardless of prior configuration.
- 2) If grids are requested, they must be white, vertical and horizontal. Diagonal grids are not permitted.
- 3) Venetian blinds between the thermal panes are acceptable.

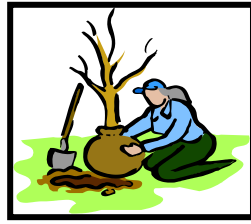
Entry Door Replacement Guidelines: When replacing an entry door, the Board shall consider and may approve required variance requests for entry door replacement under the following guidelines. These guidelines are for glass only. All other aspects of the entry door must be as existing.

- 1) The door may, or may not, include glass regardless of prior configuration.

- 2) If glass is requested, design in the upper half is optional. If glass is installed below the upper half, the total volume of glass should not exceed 50% of the total volume of the door.
- 3) If the door has an existing sidelight, the sidelight may or may not, include venetian blinds between the thermal panes.

The above options will certainly provide the homeowner of the Greene more flexibility in the future when replacing these items. If you have any questions, please feel free to call the Management Company office.

LAWN, GARDEN and 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 or alter any of the shrubs, plantings or ground cover planted by the Homeowners Association without Board of Directors approval.
3. Flowers and shrubs inside the patio area, and annual flowers around the patio fence and sidewalk 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.
6. If you are a current or new homeowner whose outside border around the patio fence has flowers and other greenery that you are unable or no longer willing to maintain, please contact the Management Company so they can reassign its care to the landscape provider.

TV DISH or TV 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 or TV antenna 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 or TV Antenna (Pictures)"). No dish or antenna shall be installed on the siding or roofing shingles of any building or in a patio area.
2. No exterior 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/antenna and repair any damage to the structure of the unit at the homeowner's expense.

MAINTENANCE/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 at the homeowner's expense if access is required for maintenance or repairs by the Association. (See "Patio Areas" Section for more information).
4. Homeowner requests for Common Area maintenance should be submitted to the Management Company. (See "Emergency Phone Numbers and Contact Information").
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.

CHILD 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.
2. 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.

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 (see next).
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 1st to May 1st. 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 any time, as these are considered emergency access routes. Homeowner failure to comply will incur a warning letter and possible fines.

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. 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.
11. Unlicensed motor vehicles may not be operated on Churchville Greene property or any part of the Common Area.
12. No unlicensed operator is allowed to operate a motor vehicle anywhere on the Churchville Greene property at any time.
13. Major repairs and fluid changes to motor vehicles are **NOT** permitted on any roadways, driveways or parking areas in the Greene.
14. 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.
15. 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.
16. 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.
17. The operation of snowmobiles, mini-bikes, go-carts, and all-terrain vehicles are prohibited in any area of Churchville Greene.
18. 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's 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 in patio areas as long as they are fully staked so as not to come lose and, are removed before winter.
4. Patio covers and enclosures of any type are not allowed.

PATIO FENCING



1. Fencing height must be a minimum of five (5) feet and not exceed six (6) feet tall, and must include a patio access door of the same height. Door hinges and the door handle must be black in color. All wooden fence material must be pressure treated lumber and securely buried and reinforced as required. Any new fencing must consist of privacy fence panels as documented on the variance request that is published on our Management Company's Website.
2. New wooden fences need to be stained within a year of construction. Approved colors of stain are posted at the barn. Refer to the Variance Request Form Information in the Appendix for obtaining additional fence requirements.

3. If you are re-staining an existing wooden fence you must submit a General Variance Request. Approved colors of stain are posted at the barn.
4. Current patio fence height cannot be extended by use of an attachment, free standing appliance or other contrivance for the purpose of added privacy without approval of the Board of Directors.

GRILLS and RECREATIONAL OPEN FIRES



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. 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.

Recreational Open Fires: This includes all covered or uncovered fire pits, tiki torches and chimineas

1. With the safety of all our residents in mind, there are **no recreational open fires allowed** within any location on Churchville Greene property. This includes patio areas, common areas, and driveways.
2. In the event that a Board Member or Realty Performance is called for an open burn or smoke nuisance, a warning letter will be issued to the homeowner. Any subsequent violations by a homeowner will generate a fine, which will be determined by the Churchville Greene Homeowners Association Board of Directors
3. We have been advised by the Village to call 911 if there is an open fire concern for safety and continuing violations, with advisement to owner/occupants to extinguish the fire. For repeated open fire burning there will be repeated fines.

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. The following rules are required by the Town of Riga and the Village of Churchville.

1. 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.
2. 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.
3. 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 Phone Numbers and Contact Information”).
 - If your dog is seized, please call the Village of Churchville Office (See “Emergency Phone Numbers and Contact Information”).
 - To redeem your dog, you must pay a seizure fee, a daily board fee and have a NYS Dog License.
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 such as dogs, cats, birds, gerbils, hamsters, rabbits, fish, lizards (such as Iguanas and Bearded Dragons), and also small snakes.
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 informing the Town of Riga Animal Control (See “Emergency Phone Numbers and Contact Information”) 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.

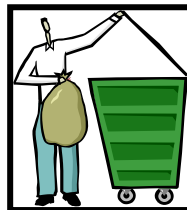
“FOR SALE” sign may be placed in any of one of the following locations on your home:

- Patio fence
- 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 anywhere within the Greene.

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. If you are in need of a new tote or recycling bin, call the Village of Churchville Office. (See “Emergency Phone Numbers and Contact Information”).
 - 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.
 - 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 off-rim 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.

You must call the Village of Churchville Office (See “Emergency Phone Numbers and Contact Information”) 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, or Tuesday if Monday is a holiday, 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. Village crews will not pick up items placed at the private drives. During the winter months, brush will be picked up as necessary. Limbs and branches should be stacked neatly in piles no larger than 2 ft. high and 5 ft. wide with cut ends together. Please keep the Greene clutter free by not bringing these materials out too soon or after the scheduled times.
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.

Monroe County Ecopark at 10 Avion Drive, Rochester, NY 14624 (off Paul Road) is designed to provide Monroe County residents a central “one-stop drop-off” to recycle and/or dispose of certain items (see Appendix, “Recycling Options”), keeping these items out of our waters and landfills. To contact them, call 585-753-7600 or refer to the Churchville Greene website at www.chgreene.hoaspace.com for the link to Ecopark’s website.

Sunnking in Brockport at 4 Owens Road, Brockport, NY 14420, accepts old TVs and computer monitors only. Please see their website at www.sunnking.com and please be aware that Sunnking will not help you unload your TV or computer monitor from your vehicle into the large Dumpsters. To contact them, call 585-637-8365.

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 and toys against any building or garage door may cause dent damage to the siding or window trim, and IS NOT ALLOWED.

VIOLATIONS



In the event of a perceived infraction/violation of Churchville Greene Homeowner Association's Rules and Regulation, the Management Company should be contacted via telephone. 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). 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 rules of Churchville Greene Homeowners Association, 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) period, the homeowner **must immediately**, at his or her own expense, institute whatever corrective action is 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.

MAINTENANCE FEES



Monthly assessments (Maintenance Fees) are collected from each homeowner. These assessment fees cover 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 revenue 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



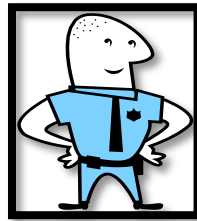
1. The Board of Directors is responsible for providing insurance for the Homeowners Association as specified in the Declaration section of the Offering Plan. Accordingly, the Board of Directors secures a master policy for which premiums are paid from the homeowner's monthly assessment fee. A copy of 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 originally built.
Any 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 Variance Request....What...When...Where & How

What: A variance request is a formal document that permits a Churchville Greene homeowner to implement changes to the exterior of one's home, to the landscaping, or any portion of the Common Area that satisfies HOA requirements. The Common Area referred to in the Homeowners Manual are areas outside of your home, garage foundation, and patio. **At no time, should the homeowner proceed to implement a Variance (change) without first receiving an approved signed copy of the Variance Request Form.**

When: A Variance Request is required for any exterior changes that include:

- ✓ The painting or alteration of any exterior surfaces of window trim and doors.
- ✓ Window/patio door replacement.
- ✓ Front door replacement.
- ✓ Front storm door replacement.
- ✓ Fence replacement and fence staining when the original color is changed.
- ✓ Replacement or new installation of an air conditioning unit.
- ✓ New furnace installation which requires exterior venting accommodations.
- ✓ The installation of exterior satellite, dish or antenna fixtures.
- ✓ Landscaping changes/additions/removals that affect the front of the home and outside of the fence.

Where: There are currently **3 different types** of Variance Requests.

The forms are located online on the Management Company's Website. See the Section "Emergency Phone Numbers and Contact Information" for the phone number and Website location. The Churchville Greene Website also links to the Management Company. To locate the Variance Requests, go to Properties (top banner)/scroll down to Churchville Greene and select View Property

You'll see:

- ✓ Variance Request - Use for all requests except new fencing.
- ✓ CG-Wooden Fence Variance Request - Use for new **Wooden** Fencing only.
- ✓ CG-Vinyl Fence Variance Request - Use for new **Vinyl** Fencing only.

For those individuals without computer access, you can call the Management Company to obtain a mailed copy with checklist. See the Section "Emergency Phone Numbers and Contact

Information” for the phone number. Each Variance Request has an appropriate process and component checklist that must be followed.

How: 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 as part of the Variance Request may be requested by the Board of Directors, if needed. 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. You can also refer to our Homeowner’s Manual under the section “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, “Variance Request Form Information”) that describes the types of requests and 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 by telephone from the Management Company or on their website at www.realtyperformancegroup.com. Variance Request Forms are also available at our Churchville Greene monthly Board meetings.
2. Construction materials must be compatible with the architectural design of the Churchville Greene Community and must be approved by the Churchville Greene Board of Directors.
3. Exterior color changes can be made only to the front door and require approval from the Churchville Greene Board of Directors.
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 within 7 days after the Board Meeting. The homeowner will receive a signed copy of the Variance Request.
6. **At no time, should the homeowner proceed to implement a Variance without first receiving an approved signed copy of the Variance Request Form.**

7. 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.
8. 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.
9. 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.
10. 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.
11. 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.
12. 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.
13. 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.

HOW TO FILE A COMPLAINT



If you have a complaint or concern regarding a contractor or any Management Company maintenance employees, please contact our Management Company Property Manager (see “Emergency Phone Numbers and Contact Information”).

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 their employees that you feel uncomfortable discussing with your Property Manager, please contact the President of the Churchville Greene Board of Directors by letter or attend a monthly Board meeting.

EMERGENCY PHONE NUMBERS and CONTACT INFORMATION

Ambulance	911
Police	911
Fire	911
Town of Riga Animal Control	(585) 293-3880, x215
Poison Control	1-800-222-1222
Gas Emergency (RGE) or Smell Gas Odor	(585) 546-1100 or 1-800-743-1702
Churchville Electric	(585) 293-3366 Daytime (585) 746-8025 (Emergency)
Realty Performance Group, Inc. And Property Manager Website: www.realtyperformancegroup.com	(585) 225-7440
Village of Churchville Office	(585) 293-3720
Town of Riga Office	(585) 293-3880
Churchville Greene Website: www.chgreene.hoaspace.com	

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

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: 03/03/2019

Board Approval Date: 03/13/2019

APPENDICES

	<u>PAGE</u>
1. Variance Request Form Information	37
2. Homeowner Responsibility Chart	38
3. Map of Churchville Greene	40
4. Appropriate Mounting of TV dish or TV Antenna (Pictures)	41
5. Churchville Greene Homeowner/Tenant Questionnaire (Sample)	42
6. Recycling Options	44
7. Frequently Asked Questions	46

APPENDIX 1

Variance Request Form Information:

There are currently **3 different types** of Variance Requests:

- ✓ General Variance Request with Checklist – Use for all requests except new fencing.
- ✓ CG-Wooden Fence Variance Request with Checklist – Use for new **Wooden** Fencing only.
- ✓ CG-Vinyl Fence Variance Request with Checklist – Use for new **Vinyl** Fencing only.

The forms are located online on the Management Company's Website. See the Section "Emergency Phone Numbers and Contact Information" for the phone number and Website location. The Churchville Greene Website also links to the Management Company. To locate the Variance Requests, go to Properties (top banner)/scroll down to Churchville Greene and select View Property

For those individuals without computer access, you can call the Management Company to obtain a mailed copy with checklist. See the Section "Emergency Phone Numbers and Contact Information" for the phone number. Each Variance Request has an appropriate process and component checklist that must be followed.

APPENDIX 2

Homeowner 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.

<u>Interior of Unit</u>	<u>Responsibility</u>
Floors	HO
Walls	HO
Ceilings	HO
Electrical	HO
Water	HO
Facilities	HO
Doors	HO
Interior Doors	HO
Front Door (interior & exterior)	HO
Garage Door(s) Interior	CGHOA
Garage Door(s) Exterior	CGHOA
Window (interior & exterior, excluding window well covers)	HO
Screens (interior & exterior)	HO
Sump Pump	HO
Main Water Supply (before water meter & common area)	CGHOA
Main Water Supply (after water meter)	HO
<u>Exterior of Unit</u>	
Siding (paint & repair)	CGHOA
Roof	CGHOA
Gutters	CGHOA
Down Spouts	CGHOA
Trim around Windows & Doors (excluding garage doors)	CGHOA
Chimney (exterior only)	CGHOA
Vents (outside only)	CGHOA
Water Spigots (outside only)	CGHOA

Patio

Grounds	HO
Fence & Gate (interior & exterior)	HO

Sidewalk

Deterioration	CGHOA
Sagging (if hazardous)	CGHOA
Snow Removal	HO

Roads

Main Road	Village
Private Roads	CGHOA
Driveways	CGHOA

Common Grounds

Grass, Shrubs, & Trees	CGHOA
Homeowner Planted Shrubs & Trees (patio only)	HO

Exterior Lights

Fixtures (garage & common area)	CGHOA
Power Supply (private roads street lights)	CGHOA
Bulbs	HO

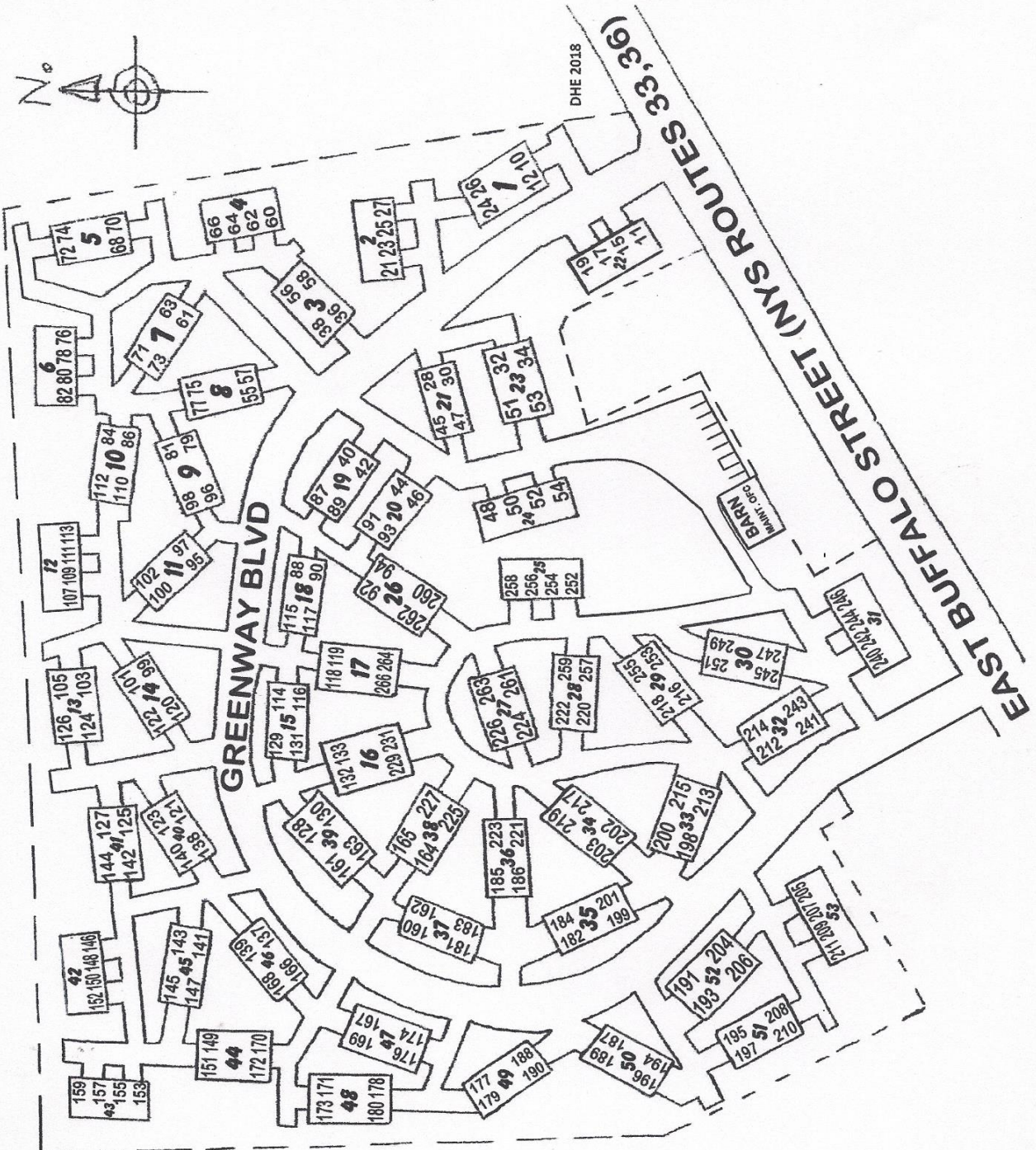
Mail Box

CGHOA

CGHOA - Churchville Greene Homeowners Association
HO - Individual Homeowner

APPENDIX 3

Map of Churchville Greene:



APPENDIX 4

Appropriate Mounting of TV Dish or TV Antenna:

Approved Exterior Locations



APPENDIX 5

Churchville Greene Homeowner/Tenant Questionnaire:

CHURCHVILLE GREENE HOMEOWNERS ASSOCIATION HOMEOWNER-TENANT QUESTIONNAIRE

DO NOT COPY

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.

1800 Hudson Avenue, #100

Rochester, NY 14617-5156

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

Thank you for completing this questionnaire

(This is a SAMPLE FORM) Copy is available at the Management Company's website.

APPENDIX 6

Recycling Options: (Ecopark is for Monroe County Residents ONLY)

Items that can be recycled at Ecopark:

- Appliances
- Bulky Plastic Wrap (no fabric/metal components)
- Clean Styrofoam Packaging (no Tape or Labels)
- Clothing and Accessories (donations)
- Cooking Oil
- Document Destruction (items are destroyed off-site)
- Electronic Waste
- Fire Extinguishers
- Flags (US)
- Fluorescent Lights/CFL bulbs
- Paper and Cardboard
- Pharmaceuticals & Rx Bottles
- Plastic Bags and Wrap
- Printer Cartridges
- Propane Tanks (1# and 20# only)
- Rechargeable and Button batteries (NO Alkaline Batteries)
- Recyclable Glass/Metal/Plastic Containers
- Sharps & Syringes
- Scrap Metal (including bare tire rims)

Fee Based Items:

- Tube TVs/Monitors \$15
- Broken Tube TVs/Monitors \$25
- Flat Screen TVs/Monitors \$5
- Passenger Vehicles Tires on Rims \$8
- Tires off Rims \$5
- Appliances with Refrigerant \$15

Household Hazardous Waste: (Appointments Required)

- Automotive Flush (antifreeze, brake, power steering and Transmission)
- Cleaners (soaps, waxes, drain cleaner, etc.)
- Driveway Sealers
- Flammables (gasoline, thinners, solvents, etc.)
- Mercury (thermometers, thermostats)

- Paint Oil-Based & Latex (more than 1/3 can fill)
- Pesticides/Insecticides & Fertilizers
- Pool and Photo Chemicals
- Resins and Adhesives
- Wood Stain & Preservatives

For more information on Open Days/Times, go to the Ecopark Website at
<https://www.monroecounty.gov/Ecopark/>

Residential Curbside Recycling:

- Newspaper, inserts, magazines and catalogues
- No Junk mail, advertising and brochures
- Clean cardboard (flattened not to exceed 2x4 feet)
- Pizza boxes (clean, empty and flattened)
- Egg Boxes
- Soft cover books (including phonebooks)
- Home office paper if shredded must be in paper bags
- Envelopes (including window envelopes)
- Plastic items, including Bottles, Jugs Jars and Tubs
- Acceptable Metal, including pots, pans and Aluminum Foil Ware
- License Plates, defaced
- Empty Aerosol Cans with caps (No pesticides or spray paint)
- Glass food and beverage bottles

Unacceptable Items at Curbside:

- Food or Liquid Waste
- Plastic Bags/filmy product wrap
- Sharps & Syringes
- Clothing
- Styrofoam
- Rx Bottles
- Cords/Hoses
- Single use plastic (coffee pods, straws, utensils)

Pharmaceutical Collections: Always CHECK with the organization to make sure they are open and accepting pharmaceuticals on a particular day/time.

- Ecopark
- Local Police Stations
- Monroe County Sheriff's Office and Substations
- Hospitals and Pharmacies

APPENDIX 7

Frequently Asked Questions:

1. Who is our Management Company?

Our Management Company is Realty Performance Group. 1800 Hudson Avenue Suite 100
Rochester, NY 14617 Telephone 585-225-7440 Fax 585-225-7630.

2. Where and when are the Homeowner's Board Meetings?

The Meetings are held on the second Wednesday of the month at 6:30 PM at The Riga Town Hall Community Room.

3. How can I be put on the Homeowner's/Board meeting agenda?

A homeowner can be put on the agenda by contacting 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 the Churchville Greene website at www.chgreene.hoaspace.com. The minutes are also posted at the Barn. The Agenda for the current monthly meeting will be posted to the Churchville Greene Website at least by the Monday before the meeting. Minutes will be posted only after being approved by Board.

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. Trash containers can be put out after 6:00 PM the night before pickup and need to be removed no later than 6:00 PM day of pickup.

6. Am I allowed to put signs (For Sale, For Rent etc.) in my Yard?

No advertising signs except one (1) "FOR SALE" or one (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 sale of the home. An "Open House" sign can be displayed only during hours of the open house. No political signs are allowed.

A "FOR SALE" or "FOR RENT" sign may only be placed on the patio fence or in any interior window of your home and must be removed upon sale or rental.

7. When are monthly maintenance fees due?

Monthly maintenance fees are due the first of each month. The Assessment Fee varies from year-to-year. Homeowners will be notified of Assessment Fee changes by December 31st of the current 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. See Homeowners Manual for what is considered a Household Pet.

9. Who is responsible for Patio Fence maintenance or Replacement?

The homeowner is responsible for the maintenance or replacement of patio fences. Any Patio fences being replaced need to have a Variance Request submitted before work can start on the fence replacement. Currently both Pressured Treated Wooden Fences and Vinyl Fences are allowed. Please see the appropriate Variance Requests for Wooden Fence and Vinyl Fence Replacement Requirements. Both the Wooden and Vinyl Fence Variance Request Forms have a checklist that needs to accompany the Variance Request. Please contact any Board Member or our Management Company with any questions.

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. (Please park vehicles on the road surface and not on the grass.) 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 1st to May 1st. 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 our Management Company's maintenance employees, please contact your Property Manager at 585- 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 www.chgreene.hoaspace.com (Click on the "About Us" tab), as well as posted at the Barn, and also in the Newsletter.

14. What documentation does our Management Company need from Independent Contractors doing 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 our Management Company 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.

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

A copy of the Homeowners Manual can be obtained by calling our Management Company or from our Management Company's website at www.realtyperformancegroup.com. Click on the properties tab, go to Churchville Greene Properties, then click on the Property, and then go to Rules and Regulations.

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, refer to the Homeowners Manual or contact our Management Company or any Board Member.